

[CLUB RM COORDINATORS] - Risk Management Background Pre-Purchasing Code Process

To ALL Club RM Coordinators & Treasurers:

The use of pre-purchased codes for Risk Management will be available in GotSport. The new process is different from what you are used to in Sports Engine so please read carefully below in order to be prepared when 2024 Risk Management opens.

If your Club intends to use pre-purchased RM codes in GotSport, your Club must designate a [Registered Billing Agent](#) (usually a Treasurer) **BEFORE** you begin the Risk Management process for your Club. In order to do, you will need to send the following information to mkozak@nyswysa.org:

- 1.) Registered Agent's Name (Treasurer or other designee) *(NOTE: They must appear in your Club Admin Staff List)*
- 2.) Registered Agent's GotSport Account Email Address *(this must match their GotSport Admin email)*

Upon receiving this information, NYSWYSA will create a Code Use billing account within your NYSWYSA Club Account and then send you instructions on how to complete and maintain this account. The Club will need to designate a club credit card or ACH/Checking account for this step.

Remember that the only cost for risk management is the \$35.00 fee for the ADULT 2-year background screening (Minor RM applicants remain free of charge and only require a Parental Attestation). Safesport and other credentialing are also free of charge. So you will only need to provide Codes to those Adult (18 & Older) club members that need to have a new background screening done.



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