



## Association Connect Users

Risk Management Application (RMA) Process

Customer Support

888.213.3999 or 800.808.7195

Monday-Friday: 8:30 AM - 5:00 PM PST

Saturday: 7:00 AM - 3:00 PM PST

Sunday: Closed

\* Hours subject to change

# PLEASE READ

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

- a. Register with your club
- b. Complete training certifications as required by State/Federal laws, U.S. Soccer/US Youth Soccer Bylaws and mandates.
- c. Pass a social security number (SSN) Background Check\*\*

*\*There is different a process for Minors – please contact your club registrar for additional information*

*\*\*If you do not have an SSN – please complete the trainings and then contact your club registrar*

## IMPORTANT INFO:

- You must complete the training certifications **before** submitting your background check
- Complete all training certifications in the US Soccer Learning Center (LC). Including returning Coaches, Volunteers, Employees, and Board Members. (returning coaches/vol: see page 3)
- Complete all SSN background checks through US Soccer Connect (aka Affinity).
- Integration between US Soccer Connect and the US Soccer Learning Center (LC) requires an exact match of legal first and last name, date of birth and email address for the 2 system to sync and the training courses and verifications to upload to your profile.
- The LC training courses DOES NOT produce downloadable certificates

# **READ ME**

*If you are a returning coach/volunteer*

*\*If you are a new coach/volunteer go to page 22*

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

OR

*If you took SafeSport for another sport or governing body*

**PLEASE contact WYS**

*WYS Contacts: Dan Rubin DanR@WashingtonYouthSoccer.Org*

There is no cost for an individual to do a background check in Washington Youth Soccer.

**DO NOT PAY FOR A BACKGROUND CHECK.**

# **BEFORE YOU PROCEED READ ME:**

Your US Sports Connect and US Learning Center profiles

***MUST have FULL EXACT MATCH***

for the 2 systems to sync with the training courses and verification 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 contact WYS*

*WYS Contacts: Dan Rubin DanR@WashingtonYouthSoccer.Org*

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

**DO NOT PAY FOR A BACKGROUND CHECK!**

US Soccer Learning Center Link: <https://learning.ussoccer.com/coach>

Note: *The US Soccer LC provides Coaching Education courses and tools and can be used as a resource by all coaches who are interested in improving the game.*

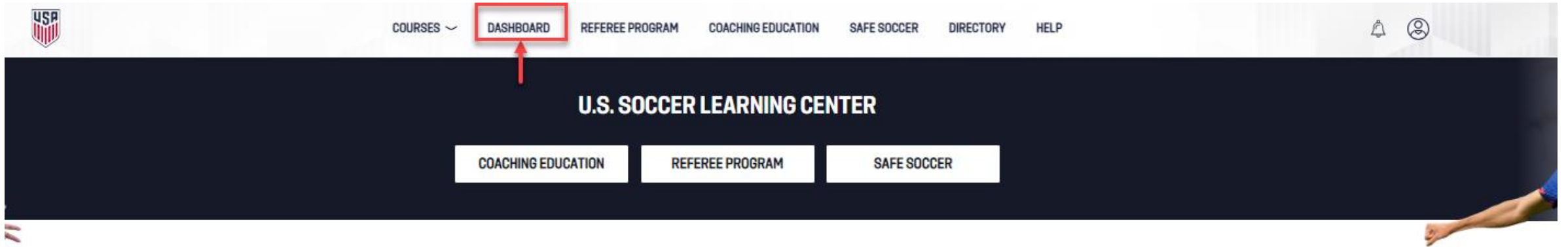
Login and start the process.

If you are a new team admin, please scroll down to page 21, follow the steps to create an account, then start taking the courses.



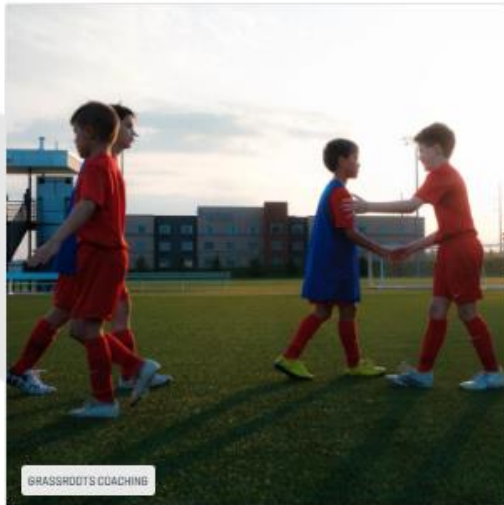
The screenshot displays the US Soccer Learning Center website. At the top, there is a navigation bar with the USA logo on the left and links for COURSES, INFO, HELP, RECOGNIZE TO RECOVER, and DIRECTORY. On the right side of the navigation bar, there are 'LOG IN' and 'SIGN UP' buttons. A red arrow points to the 'SIGN UP' button. Below the navigation bar, the main content area features a large heading 'Coaching license pathway' and a sub-heading 'COACHING LICENSE PATHWAY'. The sub-heading is followed by two columns: 'GRASSROOTS PATHWAY' and 'PRO PATHWAY'. The 'GRASSROOTS PATHWAY' column lists four levels of courses: '4 v 4 U6-8', '7 v 7 U9-10', '9 v 9 U11-12', and '11 v 11 U13+'. The 'PRO PATHWAY' column lists three levels: 'D', 'C', and 'B' (grouped together), 'A SENIOR', and 'A YOUTH', and 'PRO'. Below the main content area, there is a banner for 'U.S. Soccer Coaching Educations new, free...' with a sub-heading 'Here's the latest free content from the U.S. Soccer Coaching Education department to help keep you busy.' and an image of a coach interacting with players.

After logging into your account. Click DASHBOARD"



## COACHING ARTICLES

[VIEW ALL](#)



CULTURE IS KING. BUY-IN IS KING KONG.



ACHIEVING PERSONAL EXCELLENCE THROUGH



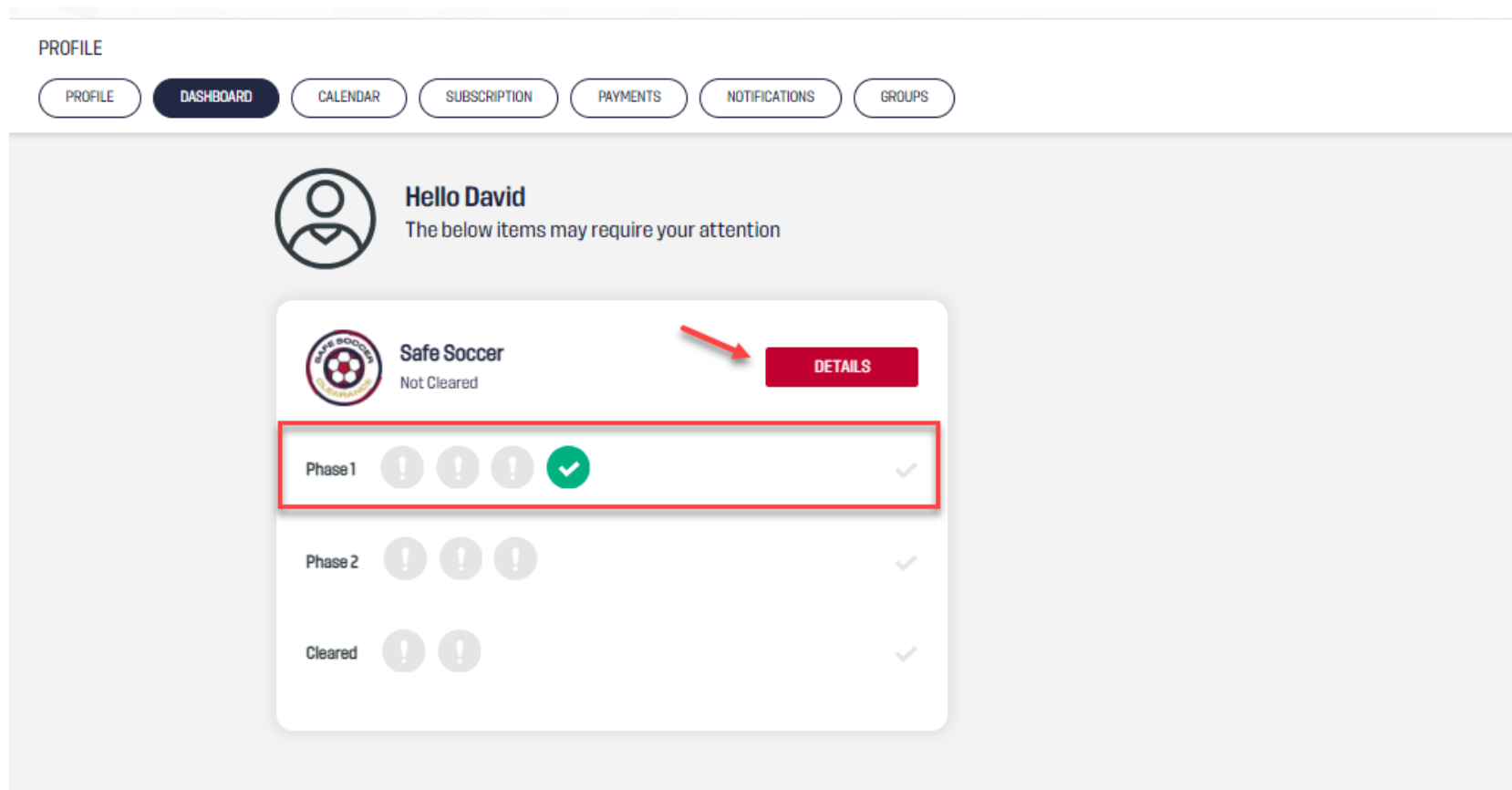
THE TECHNICAL LEADER AS COACH DEVELOPER



MAKING LEARNING HAPPEN PT. 3: REDUCING  
EXTRANEIOUS LOAD DURING COACHING

The below image is your dashboard that you will working from.  
For Washington Youth Soccer, you are only required to do Phase 1. There are no fees for these courses.  
**DO NOT PAY FOR ANY COURSES OR BACKGROUND CHECKS! WYS or your CLUB WILL NOT REIMBURSE YOU**

Click the DETAILS link to start the process.



Below image is the starting point for each course or if you needed to come back to finish a course.

**ALL and ONLY COURSES IN PHASE ONE MUST BE COMPLETED!**

Click the course you would like to do first. Then work on completing the rest of the courses.

A background check can not be started unless all courses are completed.

**YOUR STATUS: NO CLEARANCE**

1 — 2 — 3

Do I need to complete the requirements on this page?

**PHASE 1** ✓

**SafeSport** ● AVAILABLE **START SAFESPORT**

I'VE ALREADY DONE SAFE SPORT

30 - 90 minutes SafeSport training is a requirement of the USOPC for anyone involved in youth sports. This training is provided by the U.S. Center for SafeSport and requires yearly refreshers. Click the red button to launch the training; you will automatically be taken to the appropriate modules. This training is not required for any individual under the age of 18.

**Introduction to Safe and Healthy Playing Environments** ● AVAILABLE **START**

30 minutes Understanding and knowing how to react to emergencies is an important part of our responsibility as leaders in the sport. This training will help you identify and respond to common issues that occur on the field; it is good for one year from the date of completion. Click the red button to launch the training.

**Code of Conduct** ● MISSING **ACCEPT NOW**

5 minutes U.S. Soccer's Code of Conduct establishes pillars of conduct that serve to guide an individual's behavior while representing U.S. Soccer. Reading and acceptance of the Code of Conduct will be tracked annually.

Up to date profile information Valid through: 06/26/2025 ● VALID **UPDATE PROFILE**

LC training courses **DOES NOT** produce downloadable certificates



When it comes to Safe Sport, what course should I take? There are only 4 courses required by US Soccer. There is a 1-90 minute course and 3-30 minute refresher courses. Only one course needs to be completed once a year. If you would like to take more courses, you may, but you only get credit for one course a year. As of right now, once you have completed 1-90 min the 1st year and then the 3-30 min refresher courses years after. Then, the process starts all over again with 1st- 90 minute session.



Introduction to Safety in the US Learning Center is for Concussion and Sudden Cardiac Arrest education.

There are no fees to be paid during this process.

**DO NOT DO A BACKGROUND CHECK IN THE US LEARNING CENTER. THEY WILL CHARGE YOU \$25.00. THERE WILL BE NO REIMBURSEMENT**

Now let's sync the data into your state account. Only Safe Sport is pushed into your account automatically. The Intro to Safety you may need to get yourself or club admin can help.

## Log into My Account: [LINK](#)

Once logged in, go to Licenses, then click Get Learning Center Updates. Click over to Certificates to see if the data has come over and marked them verified. If so, continue with the background check process. See page 11.

The screenshot shows a user profile page with the following navigation tabs: Personal Info, Applications, Details, Certificates, Licenses, Teams, Events, and Referee Schedules. The 'Licenses' tab is selected and underlined. A red arrow points to the 'Licenses' tab. Below the tabs, the profile information is displayed in a list format:

- USSF ID: 1000-0000-0008-4353
- Coaching License Level:
- License Obtained Date:
- Coaching License #:
- License Expiry Date:
- Referee Grade:
- Grade Obtained Date:
- Referee Certification #:
- Certification Expiry Date:

At the bottom left, there is a blue button labeled 'Get Learning Center Updates' with a red arrow pointing to it. A red line connects the 'Licenses' tab to a text box containing the following instructions:

- Click on Licenses
- Click Get Learning Center Updates
- Click on Certificates to view results

Having issues syncing data from the US Learning Center? Check out the next page for more info.

You have completed the courses. What are the next steps?

You need to get your Certifications into your state platform account. Most roadblocks occur here, and you may need support from your club or WYS.

Contact your Club:

- You are a new admin, and your account needs to be converted from a parent account. They can convert your account to an admin account and sync your account for you.
- You are a former player, and you do not have an admin account. They can update your account to an admin account and sync your account for you.

Contact WYS for Assistance:

- You do not have the matching info. (Legal First and Last Name, email and DOB)
- You have duplicate accounts, and the system does not know which account to use.

Sports Connect Support:

**Office Phone:** 888.213.3999 or 800.808.7195

Monday - Friday: 8:30 AM - 5:00 PM PST

Saturday: 7:00 AM - 3:00 PM PST

Sunday: Closed

\* *Hours subject to change*

Washington Youth Soccer:

Phone 253-944-1609

Dan Rubin

[Danr@washingtoneyouthsoccer.org](mailto:Danr@washingtoneyouthsoccer.org)

# BGC Portal Website: [LINK](#)

1. Login with your email or Username or Create New Account

A screenshot of the login and account creation options on the BGC Portal website. It features three main sections: a top section with a blue button labeled "Login with email" and a red arrow pointing to it; a middle section with the text "Need to login with your username and password?" and a blue link "Login with Username" with a red arrow pointing to it; and a bottom section with the text "Don't have an account?" and a blue button labeled "Create Account" with a red arrow pointing to it.

A screenshot of the registration form on the BGC Portal website. The form has a blue header "Select registration type(s)". Below it is a required field "Select a season: \*" with a dropdown menu showing "Fall 2022-2023" and a red arrow pointing to it. Underneath is another required field "Select registration type(s): \*" with a checked checkbox for "RMA Registration". A note below states "\* are required fields". At the bottom is a green button labeled "Continue >>" with a red arrow pointing to it.

2. Select the correct season from the dropdown menu that you will be coaching/volunteering in  
*If you do not know the season, ask your registrar – if you select the incorrect season your registrar will not be able to see your RMA.*

3. Click Continue

\*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](mailto: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](#).

4. Click Continue

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	<a href="#">Edit</a>

5. Click Register as Coach/Admin

If you have more than 1 profile listed – call customer support before you continue to have your profiles merged.

Name	ID Num	DOB	Relationship	Registration
Rma Test	44761-735933	01/01/1973	No Relationship	<a href="#">Register as Coach/Admin</a>

If "Register as Coach/Admin" does not have the green button behind your name, you are logged into the incorrect profile and will not be able to complete a background check under your name. Please back out and log in with your UN and PW. (You cannot use a spouse's UN and PW. You must have your own!)

Register Rma Test as Admin

**Rma Test**

Select Play Level

Play Level\*

Select one —  
Background Check

.....

.....

\*Required    \*\*Just One Required

Cancel

6. Select Background Check from the dropdown

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

**Rma Test**

**Select Play Level**

Play Level\*  
Background Check

---

**Personal Information**

First Name*	Initial	Last Name*	Suffix
Rma		Test	<input type="button" value="v"/>

Gender\*

Birthdate\*

In the larger boxes - the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> boxes should have images of your course training verifications. Please see pages 10-11 on how to sync your account to the US Learning Center.

8. Review your address and contact phone numbers and email address  
If you need to correct your email address, contact Customer Service

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\*\* 2539441608

Cell Phone\*\* 2064748613

Work Phone\*\* 2539441608

Fax

Email Address\*  
noreply@washingtoneyouthsoccer.org

tion

hol

?



9. In the first dropdown choose your PRIMARY CLUB

**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

---

**Important Note:**

**DO NOT** use the 2<sup>nd</sup> and 3<sup>rd</sup> dropdowns if you **ONLY** coach in 1 club – choosing additional clubs charges the clubs for the background check.

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

10. Check your position in your organization

11. Answer the legal questions

12. 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

# 11. 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

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

13. Confirm your signature is accurate

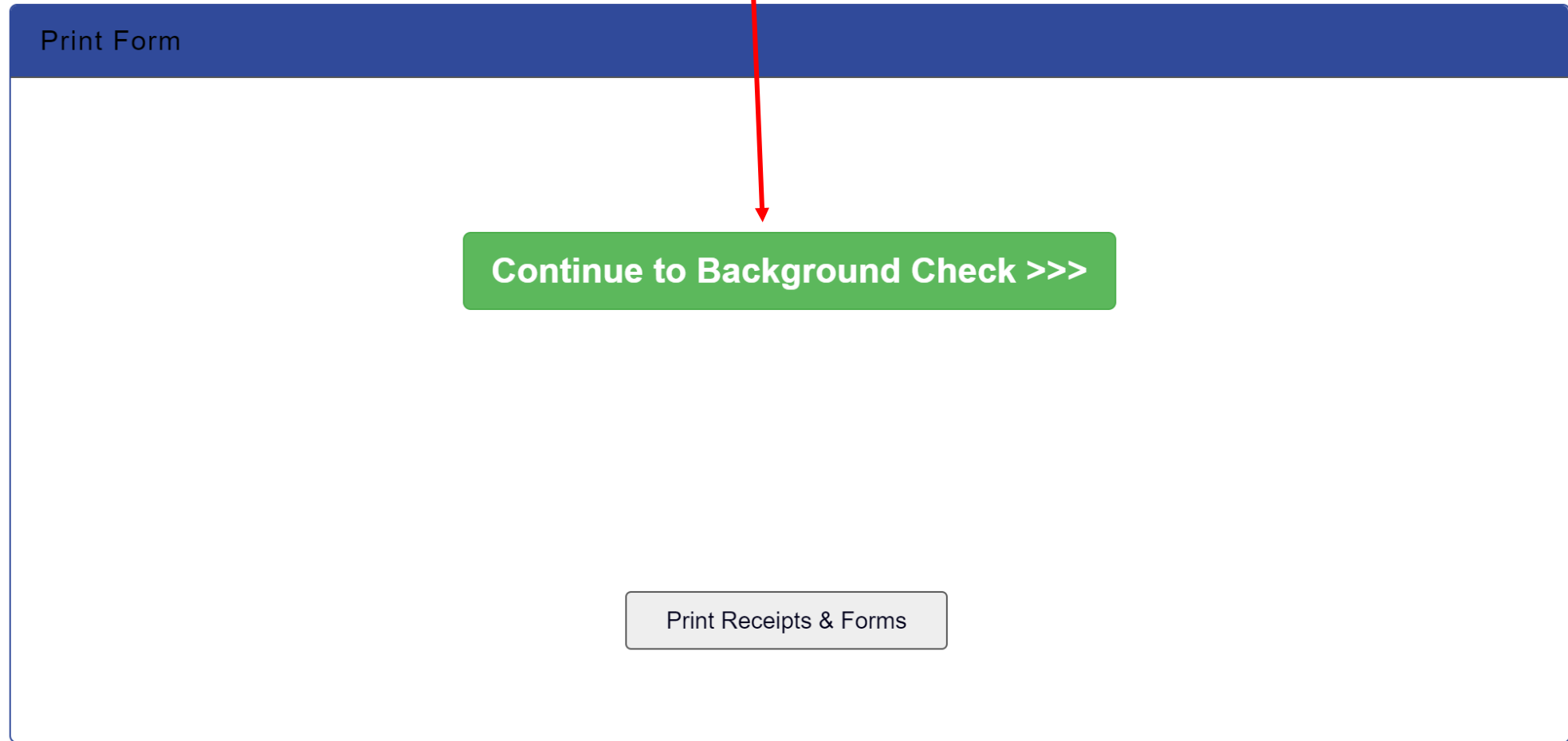
14. Click agree and continue

Your First Name\*      Your Last Name\*

Rma      Test

<< Back      Print      Agree & Continue >>

## 15. Click Continue to Background Check



Print Form

**Continue to Background Check >>>**

Print Receipts & Forms

16. Enter your social security number. If you DO NOT have an SSN, contact your club registrar.

*If an incorrect SSN is entered, you will be contacted to provide accurate information.*

### Background Checking

Person to be checked:					
Last Name	First Name	Middle Name	DOB	Driver License	BGC Account:
Bito					ys_youthsoccer / wys_youthsoccer
7100 Fort Dent Way Ste 215 Seattle WA 981888506					
email:kelib@washingtonyouthsoccer.org Club: Background Checking					

Background Check Provider

JD Palatine   -  -

17. Click Submit BGC

18. Click Ok

secure.sportsaffinity.com says

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

Background Check Provider

JD Palatine

**Thank you for submitting your background check.**

**Please allow 48 hours for the status of your background check to update.**

Once you see this message your background check is submitted – to check your background check status login to My Account look under Applications

<https://wys.affinitysoccer.com/foundation/login.aspx>

12/12/2024 21

Steps to set up your account in the US Learning Center. (Then you can start doing the courses.)

US Soccer Learning Center Link: <https://learning.ussoccer.com/coach>, click sign up

The screenshot displays the US Soccer Learning Center website. At the top left is the USA logo. The navigation menu includes COURSES, INFO, HELP, RECOGNIZE TO RECOVER, and DIRECTORY. On the right, there are LOG IN and SIGN UP buttons. The main content area features a large heading "Coaching license pathway" and a paragraph explaining the pathway. Below this are two buttons: "FREE INTRO COURSE" and "REGISTER FOR A COURSE". To the right, a "COACHING LICENSE PATHWAY" diagram is shown, divided into "GRASSROOTS PATHWAY" and "PRO PATHWAY". The Grassroots Pathway includes four levels of courses: 4v4 (U6-8), 7v7 (U9-10), 9v9 (U11-12), and 11v11 (U13+). The Pro Pathway includes A SENIOR and A YOUTH levels, leading to the PRO level. Below the main content is a banner for "U.S. Soccer Coaching Educations new, free..." with a sub-headline "Here's the latest free content from the U.S. Soccer Coaching Education department to help keep you busy..." and an image of a coach interacting with players.

PERSONAL DETAILS



FIRST NAME  
David ✓

MIDDLE NAME (OPTIONAL)

LAST NAME  
Mason ✓

EMAIL  
danatcsc@gmail.com ✓

PASSWORD  
\*\*\*\*\* ✓

CONFIRM PASSWORD  
\*\*\*\*\* ✓

CONTINUE



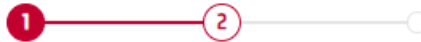
Sign up for free

Already have an account? [LOG IN](#)

Please use your legal first and last name and the same email address that you used for your club registration.

Please make sure to choose the correct state before continuing.

ADDRESS



The country, state and zip code are needed for suggesting courses close to you.

COUNTRY  
United States ✓

STATE  
Washington ✓

ZIP  
98188-7500

CONTINUE



Sign up for free

Already have an account? [LOG IN](#)

PERSONAL INFO

1 — 2 — 3

DATE OF BIRTH  
05/30/1965 ✓

CHOOSE GENDER  
 FEMALE  MALE  X What's this ?

CHOOSE YOUR ROLE (You can choose more than one)

COACH  PARENT  
 REFEREE  VOLUNTEER  
 PLAYER  ADMINISTRATOR  
 PLAYER AGENT

I agree to the terms of use  
 I agree to the privacy policy

CONTINUE



Sign up for free  
Already have an account? [LOG IN](#)

Please make sure  
to use your correct date of birth.

Please double  
your data is correct.



CONFIRMATION

Please double check and confirm the values below are correct:

E-MAIL ADDRESS  
danatcsc@gmail.com ✓

FIRST NAME  
David ✓

MIDDLE NAME

LAST NAME  
Mason ✓

BIRTHDAY  
05/30/1965 ✓

Before proceeding, please note:

- The name and date of birth on the account must match the individual completing any courses. For example, do not use your own name and birthdate (parent/guardian) if the individual taking courses will be your child.
- Make sure there are no mistakes in the email address, or you will be unable to receive important communications such as password reset messages.
- To prevent false attribution of licenses, if you need to fix or change the name on the account, you will be required to contact U.S. Soccer.

GO BACK PROCEED





Dear David,

Please click this [link](#) to confirm your email address.

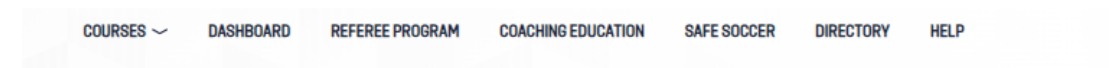
If you need assistance using the platform, please contact us at [learningcentersupport@ussoccer.org](mailto:learningcentersupport@ussoccer.org).

Regards,

The U.S. Soccer Learning Center

Once you have clicked "proceed" from the previous page, an email will be sent to the email address you used to build your account with. Click the word link in the email

You are almost done setting up your account. Click "Complete My Profile" to finish.



### CONGRATULATIONS!

You have received an email to verify your email address. Please check your inbox and click the link. The address must be verified within 24 hours or the account will be locked.

[COMPLETE MY PROFILE](#)

[Browse Coaching courses](#)



DAVID MASON

USSF ID: 1000-0000-0223-7948

05/30/1965

COMPLETE PROFILE

GENERATE ID CARD

Last login 06/27/2024

SWITCH TO REFEREE

CONTACT DETAILS

danatcsc@gmail.com  
verified at: 06/27/2024 12:51 pm CDT

Not provided

Not provided  
WA 98188

Complete your details now

UPDATE CONTACT DETAILS >

U.S. SOCCER COACHING LICENSES

MISSING INFORMATION?

You don't have any U.S. Soccer licenses yet.

BACKGROUND SCREENING

DO I HAVE TO DO THIS?

You don't have any background screenings yet.

SAFESPORT CERTIFICATIONS

I've already done SafeSport

You don't have any compliance licenses yet.

FIRST NAME

David

MIDDLE NAME

Middle name

LAST NAME

Mason



Please visit our [FAQs](#) if you want to change the first name, last name, or date of birth on your profile.

BIRTHDAY

05/30/1965

ETHNICITY

White

EMAIL

danatcsc@gmail.com

PARENT OR GUARDIAN EMAIL

PHONE

+1 6192446321

MOBILE PHONE

COUNTRY

United States

MAILING ADDRESS

7100 Fort Dent Way Ste 200

APT / UNIT / SUITE

ZIP CODE

98188-7500

US zip codes should have 5 digits

CITY

Tukwila

STATE

Washington

CANCEL

SAVE

Click Update Contact Details

Then update the other items. Then click Save

Click "Dashboard" and return to page 6 to follow the steps to complete the requirements before you can do a background check

The screenshot shows a user profile page for David Mason. At the top, there is a navigation bar with the word "PROFILE" and several menu items: "PROFILE", "DASHBOARD", "CALENDAR", "SUBSCRIPTION", "PAYMENTS", "NOTIFICATIONS", and "GROUPS". The "DASHBOARD" button is highlighted with a red box, and a red arrow points to it from below. Below the navigation bar is a dark blue header area with a white profile icon, the name "DAVID MASON", and his USSF ID: 1000-0000-0223-7948 and date of birth: 05/30/1965. There are two buttons: "UPDATE PROFILE" (red) and "GENERATE ID CARD" (white with a black border). Below the header is a light gray section with a "Last login 06/27/2024" indicator and a "SWITCH TO REFEREE" toggle. The main content area is divided into three columns. The left column is titled "CONTACT DETAILS" and shows an email address (danatcsc@gmail.com), a phone number ((619) 244-6321), and an address (7100 Fort Dent Way Ste 200, Tukwila, WA 98188). The middle column is titled "U.S. SOCCER COACHING LICENSES" and shows a message: "You don't have any U.S. Soccer licenses yet." The right column is titled "BACKGROUND SCREENING" and shows a message: "You don't have any background screenings yet." Below these are sections for "SAFESPORT CERTIFICATIONS" and "MISSING INFORMATION?".