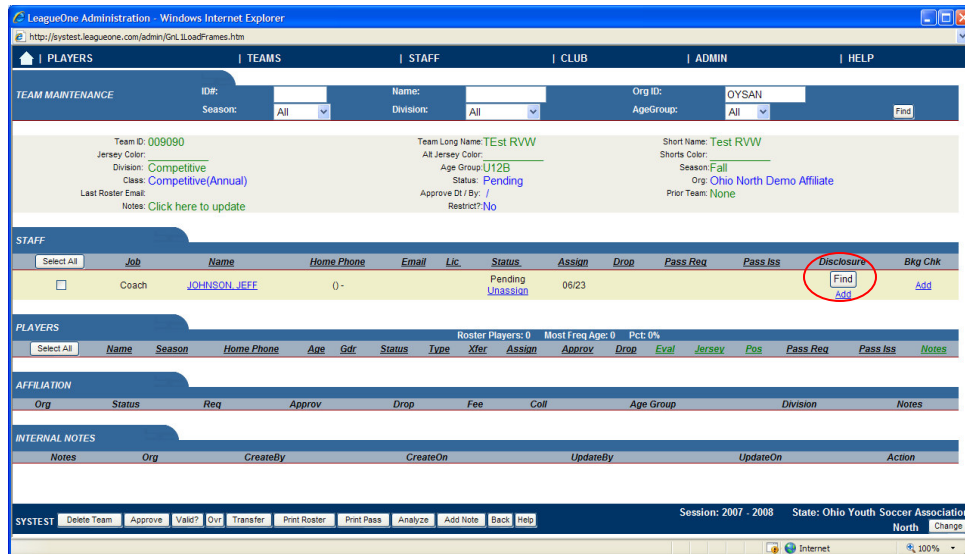


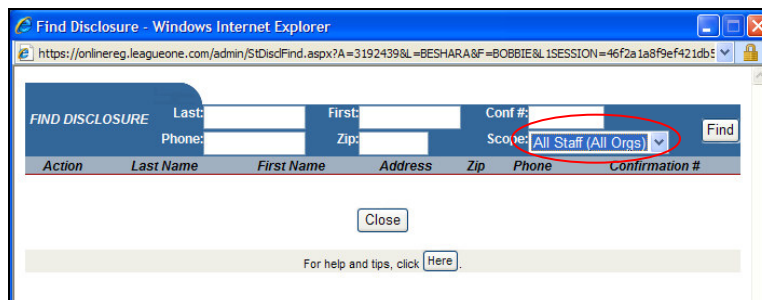
## How to match a disclosure with a volunteer record in LeagueOne

LeagueOne prevents volunteers from being approved as a Coach, Assistant Coach or Team Manager on a team until they have completed the Risk Management process. Here is the way that the process works:

- 1) Volunteer completes disclosure through eKidSafe link on OYSAN website. OYSAN will run background checks on the volunteers, and log the results. The day after the result is logged in eKidSafe, all approved background checks will be displayed in LeagueOne as “disclosures.”
- 2) Registrar assigns coaches and players to a team. Their initial status is “Pending.”
- 3) Registrar matches disclosures to coaches, by clicking on the “Find” button on the staff member’s record on the Team Maintenance page. **Note:** You must match a disclosure to a coach the first time. Subsequent disclosures are matched automatically.

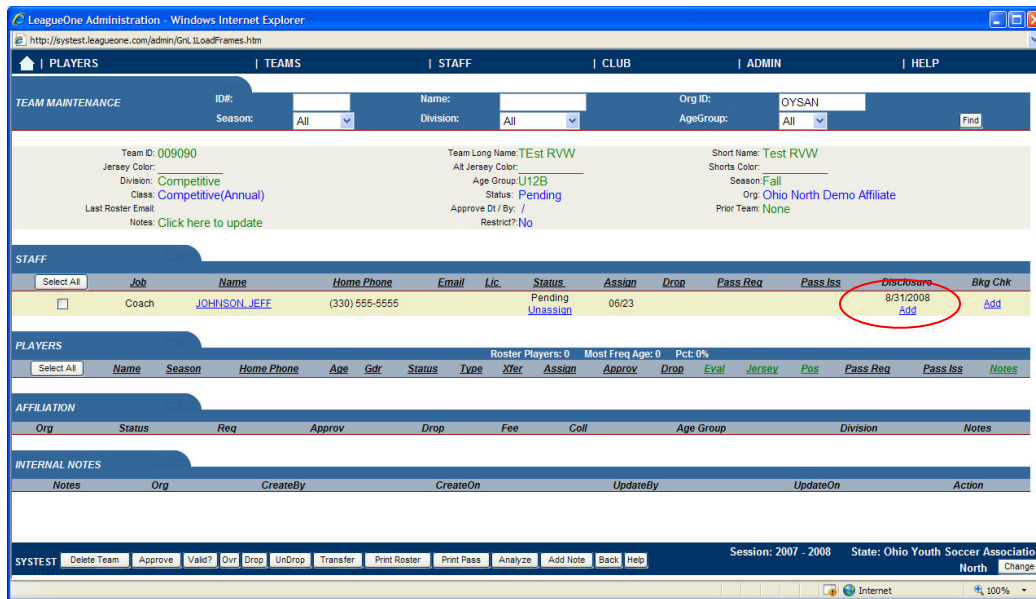


This pulls up the “Find Disclosure” screen listing all of the completed checks for volunteers with the same first and last name.



**Note:** For the “Scope” you should make sure to select “All Staff (All Orgs)” to see the results – otherwise you may not find any results. You may also need to change the default search criteria to account for common nicknames (i.e. Richard instead of Rick), as this may limit the search results that are returned.

Once you locate the appropriate disclosure result, click “Assign” and close the window. The “Disclosure” column will update with the new expiration date.



- Once each staff member has an expiration date listed in the “Disclosure” column, then the team will meet the Risk Management requirements and can be approved (once all other rules are passed).

There are several reasons why you may not be able to locate a disclosure record for a given volunteer:

- The volunteer’s name listed in LeagueOne may be different from their official name
- The volunteer may not have completed their risk management disclosure through e-KidSafe
- The volunteer’s background check may not have been completed yet
- The volunteer may not have passed the background check (you should be in contact with the State Office for any of these)

All ‘Team Staff’ must have a valid disclosure associated with their staff record before the team can be approved. Affiliates and Leagues will not be able to print passes/rosters until the team is approved (has a status of “Active”).