

# 2024-2025 NCYSA Member Association Renewal Info

We have made some updates to the NCYSA Member Association Renewal form to speed up the process and make it easier for all to complete in a timely manner. Please review the updated instructions before starting the 2024-25 Association Renewal process. ~ Wendy

Access to the Association Renewal 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](mailto: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 2024-25 Association Renewal Application by changing the seasonal year in the top menu bar to "2024-25" - or by changing your ROLE to the one that has "(2024)" in the role description.

## Renewal Application Sample

### Information Tab:

- We will now ask you to update your Club/Association's Contact information each seasonal year.
- You CANNOT choose Academy or TOPSoccer as a program on this form. These programs will only be added once you have completed that program's "Intent to Play" as assigned by that program's NCYSA Director.

## 2024 - 2025 Association Setup

Complete  
Pending State Office Review  
Action Required

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

Information ⓘ

Association Information

Date of your Annual General Meeting: \*

Where do you store your Medical Releases: \*

Number of stamps held by Association: \*

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) \*

We do not have an office. Please contact the President.

Address Line 1:

Address Line 2:

City:

State, Zip:

Association Phone Number:

Association Fax Number:

Association Weather Hotline:

Email Address:

Web Address:

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: \*

Challenge teams: \*

OSL Pool team: \*

Academy Pool team: \*

Rec Pool : \*

TOP Soccer team: \*

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

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 2024-25 Risk Management application IF they have an approved Risk Management application in the current 2023-24 system that tags your club. It will then prompt you to send an email to these individuals asking them to complete their NEW 2024-25 Risk Management application. Individuals named on your association's renewal application must fully COMPLETE their NEW 2024-25 RM application for your association's renewal to be complete and for the Association Renewal Payment to be made.

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 "2024-25" as the Seasonal Year for their Risk Management Application.**








**Only those individuals named on the renewal application should be completing the 2024-25 RM Application at this time!**

The screenshot shows a web interface with a top navigation bar containing tabs: Information, Members, Designates, Documents, Affiliation, President Confirmation, and Renewal Fee. The 'Members' tab is active. Below the navigation bar is a blue header for 'Association Members'. A light blue box contains a message: '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.' To the right of this message is a blue button labeled 'Email Incomplete Risk Management' and a timestamp 'Last update: 4/30/2024 9:19:31 AM' followed by 'Required staff complete' in red. The main content is divided into three sections: 'Required Positions', 'Required Positions by Playing levels of teams', and 'Optional Positions'. Each section lists roles with names and checkmarks. 'Required Positions' lists: President (Kristen D Hudson), Vice President (Jonathon R Cottle), Treasurer (Jonathon R Cottle), RM Abuse Prevention Liaison (Kari E Gulovich), Head Registrar (Kari E Gulovich), Secretary (Jonathon R Cottle), Risk Management Coordinator (Kari E Gulovich), and Discipline and Appeals (Jonathon R Cottle). 'Required Positions by Playing levels of teams' lists: Challenge Liaison (Julio C Penalillo) and Field Coordinator (Julio C Penalillo), and Classic Liaison for All (Julio C Penalillo). 'Optional Positions' lists: Association Renewal, Executive Director, TOPSoccer Administrator, Club Pass Administrator, Classic Liaison for Boys, Club Pass Administrator Assistant, Director of Coaching, Director of Girls Coaching, Recreation Liaison, DE&I Liaison, Social Media Contact, Assistant Registrar, Assist. Risk Management Liaison, Classic Liaison for Girls, Director of Boys Coaching, Director of Coaching - Academy, and Office Personnel. At the bottom, there is a 'Select your Referee Assignor' dropdown menu with 'Amber Loughlin' selected and an 'Assign' button. Below this is a box labeled 'Association Referee Assignor(s)' containing 'Brandon Marion' and a 'Remove' button.

Use the blue "Email Incomplete Risk Management" button to email those listed under the Members tab to remind them to complete their 2024-25 RM application. 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.**

**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.

**DESIGNATES TAB:** Presidents can choose up to two people (or choose no one) to be their designate - able to sign NCYSA documents in their absence. The person/s must be listed under the Members tab or must have already completed their 2024-25 Risk Management application. This form will now be signed **ELECTRONICALLY BY THE PRESIDENT.**

Information  Members  Designates  Documents  Affiliation  President Confirmation  Renewal Fee 

Presidential Designates

The association may identify up to two staff members that are authorized to sign forms on the behalf of the president. The president must authorize these individuals before this task will be complete.

Official 1  Official 2

President authorized designates on: 04/30/2024

When you click the authorize button, the president will receive an email to approve the authorization of these individuals.








**DOCUMENTS TAB:** Either COPY over the required documents you uploaded last seasonal year OR, if the document has recently changed, upload a NEW document.

- **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 this section regardless of a relationship with a professional club. Click "Confirm & Continue" to save the answers.

**\*NEW\* PRESIDENTIAL RENEWAL CONFIRMATION TAB:** Instead of printing, reviewing, physically signing, scanning, and uploading the Presidential Renewal Confirmation Form, it will now be confirmed by the PRESIDENT ONLY electronically.

- ONLY the President of your Association/Club will have access to this tab.
- Access will only be granted once all other tabs have a Green Checkmark.

Information  Members  Designates  Documents  Affiliation  President Confirmation  Renewal Fee 

Presidential Renewal Confirmation

Once you have assigned individuals to all required positions within your association and all of those individuals have submitted their risk management application for the upcoming year you will be able to print a copy of your renewal form.

Once you view the renewal form and verify everything is correct, the President can click the button below to certify the renewal confirmation form.

President confirmed on: 04/30/2024

**\*NEW\* RENEWAL FEE TAB:** A new fee structure for payment of your yearly Member Association Renewal Fee goes into effect with the 2024-25 seasonal year:

- Paid on or before June 1st = \$100
- Paid June 2nd – June 15th = \$250
- Paid June 16th – June 30th = \$500
- Paid on July 1st or after = \$1000

Please note, the ability to pay your Member Association Fee will not be available to you until all other areas of the Member Association Renewal Form have been completed. This includes having everyone listed on your “Membership” page of the Renewal Form to have fully complete their 2024-25 Risk Management application. As always, you can assign as many roles to people as you would like under the “Membership” page but only the “Required” roles are required.

In summary, you will not be able to pay the yearly Renewal Fee until you have a “green check mark” on all other sections of the Association Renewal Form.

**\*\*\* MAILING IN A CHECK BEFORE YOUR RENEWAL APPLICATION IS COMPLETE DOES NOT OVERRIDE THE AMOUNT DUE! The amount due is based off the DATE your Renewal Application is COMPLETE in our system, not the date you mailed a check. \*\*\***

You can now pay your Association Renewal payment three ways:

- Credit Card
- Online Check (E-check)
- Mail-In Check – Please include a copy of the invoice generated in the system with your check.

Date	Fee
Standard renewal fee	\$100.00
Late fee starting on: 6/2/2024	\$250.00
Late fee starting on: 6/16/2024	\$500.00
Late fee starting on: 7/1/2024	\$1,000.00

Once ALL tabs have a green check mark, the SUBMIT button will light up. Click that button to officially close out your 2024-25 Association Renewal Application.

Please contact Wendy with questions – [wendy@ncsoccer.org](mailto:wendy@ncsoccer.org)

If you work in the NCYSA system on a regular basis, please bookmark this link:

<https://nc.sinchq.com/default.aspx>