



Disclosure Form Instructions

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 will be accepted**). Any form with missing information or payment or not legible, will be promptly returned.
2. The fee is \$6.00 for each background check for each **Coach**, each **Manager**, and each **Certified Referee** (all of whom will be issued a NYSWYSA Membership Pass) and for any other individual requesting a background check.

Note: the cost for replacing a currently valid pass that is lost is \$25. To obtain a replacement pass you do not need to fill out another Disclosure Form; however, you must send a letter to the NYSWYSA State Office requesting the replacement pass along with the proper payment.

3. Please select the district where you **Coach, Manage, Officiate** or serve as a **Volunteer** or **Administrator**. **Certified Referees** should also indicate their grade, USSF ID # and the name of their referee district (Batavia, Binghamton, Buffalo, Elmira, Ithaca, Rochester, Southern Tier, Syracuse, and Twin Tiers).
4. **Volunteers** and **Administrators** must register through the RosterPro program to be covered under NYSWYSA insurance. They do not, however, have to fill out a Disclosure Form unless a background check performed.

NYSWYSA uses the following definitions:

- Administrator – a person who is a duly elected/appointed official of a club/association
- Volunteer – any person who is not a Coach, a Manager, an Administrator, or a Certified Referee
(Note: A volunteer and a Non-Certified Referee is to be listed as a Volunteer)

5. **All passes will be returned to the Club/Association Official or Program Director**, so be sure to provide that information as requested at the bottom of the Disclosure Form.
6. Completed forms with payment are to be sent directly to:
NYSWYSA Risk Management Assistant
41 Riverside Drive
Corning, NY 14830
7. Please allow at least two weeks for NYSWYSA to process the requests. If you are the recipient of a pass as a Coach, Manager, or Referee, you must attach a picture and sign the pass **exactly like** your name is printed on the front of the pass. Finally, please have the pass laminated.
8. The RM Assistant conducts all background searches.