

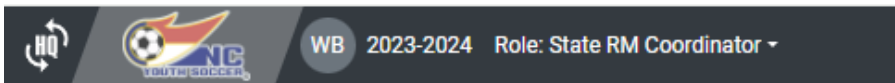


RISK MANAGEMENT COORDINATOR TUTORIAL

LOGGING IN TO NCYSA SINC HQ SYSTEM:

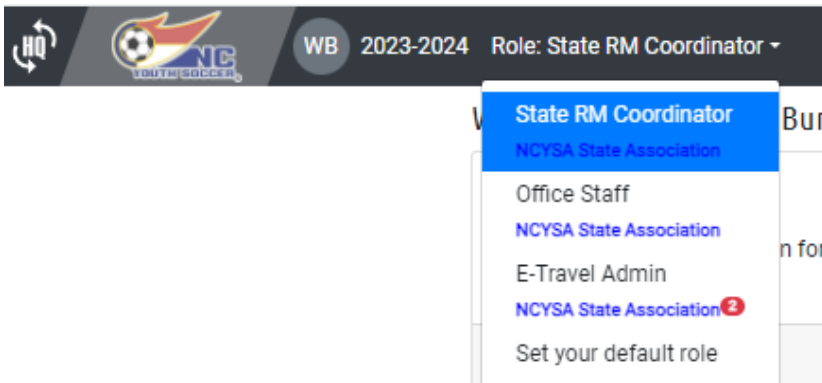
Link to NCYSA HQ: <https://nc.sinchq.com/default.aspx> **BOOKMARK THIS LINK FOR FUTURE USE!**

DEFAULT VIEW: In the top menu bar, you will see the NCYSA logo, a circle with your initials and then a seasonal year and one of your roles (if you have multiple) that you hold within your association.



Welcome back Wendy W Burns

Click on the down arrow to the far right of your “role” and a dropdown menu appears.



Chose “Set your default role” and a new menu appears:

Multiple Roles

You have multiple roles associated with your account. Please select the role you want to be logged into by default.

Association	Role	
NCYSA State Association	E-Travel Admin	<input type="checkbox"/>
NCYSA State Association	Office Staff	<input type="checkbox"/>
NCYSA State Association	State RM Coordinator	<input checked="" type="checkbox"/>

[Set Default Role](#)

Choose the one you use MOST (if more than one) and click the blue “Set Default Role” button.

Now every time you login, you will DEFAULT to the that Role. You can toggle between Roles as needed...and even seasonal years. You cannot work or make changes in the previous seasonal years’ databases once they are closed, but you can VIEW all the information.

HOME SCREEN: When you are logged in, your Default View’s Home screen will always be the first thing you see. I am including a screenshot of mine but yours will look different depending on what other Roles you hold within your association.

You can always get BACK to your HOME screen by clicking on your Initials in the Circle icon.

WB 2024-2025 Role: State RM Coordinator (2024) -

Welcome back Wendy W Burns [Member Profile](#)

To do list... 2

Process 2024 - 2025 Association Setup Review and approve/deny association submissions for the 2024 - 2025 Association Setup	91 tasks Oldest: 3/18/2024 11:34:02 AM	Open
Risk Management Application Complete your Risk Management Application	1 tasks Oldest: 4/30/2024 5:13:27 PM	Open

Associations
View and update information for your association
[Open](#)

Download Data
Download the data you need to an excel spreadsheet
[Open](#)

Financials
Manage accounts, invoices and payments
[Open](#)

The TOP section is your TO DO LIST.

These are the tasks that are waiting for YOU to do something with them in the system.

As the RMC or the ARMC, you will mainly use the Task “Risk Management Pending Payment”. But you will also have the Task - “Association Renewal”. You may not be the one in charge of completing the Renewal Application, but you do have access to it...which is helpful! (more on that later in this document...)

You will also receive an email when a NEW Task is opened for you within the system.

The BOTTOM Modules are areas you have access to within the NCYSA system.

As the RMC & ARMC, you will have the Risk Management module. This is where you can look up individuals to see if they have started their RM application and, if they have, where they are in the

process. This is where you would also check the status of those that you have submitted to NCYSA for a background check.

Who Must Complete a Risk Management Application? – EVERYONE!

Everyone working within your Association/Club must complete a Risk Management Application regardless of age.

A full background check is required for all adults 18 years old or older that will be working as a coach, manager, staff, volunteer, board member, etc. The cost of that background check is \$10 per person and is good for two seasonal years.

Minors will be manually screened through the US Center for SafeSport’s Disciplinary database.

Both Adults and Minors must complete the appropriate SafeSport training. Please see the Risk Management Application Tutorials for more information.

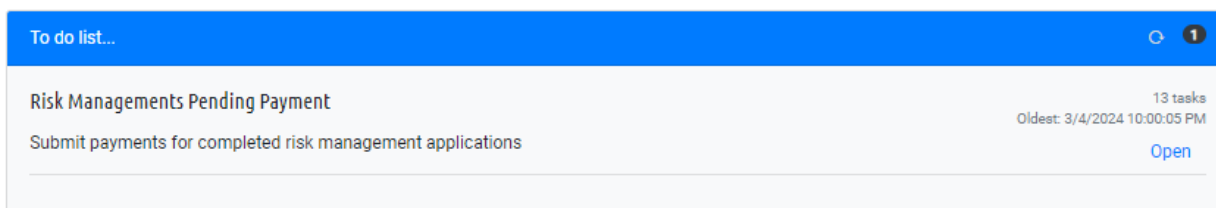
Adult Athletes – those athletes that are 17 years old or older and are rostered to a NCYSA team (competitive, recreational, or TOPSoccer) must also complete an Adult Athlete Risk Management Application BEFORE they are eligible to participate. This includes, but is not limited to, training, scrimmages, practice, games, and tournaments.

- There is a SEPARATE RM system for Adult Athletes. Please see the Adult Athlete Risk Management Application Tutorial for more information.
- There is NO CHARGE to the Association/Club for the Adult Athlete screening. They are manually screened through multiple offender databases.

Link to the NCYSA Risk Management Application: <https://bit.ly/NCYSARM>

HOW TO PAY FOR BACKGROUND CHECKS:

When your TO DO LIST includes the task “Risk Managements Pending Payment”, click OPEN within that task box.



This new screen will show you WHO needs a Background Check performed, what your Account Balance is, how much you owe to pay for all listed, and how to ADD FUNDS if necessary.

[Denied](#) | [Hold/SPL](#) | [Probation](#) | [Restricted](#) | [Suspended/Litigation](#) | [Suspended/D&A](#) | [Minors](#)

Check the boxes next to the people you would like to submit for background checks and then click the Submit Payment button.

Account Balance: \$0.00
[Add Funds](#)

Pending Payment:
 13 BG Checks - \$91.00

Risk Management [Pay for Checked](#)

Filter by:

Displaying: 1 - 13 of 13 Rows: 50

<input type="checkbox"/>	Last Name	First Name	Birth Date	Positions	Check Performed	Expires	BGC Status	Safe Sport	Photo	Complete
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	1 positions	-	N/A	Pending Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	1 positions	-	N/A	Pending Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	1 positions	-	N/A	Pending Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For example...to pay for the individuals shown above, this association would need to first ADD FUNDS since their Account Balance is currently \$0.00 dollars.

- Click the ADD FUNDS link under the Account Balance.
 - **Background Fee is \$10 each.**
 - A new background check is due every other seasonal year.
- Decide how much you want to add to your RM Account.
 - You can just pay for the number of applicants that need a BGC or you can add a larger lump sum for future use.
- Choose if you want to pay by Credit Card, Online Check, or by Mail-In Check.
 - Paying by Credit Card or Online Check gives you instant access to the funds and the ability to process these applications immediately.
 - Paying by Mail-In Check will delay the process until the check is received in the NCYSA office and credited to your RM account.

Add Funds ✕

Account Balance: \$0.00
 # Pending Payment: \$91.00 (13 BG Checks)
 (\$91.00)

Please enter the amount you'd like to add to your account

Payment Method:

Amount to add to your account:

[Add Funds](#)

- Click ADD FUNDS once you have made all your choices.
- An INVOICE is generated on the next screen.

If you chose Credit Card, this is where you would enter that information:

Invoice Details

Risk Management Account Deposit	Seasonal Year: 2023
ASSOCIATION NAME: UNC-Chapel Hill TOPSoccer	
Invoice #: 23RM04604	Date Invoice Created: Wednesday, May 1, 2024 3:51 PM
Deposit Amount	\$100.00
Total	\$100.00
Balance	\$100.00

Payment Information

[Pay by check](#)

Credit Card Information

First Name: Last Name:

Credit Card Number: Expiration: mm/yy CVV:

Billing Information

Billing Address:

City: State:

Zip: Phone:

Email:

Full payment of: \$100.00

If you choose Mail-In Check – Click where it says **“Pay by Check”** in upper right-hand corner. This generates an invoice that you would print off and **mail a copy in with your check.**

Risk Management Account Deposit	Seasonal Year: 2023
ASSOCIATION NAME: UNC-Chapel Hill TOPSoccer	
Invoice #: 23RM04605	Date Invoice Created: Wednesday, May 1, 2024 3:53 PM
Deposit Amount	\$100.00
Total	\$100.00
Balance	\$100.00

IMPORTANT: Make checks or money orders payable to NCYSA. [Print a copy of this invoice and include it with your check.](#)

North Carolina Youth Soccer Association
PO Box 18229
Greensboro, NC 27419
Fax: (336) 856-0204

Once you have FUNDS in your RM Account:

- Click on the box to the left of the names of those you wish to submit for a background check.
- Click the blue “Pay for Checked” button to the far right.
- Their status will now change to “Pending Results”.

UPLOADING SAFESPORT CERTIFICATES:

As the RMC and ARMC, you also have access to every individual's Risk Management application in your Association EXCEPT for their full SSN and the "Background Information" tab. Those sections are only available to the NCYSA Risk Management staff.

Discretion and privacy should always be of the utmost importance!

You are also able to upload SafeSport documents to someone's RM Application if they are having trouble doing it themselves...however, I would not advertise this! Almost everyone should be able to upload a document.

DENIAL OF SAFESPORT CERTIFICATES AND PHOTOS:

When an applicant's SafeSport certificate and/or photo is DENIED by NCYSA, they will receive an auto-generated email with instructions on how to go back in and upload the correct document.

RMCs and ARMCs will be COPIED on each of these emails so that you are aware of the situation.

SAFESPORT and PHOTO ICONS:

- YELLOW = DENIED
- RED = UPLOADED waiting on NCYSA to review
- GREY = APPROVED
- MISSING = Document is Missing

REMINDER....an applicant is NOT cleared for participation through the NCYSA Risk Management process until all 3 areas have been "Approved" – they will have a GREEN Checkmark to the far right of their name under the "Complete" column.

1. Background Check
2. SafeSport Certificate
3. Photo

Risk Management

Displaying: 1 - 43 of 43

Last Name	First Name	Birth Date	Positions	Check Performed	Expires	BGC Status	Safe Sport	Photo	Complete	
[REDACTED]	[REDACTED]	[REDACTED]	1 positions	8/1/2022	8/1/2024	Approved	[REDACTED]	[REDACTED]	✓	View
[REDACTED]	[REDACTED]	[REDACTED]	2 positions	5/24/2023	8/1/2025	Approved	[REDACTED]	[REDACTED]	✓	View

Rows: 50

Additional information...at the start of a new seasonal year...

SENDING EMAILS THROUGH THE RENEWAL APPLICATION:

As the RMC, at the beginning of each seasonal year, YOU also have access to the Renewal application for your association. This Renewal Application usually opens by May 1st each year. You may not be the one completing the application, but you can VIEW the RM status for those named on the renewal application and you can email those individuals from that section as well.

Association Members

The following roles must be assigned. Please note that each person holding a position must complete the NCYSA Risk Management/KidSafe online application PRIOR TO the completion of this application. The required roles are shown below.

[Email Incomplete Risk Management](#)

Last update: 4/30/2024 9:19:31 AM **Required staff complete**

Required Positions

> President	Kristen D Hudson ✓	> Head Registrar	Kari E Gulovich ✓
> Vice President	Jonathon R Cottle ✓	> Secretary	Jonathon R Cottle ✓
> Treasurer	Jonathon R Cottle ✓	> Risk Management Coordinator	Kari E Gulovich ✓
> RM Abuse Prevention Liaison	Kari E Gulovich ✓	> Discipline and Appeals	Jonathon R Cottle ✓

Required Positions by Playing levels of teams

> Challenge Liaison	Julio C Penalillo ✓	> Classic Liaison for All	Julio C Penalillo ✓
> Field Coordinator	Julio C Penalillo ✓		

Icons:

✓ - RM application complete.

\$ - RM application complete but needs a Background Check completed this seasonal year.

☐ - RM application started but Incomplete (usually missing SafeSport – hover over icon for information).

☐ - RM application NOT started

“Trashcan” icon – click to delete that name from that role.

You can send or resend emails to those that have not started or have incomplete applications by clicking the blue “Email Incomplete Risk Management” button at any time. When you click the button, it will take you to a screen where you can customize the email and it will show you a list of people the email is being sent to...you can uncheck the name of anyone that you do NOT want to email at that time.

MISSING NAMES ON THE RENEWAL APPLICATION:

If any names are missing from the Renewal Application, you should email those individuals the NCYSA Risk Management Tutorial document. The link to this document was sent to you in the Association Renewal email and is posted to the NCYSA website under the Risk Management tab – www.ncsoccer.org

Or send them the link to the Risk Management Application: <https://bit.ly/NCYSARM>

Please email me if you have any questions!

wendy@ncsoccer.org