

RISK MANAGEMENT INSTRUCTIONS FOR COACHES, ADMINS, AND VOLUNTEERS (RM, SS, CC, CARDIAC) (All info is on the Website: wvsoccer.net under Youth)

The Risk Management information below is for all WWSA officers, coaches, managers, and volunteers. Risk Management information must be updated each seasonal year (fall/spring) so your information and assignments are correct in our soccer database.

Risk Management/Background check link:

<https://wvsa-rm.affinitysoccer.com/reg/index.asp>

- **Background checks** **Due every 2 years**
- **Risk Management** information **must be updated each seasonal year** (fall/spring) so your information and assignments are correct in our soccer database.

RM/Background check Instructions:

[Microsoft Word - #2 RM BGC Instructions 8 23 \(wvsoccer.net\)](#)

Required Course instructions:

Courses link: (all three courses)

[West Virginia Soccer Association \(talentlms.com\)](#)

1. Concussion Management Course – Due every 2 years

2. Sudden Cardiac Arrest Training: Due every 2 years

Anyone with a current CPR/AED card can upload that instead

3. SafeSport - WV Soccer Abuse Prevention Training for Adults Due Yearly

Link is in the upper right-hand corner of screen; some may be under MORE.

- **SafeSport Trained - U.S.S.F - also referred to as "Core" training (first year)
Set aside 90 min for this initial course.*
- **SafeSport Refresher 1 (year 2)*
- **SafeSport Refresher 2 (year 3)*
- **SafeSport Refresher 3 (year 4 then start over with Core)*



KEEP YOUR USERNAME AND PWs for all!!!!!! Download and save all certificates as all do not automatically transfer to your account, you will need to upload them.

Optional Training: Minor Athlete and Parent SafeSport Training:
[minor_athlete_and_parent_safesport_training.pdf \(wvsoccer.net\)](#)

RISK MANAGEMENT TROUBLESHOOTING:

Q- What if I do not get a page to enter my SS# and submit?

A-Make sure you are using WWSA RM URL and not your clubs! <http://wvsa-rm.affinitysoccer.com>. You may need to totally log out of the one you are using and enter ours!

Q- How long will it take for my background check to come back?

A-Normally, within 24 hours but can take several days. To speed up the process make sure you add your middle initial.

Q-What if I get my child or spouse's name when I go to submit for my background check?

A-See answer above, or you are not logging in with your own Username and PW, everyone must have their own for submitting for their BGC

Q-What does it mean when this is in my Risk Status on my registration? See below

APPROVED = Background check successfully run. No negative results, admin is approved

EXPIRED = All admin with expired background checks (good for two years)

REVIEW COMMITTEE = Background check successfully run; questionable results came back that need to be reviewed by the State Risk Management Director

FAILED = Not able to coach/admin

SENT = successfully sent to BGC company, results have not returned yet (allow at least 48 hours for your BGC to process)

NONE = A background check has NOT been run, they have not completed the process (see instructions, link above)

Please contact me with any questions you may have regarding your Risk Management. Kristi Acord - kristi@wvsoccer.net

For help with any other club related registration issues, contact your Club registrar or Beth Noss - beth@wvsoccer.net

********* For GotSport information please contact Beth Noss – beth@wvsoccer.net