


Updating KidSafe and NCIS Background Check Information

1. Follow the link to <https://ssl.demosphere.com/WWPSA/Vol> to login to your account to update your volunteer status.
2. Choose the second radio button to access your family's information and then click *Continue*.

VOLUNTEER OPTION

I have not yet volunteered with WWPSA using this system

I have previously volunteered with WWPSA using this system



3. Using your e-mail and account password (6-digit number received when registering), login to access your household.

PLEASE ENTER

You may use your e-mail and password or your personal info to login.

Please enter your email and password below to log in.
If you think you have a password but can't remember it click [here](#).

Email Address:

Password:

If your home phone has changed since last time you registered, please enter your old home phone to get in, then change it. Also, use the birth date of a Player you previously registered.

Player's Last Name:

Birthdate: / / mm/dd/yy

Maiden Name:
(Mother of Player)

Home Phone:

4. Click your name in the “Family Members” section, choose the “Submit KidSafe Application ONLY” option and then click *Update*.


Current Coaching License: License Type

	Coach	Asst. Coach	Team Mgr.	
I'm volunteering as	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	for: <input type="text" value="Any"/>

Insurance Coordinator Goal Post Coordinator Sponsorship Coordinator
 Awards and Photo Day Coordinator Field Setup / Breakdown Facilities Field Monitor
 Facilities General Equipment Merchandise Distribution Uniform Distribution
 Awards & Picture Day Training & Development Community Relations / Press Finances
 Fundraising Kidsafe Coordinator Volunteer Coordinator Professional Trainer
 Submit KidSafe Application ONLY

If you don't see the option to coach for one of your children above it means they are not yet registered. Click [here](#) to register now.

5. You will then navigate to the Volunteers and Professionals Disclosure Page. **Please be sure to read all information before clicking I agree to navigate to the application page. By clicking I agree you agree to all terms stated on the page.**



Volunteers and Professionals Disclosure Form

As an affiliate of New Jersey Youth Soccer (NJYS), WWPSA is required to participate in the NJYS KidSafe program. This program requires that WWPSA obtain relevant background information from all:

- Volunteer coaches
- Substitute coaches
- Professional Trainers
- Rec League Managers
- Travel Team managers
- Board of Directors
- Travel Executive Committee
- and any other adult who can expect to be alone with any registered player for any length of time (not to confused with parental responsibilities affecting their own child).

Please do not fill out a KidSafe application if you are volunteering for any volunteer activities not specifically noted above.

This information is reviewed by the KidSafe Coordinator and Background Check Committee and is kept on-file for three years after the seasonal year for which the form was completed. The WWPSA KidSafe Coordinator is responsible for safeguarding and reviewing this information and uses it to file an annual certification of compliance with NJYS. If you would like to learn more about the KidSafe program, [click here](#) to visit the NJYS website.

In addition to the background information required by the KidSafe program, WWPSA performs criminal background checks through the National Center for Safety Initiatives ("NCSI") on all people whose roles are described above. WWPSA will submit the information collected through this process to NCSI so that they can perform the relevant background checks. **All those filling a role described above must complete both the KidSafe questionnaire before they may assume their respective roles. *If you are not volunteering for one of these positions, you should click "I Disagree" below.***

Due to the timing of when background checks are returned, any volunteer or paid assistant or trainer associated with a team function may perform their assigned roles with their teams until the background checks are returned to WWPSA. In the event that the background check fails, the WWPSA has the right to immediately remove the person from their assigned role.

These policies intend to protect the children and all others participating in WWPSA programs. We appreciate your compliance with our policies, and hope that you agree they are in the best interests of the entire association. Thank you for your cooperation and compliance with these policies.

PLEASE BE SURE TO USE YOUR LEGAL NAME AND NOT YOUR COMMON NAME TO AVOID DUPLICATE SUBMISSIONS WHICH RESULT IN UNNECESSARY EXPENSES TO THE CLUB.

[I agree](#) [I disagree](#)

Proceed to Application... Skip Application at this time...

6. Click *I agree* to navigate to the KidSafe Application page.

Volunteers and Professionals Disclosure Form

Please fill out all information below. It will remain strictly confidential and not made publically available. However, you **must** fill out all information truthfully to be considered to participate in any WWPSA volunteer activities.

Legal First Name:	<input type="text" value="Dad"/>
Legal Middle Name:	<input type="text"/>
Legal Last Name:	<input type="text" value="Demosphere"/>
Birthdate:	<input type="text"/> (mm/dd/yyyy)
Social Security Number:	<input type="text"/>
Have you ever been convicted of a crime or disorderly person offense? If yes, please explain.	<input type="text"/>
Have you ever been convicted of a crime against a person? If yes, please explain.	<input type="text"/>
If you were fingerprinted by other listed local Youth Sports Organizations, indicate the organization and date fingerprinted.	<input type="text"/>
Please indicate whether you are volunteering to help with Travel, Recreational, or both.	<input type="text"/>
Do you wish to add any comments or other information regarding coaching, volunteering and certifications you would like WWPSA to consider? Please do not enter confidential information.	<input type="text"/>

7. PLEASE BE SURE TO INPUT YOUR FULL LEGAL NAME. Nicknames will be rejected and result in WWPSA incurring unnecessary charges so that your background check can be re-processed. All other information must be accurate and using the appropriate format, as indicated. Click *Submit* to complete the application process.
8. You will then return to your household information page and your application is complete.