

# Risk Management Assessment Process

Step by Step Guide for Sports Connect

# Step 1 Create an account with Harbor Soccer Club

Create an account with Harbor Soccer Club by visiting our website [Harbor Soccer Club](#) and clicking on the top right corner, either Login or Register.

Please use your LEGAL NAME as it appears on your government ID when creating your account as this will help to ensure that your training courses sync.

A current photo is REQUIRED and must be front facing with no hats, sunglasses, or obstructions.

The screenshot shows the top navigation area of the Harbor Soccer Club website. At the top, there is a dark grey banner with a white text prompt: "Want to stay in the loop? Drop your email below and we'll send you updates on upcoming camps, tryouts, and events!". Below this is a white input field labeled "Enter a valid E-mail" and a blue "Submit" button. The main header area is light grey and contains several logos on the left: MultiCare, KITSAP, WASHINGTON YOUTH SOCCER, and a small green shield logo. On the right, there are social media icons for Facebook, Instagram, YouTube, and LinkedIn, followed by a dark green button with white text that says "LOGIN | REGISTER". A red arrow points to the "REGISTER" link. Below the header is the Harbor Soccer Club logo, which consists of two green shields with white and black details, and the text "HARBOR SOCCER CLUB" in large, bold, black letters. Below the logo is a dark green navigation bar with white text links: "HOME", "PREMIER PROGRAM", "REC PROGRAM", "CAMPS", "RESOURCES", "EVENTS", and "REGISTRATION INFO". At the bottom left, there is a white box with the heading "QUICK ACCESS" and a list of links, including "Register For Program". To the right of this box is a large image showing a soccer field at night with bright stadium lights.

# Step 2 Select Your Role

There are currently three options: Head Coach, Assistant Coach, and/or Team Manager. Select your role by clicking on Volunteer on the left side of your screen.

-  My Account
-  Calendar
-  Volunteer
-  My Orders
-  Messages
-  USYS University
-  Email Settings
-  Home

HARBOR SOCCER CLUB  

**Looking to get involved? Here are some opportunities.**  
You can sign up yourself or a family member.

 Harbor Premier Tryouts 2025

<p><b>Head Coach</b> Head Coach</p> <p>Select</p>	<p><b>Assistant Coach</b> Assistant Coach</p> <p>Select</p>	<p><b>Team Manager</b> Team Manager</p> <p>Select</p>
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## Step 3 Enter Additional Information and Sign ELAs

Continue to fill out the additional required information and sign the Electronic Legal Agreements. All domains with an asterisk are required.

# Step 4 Begin the Risk Management Process

You will complete two training courses and submit a background check as required by Washington Youth Soccer.

- 1) **SafeSport Course** - Required annually. First year as a coach/team manager, you will complete the full course; years 2, 3, and 4, you will complete a refresher course. Year 5 requires the full course again.
- 2) **Introduction to Safe and Healthy Playing Environments Course** - Required annually. BOTH the Sudden Cardiac Arrest training AND Concussion Safety training are combined into this one course now. Once completed, BOTH courses as they appear in your Sports Connect account will display checkmarks.

To begin, check ANY of the training boxes you see on the left side of your screen and click “Renew and Update” below.

The screenshot shows a user interface for a volunteer account. On the left is a navigation menu with items: My Account, Calendar, Volunteer (highlighted), My Orders, Messages, USYS University, Email Settings, and Home. The main content area is titled 'Important information from Washington Youth Soccer' and contains a section for 'My Roles & Certificates'. Under this section, there is a sub-section for 'Harbor Soccer Club Pierce County Soccer Association'. A table lists various certifications with checkboxes, expiration dates, and status. The 'SafeSport Certificate' row has its checkbox checked and is highlighted. A red arrow points to this checkbox. At the bottom right of the table area, there is a blue 'Renew & Update' button with a red arrow pointing to it. A small 'USYS University' button is also visible in the top right of the main content area.

<input type="checkbox"/>	Certification	Expiration Date	Status	Compliant
<input type="checkbox"/>	Risk Status	04/30/2023	Expired	▲
<input type="checkbox"/>	Concussion Certificate (Intro to Safety course)	None	None	▲
<input type="checkbox"/>	Sudden Cardiac Arrest (Intro to Safety course)	None	None	▲
<input checked="" type="checkbox"/>	SafeSport Certificate	None	None	▲
<input type="checkbox"/>	Coaching License	None	None	

## Step 4a. Click on [Begin Training](#)

### Certifications ×

**SafeSport Certificate**

To begin your free SafeSport training, click the link below to visit the US Soccer Learning Center. Click on [LOG IN](#) or [Sign Up](#) to set up your US Soccer profile to access the training under Supplemental Courses. If you need further assistance, contact your club registrar.

[Begin Training](#) 

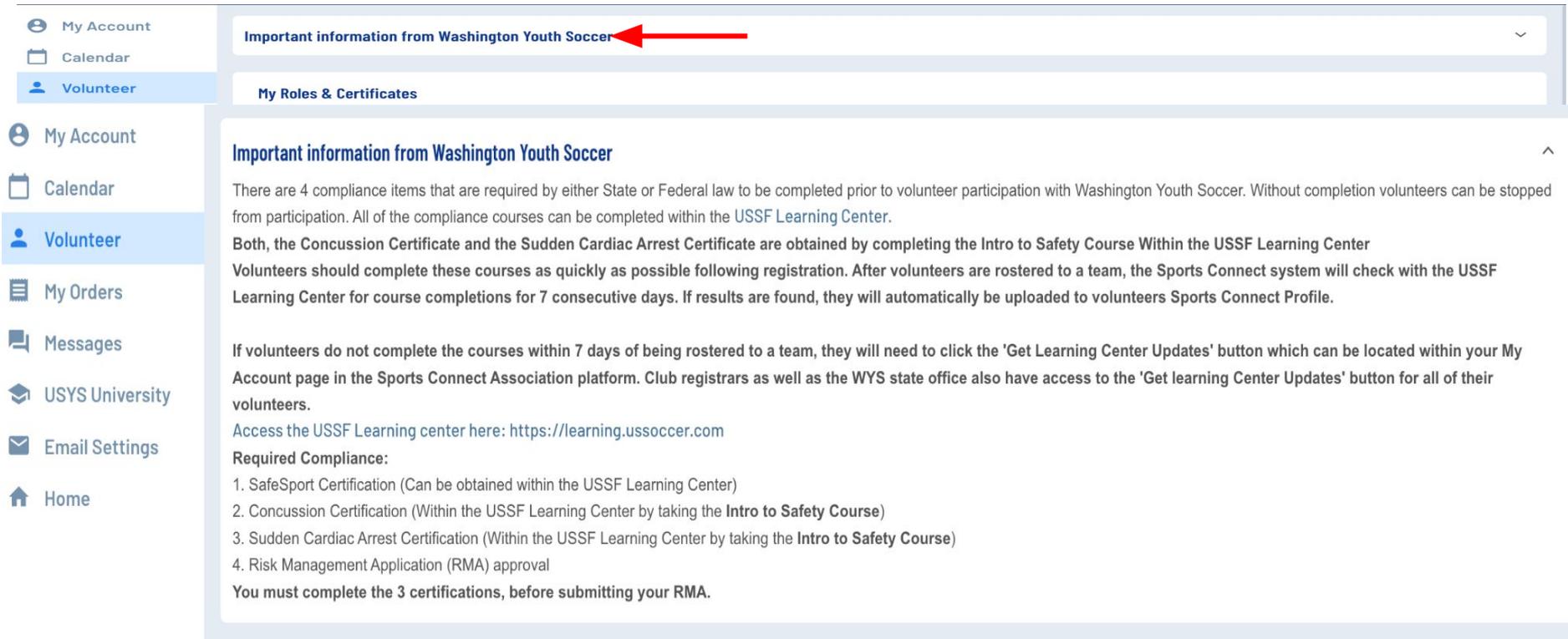
[Upload](#)

Only .jpeg, .png, .jpg, .pdf and .gif files are allowed.  
Max File Size Allowed: 10MB

[Cancel](#) [Submit](#)

# Step 4 NOTE

If you click on [Important Information from Washington Youth Soccer](#), this is what you will see:



**Important information from Washington Youth Soccer**

**My Roles & Certificates**

**Important information from Washington Youth Soccer**

There are 4 compliance items that are required by either State or Federal law to be completed prior to volunteer participation with Washington Youth Soccer. Without completion volunteers can be stopped from participation. All of the compliance courses can be completed within the [USSF Learning Center](#).

**Both, the Concussion Certificate and the Sudden Cardiac Arrest Certificate are obtained by completing the Intro to Safety Course Within the USSF Learning Center**

Volunteers should complete these courses as quickly as possible following registration. After volunteers are rostered to a team, the Sports Connect system will check with the USSF Learning Center for course completions for 7 consecutive days. If results are found, they will automatically be uploaded to volunteers Sports Connect Profile.

If volunteers do not complete the courses within 7 days of being rostered to a team, they will need to click the 'Get Learning Center Updates' button which can be located within your My Account page in the Sports Connect Association platform. Club registrars as well as the WYS state office also have access to the 'Get learning Center Updates' button for all of their volunteers.

Access the USSF Learning center here: <https://learning.ussoccer.com>

**Required Compliance:**

1. SafeSport Certification (Can be obtained within the USSF Learning Center)
2. Concussion Certification (Within the USSF Learning Center by taking the **Intro to Safety Course**)
3. Sudden Cardiac Arrest Certification (Within the USSF Learning Center by taking the **Intro to Safety Course**)
4. Risk Management Application (RMA) approval

**You must complete the 3 certifications, before submitting your RMA.**

# Step 5 Create an Account with the US Soccer Federation Learning Center

All training courses will be completed with the USSF Learning Center. Use the **SAME EMAIL ADDRESS** you used to sign up with Sports Connect, this will ensure your accounts sync.

**DO NOT SUBMIT YOUR BACKGROUND CHECK IN THE USSF LEARNING CENTER, YOU WILL BE CHARGED A NON REFUNDABLE FEE. YOU WILL SUBMIT YOUR BACKGROUND CHECK THROUGH WYS AT NO COST.**



COACHING EDUCATION

REFEREE PROGRAM

RECOGNIZE TO RECOVER

HELP ▾

DIRECTORY

LOG IN

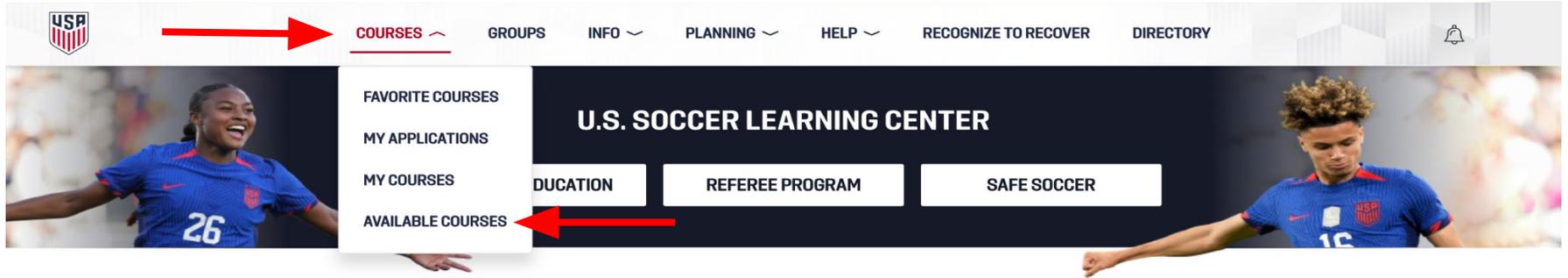
SIGN UP



## SAFE SOCCER

Protecting the health and safety of our players, coaches, and families is everyone's responsibility. Here you'll find links to complete screenings and training as part of your journey with U.S. Soccer. If you encounter issues or have questions, please email us at [safesoccerclearance@ussoccer.org](mailto:safesoccerclearance@ussoccer.org). To learn more about the program, click [here](#).

# Step 6 Select Your Course under Available Courses



The screenshot shows the top navigation bar of the U.S. Soccer Learning Center website. The navigation menu includes: USA (with logo), COURSES (highlighted with a red arrow), GROUPS, INFO (with dropdown arrow), PLANNING (with dropdown arrow), HELP (with dropdown arrow), RECOGNIZE TO RECOVER, and DIRECTORY. Below the navigation bar is a dark banner with the text "U.S. SOCCER LEARNING CENTER" and three buttons: EDUCATION, REFEREE PROGRAM, and SAFE SOCCER. A dropdown menu is open under "COURSES", listing: FAVORITE COURSES, MY APPLICATIONS, MY COURSES, and AVAILABLE COURSES (highlighted with a red arrow). The banner also features images of two soccer players in blue USA jerseys.

## COACHING ARTICLES

[VIEW ALL](#)



<https://learning.ussoccer.com/#>



INCLUSIVITY



INCLUSIVITY



INCLUSIVITY

# Step 7 Complete Your Courses

Complete SafeSport and Introduction to Safe and Healthy Playing Environments, and sign the Code of Conduct.

GROUPS COACHING EDUCATION REFEREE PROGRAM RECOGNIZE TO RECOVER HELP DIRECTORY 

<b>SafeSport</b>	Valid through: 07/18/2023	● EXPIRED	<a href="#">RENEW</a>	^
<a href="#">I'VE ALREADY DONE SAFE SPORT</a>				
<b>30 - 90 minutes</b> SafeSport training is a requirement of the USOPC for anyone involved in youth sports. This training is provided by the U.S. Center for SafeSport and requires yearly refreshers. Click the red button to launch the training; you will automatically be taken to the appropriate modules. This training is not required for any individual under the age of 18.				
<b>Introduction to Safe and Healthy Playing Environments</b>	Valid through: 04/14/2024	● EXPIRED	<a href="#">RENEW</a>	^
<b>30 minutes</b> Understanding and knowing how to react to emergencies is an important part of our responsibility as leaders in the sport. This training will help you identify and respond to common issues that occur on the field; it is good for one year from the date of completion. Click the red button to launch the training.				
<b>Code of Conduct</b>	Valid through: 04/13/2024	● EXPIRED	<a href="#">ACCEPT NOW</a>	^
<b>5 minutes</b> U.S. Soccer's Code of Conduct establishes pillars of conduct that serve to guide an individual's behavior while representing U.S. Soccer. Reading and acceptance of the Code of Conduct will be tracked annually.				
<b>Up to date profile information</b>	Valid through: 04/13/2024	● EXPIRED	<a href="#">UPDATE PROFILE</a>	^
<b>1 minute</b> To ensure you receive timely notifications about your certifications and other educational programs, please update or confirm the accuracy of your contact information.				

# Step 7a. Appearance of Completed Courses

**REPEAT: DO NOT SUBMIT YOUR BACKGROUND CHECK IN THE USSF LEARNING CENTER. YOU WILL SUBMIT IN YOUR SPORTS CONNECT ACCOUNT.**

PHASE 1 COMPLETE ✓

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**SafeSport** Valid through: 03/04/2026 ● COMPLETE  ∨

[I'VE ALREADY DONE SAFE SPORT](#)

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**Introduction to Safe and Healthy Playing Environments** Valid through: 04/14/2024 ● EXPIRED [RENEW](#) ∧

**30 minutes** Understanding and knowing how to react to emergencies is an important part of our responsibility as leaders in the sport. This training will help you identify and respond to common issues that occur on the field; it is good for one year from the date of completion. Click the red button to launch the training.

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**Code of Conduct** Valid through: 04/13/2024 ● EXPIRED [ACCEPT NOW](#) ∧

**5 minutes** U.S. Soccer's Code of Conduct establishes pillars of conduct that serve to guide an individual's behavior while representing U.S. Soccer. Reading and acceptance of the Code of Conduct will be tracked annually.

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**Up to date profile information** Valid through: 04/13/2024 ● EXPIRED [UPDATE PROFILE](#) ∧

**1 minute** To ensure you receive timely notifications about your certifications and other educational programs, please update or confirm the accuracy of your contact information.

# Step 7b. All Courses Completed in USSF Learning Center

Do I need to complete the requirements on this page?

PHASE 1 COMPLETE ✓

## SafeSport

Valid through: 03/04/2026

● COMPLETE



I'VE ALREADY DONE SAFE SPORT

## Introduction to Safe and Healthy Playing Environments

Valid through: 03/04/2026

● COMPLETE

SHOW



## Code of Conduct

Valid through: 03/04/2026

● VALID

SHOW



5 minutes

U.S. Soccer's Code of Conduct establishes pillars of conduct that serve to guide an individual's behavior while representing U.S. Soccer. Reading and acceptance of the Code of Conduct will be tracked annually.

## Up to date profile information

Valid through: 03/04/2026

● VALID

UPDATE PROFILE



1 minute

To ensure you receive timely notifications about your certifications and other educational programs, please update or confirm the accuracy of your contact information.

## Step 8 Submitting Your Background Check

Once you have completed your courses through the USSF Learning Center, the results **WILL AUTOMATICALLY SYNC** with your Sports Connect account. **YOU DO NOT NEED TO UPLOAD ANY CERTIFICATES!**

The syncing process can take anywhere from one to 48 hours. If your accounts do not sync within 48 hours, please email the Harbor Soccer Club [Registrar](#).

On the next slide, you will see what your Sports Connect account will look like when you are ready to submit your background check.

# Step 8a. Completed Courses Synced with Sports Connect

Check the Risk Status box and click Renew & Update.

My Orders

Messages

USYS University

Email Settings

Home

Harbor Soccer Club Pierce County Soccer Association

<input type="checkbox"/>	Certification	Expiration Date	Status	Compliant
<input type="checkbox"/>	Risk Status	04/30/2023	Expired	⚠
<input type="checkbox"/>	Concussion Certificate (Intro to Safety course)	03/04/2026	Verified	✓
<input type="checkbox"/>	Sudden Cardiac Arrest (Intro to Safety course)	03/04/2026	Verified	✓
<input type="checkbox"/>	SafeSport Certificate	03/04/2026	Verified	✓
<input type="checkbox"/>	Coaching License	None	None	

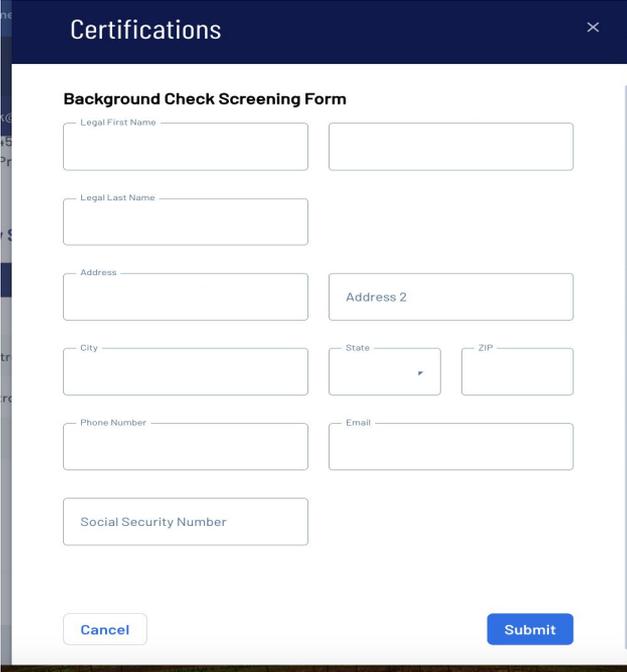
Renew & Update

# Step 9 Submit Your Background Check through WYS

After clicking [Risk Status](#) and [Renew & Update](#), you will be asked to enter your SSN - this information **IS NOT** added to your Sports Connect account and is confidential. Once you have submitted your background check, it may take up to 72 hours to process. Your Sports Connect account will automatically be updated, and when your background check has cleared, you will be added to the roster. Thank you for your support of Harbor Soccer Club!

If you have any questions or need assistance, please contact Lisa Frank at [Harbor Soccer Club Registrar](#)

**Go Harbor!**



The image shows a screenshot of a web application window titled "Certifications" with a close button (X) in the top right corner. Inside the window is a "Background Check Screening Form" with the following fields:

- Legal First Name: Two input boxes.
- Legal Last Name: One input box.
- Address: One input box.
- Address 2: One input box.
- City: One input box.
- State: A dropdown menu.
- ZIP: One input box.
- Phone Number: One input box.
- Email: One input box.
- Social Security Number: One input box.

At the bottom of the form, there are two buttons: "Cancel" on the left and "Submit" on the right.