

## **NOTES ON THE RISK MANAGEMENT APPLICATION**

Before leagues, clubs or teams can complete their applications, persons holding required positions must complete the Risk Management Registration. If an individual is missing from the drop-down box, it means the risk management application has not been completed.

Below are the options available on the opening screen.

The first or second option should be selected for the initial RM registration for 2011-2012.



The screenshot shows the registration interface for the Online VYSA Risk Management Application. At the top, there is a header with a large 'R' on the left and 'SOC' on the right. The main heading is 'Select Status for your Registration:'. Below this, there are four radio button options:

- I registered in 2010-11 Risk Management System
- I did not register in the 2010-11 Risk Management System
- I would like to add a position to my profile
- I want to change some of my personal information on file in the 2011-12 system (address or email)

At the bottom of the form, there is a button labeled 'Online VYSA Risk Management Application'.

## FIRST STEP: OPTION 1

I registered in 2010-11 Risk Management System

### Contact Information Portion of the Risk Management Application

Step 1

\* denotes required field

#### I. REGISTRANT INFORMATION:

\*First 3 Letters of First Name:   
\*Last Name:   
\*Birth Date (mm/dd/yyyy):  /  /   
\*Last 4 numbers of your SSN:

Please enter the returning registrant information as entered in the previous or current season, such as full name or nicknames, then select **VERIFY INFORMATION** to continue.

If you cannot remember the returning registrant information, you should register as a new registrant.

Step 2

After the system verifies your information is in the 2010-2011 system, a new screen will open where you will verify/complete the data to be carried forward to the 2011-2012 database:

Information that must be re-entered

1. social security number (last 4 numbers carried forward from first screen)
2. enter address
3. email address
4. drug use and litigation/arrest background information
5. check off agreement to adhere to important policy information

## FIRST STEP: OPTION 2

I did not register in the 2010-11 Risk Management System

Enter all the required information on the next screen.

Click "Submit Risk Management Information" button.

## SECOND STEP: CHOOSE AFFILIATION

### First Part of the Risk Management Application Complete

**Do not stop here.**  
You must complete Part 2 of this application.  
Please continue below.

The remainder of this application concerns the positions in which you want to serve. You can enter as many positions as you want to fill. Do each position one at a time. When you have entered your first position, click on the Continue button to enter your next position, if you have one. Repeat the submission of position descriptions, one at a time, until all of your desired positions have been entered. When all of your desired positions have been submitted, click on the VYSA logo.

**NOTE:**

1. If you have volunteer or paid positions at the CLUB and/or TRAVEL LEAGUE and/or VYSA STATE level, complete a separate form in this section for each of these organizations by selecting the appropriate TYPE OF AFFILIATION.
2. If you are a TRAVEL CLUB administrator, coach, assistant coach, team manager, other team aide, or hold any other paid or volunteer position select CLUB as TYPE OF AFFILIATION. DO NOT select league.
3. If you serve on the board of a CLUB and/or TRAVEL LEAGUE, a separate form must also be submitted for each position. (Club Registrars are also considered board members by the online system.)
4. Do not exit from the second half of this Risk Management form until you have listed ALL of your soccer positions. Each one will require a separate second part form.

The screenshot shows a form field labeled 'Type of Affiliation:' with a dropdown menu. The dropdown menu is open, showing options: '-CHOOSE-', 'Club', 'Travel League', and 'VYSA State Position'. Below the dropdown, there is a text input field labeled 'DESCRIBE YOUR POSITION'. Red text instructions are provided: 'Travel Team Officials (Coach, Assistant Coach, Team Manager) - please select 'Club' for Type of Affiliation, NOT 'League.' and 'VYSA Appointed Regional Registrars, League Registrars and Assigned League Registrars - please select 'VYSA State Position'.'

A close-up of the 'Type of Affiliation:' dropdown menu. The dropdown is open, showing the same options as in the previous screenshot: '-CHOOSE-', 'Club', 'Travel League', and 'VYSA State Position'. The 'Club' option is highlighted in blue. Below the dropdown is a text input field labeled 'DESCRIBE YOUR POSITION'.

NOTE: You can return to the Risk Management Registration system at any time to add positions or update your information. Click on the Risk Management Registration link on the VYSA website at [www.vysa.com](http://www.vysa.com) and select one of the following options on the opening page of the application.

- I would like to add a position to my profile
- I want to change some of my personal information on file in the 2011-12 system (address or email)

## CLUB AFFILIATIONS

All Club positions – see third picture below.

**Step 1**

Type of Affiliation: -CHOOSE-  
DESCRIBE YOUR AFFILIATION: -CHOOSE-  
Club  
Travel League  
VYSA State Position

**Step 2**

\*Travel Club/Recreational Club Affiliation: -CHOOSE-  
\*Position: -CHOOSE-  
Accomack Soccer League  
Alexandria Soccer Association  
Alleghany Highlands Youth Soccer Assoc  
Amelia Independent Youth Soccer League  
Amherst United Soccer Club  
Annandale Boys and Girls Club  
Appalachian Soccer Association  
Appomattox Soccer Association  
Arlington Soccer Association  
Ashburn Soccer Club  
Ashland Youth Soccer League  
Athletic Club of Norfolk  
Augusta FC  
AYSO Region #1475  
Barca Futebol Clube  
Baystars FC  
Bland County Youth Soccer  
Blue Ridge Youth Soccer Association  
Bolling AFB Soccer Association  
Botetourt United  
Braddock Road Youth Club  
Bristol Soccer Association  
Broadway Soccer Club  
Burke Athletic Club

**Step 3**

\*Travel Club/Recreational Club Affiliation: -CHOOSE-  
\*Position: -CHOOSE-  
Club Board Member  
Club Staff  
Club Administrator  
Tournament Personnel  
Travel Club League Representative (Club Rep)  
Travel Club Team Official (Coaches, Assistant Coaches, Team Managers)  
Travel Club other team aide  
Travel Club other position

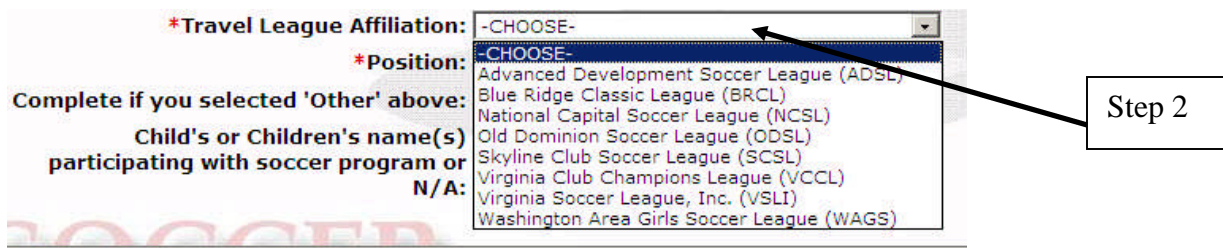
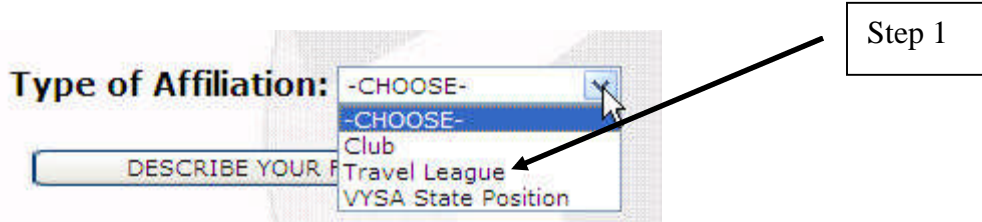
You must repeat the process for each club position you hold.

NOTE: You can return to the Risk Management Registration system at any time to add positions. Click on the Risk Management Registration link on the VYSA website at [www.vysa.com](http://www.vysa.com) and select the following option on the opening page of the application.

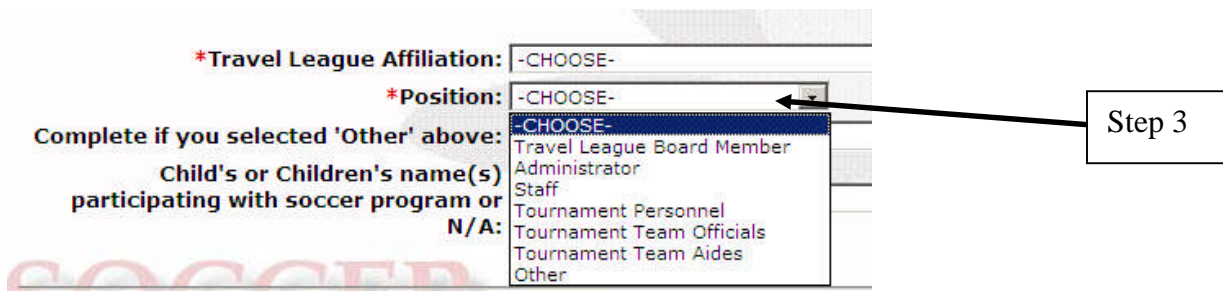
I would like to add a position to my profile

## OPTIONS: TRAVEL LEAGUE POSITIONS

Do not choose Travel League Positions if you are a coach, team manager or other team official for a club team. See Club Affiliations on previous page.



WARNING: Use caution when selecting VCCL and VSLI affiliations. Be sure you have selected the correct league.



You must repeat the process for each league position you hold.

NOTE: You can return to the Risk Management Registration system at any time to add positions. Click on the Risk Management Registration link on the VYSA website at [www.vysa.com](http://www.vysa.com) and select the following option on the opening page of the application.

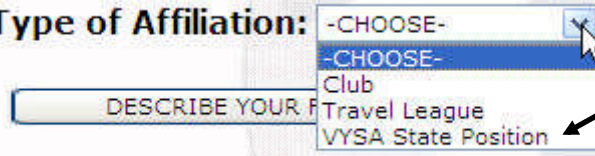
I would like to add a position to my profile

## OPTIONS: VYSA STATE POSITIONS

Type of Affiliation:

DESCRIBE YOUR POSITION

-CHOOSE-  
-CHOOSE-  
Club  
Travel League  
VYSA State Position



Step 1

### I. VYSA State Position:

Note: Complete this portion of the application for all positions that you hold. You may click as many positions as desired.

- VYSA Board Member
  - VYSA ODP State Pool Coach
  - VYSA ODP Head District Coach
  - VYSA Coaching Education Instructor
  - VYSA Office Staff
  - VYSA Regional/League/League Assigned Registrar
  - VYSA Appointed Committee member
  - VYSA ODP State Pool Administrator
  - VYSA ODP District Pool Administrator
  - VYSA ODP District Pool Coach
  - VYSA ODP District Head Administrator
  - VYSA ODP Chairs
  - VYSA Athletic Trainer
  - VYSA Misc. Position
- 

Step 2

NOTE: You can return to the Risk Management Registration system at any time to add positions. Click on the Risk Management Registration link on the VYSA website at [www.vysa.com](http://www.vysa.com) and select the following option on the opening page of the application.

I would like to add a position to my profile