

## STEPS TO BECOMING AN AYSO VOLUNTEER

### Step 1

Go to [aeso.bluesombrero.com/region1088](https://aeso.bluesombrero.com/region1088)

- If you had a child registered last season or are a returning volunteer you should select “**LOGIN**” at the top right corner of the screen. As you register your child for this upcoming season, you will be given the opportunity to select the option to volunteer. Follow the steps and update any information as needed.
- If you did not have a child registered or are a new volunteer you should select “**REGISTER NOW**” at the top right corner of the screen. You will need to create an account and follow the steps to complete the volunteer information with AYSO.

### Step 2

#### **AYSO Background Check**

- After registering to volunteer you should receive an email from **TheAdvocates@SterlingVolunteers.com** at the email address you provided. Please follow the link and complete the Background Check ASAP processing can take up to 15 business days.

### Step 3

#### **PA Clearances**

- The state of PA requires **ALL** adult volunteers who will be working directly with children to obtain both a Criminal and Child Abuse clearance. There is no fee for the Criminal and Child Abuse Clearances!
- If you haven't lived in PA for the past 10 years, you will also need an FBI clearance done with fingerprints.
- There are **NO** exceptions to this rule. You **MUST** have your clearances or you cannot volunteer.
- If you submitted your clearances within the past 5 years to AYSO, GOOD please skip to **Step 8**.
- If you have **not** submitted your clearances within the past 5 years to AYSO, please continue to **Step 4**.

### Step 4

#### **Obtain Criminal Record Check**

1. Go to <https://epatch.state.pa.us>
2. Select “**new record check (VOLUNTEERS ONLY)**”
3. Read the terms and conditions and check the “Volunteer Acknowledgement Section” box at the bottom of the page and select “accept”.
4. On the next page list the volunteer organization name (American Youth Soccer Organization)
5. Fill in your name, personal address, and phone number. Click “next”.
6. Review the information and select “proceed”. Complete the next page (name, address, SSN, DOB, etc.) and select “enter this request”.
7. A new request form will pop up. Just scroll to the bottom and select “finished”.
8. Once processing is complete, click on the control number and it will take you to your printable clearance.
9. Make certain to print and also save your clearance.

## **Step 5**

### **Obtain Child Abuse History Clearance**

1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. You must first create a Keystone ID. Select "**Create Individual Account.**"
3. Follow the prompts to create your username. You will then receive a confirmation email with your temporary password, click on the link in the email to proceed to log in.
4. It will prompt you to immediately change your password.
5. You will then need to select "Create Clearance Application".
6. When you get to "application purpose," select "volunteer" and "other" for the volunteer category.
7. Please list the agency name as: American Youth Soccer Organization.
8. Follow the prompts on each page to complete the application.
9. Once completed, you will receive an email confirming the receipt of your request.
10. Within a week you will receive another email indicating the clearance is complete.
11. You will need to log in to the site in order to view your completed clearance.
12. Make certain to print and also save your clearance.

## **Step 6**

### **FBI Clearance- Fingerprinting**

**\*\*\*ONLY NEED COMPLETED IF YOU HAVE LIVED IN PA LESS THAN 10 YEARS.\*\*\***

1. Please go to <https://www.identogo.com/locations/pennsylvania>
2. Follow directions to register and then choose a fingerprinting location

## **Step 7**

### **Submit background checks**

1. Volunteers must email a copy of the required PA clearances to the regional CVPA for review at the following email address:

**Region 1088 CVPA: Justin Clark**

Email: [aysojustinclark@gmail.com](mailto:aysojustinclark@gmail.com)

**\*\*\*Please ensure you include your First and Last name in the emails subject area\*\*\***

## **Step 8**

### **Online Training**

1. Volunteers must complete the AYSO **Safesport** training which you can access at <https://safesporttrained.org/?KeyName=tsVWe36Xa6PS3b5NzOug> .
2. You do not need to upload your Safesport results. Safesport will automatically update your profile, generally within 2 hours of completion.
3. Volunteers must complete the AYSO required training which can be accessed by going to <https://www.aysou.org> or by selecting AYSOU button located under your volunteer role on your accounts volunteer page.
4. Located under the Safe Haven Course volunteers must complete:
  - o AYSO Safe Haven
  - o CDC Concussion Awareness
  - o Sudden Cardiac Arrest
  - o CEU - Stewards of the Game
5. If coaching or refereeing volunteers must also complete relevant training to their position

**Please feel free to reach out with any questions or concerns including questions concerning youth volunteers or other volunteer positions (team parent, field prep, concessions, etc.)**

**Region 1088 CVPA: Justin Clark**

Email: [aysojustinclark@gmail.com](mailto:aysojustinclark@gmail.com) or send a message through Facebook

\*Special thanks to Region 690 for assistance in creating these steps!