

The **Requirements** for **ALL** coaches, managers, team admins (anyone that has contact with the players), TSSA Staff and BOD complete these requirements yearly, and although it is not stated in policy, we encourage your BOD to also complete these requirements. All these requirements can be found, at all times, on our website under Member Services- Forms- Risk Manager In a Box.

1. [Background Check](#)
  - a. This time of year, approval can take 10-14 days. (Checks require additional time if processing through multiple counties and/or states.) We thank you for your patience and understanding. If an individual needs credentials to log into their existing account, or if anyone has forgotten a password, please have them email [memberservices@tnsoccer.org](mailto:memberservices@tnsoccer.org) **PRIOR** to the creation of a new account.
2. [SafeSport Training](#)
  - a. Please be sure to use the appropriate link within the instructions.
3. [CDC Heads Up Concussion Training](#)
  - a. Instructions stored within Risk Manager In a Box- Concussion Forms

Once an individual has completed #2 and #3 above, they will receive a certificate for each, this is what should be uploaded within their Affinity/Sports Connect profile. Some profiles automatically sync (through an API) with Affinity/Sports Connect, others do not. If they do not, those certificates must be verified by a Club Admin. Please note that on July 1 (20 days ago), all accounts were purged of any certificate dated prior to May 1, 2023. Only certificates received on May 1, 2023, or after were maintained. Once again, all uploaded certificates prior to May 1, 2023, have now been purged. If an individual does not have the above Risk Management items completed, they will not appear on the Official TN State Soccer Roster (needed for TSL games). **Club Admins should not manually verify any certificate dated before May 1, 2023.**