



Washington Youth Soccer Background Check Process

Sports Connect Club Users

Club Support Phone Number: 866-981-2583

Club Support Hours:

Monday - Thursday 9 AM - 6 PM Eastern Standard Time

Friday 9 AM - 4 PM Eastern Standard Time

Closed on Weekends

Please remain patient with this process. Once these platforms are sync'd this will be much easier in the future!!!

All Coaches, Volunteers, Employees, Board Members, and minors* acting in any of the previously mentioned roles or participating as non-certified referees under Washington Youth Soccer (WYS) are required annually to:

- a. register with their club
- b. complete Federal/State required training certifications
- c. pass a background check

We have began using the US Soccer Learning Center to complete SafeSport, Concussion** and Sudden Cardiac Arrest** for trainings certifications. Integration between Sports Connect and US Soccer Learning Center have **automatic updates which require a full match which is defined as *legal* first name, last name, date of birth and email address**

**please inquire with your club about age-appropriate SafeSport Training for minors*

***Concussion and Sudden Cardiac Arrest training have been combined to 1 training called Intro to Safety*

Process:

1. Complete registration with your club as Coach, Volunteer
2. Complete the training certifications (required annually)
 - a. SafeSport
 - b. Intro to Safety
 - *Concussion and Sudden Cardiac Arrest training are combined in the US Soccer Learning Center as Intro to Safety
 - All certifications are rolling annual renewal, based on the date they are completed
 - You will receive an email notification 60 days prior to your expiration
 - Certification can not be renewed until your with-in 60 days of expiration
3. Complete your background check (required annually)
 - a. Background checks require your Social Security Number (SSN)
 - b. If you **DO NOT** have a SSN please contact your registrar after completing trainings

Once these platforms are sync'd – you will not have to do this again!!!

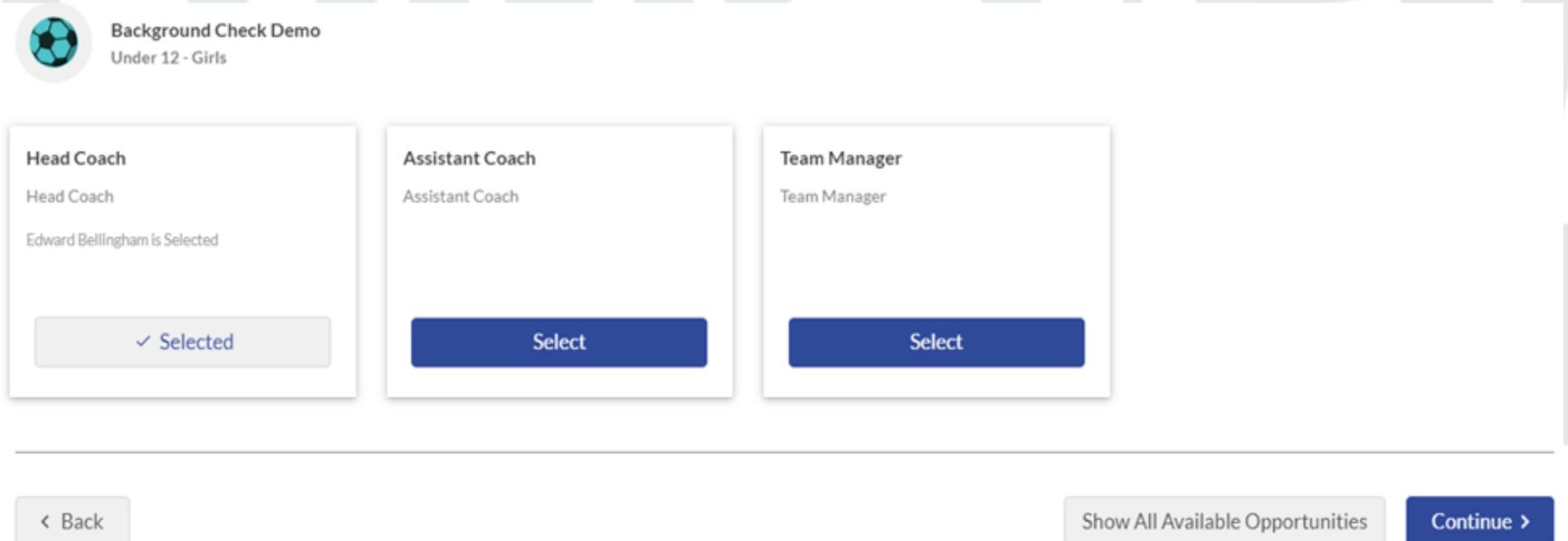
Registering as a Volunteer during family registration:

PLEASE READ!!

Completing steps 1-8 **DOES NOT** submit the background check, it ONLY completes your registration.

You **MUST** follow the steps starting on page 7 to complete a background check. If you have already registered go to Page 7.

1. Create an account or log in with your credentials on your club's registration website to register yourself and your family.
2. Once you have entered the details for each of your children, you will have the opportunity to volunteer.
3. Select the role in which you are volunteering.
4. Click Continue



The screenshot shows a web interface for selecting a volunteer role. At the top left is a soccer ball icon and the text 'Background Check Demo Under 12 - Girls'. Below this are three columns of options:

Head Coach	Assistant Coach	Team Manager
Head Coach Edward Bellingham is Selected	Assistant Coach	Team Manager
✓ Selected	Select	Select

At the bottom of the interface are three buttons: '< Back', 'Show All Available Opportunities', and 'Continue >'.

5. Complete the registration details including contact information, answer background questions and sign all Electronic Legal Agreements (ELAs).

After step 5, you have 2 options:

- a) If you have your 3 training certificates upload them in this screen, then go to step 6
- b) If you do not have the 3 training certificates, go to step 6

6. Click Continue

Certificate upload-click the +

The screenshot shows a registration form with two columns of content. On the left, there are three upload buttons for certificates: 'Concussion Certificate', 'SafeSport Certificate', and 'Certificate for Sudden Cardiac Arrest'. Red arrows point from the text 'Certificate upload-click the +' to the plus signs on the first two buttons. Below these are several background check questions with radio button options for 'No' and 'Yes'. At the bottom left is a '< Back' button. On the right side, there are checkboxes for roles: 'Board Director/Committee Member', 'Coaching Director', 'Registrar/Administrator', 'Team Staff (Coach, Manager, Trainer)', and 'Volunteer (Other)'. Below these are more background check questions and a series of 'View / Accept' buttons for various documents: 'Authorization for National Background Check v32584', 'Concussion Pamphlet v28577', 'Sudden Cardiac Arrest Awareness v19893', and 'WA Youth Soccer Medical Release v24138'. At the bottom right, a 'Continue' button is circled in red.

7. Complete the registration process for yourself and your children by entering any payment due.
8. To view your account and complete the background check process, click My Account.

NOTE: If you have **NOT** been assigned a coaching or volunteer position – please contact your club before completing the background check

Congratulations! Your order has been submitted!

Thanks, Alaya,

Your order has been successfully placed. Your Registration Order Confirmation Number is 10431475 .

 My Account

READ ME

if you are a returning coach/volunteer

- A) Once you create a LC profile with your matching first, last name , DOB and email address. The LC will search for your previously complete SafeSport training.
- B) If your SafeSport certifications locate a match your previous training, will update your LC profile automatically.

OR

took SafeSport for another sport or governing body

PLEASE contact WYS

WYS Contacts: Keli Bitow KeliB@WashingtonYouth Soccer.Org and/or Dan Rubin

DanR@WashingtonYouthSoccer.Org

Once these platforms are sync'd – you will not have to do this again!!!

Completing Training Certificates and Background Check:

**login to your Club registration link*

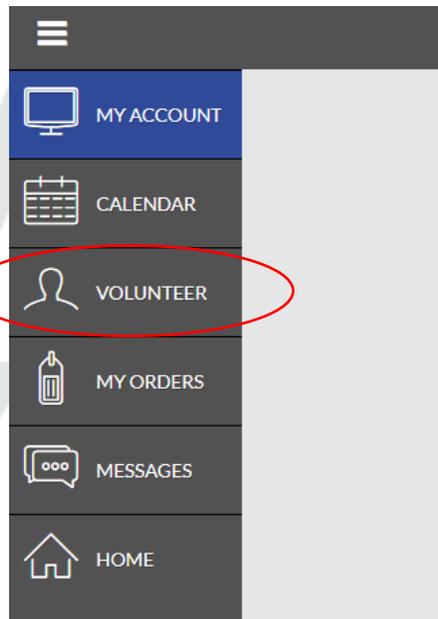
1. Click “Volunteer” on the left side of the screen

Prior to submitting your information to run a background check, you must complete the SafeSport and Intro to Safety (CC and SCA) trainings.

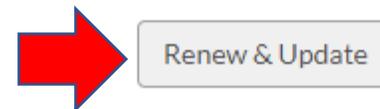
Note: The Risk Status (background check) box will remain greyed out until you complete the trainings

2. Check the box for one of trainings

3. Click on Renew & Update



<input type="checkbox"/> Certification	Expiration Date	Status	Compliant
<input type="checkbox"/> Risk Status	None	None	
<input type="checkbox"/> Concussion Certificate	None	None	
<input type="checkbox"/> Certificate for Sudden Cardiac Arrest	None	None	
<input type="checkbox"/> SafeSport Certificate	None	None	
<input type="checkbox"/> Coaching License	None	None	

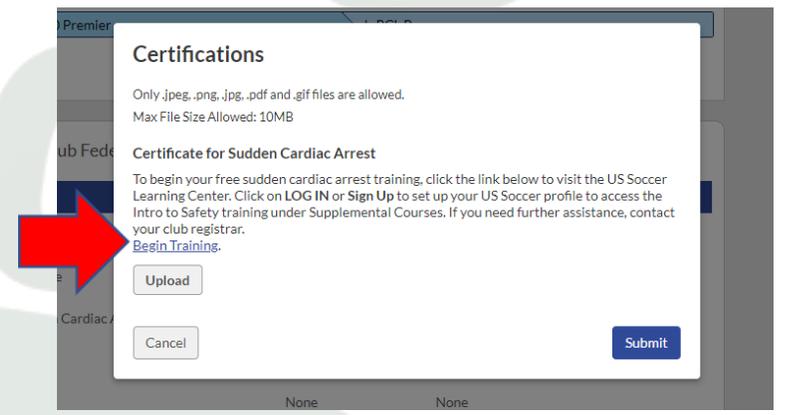
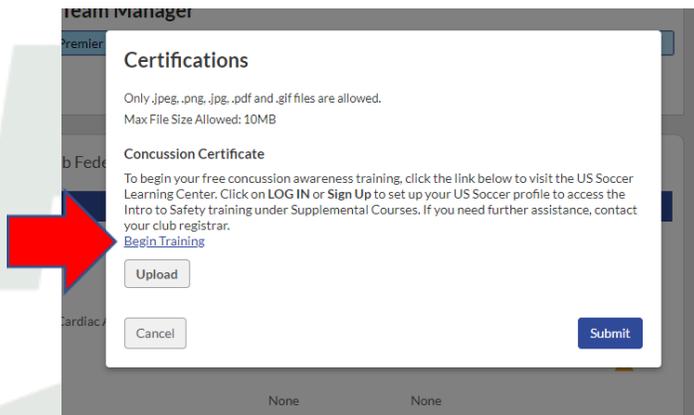
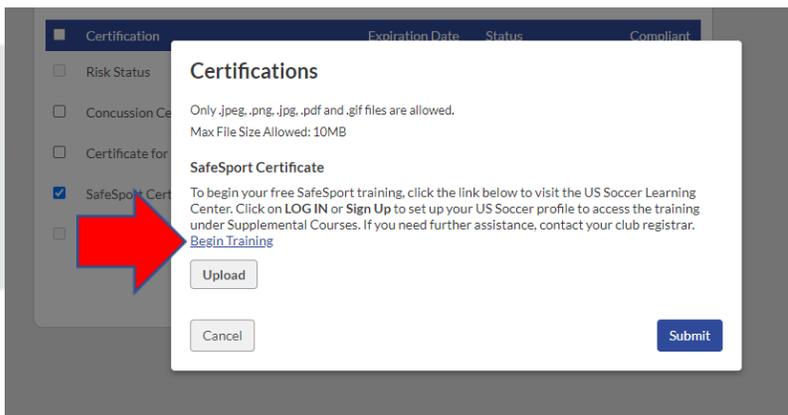


NOTE: Sudden Cardiac Arrest and Concussion Training are BOTH completed in Intro to Safety – you can click on either box to get to the same training – you do NOT have to complete it twice

4. Click on begin training

This will take you from Sports Connect to the Learning Center
courses are available in English and Spanish

NOTE: The US Soccer Learning Center can be used by any person that is interested in learning more about coaching. You can sign up for Coaching Education courses and obtain coaching license in this platform. It is also used for Referee Certifications.



READ ME:

Your Sports Connect and Learning Center profiles **MUST have FULL EXACT MATCH** for the 2 systems to sync with automatic updates with the following criteria:

- LEGAL First Name
- LEGAL Last Name
- Date of Birth
- Email Address

If you already have a Learning Center profile and your name, DOB or email address do not match, please email learningcentersupport@ussoccer.org to request changes.

**If the LC support has not responded with-in 48 hours please contact WYS*

WYS Contacts: Keli Bitow KeliB@WashingtonYouth Soccer.Org and/or Dan Rubin

DanR@WashingtonYouthSoccer.Org

If you need to make a change to your Sports Connect Club profile, contact your club registrar before proceeding

5. Login or Sign Up for a coach's profile regardless of your role

If you just SIGNED UP, you will be required to verify your email address.

The screenshot shows the USA Soccer Learning Center website. At the top, there is a navigation bar with the USA Soccer Learning Center logo on the left, and links for 'COURSES', 'HELP', and 'RECOGNIZE TO RECOVER' in the center. On the right side of the navigation bar, there are two buttons: 'LOG IN' and 'SIGN UP', both enclosed in a red rectangular box. A large red arrow points from the right edge of the image towards this box. Below the navigation bar, there is a breadcrumb trail starting with '← SAFESPORT'. Underneath, there are two buttons: 'COURSE INFO' and 'COURSE TIMELINE'. The main content area features a large image of a female soccer player in a white USA jersey (number 17) and a female referee in a yellow jersey (name ANDERSEN). Below the image, there is a white box with the text 'SAFESPORT' and a 'Contact administrator' link. At the bottom of the page, there are two grey boxes with text and buttons. The first box says 'You need to log-in to register for this course' and has a 'LOG IN' button. The second box says 'You do not have a coach profile yet. Do you want to create one?' and has a 'CREATE COACH PROFILE' button. To the right of the second box is an 'Ask a Question' button.

YOUTH SOCCER

6. Click Coaching Education



COACHING EDUCATION



REFEREE PROGRAM

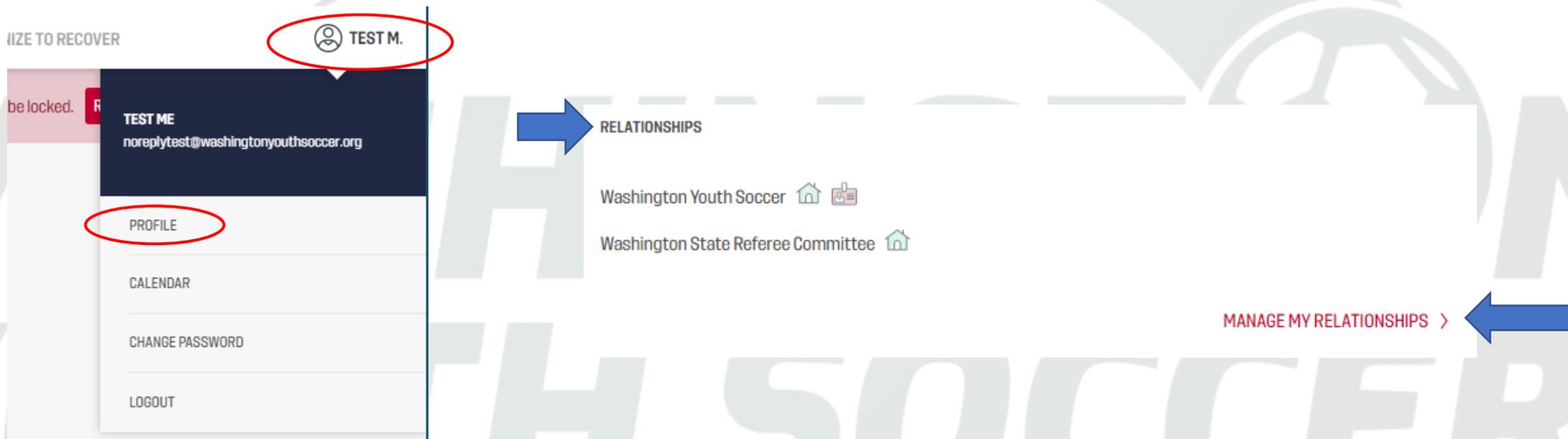


If you are a returning Coach/Volunteer

- Go to your profile in the upper right corner
- Click on Profile

You can view your certificate status and/or expiration status, resume trainings and update profile information

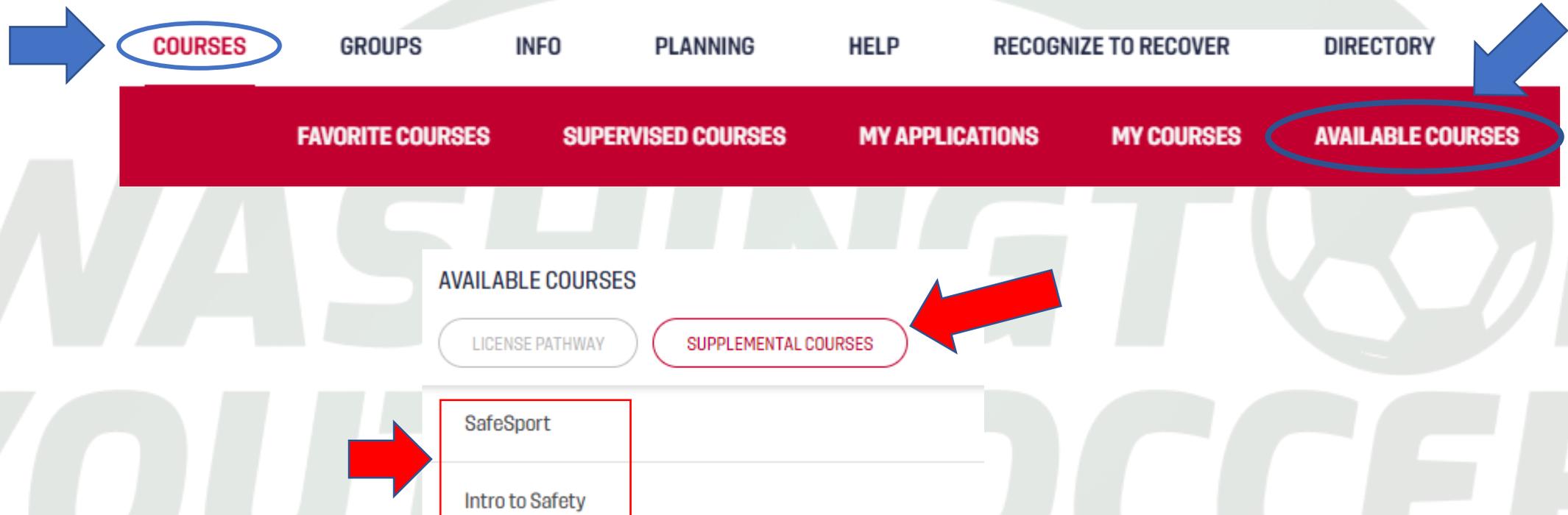
In your LC profile please to make sure you have a relationship with Washington Youth Soccer.



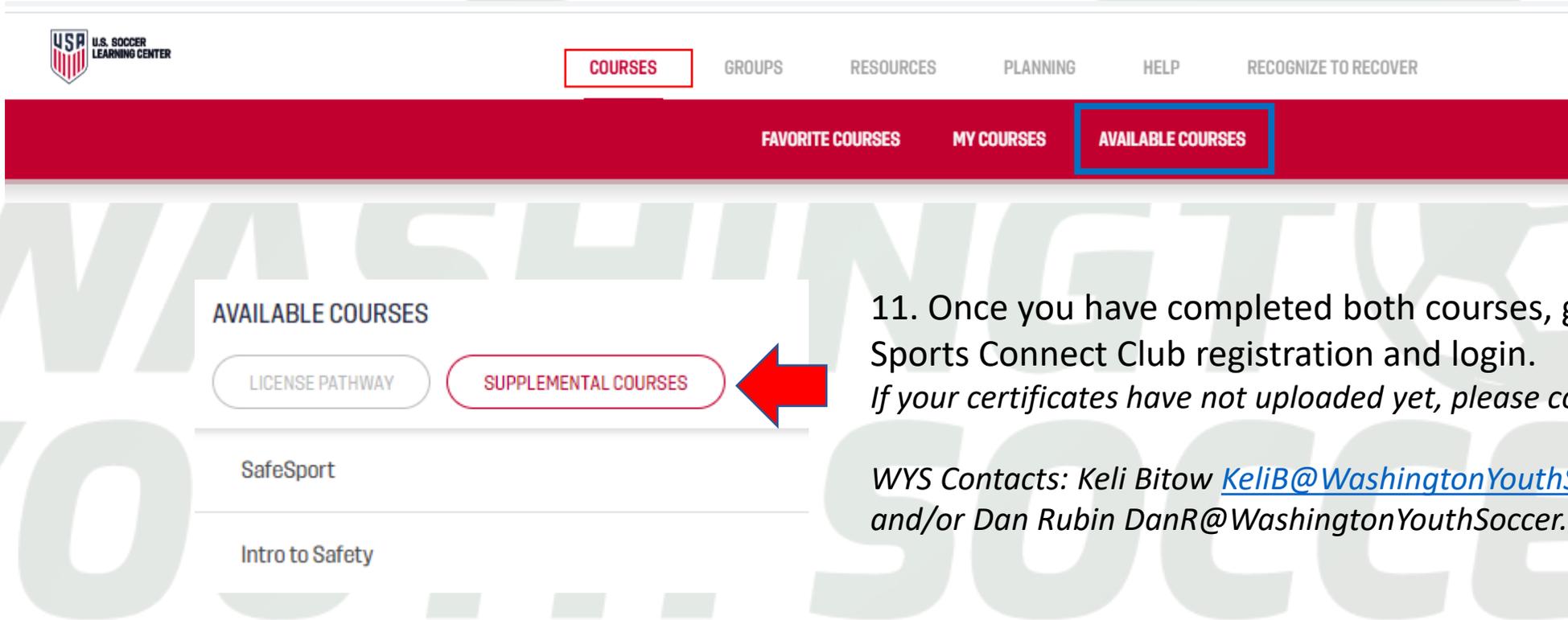
7. Place your cursor on Courses

- Click on Available Courses
- Supplemental Courses

Choose which course you want to take by clicking on either SafeSport or Intro to Safety



- Once you complete 1 course look at the top of the screen
- 8. Click on Courses
- 9. Available Courses
- 10. Supplemental Course and complete the 2 course



11. Once you have completed both courses, go back to Sports Connect Club registration and login.
If your certificates have not uploaded yet, please contact WYS.

WYS Contacts: Keli Bitow KeliB@WashingtonYouthSoccer.Org
and/or Dan Ruben DanR@WashingtonYouthSoccer.Org

NOTE: Intro to Safety course does not produce a downloadable Certificate and they might not populate in your Sports Connect profile right away. If this happens contact WYS to help expedite the process.

WYS Contacts: Dan Rubin DanR@WashingtonYouthSoccer.Org and/or Keli Bitow KeliB@WashingtonYouthSoccer.Org

Once SafeSport, Concussion and Sudden Cardiac Arrest are sync'd and verified in your profile the Risk Status box should be available to check.

If your Trainings still say Pending Verification – it is 100% OK – the status will change



<input type="checkbox"/>	Certification	Expiration Date	Status	Compliant
<input type="checkbox"/>	Risk Status	None	None	
<input type="checkbox"/>	Concussion Certificate	None	Pending Verification	
<input type="checkbox"/>	Certificate for Sudden Cardiac Arrest	None	Pending Verification	
<input type="checkbox"/>	SafeSport Certificate	None	Pending Verification	
<input type="checkbox"/>	Coaching License	None	None	

12. Click the Risk Status Box
 13. Click Renew and Update
 14. In the pop-up window – enter your Social Security Number
 15. Click Submit
 16. It will then ask you if you want to proceed with the background check
- You MUST click submit again to confirm

Certifications

Background Check Screening Form

Legal First Name
Test

Legal Middle Name

Legal Last Name
ME

Address
7100 Fort Dent Way

Address 2
215

City
Tukwila

State
WA

ZIP
98188

Phone Number
222-222-2222

Email
noreplytest@washingtonyouthsoccer.c

Social Security Number

Cancel Submit

NOTE: If you DO NOT have an SSN please contact your club registrar

You will receive a message that your background check has been submitted and your Risk Status will be Pending Verification. It can take a minimum 48 hours for your background check to complete. Please be sure to log out and then log back in to refresh your profile. If your status has not changed and it has been over 48 hours, contact your club registrar.

<input type="checkbox"/>	Certification	Expiration Date	Status	Compliant
<input type="checkbox"/>	Risk Status (Submitted for the season)	None	Pending Verification	
<input type="checkbox"/>	Concussion Certificate	None	Pending Verification	
<input type="checkbox"/>	Certificate for Sudden Cardiac Arrest	None	Pending Verification	
<input type="checkbox"/>	SafeSport Certificate	None	Pending Verification	
<input type="checkbox"/>	Coaching License	None	None	

Renew & Update