

Coaches Background & Training Certificates Instructions

Thank you again for volunteering to Coach this season of Recreational Soccer!!! As promised at the Coaches' Meeting, here is what you need to complete for your refund:

1. Mandatory Background Check (if expired for previous coaches & for all new coaches)- annual renewal
2. SafeKid Sport Training (Retraining for previous Coaches & initial training for new coaches)- annual renewal
3. CDC Heads-Up Concussion Training (only for new Coaches and those who never completed it)- good for life

First step is to go to <https://www.njyouthsoccer.com/Default.aspx?tabid=693703>. In the top upper right hand corner there is a Log-in/Register area. If you are a returning Coach with a profile click on log-in. If you are a new Coach click Register.

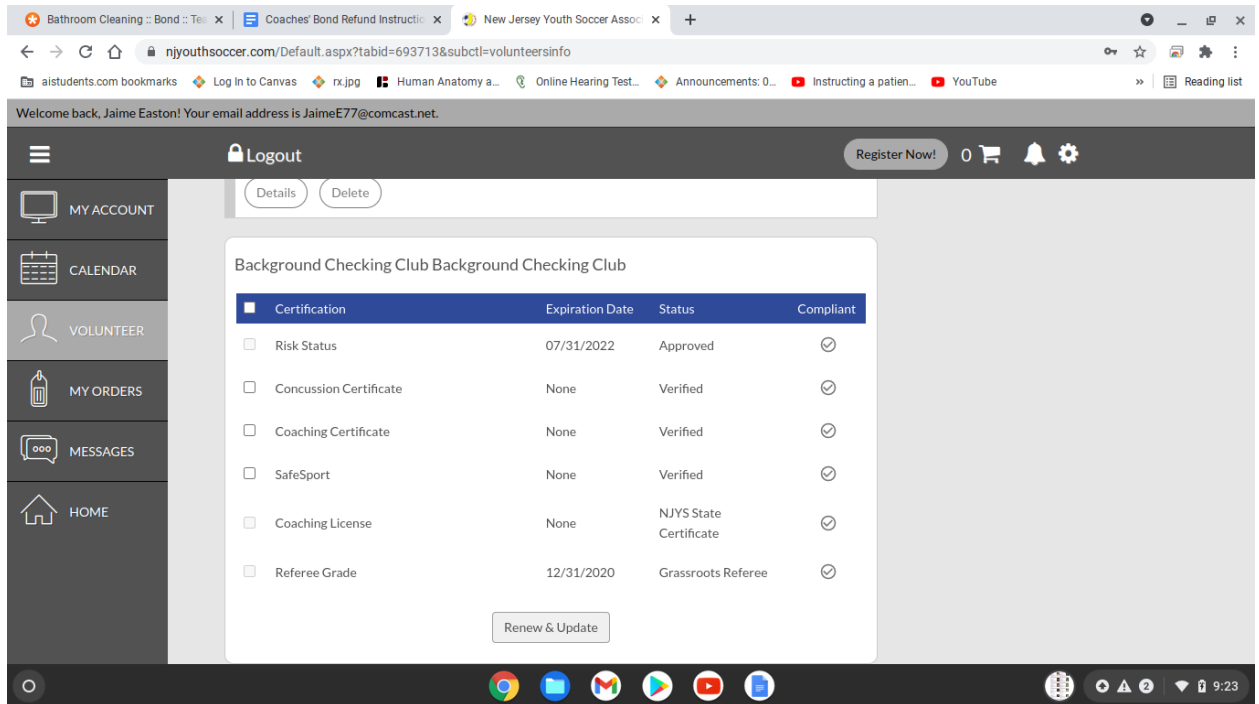
New Coaches- you will need to first create your profile. It will ask for all your information including your driver's license number. Once you hit save you will receive a thank you page/pop-up. **YOU ARE NOT DONE!!!** This is only to create your user profile. You then have to go to your home page and click on Volunteer opportunities.

Returning Coaches- Log-in and choose Volunteer opportunities on your home page.

All moving forward:

- Click on Find Volunteer Opportunities in the upper right hand corner
- Complete the required fields on your profile and hit next
- Choose **NJYS Recreational Coach Registration - 2021-2022**
- Click the check box next to **Fall 2021- Spring 2022** then **View Selected Opportunities**
- Select **Risk Management Submission** (aka Background Check)
- Click on the icon that has your name under it **Sign Up XXXXX (i.e Sign up Jaime)**
- Hit **Continue** in the bottom left hand corner
- Update all the required fields on the form
- On the bottom where it says "**Please select your Club below: SID is for Affinity internal use Only ***" be sure to select **Barneget Soccer Club -- (SID#11208252)**
- Click on the View and Select button on the bottom left hand corner
- Read and then click the check box next to **I accept the Electronic Legal Agreement** and type your first and last name in the field below. Hit accept and click **Continue** on the bottom right hand corner.
- You will get a **Thank you** message and be redirected to your **My Roles & Certificates- YOU ARE NOT DONE AND YOUR BACKGROUND CHECK IS STILL NOT INITIATED!!!**

- You will see a screen that looks similar to this except your will not be verified and will not have green check marks next to your fields until after your complete the rest of teh instructions and training.....



- Click on the check box next to **Risk Status** and press the **Renew & Update** button at the bottom.
- Be sure all the required fields are filled in (most will be from the previous two steps) and complete with any missing information. In this form your will be asked to provide your social security number. You will also be asked to accept two forms and sign-off consenting to the background check. Then submit. If done properly you will receive a **Thank you your background check has been successfully submitted.** You will laso get an email confirmation.

THIS COMPLETES SUBMITTING YOUR BACKGROUND CHECK!!!!!!!

SAFEKID SPORT TRAINING

Now that you have created a profile and submitted your background check you can now access the SafeKid Sport Training.

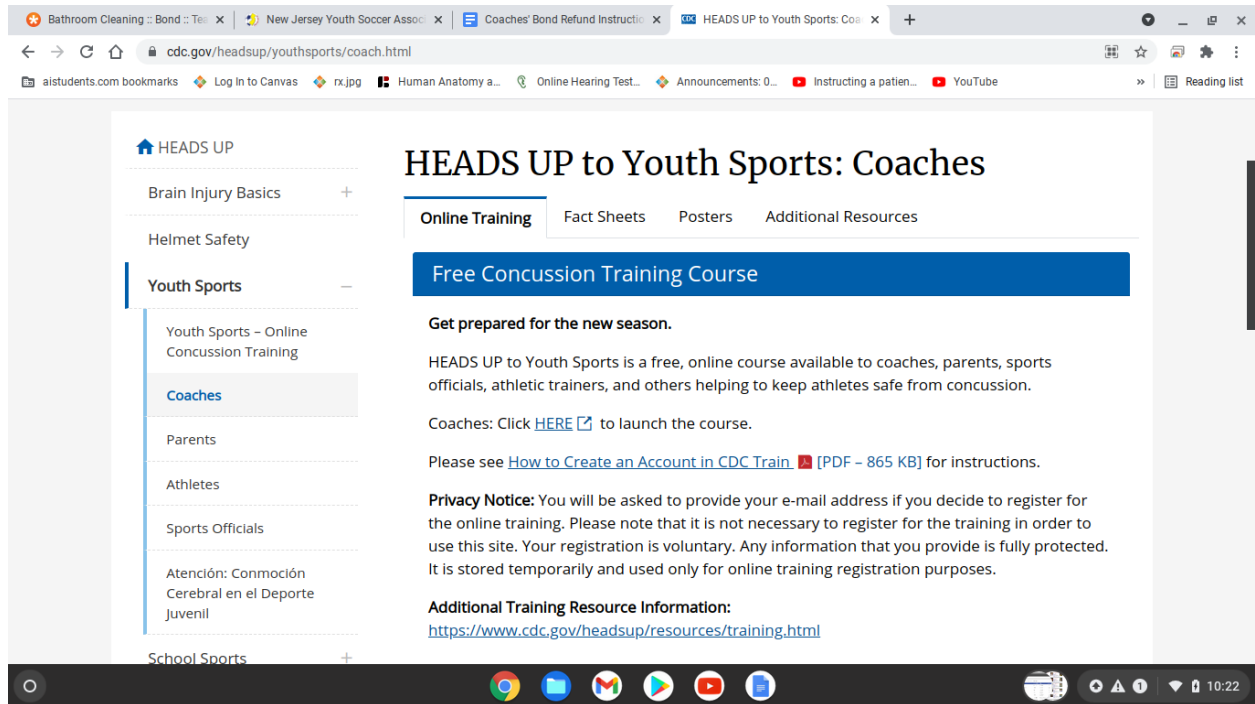
- Go back to your **My Roles & Certificates** page
- Click the check box next to **SafeSport** and hit the **Renew & Update** button at the bottom
- A very small window will open with a link and Code. Copy the code and hit the link. This will send you into the SafeSport training website.
- It will ask for your passcode and to Choose your affiliate **US SOCCER**
- Depending on whether this is your initial or renewal training it can take anywhere from 4 mins - 1 ½ hours to complete.
- Pay attention because at the end there will be a quiz in which you will need to pass with an 80% or better. If you don't pass you will need to do the training again.
- Once you pass you will receive your certificate. Be sure to save a copy or print it. Your certificate should automatically upload to your profile, however if it does not, be sure you upload a copy yourself.

YOUR FINISHED WITH SAFESPORT TRAINING!!!

CDC HEADS-UP YOUTH SPORTS COACHES TRAINING

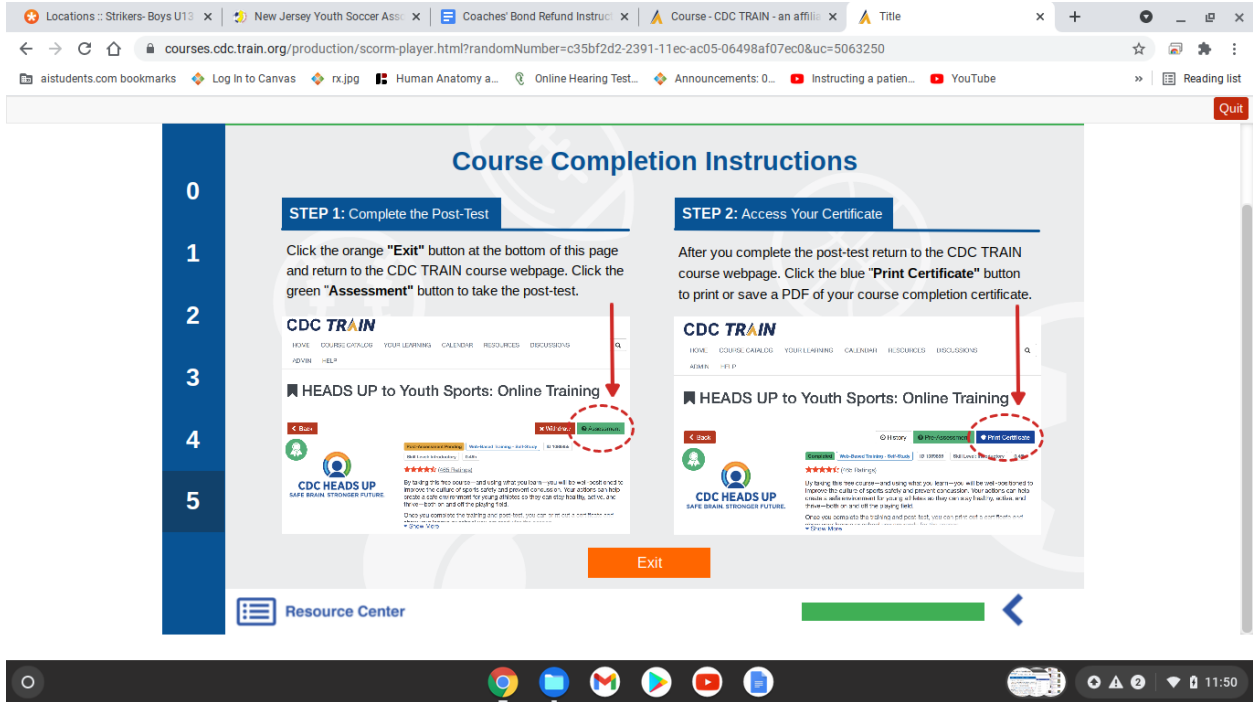
This training only has to be completed 1 time and is good for life, just be sure you save or print your certificate before exiting. It is not saved and it is not emailed to you. Once you exit the Certificate is gone. If you ever lose it you will need to retake the course again.

Here is the link: <https://www.cdc.gov/headsup/youthsports/coach.html>

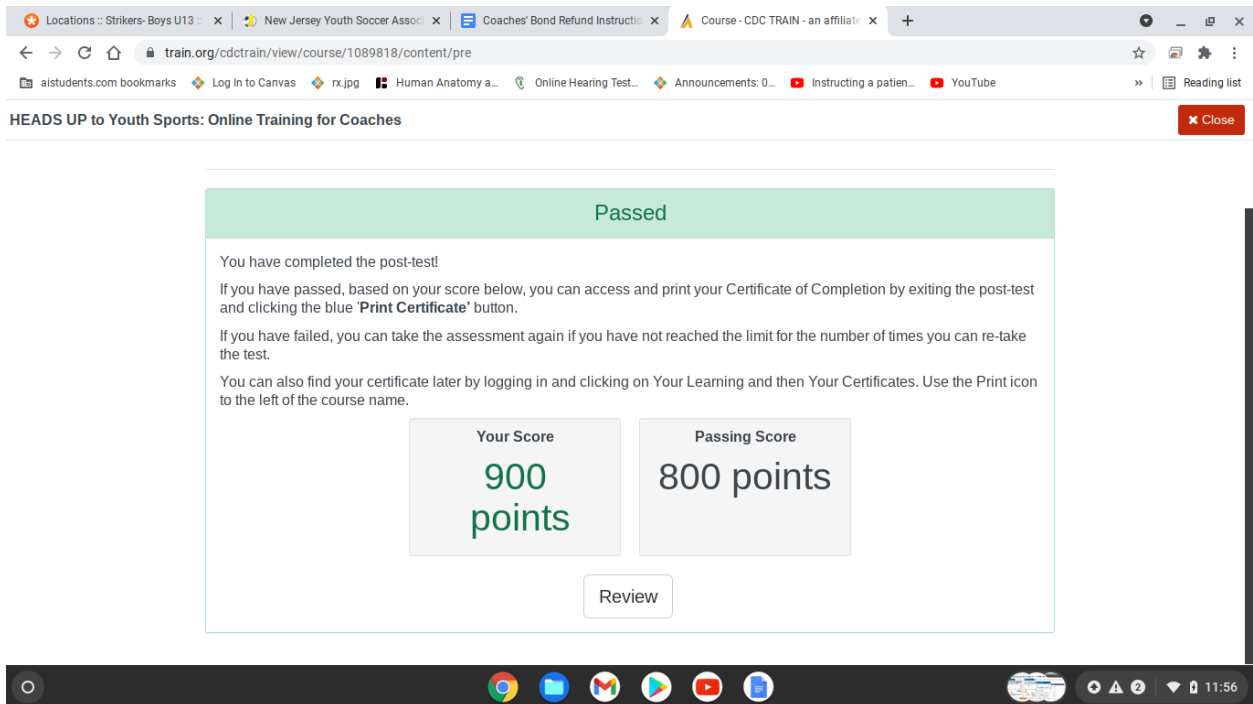


The screenshot shows a web browser window displaying the CDC HEADS UP to Youth Sports: Coaches training page. The browser's address bar shows the URL [cdc.gov/headsup/youthsports/coach.html](https://www.cdc.gov/headsup/youthsports/coach.html). The page features a navigation menu on the left with categories like 'HEADS UP', 'Brain Injury Basics', 'Helmet Safety', 'Youth Sports', and 'Coaches'. The main content area is titled 'HEADS UP to Youth Sports: Coaches' and includes tabs for 'Online Training', 'Fact Sheets', 'Posters', and 'Additional Resources'. A prominent blue button reads 'Free Concussion Training Course'. Below this, the text states: 'Get prepared for the new season. HEADS UP to Youth Sports is a free, online course available to coaches, parents, sports officials, athletic trainers, and others helping to keep athletes safe from concussion. Coaches: Click [HERE](#) to launch the course. Please see [How to Create an Account in CDC Train](#) [PDF - 865 KB] for instructions. **Privacy Notice:** You will be asked to provide your e-mail address if you decide to register for the online training. Please note that it is not necessary to register for the training in order to use this site. Your registration is voluntary. Any information that you provide is fully protected. It is stored temporarily and used only for online training registration purposes. **Additional Training Resource Information:** <https://www.cdc.gov/headsup/resources/training.html>

- Click on Coaches: Click [HERE external icon](#) to launch the course.
- Complete the training in 1 session..you cannot save your progress. This takes approximately 20-30 mins to complete.
- Click on the green Pre-Assessment in the upper right hand corner. It is 31 questions. Answer to the best of your ability. Once completed you will be directed to start the training. Click the blue **Continue** button to start the training.
- Once you are done with the lessons you will need to take the Post-Test and pass with an 80% or higher to receive your certificate. You will see screen like this:



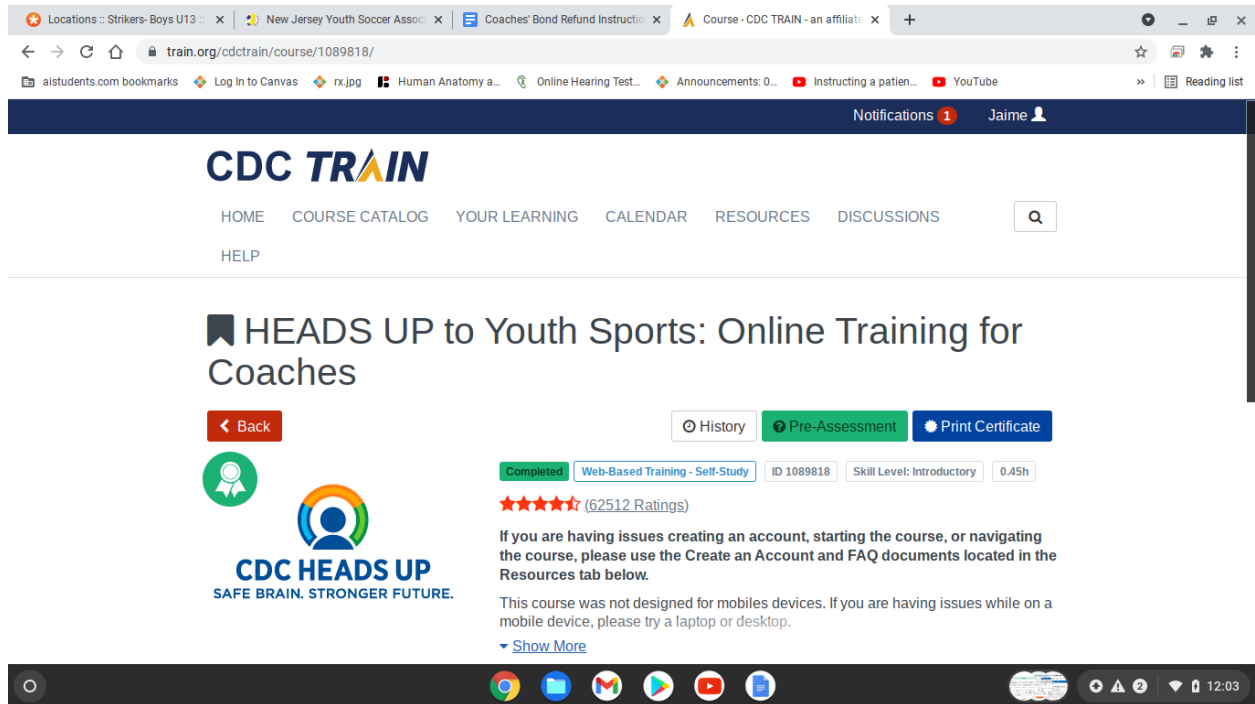
- Once you pass the test you will receive this screen



- Click the **red Close** button in the upper right hand corner.

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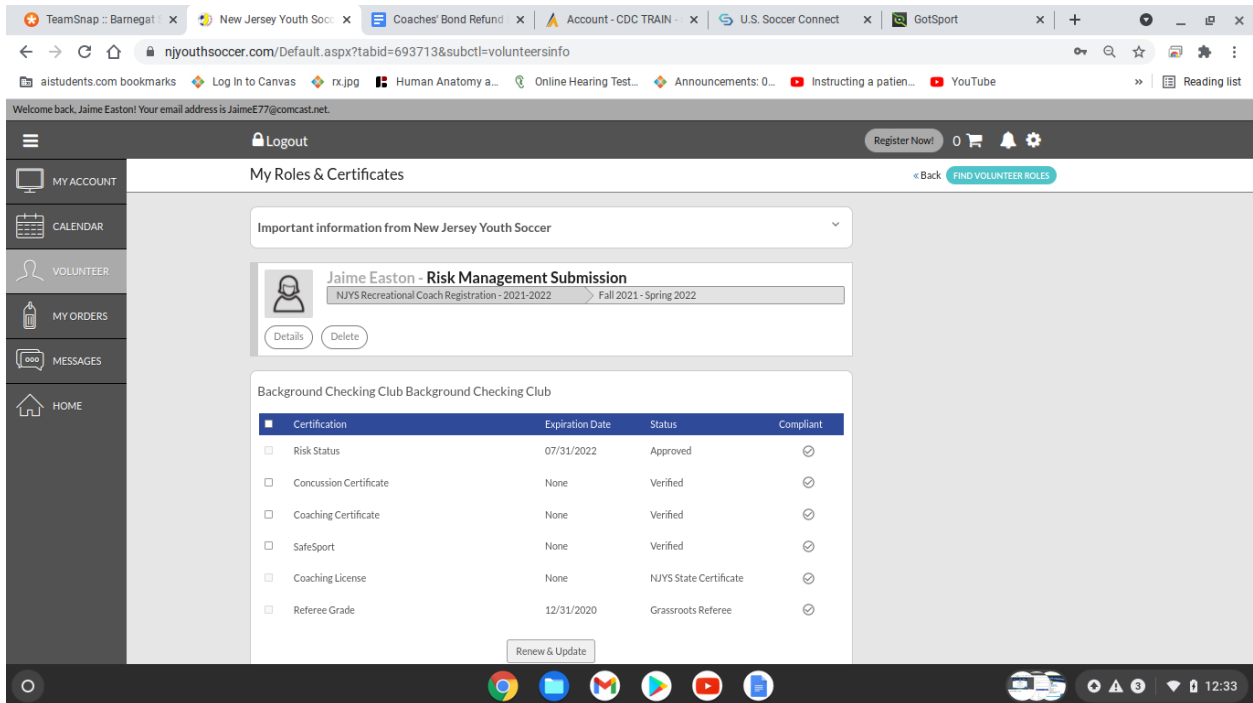
- You should be brought back this screen



- Click on the **blue Print Certificate** button. The certificate should download as a PDF. Be sure to print and/or save that to your computer or phone. You will need to upload this to your Coach's profile in NJ Youth Soccer under My Roles & Certificates



- Go back to your **My Roles & Certificates**



- Click the check box next to **Concussion Certificate** and click on **Renew & Update**.
- Upload your concussion certificate and save

Congratulations!!

You have now completed all 3 requirements to receive your **bond refund**** back for the season!!**

****Note: Bond refunds are issued every 3-4 weeks throughout the season. If your background check and documents are not verified by the system in time for a set of refunds it will be reviewed again during the next set of refunds. Anyone who does not complete their required background check initiation and training by December 1st will forfeit their bond for the season****