


# QUICK REFERENCE GUIDE FOR THE ONLINE RISK MANAGEMENT SYSTEM

When accessing the NEW Risk Management system online, please keep these hints in mind to ensure accuracy and to prevent any unnecessary delays.

*The New Risk Management System attempts to locate your existing information from a previous application. When the new system launched, only clearances that expire after 10/11/2006 were retained by the new system. You will not have the ability to access clearances that expired before that date; instead you will be prompted to fill out a new form.*

## Step 1

The RM System will attempt to locate your information from a previous application. Fill in the following information and click 'Submit'

	<b>Michigan State Youth Soccer Association</b> <b>RISK MANAGEMENT PROGRAM</b>	
<b>Step 1: Enter the Following Information</b> (This will help the system find you from a previous MSYSA Risk Management application, if applicable) Required fields are marked with an *		
<b>Are you a Non-U.S. Citizen and/or do not have a Social Security Number?</b> You will need to send in a <a href="#">paper application</a> to the MSYSA State Office along with a \$10 check or money order made payable to MSYSA. All information must be filled out (minus the SSN) in order to receive your Risk Management Clearance, including your email address. All Clearances are sent via email. Contact <a href="mailto:riskmgmt@michiganyouthsoccer.org">riskmgmt@michiganyouthsoccer.org</a> for questions or call 734.459.6220.		
First Name*	<input type="text"/>	
Middle Initial	<input type="text"/>	
Last Name*	<input type="text"/>	
Social Security #**	<input type="text"/> - <input type="text"/> - <input type="text"/>	
<input type="button" value="Submit"/>		

If the system found your information, you will be taken to this page where you're asked if you'd like to:

- 1) Recertify
- 2) Print off your current clearance.



**MICHIGAN**  
STATE YOUTH SOCCER ASSOCIATION  
EST. 1976

Michigan State Youth Soccer Association  
**RISK MANAGEMENT PROGRAM**



**US YOUTH SOCCER**

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**The System Found You.**

Your Name is John Q Doe  
The Last Four Digits of Your SSN are 1010  
Is this You?

**However, Your Risk Management Certification is valid through: 10/31/2008**  
**Your Risk Management # is: 80071**  
**Your Status # is: Approved**


**You do not have to reapply until the date listed above.**

**You have two options:**

- 1) Download a copy of your current MSYSA Risk Management Certificate (no charge)  
[CLICK HERE](#)
- 2) Pay \$10 to submit a New MSYSA Risk Management Application Now  
[CLICK HERE](#)


## STEP 2

If the system did not find your information, you will be taken to this page to input more information.



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**US YOUTH SOCCER**

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**Step 2: The System Didn't Find You.**  
**Could it be you are in the system with your Driver's License # ?**  
(This will help the system find you from a previous application, if applicable)

Driver's License #

## STEP 3

If the system still can't find your information, you are prompted to fill out a new form.



The banner features the Michigan State Youth Soccer Association logo on the left, which includes a soccer ball and a player. To the right of the logo, the text reads "Michigan State Youth Soccer Association RISK MANAGEMENT PROGRAM". On the far right is the "US YOUTH SOCCER" logo, which includes a stylized figure of a person jumping or kicking a ball.

**Step 3: The System Didn't Find You.**

Please simply [Click Here](#) to Complete a New MSYSA Risk Management Application.

**When filling out the Application Form, please keep the following information in mind to ensure accuracy and avoid charges for additional application fees (\$10 per application).**

**Name** – Use only your legal name as it appears on your driver's license. Do not use nicknames or shortened names of any kind.

**Social Security Number** - This field is mandatory. Use only your valid SSN in the form. False SSN will result in additional charges. In order to perform a National criminal history background check, it is necessary to have your Social Security number.

**Address** – Double check your address before submitting your form. MSYSA and your league relies on this information to process your application.

**Home Phone, Age, Date of Birth, Gender** – Please double check this information as well. The MSYSA uses this information to conduct your National Background Check. You must be 18 to apply for Risk Management.

**E-Mail Address** – This field is mandatory. All Risk Management Clearances are sent via email. If you input an invalid email address, you will not receive clearance. If you do not currently have a valid email address, you can easily create one using a provider like Yahoo or Hotmail.

**League** – Ensure that you have chosen the correct league(s) with which you are associated. Your league(s) rely on this information to verify you are Risk Management Certified.





**Answer the FOUR questions on the form. Remember, if you respond 'yes' to any of the questions, you must explain in the space provided.**

Click (only once) to agree to the terms of the Certification Statements. Your form will show up again so you can verify the information you supplied along with the Credit Card form at the bottom. Click (only once) to submit your final application.

Your Clearance will expire in 2 years from the date you applied (MSYSA has the right to change the expiration date of your clearance when necessary)

Below is an example of what the Risk Management Clearance will look like when you receive your email with a link to the approved clearance.

**If you have other questions or concerns, you can visit the FAQ section on Risk Management.**

	<b>Michigan State Youth Soccer Association RISK MANAGEMENT PROGRAM</b>	
<p>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 <a href="http://www.michiganyouthsoccer.org">www.michiganyouthsoccer.org</a>.</p>		
<b>RM NUMBER:</b>	<b>79855</b>	
<b>NAME:</b>	<b>Doe, John</b>	
<b>ADDRESS:</b>	<b>3558 Maple Creek</b>	
<b>CITY, STATE, ZIP:</b>	<b>Plymouth, MI 48170</b>	
<b>LEAGUE NAME:</b>	<b>MSYSA League</b>	
<b>CLUB:</b>	<b>MSYSA Club</b>	
<b>EXPIRATION DATE:</b>	<b>10/11/2008</b>	
<p>Retain top portion for your records. See below for a smaller version of your certification and for other important information</p>		
	<p>Soccer Kicks for Cancer provides:</p> <ul style="list-style-type: none"><li>• An opportunity for players to participate in a community service project</li><li>• A opportunity for players to improve soccer skills by making "2000 Touches" in 10 days</li><li>• Individual, coach, and club incentives, including 10% back to clubs raising \$1,000 or more</li></ul> <p><b>Kids Helping Kids</b> The only youth soccer fundraising program focused on finding a cure for leukemia—the leading cause of disease-related deaths in children.</p> <p>For more information on how your team can make a difference, please visit our website <a href="http://www.soccerkicksforcancer.org">www.soccerkicksforcancer.org</a> or call 800-456-5413, ext. 3119</p>	<p>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 <a href="http://www.michiganyouthsoccer.org">www.michiganyouthsoccer.org</a>. Call the MSYSA State Office at 734-459-6220 if you have any questions.</p>
		