

FOUR STEPS TO REGISTER AS COACH WITH FCAYS:

1. Complete a Full Background Clearance:

- a. Complete PA-State Criminal Background Check (link 1 below)
- b. Complete Child Abuse History Clearance (link 2 below)
- c. Complete the FBI History Check (link 3 below) (if you have not lived in PA for 10+ years – Select the Teacher / Independent Contractor option. Create a registration, get ID # and take for fingerprinting)

OR

Print and have Notarized the Volunteer Affidavit Form - pg 4 below (if you HAVE lived in PA for past 10 years)

Notes:

*The UPS store at Fox Chapel Plaza offers only notarization from 11-6.

**The Fingerprinting system has changed, please check the identogo web site for locations.

Below are the links to complete the clearances. These are all online instructions, if you do not have access to a computer, please alert your age commissioner and he/she can send you instructions for mailing them in.

a. <https://epatch.state.pa.us/>

- Select “Submit a New Record Check”.
- Complete the required information.
- Once your record request is processed, you will see proof of the transaction with a Control Number and the date you are processing the request.
- When the “Search Results” table appears, click on the “Control Number.” Once you click the Control Number, the “Record Check Details” page is opened.
- The Record Check Details page is only a receipt and not acceptable as a clearance. Important - print this page. With this information, you will be able to reprint the clearance information should you lose it.
- Click on “Certification” to access your official clearance.
- Call 1-888-783-7972 if you have questions

b. <https://www.compass.state.pa.us/cwis/public/home>

- This is an online procedure. You will need an email address to create an account. In addition, you must provide your past addresses since 1975 plus the names, relationship, and ages of all individuals with whom you have resided since 1975.
- Click the box, “Create Individual Account” and create a new Keystone ID before you begin your application. You will receive a temporary password sent to the email address provided. Close the website.
- Retrieve your temporary password from your email.
- Open the website address again. Login, enter the Keystone ID you created, and the temporary password that was emailed to you.
- Follow the directions to create a new password (this will be your permanent password); write down your User Name (Keystone ID) & Password for future reference and use.

- Follow the prompts to apply for your clearance.
- You will have immediate access to your results, or the status of your results if your results cannot be processed immediately.
- Please retain a copy for your records.

c. <https://uenroll.identogo.com>

- If you want to do the fingerprinting to volunteer at school, or you have not lived in PA for more than 10 years
- Enter service code 1KG6Y3 (this public-school code is specific for a volunteer through the Department of Education).
- Please note! As of January, 2018, this is a new system. Please be sure to check your email for results. Identogo only sends one time and does not send paper notification.
- PLEASE NOTE: the FBI fingerprint, when completed, offers a ONE TIME download/viewing of the document. PLEASE SAVE IT IMMEDIATELY TO YOUR COMPUTER.

OR

d. [Volunteer Affidavit](#)

- If you have lived in PA for more than 10 years
- Print and have it notarized. The nearest location is the UPS Store in the Fox Chapel Plaza, a notary is there from 11am-6pm daily.

The Clearances will be sent to you electronically via your email. (The PA Criminal Report can be accessed immediately upon completion. The Child Abuse History will come via email notification when processed).

*****The FBI Fingerprint is a ONE TIME access, so PLEASE SAVE it to your computer.**

2. Safe Sport Online Course

- Go to: <https://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41>
- Enter Access Code: YC3E-6P5G-YYIL-CS2M
- Please select US Soccer as the organization.
- Once completed, print the certificate for your record and upload a scan into the Safe Sport slot next to your clearances in your admin record in the online registration system. If you have problems doing that, please email the scan to carrielwork@gmail.com.

3. Online certification course

- Go to <http://dcc.ussoccer.com>
- Create a registration
- Once logged in, click on courses at the top, then on the blue "Begin course" to the right. It is a series of videos and audio, a few questions mixed in.
- Once complete, it will say "Congratulations, you have completed..." (or something to that effect)
- You will then get an email that says "You have completed..." please forward that to carrielwork@gmail.com
- You should not need this course certification to initially register as a coach in Affinity and with PA West Risk Management, but it does have to be completed prior to placing you on a team and finalizing your registration process.

4. **Once you have all three clearances, and the two online certifications, Register as coach/admin through Affinity.**

- a. (again, to note above, you should not need the online certification to initially register as a coach, but it will need to be done to finalize the process, prior to us being able to place you on a team)
- b. Log on to <http://pa-foxchapel.affinitysoccer.com>
- c. If you do not have an existing account, click on registration on top right and then create an account with id and password.
- d. Log in and go to **My Account** and **create new registration**.
- e. Then register as a coach/admin (not player). The rest is self-explanatory.
- f. ** you should be able to register with the clearances and the Safe Sport documentation. Please email the online coaching certification to carrielwork@gmail.com and we will get it into PA West.

5. **Complete the PA-West Risk Management Registration and Upload 4 Documents.**

- Please note, this is to link your Affinity account to PA West. While the user interface looks similar, this is a PA West database.
- a. Go To PA-West Risk Management registration log in:

<http://pa-bgc.sportsaffinity.com/reg/index.asp?sessionguid=>

Follow these steps:

- **Log in** using Affinity ID and password for coaching registration
- Click on **Create Registration**
- PA Background check will be highlighted – click **Continue**
- You will see your name and any other family members – click **Continue**
- Click on **Register as Coach / Admin** next to YOUR name at top
- At Drop Down Box under Play Level click **Background Check** (it is the only option)
- This brings up all of your info previously input to Affinity (name, address etc...)
- Under Personal Information section **click on box that says “click here to show photo or certification upload”**
- **5 Boxes will appear** – one for photo (only needed if coaching travel for ID card), **other 4 boxes are to click and upload the 4 needed documents from your computer** – PATCH Box is for the Criminal Record Form, CY113 is for the Child Abuse Clearance and then you click on either the affidavit box to upload notarized form **OR** the FBI History box, and the Safe Sport Certification.
- Once you have uploaded the 4 documents be sure to click on **SAVE** bottom of page (all of the fields with red asterisks will need to be complete as well).
- This will save the documents your profile and PA-West will review and your account will be automatically updated to “approved”. This will be in place for 5 years.....

**Thank you for your prompt cooperation and completion of these steps. While it may seem cumbersome, it is well worth the safety of our children!!
Please feel free to be in touch with any questions or problems.**

**Fondly,
Carrie Work
FCAYS Registrar**

ACT 153 VOLUNTEER AFFIDAVIT

Commonwealth of Pennsylvania

County of _____

On the _____ day of _____, 2020, before me, a Notary Public, personally appeared the undersigned affiant, who being duly sworn according to law and intending to be legally bound, deposes and says:

1. I have been a resident of the Commonwealth of Pennsylvania for the entirety of the previous ten (10) years from the date of this Affidavit.
2. I am not disqualified from service as a volunteer as a result of a conviction of one or more of the following offenses listed under Title 18 of the Pennsylvania crimes code (or equivalent crime under federal law or law of another state), or the attempt, solicitation or conspiracy to commit any of these offenses:
 - a. Criminal homicide (Chapter 25)
 - b. Aggravated assault (Section 2702)
 - c. Stalking (Section 2709.1)
 - d. Kidnapping (Section 2901)
 - e. Unlawful restraint (Section 2902)
 - f. Rape (Section 3121)
 - g. Statutory sexual assault (Section 3122.1)
 - h. Involuntary deviate sexual intercourse (Section 3123)
 - i. Sexual assault (Section 3124.1)
 - j. Aggravated indecent assault (Section 3125)
 - k. Indecent assault (Section 3126)
 - l. Indecent Exposure (Section 3127)
 - m. Incest (Section 4302)
 - n. Concealing death of a child (Section 4303)
 - o. Endangering Welfare of Children (Section 4304)
 - p. Offenses relating to infant children (Section 4305)
 - q. Felonies related to prostitution (Section 5902 (b))
 - r. Obscene materials/performances (Section 5903(c))
 - s. Corruption of minors (Section 6301)
 - t. Sexual abuse of children (Section 6312)
 - u. Felony violation of Controlled Substance, (35 P.S. Section 780-101 et seq.) Drug, Device and Cosmetic Act within Preceding five-year period
3. I have not been convicted of an offense similar in nature to those offenses listed in Paragraph 2 herein under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I hereby affirm that the information in this affidavit is true and correct to the best of my knowledge and belief and that the signature is being made subject 18 Pa.C.S.A. § 4903 relating to crimes for false sworn statements which is a misdemeanor of the third degree punishable by up to one year imprisonment.

Sworn and subscribed before me, the day
and year aforesaid.

Affiant

Notary Public