



REGISTRATION INSTRUCTIONS FOR THE RISK MANAGEMENT APPLICATION FOR HEAD COACHES, ASST. COACHES, LEAGUE AND CLUB BOARD MEMBERS



The Eastern Pennsylvania Youth Soccer League (EPYSA) requires that all people who will come in contact with our youth must complete a risk management application. The Langhorne Neshaminy United Soccer Club (LNUSC) has mandated that all head coaches, assistant coaches, league and club board members must complete the risk management application.

The following instructions will help guide you through this process. Please make copies of these instructions and ask that each of your coaches follow them exactly as they are written. In the past, many coaches did not properly complete the registration process; therefore, they were not listed in the database.

The league has changed the policies regarding the carding of our coaches. Coach's names must appear in the database prior to the carding sessions otherwise the coach will be barred from receiving his/her card.

Please note the risk management application for EPYSA can only be completed once per year. If you coach in LNUSC (in-house or Travel) you must make sure to include both of those positions during this process.

Each club must create their team labels before any coach can complete the risk management application. Please check with your club commissioner to verify that the team labels have been created.

1. Go to the Risk Management section of the EPYSA Web Site: http://www.epysa.org/risk_management.aspx There are many other resources here for Risk Management that LNUSC shares with and communicates to the club.
2. On the left, click on "Online Registration" http://www.epysa.org/administrative/online_registration.aspx
3. Risk Management Registration should be the first link in the list:
<https://www.youthleaguesusa.com/epys/12-13/RiskManagement.html>
4. Enter your information. If you have never registered before, fill in all required yellow highlighted fields. If you are a person that has previously coached for LNUSC or a travel club, you will choose returning registrant
5. Simply follow the on-screen instructions and complete each of the fields as required. The information on these screens will automatically populate for a returning applicant to verify. New applicants must complete each field as requested.
6. Once you completed the personal information section of the application and submitted successfully, you should be presented with your EPYSA identification number. Please print this screen and retain it for your reference.
7. Add Positions: This section may need to be completed multiple times in order to list each organizational position held by the individual (i.e. Head Coach, Assistant Coach, Board Position for travel & recreational clubs). EPYSA only allows you to complete one risk management application so if you coach in in-house and/or Travel and/or hold a board position, you must complete the adding of position steps multiple times.
 - a. FYI all "E" licensed coaches and certified EPSARC referees are required to have this done in order to receive certification. However, LNUSC and EPYSA require annual registration. I
 - b. Once you have entered all the positions that you hold for each organization in which you participate, a final screen will appear that lists each position for which you have been registered. Please print this form and keep it for future reference.

Please feel free to contact the LNUSC Risk Management team if you have any questions.