



## Michigan State Youth Soccer Association RISK MANAGEMENT PROGRAM



MSYSA Risk Management Coordinators:

The introduction of a National Background Screening company prompted an entire update to the MSYSA Risk Management System ranging from a new online form, to the ability to print off your clearance at any time, to utilizing email to send the approved clearances. MSYSA made every effort to take into account various suggestions regarding the problems with the old system to ensure that most, if not all, of those problems are resolved with this new system.

The New RM System attempts to verify an applicant in the system, if the applicant is found, he/she is able to download and print off their clearance or recertify to extend their expiration date for another 2 years. If the system is unable to verify the applicant, he/she is directed to fill out the RM Certification Form.

Applicants can now double check their application before submitting the information to ensure all their information is accurate. Once everything is submitted the second time, the application will be processed and all approved applicants will receive an email in the next 7-10 days with a link to print off their Certification. The time period coaches and volunteers wait until their Clearances are received will be significantly reduced. **Temporary Clearances are no longer issued. Communicate to your members the need to plan ahead when they are required to be RM Certified for tournaments, games, practices, etc.**

All applicants will need to provide their Social Security Numbers and a valid email address. If either of these two are missing or wrong, the applicant will not receive their clearance. The SSN is only used for purposes of running a National Background Check. All information is stored on a double-password protected, 128-bit encrypted server. Data is encrypted again when uploaded to the National Background Check provider which only they can decrypt. Every effort was made to provide security and protection to our membership's personal information.

MSYSA will still recognize those who currently have a valid RM Clearance (has not yet expired). As they expire, the new system will be used to recertify. All new certifications will be processed using the new system.

A nominal \$10 application fee applies to certify for Risk Management. This fee is allocated to the total cost of running one National Background Check. MSYSA negotiated a phenomenally reduced fee to keep the expense to a bare minimum. Every clearance approved in the new system is valid for a maximum of 2 years.

MSYSA Leagues are now able to view all approved applicants within their league\* in the E-Registration System. The master list (all leagues) of all MSYSA approved coaches\*, and the National DAR (Disciplinary Action Report) list from USYS are also available to view in E-Reg.

Please communicate to your coaches, assistant coaches, trainers, managers, board members, and volunteers about the new RM System. If you have copies of previous Risk Management Application Forms, please discard them and use only the new application. Due to some different information needed on the new form, we are unable to accept any previous versions of the RM paper application.

The next page shows a sample copy of what the new Risk Management Clearances will look like. Have the coaches cut out the card in the lower right-hand corner and get it laminated. The top portion should be retained by the coach for their records.

If you have questions regarding the new system, please feel free to contact Adam Keller, Programs Manager at [akeller@michiganyouthsoccer.org](mailto:akeller@michiganyouthsoccer.org), or 734.459.6220 x201.

\*These lists are updated in real-time as the applicants are approved



# Michigan State Youth Soccer Association RISK MANAGEMENT PROGRAM



Thank you for certifying for the MSYSA Risk Management Program. Below you will find 2 copies of your approved certification. It is highly recommended that you laminate the smaller version of your certification. You must present this certification when participating in MSYSA activities and/or MSYSA League activities. You can recertify online at [www.michiganyouthsoccer.org](http://www.michiganyouthsoccer.org).

**RM NUMBER:** 79855  
**NAME:** Doe, John  
**ADDRESS:** 3558 Maple Creek  
**CITY, STATE, ZIP:** Plymouth, MI 48170  
**LEAGUE NAME:** MSYSA League  
**CLUB:** MSYSA Club  
**EXPIRATION DATE:** 10/11/2008



Retain top portion for your records. See below for a smaller version of your certification and for other important information



**Soccer Kicks for Cancer provides:**

- An opportunity for players to participate in a community service project
- A opportunity for players to improve soccer skills by making "2000 Touches" in 10 days
- Individual, coach, and club incentives, including 10% back to clubs raising \$ 1000 or more

**Kids Helping Kids**

The only youth soccer fundraising program focused on finding a cure for leukemia—the leading cause of disease-related deaths in children.

For more information on how your team can make a difference, please visit our website [www.soccerkicksforcancer.org](http://www.soccerkicksforcancer.org) or call 800 456-5413, ext. 3119

Below is a wallet-sized version of your Approved Risk Management Certification. Please cut out and keep with you for all MSYSA and League related activities. Recertify online at [www.michiganyouthsoccer.org](http://www.michiganyouthsoccer.org). Call the MSYSA State Office at 734-459-6220 if you have any questions.



Michigan State Youth Soccer Association  
RISK MANAGEMENT PROGRAM



---

**RM NUMBER:** 79855  
**NAME:** Doe, John  
**ADDRESS:** 3558 Maple Creek  
**CITY, STATE, ZIP:** Plymouth, MI 48170  
**LEAGUE NAME:** MSYSA League  
**CLUB:** MSYSA Club  
**EXPIRATION DATE:** 10/11/2008