

NCYSA RISK MANAGEMENT TUTORIAL 2021-22 SEASONAL YEAR

Seasonal Year:

From April 2021 – June 2021, the first question the RM system will ask you to choose a SEASONAL YEAR.

This question is asked because the 2020-21 seasonal year registration is still ACTIVE during that time. Associations may still need coaches, volunteers and other staff to register within the 2020-21 seasonal year.

Please be sure to choose the correct Seasonal Year when completing your 2021-22 Risk Management application!

Risk Management Application

2020 - 2021 North Carolina Youth Soccer Association

North Carolina Youth Soccer Association
PO Box 18229
Greensboro, NC 27419

Phone: 336-856-7529
Fax: 336-856-0204
E-mail: wendy@ncsoccer.org

NCYSA Risk Management Policy & Manual

Edit

Select an option below:

This is my first registration for this season. I have never submitted a Risk Management registration before.

I have never submitted a Risk Management registration before.

I want to change some of my personal information.

I want to add a position or upload my Safe Sport certificate.

Please read and choose carefully!

I am completing this application as an official to work with an association (Board members, Staff, Coaches, Volunteers, etc)

I am completing this application as an Adult Athlete 18+ to be able to participate with a team

If you will be participating as BOTH roles (Staff & Player), you'll need to fill out the risk management application twice.

Continue

Things to note:

- If you did NOT complete a 2020-21 Risk Management application, you will need to upload a focused photo of yourself during the process. PLEASE...ONLY YOU in the photo!! Photo should be from your shoulders up if possible but there is a cropping tool built in so you can upload and crop down to just shoulders up. Photos should be in COLOR and no hats or sunglasses. You should look like YOU! 😊
- If you uploaded a photo for the 2020-21 seasonal year, it will be there on your 2021-22 RM application. The photo is valid for 5 years. However, you can choose to change it while completing your 2021-22 RM application.
- You will have to complete SafeSport training or a recertification module if you have taken SafeSport training recently. Under the SafeSport tab in the Risk Management application, you will see:
 - A CODE to take the **Initial** Training at NO CHARGE.
 - A link to the initial training.
 - Initial training can take 60-90 MINUTES! You can exit in and out of the training as needed. It does not have to be taken at one time.
 - Recertification training takes about 15-30 minutes. You only need to complete ONE of your Recertification courses!!
 - If this is your first time taking a SafeSport training course, you will setup an account with SafeSport. REMEMBER THIS SAFESPORT LOGIN! You will need it every year to access your SafeSport account for the recertification training that is required each year!
 - If you already have a SafeSport account, just login and take the Recertification module that is available to you. If you have more than one, just pick the next one in numerical order. DO NOT TAKE MULTIPLE RECERTIFICATION COURSES. Recertification courses take about 15-30 minutes.
 - You will have to UPLOAD the SafeSport completion certificate to your Risk Management application account. Please save it in a place on your device you can easily find later.

All SafeSport documents must be dated ON OR AFTER APRIL 1, 2021 to qualify for the 2021-22 seasonal year.

Please note, if you have EVER filled out a NCYSA Risk Management application then you already have an account in our NCYSA SinC HQ registration system. When you click on the link below, you will see this screen...

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Select an option below:

- This is my first registration for this season. I have registered in the past.
- I have never submitted a Risk Management registration form to NCYSA
- I want to change some of my personal information on file.
- I want to add a position or upload my Safe Sport certificate

Please read and choose carefully!

- I am completing this application as an **official** to work with an association (Board members, Staff, Coaches, Volunteers, etc)
- I am completing this application as an **Adult Athlete 18+** to be able to participate with a team

If you will be participating as BOTH roles (Staff & Player), you'll need to fill out the risk management application twice.

[Continue](#)

Choose the **FIRST** option if you have **EVER** completed a NCYSA Risk Management application. If you have **NEVER** completed a NCYSA Risk Management application, choose the **SECOND** option.

You will then see this screen:

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Please enter the information below exactly how it matched your previous registration

Registrant Information

Legal First Name: *

Legal Last Name: *

Gender: *

Birth Date: *

Last 4 Numbers of SSN (or Visa): *

Email:

[Continue](#)

Fill out the information and click the Continue button. *In this section, please use the email address you used when you last completed your most recent NCYSA Risk Management application if possible.* You can UPDATE your email address later in the Risk Management application process.

CONFIRMATION EMAIL:

An email will be sent to you to confirm the system has found your previous Risk Management application. GMAIL is especially bad about blocking the activation/verification email from your Inbox. Please look in your spam, junk, trash, deleted, promotions, and "all mail" folders for this email. You can search by the sender's name and/or the subject:

- The email comes from: no-reply@e.sinchq.com
- Subject is: Risk Management Application

ERROR MESSAGE?

Please review the screen carefully if you receive an ERROR Message while trying to start your Risk Management Application. There are prompts for you to follow if your email address or any other information does not match.

PLEASE READ THE INSTRUCTIONS ON THE SCREEN AND FOLLOW THEM FIRST BEFORE CONTACTING ME.

STARTING YOUR RISK MANAGEMENT APPLICATION:

Once you have gained access to your Risk Management application, you can then choose your LOGIN email address and your COMMUNICATION email. If this is your first time using the NCYSA SinC HQ RM system, the system will also help you setup your NEW password for your account.

Please be sure to save your Username and Password for future use! You will need it!

Please note the following:

- *Your LOGIN EMAIL ADDRESS is your USERNAME for the new NCYSA SinC HQ system.*
- *Your LOGIN Email is tied directly to your Risk Management application.*
- *Avoid using an email address for your LOGIN that can be handed off to other individuals in the future (ex: do NOT use President@XYZsoccerassociation.com as your LOGIN email address – choose it as your Communication Email instead)*
- *Each individual user must have a UNIQUE LOGIN EMAIL ADDRESS.*

The system should walk you through the rest of the process.

*****You will NOT be able to click the SUBMIT APPLICATION button until all tasks have been completed.*****

*****Your application is NOT complete and will not be considered until you have clicked the SUBMIT APPLICATION button.*****

*****You will receive an email stating you have successfully completed the 2021-22 NCYSA Risk Management application once you are able to click the submit button and submit your application for review.*****

Please email me at wendy@ncsoccer.org if you have any questions at all!

Click the link below to get started...

<https://nc.sinchq.com/rm/riskmanagement.aspx>

*Please note...you can go in and out of your Risk Management application as needed.
Use the same link above to sign-in and access it again quickly.*