

Background Check Guideline with NCYSA

1. Go to www.ncsoccer.org
2. Click on “Risk Management”, which is under “Administrative.” This will take you the NCYSA Risk Management Application.
3. Click “[Click Here to Complete a 2012-13 Risk Management Application](#)” button.
4. Select appropriate status for your registration at the bottom of the page
 - Most will be selecting “I have never submitted a Risk Management registration form to NCYSA before”. Then follow steps 5 through 15.
 - If you have already completed Risk Management, you need to update your information by clicking “**This is my first registration in 2012-13. I have previously registered with NCYSA.**” Then follow the directions on the screen.
5. Complete registration information located under roman numerals I, II (if necessary), III, IV, V
Note: All required information will be accompanied with a red asterisk.
6. Click “Submit Risk Management Information” button.
7. On the following page you will need to select the appropriate affiliation with NCYSA: Coaches will select – NCYSA member Association.
8. Click the “Describe first position” button at the bottom of the page.
9. On the Position Information Portion of this page you will need to select Pitt-Greenville Soccer Association (PGSA) as your “Respective Member.”
10. Next check the box marked “Other Association Position” and complete all other information as necessary.
11. Next, check the box to acknowledge you have read and fully understand the NCYSA code of conduct and guidelines.
12. Click the “Submit Risk Management Position Information” button.
13. You are now on a new page and you will need to choose “You Have No Additional Positions At This Time” this button is located near the top of the page.
14. Once you have clicked on the “You Have No Additional Positions At This Time” button, the application process will be complete. Please print this final page and turn in to Don Octigan or Davina Bell.
15. Once completed, you will need to email your ID / Confirmation number to Don Octigan at doctigan@greenvillenc.gov. This will begin the process for NCYSA to begin the background check.