



FOX CHAPEL AREA YOUTH SOCCER ASSOCIATION

THREE STEPS TO REGISTER AS COACH

1. **Register as coach/admin through Affinity.**

Log on to <http://pa-foxchapel.affinitysoccer.com>

If you do not have an existing account, click on registration on top right and then create an account with id and password. Log in and go to **My Account** and **create new registration**. Then register coach/admin (not player). The rest is self-explanatory.

2. **Complete a Full Background Clearance:**

1. Complete PA-State Criminal Background Check (link 1 below)

2. Complete Child Abuse History Clearance (link 2 below)

3. Print and have Notarized the Volunteer Affidavit Form - pg 3-4 below (if you HAVE lived in PA for past 10 years)

OR

Complete the FBI History Check (Link #3 Below) (if you have not lived in PA for 10+ years – Select the Teacher / Independent Contractor option.
Create a registration, get ID # and take for fingerprinting – UPS Gibsonia)

***Note** – The Gibsonia UPS store (5513 William Flynn Hwy, 15044) offers both fingerprinting (for the FBI Report) and notarization from 11-5 M-F. The UPS store at Fox Chapel Plaza offers only notarization from 11-6.

Below are the links to complete 1 and 2 of clearance (and 3 FBI if needed).

1. <https://epatch.state.pa.us/>

2. <https://www.compass.state.pa.us/cwis/public/home>

3. <https://www.pa.cogentid.com/index.htm>

The Volunteer Affidavit form follows on page 3 and 4 of this document. Print and have notarized (again, only if PA resident for 10 + years).

The Clearances will be sent to you electronically via your email. (The PA Criminal Report can be accessed immediately upon completion. The Child Abuse History will come via email notification when processed).

ONCE YOU HAVE ALL 3 DOCUMENTS (Criminal Record (PATCH), Child Abuse History Clearance (CY113) and either the notarized affidavit or FBI Check, you will complete the final step - Upload Documents:

3. Complete the PA-West Risk Management Registration and Upload 3 Documents (from step 2 above):

Go To PA-West Risk Management registration log in:

<http://pa-bgc.sportsaffinity.com/reg/index.asp?sessionguid=>

Follow these steps:

Log in using Affinity ID and password for coaching registration

Click on **Create Registration**

PA Background check will be highlighted – click **Continue**

You will see your name and any other family members – click **Continue**

Click on **Register as Coach / Admin** next to YOUR name at top

At Drop Down Box under Play Level click **Background Check** (it is the only option)

This brings up all of your info previously input to Affinity (name, address etc...)

Under Personal Information section **click on box that says “click here to show photo or certification upload”**

5 Boxes will appear – one for photo (only needed if coaching travel for ID card), **other 4 boxes are to click and upload the 3 needed documents from your computer** – PATCH Box is for the Criminal Record Form, CY113 is for the Child Abuse Clearance and then you click on either the affidavit box to upload notarized form **OR** the FBI History box

Once you have uploaded the 3 documents be sure to click on **SAVE** bottom of page (all of the fields with red asterisks will need to be complete as well).

This will save the documents your profile and PA-West will review and your account will be automatically updated to “approved”. This will be in place for 3 years.....

Thank you for your prompt cooperation and completion of these steps. While it may seem cumbersome, it is well worth the safety of our children!!

Please feel free to be in touch with any questions or problems.

**Fondly,
Michele Williams
FCAYS Registrar**

ACT 153 VOLUNTEER AFFIDAVIT

Commonwealth of Pennsylvania

County of _____

On the _____ day of _____, 2015, before me, a Notary Public, personally appeared the undersigned affiant, who being duly sworn according to law and intending to be legally bound, deposes and says:

1. I have been a resident of the Commonwealth of Pennsylvania for the entirety of the previous ten (10) years from the date of this Affidavit.
2. I am not disqualified from service as a volunteer as a result of a conviction of one or more of the following offenses listed under Title 18 of the Pennsylvania crimes code (or equivalent crime under federal law or law of another state), or the attempt, solicitation or conspiracy to commit any of these offenses:
 - a. Criminal homicide (Chapter 25)
 - b. Aggravated assault (Section 2702)
 - c. Stalking (Section 2709.1)
 - d. Kidnapping (Section 2901)
 - e. Unlawful restraint (Section 2902)
 - f. Rape (Section 3121)
 - g. Statutory sexual assault (Section 3122.1)
 - h. Involuntary deviate sexual intercourse (Section 3123)
 - i. Sexual assault (Section 3124.1)
 - j. Aggravated indecent assault (Section 3125)
 - k. Indecent assault (Section 3126)
 - l. Indecent Exposure (Section 3127)
 - m. Incest (Section 4302)
 - n. Concealing death of a child (Section 4303)
 - o. Endangering Welfare of Children (Section 4304)
 - p. Offenses relating to infant children (Section 4305)
 - q. Felonies related to prostitution (Section 5902 (b))
 - r. Obscene materials/performances (Section 5903(c))
 - s. Corruption of minors (Section 6301)
 - t. Sexual abuse of children (Section 6312)
 - u. Felony violation of Controlled Substance, (35 P.S. Section 780-101 et seq.)
Drug, Device and Cosmetic Act within
Preceding five-year period

3. I have not been convicted of an offense similar in nature to those offenses listed in Paragraph 2 herein under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I hereby affirm that the information in this affidavit is true and correct to the best of my knowledge and belief and that the signature is being made subject 18 Pa.C.S.A. § 4903 relating to crimes for false sworn statements which is a misdemeanor of the third degree punishable by up to one year imprisonment.

Sworn and subscribed before me, the day
and year aforesaid.

Affiant

Notary Public