

## MSSC Risk Management Procedure

All administrators assigned to hold the position of head coach, assistant coach, board member, team managers team assistants or team parents must comply with Calsouth rules and be Risk Management Approved before they can perform any of the above duties.

Candidate must contact the registrar and have their information entered in the Coris database.

Steps to follow:

**1.** You will need to know your team number as this needs to be entered on the form. (Contact registrar) Complete a Cal south Team Administrator Assignment form. Download form from [calsouth.com](http://calsouth.com), click on resources, then forms.

**Note:** Enter the info listed below on the form:

**Season:** enter season requesting a card for

**League:** MYSL

**Club:** MSSC

**Team ID Number:** - *enter your team name*

Print out & sign form and email to [registrar@murrietasurfsoccer.org](mailto:registrar@murrietasurfsoccer.org) or fax to 866-582-4111, no cover sheet needed.

If dropping off form, print out 2 copies of the form, **one** is dropped off as listed below, the other goes in the team book.

**2.** Email the registrar, Gladis Rada, [myslregistrar@gmail.com](mailto:myslregistrar@gmail.com) and provide the following information:

- a. Name
- b. Address
- c. Home/Cell phone numbers
- d. Position you are applying for
- e. Driver's License number and Date of Birth
- f. Picture (head shot)

Once you have provided the information above you can schedule your appointment with any UPS Store or any other place providing livescan services. Cost is approx. \$20 – this is a team expense for team managers and team assistants, coaches must pay themselves.

You will need to complete, print and sign **3 copies** of a Request for Live Scan Service form to take with you to your appointment....

<http://www.calsouth.com/downloads/Request%20for%20Live%20Scan%20Form.pdf>

**3.** The completed Livescan form must be emailed or faxed to the registrar, see details above.

**4. If you don't have access to email or fax, the forms these can be dropped off @ the registrar's home:**

Drop off the following:

1 copy of the completed and signed Administrator Assignment form completed earlier (Step 1), and a copy of the completed livescan @ 23861 Costa Mesa Way, Murrieta, CA 92562. Once your card is ready the registrar will contact you to pick up your card.

The second Team Administrator form is placed in the manager's book.

PLEASE NOTE: All paperwork for the team needs to be processed through your team manager or coach.