



RISK MANAGEMENT GUIDE

Club Guide

This guide is meant for use by club registrars. The guide labeled “Coach/ Staff Workflow” is an accompanying guide that can be shared with your coaches and staff as you desire.

The Risk Management requirements of all coaches and club personnel include an annual cleared background check, concussion training, and annual completion of SafeSport Training. Until these requirements are met coaches and club personnel should not participate with youth participants in any capacity.

For more information on Nebraska’s Risk Management Policy please visit the [NSSA website](#) under the resources tab.

Trigger for initiating Risk Management for your coaches = Add to your Team Staff Pool **The task of adding to your team staff pool is completed by your club registrar.**

Coaches **must** be added to your club’s team staff pool within Demosphere to begin their Risk Management requirements. This does **not** assign them to a team, it simply confirms them in your pool of available coaches who needs to complete the Risk process.

How to add individuals to your Team Staff Pool:

- Adding for **Demosphere Club Users** that set up a coach(volunteer) registration within their club, please follow this [guide on placing players and coaches on your teams](#). To be done after you have set up your seasonal sync for that registration season.
- Adding for **non-Demosphere club users** should follow these steps:
 - Log into the [Nebraska State Soccer platform](#)
 - Click on ‘Club Management’
 - Manually add your coaches(volunteers) under the ‘Team Staff Pool’ tab
 - To assign (not required to begin risk management, but will need to complete eventually)
 - Click on the ‘Seasonal Teams’ tab
 - If you have not created teams, you will need to use the green ‘+ Add Seasonal Team’ button
 - Click on the team name
 - Click on green ‘Add Team Staff from Club Pool’ button

Once a team staff member is added to the staff pool, their information is added to the next batch of coaches to be submitted and requested to complete the Risk Management process. Use this [coach/ staff workflow guide](#) for steps on the process for your coaches and club personnel.

How will you know if your coach/volunteer has completed all requirements? The coach/ volunteer will show as APPROVED under ‘RM Status’. Additionally, on your roster you’ll notice the coach/ volunteer will be highlighted in red until they are approved, and you’ll be unable to print their name on a roster or pass.