

Thank you for participating in Washington Youth Soccer!!!

As a Volunteer/Coach/Administrator/Staff we need your assistance in creating a safe environment for all involved.

- There are 4 compliance items that are required by either State or Federal law to be completed *prior* to your participation.
- Without completion your local club can not allow you participate.

Required:

- 1. SafeSport Certification
- 2. Concussion Certification
- 3. Sudden Cardiac Arrest Certification
- 4. Risk Management Application (RMA) approval
- A. You must complete the 3 certifications, **before** submitting your RMA
- B. Applications for the next fall season will open 4/1 and applications for new spring coaches will begin 2/1 you will be able to upload the 3 certificates while submitting your RMA

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Page:

#4. Tips and Tricks

#5. SafeSport (SS) Training

#10. Sudden Cardiac Arrest (SCA) Training and Concussion Compliance (CC) Training

#18. How to Upload Certificates and submit RMA-Affinity



- A. Once you complete all 3 certificates go to the background checking webpage (refer to pg. 19) to upload your certificates.
- B. If you <u>do not have an existing</u> Affinity UN and PW, please complete all 3 certificates and then go to the Background check webpage (refer to pg. 19), where you will be able to create a UN and PW and upload your certificates.
- C. If you have an expired photo/certificate uploaded and it needs to be deleted, you must contact your association/club registrar. Only your association or state administrator can delete the image.
- D. If you accidently upload an incorrect photo/certificate, only your association or state administrator can delete the image.



Website:

https://safesport.org/authentication/register?to kee=ee57337f-31f9-421d-b095-82fc8c8c4c41

Organization: US Soccer Access Code: Please contact your club registrar

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1. Er 2. Cl	ick Save	rganization an	d Acce	ess Co
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er : 1		Add Membership)	×
First Na	Organization * U.S. Soccer			•
Last Na	Access Code *			
Email *				
Passwo			Canaal	Cause
			Cancel	Save

Verify your name and email MATCH your Affinity profile

- 3. Register your LEGAL First Name and Last Name
- 4. Enter your email address
- 5. Create a password

First Name *		
Last Name *		
Email *		
Password *		
Confirm Password *		
	First Name * Last Name * Email * Password * Confirm Password *	First Name * Last Name * Email * Password * Confirm Password *

There are many resources on the website please take a few minutes and explore.

6. Click on Menu





- 7. Click the arrow next to your name
- 8. Click on Learning Dashboard
- If this is the first year you are completing SafeSport, you have 3 training videos to watch.
 - Emotional and Physical Misconduct
 - Sexual Misconduct Awareness Education
 - Mandatory Reporting



Once all 3 videos are complete:

9. Go back to Menu

10. Click Your Activates

11. Click on Certificate - download and save





If you are a returning coach/volunteer and are RE-TAKING SafeSport training.

Please go to **Your Actives** and take the Refresher 1: Recognizing and Reporting Misconduct or if you're in year 3 of taking SafeSport take Refresher 2.



Refresher 1: Recognizing and Reporting Misconduct

This course is a separate course and is not part of the core training. This course reviews the basics of recognizing misconduct in sport and understand the requirements for reporting misconduct. SafeSport Trained (Core Training) must be completed before taking this course.



Concussion (CC) and Sudden Cardiac Arrest (SCA) trainings are taken on the same website Website: https://nfhslearn.com/ Click Sign In NFHS NFHSLearn.com NFHS.org LEARNING COURSES NFHSLEARN FOR YOU V USER LOOKUP HELP CENTER

FEATURED COURSES

*If you recently took a USSF Coaching Education course. You are CC trained for 1 yr. - Your CC certificate can be loaded from the DLC to Affinity – your email address must match in the DLC and Affinity. If you have questions please contact Keli Bitow at kelib@washingtonyouthsoccer,org

NFHS Sign In	1. Sign In or Click Register
Email or Username	
Password	
Forgot your password?	Registration for NFHS Account
Don't have an account? Register	1 2 Account Information Profile Information
	Email
	Username
	Password
	Confirm Password
	Next
	Already have an account? Sign in

2. CLICK-NEXT ON THE POP UPS



6. Set your search filters toCoach and Sport SpecificCourses

- You will complete step 6-15 two times.
- You need to search for Concussion and Sudden Cardiac Arrest training for Coaches and add each training to MY Courses.
- Once they are both in MY Courses you can watch each video.
- These videos will stay in your Dashboard if you return next year to coach/volunteer.







	My Courses 🔺	Welcome,	WA		
	Courses Distribution	My Courses			
	Redeem a License		Sudden Cardiac Arrest		
	My Staff	ALED Y	Difference Courses	Active until: 07/14/2020	
Ŷ	My Certificates	The way the the	Begin Course		
Ē	My National Certification		Concussion in Sports		
		A A BY	Elective Courses		
0	My Account 🗸		0% Completed	Active until: 07/14/2020	
?	Tutorial	Now available in Spanish!	Begin Course		

- Watch both videos and download the certificates to your
 - computer, upon completion of each course.
- If you need to stop during either training, you can do so by clicking on return to Dashboard.



If you need additional assistance, please contact Affinity CS 888-213-3999

Website: https://wys-_bgc.affinitysoccer.com/reg/index.asp?sessiong_uid=&domain=wys-_bgc%2Eaffinitysoccer%2Ecom





4. Click Registrar as Coach/Admin

20

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

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

Register Rma Test as Admin	8	Rma lest		
5. FROM THE DROPDOWN SELECT	m	Play Level* Background Che	Select Play Level	
BACKGROUND CHECK			Personal Information	
Select Play Level	ni	Rma	Initial Last Name*	Suffix
Select one Background Check	6. Click on the sm	Gender*	Birthd January V G rger boxes will	ate*
*Required **Just One Required				
Cancel			Click to upload photo	d Upload Sudden Cardiac Arrest

- Please read the labels in the upload boxes and upload the proper certificates in proper boxes.
 - Box 1- Photo
 - Box 2- SafeSport
 - Box 3-Concussion
 - Box 4-Sudden Cardiac Arrest
- If you completed SafeSport and waited 30 min. or more to submit your RMA, your might see a SafeSport Cert image in your profile already. If there is an image in the 2nd box you DO NOT need to upload the SS certificate.



11. Update your address and contact phone numbers and email address

If this any part of please contact te Minor Applican date.	Address Information Address Line1* 7100 Fort Dent Way	tion
Add Family Member	Address Line2	ñol
Register Only Men	Home Phone** Cell Phone** 2539441608 2064748613 Work Phone** Fax 2539441608	•
If you would like to members please clic	Email Address* noreply@washingtonyouthsoccer.org	

ID Infor ID Type Drivers Lice Drivers License X0000000 ID Expiration Month (mm)* Da Date 01	rmation ense Number* State* xx89 WA y (dd)* Year (yyyy)* 15 2024	12.Update Drivers License or State ID information you only have a passport, please contact WYS) 13. Select your PRIMARY CLUB from the dropdow *OPTIONAL-If you coach or volunteer in more to club add the secondary and/or third org participate with.	n (if m than t, yo
		Club Additional Information Please select your primary organization below: SID is for Affinity internal use Only* Image: Coptional Please select your secondary organization below: SID is for Affinity internal use Only Image: Coptional Please select your secondary organization below: SID is for Affinity internal use Only Image: Coptional Please select your third organization below: SID is for Affinity internal use Only Image: Coptional Please select your third organization below: SID is for Affinity internal use Only Image: Coptional Please select your third organization below: SID is for Affinity internal use Only Image: Coptional Please select your third organization below: SID is for Affinity internal use Only Image: Coptional Please select your third organization below: SID is for Affinity internal use Only Image: Coptional Please select your third organization below: SID is for Affinity internal use Only Image: Coptional Please select your third organization below: SID is for Affinity internal use Only Image: Coptional Please select your third organization below: SID is for Affinity internal use Only Image: Coptional Please select your third organization below: SID is for Affinity internal use Only Image: Coptional Please select your third organization below: SID is for Affinity internal use Only	ñol



17. PLEASE 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



19. Click Submit Back Ground Check







Background Checking Please make sure the person you submit to background check has correct name, DOB.					
Person to	be checked:	our order status will be j	Jending.		
Last Name Test 7100 Fort Dent email:noreply@ Background C	First Name Rma Way Tukwila WA washingtonyouths heck Provider	Middle Name 98188-7500 soccer.org Club: WYS E	DOB 01/01/1973 Board and Staff	Driver License WA123456789 WA	BGC Account: 10028124 / WYSoccerint
USOneSearc	ch 🔽 S	Submit B/SC			