

Help Us Help You

FYSA has registered 50,010 players and 7,575 coaches as of September 22, 2008, for the 2008-2009 seasonal year. Most of these transactions have been quickly processed. There are a few things that affiliates can do to ensure that their birth verifications and other transactions are handled quickly.

The new confirmation page for uploaded players lists information on players whose registration was rejected or delayed. This has replaced the returned card list.

Please do not contact the office and ask for exceptions to posted procedures; they will not be granted. Please do not send a request to multiple recipients. An email sent to an individual will be answered quickly or forwarded to the correct staff person. Emails addressed to multiple people will sit until there is time to determine who should answer. For all registration questions, emails sent to registrar@fysa.com will be answered timely.

For new coaches, attach scanned copies of completed risk management disclosure forms with the .csv upload file. Check to be sure that the forms have been signed and have the club code noted on them. We have received many forms that are incomplete, and we cannot process them. We also cannot process faxed volunteer forms.

Birth certificates must be legible. Since FYSA holds the affiliates responsible for ensuring that the players are of the correct age, affiliates should be viewing original documents and then submitting a copy of the original document they examined. Send birth documentation to bc@fysa.com. Please put the team or club code in the subject line of the email. For players born in the United States (US), birth documentation that identifies that they player was born in the US does not need any further supporting documentation. For players that were born outside of the 50 US states and have reached the age of 12 (this includes Canada, Mexico, Puerto Rico and US citizens born abroad), United States Soccer Federation (USSF) requires that an International Clearance waiver (ICR) or request be attached to birth documents. See memo on the FYSA website on foreign born players for more information. FYSA cannot verify foreign born players over the age of 12 without the required documents ATTACHED to the birth certificate. They must come together. We have no way of keeping a birth certificate and waiting for ICR paperwork to follow.

Do not submit birth certificates for persons that are not registered with FYSA or for players already verified in the FYSA system.

When checking to see why a player has not been birth verified, please send an email containing the scanned copy of the birth documentation and ICR (if required) to registrar@fysa.com. Do not send in a question asking the FYSA office staff to look for the documentation.

The FYSA office has received hundreds of documents that cannot be processed. For those that can be identified as belonging to an affiliate, they will be returned in the next affiliate mailing. For those that cannot be identified, they will be shredded.