

Onboarding Document: Risk Management Requirements

Purpose

This document is provided to new and ongoing club staff, such as coaches, team managers, and other club staff (ex. board members). It describes the necessary risk management requirements and compliance needed in order to participate as a volunteer for Evansville Soccer Club (ESC).

Requirements

Per ESC policy, which is adapted from Wisconsin Youth Soccer Association (WYSA) and Madison Area Youth Soccer Association (MAYSA), we require the following risk management components to be up to date, in order to coach or participate as a club staff volunteer (team manager, board member, etc.). These are mandatory and driven by the compliance requirements in the MAYSA governing body in Playmetrics.

1. SafeSport Course Certification
2. Background Screening

Process

New Coaches

1. Registrar will add all coaches for an upcoming season into the WYSA/MAYSA portion of Playmetrics.
2. New personnel will need to accept the invitation from the Playmetrics email, to join the given club/role and create a Playmetrics account.
3. This will then give you access and notifications of necessary requirements, as well as other communications from WYSA/MAYSA.

Returning Coaches

1. Playmetrics will send reminder emails when you are approaching expiration for either the SafeSport certification or the background screening. This will come through via email, as well as in-app notifications.

All Coaches

SafeSport

1. You will need to have an active account on US Soccer Learning in order to complete your SafeSport certification. This can be created and accessed here: [U.S. Soccer Learning Center](#).
2. Follow these [instructions](#) from WYSA on to complete the SafeSport training.
 - a. **You only need to complete the SafeSport certification; you do not need to complete the entire Safe Soccer course.** This is described in the WYSA instructions as well.
 - b. At the bottom of the WYSA instructions, they include how to check that the certificate gets linked to your Playmetrics account (should be automatic).

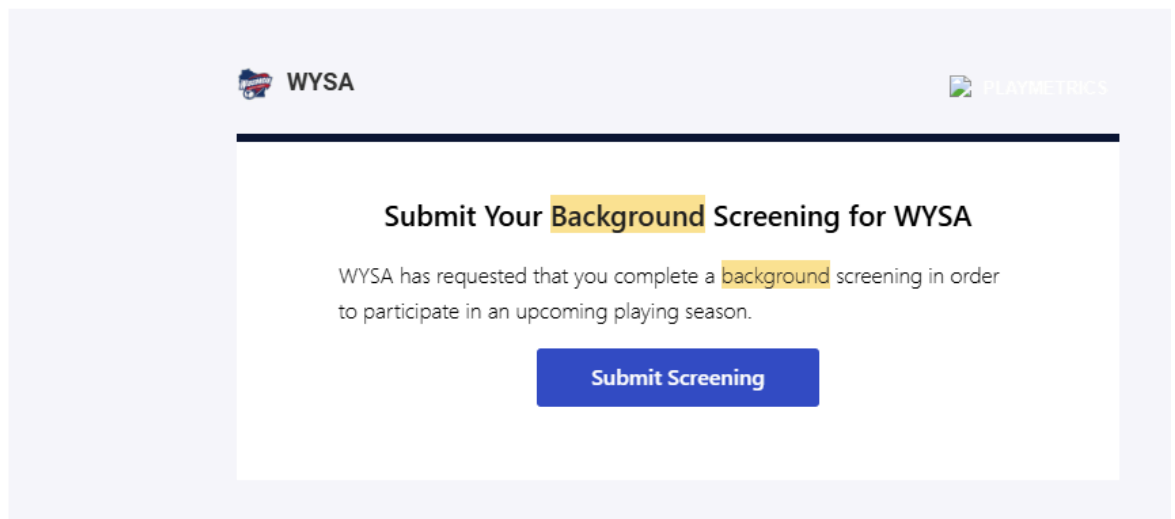
Background Screening

1. These are completed directly through WYSA's background service.
 1. You will not need to pay any out of pocket costs for the screening.
2. New coaches, and coaches with an expiring screening, should receive an email that looks similar to this:



WYSA <noreply@wysa1014.gmail.playmetrics.com>
to me ▾

Thu, Aug 15, 2024, 10:31 AM



3. Follow the instructions on the screening service website to complete the background check.
4. ESC will receive any flagged checks, and depending on circumstances, may need to revoke your ability to volunteer for the club (based on ESC and MAYSA policies).

Risk Management Status in Playmetrics

You can access and see the current status of your verification requirements at any point in your Playmetrics account, online or via the mobile app. Here is a help center guide from Playmetrics with step by step instructions: [Risk Management Requirements](#)