

OYSAN Risk Management updates (February 7, 2012)

All Users, please follow the instructions below to submit your Disclosure Form

Step 1: LOGIN

Returning Users - If you have already have a LeagueOne Username and password, please login as a returning user.

New Users - If you have never registered online through LeagueOne, please create a new account by clicking the "Create Account" button.

*When creating a new account, you will be directed to a "Player Find" screen.

*If you have a child who plays with OYSAN, please type in your child's name in order to link your new account with your family's profile. Hit the "FIND" button to continue.

OR

*You may skip this step if you do not have a child who plays for OYSAN. Simply hit the "SKIP" button. On the next screen, select "Registering myself or another adult in my family." Continue to create your account. Be sure to enter YOUR mother's month and day of birth on the account creation screen.

Step 2: FROM THE ACCOUNT TAB, CHOOSE "REGISTER" next to the member wishing to complete the RM disclosure.

Step 3: Add the RM Disclosure to your shopping cart.

Step 4: Complete your Risk Management Disclosure and hit "Continue"

* Make sure to fill in your information completely.

Step 5: Checkout.

Registrars, please follow the new guidelines below for Risk Management:

STEP 1: Club Registrar assigns one of the following jobs to the staff record: Asst Coach, Coach, League Board, League Treasurer, Team Manager, League President, etc.

STEP 2: Direct your staff members to complete their online risk management disclosure.

STEP 3: You can tell if a RM Disclosure was submitted by the member under the new "DISCLOSURES" section of a staff member's information page.

If Risk Management application was reviewed, you will see it under the new "BACKGROUND CHECKS" section of a staff member's information page.

If the Risk Management Disclosure is "approved" you may continue to approve your teams.

If Risk Management is not approved, you will not be able to approve the team.

Notes:

Old Risk Management Process (Prior to 2/6/12)

- 1) Volunteer submitted a disclosure
 - 2) The “Approved” staff records were sent automatically to LeagueOne as a “Disclosure record”
 - 3) Disclosure records had to be “matched” to existing staff records. (Disclosure records would match automatically after the first matching.)
- Having a valid Disclosure record associated to their staff record meant a volunteer had passed a background check and could be approved on a team

Disclosure Record vs. Background Check Record (After 2/6/2012)

- If a staff member has a **Disclosure record**, it means they have submitted a Disclosure – they have not necessarily been Approved yet.
- If a staff member has a **Background Check record**, it means their background checks have been run.
- Volunteers must have a valid Background Check record to be approved on a team
- Now that volunteers are submitting Disclosures through LeagueOne, they will either be linking to an existing staff record or creating a new staff record during the Disclosure submission process. Therefore, you will no longer need to “match” Disclosures to a staff record – this will happen automatically.
- There is a possibility that a volunteer may have signed up for the wrong organization for their background checks. If this happens, you must contact the State Office to have the organization corrected on the staff member’s disclosure.