



# Pre-Season Checklist

Please find below the season start checklist. **Risk Management** can be submitted commencing **Monday, June 2<sup>nd</sup>**, and the **Registration Event will open on July 1<sup>st</sup>**. Please note the important updates:

- **Ensure the [Club Reaffiliation Form](#) has been submitted**, and all [risk management](#) requirements are completed no later than July 18<sup>th</sup>. **FYSA reserves the right to remove our affiliation pathway for those not in compliance.**
- Minimum **competitive** team age division will be **8U (playing up rule will be +1 year)**
- **Recreational Travel** teams (roster rules: headshot, age verification, SafeSport if required, playing up restrictions) and **Recreational in-house** will continue to be +2 years for 8U team age divisions.
- A **maximum of 30** players will be eligible to be rostered to 13U-19U in the FYSA Registration Event (**only 18 can dress for games**; a [match day roster](#) must be created). The club pass designation will be replaced with Primary1 – teams' formation will be unrestricted (**note: FYSA Cup Competition rostering rules will be unchanged**)
- FYSA Membership pathways:
  - **Recreational in-house and TOPS** ([differently abled soccer program](#)) players: Submit via [Direct Registration](#) for FYSA Membership
  - **Recreational Travel/Competitive** players: enroll the team profile in the FYSA Registration Event, add the players, and submit via Pre-bill for FYSA Membership.
  - **ALL memberships will be Pre-bill effective July 1<sup>st</sup>, 2025.**
- **All background checks will be processed as Pre-bill effective June 2<sup>nd</sup>, 2025.**
  - **FDLE Level 2      \$60.00**
    - If an L2 was processed and approved by FYSA in the 2024/25 seasonal year, the approval will be linked to the 2025/26 Seasonal Year risk management requirements. **A National Criminal/Sex Offenders/County check will be required if being added to an FYSA Roster. The fee will be \$20.00.**
  - **FDLE Level 1      \$45.00**

## [Pre-Season Timeline](#)

Stay ahead of **key deadlines** for the 2025/26 season. This timeline includes **all important dates** to help keep your club organized and on track from start to finish. [View the Pre-Season Timeline here.](#)

1. Via the club management -> team's pathway, change team names if needed, and the \*age divisions (**the age will automatically roll over +1 year on August 1st**). Create any [new team profiles](#).  
 \*If enrolling the teams into the Registration event **before August 1<sup>st</sup>**, please note:
  - The majority of the 19U team is returning, and you wish to retain the team history, change the team profile age division to 18U.
  - For teams that were true 8U in the 24/25 season, change the age division to 8U.
  - **Teams that will be 8U in the 2025/26 season, the age division will be 7U.**
2. Via the club management -> team's pathway, [remove the current seasonal player/staff pool](#), resetting it to zero. This will ensure the team profile contains the correct players and coaching staff/team managers. Add any team locks (recommended to activate the [Toggle Roster Lock](#) to prevent coaches and team managers from having the ability to move and release players from the team profile).
3. **For third-party software users:** Via the club management -> players pathway, [archive](#) your existing player pool. Via the same pathway, scroll to the top of the landing page and click 'Upload Players.' Download the template with only the required columns and transfer the required data from your registration platform. Add an additional column, 'Competitive Level,' and copy/paste the competitive level from the upload pathway.

**Import Players**

Manage Players **Upload Players** Parents/Guardians

Players / Import

**Import Into Club**

Select Affiliation

USYS

With this affiliation selected each row must have a Competitive Level field with one of the following competitive levels:

- Competitive
- Inactive
- Not Registered
- Recreational (Inhouse)
- Recreational (Travel)
- Regionals
- Released
- Suspended
- TOPS
- TOPSoccer
- Tournament

**Instructions**

[Download template with only required columns](#)

Download template

If you re-import players already in your account, the system will match on name, gender, and date provided contact information. This also means you can upload the same data twice without creati

- Rows must be on separate lines.
- Each row should have the same number of columns.
- Do not use punctuation or symbols in column names.
- Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format
- Required fields are listed below:

First Name  
Last Name  
Gender  
DOB Dates need to be in a mm/dd/yyyy, yyyy/mm/dd, or yyyy-mm-dd format  
Address  
City  
State  
Zip

Save the file as a CSV (ensure the date of birth is listed as mm/dd/yyyy) and complete the [upload](#).

4. Via the club management -> players pathway, add the [player pool to the team](#) (utilize the filters). Once added to the player pool, this information can be '[hidden](#)' if you do not wish the coaching staff/parents to see who will be rostered to the team. Filters can be utilized to ensure players show:
  - an [age verification lock](#),
  - a current [headshot](#),
  - For those who are **18 years of age, or who will be 18 before July 31<sup>st</sup> of the following year, that SafeSport** has been completed (filters are available in the top right corner of the landing page.

Players

(Florida Youth Soccer Association) Age Verification Requi

Search

Player Seasonal Year

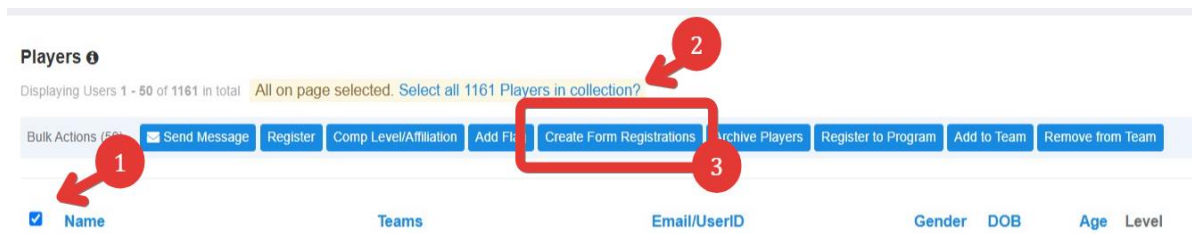
Player Affiliate Name

Last Name

24/25

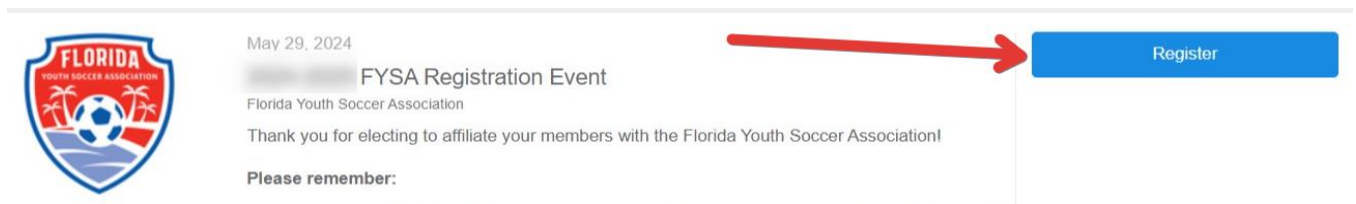
All selected (3)

- Update the required forms to show as fulfilled.

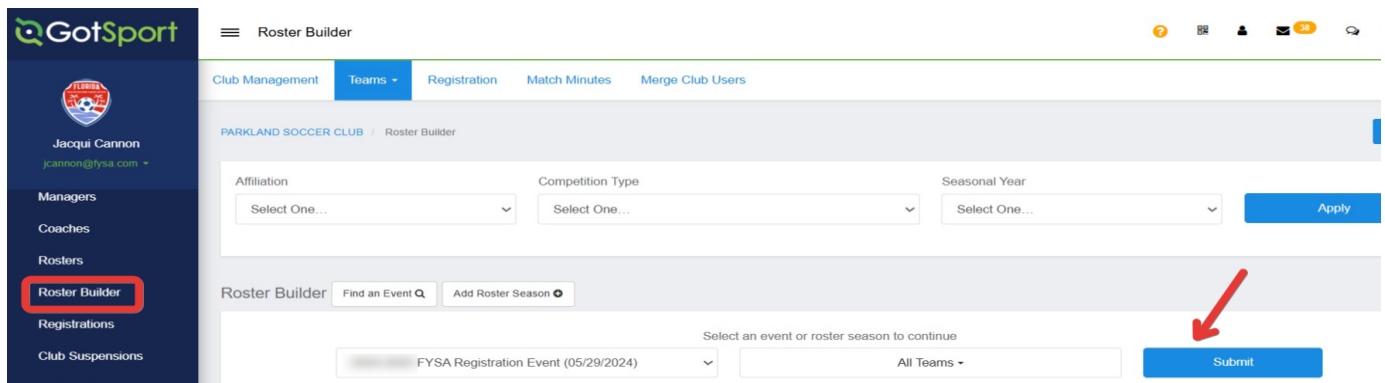


5. Via the club management -> coaches' pathway, repeat the process to archive those who are not returning and add the coaching staff to the team profile. This will provide the coach with access to the team (can [communicate](#) with the pool via email and enter the team into events if required to do so). Utilizing the filters, ensure that staff have commenced/completed their [risk management requirements](#). The requirements will show as complete until August 1<sup>st</sup>, as this is the commencement of the next seasonal year.

6. For competitive or recreational travel teams, once you have ensured the team's name and age division are correct, enroll the teams in the [FYSA Registration Event](#) for the upcoming seasonal year. The pathway is club management -> teams -> scroll up to Registration tab -> locate the FYSA Registration Event -> click Register.

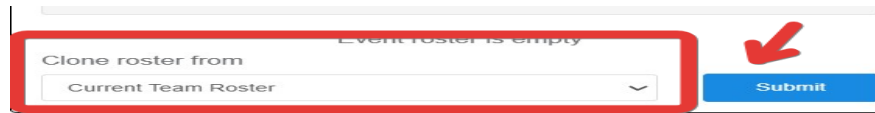


7. Create your teams and purchase the membership fees via the club management -> roster builder -> select the FYSA Registration Event from the drop-down menu -> submit pathway.



8. Clone over the teams from the player pool, either team by team or in bulk. [Link the roster rules by clicking 'Refresh or Purchase,' and submit and pay for the memberships.](#) To print on a roster, pass, or match card, you will need to see a green check mark and green dollar sign listed on the roster.

**Per team:**



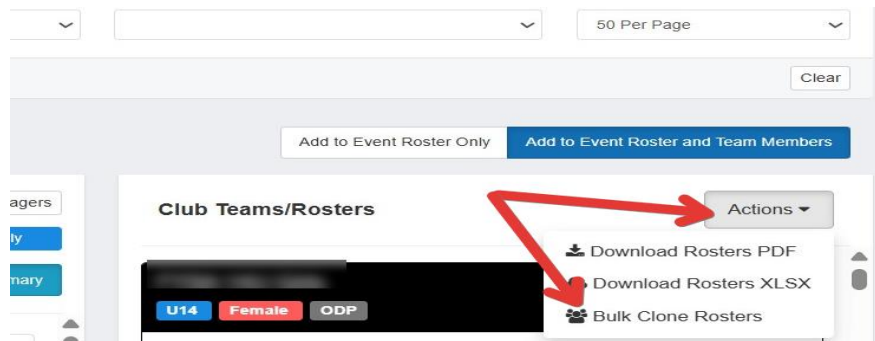
Event roster is empty

Clone roster from

Current Team Roster

Submit

**In bulk:**



50 Per Page

Clear

Add to Event Roster Only Add to Event Roster and Team Members

Club Teams/Rosters

Actions

- Download Rosters PDF
- Download Rosters XLSX
- Bulk Clone Rosters

U14 Female ODP

9. Team documents can now be printed by the [coach/team manager](#) or club administrators. During the seasonal year, individual passes can be collated into [one PDF](#) via the club management -> rosters pathway (Select the FYSA Registration Event from the event drop-down).

**Questions? Email [jcannon@fysa.com](mailto:jcannon@fysa.com) or review our [support documentation](#).**

**Gotsport Administrators Zendesk: [Click Here to be Redirected](#).**