

2022-23 Member Association Renewal Info

Association Renewal access will be granted and emails will be sent to the people listed in the roles below. **Only ONE person needs to complete the Renewal application!** If you need someone else to have access, please email Wendy at wendy@ncsoccer.org - The link in the email is unique to the individual and cannot be shared with anyone else.

- President
- Head Registrar
- Executive Director
- Risk Management Co-ordinator
- Association Renewal

REMINDER: You cannot share this email with other users. The link is unique to the individual. You can also gain access to the 2022-23 Association Renewal Application by changing the seasonal year in the top menu bar to "2022-23".

Sample of the Renewal Application:

Burlington Soccer Club ▼ Submit

2021 - 2022 Association Setup

Complete
Pending State Office Review
Action Required

Select the tab(s) that indicate action is required.

Information ✓ **Members** ⊙ Designates ✓ Documents ⊙ Affiliation ✓ Renewal Fee ⊙

Association Information

Date of your Annual General Meeting: * 02/01/2021

Where do you store your Medical Releases: * Locked desk drawer

Number of stamps held by Association: * 1

Do you have players that are only registered with another USSF affiliate and not registered with NC Youth Soccer?
(Examples are AYSO, SAY, US Club, US Academy, Y-League) * No ▼

Your Association may field teams in the Levels of Play that are not disabled. You may not change your approved levels. If this is incorrect, please contact NCYSA. Please review carefully and update if necessary.

Classic teams: * Yes ▼

Approximately how many Classic teams will you register? * 5

Challenge teams: * No ▼

OSL Pool team: * No ▼

Academy Pool team: * No ▼

Rec Pool: * No ▼

TOP Soccer team: * No ▼

How many fields do you have available for usage? * 3

Save & Continue

MEMBERS TAB: The system will automatically assign everyone to the same roles they are assigned to in the current seasonal year. It will also allow you to delete assignments and reassign as needed without the person filling out their NEW 2022-23 Risk Management application IF they have an approved Risk Management application in the 2021-22 system. It will then prompt you to send an email to these individuals asking them to complete their NEW 2022-23 Risk Management application. Individuals named on your association's renewal application must fully COMPLETE their NEW 2022-23 RM application in order for your association's renewal to be complete.

If you do not see someone in your list of options OR if someone you did email through the Renewal process cannot find that email, please email them the direct link to the Registration, Training, and Risk Management application along with instructions to go to our website to read the "NCYSA Risk Management Tutorial" posted under the Risk Management tab.

Direct link Risk Management: <https://nc.sinchq.com/rm/riskmanagement.aspx>

Be sure to remind them to select "2022-23" as the Seasonal Year for their Risk Management Application.

Only those individuals named on the renewal application should be completing the 2022-23 RM Application at this time!

Certified Referee Assignors no longer have to complete a Risk Management application for NCYSA. They are cleared through Risk Management by the NC State Referee Association. Associations will instead choose at least ONE Certified Referee Assignor by selecting one in the drop down menu in the section shown. If your Association utilizes *more* than ONE Certified Referee Assignor, keep adding names until ALL are named on the Renewal.

Burlington Soccer Club Submit

2021 - 2022 Association Setup

Complete
Pending State Office Review
Action Required

Select the tab(s) that indicate action is required.

[Information](#) [Members](#) [Designates](#) [Documents](#) [Affiliation](#) [Renewal Fee](#)

Association Members

The following roles must be assigned. Please note that each person holding a position must complete the NCYSA Risk Management/KidSafe online application PRIOR TO the completion of this application. The required roles are shown below.

Email Incomplete Risk Management

Last update: 3/18/2021 3:33:19 PM

<p>Required Positions</p> <ul style="list-style-type: none"> > President > Vice President > Treasurer > RM Abuse Prevention Liaison 	<p>RYAN W KIRK</p> <p>JAMES R VANDRE</p> <p>JAMES R VANDRE</p> <p>Jasibe Zarate Blanco</p>	<p>> Head Registrar</p> <p>> Secretary</p> <p>> Risk Management Coordinator</p> <p>> Discipline and Appeals</p>	<p>Jasibe Zarate Blanco</p> <p>Jasibe Zarate Blanco</p> <p>Jasibe Zarate Blanco</p> <p>RYAN W KIRK</p>
<p>Required Positions by Playing levels of teams</p> <ul style="list-style-type: none"> > Certified Referee Assignor > Certified Referee Assignor > Field Coordinator 	<p>Scott J Schomburg</p> <p>DAVID R ADAMS</p> <p>Jon-paul G Strachan</p>	<p>> Certified Referee Assignor</p> <p>> Classic Liaison for All</p> <p>> Field Coordinator</p>	<p>Darzon Dawson</p> <p>Jon-paul G Strachan</p> <p>Ashley L Shanlever</p>
<p>Optional Positions</p> <ul style="list-style-type: none"> > Association Renewal > Assistant Registrar > Assist. Risk Management Liaison > Classic Liaison for Boys > Club Pass Administrator Assistant > Director of Coaching > Director of Girls Coaching > Recreation Liaison 	<p>Ashley L Shanlever</p> <p>Jamie L Smedsmo</p> <p>Jasibe Zarate Blanco</p> <p>Jon-paul G Strachan</p> <p>Ashley L Shanlever</p>	<p>> Executive Director</p> <p>> Club Pass Administrator</p> <p>> Challenge Liaison</p> <p>> Classic Liaison for Girls</p> <p>> Director of Boys Coaching</p> <p>> Director of Coaching - Academy</p> <p>> Office Personnel</p>	<p>JEFFREY P GROSS</p> <p>Jon-paul G Strachan</p> <p>Ashley L Shanlever</p> <p>Jon-paul G Strachan</p> <p>Ashley L Shanlever</p>

Select your Referee Assignor Andy Love Assign

If your staff members do not appear in the list below, you must contact them to submit their risk management application. If they appear but have not submitted their risk management application for next year they will receive an email to complete it. Select one or multiple assignments below and then click Assign. You may assign individual to multiple positions (except those positions which require unique individuals by the state office.)

This is the email your selected board members and staff will receive. You can add your own wording but do not erase the special coding that is generated:



Lorna Martin,

You have been identified as a member of AC Sandhills during association renewal for the upcoming season. Please click the link below to complete your risk management application.

[Click to go to your Risk Management Application](#)

Thanks!

Email System

IMPORTANT NOTE: NCYSA is providing Mass E-mail services for your use in communicating with your members. Its use must be restricted to announcements and messages that are important to management of your NCYSA association and/or team, and may not be used for community announcements, non-NCYSA/USYSA business, or personal uses. Your distribution list consists of the recipients that you have selected from the groups listed here. In addition, NCYSA, YLUSA, and you the sender will also get a copy of the email. The email address that receives your copy is the email address that you entered when you filled out your Risk Management application. If you receive a copy of the message that you send out, then you can be confident that everyone else on the distribution list got their message, too.

Subject: Risk Management Application for NCYSA

#toname#;

You have been identified as a member of #assocname# during association renewal for the upcoming season. Please click the link below to complete your risk management application.

[Click to go to your Risk Management Application](#)

Thanks!

Cancel Edit Template Send Message

Memid	Last Name	First Name	Association
Y18-02-1712	Martin	Michael	AC Sandhills
Y18-02-1717	Martin	Lorna	AC Sandhills
Y18-02-1713	Miller	Christopher	AC Sandhills
Y18-02-1714	Lynn	James	AC Sandhills
Y18-02-1715	Hudson	Kristen	AC Sandhills
Y18-02-1846	Queen	Shaun	AC Sandhills
Y19-10-0003	Foley	Jonathan	AC Sandhills
Y14-01-1056	Gulovich	Kari	AC Sandhills
Y17-00-7808	Kane	Stephanie	AC Sandhills
Y18-02-1716	Pressley	Zachary	AC Sandhills
Y03-18-2844	Miller	Godfrey	AC Sandhills
Y15-01-3974	Penalillo	Julio	AC Sandhills
Y18-02-1718	Pessagno	Zachary	AC Sandhills

Please Note: There is a "Copy Me" function included in this mass email. Clicking that box will prompt the system to email you ONE copy of the email you are sending out. However, the link included will be to YOUR account, not the link to anyone else's account. This "Copy Me" function is just for your assurance the email was sent.

You will proceed through each tab completing tasks as noted.

DOCUMENTS TAB: Here you will either COPY over the documents you uploaded last seasonal year OR, if the document has recently changed, upload a NEW document.

- **Presidential Renewal Confirmation:** *This document will not be generated until all other abs are complete. This includes everyone listed on the Association Members page COMPLETING their 2022-23 Risk Management application. This form must be physically signed. Electronic signatures are not permitted.*
- **Authorized Designee Release:** *This form allows the Association President to name up to two (2) people to sign in documents in their absence. This form must be filled out even if the Association President does NOT assign a designee. This form must be physically signed by all parties. Electronic signatures are not permitted.*
- **Association Rules:** *If your association does not have its own separate set of rules of play, you can click on the outlined star to the far right and opt out of this upload.*

AFFILIATION TAB: All Associations must complete the this section regardless of a relationship with a professional club. Click "Confirm & Continue" to save the answers.

2021 - 2022 Association Setup

Complete
Pending State Office Review
Action Required

Select the tab(s) that indicate action is required.

Information Members Designates Documents Affiliation Renewal Fee

Professional Club Affiliation (required for all members)

This must be completed regardless of a relationship with a professional club

Name of person completing form: John P Foley III

Title of person completing form: State RM Coordinator

Players born outside the US and registering with USSF affiliated members are required to complete International Clearance (ITC) paperwork prior to playing in league and tournament matches. Understanding an Association's relationship with a professional club is part of the process.

Please answer the following questions and confirm that your answers are truthful and accurate to the best of your ability.

Does your Association have a legal arrangement with a professional club? * Yes

Does your Association have a financial arrangement with a professional club? * Yes

Does your Association have a de facto link to a professional team?

de facto includes:

*Professional club provides clinics for your Association coaches: * Yes

*Professional club provides coaches for your Association: * Yes

*Professional club logo and/or information appears on your Association's website: * Yes

*Professional club logo appears on your Association's uniform, warm-ups, stationery, tournament advertisements, etc.: * No

*Professional club provides training sessions for your players: * No

*Professional club trains players/teams during summer camps for your Association: * No

Employ a professional company to provide coaches for your teams: * No

*Professional leagues in the US: A team playing in one of the five leagues listed is considered professional

- MLS
- NWSL
- USL- Championship
- USL-League 1
- NISA (National Independent Soccer Association)

Not a professional league:

- USL-League 2 (formerly PDL)

Confirm & Continue

RENEWAL FEE TAB: The \$100 renewal fee can be paid at any time during the process. If you choose to pay by "Mail In Check", please click "Pay by Check":

2021 - 2022 Association Setup

Complete
Pending State Office Review
Action Required

Select the tab(s) that indicate action is required.

Information Members Designates Documents Affiliation Renewal Fee

Renewal Fee

There is a \$100.00 fee required to process your application. You may send a check for the fee or pay by credit card. Your application will not be complete until ALL previous tasks have been completed and the fee is paid.

Association indicates the check was mailed on 4/1/2021

Pay with Credit Card

Pay by check

A new screen pops up...click "Indicate check is in the mail" button and then print TWO (2) copies of the invoice. Send one copy along with the check to NCYSA. Keep the other copy for your records.

Manage Invoice **Indicate check is in the mail** Print

NCYSA Receipt Form for Association Setup		Seasonal Year: 2021
ASSOCIATION NAME: Burlington Soccer Club		
Invoice #: 21BSC00001		Date Invoice Created: Thursday, March 18, 2021 12:51 PM
Association Setup		\$100.00
	Total	\$100.00
	Balance	\$100.00

Check was mailed on 4/1/2021. Print a copy of this invoice and include it with your check.

North Carolina Youth Soccer Association
PO Box 18229
Greensboro, NC 27419
Fax: (336) 856-0204

**Once ALL tabs have a green check mark, the SUBMIT button will light up.
Click that button to official close out your 2022-23 Association Renewal Application.**

Please contact Wendy with questions – wendy@ncsoccer.org

**If you work in the NCYSA system on a regular basis, please bookmark this link:
<https://nc.sinchq.com/default.aspx?>**