



**How to complete the 3 training certificates and submit a
background check
(NEW)**

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

TABLE OF CONTENTS

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



TIPS AND TRICKS

Please watch for the icon for other tips and tricks along the way

- A. Once you complete all 3 certificates go to the background checking webpage (refer to pg. 19) to upload your certificates.
- B. If you do not have an existing 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 accidentally upload an incorrect photo/certificate, only your association or state administrator can delete the image.

**SafeSport
Training**

**Recertification:
annual**

**Cost: Free with
Access Code**

**Time: approx.
90+ min.**

Website:

<https://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41>

Organization: US Soccer

Access Code: YC3E-6P5G-YYIL-CS2M

1. Enter the Organization and Access Code
2. Click Save

Add Membership

Organization *
U.S. Soccer

Access Code *
YC3E-6P5G-YYIL-CS2M

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

Register : 1 Account

First Name *

Last Name *

Email *

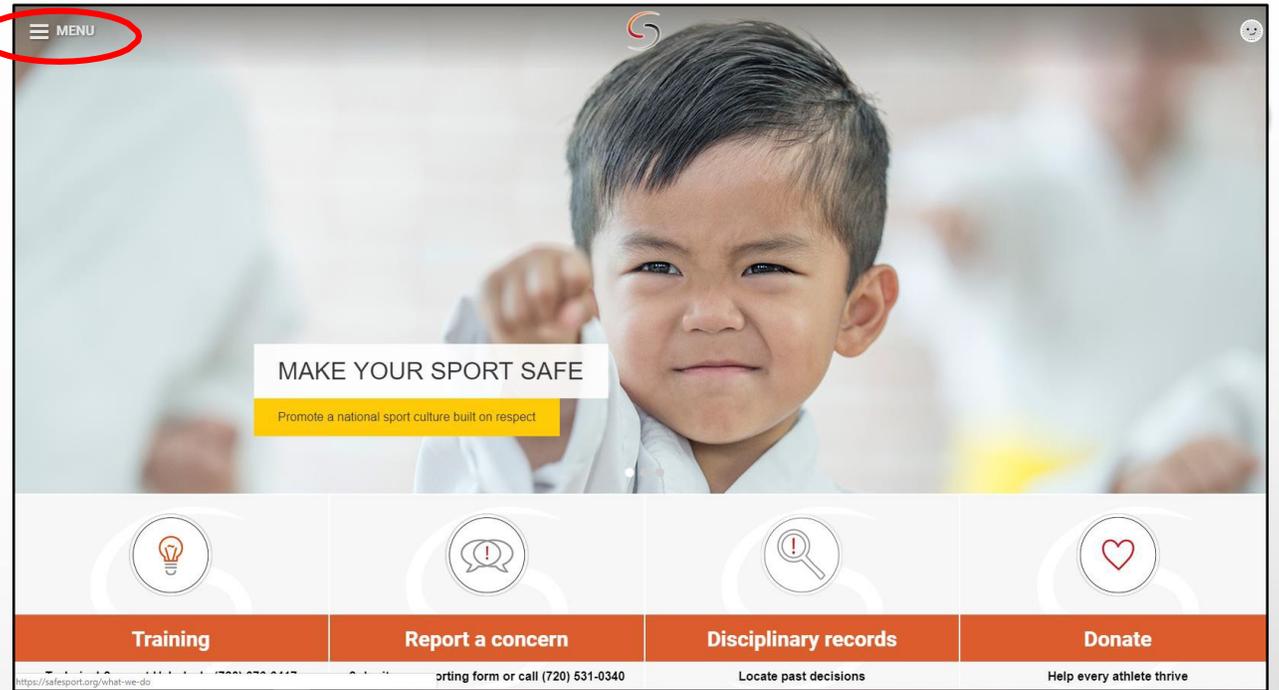
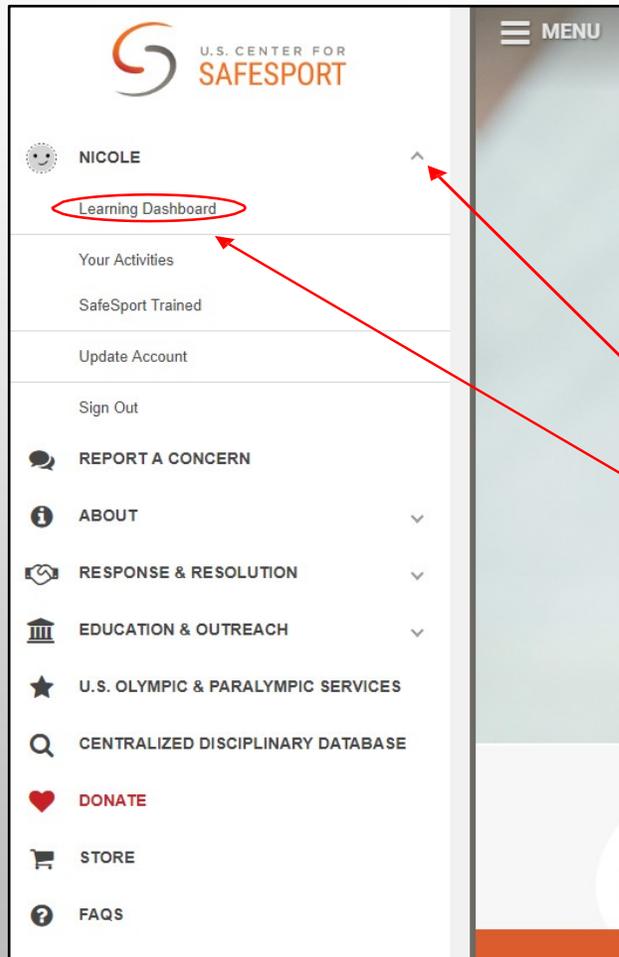
Password *

Confirm Password *

Cancel Next >

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

6. Click on Menu

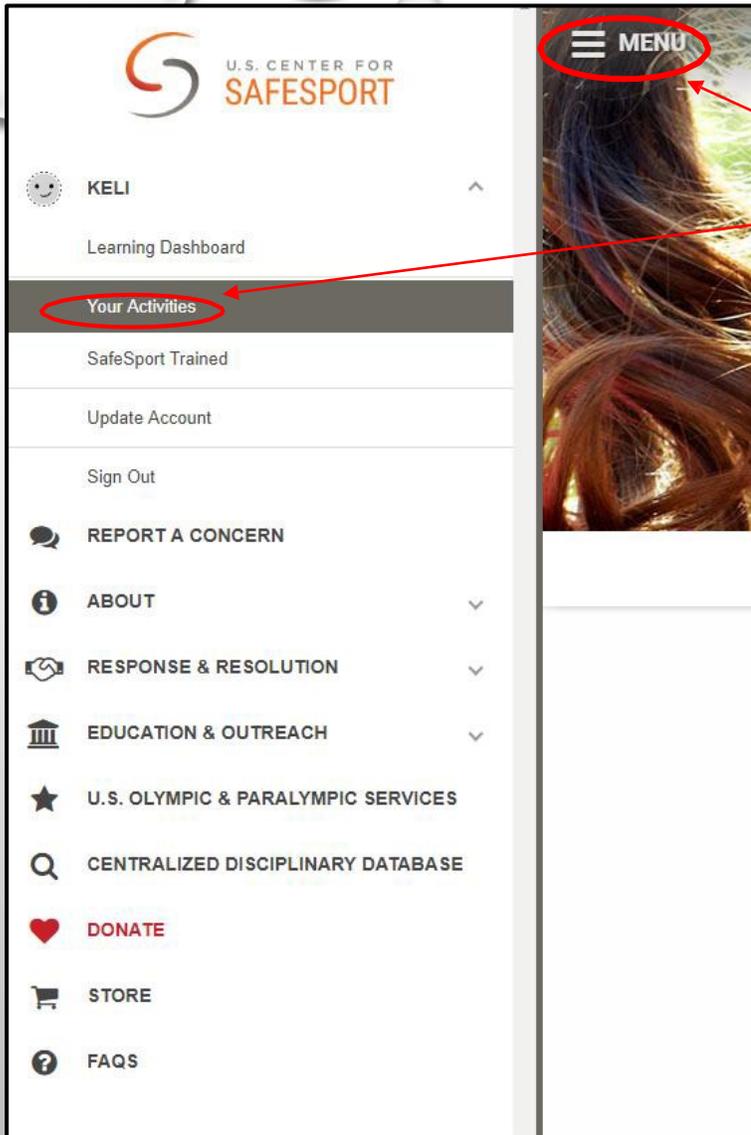


7. Click the arrow next to your name

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

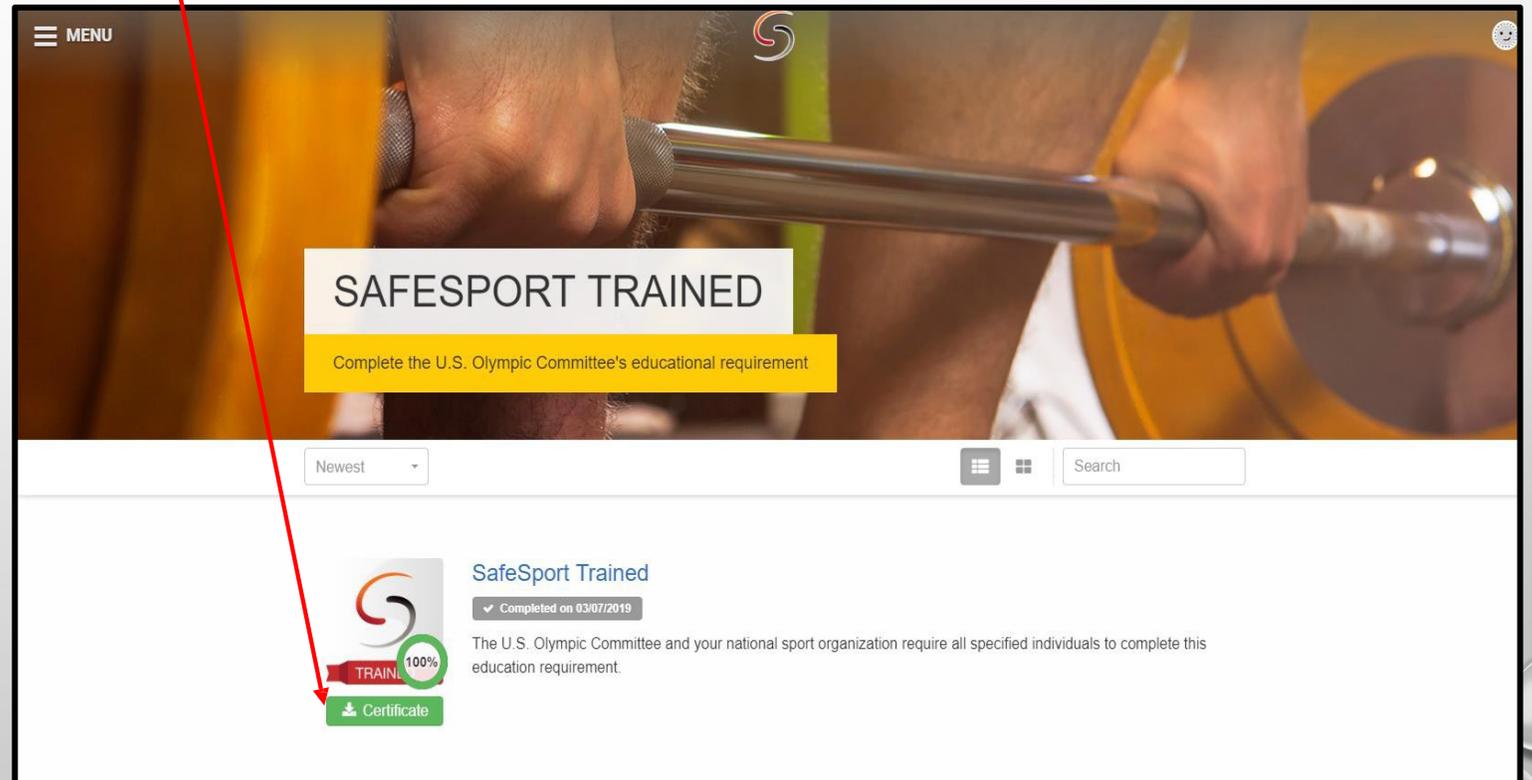


Once all 3 videos are complete:

9. Go back to Menu

10. Click Your Activates

11. Click on Certificate - download and save



U.S. CENTER FOR SAFESPORT

KELI

Learning Dashboard

Your Activities

SafeSport Trained

Update Account

Sign Out

REPORT A CONCERN

ABOUT

RESPONSE & RESOLUTION

EDUCATION & OUTREACH

U.S. OLYMPIC & PARALYMPIC SERVICES

CENTRALIZED DISCIPLINARY DATABASE

DONATE

STORE

FAQS

8/20/2019

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

Not Started

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

Recertification:
Annual

Cost: Free
Time: Approx.
15 min

Sudden Cardiac Arrest

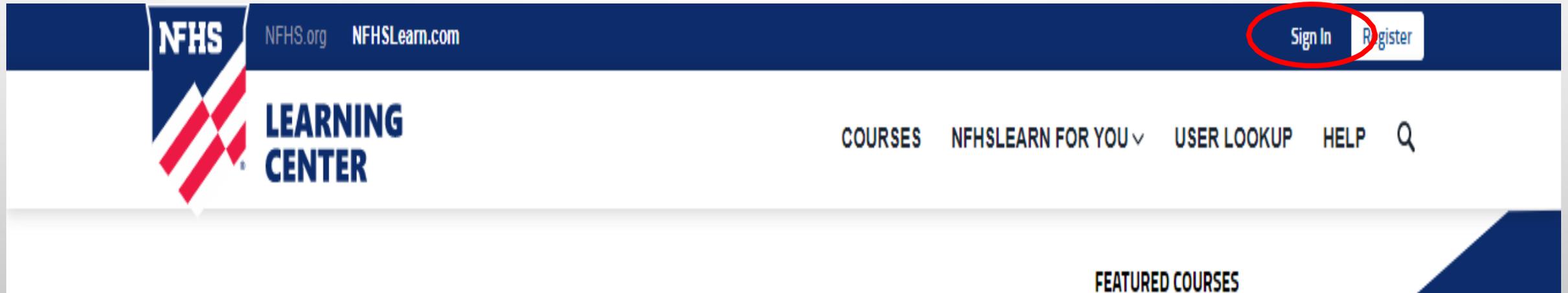
Recertification:
every 3 years

Cost: Free
Time: Approx.
15min

Concussion (CC) and Sudden Cardiac Arrest (SCA) trainings are taken on the same website

Website: <https://nfhslearn.com/>

Click Sign In



*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@washingtoneyouthsoccer.org



NFHS Sign In

[Forgot your password?](#)

Sign In

Don't have an account? [Register](#)

1. Sign In or Click Register



Registration for NFHS Account

1

2

Account Information

Profile Information

Next

Already have an account? [Sign in](#)



2. CLICK-NEXT ON THE POP UPS

- My Courses
- My Certificates
- My National Certification
- My Account
- Tutorial

Verify Your Account

Please verify that wayouth2020@gmail.com is an up-to-date email address for your account

[Update Email](#) [This Email is Accurate](#)

My Courses

You don't have any courses yet

Go to Courses page and select the course you want

[Go To Courses](#)

3. Verify your Email Address
4. Click on My Courses
5. Click Go To Courses

- My Courses
- Courses
- Distribution
- Redeem a License
- My Staff

My Courses

You don't have any courses yet

Go to Courses page and select the course you want

[Go To Courses](#)



- 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.

6. Set your search filters to Coach and Sport Specific Courses

The screenshot shows a course search interface. On the left is a 'Filter Courses' sidebar with a 'Reset' link. Under 'Recommended For', the 'Coach' option is selected. Under 'Category', 'Sport Specific Courses' is selected. The main area is titled 'Courses' and has a search bar containing 'Concussion' and a dropdown menu set to 'Featured'. Below the search bar are two course cards. The first card is 'Concussion for Students', an Elective Course for Students, with a red 'Free!' banner. The second card is 'Concussion in Sports', an Elective Course for Coaches, Parents, Administrators, Officials, and Performing Arts, also with a red 'Free!' banner. A blue banner on the second card says 'Now available in Spanish!'. Red arrows point from the text instructions to the 'Coach' filter, the search bar, and the 'Free!' banner on the second course card.

7. Search for either Concussion or Sudden Cardiac Arrest

8. Place cursor over the Free! training and click

Recommended For

- Everyone
- Student
- Coach
- Parent
- Administrator

Sudden Cardiac Arrest
Elective Course
Student Coach Parent Administrator Official Performing Arts
Free!

9. CLICK ON VIEW COURSE

SUDDEN CARDIAC ARREST

This course(s) will be completed by:

- Myself
- Others

Continue Cancel

10. Select Myself and click continue

LEARNING CENTER

DASHBOARD COURSES NFHSLEARN FOR YOU USER LOOKUP HELP

CONCUSSION IN SPORTS
Elective Course
Coach Parent Administrator Official Performing Arts
Washington \$ 0 Order Course

Now available in Spanish!

11. Select Washington from the dropdown

12. Click on Order Course

Courses for myself

Course	State	Item Total
Concussion in Sports	Washington	\$0.00

Courses for Myself Subtotal: **\$0.00**

13. Click on Checkout

Continue Shopping **Checkout**

Your Order

Courses for Myself

Course	State	Price
Concussion in Sports	WA	\$0.00

Subtotal : **\$0.00**

Total \$0.00

I agree to the NFHS No Refund Policy for online education courses, except for inadvertent duplicate purchases.

Continue



Order Summary

[Edit](#)

Courses for Myself	\$0.00
Courses for Distribution	\$0.00
Other Items	\$0.00
Memberships	\$0.00
Total:	\$0.00

14. Click agree

15. Click Continue

Your Order Receipt

Thank you for your order!

[Go To My Courses](#)

[Print Receipt](#)

Courses for Myself

Item	State	Qty	Price	Total
Concussion in Sports	WA	1	\$0.00	\$0.00

Subtotal: **\$0.00**

Total: \$0.00

Invoice #R344014625

Date 04/15/2020

Total \$0.00

Name WA Youth

Payment Method Free Course

Credit Card Payment to National Federation of State High School Associations

16. Once you have both courses save to My Courses, return to the Dashboard/My Courses

My Courses

Courses

Distribution

Redeem a License

My Staff

My Certificates

My National Certification

My Account

Tutorial



Welcome, WA

My Courses



Sudden Cardiac Arrest

Elective Courses

0% Completed

Active until: 07/14/2020

Begin Course



Concussion in Sports

Elective Courses

0% Completed

Active until: 07/14/2020

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.

HOW TO UPLOAD CERTIFICATES AND SUBMIT MY RMA

I have my certificates!!!

Now what?



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



1. Click on Registration Tab
2. Login or Create New Account

Select registration type(s) ⓘ

Select a season: *

Fall 2018-2019 ▼

Select registration type(s): *

RMA Registration

* are required fields

Returning users, please login. ⓘ

Remember to select a season & registration type before logging in!

Enter Username*

Username

Enter Password*

Password

[Forgot Username or Password?](#)

Login

Don't have an Account?

Create New Account

*If you have tried to reset your password and are having issues contact Affinity Customer Support 888-213-3999

Account Primary Contact

Name: Rma Test
Address: 7100 Fort Dent Way Tukwila, WA 98188-7500
Phone: (253) 944-1608(h) (253) 944-1608(w) (206) 474-8613 (c)
Email: noreply@washingtoneyouthsoccer.org

Please add all your missing family members who need to be registered now or later. All added Name, DOB, Emails cannot be altered during online registration. If parents have different contact info, click Edit to change the info. Once all members are added, then Click Continue and go to Create Registration page.

To switch the primary contact, please click [Switch Primary](#).

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 >>

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

3. Click Continue
4. Click Registrar as Coach/Admin

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

Register Rma Test as Admin

5. FROM THE DROPDOWN SELECT BACKGROUND CHECK

Rma Test

Select Play Level

Play Level*

Select one —
Background Check

*Required **Just One Required

Cancel

Rma Test

Select Play Level

Play Level*
Background Check

Personal Information

First Name*	Initial	Last Name*	Suffix
Rma		Test	

Gender*
Female

Birthdate*
January 01 1973

Click here to show photo or certification upload

Click to upload photo

Click to upload concussion cert.

Click to Upload Sudden Cardiac Arrest

6. Click on the small photo box- larger boxes will appear

Upload SS, CC and SCA certificates in the boxes



- 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, you 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.

Upload sscert Certificate

Name: Rma Test
DOB: (01/01/1973)

Select and view an image/pdf file:

Close

For mobile devices, crop prior to upload

Upload sscert Certificate

Name: Rma Test
DOB: (01/01/1973)

Select and view an image/pdf file:

Close

For mobile devices, crop prior to uploading.

Upload sscert Certificate

Name: Rma Test
DOB: (01/01/1973)

Use editing tools to adjust image, then click "Upload Image" to upload

Select image area to crop	Resize image to	Rotate (clockwise)
<input type="button" value="Crop"/>	50 <input type="text" value="50"/> % <input type="button" value="Resize"/>	<input type="button" value="Rotate"/>
<input type="button" value="Undo to original"/>	<input type="button" value="Load Other Image"/>	<input type="button" value="Upload Image"/>

Selected Image:



7. Click Browse
8. Click on the certificate stored on your computer
9. Once you have clicked open on your PC, you will see the information in in the Browse bar
- WAIT-it takes a few seconds for the image to load!!**
10. Click Upload Image

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

If this any part of
please contact te

Minor Applicant
date.

Add Family Member

Register Only Men

Name	I
Rma Test	4

If you would like to
members please clic

Address Information

Address Line1*
7100 Fort Dent Way

Address Line2

City* State/Province* Zip/Postal Code*

Tukwila WA 98188-7500

Home Phone** Cell Phone**

2539441608 2064748613

Work Phone** Fax

2539441608

Email Address*

noreply@washingtoneyouthsoccer.org

tion

ñol

?

ID Information

ID Type	Drivers License Number*	State*	
Drivers License <input type="button" value="v"/>	xxxxxxxx89	WA <input type="button" value="v"/>	
ID Expiration Date	Month (mm)*	Day (dd)*	Year (yyyy)*
	01	15	2024

12. Update Drivers License or State ID information (if you only have a passport, please contact WYS)

13. Select your PRIMARY CLUB from the dropdown

*OPTIONAL-If you coach or volunteer in more than 1 club add the secondary and/or third org, you participate with.

Club Additional Information

Please select your primary organization below: SID is for Affinity internal use Only*

(Optional) Please select your secondary organization below: SID is for Affinity internal use Only

(Optional) Please select your third organization below: SID is for Affinity internal use Only

14. Check your position in your organization

15. Answer the legal questions

16. Click save and next page

Please include your role within your organization*

- Team Staff (Coach, Manager, Trainer)
- Board Director/Committee Member Coaching Director
- Registrar/Administrator Volunteer (Other)

Have you ever been convicted of a Crime Against a Person?*

No Yes

Have you ever been convicted of Crime of Violence?*

No Yes

Ever been convicted of any Crime (Includes Misdemeanors)?*

No Yes

Do you have any Pending Criminal Charges?*

No Yes

Denied, disqualified or removed from participation in any youth or sports organizations?*

No Yes

*Required

**Just One Required

Save & Register Another

Save & Next Page

Cancel

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

18. Confirm your signature is accurate

5 of 5 WA Youth Soccer Code of Conduct

I Accept

Section 101. Introduction, Purpose, and Applicability (a) The Code of Conduct Policy of Washington Youth Soccer (WYS) establishes the ethical standards for governance and committee volunteers and staff of WYS in addition to all members and participants within all sanctioned programs, events, activities and competitions. (b) The Code of Conduct Policy applies to all staff, volunteers, members and participants who are involved or engage with any sanctioned WYS, event, activity or competition. (c) The purposes of the Code of Conduct Policy are to provide evidence of WYS commitment to the lawful and ethical conduct of its Representatives, members and participants and to protect those who report violations of the Code of Conduct Policy consistent with US Youth Soccer's Whistleblower Policy. (d) The Code of Conduct Policy is intended to supplement but not replace any applicable state or federal laws governing behavior. (e) Representatives, members and participants must respect and comply with WYS rules and regulations, observe high standards of conduct, and participate in establishing and maintaining such high standards. Section 102. Zero Tolerance (a) WYS maintains a zero tolerance regarding abuse. (b) The WYS Zero Tolerance for abuse extends to all representatives, members and participants in all WYS & US Youth Soccer sanctioned programs, events, activities and competitions. (c) WYS requires every representative, coach and volunteer to assist in creating a safe and positive environment for participants at and during any and all sanctioned WYS & US Youth Soccer programs, events, activities and competitions. Section 103. Prohibited Substances (a) WYS prohibits the use and possession of illegal drugs, alcohol, or in the case of minors, tobacco for all coaches and participants at all

19. Click agree and continue

Your First Name* Your Last Name*

Rma Test

<< Back Print Agree & Continue >>

19. Click Submit Back Ground Check

The screenshot shows a web interface with a navigation bar at the top containing the following links: [Add Family Member >>](#), [Create Registration >>](#), [Accept ELA >>](#), [Make Payment >>](#), and [Print Form](#). In the top right corner, there is a button labeled [Traducir en Español](#). Below the navigation bar is a main content area with a header labeled [Print Form](#). The main content area contains a large green button labeled [Submit Background Check](#), which is highlighted by a red arrow pointing from the top left. At the bottom of the main content area, there is a button labeled [Print Receipts & Forms](#).

Background Checking

Please make sure the person you submit to background check has correct name, DOB.

Please only submit one time, your order status will be pending.

Person to be checked:

Last Name	First Name	Middle Name	DOB	Driver License	BGC Account:
Test	Rma		01/01/1973	WA123456789 WA	10028124 / WYSoccerint
7100 Fort Dent Way Tukwila WA 98188-7500					
email:noreply@washingtonyouthsoccer.org Club: WYS Board and Staff					

Background Check Provider

USOneSearch



Submit BGC

20. Click submit BGC



Background Checking

Please make sure the person you submit to background check has correct name, DOB.

Please only submit one time, your order status will be pending.

Person to be checked:

Last Name	First Name	Middle Name	DOB	Driver License	BGC Account:
Test	Rma				10028124 / WYSoccerint

7100 Fort Dent Way Tukwila WA 98188-7500
email:noreply@washingtoneyouthsoccer.org

Background Check Provider:
USOneSearch

Message from webpage

?

Please check your input and click "OK" to submit?

21. Click "ok" to submit
You should see at the bottom that your background check is complete, you can then close out of the screen.

Background Checking

Please make sure the person you submit to background check has correct name, DOB.

Please only submit one time, your order status will be pending.

Person to be checked:

Last Name	First Name	Middle Name	DOB	Driver License	BGC Account:
Test	Rma		01/01/1973	WA123456789 WA	10028124 / WYSoccerint

7100 Fort Dent Way Tukwila WA 98188-7500
email:noreply@washingtoneyouthsoccer.org Club: WYS Board and Staff

Background Check Provider:
USOneSearch

Background Checking is completed. Risk Status is also Updated.