



FINANCIAL DISCLOSURE FORM

This form outlines the contract players must agree to that is required or recommended as consideration for participation.

*Per Section 3:07:04 of the NYSA Policies, this form MUST be filed with NYSA no later than May 1st of each year.
Failure to file may result in a status of bad standing with NYSA.
The policy is attached at the end of this form for your reference.*

Club Name: _____

Club President or Executive Director: _____

Address: _____ **City:** _____

State: _____ **Zip Code:** _____ **Tax ID Number:** _____

State Business License #: _____ **Expiration Date:** _____

Local Business License #: _____ **Jurisdiction:** _____ **Expiration Date:** _____

Registration Fees*: Registration fees refers to any fees that are charged to the member for registering with your club. This is for club use and not State Association or League registration fees.

Age Group(s)	Fees	If monthly, what is the contract term length?	What do the registration fees include?
Example: 11U-12U	Yearly: \$850 OR Monthly: \$97	10 months	<ul style="list-style-type: none"> · Club Registration · Coaching Fees

Club Fees*: Club fees refers to any fees that are charged to the member for being part of your Club.

Age Group(s)	Fees	If monthly, what is the contract term length?	What do the club fees include?
Example: 11U-12U	Yearly: \$850 OR Monthly: \$97	10 months	<ul style="list-style-type: none"> · Club Registration · Coaching Fees

Coaching Fees*: Coaching fees refers to any fees that are collected that are paid directly to the coach, or to the club and then passed through to the coach. If coach's fees are passed through, please indicate.

Age Group(s)	Fees	If monthly, what is the contract term length?	Players pay directly to coach?	Players pay fees to the club then the fees are passed through?	Does the club collect more than what is paid to coaches?	What do the coaching fees include?
Example: 11U-12U	Yearly: \$850 OR Monthly: \$97	10 months	Yes or No	Yes or No	Yes or No	<ul style="list-style-type: none"> · Private Trainings · Coaches Attire

Special Training Fees*: Special training fees refers to any fees that are collected that are paid directly to the coach, or to the club and then passed through to the coach for goalkeeping, speed and agility, strength and conditioning or any other special coaching a player may have to pay, that is either required or optional. If coach's fees are passed through, please indicate.

Age Group(s)	Fees	If monthly, what is the contract term length?	Players pay directly to coach?	Players pay fees to the club then the fees are passed through?	Does the club collect more than what is paid to coaches?	What do the coaching fees include?
Example: 11U-12U	Yearly: \$850 OR Monthly: \$97	10 months	Yes or No	Yes or No	Yes or No	<ul style="list-style-type: none"> · Goalkeeping · Speed and Agility

Camps/Clinic Fees*: Camp/Clinic fees refers to any fees that are collected that are paid by members to attend a camp or a clinic that the club is facilitating, whether required or optional. If coach's fees are passed through, please indicate.

Age Group(s)	Fees	If monthly, what is the contract term length?	Players pay direct to coach?	Players pay fees to the club then the fees are passed through?	Does the club collect more than what is paid to coaches?	What do the coaching fees include?
Example: 11U-12U	Yearly: \$850 OR Monthly: \$97	10 months	Yes or No	Yes or No	Yes or No	<ul style="list-style-type: none"> · Camp sessions · Skills Clinic

Uniform Fees*: Uniform fees refers to any fees that are collected or passed through that involve required or optional uniforms, warm-ups, backpacks, etc. for either players or parents.

Age Group(s)	Fees	If monthly, what is the contract term length?	Do Players pay directly to the provider?	Players pay fees to the club then the fees are passed through?	Does the club collect more than what is paid for uniforms?	What do uniform fees include?
Example: 11U-12U	Yearly: \$850 OR Monthly: \$97	10 months	Yes or No	Yes or No	Yes or No	<ul style="list-style-type: none"> · Two Jerseys · Backpack

Tournament & League Fees*: Tournament and league fees are any fees that are collected from members for the purpose of entering into tournaments or leagues (“Event”). If you charge an additional fee to cover coach’s expenses, please include a description.

Age Group(s)	Fees	If monthly, what is the contract term length?	Players pay directly to event?	Players pay fees to the club then the fees are passed through?	Does the club collect more than what is paid to the event?	What do the tournament and league fees include? Please include coaches expenses, if applicable.
Example: 11U-12U	Yearly: \$850 OR Monthly: \$97	10 months	Yes or No	Yes or No	Yes or No	<ul style="list-style-type: none"> · Tournament Entry · Per Diem (\$50/Day) for Coach

State Registration Fees*: State registration fees are those fees that are collected from members for the purpose of registering with USYSA/NYSA or US CLUB, or any other nationally recognized association, or to obtain player cards, transfer fees, permission to travel fees.

Age Group(s)	Fees	If monthly, what is the contract term length?	Players pay directly to association?	Players pay fees to the club then the fees are passed through?	Does the club collect more than what is paid to the association?	Comments:
Example: 11U-12U	Yearly: \$850 OR Monthly: \$97	10 months	Yes or No	Yes or No	Yes or No	

Other Fees*: Other fees are those fees that are collected that are not described in the form above. Please provide details in the comments section, including the amounts, who the fees are paid to, and what is included.

Age Group(s)	Fees	If monthly, what is the contract term length?	Players pay directly?	Players pay fees to the club then the fees are passed through?	Does the club collect more than what is paid?	Comments:
Example: 11U-12U	Yearly: \$850 OR Monthly: \$97	10 months	Yes or No	Yes or No	Yes or No	

* Fees are defined as any retainer, donation, contribution, assessment, levies, payment, emolument, wage, salary, allowance, stipend, handout, toll owed that is required or recommended as consideration for participation.

Describe your club's refund policy:

Required Documentation Checklist	Notes
Copy of Constitution, Bylaws & Policies	
List of Officers	
\$25 Renewal Fee or \$50 Affiliation Fee	
Copy of IRS Form 990	
Profit and Loss Statement	
Copy of Player Contract and any other Forms of Agreement	

President or Executive Director Signature: _____ **Date:** _____

By signing above, the responsible Directors certify to the accuracy of the information in this statement and acknowledge their responsibility to NYSA for the Organization's operations and activities.

For Administrative Use Only	
Date Received by NYSA	
Reviewed by	
Approval Date	
Reviewer's Signature	

Please fill out form completely before signing.
After signing, email form to: usysnv@gmail.com

3:07:00 LEAGUE AND CLUB AFFILIATION:

3:07:01 The affiliation of an unaffiliated league must be approved by a majority vote of the BOD. An unaffiliated league applying for affiliation is to provide NYSA with a completed league affiliation form, a Volunteer Application and Disclosure Statement for each Board Member, a current copy of the league's constitution, bylaws and policies in digital form, proof of the league's 501(c)(3) tax-exempt status or application for such, and a fee of \$100.

3:07:02 In the case of an affiliated league, the league affiliation form shall be submitted by the first of August along with the required fee of \$25.00, a copy of the current constitution, bylaws and policies in digital form, a Volunteer Application and Disclosure Statement for each Board Member, proof of the league's 501(c)(3) tax exempt status or application for such and the results of the required audit. An audit for the purposes of this section is defined as a set of financial statements, including a balance sheet and income statement.

3:07:03 Clubs hosting tournaments, conducting try-outs, registering teams with NYSA-affiliated leagues or receiving field allocations from NYSA must affiliate directly with the state (NYSA). This applies to clubs with a minimum of seven (7) competitive teams or a minimum of 100 recreational players (U10 and below). Clubs are required to submit the club affiliation form along with the required \$50.00 affiliation fee. These forms may be submitted any time, but no votes will be allocated until after August 1st of the next year. A Club must have a valid and current business license, be a registered 501c3 and supply financial records (audited statements of revenues, expenses and beginning and ending balances) to NYSA. The Club must provide a list of officers and a copy of their constitution, bylaws and policies at the time of application and annually for renewal along with the required \$25.00 renewal fee. Tax documents are required at the time of renewal. Any club that does not have a valid 501C3 will not be considered by the state board for affiliation. Clubs lacking valid 501c3 status will also not be eligible to host tournaments, conduct tryouts, receive field allocations or other privileges.

3:07:04 All affiliated clubs, and all clubs hosting tournaments, conducting try-outs or registering teams with NYSA-affiliated leagues must, on or before May 1 of each year, file a disclosure form with NYSA detailing all fees, charges, surcharges and other forms of consideration charged to all players. Such form is to clearly demonstrate monthly and annual amounts charged to each class of registered player, including but not limited to, club fees/dues, coaching fees, team fees or charges, reimbursements and any other form of fee or charge that may be assessed upon participant players. This must include charges for uniforms, equipment and any other tangible good or services. Specifically, any and all forms of consideration that may or must be paid by a participant, whether it is direct or indirect and whether it passes through the club's books or is paid to another party as a requirement of participation with the club must be disclosed. Copies of contracts or other forms of agreements with players must be filed with this disclosure. Forms for the disclosure of fees may be obtained from the NYSA Office or from the NYSA website. Only forms provided by NYSA may be used for this required disclosure. At the discretion of NYSA, the fee disclosures may be published on the NYSA website for the informational benefit of players, families and other parties that may become obligated to pay the fees or charges. If so published, disclosures from all clubs will be published concurrently. Failure to file the disclosure timely and accurately could result in the offending club being placed into bad standing. Once disclosed, fees may not be changed by the club without formally amending the disclosure 30 days in advance of the change on fees or charges going into effect, and without NYSA approval.