

LYS Coach Requirements Fulfillment

Step By Step Guide

To be cleared to coach for Lassen Youth Soccer, Cal North Soccer requires four items to be completed by each coach:

1. Live Scan (fingerprinting) - Page 1
2. Background Check - Page 3
3. Intro to Safety (online training) - Page 4
4. SafeSport (online training) - Page 7

To initially register as a coach, click one of the following links on our website. If you have already registered to coach, skip ahead to Live Scan. Must register using a link yearly.

- ◆ Head Coach or Assistant Coach * If you're a HC for one team and an AC for another team you only need to register once.

There are two websites you'll need to access in this process for completion: gotsport.com and learning.ussoccer.com. *Note: Be sure your accounts for both of those sites are registered and logged in with the same email address. Online information must be done after June 1 or you may have to re-take them.*

Live Scan

New Coaches

All new coaches to LYS must get a Live Scan (fingerprinting) before August. Regardless if you have been LiveScanned for your job or any number of other entities, you must be LiveScanned specifically for LYS. If you're a returning coach, skip to the next section "Returning Coaches." New coaches will need:

1. A LiveScan appointment (see locations below).
2. The Live Scan form located at the end of this guide.
3. Driver's License or other government issued photo identification.

Live Scan Locations:

- ◆ Lassen County Office of Education, 472-013 Johnstonville Rd. Call (530) 257-2196 to make an appointment. LYS will be billed and has an account on file with LCOE. No money out of your pocket needs to be paid.
- ◆ Lassen County Jail (a \$10-15 fee will be charged by the jail), 1415 Sheriff Cady Ln, Susanville. Call (530) 251-5245. Both locations require you to schedule an appointment. You can submit receipt to LYS for reimbursement.

Returning & New Coaches

Returning coaches **do not** need to be re-scanned. But, both returning and new coaches do need to complete a brief digital Live Scan form in your gotSPORT coach account. Follow the steps illustrated below.

Step 1: Login to your account on gotSPORT.com.

Step 2: Click on “Dashboard” (see illustration 1).

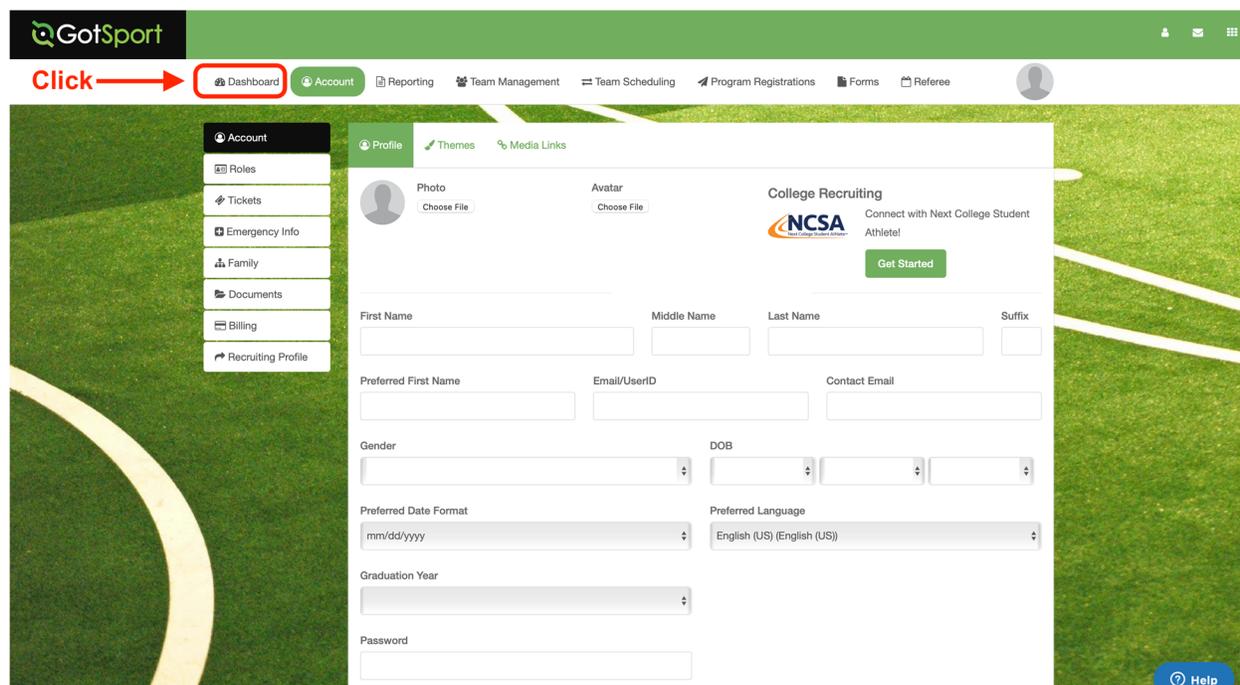


Illustration 1

Step 3: Scroll down to “Requirements.”

Step 4: On the line for Live Scan, click on “Details” (see illustration 2).

Step 5: Click “Submit New Report” and fill out the digital form.

Fulfilling Coach Requirements

Lassen Youth Soccer League
Susanville, CA, US

Requirements

Available Forms

Roles

USYS Requirements	Rolling	21/22	22/23	
Intro to Safety	Not/Applicable	Fulfilled	Expired	Details
Safe Sport	Not/Applicable	Fulfilled	Expired	Details
Background Check	Not/Applicable	Fulfilled	Expired	Details
Live Scan	Fulfilled	Not/Applicable	Not/Applicable	Details

Click on "Details," then on the next page "Submit New Report"

Illustration 2

NOTE: MUST save your Live Scan paperwork. When complete with the Live Scan appointment please email a photo copy of your Live Scan paperwork showing your ATI # to our registrar Jennifer Browning at jenbrowninglys@gmail.com

Background Check

Step 1: From your gotSPORT Dashboard (see illustration 1), scroll down to Requirements. On the line for "Background Check" click on "Details (see illustration 3)

Lassen Youth Soccer League
Susanville, CA, US

Requirements

Available Forms

Roles

USYS Requirements	Rolling	21/22	22/23	
Intro to Safety	Not/Applicable	Fulfilled	Expired	Details
Safe Sport	Not/Applicable	Fulfilled	Expired	Details
Background Check	Not/Applicable	Fulfilled	Expired	Details
Live Scan	Fulfilled	Not/Applicable	Not/Applicable	Details

Click on "Details," then on the next page "Submit New Report"

Illustration 3

Step 2: Click on "Submit New Report" (see illustration 4).

Fulfilling Coach Requirements

Background Check

Status 23/24: Fulfilled 24/25: Required

Please note, for the 23/24 season please submit your requirements after June 1, 2023 to avoid early expiration.

[Submit New Report](#)

Report History

ID	Date Submitted	Date Completed	Updated	Status
.....	07/24/2023 17:00		07/31/2023 19:18	Approved

Risk Management

Enforced By California North Youth Soccer Association

Contact Information

Mobile Phone Number 925-426-5437

Address 2081 Arena Blvd, STE 190
Sacramento, CA 95843
US

Reports older than 05/31/2023 have expired

Illustration 4

Step 3: Fill out the digital form. At the bottom of the form, click “Submit/Save.”

Step 4: You’ll receive an email from *California Youth Soccer Association - North* (see illustration 5). Follow the link supplied in the email to complete the remainder of the background check. Background price must be paid. First time background check cost is \$16.00 and returning is \$6.00. Only pay these prices otherwise, stop process its not the correct background check system.

California Youth Soccer Association - North
California Youth Soccer Association - North Background Questionnaire Notification
To: [Redacted]
Reply-To: smoe@calnorth.org

Inbox - iCloud July 12, 2023 at 5:00 PM

July 12, 2023

Hello [Redacted]

As part of your consideration for volunteer work, you will need to fill out the background questionnaire found at the link below.

[Click here to begin](#)

The background questionnaire takes approximately 15 minutes to complete and we recommend that you double check the information you provide for accuracy to make sure there is no delay in processing your background investigation.

To remain in active consideration for volunteer work, you must complete the background questionnaire within 14 days.

Thank you,

California Youth Soccer Association - North
smoe@calnorth.org
(925) 426-5437

This email is intended only for the person or entity to which it is addressed and may contain information that is privileged, confidential, or otherwise protected from disclosure. Dissemination, distribution, or copying of this e-mail or the information herein by anyone other than the intended recipient, or by an employee or agent responsible for delivering the message to the intended recipient, is prohibited. If you have received this e-mail in error, please notify us immediately by replying to the sender.

Illustration 5

Intro to Safety

Step 1: Go to learning.ussoccer.com.

Step 2: Log in or create an account, if you don't have one already.

Fulfilling Coach Requirements

*Note: When creating your account, you must use the same information you used or will use when you register in the Cal North registration system. First name, last name, **email address**, etc. must match.*

U.S. SOCCER LEARNING CENTER



Welcome to the U.S. Soccer Learning Center, a learning management system designed to house all U.S. Soccer educational programs. Starting with coaching and referee programs, sign-up for a free account and you can take part in online courses, browse for in-person courses in your area, and track your U.S. Soccer licenses and other certifications.

To access your SafeSport and Introduction to Health and Safety Courses info, click here



COACHING EDUCATION



REFEREE PROGRAM



SAFEGUARDING

Illustration 6

U.S. SOCCER LEARNING CENTER

HELP RECOGNIZE TO RECOVER DIRECTORY

SAFEGUARDING

Protecting the health and safety of our players, coaches, and families is everyone's responsibility. Here you'll find links to complete screenings and training as part of your journey with U.S. Soccer. If you encounter issues or have questions, please email us at learningcentersupport@ussoccer.org.

 CODE OF CONDUCT U.S. Soccer's Code of Conduct establishes pillars of conduct that serve to guide an individual's behavior while representing U.S. Soccer. Reading and acceptance of the Code of Conduct will be tracked annually.	Valid through N/A	<input type="button" value="MISSING"/>	<input type="button" value="ACCEPT NOW"/>
 SAFESPORT SafeSport training is a requirement of the USOPC for anyone involved in youth sports. This training is provided by the U.S. Center for SafeSport and requires yearly refreshers. Click the red button to launch the training; you will automatically be taken to the appropriate modules. This training is not required for any individual under the age of 18.	Valid through 07/30/2023	<input type="button" value="IN PROGRESS"/>	<input type="button" value="RESUME"/>
 UP TO DATE PROFILE INFORMATION To ensure you receive timely notifications about your certifications and other educational programs, please update or confirm the accuracy of your contact information.	Valid through 01/24/2024	<input type="button" value="VALID"/>	<input type="button" value="UPDATE PROFILE"/>
 INTRODUCTION TO SAFE AND HEALTHY PLAYING ENVIRONMENTS Understanding and knowing how to react to emergencies is an important part of our responsibility as leaders in the sport. This training will help you identify and respond to common issues that occur on the field; it is good for one year from the date of completion. Click the red button to launch the training.	Valid through 07/21/2024	<input type="button" value="COMPLETE"/>	<input type="button" value="REVIEW NOW"/>
 BACKGROUND SCREENING The NCSI background check is the gold standard set by the U.S. Olympic and Paralympic Committee (USOPC). Click the red button to begin the screening. Please note that there are several steps in the process, and you must complete all required fields for it to be processed successfully. As a referee, if you are not sure if you should use this background screening; please consult your SRC.	Valid through N/A	<input type="button" value="AVAILABLE"/>	<input type="button" value="START SCREENING"/>

Illustration 7

Step 3: Click on "Safeguarding."

Fulfilling Coach Requirements

Step 4: Take the course, “Introduction to Safe and Healthy Playing Environments” (see illustration 6).

Step 5: After course completion, take a screenshot of the “Safeguarding” page (see illustration 7).

Note: If you start the course and are unable to finish in one setting, do the following to resume the training at any time:

- ◆ Go to learning.usoccer.com. Log in and click on “Safeguarding” (see illustration 6). Click on “Resume” to continue the training if needed.

Step 6: Upload screenshot to gotsport.

Lassen Youth Soccer League
Susanville, CA, US

Requirements

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Background Check	Not/Applicable	Fulfilled	Expired	Details
Live Scan	Fulfilled	Not/Applicable	Not/Applicable	Details

Click on “Details,” then on the next page “Submit New Report”

Illustration 8

- ◆ Go to gotsport.com.
- ◆ From your gotSPORT Dashboard (see illustration 1), scroll down to Requirements. On the line for “Intro to Safety” click on “Details (see illustration 8)
- ◆ Click on “Submit New Report” (see illustration 9)

GotSport

Intro to Safety

Status 22/23: Required 23/24: Required

[Submit New Report](#) ← Click here to complete form and access link to course

Report History

ID	Date Submitted	Date Completed	Updated	Status
	08/02/2022 17:00		08/04/2022 16:07	Pending
	07/30/2022 17:00		07/30/2022 20:29	Pending
	09/16/2021 17:00		09/17/2021 14:55	Expired

Risk Management

Enforced By California North Youth Soccer Association

Contact Information

Mobile Phone Number 925-426-5437

Address 1767 Tribute Rd #F

Illustration 9

Fulfilling Coach Requirements

- ◆ Click on “Choose File” (see illustration 10) and select your proof of course completion screenshot/picture
- ◆ Click on “Submit.”

All team administrators must complete the Intro to Safe and Healthy Playing Environments course provided by US Soccer in the Digital Learning Center (DLC).

If you do not have an account with the DLC, you will need to create one. When creating your account, you must use the same information you used or will use when you register in the Cal North registration system. First name, last name, email address, etc. must match.

Click on the following course name to take you to the course login page [Intro to Safe and Healthy Playing Environments](#)

***You will be directed to another site in the DLC with US Soccer where you will complete the course. PLEASE MAKE SURE YOU TAKE A SCREENSHOT THAT YOU COMPLETED THE COURSE. You will need to upload this screenshot to fulfill your GotSport Coaching requirement. ***

*If you have completed the course and the completion is not recorded on your record, please upload screenshot a copy of your Intro to Safe and Healthy Playing Environments proof here.

Choose File no file selected

Submit

Click link for course

After completion of course take a screenshot, return to this page and upload it here.

Illustration 10

Safe Sport

Step 1: From your Gotsport Dashboard (see illustration 1), scroll down to Requirements. On the line for “Safe Sport” click on “Details (see illustration 11)

Lassen Youth Soccer League
Susanville, CA, US

Requirements

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Intro to Safety	Not/Applicable	Fulfilled	Expired	Details
Safe Sport	Not/Applicable	Fulfilled	Expired	Details
Background Check	Not/Applicable	Fulfilled	Expired	Details
Live Scan	Fulfilled	Not/Applicable	Not/Applicable	Details

Click on “Details,” then on the next page “Submit New Report”

Illustration 11

- ◆ Click on “Start Course”
- ◆ This will bring you to USsoccerforsafesport.com

Fulfilling Coach Requirements

- ◆ Create a login using the same email you used for Gotsport, or sign in with the profile information you used in years prior.
- ◆

Note: If you start the course and are unable to finish in one setting, you can revisit this page and click on “Resume” to continue the training.

Step 2: Sync your Safe Sport certification to your Gotsport account.

- ◆ Go to gotsport.com
- ◆ Log in
- ◆ Click on “Dashboard” (see illustration 1)
- ◆ Scroll down to “Requirements”
- ◆ Click on Safe Sport “Details” (see illustration 12)
- ◆ Click the “Check Records” button (see illustration 13) for the system to automatically search and sync your Safe Sport certificate to your gotsport profile. If that doesn’t work, follow the remaining instructions on the page.

INSTRUCTIONS - TO TAKE THE COURSE:

If you need to complete SafeSport training, click the **Start Course** button and follow the instructions – [click here](#) if you require further assistance.

INSTRUCTIONS - APPLY SAFESPORT COURSE COMPLETION TO YOUR GOTSPORT ACCOUNT VIA THIS PAGE:

There are two ways to automatically sync your training between your [SafeSportTrained.org](#) account and GotSport, as follows:

1. First, leave the completion code field blank and click the Check Records button below to sync based on the exact match of first name, last name, and email address. [Click here](#) to submit a support ticket to Safe Sport to change your profile name.
2. If that doesn't work, enter your SafeSport certificate completion code (shown at the bottom of your certificate) below and then click the Check Records button to sync based on the exact match of that code + last name. Your completion certificate is accessible via the [Transcripts menu section](#) of your [SafeSportTrained.org](#) account.

Once the **Check Records** button is engaged, please allow up to 15 seconds for the result to be displayed. If a record is found/synced and the requirement is marked "fulfilled" for the applicable season, no further action is needed.

If neither of those works, please manually upload your completion certificate by clicking the Show Safe Sport Upload Form link below. Please note that certificates uploaded via this method must be manually reviewed by FYSA staff, which may result in a delay. Therefore, please exhaust each of the automated options described above first.

Already completed this course?
Press check records button below to search for SafeSport records.

Completed Code

Check Records

Illustration 12