



## 2025-2026 SEASONAL YEAR ADULT & MINOR PARTICIPANTS REGISTRATION, TRAINING & RISK MANAGEMENT TUTORIAL

**SPECIAL NOTE 5/1/25: If you need to complete the application for THIS seasonal year (Spring 2025), you must choose the **2024-2025 RM application** to start the process! All other instructions below are the same except your application will be for the “2024-2025” seasonal year.**

If you are 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 “Registration, Training, & Risk Management Application”.

**Minor Participants do NOT have a background check performed on them, a Social Security Number is NOT required, and they are only screened through the US Center for SafeSport’s Disciplinary Database.**

A new NCYSA RM Application is required by all Adult & Minor Participants (coaches – paid and volunteer, assistant coaches, substitute coaches, team managers, club/association staff, and all volunteers) every seasonal year. NCYSA seasonal years run from 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 with the necessary information to conduct a background check on Adult Participants ONLY. *Minor Participants are only screened through the US Center for SafeSport’s Disciplinary Database.*
2. The online SafeSport course is 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 for Adult Participants ONLY.

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 and uses a special Enrollment Key Link to obtain the training at no charge. You will need a course completion certificate to finalize your NCYSA RM application. For Adult Participants, the initial SafeSport Trained course will take you approximately 60-90 minutes to complete. Subsequent refresher courses take approximately 15-30 minutes to complete. For Minor Participants, the course takes approximately 15 minutes to complete.

To Start your NCYSA RM Application: <https://nc.sinchq.com/rm/riskmanagement>

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- Choose “Continue as Official” in the corresponding box based on your age.

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><b>Continue as Official</b></p>	<p><b>Minor Participant</b> (17 and younger) Coaches, TOPSoccer Buddies, or volunteers.</p>  <p><b>Continue as Official</b></p>	<p><b>Adult Athlete</b> (17 and older) Currently Registered NCYSA Players to continue to participate on their team.</p>  <p><b>Continue as Athlete</b></p>
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Enter your personal information – please review for accuracy before clicking the “Continue” button:

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

**Registrant Information**

Legal First Name: \*

Legal Last Name: \*

Birth Date: \*

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

Email:

**Continue**

**Please note every individual must have a unique email address.**

**Activation/Verification Email:**

If you have completed an 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. **SCROLL DOWN THE PAGE AND Click the "Start a New Application" button 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.
- The 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.

**Minor Participants do NOT have a background check performed on them and are only screened through the US Center for SafeSport's Disciplinary Database.**

### **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.
  - RECREATION COACHES DO NOT CHOOSE A SPECIFIC AGE GROUP. Your local club/association will assign you to your correct age group at their end.
- Coaching License Information – please answer "No Coaching License" if you do not have a USSF coaching license.
- Click "Save Positions" button at the BOTTOM OF THE PAGE – You can add multiple roles 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 – including the special Enrollment Key Link that you will need to receive your training at No Charge.

The SafeSport certificate must be dated **on or after April 1, 2025**, to be valid for the 2025-26 seasonal year.

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.

### **SafeSport Training for MINORS:**

NCYSA Requires all Minors to complete their Age-Appropriate SafeSport training module and upload copy of their completion certificate to their application. There are two modules to choose from:

- Ages 5-12: “SafeSport for Kids” (approx. 15 minutes long)
- Ages 13-17: “SafeSport for Youth Athletes” (approx. 15 minutes long)
- 17-year-old participants can choose to do the full Adult SafeSport Trained course with parental permission. (approx. 90 minutes long)

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://nc.sinchq.com/rm/riskmanagement>
- 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 2025-26 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 2025-26 NCYSA Risk Management application.***

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

