



Pre-Season Checklist & Updates

Please note the following major changes:

- **Team profiles** must be updated from birth-year age groups to **seasonal-year** age groups (displayed as “school year” in GotSport).
- The **FYSA Registration Event** opens **June 1, 2026** (team profiles must reflect [seasonal-year](#) age groups).
 - Team names may be updated to include both birth years (example: 2007/08G).
 - **No exceptions** will be granted to play down for players born in July unless approved in pursuance of Rule 203.4.
 - **On August 1, 2026, all team profiles will automatically roll over +1 year and display the seasonal-year age group method.**
- **Ensure headshots are updated to show a forward facing, current image. Many leagues will transition to a digital check-in for 2026/27.**
- The **FYSA Risk Management** pathway opens **June 1, 2026**:
 - SafeSport and Heads UP can be completed immediately. **Level 2 background checks cannot be submitted until on or after July 1, 2026**, which is the first date submissions will be accepted by the ACHA Clearinghouse. The background check requirement will display as inactive until July 1, 2026. **For risk management purposes, FYSA will only accept Level 2 background checks submitted through the ACHA Clearinghouse.** [Click here to view our recent webinar discussing this topic.](#)
 - Coaches who completed a Level 2 scan through the FYSA Biometrics4ALL club link in the 2024/25 or 2025/26 season will show the Level 2 background check requirement as fulfilled.

If the proposed statutory change becomes law, a second Level 2 scan will be required through the ACHA Clearinghouse to remain in compliance with State Law.

Pre-Season Administrative Reminders:

- **Ensure the [Club Reaffiliation Form](#) has been submitted**, and all [risk management](#) requirements are completed. **FYSA reserves the right to remove our affiliation pathway for those not in compliance.**
- The youngest **competitive** team age division will be **8U**, the oldest is **19U** (players born August-December 2007 gain an additional year of eligibility due to the transition to the seasonal year age grouping method).
- **Players born August-December 2020 will lose eligibility to be placed on a Competitive Roster** (they will remain at 6U in 2026/27).
- 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). **Note: FYSA Cup Competition rostering rules will be unchanged**
- FYSA Membership pathways:
 - **Recreational in-house and TOPS** ([for players with intellectual, emotional, or physical disabilities](#)) 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.
- **In preparation for the proposed statutory requirements, all background checks commencing July 1, 2026 will be submitted to the ACHA Clearinghouse. Club Biometrics4ALL links are embedded with the ORI for the Clearinghouse.**
 - FDLE Level 2 background checks will default to payment by the coach at the time of submission.
 - Member Clubs may **opt in** to direct club billing by Biometrics4ALL. Under this approach, the club is invoiced for all screenings, with payment due on the 1st of following month via automatic e-check (ACH).
 - Please [CLICK HERE](#) to complete the opt-in form for direct billing from Biometrics4ALL.

- o To comply with the proposed Florida law, all coaches must have a cleared Level 2 background check submitted to the ACHA Clearinghouse.

Pre-Season Administrative Tasks:

1. In **Club Management > Teams**, update each team profile as needed:
 - o Update the team's name (optional). Example: 2007/08G
 - o Change the age grouping method from **birth year** to **seasonal year** (shown as **School Year** in GotSport) and adjust the age division if needed.
 - o During **May, June, and July**, the team profile will display the **current season (25/26)** age division. However, when enrolling teams in events during these months, the event age division will automatically default to the **2026/27** age division.
 - o Team age divisions in GotSport will automatically roll over **+1 year on August 1**.
 - o Create any [new team profiles](#) needed for the upcoming season.

***If enrolling the teams into the Registration event before August 1st, 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 will be 8U in the 2026/27 season, the age division will be 7U.
2. In **Club Management > Teams**, use the team pathway to [reset the seasonal player/staff pool](#):
 - o Removes the current seasonal player/staff pool (reset to zero).
 - o This ensures the team profile reflects the correct players and coaching staff/team managers for the new season.
 - o Add any team locks as needed (recommended: enable [Toggle Roster Lock](#) to prevent coaches/team managers from moving or releasing players).
3. **For third-party software users:** refresh your player pool in GotSport:
 - o In **Club Management > Players**, [archive](#) your existing player pool.
 - o On the Players landing page, select **Upload Players** and download the template (required columns only). Transfer the required data from your registration platform.
 - o Add a column titled **Competitive Level** and copy/paste the competitive level value(s) shown in the upload pathway. Save the file as a CSV (ensure the date of birth is formatted as **mm/dd/yyyy**), then complete the [upload](#).

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](#)

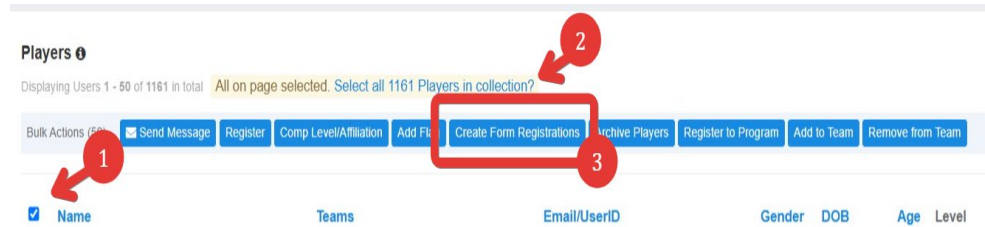
If you re-import players already in your account, the system will match on name, gender, and date provided contact information. This also means you can upload the same data twice without creating duplicates.

- 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

4. Ensure players are compliant with the roster rules. Profiles should show:

- an [age verification lock](#)
- a current [headshot](#) (forward facing, head and shoulders, no hats or sunglasses)
- For those who are **18 years of age, or who will be 18 before July 31st of the following year, that [SafeSport](#)** has been completed (filters are available in the top right corner of the club management-> players page).
- If using a third-party registration platform, update the required forms to show completed once you have received them.



5. Via **Club Management > Players**, add players from the player pool to each team (use filters):

- o Use the bulk tools and filters as needed (see [player pool to team](#) guidance – SELECT ADD TO TEAM).

- o After adding players, you may [hide](#) the player list if you do not want coaching staff/parents to see who will be rostered

- o Use filters located in the dropdown menu on the top right corner to confirm players meet required criteria.

6. Via **Club Management > Coaches**, update your coaching staff for the season:

- o [Archive](#) coaches who are not returning and [add the current coaching staff](#) to the appropriate team profile(s).

- o Adding staff to the team provides team access, including the ability to [communicate](#) with the group and (if needed) register teams for events.

- o Using filters, confirm staff have started/completed [risk management requirements](#). Existing requirements will display as complete until **August 1**, when the next seasonal year begins.

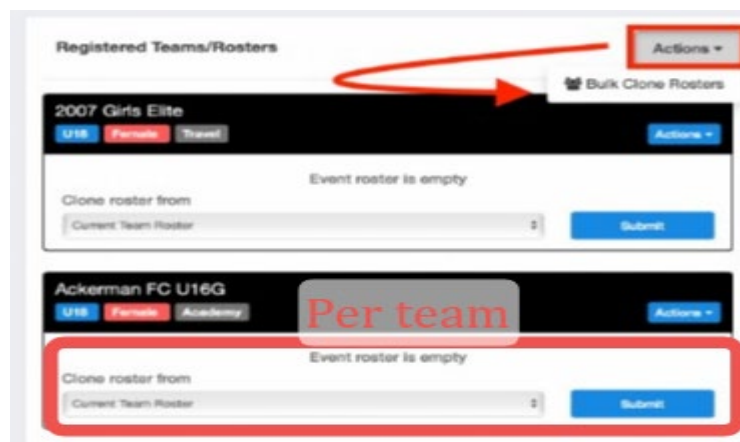
7. Enroll **Competitive** or **Recreational Travel** teams in the [FYSA Registration Event](#) for the upcoming seasonal year:

- o Navigation: **Club Management > Teams** > Scroll up to the **Registration** tab > select **FYSA Registration Event** > Check mark the teams -> **Register**.

8. Build/Clone rosters, click Refresh & Purchase to link the roster Rules and submit players/coaches to the FYSA for membership:

- o Clone teams from the player pool (team-by-team or in [bulk](#)).

- o [Refresh or Purchase](#) roster rules, then submit and pay for memberships. To print on a roster, pass, or match card, confirm a **green check mark** and **green dollar sign** display on the roster.



9. Print team documents as needed:

o Team documents can be printed by the [coach/team manager](#) or [club administrators](#).

o During the seasonal year, individual passes can be combined into [one PDF via Club Management > Rosters](#) (select the FYSA Registration Event from the event drop-down).

Questions? Email: jcannon@fysa.com

Resources:

FYSA GotSport Support Articles: [Click Here](#)

Additional Guides/Medical Releases: [Click Here](#)

To access the Club Webinar on April 20 (approximately 30 minutes long): [Click here](#)

- Supporting slide deck in PDF format: [Click here](#)

To access the Club Webinar on March 23 (approximately 30 minutes long): [Click here](#)

- Supporting slide deck in PDF format: [Click here](#)