



MSYSA Background Check Compliance: How To & FAQ

For the 2018-19 soccer year, MSYSA is not mandating any specific Background Check (BGC) provider or running the BGC at the state level on behalf of your organization. It is your organization's responsibility to:

- Run BGC on all of your coaches and volunteers,
- Ensure compliance re: Concussion & Sexual Abuse Prevention training,
- Update BGC status at the association (MSYSA) level.

Options for Background Checks:

1. Use your own BGC provider and manually update the status and expiration dates in the MSYSA database, or
2. Use an integrated BGC process through Reference Service, Inc.
 - One Step Process - results automatically update,
 - Your Cost: \$6.50 per BGC.

How to:

Coaches:

- During normal Coach registration – register online through your association's US Soccer Connect account,
- During that process, agree to the ELA* for MSYSA (BGC)
**ELA for MSYSA to have permission for insight to integrated or manual checks,*
- After registering, upload your Concussion Training & Sexual Abuse Prevention Training course completion certificates via your US Soccer Connect membership account.



How to:

Administrators/Risk Management Liasons:

If using your own BGC provider/manual entry:

1. Contact the state office (registration@msysa.org) to have your Risk Mgmt. Coordinator/Liasion set up with access to the association level reports,
2. Go to the Association log-in after your access is established,
3. Click on the 'Coaches/Volunteers' menu and select 'Background Checks,'



4. Do NOT hit the 'Submit Selected Background Checks to Reference Services' button. If you do this, your club will be billed for the processed BGC,
5. Select the record(s) you wish to manually update, based upon your BGC results, and update the status and expiration date for those individuals,



The report will allow you to query by those not processed so you can easily manage those coaches still needing to be approved.

If using Integrated Solution (RSI):

1. Contact the state office (registration@msysa.org) to have your Risk Mgmt. Coordinator/Liasion set up with access to the association level reports.
2. Go to the Association log-in after your access is established,
3. Click on the 'Coaches/Volunteers' menu and select 'Background Checks,'



- Select the registrant(s) you wish to process through RSI,

Background Checks

2018-2019 Season		Find name	Add Filter			
<input checked="" type="checkbox"/>	Name	Birthdate	Background Check ID	Expiration Date	Status	Recommended Action
<input checked="" type="checkbox"/>	Maryland Parent	06/11/1973	1324514		Not Cleared (Not Yet Run)	Application needs to be run.

- Click the 'Submit Selected Background Checks to Reference Services' button,
NOTE: You will be charged \$6.50 per BGC - viewable in your club invoicing system,



- The results of the BGC will automatically display here once finalized and the last column of the report will have a link to a report for that specific BGC details.
- Your club invoicing will have a separate line item for BGC processing at \$6.50 per BGC.



FAQ:

Q: Where do I go to complete concussion training?

A: CDC: <https://www.cdc.gov/headsup/youthsports/training/index.html> -or-

NFHS: <https://nfhslearn.com/courses/61064/concussion-in-sports>

Q: Where do I go to complete sexual abuse prevention training?

A: Each club must designate an Abuse Prevention Liason (this should also be the Risk Management Coordinator) who will register the clubs' team officials with Abuse Prevention Systems. APS will email the link to each of those individuals to complete the awareness training. Contact the state office for more information

Q: How do I upload course completion certificates for concussion and/or sexual abuse prevention training?

A: Coaches can upload the certificates in their individual member accounts.

A: Club Admins can also upload the files via their US Soccer Connect system log-in. Run a report on coaches and click on the upload options under the Concussion and Sexual Abuse Prevention columns (as shown in this image).

<input type="checkbox"/>	Name	Birth Date	Association ID	Assignment	Assigned Category	\$	🔄	📷	🏠	🔗	📄	👤
<input checked="" type="checkbox"/>	Maryland, Parent	06/11/1973	MARYLPAR1973061111026045	Team	Coach Pool	\$	🚫	📄	📄	📄	📄	📄

Q: Where can I find info on Reference Services?

A: <http://www.referenceservices.com/>