



Risk  
Management  
Quick Steps

2018-19

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NYSWYSA

1200 C Scottsville Road, Suite 350

Rochester, NY 14624

Risk Management registration and processing will now be processed through Sports Engine SE. The following guide lists quick steps and visual aides to assist your users with navigating the system.

**THE FOLLOWING IS FOR NEW YORK STATE RESIDENTS OR ANY STATE OTHER THAN PENNSYLVANIA.**

*(There are separate steps for PA residents beginning on Page 5)*

**ACCOUNT CREATION & LOGIN**

If this is your first time using Sports Engine SE you will need to create an account first, link highlighted in red. Otherwise you can login to access the RM application, link highlighted in green.

Account creation and login problems should be directed to Sports Engine at the link highlighted in blue. RM processing questions should be directed to NYSW at the link highlighted in yellow.

The screenshot shows the top navigation bar with 'Login' (green highlight) and 'Create an Account' (red highlight). Below is the header with the NYSWYSWA logo and the text 'NYSWYSWA - Verify NY State West Soccer Screening Background Screening Application 2018-19'. A left sidebar contains a menu with 'Welcome' (selected), 'Registrant Information', 'FCRA Acknowledgement', 'Authorization', 'Abuse Prevention', 'Review', 'Shopping Cart', 'Checkout', and 'Receipt'. The main content area displays a 'Welcome' message and a note: 'PLEASE PROCEED IF YOU LIVE IN NEW YORK OR ANY OTHER STATE IN THE US BESIDES PENNSYLVANIA'. Below this is a 'QUESTIONS' section with a blue-bordered box containing a support link: 'If you are having difficulty logging in or other technical issues, please contact SportsEngine Support by clicking this link https://team.help.sportsengine.com/customer/portal/emails/new'. A yellow-bordered box highlights a 'Contact Us' button with an email icon. At the bottom, a 'Not signed in' dialog box offers two options: 'SIGN IN' (blue button, green oval highlight) and 'CREATE AN ACCOUNT' (grey button, red oval highlight).

## RISK MANAGEMENT APPLICATION PROCEDURES

Once you have a Sports Engine Account and are logged in, you can access the Risk Management application via the link provided to you by your Club, Referee District/Assignor or on our website.

Most of the information is self-explanatory on the Registrant Information Page. You must use your legal name otherwise you may encounter delays and initiate follow-up questions from the background investigators.

If you are applying as a Team Staff member or Volunteer, select your Primary Club of record in the drop down box. If you are applying as a Referee, your Primary Club of record is "Western NY Referee Association" which will then prompt you for your district. (See below in red)

Club: \*

NYSWYSA ODP

Make Selection

Addison Travel Soccer Club

Addison Youth Soccer Club

AFC Buffalo

AFC Fury

Akron Soccer League

Albion Soccer Club

Alden Youth Soccer Club

Alfred-Almond Soccer Club

Allegany Soccer Inc.

Alliance Football Club

Alliance Football Club

ALS Premier SC

Amherst Soccer Association

Amherst Williamsville United Soccer Club

Arcade Area Youth Soccer

Arcade Express Soccer Club

Arkport Soccer Club

Attica Soccer Club

Club: \*

Western NY Referee Association

Western NY Referee Association Regions: \*

Make Selection

Make Selection

Binghamton

Buffalo

Elmira

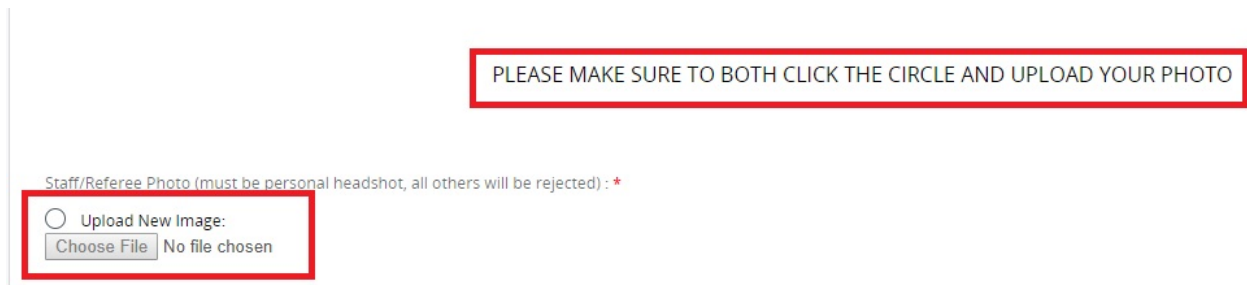
Ithaca

Rochester

Southern Tier

Syracuse

When uploading a photo be sure to upload an acceptable head shot. The registration page gives examples of proper photos. You need click both “Upload New Image” and “Choose a File” to complete this step (see below).



### PARENTAL ATTESTATION or FCRA AUTHORIZATION

If you a minor Under the Age of 18, you will need to have a Parent/Guardian acknowledge the Parental Attestation that follows the picture upload. Once that is complete, you will be brought to the Shopping Cart where you can complete your purchase. If you are UNDER 18 then you are DONE.

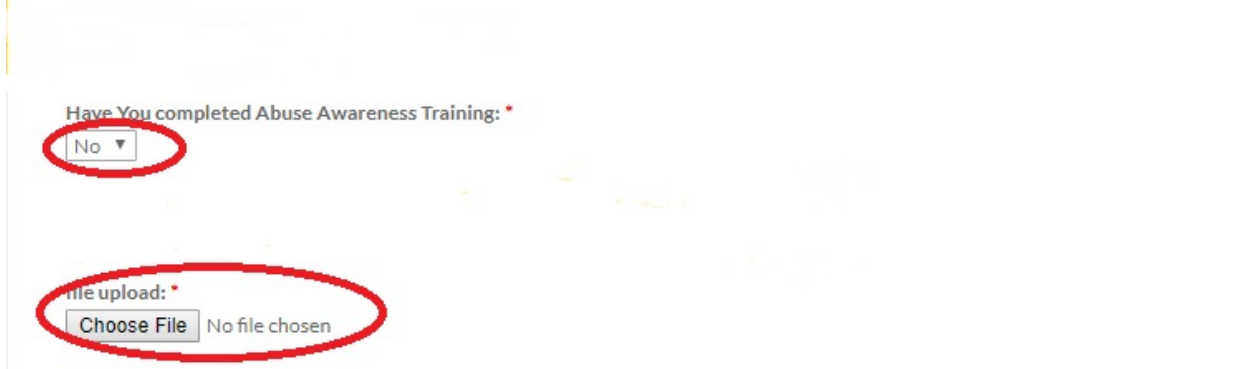
If you are Over the Age of 18, your next steps will be to acknowledge the FCRA statement (NOTE: We do NOT conduct Credit checks in this type of background investigation) and then acknowledge the Background Authorization form before you can continue. These are mandatory elements of your background. If you are 18 or OLDER continue below.

### ABUSE PREVENTION SYSTEMS

You will be prompted to respond YES or NO to whether or not you have received Sexual Abuse Prevention Training that meets the current requirements as a NYS Mandated Reporter. If you have such a valid certificate (IE: NYS Dept of Education, APS Certification, etc.) you can answer YES and UPLOAD a PDF of that certificate. If not, you must answer NO and will then be sent a separate link to APS Online Training.

As of February 2019 this training will be Mandatory so you MUST complete it to obtain valid RM certification for the next 2 years.

## Abuse Prevention



## BACKGROUND SCREENING

You will then be taken to the final Background Screening application where you will again be asked to fill in your legal name, physical address, DOB, SSN and email contact information that you prefer private correspondence to go to. You will also be provided an opportunity to disclose any pertinent information during this application.

You will then need to specifically acknowledge your background authorization and can request a copy of the preliminary background report be sent to you.

The background investigation may require follow-up information and/or correspondence with investigators from Southeastern Security Consultants, Inc. and/or NYSWYSA Risk Management Coordinator Mike Kozak. You should respond to these requests in a timely manner so as not to hold up the completion of your background. All communications are confidential.

## COMPLETION

Upon completion of your registration/application you will receive and acknowledge email for submission and payment. The final status of your preliminary background will be emailed to you directly. Some backgrounds may require additional investigation prior to approval depending upon specific circumstances.

## PENNSYLVANIA RESIDENTS APPLYING FOR NYSWYSA RISK MANAGEMENT

If you currently reside in the State of Pennsylvania and are either a permanent PA resident or hold a PA non-resident status (IE: attend college in PA but live in Colorado) AND want to participate in NYSWYSA sanctioned activities (coach and/or referee) there is a separate background process required by Pennsylvania state law.

Requests for processing should be emailed directly to: [riskmanagement@nyswysa.org](mailto:riskmanagement@nyswysa.org)