

## **INSTRUCTIONS FOR FILLING OUT DISCLOSURE FORM**

1. The form must be filled out COMPLETELY, LEGIBLY and accompanied by the proper payment (checks or money orders only, made payable to NYSWYSA, **NO CASH**). Any form with missing information or payment or that is not legible, will be returned. **Note: Original Form only; NO faxed copies or photo copies will be accepted!**
2. The fee is \$5.00 for each COACH'S pass, each ASST COACH'S pass, each MANAGER'S pass, and for each other individual for whom a club has indicated that it wants to have a background check done.
3. Please select the district where you COACH/MANAGE or serve as a VOLUNTEER or ADMINISTRATOR.
4. VOLUNTEERS and ADMINISTRATORS do not pay the fee and will not receive a pass. However, they **must** fill out a Disclosure Statement to be filed at the NYS West office in order to be covered under NYSWYSA insurance. Unless specifically indicated by the club/league on the Disclosure Statement, their names will not be submitted for a background check. (Note: We consider an Administrator to be a person who is a duly elected/appointed official of a club/league and a volunteer to be any person who is not a coach, asst coach, manager, administrator, or certified referee.)
5. YOUR DISCLOSURE FORM MUST BE SENT TO A CLUB OFFICIAL, OR TO YOUR LEAGUE/PROGRAM OFFICIAL - IF YOU ARE ONLY INVOLVED IN A LEAGUE OR A STATE RUN PROGRAM (AND NOT IN A CLUB). This official is to make sure that the bottom of the form is filled out. If your club/league wants a background check for a volunteer or administrator, the club/league official must indicate so and SIGN the bottom of the form. (Background checks will automatically be conducted for all state run programs – like ODP) ALL PASSES AND RESULTS OF REQUESTED BACKGROUND CHECKS WILL BE RETURNED TO THE CLUB/LEAGUE/PROGRAM OFFICIAL.

**Attention: Completed forms with payment are to be sent to:**

Risk Management Director, NYSWYSA  
41 Riverside Drive  
Corning, NY 14830

6. Allow two weeks for NYSWYSA to process this Statement. If you are the recipient of a pass as a coach or a manager, you must attach a picture, sign the pass EXACTLY LIKE your name is printed on the front of the pass, and then have the pass laminated.
7. 100 % of the Disclosure Forms for coaches and managers will automatically be submitted for background checks. All forms with a specially signed search request for a volunteer or administrator will also be checked.
8. Volunteer, non-certified referees are to be listed as VOLUNTEERS when filling out this disclosure statement.

### **IMPORTANT:**

BEFORE SIGNING A DISCLOSURE STATEMENT, EACH PERSON should attend a RISK MANAGEMENT SEMINAR and/or read the RISK MANAGEMENT information provided by the New York State West Youth Soccer Association and US Youth Soccer.

Risk Management Seminars can also be provided individually to your club. For more information regarding RISK MANAGEMENT, Please contact: [riskmanagement@nyswysa.org](mailto:riskmanagement@nyswysa.org) or call (607) 962- 9923.