

Risk Management Process

RM Registration link: <https://nyswysa.sportngin.com/register/form/642272043>

- Sexual Abuse Awareness training is now directly administered through SafeSport. When you arrive at the question about Safesport training answer YES if you have taken it before and it should import your status accordingly from the USSF Learning Center. It may also require you to take a refresher course. If you answer NO, it will give you an option to upload a certificate. You must have your Safesport certificate number to do so. There are now only two alternative certifications accepted in lieu of Safesport. They must be dated within 2 years of the date of your RM application:
 - NYS OCFS Mandated Reporter Training (2.0 hour segment) or refresher.
 - NYSEDU TEACH Certificate of Completion for Identifying & Reporting Child Abuse & Maltreatment (Form 1.1) or refresher.
 - ***NOTE: Referees MUST do Safesport annually to meet their USSF certification criteria. Do your referee re-certification before you do RM.***
- Concussion Protocol Training from the CDC is now a mandatory component of the RM process and will be found in the application process. When you arrive at this part, you can answer YES and then upload a CDC Heads Up certificate for validation. It must have been taken within 5 years of your application and must be a CDC Heads Up certification. If you answer NO, a new window will open at the CDC Learning site. You will need to make an account and take the course, then download the certificate in PDF form and upload it back on the main page of your RM application. In both cases, certificates are manually validated.
- The cost of a background check is \$35. Clubs can either pre-purchase codes to share with their coaches or coaches will be responsible for submitting payment when applying.
 - Purchase Codes: <https://nyswysa.sportngin.com/register/form/625708792>
 - There is not an expiration date to code purchases
- A very important reminder on staff RM applications. RM statuses appear as “Passed,” “Pending,” or “Pending Verification.” Team Staff that appear in your dashboard with the status “Pending Verification” MUST respond to NCSI email requests for additional information WITHIN 30 DAYS of their application date. **Failure to do so will cause their application to be cancelled and they will have to start over again with a new fee charged.** FCRA rules have strict requirements for backgrounds.
 - ***You can also provide your applicant with NCSI phone number: 866-996-7412***
- All team staff and club officials must be entered into the RosterPro system to apply the risk management approval. It is critical that you enter the member’s legal information. Entries must include legal first and last name, verified date of birth, valid and current physical address, valid email address for each coach (**cannot** be a shared email address with another member), and valid contact phone number. Do NOT enter nicknames, monikers, initial abbreviations, or suffixes, IE: Jimmy for James, TJ for Thomas John, John Smith Jr/III UNLESS that is their actual legal name. Failing to do so will cause delays with processing the background request and/or could result in the team staff entry being removed from the record.

- ***NOTE: Do not enter parents' email address for minor staff/referees. They are required to have their own email address in their record.***
- Applicants MUST complete SafeSport training, Concussion Training, receive a PASSED background status, and upload an appropriate photo before their RM status will be updated in RosterPro.

