



Player Safety & Risk Management: Team Staff Certification Module

Volunteers can now complete, access, and update risk and certification requirements from the **My Account** screen for any program integrated with your State or National Governing body in Sports Connect. Volunteers will now manage their compliance items directly in the club product without the need to visit the association product.

NOTE: While all volunteers can view their risk status in their My Account, only select states are enabled for background checking submission at this time.

To view your Risk or Certification statuses:

1. Log in to your Sports Connect site for your organization.
2. From the My Account screen, click “Volunteer” on the left side of the screen.
3. From here you can view status, expiration dates, and if you are compliant or not. Updates to statuses and dates will be displayed here as they are made available.

My Roles & Certificates

Alaya Pemberton - Head Coach

4.27.20 USYS Zane Season Comp > Under 10 - Boys > Team Pemberton

[Details](#)

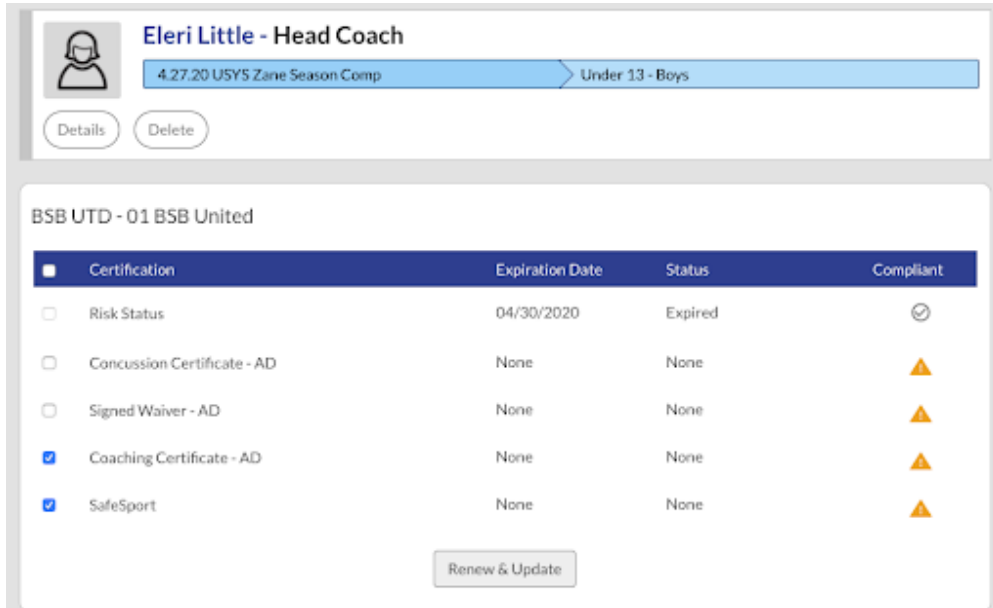
BSB UTD - 01 BSB United

	Expiration Date	Status	Compliant
<input type="checkbox"/> Certification			
<input type="checkbox"/> Risk Status	05/29/2022	Approved	✔
<input type="checkbox"/> Concussion Certificate - AD	12/30/2099	Verified	✔
<input type="checkbox"/> Signed Waiver - AD	None	Pending Verification	🔄
<input type="checkbox"/> Coaching Certificate - AD	None	Pending Verification	🔄
<input type="checkbox"/> SafeSport	04/26/2021	Verified	✔
<input type="checkbox"/> Coaching License	04/29/2022	B	🔄

[Renew & Update](#)

To Update a Certification:

1. Use the checkboxes to the left of the certifications to select the certifications you wish to update by clicking Renew & Update.



Eleri Little - Head Coach

4.27.20 USYS Zone Season Comp > Under 13 - Boys

Details Delete

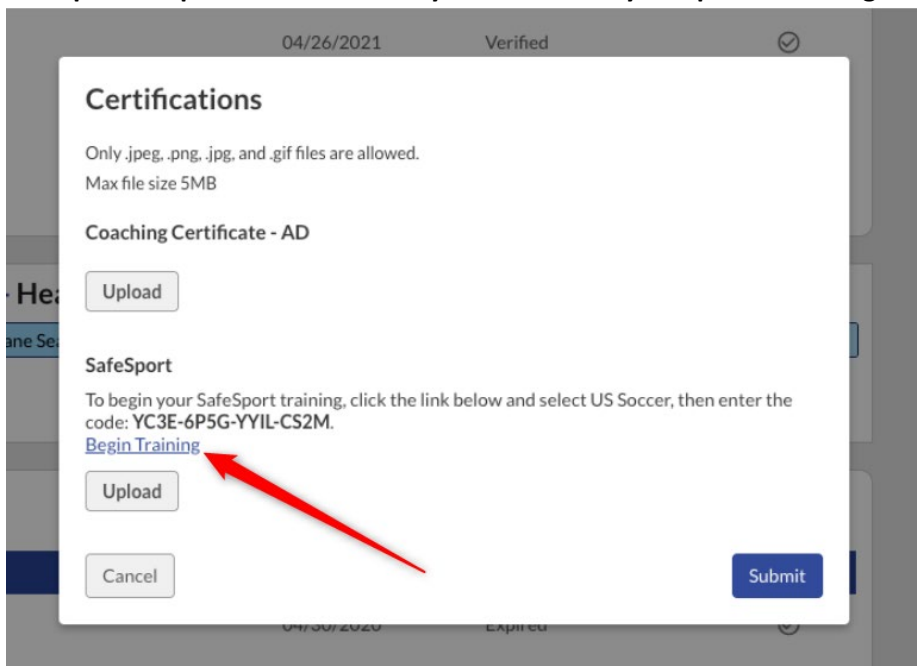
BSB UTD - 01 BSB United

<input type="checkbox"/>	Certification	Expiration Date	Status	Compliant
<input type="checkbox"/>	Risk Status	04/30/2020	Expired	☑
<input type="checkbox"/>	Concussion Certificate - AD	None	None	⚠
<input type="checkbox"/>	Signed Waiver - AD	None	None	⚠
<input checked="" type="checkbox"/>	Coaching Certificate - AD	None	None	⚠
<input checked="" type="checkbox"/>	SafeSport	None	None	⚠

Renew & Update

2. Upload a file from your computer or device for the certification and click submit to complete.

Note: For select certifications like SafeSport, you will begin your training by clicking a link on the screen to the SafeSport or upload a certificate if you have already completed training.



04/26/2021 Verified ☑

Certifications

Only .jpeg, .png, .jpg, and .gif files are allowed.
Max file size 5MB

Coaching Certificate - AD

Upload

SafeSport

To begin your SafeSport training, click the link below and select US Soccer, then enter the code: YC3E-6P5G-YYIL-CS2M.

[Begin Training](#)

Upload

Cancel Submit

Background Check:

Use the checkboxes to the left of the Risk Status to submit or renew your background check screening, along with any certifications you may wish to update. Users matching the state's criteria will be able to submit a Background Check.

My Roles & Certificates

The screenshot shows a user interface for a background check. At the top, the user is identified as "Alaya Pemberton - Head Coach" with a profile picture and a "Details" button. Below this, a list of certifications is shown for "BSB UTD - 01 BSB United":

- Certification
- Risk Status
- Concussion Certificate - AD
- Signed Waiver - AD
- Coaching Certificate - AD
- SafeSport
- Coaching License

The main area is titled "Ready to Proceed?" and contains a warning: "You are about to initiate a background check and this action cannot be undone. Please review the information below to ensure it is correct before continuing." Below this is a "Your Information" form with the following fields:

- Legal First Name
- Legal Middle Name
- Legal Last Name
- Address
- Address 2
- City
- State (dropdown menu)
- ZIP
- Phone Number
- Email Address
- Social Security Number (format: ***-**-****)

At the bottom of the form are "Cancel" and "Confirm" buttons.

Review the information being submitted for your screening such as name, address, etc. If a social security number is required, that will be displayed for entry and securely transmitted for your background check. Clicking confirm will send your request.

Updates to your risk status and dates will be displayed here as they are made available.

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