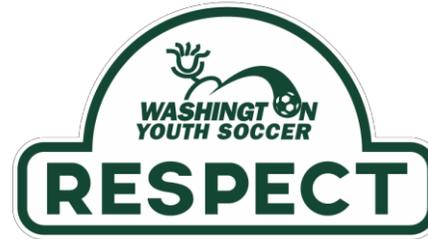




**WASHINGTON  
YOUTH SOCCER**



## 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 previously mentioned roles or participating as a 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 trainings certifications, **before** submitting your background check
- All trainings certifications will be completed in the US Soccer Learning Center (LC). Including returning Coaches, Volunteers, Employees, Board Members. (returning coaches/vol: see page 3)
- All SSN background checks will be completed 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 4*

- A) Once you create a LC profile with your matching first, 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

*took SafeSport for another sport or governing body*

**PLEASE contact WYS**

*WYS Contacts: Keli Bitow KeliB@WashingtonYouth Soccer.Org and/or Dan Rubin*

*DanR@WashingtonYouthSoccer.Org*

**Once these platforms are sync'd – you will not have to do this again!!!**

# **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 email [learningcentersupport@ussoccer.org](mailto:learningcentersupport@ussoccer.org) to request changes.

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

*WYS Contacts: Keli Bitow [KeliB@WashingtonYouth Soccer.Org](mailto:KeliB@WashingtonYouth Soccer.Org) and/or Dan Rubin*

*[DanR@WashingtonYouthSoccer.Org](mailto:DanR@WashingtonYouthSoccer.Org)*

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

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 that are interested in improving the game.*

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 US Soccer Learning Center website. At the top right, there are buttons for 'LOG IN' and 'SIGN UP', with a red arrow pointing to the 'SIGN UP' button. Below the header is a course card for 'SAFESPORT'. The card features a photo of a soccer player in a white USA jersey. Below the photo, there is a 'SAFESPORT' title, a 'Contact administrator' link, and two buttons: 'LOG IN' and 'CREATE COACH PROFILE'. An 'Ask a Question' button is located at the bottom right of the course card.

7/14/2022

5

Click Coaching Education



**COACHING EDUCATION**



**REFEREE PROGRAM**



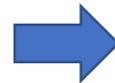
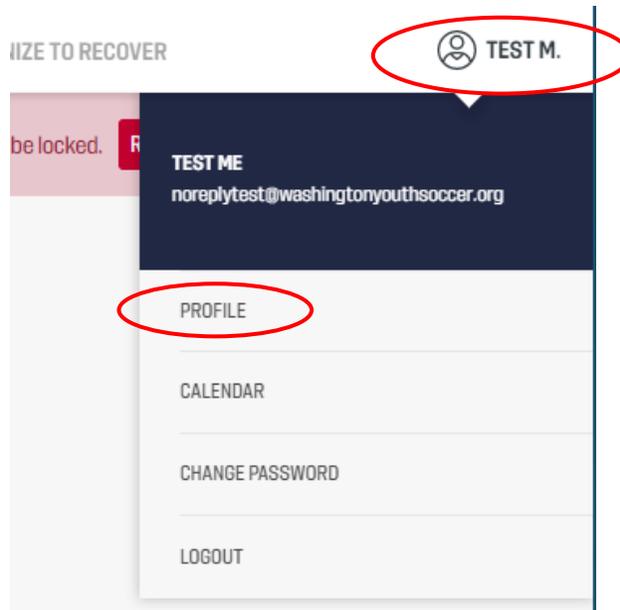
If you are a returning Coach/Volunteer

\*If you are a new coach/vol go to page 8

-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



RELATIONSHIPS

Washington Youth Soccer  

Washington State Referee Committee 

MANAGE MY RELATIONSHIPS >

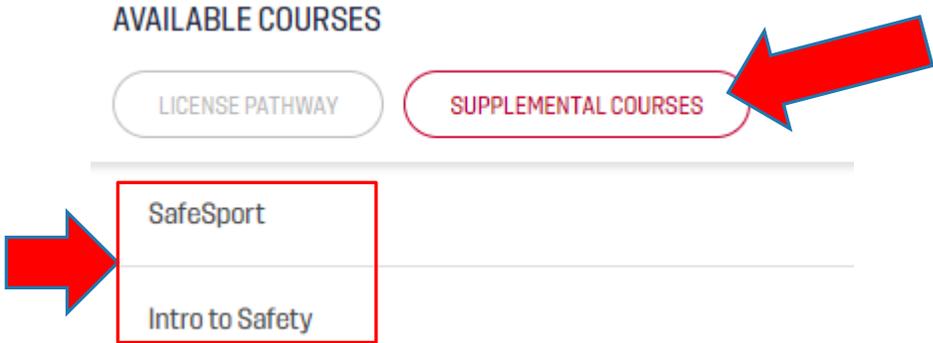
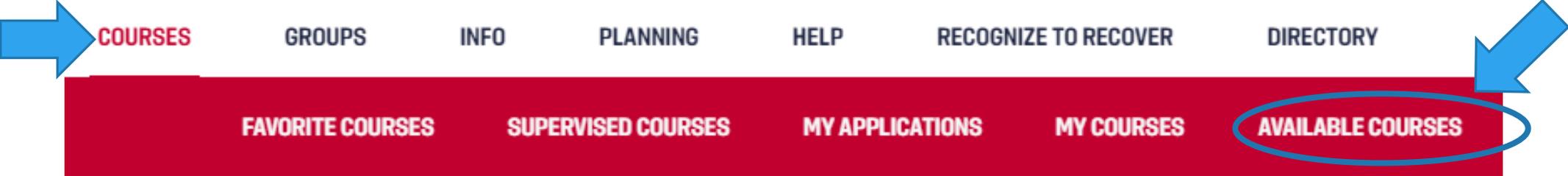


Place your cursor on Courses

- Click on Available Courses
- Supplemental Courses

Choose which course you want to take by clicking on either SafeSport or Intro to Safety

\*Both courses are required to complete the background check



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

It can take up to 24 hours for the training courses and verification to sync to your US Soccer Connect Profile.

If you are creating a UN and PW, this will be the same login to complete your background check

You can attempt to get your course results quicker by logging in to My Account: [LINK](#)

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 highlighted with a blue underline and a red arrow pointing to it. 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 of the profile information, there is a blue button labeled 'Get Learning Center Updates' with a red arrow pointing to it. A red line with arrows connects the 'Licenses' tab to the 'Get Learning Center Updates' button and the 'Certificates' tab.

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

*If your courses and verifications do not synchronize, please contact WYS.  
WYS Contacts: Keli Bitow  
[KeliB@WashingtonYouthSoccer.Org](mailto:KeliB@WashingtonYouthSoccer.Org)  
and/or Dan Rubin  
[DanR@WashingtonYouthSoccer.Org](mailto:DanR@WashingtonYouthSoccer.Org)*

# SUBMIT BACKGROUND CHECK

I completed my training courses !!!

Now what?



If you need assistance to reset your password or have any additional questions, please contact:

**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*

# BGC Portal Website: [LINK](#)

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.*

The image displays two side-by-side screenshots of the BGC Portal Website interface. The left screenshot shows a registration form titled "Select registration type(s)". It features a "Select a season:" dropdown menu with options: "Select a season -----", "Spring 2022", "Rec Spring 2022", "Fall 2021-2022", and "RMA Registration" (which is checked). Below the dropdown, it states "\* are required fields". A red arrow points to the dropdown menu. The right screenshot shows a login form titled "Returning users, please login." It includes a reminder: "Remember to select a season & registration type before logging in!". There are input fields for "Enter Username\*" and "Enter Password\*", and a "Forgot Username or Password?" link. At the bottom, there are two buttons: a green "Login" button and a grey "Create New Account" button. A red arrow points to the "Login" button, and a red box highlights both the "Login" and "Create New Account" buttons. To the right of the screenshots, the text "1. Login or Create New Account" is displayed.

\*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@washingtonyouthsoccer.org](mailto:noreply@washingtonyouthsoccer.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](#).

2. 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>

3. 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, then you are logged into the incorrect profile and will not be able to complete a background check under your name.

Please back out and login with your UN and PW. (You can not use a spouses 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

4. Select Background Check from the dropdown

## Rma Test

### Select Play Level

Play Level\*

Background Check



### Personal Information

First Name\*

Initial

Last Name\*

Suffix

Rma

Test



Gender\*

Female



Birthdate\*

January



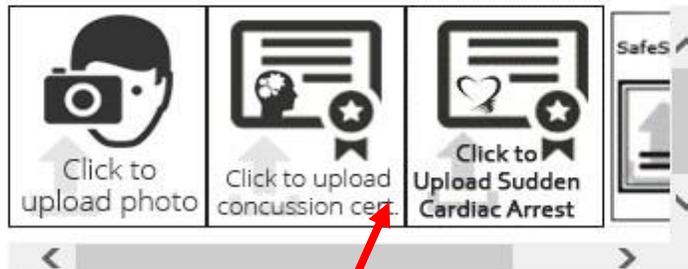
01



1973



Click here to show photo or certification upload



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

In the larger boxes - the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> box, should have images of your course training verifications . Please contact Dan Rubin [DanR@WashingtonYouthSoccer.Org](mailto:DanR@WashingtonYouthSoccer.Org) and/or Keli Bitow [KeliB@WashingtonYouthSoccer.Org](mailto:KeliB@WashingtonYouthSoccer.Org) for assistance.

6. 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

?

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

8. Check your position in your organization

9. Answer the legal questions

10. 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

11. Confirm your signature is accurate

12. Click agree and continue

Your First Name\*      Your Last Name\*

Rma      Test

<< Back      Print      Agree & Continue >>

### 13. Click Continue to Background Check

Print Form

**Continue to Background Check >>>**

Print Receipts & Forms

## 14. 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

Enter SSN: \* Required

-  -

Submit BGC

## 15. Click Submit BGC

## 16. Click Ok

secure.sportsaffinity.com says

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

OK

Cancel

Background Check Provider

JD Palatine

Submit BGC

**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>  
If you are still pending after 48 hrs, contact your club registrar.