



## Risk Management / Background Check Submission

---

### Concussion Management Course

All WVSA members that are required to undergo background checks must complete an online Concussion Management Course offered free by US Youth Soccer/CDC or NFHS and will be required to upload a copy of your Certificate showing that you have completed the course during the Risk Management Registration. To complete the course and receive your certificate go to: [HEADS UP to Youth Sports | HEADS UP | CDC Injury Center](#) or [NFHS Learn | Interscholastic Education, Made Easy](#), you will need create an account for whichever one you choose.

Once complete, upload it to your registration. If you have an old certificate on file, click on it and in the upper right-hand corner there is a delete button to delete the old one so you can upload the new!

### West Virginia Soccer Abuse Prevention Training for Adults (SafeSport)

West Virginia Soccer is aware of several program options for awareness/prevention training of sexual abuse. West Virginia Soccer supports the SafeSport Act by requiring all persons identified under this policy to take the program provided by the U.S. Center for SafeSport.

#### Sports Connect Specific SafeSport URL

Click link or copy and paste into your browser

<https://safesporttrained.org?KeyName=tsVWe36Xa6PS3b5NzOug>

**Existing Users** - You have previously taken any SafeSport training (see required refresher courses below)

1. Visit SafeSport using the Sports Connect specific URL shared above, Click Login from the upper right of the screen.
2. Choose Forgot Password and enter your email address or your SafeSport username and then click Reset Password.
3. If your email address is on file, you will receive an email with a link to reset your password and access your account.

**New Users** – You are new to SafeSport training

1. Visit SafeSport using the Sports Connect specific URL, shared above.  
This URL instantly tags the user with “Stack” and allows us to receive the user’s course results.
2. Use the Sign-up form to create a new account.
3. New Users need to do the 90-minute SafeSport Trained Core



## KEEP YOUR USERNAME AND PW!!!!!!

Set aside up to 90 minutes for the initial training course. Upon completion your certificate will automatically be uploaded to your Registration if you used the **EXACT** personal info on both (name, address), however, save certificate to computer in case, and then upload it.



**\*\*\*I do not have access to this to upload it for you, you can log back in and upload it yourself if it does not automatically upload!**

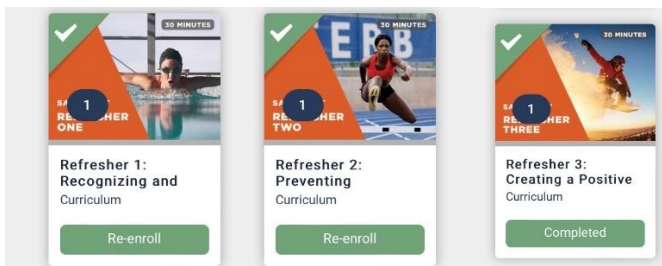
### ***Refresher Course(s) for Adults***

In addition to the initial training, a refresher course is required on an annual basis effective the calendar year following the completion of the initial training, you will use the same log in and pw that you used above to complete these courses.

### Annual Refresher West Virginia Soccer Abuse Prevention Training for Adults

West Virginia Soccer currently requires all Adults who are required to take the initial U.S. Center for SafeSport course to take the U.S. Center for SafeSport's official refresher course.

Refresher course is required on an annual basis to be completed by December 31 of the year following the year the initial course and subsequent refresher course was taken. Set aside up to 30 minutes to take the refresher course.



*Example: If an Adult takes their initial course during 2019, they must complete their annual refresher no later than December 31, 2020. They may take the refresher anytime between January 1 and December 31 of 2020, no need to wait till a year expires*

This is important as West Virginia Soccer requires all risk management credential requirements to not expire during the soccer year (September to August). Adults will be able to take their annual refresher courses anytime to be ready to receive their credentials, assuming all other requirements are met, by the end of August.

To begin your Risk Management Registration, go to: <https://wvsa-rm.affinitysoccer.com/reg/index.asp>

\*\*\*MAKE SURE YOU ARE USING <https://wvsa-rm.affinitysoccer.com/reg/index.asp> (you may need to log out of the club site completely and when typing in the above URL, make sure it does not autofill the CLUBS!)

Click on the Registration tab at the upper right to begin

**IMPORTANT:** You must use the legal name and the email address you use when conducting your WV Soccer Adult Registration.



Login or Create New Account

<p>Select registration type(s) ?</p> <p>Select a season: *</p> <p>Fall 2016-2017</p> <p>Select registration type(s): *</p> <p><input checked="" type="checkbox"/> Risk Management Registration</p> <p>* are required fields</p>	<p>Returning users, please login. ?</p> <p>Remember to select a season &amp; registration type before logging in!</p> <p>Enter Username*</p> <p>Nyabgctest</p> <p>Enter Password*</p> <p>.....</p> <p><a href="#">Forgot Username or Password?</a></p> <p>Login</p> <p>Don't have an Account?</p> <p>Create New Account</p>
---	---

Your information will appear

Click Continue

[Traducir en Español](#)

[Add Family Member >>](#) [Create Registration >>](#) [Accept ELA >>](#) [Make Payment >>](#) [Print Form](#)

### Account Primary Contact

**Name:** Tonya Schlegel  
**Address:**  
**Phone:**  
**Email:**

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

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.

### 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
Tonya Schlegel	72851-780818		F	No Relationship	<a href="#">Edit</a>

Click Register as Coach/Admin

[Traducir en Español](#)

[Add Family Member >>](#) [Create Registration >>](#) [Accept ELA >>](#) [Make Payment >>](#) [Print Form](#)

### Register Only Members Who Participate This Season ( Fall 2016-2017 )

Name	ID Num	DOB	Relationship	Registration
Tonya Schlegel	72851-780818		No Relationship	<a href="#">Register as Coach/Admin</a>

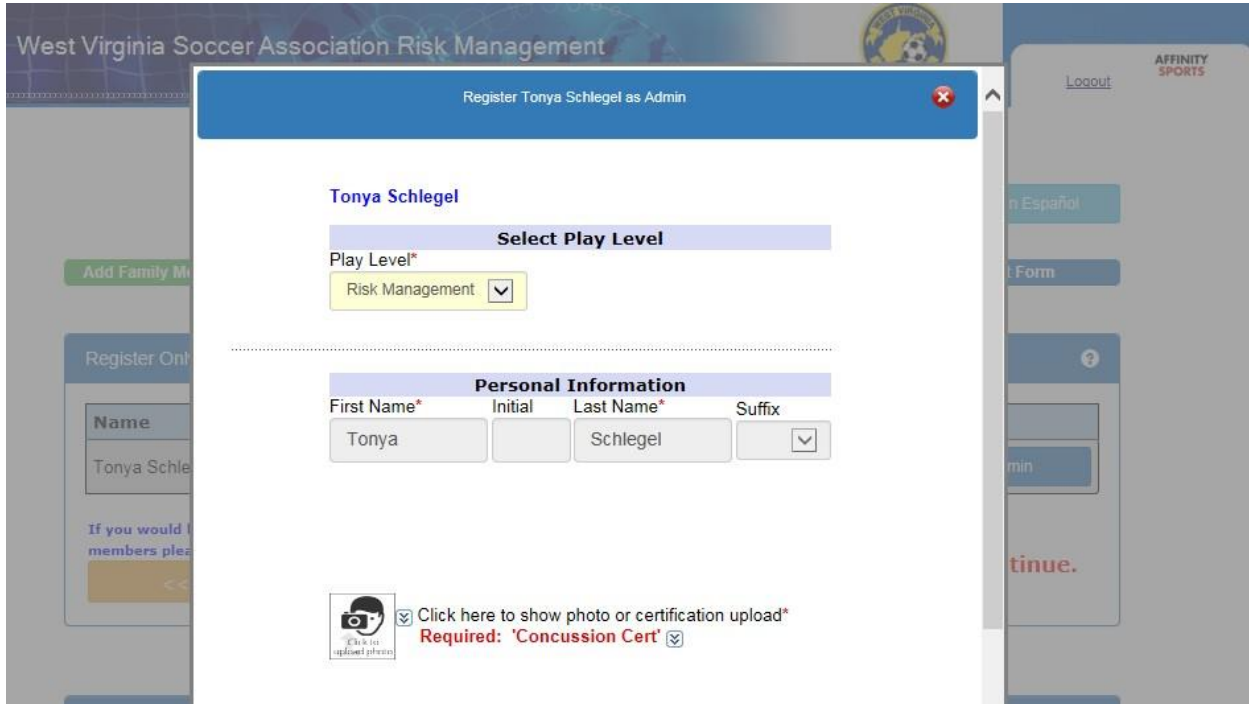
If you would like to add additional family members please click the back button.

**Please register at least one family member above to Continue.**

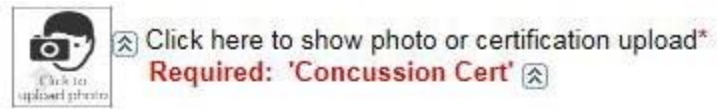
[<< Back](#)

Select Play Level: Risk Management

A message will come up that the Concussion Certificate is Required; click on the 'click here' to go to the upload screen.



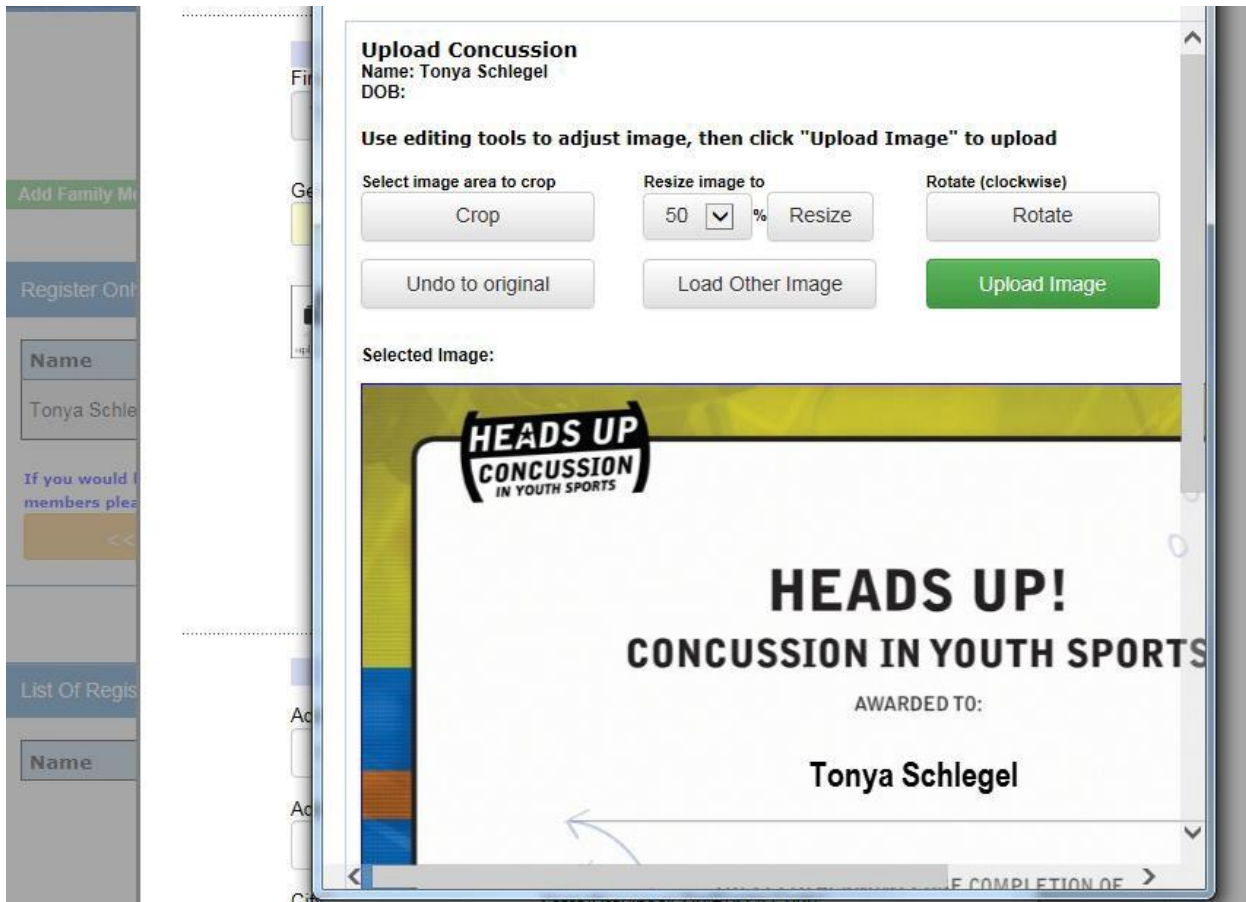
Click on the Click to upload concussion cert. icon to upload your certificate.



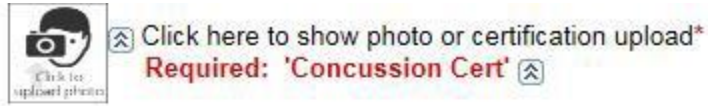
Click Browse to find your certificate where it is saved on your computer.



Once you have located and selected the certificate click Upload Image



The system will display a small image of your certificate



**\*\*\*Upload your SafeSport Certificate here if needed!**

Complete all required fields

Enter the issue date of your Concussion Certificate

Select Which League or Club you are affiliated

with Click Save & Next Page

A screenshot of a web registration form. On the left is a sidebar with "List Of Regis" and a "Name" field. The main form area has a section titled "League & Club Detail Additional Information". It contains a text input field for "What is the issue date of your Heads Up Concussion Cert? (MM/DD/YYYY)\*" with the value "08/01/2016". Below it is a dropdown menu for "Which League or Club are you affiliated with?\*" with the selected option "Affinity Empire Demo Club --- (SID#7727973)". At the bottom are three buttons: "Save & Register Another" (blue), "Save & Next Page" (green), and "Cancel" (orange). A legend at the bottom left indicates "\*Required" and "\*\*Just One Required".

Check off the I accept checkbox to agree to all Waivers (ELA – Electronic Legal Agreements)

West Virginia Soccer Association Risk Management



AFFINITY SPORTS

Traducir en Español

Add Family Member >> Create Registration >> **Accept ELA >>** Make Payment >> Print Form

Accept ELA

**1 of 7 Coaches - Asst Coaches - Mgrs 3.10**

I Accept

3.10 YOUTH CONTRACTS AND RELEASES 3.10.1 No coach, assistant coach, trainer or team representative may practice or play with any player that does not appear on his current W/SA roster if he is not considered to be a free agent by current W/SA rules and regulations, unless permission is granted by the player's club. (Note: the above does not include indoor soccer. (11/94) Unregistered players may not participate in any manner. (11/93) 3.10.2 Any player desiring to be free of his contractual obligations before the end of the seasonal year (September 1 through August 31) must obtain a written release from the club with which he is currently registered. Any player requesting and failing to receive said release within seventy-two hours may request his release directly from his playing association, who must render a decision within seventy-two hours. The member association's decision may be appealed directly to West Virginia Soccer Association to be acted upon immediately. 3.10.3 Before any person may discuss joining a team with a player or the player's representative or answer questions they must inquire if the player is presently rostered to any other team. If the player is rostered to another team then there can be no communication with the player until permission is given, in writing, by the players present club or a release has been obtained on a PTS form or through the W/SA online registration system. 3.10.4 No coach, assistant coach, trainer, team representative, registered player or parent may approach any player to leave his present team or club without the express written consent of the present club. Persons denied such permission may appeal to West Virginia Soccer Association. 3.10.6 Complaints of violations of section 3.10.3.10.6.1 if the complaint is inter-association then the complaint will follow

**2 of 7 Coaches Code of Ethics**

I Accept

West Virginia Soccer Association CODE OF ETHICS FOR COACHES Coaching a team of young athletes for a West Virginia Soccer Association affiliated club or the Olympic Development Program is a high privilege that carries with it great responsibility. A coach should always demonstrate the highest ethical character and should serve as a role model for the players on his or her team. A coach must always remember the influence that he or she has over young athletes. The game is for the players. If at any time West Virginia Soccer Association shall determine that a coach has failed to fulfill these expectations and standards, that shall be cause to discipline, suspend, or remove the coach. 1. Soccer is the players' game. The paramount concern of coaches is the holistic development, welfare, enjoyment and safety of their players. A coach should never place winning above character or good treatment of athletes. While striving to win, a coach should deal honestly and fairly with players with regard to team selection and playing time, while remaining free to make decisions based on the best interests of the team as a whole. 2. Coaches bear responsibility for teaching their players to strive for success while playing fairly with the highest levels of sportsmanship, observing the laws and the spirit of the game. 3. Coaches shall treat officials with respect and dignity, and shall teach their players to do the same. 4. Our opponents are worthy of being treated with respect. Coaches will model such respect for opponents and expect their players to do likewise. 5. In both victory and defeat, the behavior of a coach shall model grace, dignity and composure. 6. Coaches shall adhere to the highest standards and the regulations of the institutions they represent: clubs, West Virginia Soccer Association, US Youth Soccer

Then click the Agree & Continue button

**7 of 7 Risk Mgt disclaimer**

I Accept

It is the intent of U.S. Youth Soccer to deny certification to any person who has been convicted of a crime of violence or of a crime against a person. In applying for a U.S. Youth Soccer position, the information which I have furnished as part of this registration is subject to verification, which will include a criminal history check. This disclosure statement must be updated every year. I, the parent/guardian of the registrant, a minor, or adult registrant of legal age, agree that I and the registrant will abide by the rules of the West Virginia Soccer Association, its affiliated organizations and sponsors. I understand that my position with West Virginia Soccer Association or any of its members is contingent upon my truthful completion and W/SA's or any of its members' review of this form. I authorize and understand that West Virginia Soccer Association or any of its members will conduct a background check and may obtain a background report and that I may be requested to provide a set of fingerprints. I understand that I may be immediately discharged for any misrepresentation or material omission on this form. I understand that pending arrest or closed arrest is not an automatic bar to consideration of my application, but it is the intent of West Virginia Soccer Association or any of its members to deny a position to any person who has been convicted of an offense that West Virginia Soccer Association or a West Virginia Soccer Association member determines disqualifies that person from providing services to West Virginia Soccer Association or a West Virginia Soccer Association member. I understand that West Virginia Soccer Association or any of its members will take into account the nature of the offense, the date of the offense and the relationship between the offense and the position for which I am applying

Your First Name\* Tonya  
Your Last Name\* Schlegel

<< Back Print Agree & Continue >>



Click on the “No payment due, Continue” button

The screenshot shows the 'West Virginia Soccer Association Risk Management' website. At the top, there is a navigation bar with the following links: 'Add Family Member >>', 'Create Registration >>', 'Accept ELA >>', 'Make Payment >>', and 'Print Form'. The 'Make Payment >>' link is highlighted in green. Below the navigation bar, there is a 'Traducir en Español' button. The main content area is titled 'Make Payment' and contains a 'Registration Fee' section. Under this section, there is a table with the following content:

Items Ordered
No items in order.


Below the table, there is a 'Payment Method\*' dropdown menu with 'Choose One' selected. A 'Continue >>' button is located below the dropdown menu. Below the button, there is a red text message: 'No fee due: Please make sure a fee is not needed and click the Continue button below.' At the bottom of the section, there is a green button labeled 'No Payment due, Continue >>'.

Click the Submit Background Check button. You will be taken to a page to enter your SSN# and finalize your submission.

**\*\*\*IF YOU DO NOT GET THE PAGE TO ENTER YOUR SS# YOU ARE LOGGED INTO YOUR CLUB URL AND NOT WVSA RM URL! MAKE SURE YOU ARE USING <http://wvsa-rm.affinitysoccer.com>, (you may need to log out of the club site completely and when typing in the above URL, make sure it does not autofill the CLUBS!)**

The screenshot shows the 'Print Form' page. The page has a blue header with the text 'Print Form'. Below the header, there is a paragraph of text: 'West Virginia Soccer Association has partnered with the background check company JD Palatine to run Risk Management. In order to process your background check your Social Security must be provided to JD Palatine. Please click the Background Check Submission button below to submit your Social Security number for processing. Your Risk Management application is not finalized until this is completed.' Below the text, there is a large green button labeled 'Submit Background Check'. At the bottom of the page, there is a blue button labeled 'Print Receipts & Forms'.

Enter your SSN# and click Submit BGC. Click Submit only once.

West Virginia Soccer Association Risk Management  [Logout](#) AFFINITY SPORTS

### Background Checking

Please make sure the person you submit to background check has correct name, DOB.  
You will be charged for every submit even if the name or DOB is incorrect.

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

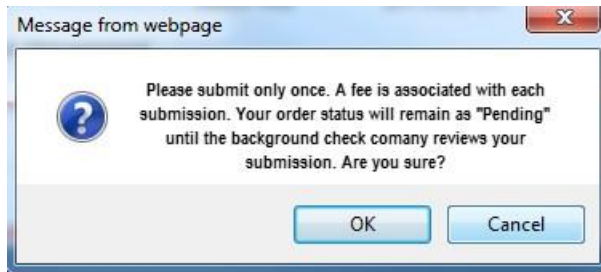
Person to be checked:					
Last Name	First Name	Middle Name	DOB	Driver License	BGC Account:
Schlegel	Tonya				

Enter admin's SSN: \* Required

JD Palatine |

Background Checking Results				
Detail	Product	Who Submitted	Date Submitted	OrderID

A message will come up confirming you wish to submit. Click OK



The process is now complete, and you can click Logout at the top of the page or close the browser. Your order status (the status of your background check) will remain pending until it is reviewed by the background check company, this can take approximately 24 hours.

Background Checking has been successfully submitted.

Background Checking Results				
Detail	Product	Who Submitted	Date Submitted	OrderID
<b>Order ID:</b>	JD Palatine	Tonya Schlegel	08/08/2016	
<b>ORDER STATUS: PENDING</b>				