



ADULT VOLUNTEER BACKGROUND CHECK INFORMATION

MYSA's Position Statement:

MYSA and its Affiliate Members shall not knowingly permit any person convicted of a crime against persons or a crime of violence, to become or remain in any volunteer position for the organization. If background checks reveal convictions of any crimes within the past 15 years from the date of application, the person's application shall be rejected or s/he will be dismissed from any position s/he holds in the organization. Any convictions occurring more than 15 years ago may be considered by the Risk Manager in the determining of the applicant's suitability for the position, but will not automatically disqualify the application.

The Northfield Soccer Association is an affiliate member of the Minnesota Youth Soccer Association. In order to comply with MYSA risk management requirements **any adult that works with youth players must complete the online background check** including coaches, assistant coaches, team managers/coordinators, and NSA board members.

How to complete the background check: Go to the MYSA website where you can download the MYSA's screen by screen instructions and access the background check website: <http://www.mnyouthsoccer.org/programs/backgroundcheck.cfm>

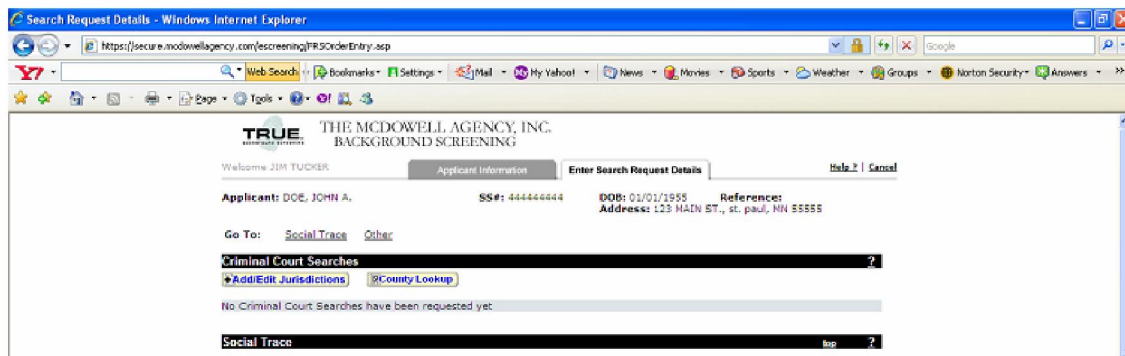
Click "National Background Check website" to access the MacDowall Agency website where you should select "Client Login" at the right side of the menu bar across the top.

Login: MYSNFD
Password: MYSNFD

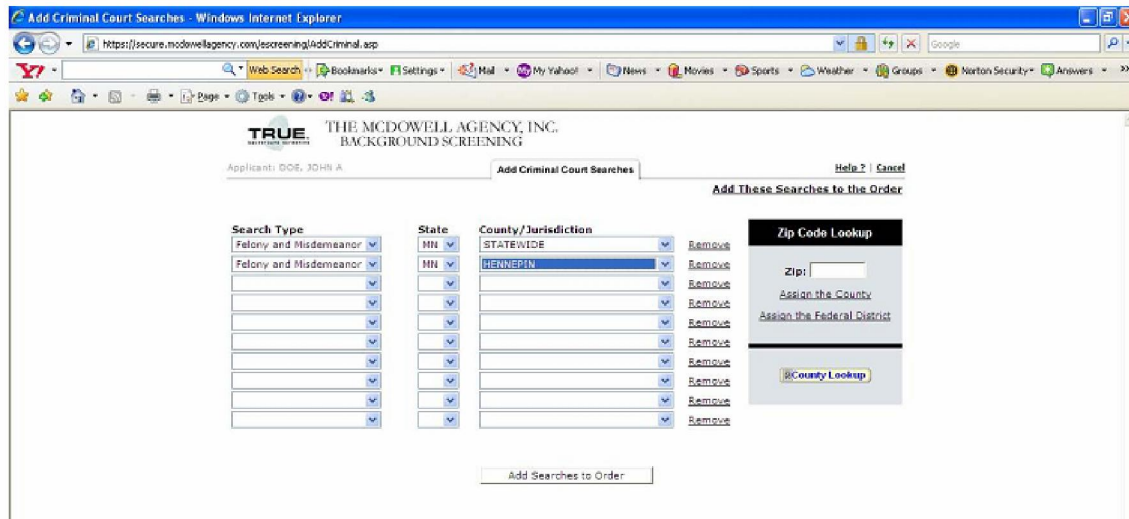
After you've logged in, click "request" from the top menu bar. Then select:

- MYSA Volunteer Package if you have never completed a background check for the NSA.
- Annual MYSA Re-check if you completed this process last year

Follow the instructions on the screen. When you reach the screen with the "Enter Search Request Details" tab at the top, click Add/Edit Jurisdictions:



At the following screen:



Select these searches using the pull-down menus:

- Felony and Misdemeanor, MN, STATEWIDE
- Felony and Misdemeanor, MN, YOUR COUNTY [Most of Northfield is in Rice County, but some parts are in Dakota County – select the county where you live]

Submit your order, then logout: You're done and THANKS!