



PLAYER RELEASE PROCESS (REMOVAL & QUILTS)

From time-to-time, players may choose to stop playing with affiliated NJYS clubs during a season. Once a travel player is rostered to an active team, the player is bound to that team for the entire seasonal year (September 1st -August 31st). To be formally removed from a roster, a player must be *released*. This process is separate from a transfer and shall only occur when a player does not attend to participate with any other NJYS club during the seasonal year.

TYPES OF RELEASES

- **Voluntary Release:** A player is no longer participating with their current NJYS member club and any other NJYS member club for the remainder of the seasonal year (September 1st - August 31st). **Essentially, this option is for a player is 'quitting' all soccer for the remainder of the year.**
- **Involuntary Release:** A player that has violated the policies or bylaws of USSF, USYS, NJYS, and/or the affiliated member club or league can be removed from a roster at the request of a member club, league, and/or governing body.

REQUESTING A VOLUNTARY RELEASE

WHO: A parent/guardian (or a player 18 years or older) are the only individuals who can request a Voluntary Release for the player. *A club representative cannot request a voluntary release of a player.*

WHEN: Voluntary Releases can be requested at any time during the seasonal year. A parent/guardian (or a player 18 years or older) must follow the process outlined below.

STEP 1 (PARENT/GUARDIAN): REQUESTS VOLUNTARY RELEASE IN SPORTS CONNECT

The following steps are to be taken in the Sports Connect State Platform by the **Parent/Guardian** of the player.

1. Log-In to the state platform as the parent/guardian: <https://njysa.affinitysoccer.com/>

TIP: For assistance accessing your account, please contact Sports Connect Support: [855-873-5357](tel:855-873-5357) M-F: 11:30AM-8:00 PM EST.

2. Click on the player you wish to release.
3. Click the "applications" tab.
4. Click "Request Release and/or Transfer" under the "Team Options" column.

TIP: If the Team Option column displays "N/A", contact the club to (1) UNASSIGN the player from a non-active team and then (2) CANCEL the application. If the Team Option displays "Join a Team", contact the club to CANCEL the application. If no applications appear under this tab, please contact support for account access related inquiries.

5. Select the SECOND option "I am requesting to be released and I **am unsure of which** league or club I want to transfer to."
6. Select a reason, enter comments as applicable, and click "submit transfer."
7. An automated email is generated to the parents/guardian and releasing club indicating that a request has been made.

STEP 2 (RELEASING CLUB): APPROVE OR CONTEST THE VOLUNTARY RELEASE REQUEST



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A releasing club may choose to approve/contest the release request. The primary club administrator is notified via email that a request is pending. A club administrator may also be notified through a dashboard alert to log-in.

VOLUNTARY RELEASE APPROVAL PROCESS

To properly complete an approval, the club administrator is responsible for clicking approve on THREE pieces of the release, which can all be accomplished one-after-another. To approve a transfer, see the following steps:

1. Log-in to the state platform as a club administrator
2. Search for the player that is requesting a release.

TIP: The application status filter "Pending Release" may be a useful tool for administrators.

3. Click on the player record.
4. Click on the transfer tab.
5. Select "Approve" for the "Releasing Team Administrator" and Click "Update"
6. Select "Approve" for the "Releasing League Registrar" and Click "Update"
7. Select "Approve" for the "Releasing Final Approval" and Click "Update"

TIP: All three approvals are completed by the releasing club – NJYS does not complete a final approve when there is mutual agreement between clubs to complete the transfer.

8. The transfer is sent to the receiving club administrator for approval. An automatic email is generated to the parents/guardian, and the releasing club indicating that an update was made.

'CONTESTED' RELEASE PROCESS

A voluntary release may be contested if the player has not met the obligation of finances or property to a club. A contested release can be made within 30 days of the initial email request with NJYS from a parent/guardian. To contest a release, see the following steps:

1. Log-in to the state platform as a club administrator
2. Search for the player that is requesting a release.
 - a. The application status filter "Pending Release" may be a useful tool for administrators.
3. Click on the player record.
4. Click on the transfer tab.
5. Select "Contest" for the "Releasing Team Administrator"
6. Enter comments regarding the contested transfer (e.g., fees owed, property not returned).

TIP: The comments made are visible to NJYS and the parents/guardians.

7. Click "Update."
8. If a club choose to no longer contest the voluntary release, the administrator can follow steps 1-4 of this section to navigate to the request, then complete steps 9-11 below.
9. Select "Approve" for the "Releasing League Registrar" and Click "Update"
10. Select "Approve" for the "Releasing Final Approval" and Click "Update"
11. The transfer is sent to the receiving club administrator for approval. An automatic email is generated to the parents/guardian, and the releasing club indicating that an update has been made.

TIP: Contesting a voluntary release will leave the player on the roster until the release is approved.

VOIDING A VOLUNTARY RELEASE – RETURNING TO SOCCER AFTER A RELEASE



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Occasionally, a player may change their mind about 'quitting' soccer for the entire seasonal year and may later choose to join an NJYS affiliated club. A player may not do so without expressed permission of the original club. Once the permission is received, a Parent/Guardian of the player may modify the Voluntary Release Request to include a transfer destination.

If the player is seeking to return to the same team in the same club, please contact registration@njyouthsoccer.com to roll back the request. If the player is transferring to a team in a new club or to a new team in the same club, please see the instructions below:

1. Log-In to the state platform as the parent/guardian: <https://njysa.affinitysoccer.com/>

TIP: For assistance accessing your account, please contact Sports Connect Support: [855-873-5357](tel:855-873-5357) M-F: 11:30AM-8:00 PM EST.

2. Click on the player you wish to transfer.
3. Click the "applications" tab.
4. Click "Request Release and/or Transfer" under the 'Team Options' column.
5. Select the "Transfer Destination" button on the left side of the screen.
6. Select the appropriate District (Region), League (District), Club, Play Type, Age Group (for the team), Team, Reason, and Comment(s).

TIP: If the team you are attempting to transfer to does not appear in the list, DO NOT select a different team within the club to transfer to. Ensure that (1) the team is 'active', (2) the player is age eligible for the team, (3) the team has not reached the maximum roster size, and (4) the team has not exceed the permitted number of transfers for their age group. Player transfer requests cannot occur until the team is 'active'.

7. Check off "initiate transfer on behalf of the player" and click "submit transfer."
8. An automated email is generated to the parents/guardian, releasing club, and receiving club indicating that a request has been made.

NOTE: Transfers made after a voluntary release are subject to the transfer policies. A player must first receive expressed consent from the original organization prior to entering the transfer destination.