

Instructions for PA West Soccer Background Check System/Uploading Clearance Documents

1. Go to the “Risk Management” page under the “Coaching” section on the PA West website. Select “To Access PA West Soccer’s Online Risk Management Portal” highlighted in red.

RISK MANAGEMENT

Welcome to PA West Soccer’s Online Risk Management Program & Background Checking System!

You Need To Know

PA West Soccer does not provide background checks. You must get them from the providers designated by Pennsylvania. We have provided an outline below of what is needed and links to each of those clearances. Please review the information on this page thoroughly. Once you’ve acquired the required clearances you will then upload them into our risk management system via the link provide below “To Access PA West Soccer’s Online Risk Management Portal”.

To Access PA West Soccer’s Online Risk Management Portal - [Click Here](#) (no fee; applications reviewed during regular review cycle of up to 10 business days)

To Access PA West Soccer’s Expedited Online Risk Management Portal - [Click Here](#) (30.00 fee; application reviewed with 24 hours during normal business hours)

Instructions for using the PA West Soccer Online Risk Management System: [Click Here](#) (pdf)

Tips for uploading Clearance Documents: [Click Here](#) (pdf)

State Law Change Affects All Clubs

The PA Child Protective Services Law changed effective January 1, 2015. All background checks must be completed using the provider designated by Pennsylvania per the requirements of the law. Individuals fall into two categories...paid and volunteer...and each has its own set of required clearances. **All individuals must upload the required documents into the PA West Soccer Online Risk Management System (link to the portal and additional info at the bottom of the page).**

Volunteers must provide the following:

- State Police Criminal Record Check (*provided free to volunteers*)
- PA Child Abuse History Clearance (*provided free to volunteers*)
- if PA resident for at least the past 10 years...a complete and notarized Volunteer affidavit
- if PA resident for less than the past 10 years...FBI Criminal Background Check (*requires purchase of clearance*)

Coaching
Become A Coach
Licenses
Resources
Jobs
Coaching 4 Community
Awards
Risk Management
Sideline Etiquette
Talent Scout Courses

2. You’re now on the “Login” page through Sports Connect. On this page, you will log in by entering your e-mail address or username if you have an existing account. If you have not created an account previously, select ‘create an account’.

« Return to Prior Page

Login with email

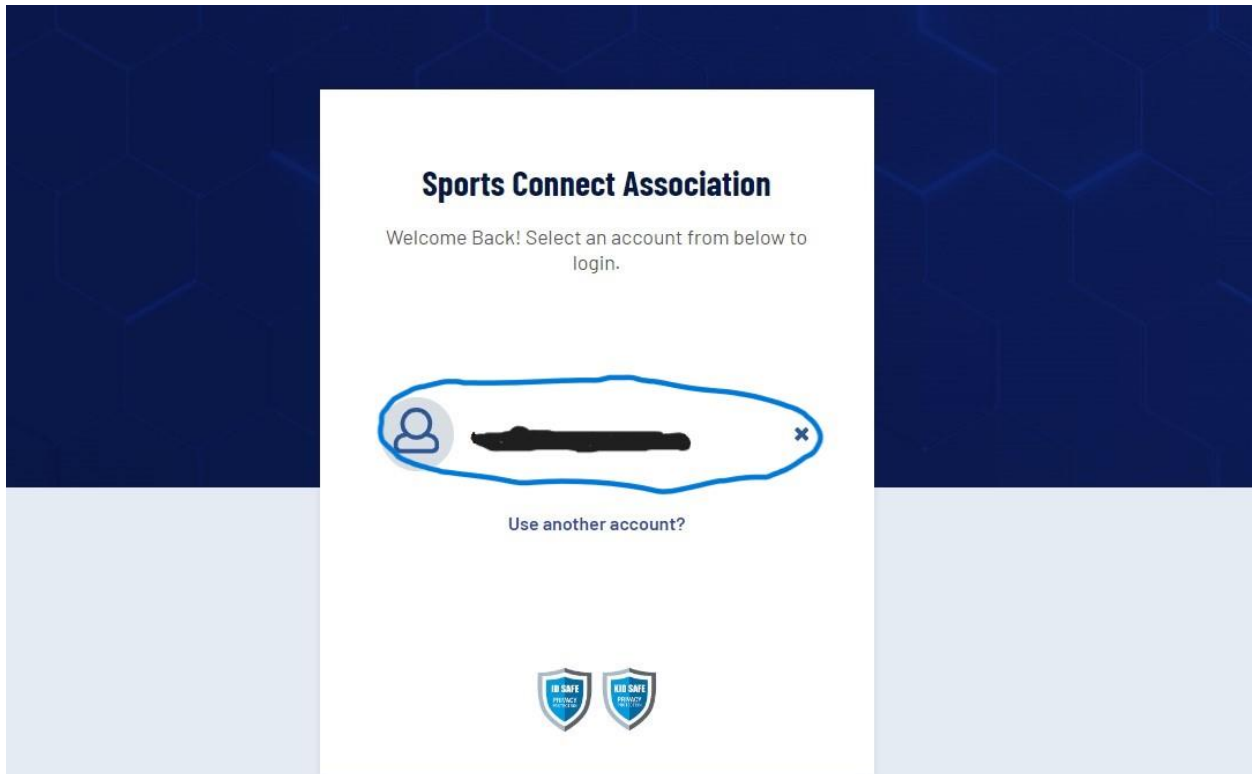
Need to login with your username and password?

Login with Username

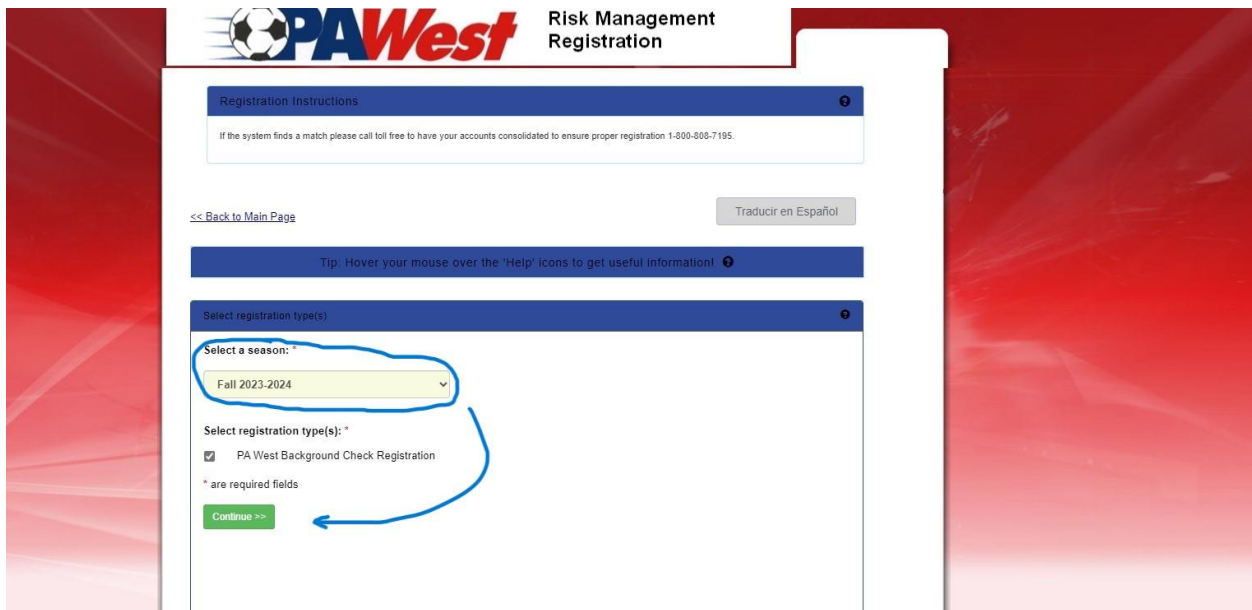
Don't have an account?

Create Account

3. After the account is created or signed in successfully, you will click on the account that shows.



4. After you select the account associated, you will be brought to the screen where you will select the season from the dropdown option on the left-hand side of the screen. Once the season has been selected, you will click 'continue'.



5. On the “Account Primary Contact” page, click continue...

Add Family Member >> **Create Registration >>** **Accept ELA >>** **Make Payment >>** **Print Form**

Account Primary Contact

Name: [Redacted]
Address: [Redacted]
Phone: [Redacted]
Email: [Redacted]

Please add any new family members as needed. To update an existing member's contact info, click 'Edit'. A profile's name, DOB and email cannot be changed in this process. Click 'Continue' to proceed to the registration page.

To switch the primary contact, please click [Switch Primary](#).

Add All Your Family Members To Be Registered

If there is no family member to be added, please click continue.

[Add New Player](#) [Add New Parent/Guardian](#) [Continue >>](#)

Name	IDNum	DOB	Gender	Relationship	Edit
[Redacted]	86391-399971	[Redacted]	M	No Relationship	Edit

6. You are On the “Register for Season 20XX” page...click ‘register as coach/admin’.... In the pop-up select ‘background check’ and the system will advance automatically.

PAWest Risk Management Registration

Logout

Traducir en Español

Add Family Member >> **Create Registration >>** **Accept ELA >>** **Make Payment >>** **Print Form**

Register Only Members Who Participate This Season (Fall 2023-2024)

Name	ID Num	DOB	Relationship	Registration
[Redacted]	86391-399971	[Redacted]	No Relationship	Register as Coach/Admin

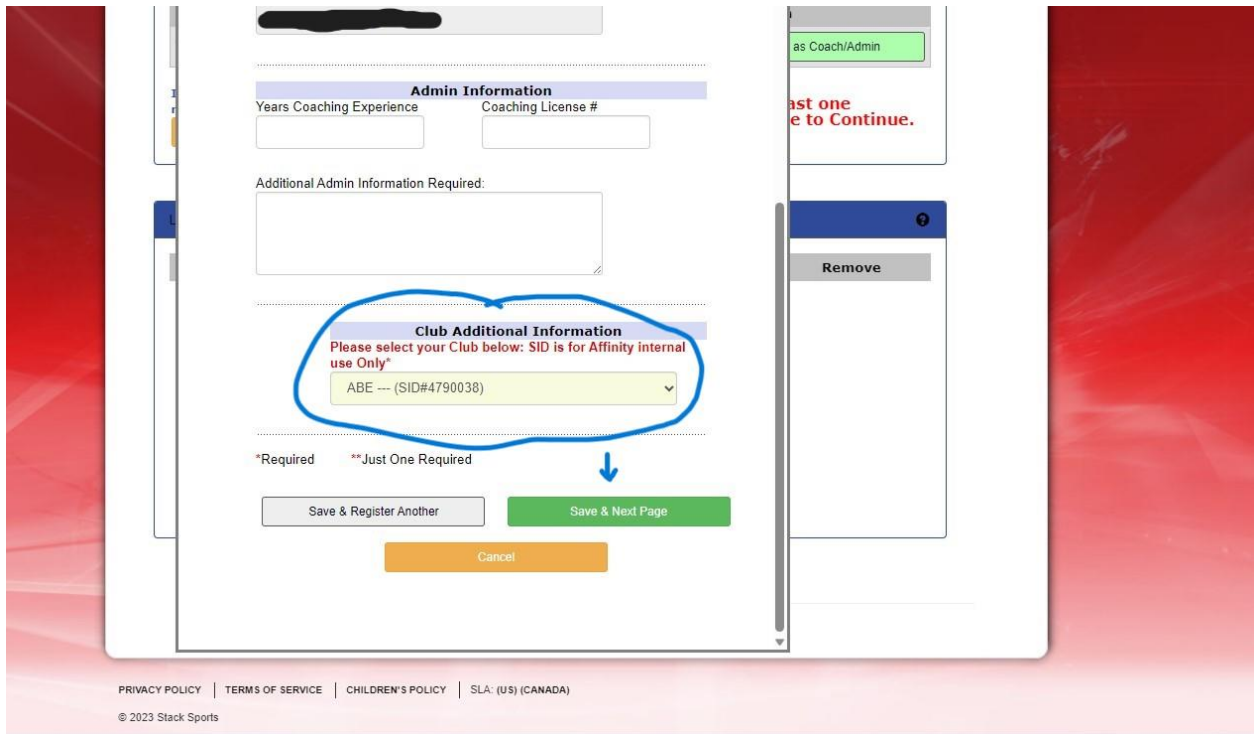
If you would like to add additional family members please click the back button. [<< Back](#)

Please register at least one family member above to Continue.

List Of Registrations Just Created

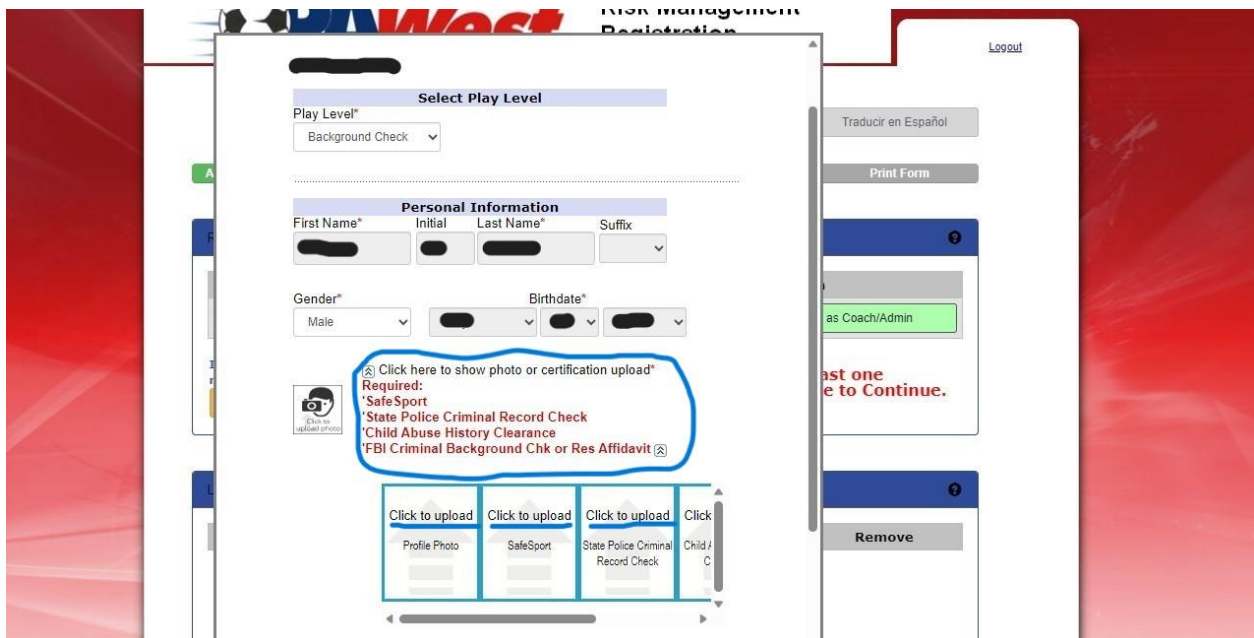
Name	IDNum	DOB	PlayLevel	AgeGroup	RegType	Remove
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After you select ‘Register as Coach/Admin’, you will be brought to a screen where you will select the SID of the club you are affiliated with. Then you will click ‘Save & Next Page’.



7. Pop-up reveals your admin record. Just below your birth date click on the 'click to upload photo and documents' link. c. You'll see four (5) icons. The first is for your photo (only upload a photo in this slot). The next four are for clearance documents highlighted in red and circled in blue. Click on each icon, then the 'browse your computer' button to find the doc and upload it...once all three have been uploaded...scroll to the bottom of the popup and click 'save'.

Note: The system automatically uploads the docs at 100% of their size so do not use the resizing tool unless you know your document is too small or too big.



8. You'll return to the "Register for Season 20XX" page...click 'continue'. On the "Accept ELA" page...there is no ELA...click 'agree and continue'.

1 of 3 Background check consent

The Soccer Association and its affiliates have a great deal of concern about the safety of children. As a parent and/or person interested in the well being of children, we believe you are entitled to know how our organization is dealing with this critical issue. In addition, as an applicant for a coach/admin/volunteer with our organization, you need to know the measures we employ to protect children in our care, as well those who apply to be a coach/admin/volunteer. I HAVE READ, UNDERSTAND, AND AGREE THAT: A. It is the policy of THE SOCCER ASSOCIATION to exclude or deny membership to persons convicted of certain crimes or whose prior history includes sexual misconduct, abuse of alcohol, use of illegal drugs, or conduct that casts serious doubt on an individual's ability to be entrusted with the supervision, guidance, and care of minor children. B. In applying for a coach/admin/volunteer position, I consent to and authorize THE SOCCER ASSOCIATION to perform a criminal background check and I hereby waive any right to assert that such investigation or request constitutes an invasion of my privacy. I further acknowledge that a background check can be performed at anytime without further consent during the time in which I am a coach/admin/volunteer. I recognize that such inquiries are in the interests of all persons involved in THE SOCCER ASSOCIATION activities, and I fully consent to such investigations. C. In applying for a coach/admin/volunteer position, the accuracy and completeness of the information that I have furnished is subject to verification. As such I have provided/uploaded a copy of my driver's license or state ID card and understand that a copy of said image will be securely retained online within my record on the Affinity Sports system. D. I, the undersigned, do hereby remise, release and

I Accept

2 of 3 CERTIFICATION / CONSENT FOR CRIMINAL BACKGROUND CHECK / AUTHORIZATION / WAIVER / RELEASE / INDEMNITY

liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer/staff member.

I further agree to conform to the rules, regulations, and policies of PA West and its affiliates and I understand that my service/employment and compensation, if any, can be modified or terminated, with or without notice or cause, at any time, at the option of either PA West and its affiliates, or myself. I understand that no representative of PA West has the authority to enter into any agreement for service/employment for any specified period of time, or to make any agreement contrary to the foregoing. I understand and agree that PA West or its affiliates may, in their sole discretion, decline to accept my application for volunteer/staff services with or without cause.

I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE ABOVE CERTIFICATION / CONSENT FOR CRIMINAL BACKGROUND CHECK / AUTHORIZATION / WAIVER / RELEASE / INDEMNITY, AND THAT I ACCEPT AND SIGN THIS FORM VOLUNTARILY.

3 of 3 Waiver of Liability

I/We, the parent/guardian of the player, a minor, and the player agree to the following rules: (1) To abide by the rules of THE STATE ASSOCIATION, its affiliated organizations and sponsors. Recognizing the possibility of physical injury associated with soccer and in consideration for THE STATE ASSOCIATION accepting the registrant for its soccer programs and activities (the "Programs"), I hereby release, discharge and/or otherwise indemnify THE STATE ASSOCIATION, its affiliated organizations and sponsors, their employees and associated personnel, including the owners of fields and facilities utilized for the Programs, against any claim by or on behalf of the registrant as a result of the registrant's participation in the Programs and/or being transported to or from the same, which transportation I hereby authorize. (2) To hereby give my consent for emergency medical care prescribed by a duly licensed Doctor of Medicine or Doctor of Dentistry. This care may be given under whatever conditions are necessary to preserve the life, limb or well-being of my dependent.

I Accept

3 of 3 Waiver of Liability

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I Accept

Your First Name* Your Last Name*

<< Back Print **Agree & Continue >>**

9. On the "Make Payment" page...there is no fee...simply click 'No Payment Due, Continue' button. This will create your order for a background check so PA West Soccer is aware your documents are ready for review and approval.

10. On the "Print Form" page you can print a receipt...and click 'Log out and Back to...' button.

Do Not Upload The Following Items:

- A copy of a receipt from state police, child abuse, or fingerprinting.
- A coaching license
- An affidavit that is not notarized
- If the scan of your affidavit or FBI clearance is two separate pages...do not upload the first page. If you upload any of these or there is another problem with your uploaded documents PA West Soccer will contact you with information about the problem. To correct the problem, you will need to follow the steps above. You cannot upload the documents from any other login portal.