



# Risk Management Workflow for Sports Connect Registrars

This guide is meant for use by club registrars. The Risk Management requirements of all coaches, volunteers and club personnel include a biannual cleared background check, concussion training, and annual completion of SafeSport Training. Until these requirements are met coaches and club personnel should not participate with youth participants in any capacity.

For more information on Nebraska's Risk Management Policy please visit the [NSSA website](#) under the resources tab.

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Trigger for initiating Risk Management for NEW coaches = Add to your Team to Staff Pool

Coaches/volunteers must be added to Sports Connect to begin their Risk Management requirements. This does not assign them to a team, it simply adds them to your pool of available team staff who need to complete the Risk process. When added to the staff pool, their information is added to the next batch of coaches/volunteers to be submitted and requested to complete the Risk Management process.

### *How to add staff to Sports Connect for RM:*

- Submit an import of your coaches via spreadsheet, **OR**
- Manually add them to Sports Connect,
  - Once added they will be batched to Player's Health to complete their requirements.
  - If they have already completed RM they will simply be added and an application for the current season will be created.

### *Clubs that utilize Blue Sombrero:*

- You do not need to add them to Sports Connect if they were already pushed over from Blue Sombrero. Once added to Sports Connect, they will be batched to Player's Health to complete their requirements.

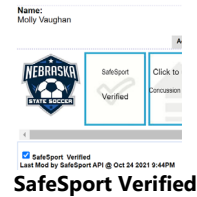
## FAQ:

### *How will you know if your coach/volunteer has completed all requirements?*

The coach/volunteer will show as APPROVED under 'RM Status'. Their SafeSport box will also show SafeSport Verified via API.

Risk Status:	Risk submit to state on
Approved	
Risk expire on	Risk return from state on
8/14/2023	

**RM Approved**



### On the roster

Administrator	Name	Lic. Level	Risk Status	Expires	Roster Date
Head Coach	Vaughan, Molly		Approved	7/1/2024	07/26/2022

**Approved**

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires	Roster Date
	0	54871-983259		Assistant Coach	Test, Mark		None		04/01/2023

**Not Approved**

### *How can I check on RM items for my club?*

You will continue to utilize Player's Health to see what your coaches/volunteers have completed or are missing.

[Player's Health Website](#)

### *How will we know if they have been pushed to Player's Health?*

Once submitted to Player's Health their RM status will show **initiated** in Sports Connect. If they didn't receive an email within 72 hours of being added to Sports Connect have them try logging into PH here:

[Player's Health Website](#)

\*Do not have them use the Demosphere button, have them reset password and then login.

### *My coach has been INITIATED for a while, what is taking so long?*

In Sports Connect a coach in initiated – not approved status only means they were sent to Player's Health to complete requirements. Use the below website to check on their status.

[Player's Health Website](#)

### *A coach has their SafeSport completed but it isn't showing verified.*

Please try to sync it from the API using the **GET SAFESPORT UPDATES** button on their profile.

Last Update from USSF LC: Jun 20 2022 9:28AM	Get Learning Center Updates
Last Update from SafeSport: N/A	Get SafeSport Updates

If that doesn't verify it and they show completed in Player's Health, check that the **name & email** matches what was used in Player's Health. Try syncing again and if it still won't verify have the coach go directly to [SafeSport](#) to download.

If they do not have a login use the forgot password link using the same email used in Player's Health. This will send them an email to reset the password and login. If these steps do not work, please reach out to Molly Vaughan for assistance.

***A coach has expired and they received an email to update through Demosphere.***

Please have them go directly to Player's Health to renew and not through Demosphere. Player's Health has been working to correct the emails going out when they are expiring.

***Concussion Training***

The concussion training only needs to be completed in Player's Health for this season. You do not need a certificate verified in the system to activate teams.