



VYSA KidSafe Procedures For Travel



**Updated January 2009
Revised April 2009
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Virginia Youth Soccer Association, Inc. KidSafe Procedures

Introduction / Formatting.....	Pg. 1
Procedures for Submitting in a Batch	Pg. 3
Screen Shot for Submitting in a Batch	Pg. 7
Procedures for Submitting Individual Checks	Pg. 8
Screen Shot for Submitting Individual Checks.....	Pg. 10



VYSA Risk Management Procedures

VYSA requires that background checks be performed on all VYSA personnel and personnel of VYSA members.

Individuals will be permitted to begin participation in VYSA activities pending completion of a satisfactory background check. Failure to complete the KidSafe Disclosure Statement and Release form shall disqualify the individual from participating in any VYSA activity and any activity of a VYSA member.

All background checks should be completed within 30 days of the election or selection of an individual to a position in VYSA or a VYSA member. Thereafter, a background check must be performed on all VYSA personnel annually. Background checks on VYSA member personnel must be performed at least every 2 years.

With the on line registration program for travel team registration, VYSA now has the ability to collect information on all our travel coaches, assistant coaches, administrators, and volunteers on line and send it to Choicepoint for background checks in batches rather than checking each individual one by one. The option of doing single background checks is still available.

This is a reminder to all VYSA Travel Leagues, all Travel Only Clubs registered with those leagues, and all VYSA Recreational Clubs with travel teams that, while the on line system collects the data, it does not run the background checks. Background checks still must be done by the designated Risk Management Coordinator of each individual club or league. Below is a list of steps in the procedure for sending the batch data to Choicepoint.

Please Note: Recreational Clubs with travel teams may only use the on line system to check the members of the clubs' board of directors and the personnel in their **travel program** (travel coaches, assistant coaches, administrators and volunteers). The recreational personnel (recreational coaches, assistant coaches, administrators and volunteers) must be checked as in the past, either through their own recreational on line system, or by creating a csv file and then uploading it through Choicepoint.

The csv file needs to contain the following header information.
Each club has a unique account number (begins with “vsp”), user id (begins with “VYSA”) & password that you will enter where indicated:

Sample of header information:

Account Number – vsp000000 (enter your club’s information)

User Name – VYSA123 (enter your club’s information)

Password – SamPI125 (enter your club’s information)

Special Billing Id – (enter your club’s user name)

Last Name – Wilson

First Name – Lisa

Middle Name – You can enter or leave blank

Date of Birth – MM/DD/YYYY

SSN – 123-45-4678 (**SSN ARE REQUIRED**)

Street Number – 2239

Street Name – Tackett’s Mill Dr

Apartment – D

City – Woodbridge

State – VA

Zip5 – 22192

Zip4 – **Leave Blank**

Requestor Name – Lisa Wilson (**Must be Lisa’s Name**)

Requestor Phone – 703-494-0030 (**Must Be This Number**)

VYSA BACKGROUND CHECK PROCEDURES FOR BATCHING

Below are steps for collecting data and submitting it to Choicepoint to conduct Background Checks of officials and personnel of VYSA Travel Leagues, VYSA Travel Only Clubs or VYSA Recreational Clubs with Travel Programs.

- Step 1. **Risk Management Application.** Each Travel League, Travel Only Club, or Recreational Club with travel programs, must have each of their board of directors and their travel coaches, assistant coaches, administrators and volunteers go to the VYSA web site and complete the VYSA KidSafe Risk Management on line application located on the **Registration Page**.

The VYSA KidSafe Risk Management Application can be found on the **Registration page** (Registration tab at the top of the VYSA home page). Click on the link on the left, **VYSA KidSafe Risk Management On Line Application**. Follow the instructions and proceed slowly. Some answers will prompt a different screen of items to fill in. Going too quickly will cause you to skip necessary items of data.

Please note: Make sure your registrants know to click on **club** for organization and then the name of your club. This may sound obvious, but many of those registered are entered in the wrong places.

- Step 2. **Club Application.** Each Travel Only Club, or Recreational Club with travel programs, must complete the new Travel Club on line registration. This registration requires the club to:

Fill in the Club Contact Information

- Name of Club
- Primary Address
- Primary Phone Number
- Primary E-mail Address

Designate individuals for 5 specific positions:

- President
- Primary Club Contact
- Treasurer/Financial Officer
- Risk Management Coordinator
- Registration Coordinator

Please note: These positions may be several different individuals or a few or even just one, but all 5 positions must have a contact and information.

The VYSA Travel Club Registration is on the **Registration page** (Registration tab at the top of the VYSA home page). Click on the link on the left, **On Line Travel Club Registration**.

Step 3. Once the first two steps are complete, the designated Risk Management Coordinator (RMC) should log into the VYSA Database. The VYSA Database is on the **Registration page** (Registration tab at the top of the VYSA home page), then click on the link on the left, **VYSA Database** (to make changes to your roster). The Risk Management Coordinator can log in by using the ID and Password given to them when they were designated as RMC to access their club data.

Once logged in, the RMC should select the option **Risk Management Background Check Management** and click on **Continue**. To the left of the screen there are instructions, and below that, an option to select **Organization**. The RMC should select the organization for which they are the RMC (it should only give them that one option, but some may be that official for more than one club). Go to **Background Check Status** and select **Background Check Not Processed**. (Please note: You can list 25 at a time or select **All** to list all those not processed. It is best to select **All**). You will then see a list of all those checks that have not yet been processed. Check this list to make sure all those individuals are truly part of your organization. You should correct all those who are listed in your club that should not be by removing your club from their listing. Once you have confirmed each is part of your club, go to the bottom of the left hand side. You will see your Choice Point Account information showing:

- Account Number
- Password
- Requestor Name (Lisa Wilson from the VYSA State Office)
- Requestor Phone number (the VYSA State Office Phone)

Copy that information and click on **download**. You will be asked if you are sure you want to download. Click **yes**.

Next is a screen that gives you instructions and has a large **Download** button at the bottom center. Click on that button. You will get a screen that asks if you want to open or save. Save the file in your computer as a Comma Delimited (.csv) file. Then close that window.

Step 4.

You will now need to go into Choicepoint and send that file. Go to the VYSA web site at www.vysa.com, then point to the Insurance tab at the top of the VYSA home page. Go to the fourth item on the right hand side, **To Run KidSafe Background Checks (through Choicepoint)**. This will take you to the ChoicePoints Volunteer Select Plus web site.

At the top right click on "User Login", then on the next page enter:

- **Your Account Number**
- **Your User ID**
- **Your Password**

Please Note:

The password will change every 60 days. The system will prompt you to create a new password. When you change your password, notify Lisa Wilson by email at Lisa@vysa.com as the new password needs to be reset in another part of the system.

After clicking **log in** you will get a notice screen. Read the information and click the **OK** button at the bottom.

[You may come to a page with instructions regarding different states. If that is the case, just click on the bottom button that says **Continue to www.volunterselectplus.com**.]

This brings you to a screen that has several options to the left. Select the second option from the top, **Background Screens**; this will then give a drop down list to choose from. Select **Batch Ordering**, which will take you to a screen that asks you to **Browse** your saved files for the one you just recently downloaded and saved. (Find that file, be sure the ID and Password show in the file in those columns for every record), and click **Verify File**.

The next screen will ask you to select what type of Background checks you would like to run. **DO NOT SELCET ANYTHING FOR BASIC SEARCHES OR IN-PERSON CRIMINAL SEARCHES – Go to Database Criminal Searches** and select **National Criminal File** and to the right **Click Regular (\$1.35)**.

Batch Position Type – Select Volunteer

At the bottom on the page select **Candidate authorization obtained?** Then click **Submit File. (See attachment A)**

The next screen will ask you to submit your e-mail address. Enter your e-mail address. It will also let you know how many checks you are checking and what type of search. Verify this information and click **Submit File**.

Search	Number Ordered #	Price Per Search *
National Criminal File		

You will receive an e-mail that your request has been received and you should be able to access the data for background checks within 72 hours of receipt of that e-mail.

You will need to log back into ChoicePoint to check the results of each of your registrants to see if there are any violations that would disqualify them from participating in your organization.


Step 5. **VERY IMPORTANT STEP:** Once the background checks are run and reviewed, go back to the VYSA Database. Log in, go to the option **Risk Management Background Check Management**, and click on **Continue**. At the left of the screen, go to **Background Check Status** and select **Pending Investigation**. A list of those you have just checked will appear. To the right of each name will be a drop down box saying “**pending investigation**”. Mark those who are clear to work in the organization as **Approved**. Any you are not sure of, leave as **Pending Investigation**. If there are any you have disqualified, mark **Denied**.

If step 5 is not completed by the Risk Management Coordinator, the travel teams will receive a warning on their audit report stating the Risk Management has not been completed. The team should then contact the Risk Management Coordinator to have this step completed.

This completes the process, unless you still have some pending. Any left pending will require follow up until you can mark them either approved or denied.

If you have any questions regarding the Background Check process, please contact the VYSA State Office at 703 494-0030 for assistance.

This is the screen you will receive if you are batching your background checks



- ABOUT US
- BACKGROUND SCREENS
 - ▶ BEGIN SEARCH
 - ▶ BATCH ORDERING
 - ▶ VIEW REPORTS
 - ▶ USER PROFILE
 - ▶ COMPANY SETTINGS
 - ▶ HELPFUL LINKS
- BEST PRACTICES
- ONLINE HELP
- CONTACT US
- RETRIEVE INVOICE
- LOGOUT

Take a site tour!
[Click Here](#) for a Flash guided tour of our VolunteerSelect PLUS site and the many ways it can work for your organization.

TELL A FRIEND
[Click Here](#)

TRAINING SESSIONS NOW AVAILABLE
[Click Here](#) to Signup

• You may exit without submitting the batch file by clicking on one of the navigation buttons on this page or clicking the back button.

Basic Searches

<input type="checkbox"/> Manual State Sexual Offender* #	You should ONLY be running the National Criminal File search for \$1.35. This search includes the Sex Offender List and the SSN Verification. If your club runs anything over \$1.35 you WILL BE CHARGED for it.	\$2.00
<input type="checkbox"/> ChoicePoint State Criminal Bureau Search* #		\$11.20
<input type="checkbox"/> SSN Verification		\$2.10

In-Person Criminal Searches

<input type="checkbox"/> County Courthouse (FIM)*	\$11.20
<input type="checkbox"/> Federal Courthouse*	\$11.20
<input type="checkbox"/> Felony & Misdemeanor (FAM)*	\$18.00

Database Criminal Searches

<input checked="" type="checkbox"/> ChoicePoint National Criminal File	Choose a Region ▾	\$1.35	Regular Plus N/A
<input type="checkbox"/> ChoicePoint Regional Database		\$4.50	\$4.75
<input type="checkbox"/> ChoicePoint Statewide Criminal Database with NSOR #		\$4.00	\$4.25
<input type="checkbox"/> ChoicePoint Statewide Criminal Database #		\$3.00	\$3.75

Batch Position Type? Employee Volunteer

Candidate authorization obtained? ←

Product Not Available in All States

VYSA BACKGROUND CHECK PROCEDURES FOR INDIVIDUALS

Step 1. Go to the VYSA web site at www.vysa.com and point to the Insurance tab at the top of the VYSA home page. Go to the third item on the right hand side, **To Run KidSafe Background Checks (through Choicepoint)**. This will take you to the ChoicePoints Volunteer Select Plus web site.

At the top right click on "User Login", then on the next page enter:

- **Your Account Number**
- **Your User ID**
- **Your Password**

Please Note:

The password will change every 60 days. The system will prompt you to create a new password. When you change your password, notify Lisa Wilson by email at Lisa@vysa.com as the new password needs to be reset in another part of the system.

After clicking **log in** you will get a notice screen. Read the information and click the **OK** button at the bottom.

[You may come to a page with instructions regarding different states. If that is the case, just click on the bottom button that says **Continue to www.volunterselectplus.com.**]

This brings you to a screen that has several options to the left. Select the second option from the top, **Background Screens**; this will give a drop down list to choose from. Select **Begin Search**, and then click on **VA** on the map of the United States.

You will then be prompted to select what reports to run. You will scroll to the second section **Instant Database Criminal Searches**, and then check the box for **National Criminal File**, to the right click **Regular**, and under **Position Type**, select **Volunteer**, then click **Continue Search**.

(See attachment B)

Please Note - Important Information:

The National Criminal File also searches the Social Security Registry and Sex Offenders Registry. If a club chooses to run background checks other than the National Criminal File, VYSA WILL charge the club for those additional searches.

The next page is the Customer Information screen. You will enter the individual's information and then submit:

- Last Name
- First Name
- Sex
- SSN
- DOB
- Address

The next page will ask you **Is This Correct?** and have the individual's information. Scroll to the bottom of the page and click **Submit/Retrieve Now**. The system will then return any matches (hits) found on this individual. If any appear you will click on the blue match button to review their background check.

Step 2. **VERY IMPORTANT STEP:** Once the background checks are run and reviewed, go back to the VYSA Database. Log in, go to the option **Risk Management Background Check Management**, and click on **Continue**. At the left of the screen, go to **Background Check Status** and select **Pending Investigation**. A list of those you have just checked will appear. To the right of each name will be a drop down box saying "**pending investigation**". Mark those who are clear to work in the organization as **Approved**. Any you are not sure of, leave as **Pending Investigation**. If there are any you have disqualified, mark **Denied**.

If step 2 is not completed by the Risk Management Coordinator, the travel teams will receive a warning on their audit report stating the Risk Management has not been completed. The team should then contact the Risk Management Coordinator to have this step completed.

This completes the process, unless you still have some pending. Any left pending will require follow up until you can mark them either approved or denied.

If you have any questions regarding the Background Check process, please contact the VYSA State Office at 703 494-0030 for assistance.

This is the screen you will receive if you are doing individual background checks

Available Packages: [New Package](#)

Click any search name for a full description of that report. Reports marked with an asterisk (*) are subject to additional **Out Of Pocket** fees. Please verify your order before submitting. Your account will be charged for the searches ordered below.

CRIMINAL REPORTS		CREDENTIAL REPORTS	
<input type="checkbox"/> Sexual Offender*	\$0.00	<input type="checkbox"/> License Verification	\$11.20
<input type="checkbox"/> County Courthouse*	\$11.20	<input type="checkbox"/> Education Verification	\$8.40
<input type="checkbox"/> Federal Courthouse*	\$11.20	<input type="checkbox"/> Employment Verification	\$9.10
		<input type="checkbox"/> Reference Check	\$7.70

OTHER REPORTS		You DO NOT need to select a package	
<input type="checkbox"/> SSN Verification	\$2.10	<input type="checkbox"/> Credit Report	\$6.30
<input type="checkbox"/> Motor Vehicle Rec*	\$3.50		

INSTANT DATABASE CRIMINAL SEARCHES
Please be sure to select Regular or Plus for all Instant Database Criminal Searches.

National Criminal File for \$1.35 is all you need to run.

	Regular	Plus
<input checked="" type="checkbox"/> National Criminal File	\$1.35	N/A
<input type="checkbox"/> Regional Database <input type="text" value="Choose a Region"/>	\$4.50	\$4.75
<input type="checkbox"/> Statewide Criminal Database with NSOR	\$4.00	\$4.25
<input type="checkbox"/> Statewide Criminal Database	\$5.00	\$3.75

Position Type? Employee Volunteer

Candidate authorization obtained?

* Access Fees
Product Descriptions