

FYSA Affiliation Renewal Form Instructions

On June 1, 2008, the FYSA affiliation form for the 2008-2009 seasonal year will be available in the secure section of the website for the Agent of Record for current affiliates and associate affiliates to complete. This must be completed prior to any registration of players/coaches for the new seasonal year or prior to any sanctioned event (i.e., tournaments, etc.). In completing this form, the option is available to indicate if the application is an update for current seasonal year so that the new board members will be granted credentials at the AGM in August or it is an initial form for 2008-2009.

Entering data on this online form DOES NOT automatically affiliate an organization with FYSA. Instead, required information is collected and certain verifications are performed. At the end of this process, a form is produced in the browser that is ready to be printed for the affiliate's records. The information update is then submitted to the FYSA office for processing. Once verified, an e-mail will be sent to the affiliate and the appropriate District Commissioner.

During this process, each affiliate may enter from one (1) to three (3) Agents who are allowed to speak and sign on behalf of the Club. One of those Agents must be designated as the Agent of Record (primary Agent). In addition, FYSA must be informed as to who the primary Registrar and primary Referee Assignor are in the Club. FYSA would also like to know the identity of the primary Treasurer. If those persons are not listed among the three Agents, their names may be included on this form.

Listed on the online form are the current representatives of each Affiliate. The Agents, Registrar, Referee Assignor and Treasurer may be selected from among those names or the empty sections may be used to enter new names. Please make any corrections necessary in the information about the persons selected. Please note that each selected person must have a complete address, a phone number (not including a FAX), and a valid email address. Since FYSA's primary method of communication is email, if a representative does not have an email address, then please provide the email address of one of the other representatives. Please also note that anyone listed on this affiliation form must have a current FYSA registration application on file for access to the secure site. Additional persons from each Affiliate can be designated to have access to the FYSA secure website by indicating such on the affiliation form. For each such person, Club Representative access, Club Registrar access, or both may be granted. Affiliates may have several registrars.