



## ADULT ATHLETE REGISTRATION, TRAINING, & RISK MANAGEMENT TUTORIAL 2024-2025 SEASONAL YEAR

***SPECIAL NOTE 5/1/24: If you need to complete the Adult Athlete Risk Management application for THIS seasonal year (Spring 2024), you must choose the 2023-2024 RM application to start the process! All other instructions below are the same except your application will be for the “2023-2024” seasonal year.***

In accordance with Federal Law [S.534 – Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017](#), every Adult Athlete (18 years old or older) is required to complete the initial Adult SafeSport Trained Core course. A refresher course is required each following seasonal year until the Adult Athlete ages out of the US Youth Soccer programs. It is also required that the Adult Athlete is put through a background screening process. The Adult Athlete's name will be screened through several offenders' databases including the National Offenders Database, the US Soccer Disqualification database, and the US Center for SafeSport's Disciplinary database. NCYSA calls this process an “Adult Athlete Risk Management Application” (NCYSA AA RM application).

***All athletes that are 17 years old or older at time of registration will not be eligible to participate in any NCYSA sanctioned event (this includes, but is not limited to, training, practice, scrimmages, games, and tournaments) until they have completed the NCYSA Adult Athlete Risk Management application and have been approved for participation by NCYSA. Their name will only appear on the team roster and their player pass will only be generated once they have been approved for participation.***

***Athletes that are not yet 18 years old will need to obtain parental/guardian permission to complete the NCYSA Adult Athlete Risk Management application and to complete the SafeSport training.***

***There is NO GRACE PERIOD.***

When an Athlete is added to a roster, they will also be notified by email of the need to complete their NCYSA Adult Athlete RM application.

***\*NEW\* The NCYSA AA RM Application will now take Adult Athletes directly to the information on how to complete their SafeSport training. Uploading a valid SafeSport certificate is ALL that is required from the Adult Athlete.***

NCYSA does **not** require a full social security number for Adult Athletes.

The online SafeSport course section – which is mandatory to complete your NCYSA AA RM application – is provided by the US Center for SafeSport. You will create an account with SafeSport using the information provided within your NCYSA AA RM application. The course is accessed via a separate website and separate login and uses a special Enrollment Key Link to activate the free training. You will need a course completion certificate to finalize your NCYSA AA 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.

All Adult Athletes will be manually screened through multiple offender databases including the US Soccer Risk Management Report, the USYS DSII List, the National Offenders Database, and the US Center for SafeSport's Centralized Disciplinary Database.

***There is NO charge to the Association/Club for the Adult Athlete Risk Management process.***

*The NCYSA Adult Athlete Risk Management application is separate from the NCYSA Risk Management application that is required for OFFICIALS (coaches, managers, staff, and volunteers). If you are an Adult Athlete that will also be a coach, volunteer, TOPSoccer Buddy, etc...you must also complete the NCYSA Risk Management application for OFFICIALS.*

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

**SPECIAL NOTE 5/3/24:** If you need to complete the Adult Athlete Risk Management application for THIS seasonal year (Spring 2024), you must choose the **2023-2024 RM application** to start the process! All other instructions below are the same except your application will be for the "2023-2024" seasonal year.

- Choose "Continue as Athlete"

Select your role below to begin an application, modify an existing application or update your contact information

<p><b>Adult Participant</b> (18 and older) Coaches, managers, board members, staff, or volunteers.</p>  <p><a href="#">Continue as Official</a></p>	<p><b>Minor Participant</b> (17 and younger) Coaches, TOPSoccer Buddies, or volunteers.</p>  <p><a href="#">Continue as Official</a></p>	<p><b>Adult Athlete</b> (17 and older) Currently Registered NCYSA Players to continue to participate on their team.</p>  <p><a href="#">Continue as Athlete</a></p>
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You will now see the screen shown below. Enter your personal information – please review for accuracy before clicking the "Continue" button.

- Use your first and last name EXACTLY as it is shown on the email notification you received. This is how your Association/Club has you registered on the team roster. Any other versions of your name will NOT connect to your player registration.
- Use the email address you provided to your Association/Club. You can update your email address later in the RM application process.

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

**Registrant Information**  
For players who will be 18 or older this seasonal year

Legal First Name: \*

Legal Last Name: \*

Birth Date: \*

Last 4 Numbers of SSN (or Visa): \*

Email:

[Continue](#)

**17-year-old Athletes:**

If you are not yet 18 years old, you will be prompted to confirm Parental/Guardian permission to continue with the Adult Athlete Risk Management application.

### **Activation/Verification Email:**

If have completed a NCYSA AA 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 AA 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 AA 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 AA RM Application to advance to the next page.

### **SafeSport Training – Uploading SafeSport Certificate:**

The SafeSport tab within your NCYSA AA RM Application will give you detailed instructions on how to set up your SafeSport account including the special Enrollment Key Link you will need to use to receive your training at No Charge.

For the 2024-25 Seasonal Year, we will only accept SafeSport certificates dated **on or after April 1, 2024**.

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

- Click on this link: <https://bit.ly/NCYSARM>
- Choose "Continue as Athlete" 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 2024-25 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 2024-25 NCYSA Risk Management application.***

Please email me at [wendy@ncsoccer.org](mailto:wendy@ncsoccer.org) if you have any questions at all!

