

1 Federal Way Mod Soccer Club
2 Policy 7

3
4 Created February 10, 2003 New
5

6 Registrar Records

7
8 Registration records travel with the player and WSYSA requires retention of records for the proper length
9 of time. This policy is to support the WSYSA, FWSA and the clubs with the required records and how to
10 handle them. All questions should be directed to the FWSA Registrar.

11
12 Every registrar should keep all of the current year's registration packets as well as last year's team packets.
13 This means we will always have a minimum of two years worth of records on hand.

14
15 The reason we do this is because sometimes it is necessary to go back to the originals for information and to
16 ensure that any mistakes that may have been made in prior years are caught and corrected in the current
17 year.

18
19 Every team packet must contain each of the following:

- 20
21 1) A Federal Way registration form. (current year only);
22 2) A medical release form (current year only);
23 3) A copy of a birth certificate as defined by WSYSA (this record can be brought forward from the past
24 year's packet);
25 4) A copy of the team's registration worksheet; and
26 5) A copy of the WSYSA team roster printed from the Access program.
27

28 All packets must be complete and ready in case an audit is called for.

29
30 All U10 Mod club packets will be passed on to the appropriate United Club registrar before the next
31 registration season.

32
33 **ABSOLUTELY NO PACKETS ARE TO BE DESTROYED WITHOUT FIRST OBTAINING**
34 **PERMISSION FROM THE FWSA REGISTRAR.** This needs to be put in writing so that a record
35 retention list can be kept.
36