

## NGS Procedures

FYSA affiliates may place their members in Not in Good Standing (NGS) prior to July 1 of the current seasonal year.

### To place a member (player/coach) in NGS:

For players the affiliate must:

- If the player is rostered to a team, release the player from the official state roster (this will change their status to released)
- If the player is not rostered to a team, the players competition level must be set as inactive; the team set as none
- All of the required documentation supporting the NGS status must be uploaded into the documents section in the player account. Please label the documents clearly.  
**Documents MUST be uploaded to the documents section within two (2) business days of the original NGS transaction.** (Documents can be uploaded using the same process used to upload birth verification documents)
- The pass must be retrieved from the team and destroyed by club officials

If it is a coach;

- They must be removed from the official state roster
- The level of the coach must be set to inactive
- Unlike the players, coaches do not have a document section in their profiles. All of the required supporting documentation must be sent via email to [cos@fysa.com](mailto:cos@fysa.com).  
**Documents MUST be emailed to cos@fysa.com within two (2) business days of the original NGS transaction.**
- The pass must be retrieved and destroyed by a club official

Following the above steps, the Agent of Record logs into the online Not in Good Standing Form, here is the link.

<https://www.gotsport.com/forms/open/?FormID=553>

After the form is completed and submitted, office staff will review the documentation that has been provided, and will send a letter to the member advising them of the NGS request and advising them that they have 14 days to respond.

Documents MUST include the following:

- Copies of all letters of notice to collect the debt that were sent, including the final letter of notice. (All letters must include the amount owed. Refer to the procedures manual for sample letters.)
- Any invoices (if the affiliate uses invoicing)
- Registration documents showing that the party agreed to the amount

Requests to place players in NGS will not be processed until all the required documentation has been provided. Keep in mind that if the documents are not attached within the required two (2) business

days of the original NGS transaction, the NGS form will be denied. Failure to do so may impact the affiliate's ability to place future members in NGS.

Once all documentation has been verified, FYSA will then import the player's account into the FYSA Suspended team. If it is a coach FYSA will mark their Risk Management status as disclosure.

When the debt is satisfied, The Remove From Not in Good Standing Form must be completed immediately <https://www.gotsport.com/forms/open/?FormID=295>, by the club Agent of Record. This will be processed by the office during normal business hours.

In the event of a returned check for payment, a copy of the returned check only need be forwarded to the FYSA office, and the member will be placed back into NGS.

**NGS Final Notice Sample Letter**

Date

Player Name  
C/O Parent Name  
Address  
City, State Zip

Dear **Parent**,

Our records show that there is still an outstanding balance owed to (**club name**) for the player (**player name**). The outstanding balance due is **\$**. Payment is due by (**Date**).

Failure to submit the payment by the requested date will result in the player being placed in Not in Good Standing with FYSA. This means that your player will not be permitted to participate in **ANY** practices or games for the remainder of the season, and will not be able to return to the (**club name**) or participate as a player with **ANY** soccer club affiliated with FYSA next season until the debt is cleared and his name has been removed from the “not in good standing” list.

Thank you in advance to you immediate action in reference to this matter.

Regards,  
Sender Name  
Title  
Full Club Name