

Coach/Volunteer Certificate Training Process



Coach Registration and Background Check

Starting with the 2021-2022 cycle we will begin using a new background check process. This background check process will use your Social Security Number that will be captured through your TSC registration. Coaches will no longer be required to do a background check through WYS and Affinity.

A couple of important notes:

- Please ensure you use your full legal name in your registration
- Social Security Number is required

Required Trainings & Recertification

U.S. Soccer has incorporated all the required coach certification trainings into their Learning Center for Coaches.

There are two trainings required by all coaches, team managers, or volunteers in team roles. Both trainings require them to be done annually to recertify.

<https://learning.ussoccer.com/>

- *SafeSport- Free with Access Code: YC3E-6P5G-YYIL-CS2M*
- *Intro to Safety* – This is a combined concussion and sudden cardiac arrest training

Creating a U.S. Soccer Profile

It is recommended that you create a profile on the U.S. Soccer site and complete the trainings there. This is the same site where you can find all the formal coach trainings as well! To login or create an account click on the person icon on the top right-hand side of the screen.

A couple of important notes with your profile:

- Make sure you use the same full legal name as your registration
- Use the same email as your registration

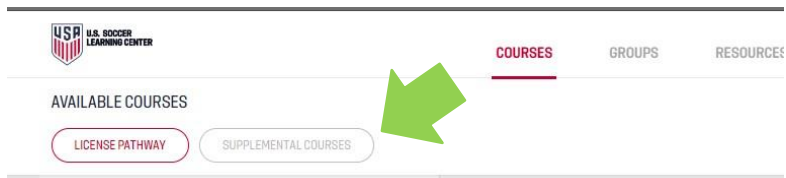
Finding the Trainings

To find the coach certification trainings click on the **Learning Center** button or links. Then click on the **Coaching Education** button on the page.

Once the *Coaching License Pathway* page click on either **Courses** or then click on **Register for A Course**.

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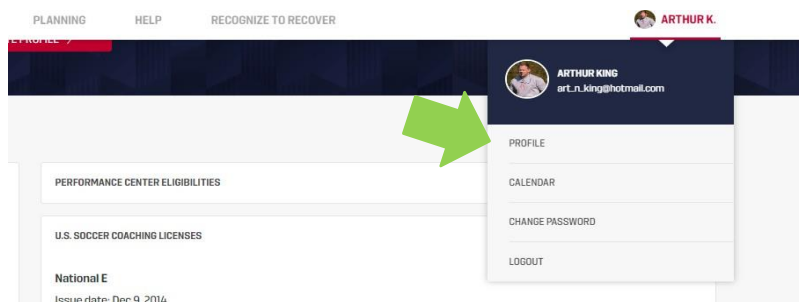
Once on the Available Courses page click on the **Supplemental Courses** button. There you will find the required certification courses.



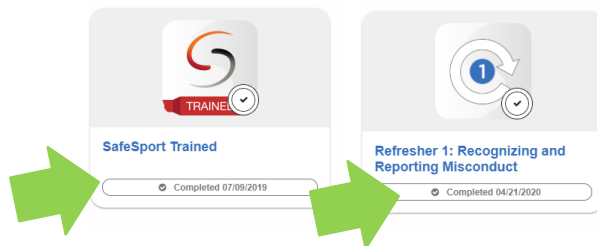
Linking Previous SafeSport Certificate

You can link your previous SafeSport certification to your profile. This will allow you to take the re-certification version versus the full training.

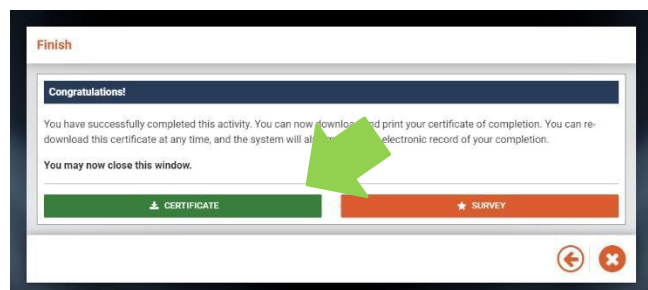
1. From the *US Soccer Learning Center* click on your Name in the upper right-hand corner. Then click on Profile from the drop-down menu.



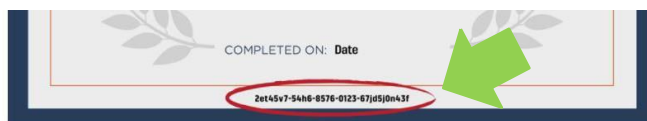
2. To obtain their past SafeSport Certificate Number login to safesport.org. Once you are logged in you will see your past trainings. Click on the completion button on the last version you completed (will be either the initial training or a refresher).



You will then be presented with the finish screen. Click on the Certificate button to get your certificate number.

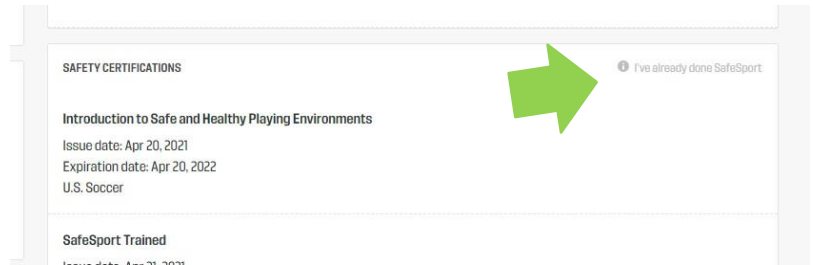


3. At the bottom of the certificate, you will see the unique identifier for your certificate.



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- Once your profile loads you will see your safety certifications on the right-hand side. Click on the *"I've already done SafeSport"*. Once the screen opens you can enter your completed SafeSport certificate number.



If your SafeSport Certificate ID is not finding a match, please email learningcentersupport@ussoccer.org

- Register in NSYSA

The **Northwest Sound Youth Soccer Association** (NSYSA) provides organization to the Youth Soccer program in Washington State throughout the Kitsap, Clallam, and Jefferson County areas. Members of TSC must register with NSYSA and become a member.

- Click on this [NSYSA](#) link.
- New users watch this brief NSYSA Tips [video1](#) to see the process of becoming a member. This [video2](#) shows how to sync your accounts (RMA and NSYSA)
- Click Register on left side of page.
- Fill out required fields and click **Register** on bottom of page.
- Returning users click LOGON and update your user profile.

- Register at Tracyton Soccer Club

Please register at Tracyton Soccer at as a coach/volunteer – do this after you have completed your required certificate courses. (See above).

- Visit www.TracytonSoccer.com
- Or you can go to the TSC website and click REGISTER at the top of the page. In the next window, click REGISTER again at the top of the page.
- New users fill in info and CREATE ACCOUNT.
- Returning users click LOGIN HERE.

- Step by Step Instructions for Tracyton Soccer once you have Logged in/ created an account: If completing during the registering of your player go to instruction 5 below. If completing outside of the player registration process follow the steps below

- Click on "Volunteer" on the left-hand side.
- Click on the blue "Find Volunteer Roles" on the top right-hand side
- Choose the program, age group you are coaching/volunteering with "View Divisions" then that age group. Then the Blue "View Selected Opportunities" button at the bottom.
- Choose your Role by clicking "select". Then "sign up a registered user". All names will appear at the bottom of the screen. Choose yourself, then click continue.
- Answer all the questions, upload certificates/photo and accept all the Agreements. Then click continue and finish.
- You will receive an email when this step has been completed.