

## **IMPORTANT: FOR MWSRA OFFICIALS ASSIGNED TO ANY SCHOOL GAMES IN MARYLAND FROM 2017-2018**

### **Background:**

The Maryland state government has set laws and procedures to require schools in Maryland and sports officials' organizations to monitor adults who come into contact with school children at the school or at school-related activities. The implementation of these regulations vary by county and school; i.e., at the present there are no standard statewide procedures or guidelines.

**ALL MWSRA referees who work any public or private school soccer games in Maryland must complete the Prince George's Public Schools security process for the upcoming year.**

***Note:*** *If you only officiate youth or adult soccer games, such as MSI, CYO, PGCBGC, MCRD, HCRD, you do not have to complete this process.*

In addition, MWSRA will also verify that you are not on the Maryland Sex Offender database (Maryland Department of Public Safety & Correctional Services).

These procedures do **not** require you to be fingerprinted or be interviewed by school authorities. Each soccer official who wants to accept a scholastic soccer assignment in Maryland from Wendell Hughes, MWSRA assignor, **must follow the instructions listed below and forward a copy of their receipt.** The only exception is if you are a Prince Georges Public School employee and have already been processed, please send an email containing your employee number to [jmichaelgreenwood@yahoo.com](mailto:jmichaelgreenwood@yahoo.com).

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### **Instructions to Complete Background Check Online for All Middle & High School Games – Commercial Background Check**

Questions for PGPS Security Office: Call 301-952-6775  
Summer Hours Until Aug 7<sup>th</sup> – 7:30am-4:45pm  
After Aug 7<sup>th</sup> – 8:00am-11:45am and 12:30pm-3:45pm

Any MWSRA Referee who expects to be assigned to any Varsity, JV, or Middle School game(s) this school year (Fall 2017 – Spring 2018) **must** go online to the website and **complete the instructions on the next page** as soon as possible so Wendell Hughes can assign you any Maryland public AND private high school or middle school games.

***Note:*** *If you officiate any Maryland public or private school games without submitting the form on-line **and** sending a copy o a receipt to [jmichaelgreenwood@yahoo.com](mailto:jmichaelgreenwood@yahoo.com), you are subject to a MWSRA fine for each game. If you accept any Maryland private or public school games, you are confirming that you have completed this process. As an independent contractor, this is the responsibility of the referee, not the assignor.*

## **Instructions:**

1. Go to **www.myschoolbucks.com**
2. Create an account (Sign-up):
  - a. Your ID will be your email address, create a password, and answer two questions:
  - b. At the top of the sign-up page, select the following:
    - i. State: Maryland, District: Prince Georges County; **Person Type: Referee**
    - ii. WRITE DOWN/SAVE THE EMAIL AND PASSWORD YOU ENTER
3. At the top right – select “School Store – Browse All Items”
4. At the bottom of next screen (below nine boxed options), click on the “next” button
5. On this screen, select the middle box in the second row “Commercial Background Disclosure” review details
6. Read top statement, then complete Section 1 Questions 1 to 22 –**Driver’s license needed**
7. Complete Section II
  - a. Question 23: Referee
  - b. Question 25: 8/15/2016, (If later, enter the current date)
  - c. Question 27: no
  - d. Question 29a Contractor Type: Soccer Official
  - e. Question 29 b Contractor Tel #: 301-460-0315
  - f. Questions 29c Contractor Cell #240-888-1187
  - g. Question 29d Name of Contracting Company: Metropolitan Washington Soccer Referee Association
  - h. City: Rockville
  - i. State: MD
  - j. Country: USA
  - k. E-mail Address: **jmichaelgreenwood@yahoo.com**
  - l. Type in full name (signature)
  - m. Click box, and date, then click “Add to Basket”
8. At the right top of the next page (PGPS home page), click on the orange-colored basket which should indicate \$7.26 (View Client/Checkout).
9. Next page will prompt you for the credit card information (they accept VISA, MasterCard, or Discover cards).
10. Once submitted, wait until you receive a Payment Confirmation notice. (Recommend copy-or paste this 4-line confirmation).
11. Go back to Home Page. Go to Meal Accounts: Recent Payments. You should see your entire entry and payment information.
12. Within a short time, a full copy of your receipt should be in your email inbox (“Order Accepted” My School Bucks. Save for your file.
13. Within a few business days, you should receive a separate receipt “verification” email notifying you of the acceptance of your submission for the entire school year. Save for your file.
14. Please email (or mail) a copy of one or both receipts to [jmichaelgreenwood@yahoo.com](mailto:jmichaelgreenwood@yahoo.com).