

NCYSA RISK MANAGEMENT APPLICATION TUTORIAL

2021-22 SEASONAL YEAR

If you are being asked to complete a NCYSA Risk Management (RM) Application, then your local soccer club/association is a member of North Carolina Youth Soccer Association (NCYSA). NCYSA is the state branch of United States Youth Soccer (USYS) who is, in turn, under the US Soccer Federation and FIFA umbrellas. As such, your local club/association must abide by all NCYSA, USYS, US Soccer, and FIFA guidelines, mandates, and rules.

In accordance with Federal Law [S.534 – Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017](#), every Adult NCYSA Participant is required to have a full criminal background check performed every two seasonal years (at a minimum) and to complete the initial SafeSport Trained Core course their first seasonal year with a refresher course required each following seasonal year until full SafeSport Training is required again. NCYSA calls this process a “Risk Management Application”.

A new NCYSA RM Application is required by all Adult Participants (coaches – paid and volunteer, assistant coaches, substitute coaches, team managers, club/association staff, and all volunteers) every seasonal year. NCYSA seasonal years run Fall to Spring. Completing the NCYSA RM Application is how NCYSA knows exactly who is on the field with our registered youth athletes each seasonal year and ensures that they have all gone through the proper screening and training process.

The NCYSA RM Application Process contains 2 primary parts:

1. Data gathering to provide us the necessary information to conduct a background check.
2. The online SafeSport course meant to help you understand how to recognize specific situations of physical, sexual, emotional abuse, and how you are required to respond as a mandatory reporter.

The NCYSA data gathering/background check section will involve you creating an account with NCYSA – if you do not already have one. You will then be asked to provide contact information and answer questions regarding your background including any past criminal charges and the result of those charges. Failure to answer the questions truthfully could result in the immediate denial of your application to participate. Your full Social Security Number is required.

The online SafeSport course section – which is mandatory to complete your NCYSA RM application – is provided by the US Center for SafeSport. You will create an account with SafeSport using the information provided within your NCYSA RM application. The course is accessed via a separate website and separate login. You will need a course completion certificate to finalize your NCYSA RM application. The initial SafeSport Trained course will take you approximately 60-90 minutes to complete. Subsequent refresher courses take approximately 15-30 minutes to complete.

To Start your NCYSA RM Application: <https://bit.ly/NCYSARM>

- Choose “Continue as Official”

Risk Management Application



2021 - 2022 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 your role below to begin an application, modify an existing application or update your contact information

Officials

Board members, staff, coaches, volunteers, etc.



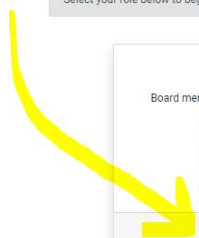
[Continue as Official](#)

Adult Athletes

Players 18 and older



[Continue as Athlete](#)



Enter your personal information – please review for accuracy before clicking the “Continue” button:

Risk Management Application



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Please complete the information below to start a new application or modify an existing application

Registrant Information

Legal First Name: *

Legal Last Name: *

Gender: *

Birth Date: *

Last 4 Numbers of SSN (or Visa): *

Email:

Please note every individual must have a unique email address.

Activation/Verification Email:

If have completed a NCYSA RM Application in the past or started one for this seasonal year, the system will send you an email with a link to access your NCYSA RM account.

The activation/verification email could be blocked from your Inbox. GMAIL is especially bad about blocking the activation/verification email. Please look in your spam, junk, trash, deleted, promotions, and “all mail” folders for this email. You can also search by the sender’s name and/or the subject:

- Sender: no-reply@e.sinchq.com
- Subject: Risk Management Application

If you are new to the NCYSA RM Application process, the system will direct you to create a new account. Click “Start a New Application” to get started.

Please click the “Save & Continue” button at the bottom of each page of the NCYSA RM Application to advance to the next page.

Uploading a Photo:

During the NCYSAR RM Application process, you will be required to upload a photo of yourself if one is not already attached to your account. The photo must be as follows:

- From the shoulders up
- In color
- Only YOU in the photo
- Taken within the last 6 months
- NO hats or sunglasses or anything else blocking your face.
- Photo should be well lit so your features are visible.

There is a cropping tool within the photo upload function. Please rotate the photo so it is straight facing and crop so that only you are showing from the top of your head to your collar bone.

Background Info:

Please read carefully and answer truthfully. We run a comprehensive background check that goes back as far as we are legally allowed to do so. That is more than seven years in most instances.

Providing detailed explanations for anything we may find is extremely helpful in our review process.

Choosing your Local Club/Association and Position:

Under the "Positions" tab, you will choose your local club/association and the job description/position you will be filling for that organization.

- For "Type of Affiliation", choose "**Club, Association or Scheduling Leagues**"
- In the dropdown menu, choose your LOCAL Club, Association or Scheduling League.
- Choose your job description.
- If you are a Coach (any type), Team Manager, Team Volunteer or TOPSoccer Buddy, you will also choose the following:
 - Role – Coach, Asst. Coach, Team Manager, TOPSoccer Buddy, etc...
 - Level of Play – Classic, Rec Pool, Academy Pool, TOPSoccer ("Pool" refers to a group of players)
 - Age of PLAYERS – the year refers to the year the players were born.
 - Gender – Female or Male. If Co-Ed, choose Male.
- Coaching License Information – please SKIP if you do not have a coaching license.
- Click "Save Positions" – You can add multiple if you have more than one role with your local organization by repeating the above instructions.

SafeSport Training – Uploading SafeSport Certificate:

The SafeSport tab within your NCYSA RM Application will give you detailed instructions on how to setup your SafeSport account at www.safesport.org – including the Access Code you will need to receive your training at No Charge.

For the 2021-22 Seasonal Year, we will only accept SafeSport certificates dated on or after April 1, 2021.

If you are taking a SafeSport recertification course, please only take one of the available courses. The rest are for you to take over the course of the next couple of years.

Your NCYSA RM application will most likely time out before you have completed the SafeSport training. To get back into your NCYSA RM Application, use the following instructions:

- Click on this link: <https://bit.ly/NCYSARM>
- Choose "Continue as Official" button
- Enter your personal information exactly as you did to start your application.
- You will receive a verification email...click on the link in that email to get to your existing application.
- Once you are logged in to your Risk Management application, click on the SafeSport tab.
- Upload the correct document in the dialog box as shown.
- Click the "Submit Application" button in the upper right-hand corner.
- Look for the email from NC SinCHQ confirming you have successfully submitted your 2021-22 NCYSA Risk Management application.

You will know you have completed the application when the "SUBMIT APPLICATION" button lights up and you are able to click it. You will then receive an email stating you have successfully completed the 2021-22 NCYSA Risk Management application.

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