



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 begun 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
 - This course does not provide downloadable PDF's
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 the 2 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	Assistant Coach	Team Manager
Edward Bellingham is Selected		
<input checked="" type="button" value="Selected"/>	<input type="button" value="Select"/>	<input type="button" value="Select"/>

At the bottom of the interface, there are three buttons: '< Back' on the left, 'Show All Available Opportunities' in the center, and 'Continue >' on the right.

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 3 training certificates upload them in this screen, then go to step 6

ie: did not use the Learning Center

a) If you do not have 3 training certificates, go to step 6

6. Click Continue

Certificate upload-click the +

+ Concussion Certificate
Only .png, .jpg, .pdf, .jpeg, .gif files allowed. Max file size 10MB

+ SafeSport Certificate *
Only .png, .jpg, .pdf, .jpeg, .gif files allowed. Max file size 10MB

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

No Yes

Have you ever been convicted of any Crime (Includes Misdemeanors)? *

No Yes

Have you been denied, disqualified or removed from participation in any youth or sports organizations? *

No Yes

Authorization for National Background Check 4.1.2020 v32572 *

[View / Accept](#)

Positive Coaching Alliance (PCA) Pledge v30005 *

[View / Accept](#)

WA Youth - Barriers To Abuse v23331 *

[View / Accept](#)

[< Back](#)

+ Certificate for Sudden Cardiac Arrest
Only .png, .jpg, .pdf, .jpeg, .gif files allowed. Max file size 10MB

Please include your role within your organization *

Board Director/Committee Member Coaching Director Registrar/Administrator

Team Staff (Coach, Manager, Trainer) Volunteer (Other)

Have you ever been convicted of a Crime of Violence? *

No Yes

Do you have any Pending Criminal Charges? *

No Yes

Authorization for National Background Check v32584 *

[View / Accept](#)

Concussion Pamphlet v28577 *

[View / Accept](#)

Sudden Cardiac Arrest Awareness v19893 *

[View / Accept](#)

WA Youth Soccer Medical Release v24138 *

[View / Accept](#)

[Continue](#)

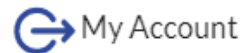
7. Complete the registration process for yourself and your children by entering any payment due.
8. To view your account and complete the background check process, click My Account.

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: 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:

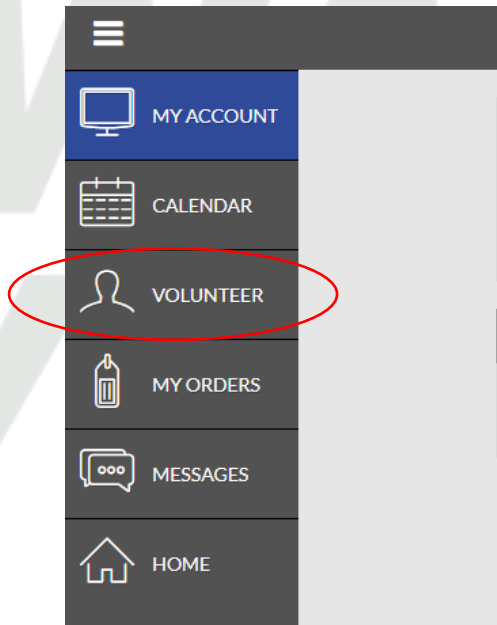
**login to your Club registration link*

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

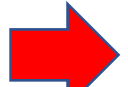
- *Prior to submitting your information to run a background check, you must complete the SafeSport and Intro to Safety (CC and SCA) trainings.*
- *Intro to Safety course **DOES NOT** create downloadable PDF's*
- *The Risk Status (background check) box will remain greyed out until you complete the trainings*

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	

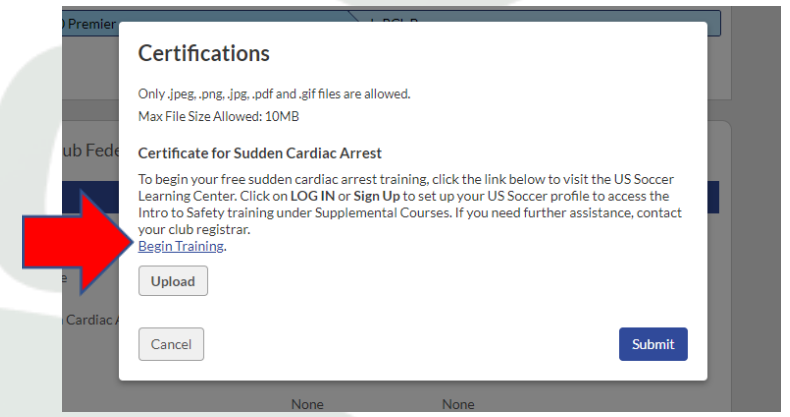
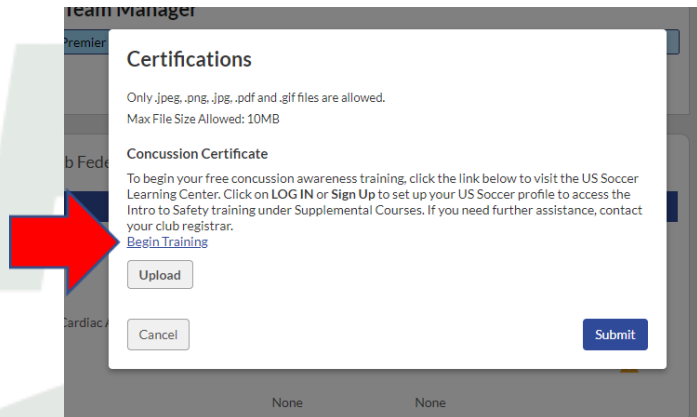
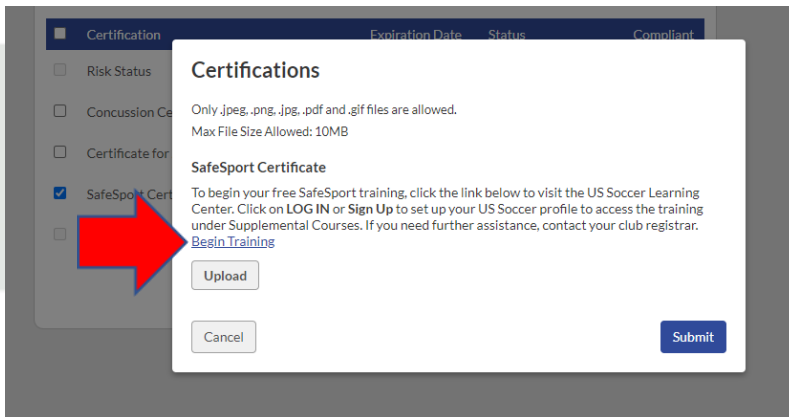


NOTE: Sudden Cardiac Arrest and Concussion Training are BOTH completed in Intro to Safety – you can click on either box to get to the same training – you do NOT have to complete it twice

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.

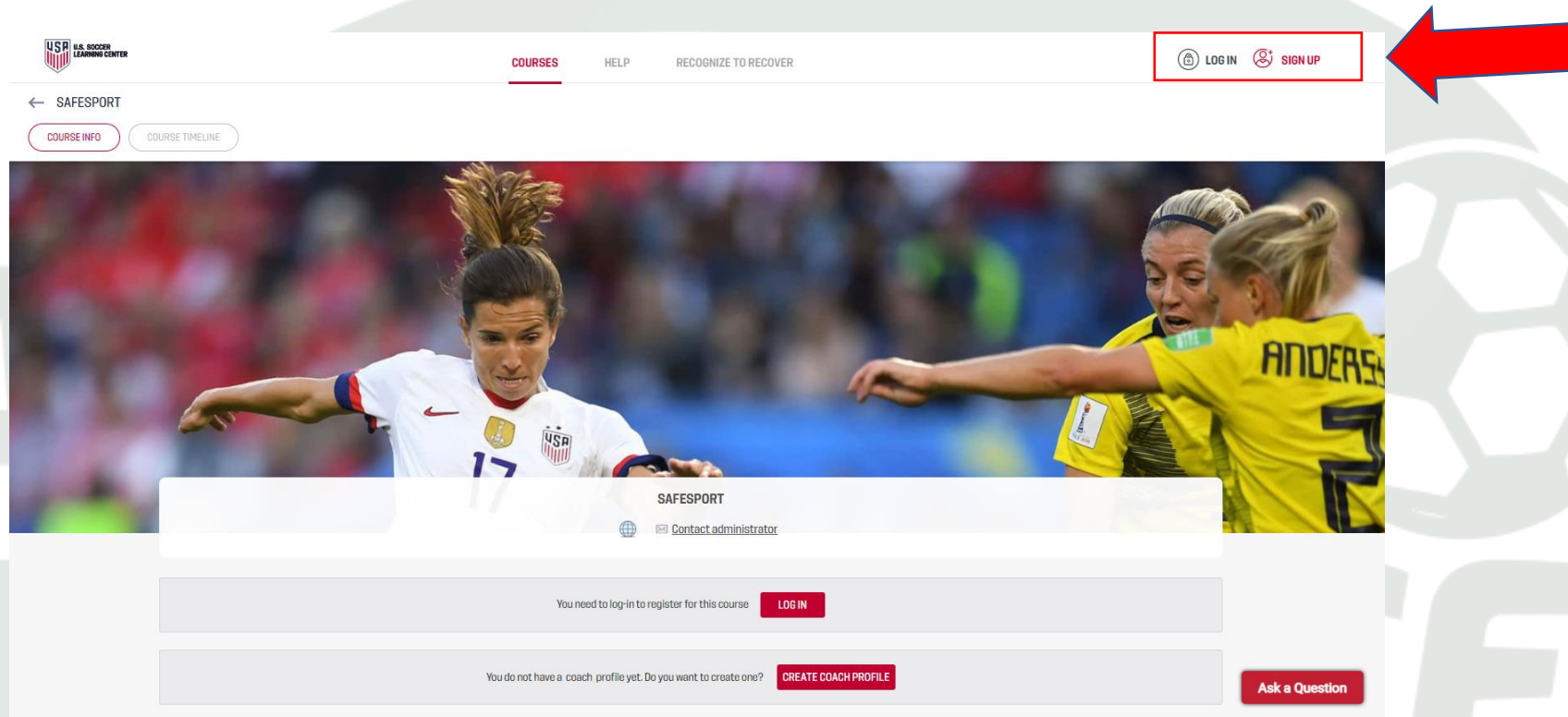
**If the LC support has not responded with-in 48 hours please contact WYS*

WYS Contacts 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 Safesport website interface. At the top right, there are navigation links for 'COURSES', 'HELP', and 'RECOGNIZE TO RECOVER'. A red box highlights the 'LOG IN' and 'SIGN UP' buttons, with a red arrow pointing to them from the right. Below the navigation, there is a breadcrumb trail: '← SAFESPORT' followed by 'COURSE INFO' and 'COURSE TIMELINE'. The main content area features a large image of a soccer player in a white USA jersey (number 17) and a referee in a yellow jersey (name ANDERSON). Below the image, there is a white box with the text 'SAFESPORT' and a 'Contact administrator' link. Below this, there are two gray boxes with prompts: 'You need to log-in to register for this course' with a 'LOG IN' button, and 'You do not have a coach profile yet. Do you want to create one?' with a 'CREATE COACH PROFILE' button. A 'Ask a Question' button is also visible on the right side of the bottom gray box.

YOUTH SOCCER

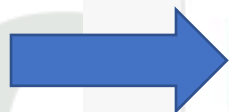
6. Click Coaching Education



COACHING EDUCATION



REFEREE PROGRAM

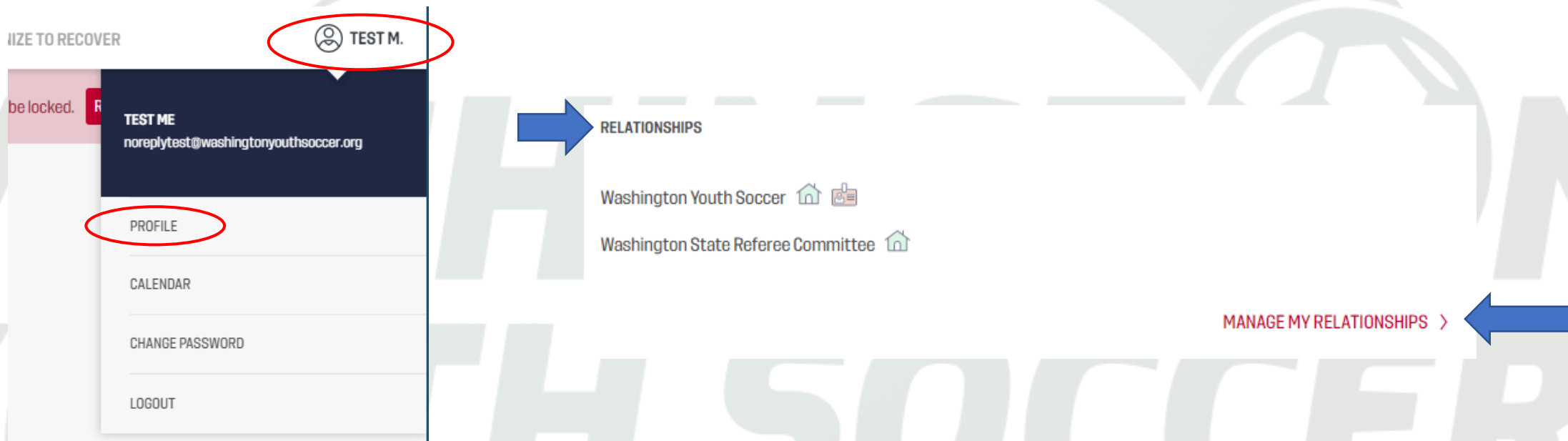


If you are a returning Coach/Volunteer

- 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

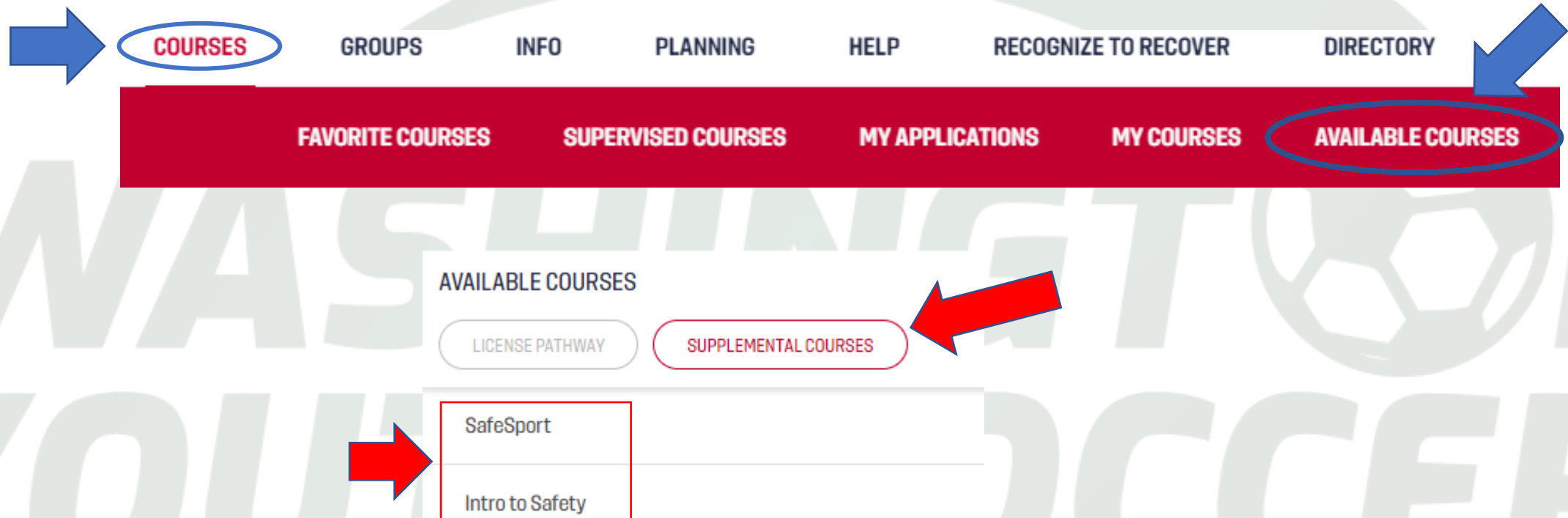
In your LC profile please to make sure you have a relationship with Washington Youth Soccer.



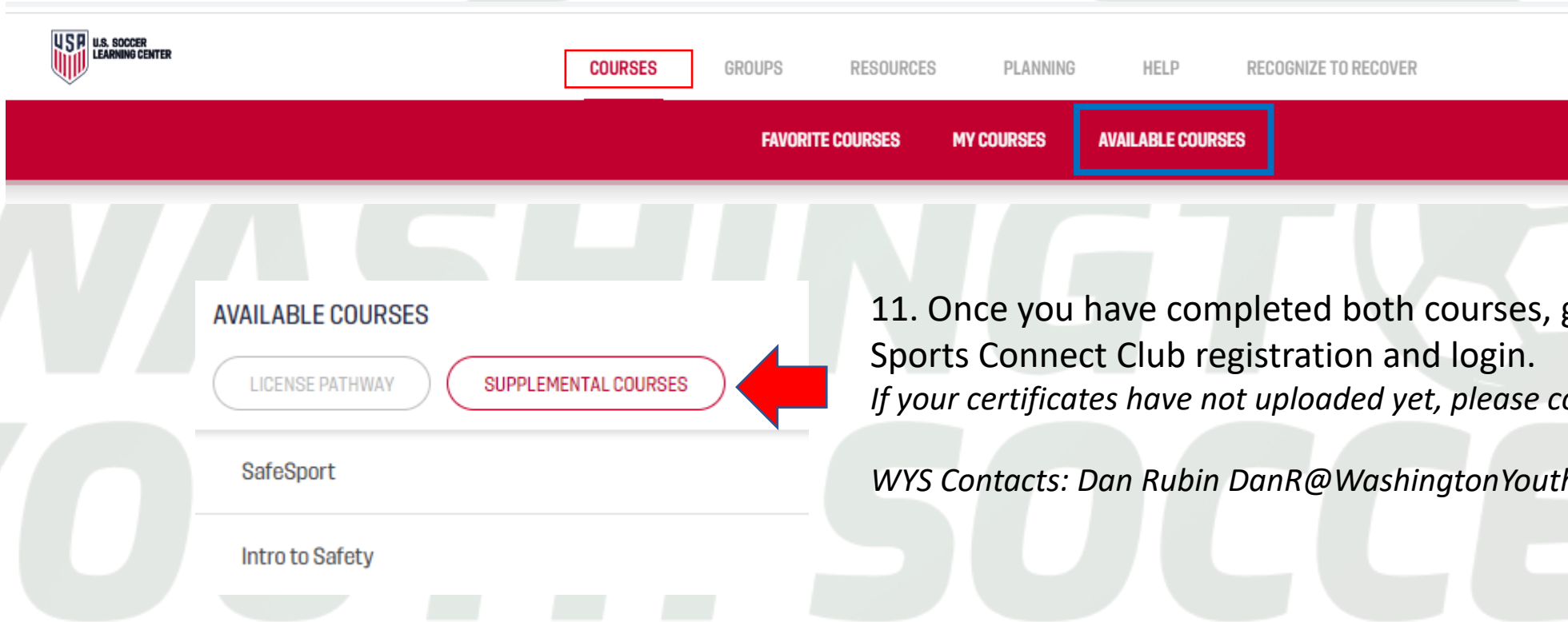
7. Place your cursor on Courses

- 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.

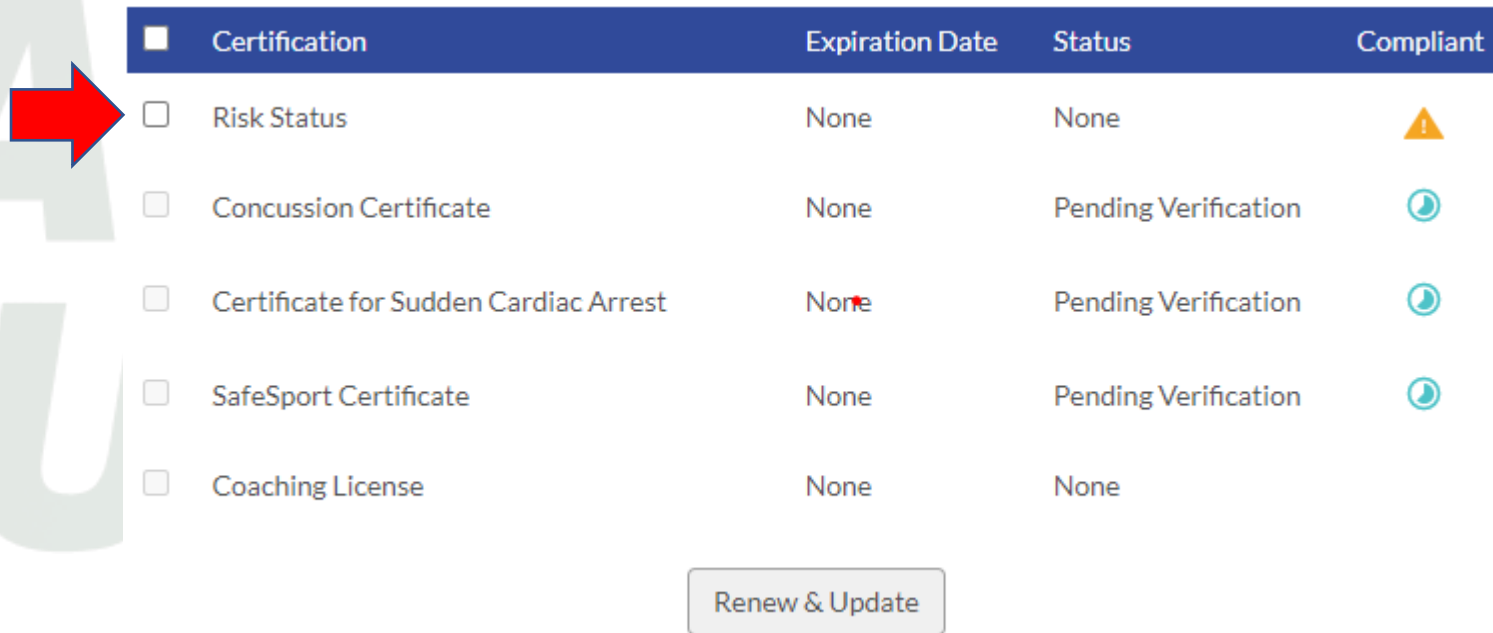
WYS Contacts: Dan Rubin DanR@WashingtonYouthSoccer.Org





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

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@washingtoneyouthsoccer.c

Social Security Number

Cancel Submit

NOTE: If you DO NOT have an SSN please contact your club registrar. WYS will assist the club with submitting your background check.

SSN background checks are required otherwise.

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	