



Association Connect Users

Risk Management Application (RMA) Process

Customer Support

888.213.3999 or 800.808.7195

Monday-Friday: 8:30 AM - 5:00 PM PST

Saturday: 7:00 AM - 3:00 PM PST

Sunday: Closed

* Hours subject to change

PLEASE READ

All Coaches, Volunteers, Employees, Board Members, and minors* acting in any of the previously mentioned roles or participating as a non-certified referees under Washington Youth Soccer (WYS) are required annually to:

- a. Register with your club
- b. Complete training certifications as required by State/Federal laws, U.S. Soccer/US Youth Soccer Bylaws and mandates.
- c. Pass a social security number (SSN) Background Check**

**There is different a process for Minors – please contact your club registrar for additional information*

***If you do not have an SSN – please complete the trainings and then contact your club registrar*

IMPORTANT INFO:

- You must complete the trainings certifications, **before** submitting your background check
- All trainings certifications will be completed in the US Soccer Learning Center (LC). Including returning Coaches, Volunteers, Employees, Board Members. (returning: see next page)
- All SSN background checks will be completed through US Soccer Connect (aka: Affinity).
- Integration between US Soccer Connect and the US Soccer Learning Center (LC) requires an exact match of legal first and last name, date of birth and email address for the 2 system to sync and the training certificates to upload to your profile.

Returning Coaches, Volunteers, Employees, Board Members INFORMATION

If you have previously complete SafeSport (SS) training as part of WYS, you will need to obtain your previous PDF Certification before logging into the LC. You need the ID number at the bottom of the certificate to sync your previous training to the LC.

You can obtain your previous PDF Certification by going to your:

US Soccer Connect - My Account

Link: <https://wys.affinitysoccer.com/foundation/login.aspx>

Located under Certificates – not everyone will find the required PDF ID info here

OR

SafeSport: new website (1/1/2022)

You will be required to reset your password on the new site to login

Link: <https://safesporttrained.org/#/public-dashboard>

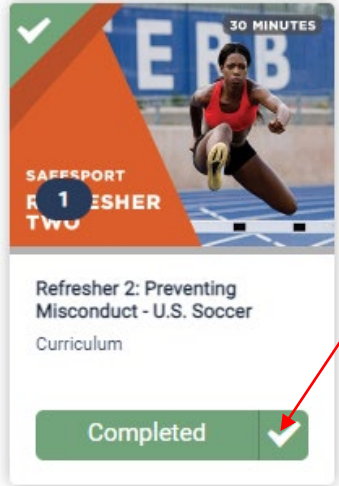
Important Note:

If you complete the refresher training in this platform you will still be required to complete the Intro to Safety (combined Concussion (CC) and Sudden Cardiac Arrest (SCA) training) in the LC. SS and Intro to Safety training certifications are required to complete the background check. Once the 2 systems are linked, you will not have to link the 2 systems again, unless you create a new US Soccer Connect Profile. In the future each time you complete the trainings it will automatically update the certification in your US Soccer Connect Profile. The goal is to streamline process and have all training completed in 1 website.

Continued next page

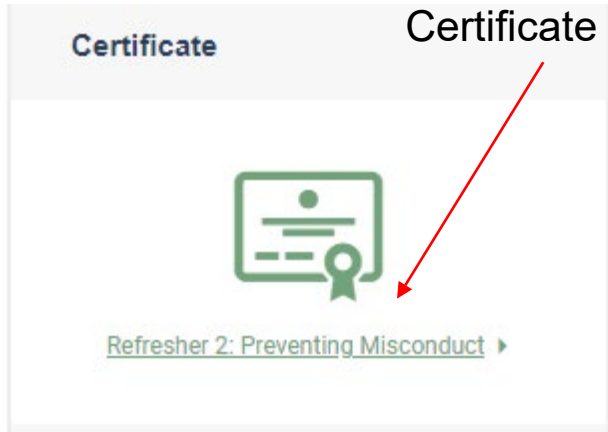
Once logged in to the SafeSport website on the dashboard locate your most recent Completed SS training

My Courses Go to My Courses



1. Click on Completed

2. On the right side of the screen locate Certificate and Click



3. A pop-up of you certificate will appear. Download a copy to your computer. Your SafeSport Id number is located at the bottom. You will manually enter this number into your LC Profile.



If you have previously completed SafeSport training for a different sport, you must contact the U.S. Center for SafeSport and request that they connect your data to U.S. Soccer. You can find the Center's helpdesk at <https://safesport.atlassian.net/servicedesk/customer/portal/4/group/9/create/40> or call 1-720-676-6417.

BEFORE YOU PROCEED READ ME:

Your US Sports Connect and US Learning Center profiles
MUST have FULL EXACT MATCH
for the 2 systems to sync with automatic updates with the following criteria:

LEGAL First Name
LEGAL Last Name
Date of Birth
Email Address

If you already have a US Learning Center profile and your name, DOB or email address do not match your US Soccer Connect profile, please email learningcentersupport@ussoccer.org to request changes, before proceeding.

If you need to make a change to your US Sports Connect profile, contact your club registrar before proceeding

US Soccer Learning Center Link: <https://learning.ussoccer.com/coach>

Note: *The US Soccer LC provides Coaching Education courses and tools and can be used as a resource by all coaches that are interested in improving the game.*



Coaches/Volunteers that have already created a LC Profile, but need to link SafeSport

Create an LC Coaches profile

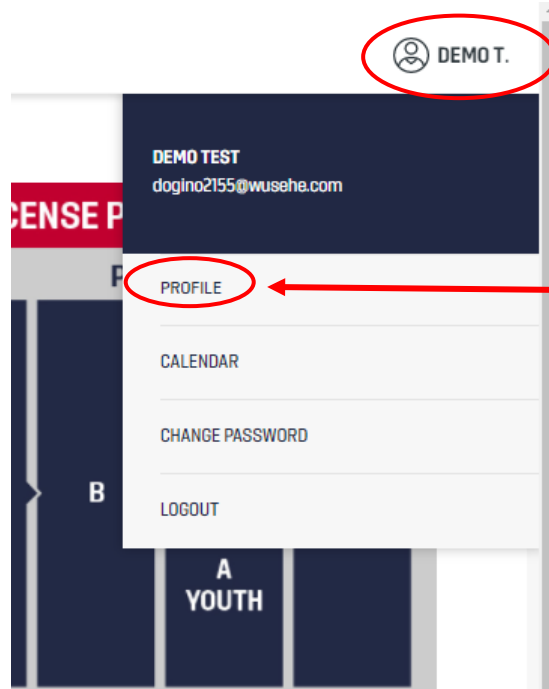
You will be required to verify your email address after you create a profile – If you do not verify you email address, you will be locked out of the LC.

Have your old PDF Certificate available – you will use it in the next step
Go To Page 7

Once you have verified your email
Click on Coaching Education
Go To Page 8



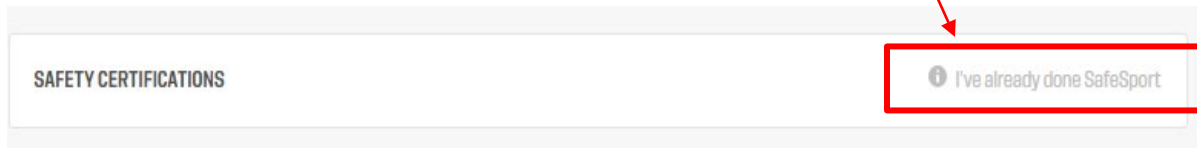
Returning Coaches, Volunteer, Employees, BOD



1. Scroll over your name in the top right

2. Click on Profile

3. Click on "I've already done SafeSport"



4. Type in your SafeSport ID number

5. Click on Import

A screenshot of a form for entering a SafeSport ID number. The form has a label "ID" and a text input field containing "XXXXXXXX-XXXX-XXXX-XXXXXXXXXXXX". Below the input field are two buttons: "CANCEL" and "IMPORT". The "IMPORT" button is circled in red. A red arrow points from the text above to the "IMPORT" button.

If you have previously completed SafeSport training as part of a soccer organization (after 12/6/21), and you have a PDF certificate you can paste the ID here to find and claim those training records.

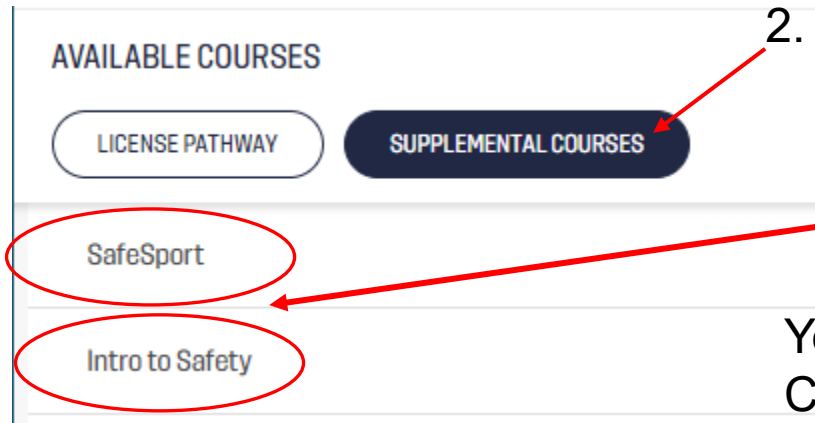
If you have previously completed SafeSport training for a different sport, you must contact the U.S. Center for SafeSport and request that they connect your data to U.S. Soccer. You can find the Center's helpdesk at <https://safesport.atlassian.net/service desk/customer/portal/4/group/9/create/40> or call 1-720-676-6417.



Note: If you SafeSport ID is not found email: learningcentersupport@ussoccer.org



1. Click on Courses



2. Click on Supplemental Courses

3. Click either SafeSport or Intro to Safety to start the trainings
– It does not matter which order you take the trainings

You are required to complete SafeSport and Intro to Safety (combined CC and SCA training) for you to complete a Background Check.

Important Note:

You DO NOT need to download copies or upload them into US Soccer Connect any longer.

It can take up to 24 hours for the training certification to upload into your US Soccer Connect Profile.

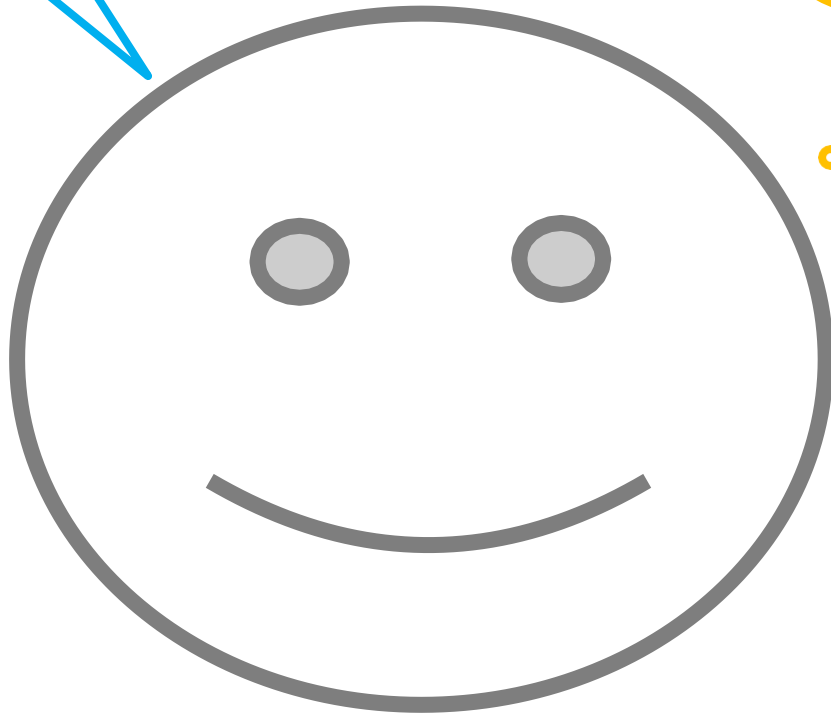
If your certificates do not populate in US Soccer Connect, you can contact your registrar and they can manually push the sync between the 2 systems. You can view your certificate status by logging into to My Account under the Certificates Tab. <https://wys.affinitysoccer.com/foundation/login.aspx>

For any technical issues in the LC email: learningcentersupport@ussoccer.org

SUBMIT BACKGROUND CHECK

I completed my
certificates!!!

Now what?



If you need assistance to reset your password or have any additional questions, please contact:

Office Phone: 888.213.3999 or 800.808.7195

Monday - Friday: 8:30 AM - 5:00 PM PST

Saturday: 7:00 AM - 3:00 PM PST

Sunday: Closed

** Hours subject to change*

BGC Portal Website: <https://secure.sportsaffinity.com/reg/Public/registration/login.aspx?domain=wys-bgc.affinitysoccer.com&language=english&sessionguid=>

Select the correct season from the dropdown menu that you will be coaching/volunteering in
If you do not know the season, ask your registrar – if you select the incorrect season your registrar will not be able to see your RMA.

The image shows two side-by-side screenshots of the BGC Portal Website. The left screenshot is titled "Select registration type(s)" and features a "Select a season:" dropdown menu with options: "Select a season -----", "Select a season -----", "Spring 2022", "Rec Spring 2022", "Fall 2021-2022", and "RMA Registration" (which is checked). Below the dropdown is a note: "* are required fields". The right screenshot is titled "Returning users, please login." and contains a reminder: "Remember to select a season & registration type before logging in!". It has two input fields: "Enter Username*" and "Enter Password*", followed by a "Forgot Username or Password?" link. At the bottom, there are two buttons: a green "Login" button and a grey "Create New Account" button. A red box highlights these two buttons. A red arrow points from the text "1. Login or Create New Account" to the "Login" button.

1. Login or Create New Account

*If you have tried to reset your password and are having issues contact Affinity Customer Support 888-213-3999

Account Primary Contact

Name: Rma Test
Address: 7100 Fort Dent Way Tukwila, WA 98188-7500
Phone: (253) 944-1608(h) (253) 944-1608(w) (206) 474-8613 (c)
Email: noreply@washingtonyouthsoccer.org

Please add all your missing family members who need to be registered now or later. All added Name, DOB, Emails cannot be altered during online registration. If parents have different contact info, click Edit to change the info. Once all members are added, then Click Continue and go to Create Registration page.

To switch the primary contact, please click [Switch Primary](#).

2. Click Continue

Add All Your Family Members To Be Registered

If there is no family member to be added, please click continue.

[Add New Player](#) [Add New Parent/Guardian](#) [Continue >>](#)

Name	IDNum	DOB	Gender	Relationship	Edit
Rma Test	44761-735933	01/01/1973	F	No Relationship	Edit

3. Click Register as Coach/Admin

If you have more than 1 profile listed – call customer support before you continue to have your profiles merged.

Name	ID Num	DOB	Relationship	Registration
Rma Test	44761-735933	01/01/1973	No Relationship	Register as Coach/Admin

If “Register as Coach/Admin” does not have the green button behind your name, then you are logged into the incorrect profile and will not be able to complete a background check under your name.

Please back out and login with your UN and PW. (You can not use a spouses UN and PW, you must have your own)

Register Rma Test as Admin

Rma Test

Select Play Level

Play Level*

Select one —
Background Check

.....

.....

*Required **Just One Required

Cancel

4. Select Background Check from the dropdown

5. Click on the small photo box
- larger boxes will appear

Rma Test

Select Play Level

Play Level*
Background Check

Personal Information

First Name*	Initial	Last Name*	Suffix
<input type="text" value="Rma"/>	<input type="text" value=""/>	<input type="text" value="Test"/>	<input type="button" value="v"/>

Gender* Female

Birthdate* January 01 1973

Click here to show photo or certification upload

Click to upload photo

Click to upload photo Click to upload concussion cert. Click to Upload Sudden Cardiac Arrest

In the larger boxes you should see the 2nd, 3rd and 4th box has your certificates in the windows. If you do not have certificates in the windows, contact your club registrar.

6. Review your address and contact phone numbers and email address
If you need to correct your email address contact Customer Service

If this any part of
please contact te

Minor Applicant
date.

Add Family Member

Register Only Mem

Name	I
Rma Test	4

If you would like to
members please clic

Address Information

Address Line1*
7100 Fort Dent Way

Address Line2

City* State/Province* Zip/Postal Code*

Tukwila WA 98188-7500

Home Phone** 2539441608

Cell Phone** 2064748613

Work Phone** 2539441608

Fax

Email Address*
noreply@washingtoneyouthsoccer.org

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7. In the first dropdown choose your PRIMARY CLUB

Club Additional Information
Please select your primary organization below: SID is for Affinity internal use Only*

(Optional) Please select your secondary organization below: SID is for Affinity internal use Only

(Optional) Please select your third organization below: SID is for Affinity internal use Only

Important Note:

DO NOT use the 2nd and 3rd dropdowns if you **ONLY** coach in 1 club – choosing additional clubs charges the clubs for the background check.

If you do coach or volunteer in more than 1 club add the secondary and/or third org, you participate with.

8. Check your position in your organization

9. Answer the legal questions

10. Click save and next page

Please include your role within your organization*

Team Staff (Coach, Manager, Trainer)

Board Director/Committee Member Coaching Director

Registrar/Administrator Volunteer (Other)

Have you ever been convicted of a Crime Against a Person?*

No Yes

Have you ever been convicted of Crime of Violence?*

No Yes

Ever been convicted of any Crime (Includes Misdemeanors)?*

No Yes

Do you have any Pending Criminal Charges?*

No Yes

Denied, disqualified or removed from participation in any youth or sports organizations?*

No Yes

*Required

**Just One Required

Save & Register Another

Save & Next Page

Cancel

11. READ AND ACCEPT ALL ELECTRONIC LEGAL AGREEMENTS (ELA'S)

I Accept

room of an adult other than his or her own parent or guardian. (Temporary guardian as coordinated by a parent) c. Inappropriate use of cameras, imaging, and digital devices is prohibited. While most members use cameras and other imaging devices responsibly, it has become very easy to invade the privacy of individuals. It is inappropriate to use any device capable of recording or transmitting visual images in locker rooms, restrooms, or other areas where privacy is expected by participants. d. No hazing. Physical hazing and initiations are prohibited and may not be included as part of any soccer activity. e. No bullying. Verbal, physical, and cyber bullying are prohibited in soccer. f. Discipline must be constructive. Discipline used in player or team management should be constructive and reflect US Youth Soccer values. Corporal punishment is never permitted. g. Appropriate attire for all activities. Proper clothing for activities is required. For example, revealing bathing suits or clothing, or clothing with foul/offensive language, violent pictures, are

5 of 5 WA Youth Soccer Code of Conduct

I Accept

Section 101. Introduction, Purpose, and Applicability (a) The Code of Conduct Policy of Washington Youth Soccer (WYS) establishes the ethical standards for governance and committee volunteers and staff of WYS in addition to all members and participants within all sanctioned programs, events, activities and competitions. (b) The Code of Conduct Policy applies to all staff, volunteers, members and participants who are involved or engage with any sanctioned WYS, event, activity or competition. (c) The purposes of the Code of Conduct Policy are to provide evidence of WYS commitment to the lawful and ethical conduct of its Representatives, members and participants and to protect those who report violations of the Code of Conduct Policy consistent with US Youth Soccer's Whistleblower Policy. (d) The Code of Conduct Policy is intended to supplement but not replace any applicable state or federal laws governing behavior. (e) Representatives, members and participants must respect and comply with WYS rules and regulations, observe high standards of conduct, and participate in establishing and maintaining such high standards. Section 102. Zero Tolerance (a) WYS maintains a zero tolerance regarding abuse. (b) The WYS Zero Tolerance for abuse extends to all representatives, members and participants in all WYS & US Youth Soccer sanctioned programs, events, activities and competitions. (c) WYS requires every representative, coach and volunteer to assist in creating a safe and positive environment for participants at and during any and all sanctioned WYS & US Youth Soccer programs, events, activities and competitions. Section 103. Prohibited Substances (a) WYS prohibits the use and possession of illegal drugs, alcohol, or in the case of minors, tobacco for all coaches and participants at all

11. Confirm your signature is accurate

12. Click agree and continue

Your First Name* Your Last Name*

Rma Test

<< Back Print Agree & Continue >>

13. Click Continue to Background Check

Print Form

Continue to Background Check >>>

Print Receipts & Forms

Background Checking

Person to be checked:					
Last Name	First Name	Middle Name	DOB	Driver License	BGC Account:
7100 Fort Dent Way Ste 215 Seattle WA 981888506					wys_youthsoccer / wys_youthsoccer
email:kelib@washingtonyouthsoccer.org					Club: Background Checking

Background Check Provider

JD Palatine

Enter SSN: * Required

- -

Submit BGC

15. Click Submit BGC

14. Enter your social security number
*If you DO NOT have an SSN contact your club registrar
If an incorrect SSN is entered, you will be contacted to provide accurate information.*

Background Check Provider

JD Palatine

Submit BGC

Thank you for submitting your background check.
Please allow 48 hours for the status of your background check to update.

secure.sportsaffinity.com says

Please check your input and click "OK" to submit?

OK Cancel

16. Click Ok

Once you see this message your background check is submitted – to check your background check status login to My Account look under Applications
<https://wys.affinitysoccer.com/foundation/login.aspx>
If you are still pending after 48 hrs, contact your club registrar.