

COACH REGISTRATION & BACKGROUND CHECK PROCESS

****INCLUDING SAFE SPORT****

1. Use your league registration forms to collect Board Member/Coach/Volunteer/etc information. **NO Background consent form or drivers license copy needed!**
 - a. Let your Board Member/Coach/Volunteer/etc know that they need to log into their account on registerusasoftball.com. This will probably be the hardest part. **They should NOT create a new account!** (unless they really are brand new, then you need to add them to your league before they do the rest) If they don't already know their login info they simply click "Forgot Username/Password" and enter their email. If that somehow doesn't work, they should email me for help accessing their account.
 - b. Once they log in to their account on registerUSA, they need to scroll down and click the "Safe Sport" tab. **(see image "STEP 1" at the bottom of these instructions)**. Once there, it will depend if they have done Safe Sport before or not. The directions to do everything are there in that tab. Safe Sport moved to a new website host, so anyone that already has an account just has to enter their email and click "Forgot Password" when they get to the Safe Sport site to reset their password. Then do the next refresher course or 3-part course.
 - c. When they're done with Safe Sport certification, they have one thing left to do (I think just this year to get it all set up correctly). Go back to the Safe Sport tab in registerUSA and under 2022 if it still shows RED instead of GREEN, they just click the link it gives in the red paragraph to manually sync accounts, then enter their Safe Sport login info and *voila!*, it's all connected and good to go!
2. League Admin should log in to registerusasoftball.com and create your 2022 League and then enter the coaches/etc, as usual. *No need to wait for coaches to be done with Safe Sport, do this while they are out there working on their Safe Sport.*
3. Create an invoice and EMAIL jesse@usasoftballcentralcal.com with the invoice number. Also let me know if you will be sending a check or prefer to pay via a secure link online (quick & easy).
4. Once the payment has been received by this office, I mark the invoice PAID on registerUSA.
5. When the invoice is marked PAID, all coaches on that invoice will need to log into their registerUSA accounts to consent to a background check.
 - a. Once logged in, they scroll down to the Background Check Tab **(see image "STEP 2" at the bottom of these instructions)**. Under the Background Check Status section they click the secure link to give consent.
 - b. The digital version of the Background Check Consent form will come up. **(see image "STEP 3" at the bottom of these instructions)**. They make sure their info is correct (there is a link they can click to fix it if it's not correct) and then they enter their Social Security Number and click the button "I Agree to Background Check" at the bottom (they can also select a box if they want a copy of their background mailed to them).
6. As usual I have to wait to see a coach has a CLEAR background as well as current Safe Sport, then I can approve their ID Card to ship. ID Cards ship to the League Administrator, so make sure your address is correct!

STEP 1:

about becoming an USA Softball Sanctioned Only Team.

Email: alan@usasoftballcentralcal.com

Background Check ACE Education **SafeSport** Registration Status

SafeSport

SafeSport has moved to a new platform! - Please be sure to review the below help guide before proceeding.

2022 Season Compliancy

It appears that you still need to complete your SafeSport training. Please use the buttons below to access the training or if you have completed the training, please verify your certificate has a completion date between 8/18/2021 and 8/31/2022 and send it to safesport1@usasoftball.com or [click here](#) to manually sync your account.

2021 Season Compliancy for Umpires Only

Congratulations! You are good for the 2021 season; this applies to umpires only!

Help Guide: How to Start and Complete SafeSport

Important! In order to be compliant with the SafeSport requirement for the 2022 season, **ONLY ONE** course must have a completion date between 8/18/2021 and 8/31/2022 prior to registration. Acceptable courses are identified on page 9 of the above help document (indicated by arrows). If you are having issues, please let us know by submitting a [help ticket](#).

Ready to get started?

SafeSport First Time User Account Creation

SafeSport Returning User Login

Returning users will need to use the "FORGOT PASSWORD?" link on the new SafeSport site to login for the first time.

IMPORTANT! - If your SafeSport account is not associated with USA Softball or if you do not create an account using the "SafeSport First Time User Account Creation" above, you will not be able to sync your completed course.

SafeSport is provided **FREE** to all members of USA Softball. If you are prompted for payment, please stop the process and let us know **ASAP**.

STEP 2:

View My Teams ▾

Add Team

Individually Registered Leagues

View My Leagues ▾

Add League

Teams - Please contact your local association to learn about becoming an USA Softball Sanctioned Only Team.

Phone: (805) 466-8505

Email: jesse@usasoftballcentralcal.com

Umpire Contact

Name: Alan Blanchard

Association: CA - Central California

Phone: (209) 712-9573

Email: alan@usasoftballcentralcal.com

Background Check

ACE Education

SafeSport

Registration Status

Background Checks

Get all your updated info on background checks here. You'll be able to see this year's background check status, shipping info, or continue to ACE Education.

If you need to take your ACE exam click on the ACE Education tab to purchase ACE with a background check to receive a discount on your purchase.

For the 2022 season, we will be enabling electronic cards temporarily until we receive our card stock. Please [check here](#) for available 2022 Background Check and/or ACE card(s).

████████ Jessica Ralls Background Check Status:

Background Check Purchase

Your association does not currently allow purchasing of Background Checks using a credit card. You must first meet the requirements set by your local association before continuing

Not Available

Background Check Status

Status: Your Background Check appears to have been paid for on **Invoice: ██████████** but has not yet been started. Please [click here for the Consent Form](#) and to Start your Background Check.



ACE Education

You currently cannot start ACE Education until your background check has been passed and paid for. Please follow instructions in either the Purchase or Background Check Status tabs to the left to continue.

[Click here](#) to go to the ACE Education tab.

Report Issues
Local Contacts
Help Documents

Tournaments
USA Softball Store
Official Gear



Trademark Notice
Privacy Statement
Terms of Use

Admin Portal
USA Softball
Copyright © 2018

Please print this page for your records. Information **CANNOT** be changed after your background check has been started.

Please verify that the information displayed below is accurate. If any information needs to be corrected prior to starting your background check, please [Click Here](#). Information that will be sent to our background check provider is your complete name, address and date of birth as listed below.

Date of Birth:	[Redacted]	Drivers License#:	[Redacted] (Optional)
First Name:	Jessica	Address1:	[Redacted]
Suffix:		City:	Paso Robles
Middle Name:	[Redacted]	State:	CA
Last Name:	Ralls	ZIP:	93446

New for the 2022 season: You will now be required to include your social security number with your background check submission.

- o This will help speed up the completion process and reduce the need to supply additional details later.
- o Your social security number is sent directly to our background check provider and is not stored on our system.
- o This has no association with a credit check and will never reflect on your credit report.

SSN (XXX-XX-XXXX): [Redacted]

USA Softball Background Check Release and Authorization Form for Independent Contractors and Volunteers

Disclosure and Authorization

In connection with my application to serve as an independent contractor or volunteer with USA Softball, Inc., its affiliates, and/or any of its local associations (collectively "Client" or "USAS"), I understand that a "consumer report" and/or "investigative consumer report", as defined by the Fair Credit Reporting Act, will be requested by Client for employment, independent contractor or volunteer purposes, whichever is applicable, from Protect Youth Sports, Inc. (or any successor USAS contractor), a consumer reporting agency as defined by the Fair Credit Reporting Act (hereinafter "Protect Youth Sports"). These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker's compensation (only after a conditional offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a contractor or volunteer, whichever is applicable, throughout the course of my employment, service or volunteer service, as permitted by law and unless revoked by me in writing. I understand that if USAS makes a preliminary determination not to accept my application or to revoke my affiliation based on information contained in a consumer report, I will be notified and provided an opportunity to respond. I understand that I have the right, upon written request made within a reasonable amount of time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect Youth Sports, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-877-319-5587. For information about Protect Youth Sports' privacy practices, see www.protectyouthsports.com.

Acknowledgement and Authorization

By clicking the button below, I voluntarily and knowingly authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of A Summary of Your Rights under the Fair Credit Reporting Act and certify that I have read this Disclosure and Authorization as well as the summary explaining my rights under the Fair Credit Reporting Act.

<p>Residents of Washington State only:</p> <p>Under state law you have a right to request a copy of the Washington Fair Credit Reporting Act's disclosure to consumers (RCW 19.182.070) and a copy of your report by contacting Protect Youth Sports directly.</p>	<p>Residents of Minnesota and Oklahoma only:</p> <p>Under state law you have a right to receive a copy of your consumer report, free of charge, if one is required by Client. By checking the below box, a copy will be provided to you at the address you provide on this Disclosure and Authorization.</p>
<p>Residents of New York only:</p> <p>Under state law you have the right to inspect and receive a copy of any investigative consumer report requested by Client by contacting Protect Youth Sports directly. You also acknowledge receipt of a copy of Article 23-A of the New York Correction Law by checking the below box.</p>	<p>Residents of California and Maine only:</p> <p>Under state law you have a right to receive a copy of your investigative consumer report and/or consumer credit report, free of charge, if one is requested by Client. By checking the box below a copy of your report will be provided to you at the address you provide on this Disclosure and Authorization.</p>

(04-15a Rev)

www.protectyouthsports.com

Protect Youth Sports, Inc., 14499 Dale Mabry Hwy, Ste 201 South, Tampa, FL 33618, Phone: 877-319-5587 Fax: 800-319-5582

This option will send a copy of your background check report to the address listed above.

Send a Copy of the Report

I Agree To BackGround Check

Cancel