



WCYSA COACH COMPLIANCE INSTRUCTIONS

WCYSA deeply appreciates your role as a coach in our youth soccer community. We understand that your time is valuable, and we thank you for dedicating a few hours to complete the training. For returning coaches, a shorter “refresher” course is available. We kindly request that you complete the training as early as possible to ensure a smooth process in getting your roster. This allows WCYSA sufficient time to address any potential issues, ensuring a seamless start to the season. Certificates and background check are valid for one year.

WA Youth Soccer requires the following of all coaches.

1. **SafeSport Training** – Federal Law
2. **Intro to Safe & Healthy Playing Environments (Concussion/Cardiac Arrest)** – WA State Law
3. **Social Security Background Check** – Required by US Soccer

***** IMPORTANT! - Please follow the instructions below to complete your certifications and background check. Disregard procedures we have used in the past – those methods are no longer appropriate and may cause errors. To ensure you are taking the correct courses and for WCYSA to be able to verify your compliance status, it is important that you access the trainings through our Sports Connect registration system for the two systems to sync and reflect your certification status. Please do not go directly to the US Soccer Learning Center (USSLC) to access the courses!! If done correctly, you will NOT need to upload any certificates, the two systems will sync automatically and reflect your compliance status. You must complete the certs *before* you can do the Risk Status (background check). PLEASE BE AWARE YOUR ROSTER WILL NOT BE ISSUED UNTIL ALL TEAM COACHES ARE CLEARED (INCLUDING ASSISTANT COACHES). **The certifications and background check are free. Do NOT pay for any items. If you are asked to pay, you are likely doing a step incorrectly.****

*****If you are having difficulties with the site, please make sure you are using Chrome. You may need to “clear cookies.” Also, try using a desktop computer instead of a mobile device.**

Step 1: REGISTER IN SPORTS CONNECT TO COACH

If you haven't already, you must complete your registration to coach. This is done at the same site you use to register a player. You can find it at whatcomsoccer.com under the "Youth Soccer" tab and then hit "Register" for your club. Rangers coaches can find this on the Rangers website whatcomfrangers.org under "Member Login").

The screenshot shows a web browser window with the URL whatcomsoccer.com/youth-soccer/. The page features the Whatcom County Youth Soccer Association logo and a navigation menu with links for Youth Soccer, WCYSA Select, Coaching Resources, WFC Rangers, Adult Soccer, Sponsors & Board, and Contact Us. The main heading is "Clubs & Registration". Below this, a note states: "Registration fees for U6-7 players are \$75 and U8 and up are \$90. All Registrations are accepted on an "as space is available basis". A link for "Age Chart" is provided. Three club registration cards are displayed:

- Blaine Soccer Club**: Registration Closes 8/31, Blaine Area, P.O. Box 1201 Blaine, WA 98231. Club President: Kirk Kamrath.
- Eastside Soccer Club**: Registration Closes 8/15, Silver Beach, Northern Heights, Roosevelt Areas, P.O. Box 29443 Bellingham, WA 98228-1443. Club President: Cassie Henfin.
- Ferndale Red Lions**: Registration Closes 8/23, Ferndale Area, P.O. Box 1560 Ferndale, WA 98248. Club President: Gordan Bullivant.

Each card includes a "REGISTER" button and a "MORE INFO" button.

Step 2: AFTER YOU HAVE REGISTERED, GO TO YOUR ACCOUNT AND CLICK ON THE “VOLUNTEER” TAB (red arrow).

The screenshot shows a web application interface for a youth soccer association. The user is Amy Alexander, Team Manager, with ID Number: 54765-494550. The interface includes a navigation menu on the left with options like My Account, Calendar, Volunteer (highlighted with a red arrow), My Orders, Messages, and Home. The main content area displays a table of certifications for the 2022-2023 Ranger Season. The table has columns for Certification, Expiration Date, Status, and Compliant. A 'Renew & Update' button is visible at the bottom right of the table.

Certification	Expiration Date	Status	Compliant
<input type="checkbox"/> Risk Status (Submitted for the season)	04/30/2023	Approved	<input checked="" type="checkbox"/>
<input type="checkbox"/> Concussion Certificate (Intro to Safety course)	None	Verified	<input checked="" type="checkbox"/>
<input type="checkbox"/> Sudden Cardiac Arrest (Intro to Safety course)	None	Verified	<input checked="" type="checkbox"/>
<input type="checkbox"/> SafeSport Certificate	None	Verified	<input checked="" type="checkbox"/>
<input type="checkbox"/> Coaching License	None	None	<input type="checkbox"/>

Step 3: CHECK FOR ANY MISSING/EXPIRED CERTIFICATIONS

The Volunteer tab lists the certifications required to coach under My Roles & Certificates. Each item should be marked “Verified” and have a checkmark next to it. For any items marked with a yellow triangle, you must complete the associated item to achieve that certification. To do this, check the box next to the certification (blue arrow), then click the “Renew & Update” button (orange arrow). **SafeSport, Concussion, and Cardiac Arrest must be completed and verified BEFORE you can do Risk Status.** Note: Coaching License is not required and can be ignored.

The screenshot shows a web application interface for a user named Amy Alexander, Team Manager. The page displays a list of certifications for the 2022-2023 Ranger Season. The certifications are:

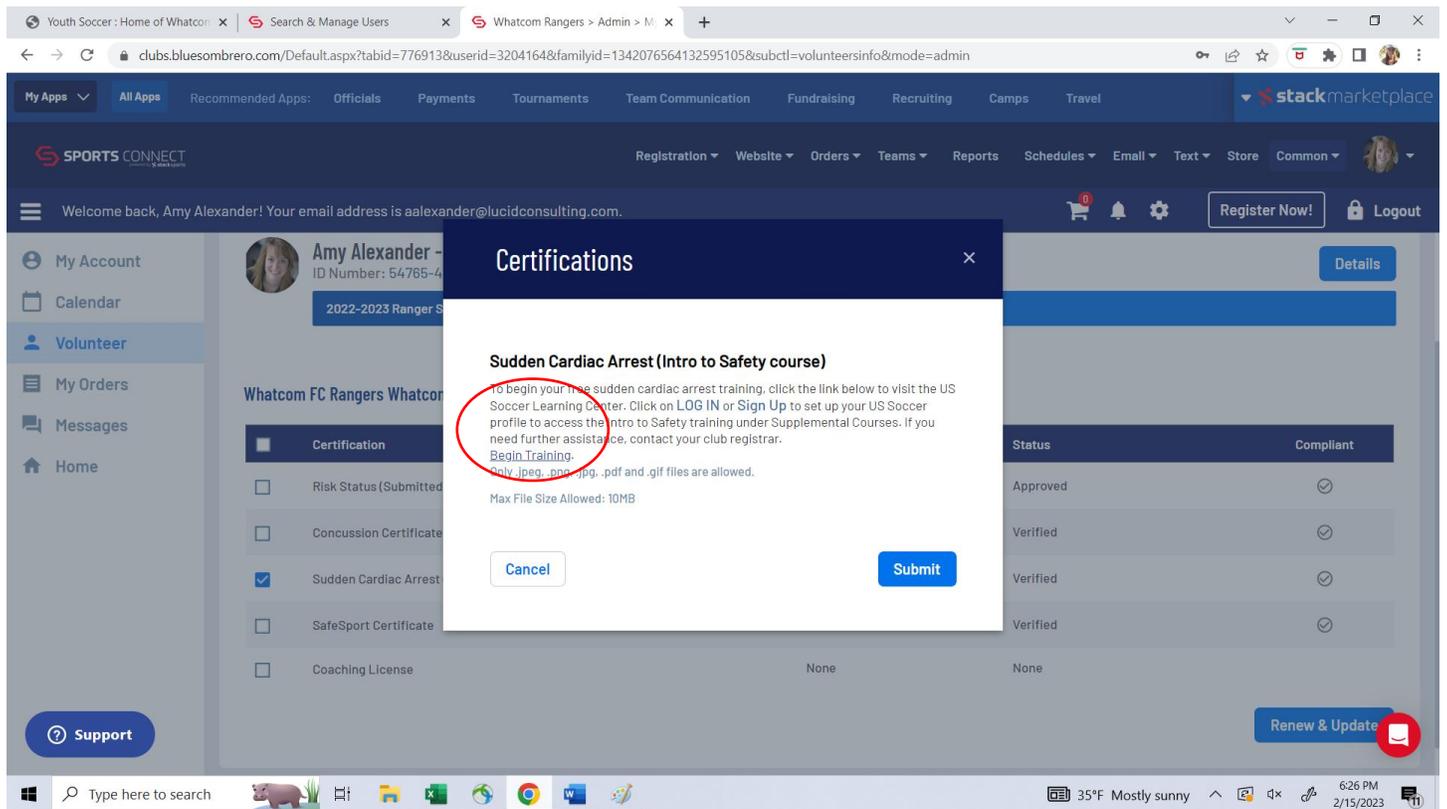
Certification	Expiration Date	Status	Compliant
<input type="checkbox"/> Risk Status (Submitted for the season)	04/30/2023	Approved	✓
<input type="checkbox"/> Concussion Certificate (Intro to Safety course)	None	Verified	✓
<input checked="" type="checkbox"/> Sudden Cardiac Arrest (Intro to Safety course)	None	Verified	✓
<input type="checkbox"/> SafeSport Certificate	None	Verified	⚠
<input type="checkbox"/> Coaching License	None	None	

A blue arrow points to the checked box for Sudden Cardiac Arrest. A yellow arrow points to the 'Renew & Update' button at the bottom right of the table.

Step 4: CONNECT TO TRAININGS

Once you click “Renew & Update” a “Certifications” box will pop up. This box allows you to link directly to the training course at the US Soccer Learning Center (USSLC). To get to the course, click the “Begin Training” link (see below, red oval). **Do NOT upload any certificates.**

NOTE: The name, email, and date of birth you used to register to coach in Sports Connect must match your account at the US Soccer Learning Center EXACTLY for the two systems to sync properly. For example, if you are “Mike” in one system and “Michael” in the other, they will NOT sync. Email addresses must also match.



STEP 5: LOGIN/REGISTER WITH THE US SOCCER LEARNING CENTER (USSLC) AND COMPLETE COURSES

The link from Sports Connect should link you directly to the USSLC page shown below to begin your courses. If you need to navigate to the course from the USSLC home page, follow these steps: Click on *Courses* menu >> in drop down menu select *Available Courses* >> *Supplemental Courses* button >> *SafeSport* or *Intro to Safety*. Under Phase 1, please complete the SafeSport course and Intro to Safe & Healthy Playing Environments (this is Concussion/Cardiac courses combined.) **These are the only courses required. You do not need to complete Phase 1 or do Phase 2 & 3.**

***** IMPORTANT!! – DO NOT DO THE “BACKGROUND SCREENING” AT THE USSLC SITE. SEE STEP 6 FOR THIS STEP. IF YOU ARE ASKED TO PAY FOR A BACKGROUND CHECK YOU ARE DOING IT IN THE WRONG LOCATION. WCYSA DOES NOT RECEIVE THE RESULTS OF BACKGROUND CHECKS DONE VIA THE USSLC.**

Sports Connect should automatically update the compliance column on your Volunteer page within 24-48 hours once you have completed the course(s) at the USSLC. **You do NOT need to upload a certificate.** If the compliance column continues to say “pending verification” after 48 hours, please contact your club or the WCYSA registrar (registrar@whatcomsoccer.com).

The screenshot shows the USSLC website interface. At the top, there is a navigation bar with links for GROUPS, COACHING EDUCATION, REFEREE PROGRAM, RECOGNIZE TO RECOVER, HELP, and DIRECTORY. Below the navigation bar, a dark banner contains the text: "email us at safesoccerclearance@ussoccer.org. To learn more about the program, click [here](#)." The main content area is titled "YOUR STATUS: NO CLEARANCE" and includes a progress indicator with three steps (1, 2, 3). A question mark icon asks "Do I need to complete the requirements on this page?". Under "PHASE 1", there are three course entries:

Course Name	Status	Valid through	Action
SafeSport	COMPLETE	01/01/2025	None
Introduction to Safe and Healthy Playing Environments	COMPLETE	01/01/2025	SHOW
Code of Conduct	MISSING	None	ACCEPT NOW

Below the Code of Conduct entry, it says "5 minutes" and "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."

Step 6: RISK STATUS (BACKGROUND CHECK)

Once you have completed the courses and they are shown as compliant (indicated by “Verified” & a checkmark) in your Sports Connect account, you can begin your background check. To do this step, from your Volunteer tab, check the box next to “Risk Status” (red arrow) and hit “Renew & Update” (orange arrow). This will bring up a new dialog box you must complete to trigger your background check. Fill out the form and hit “Submit.” Once this step is done, your Risk Status should be updated within 24-48 hours. If it doesn’t, please contact your club or the WCYSA registrar (registrar@whatcomsoccer.com).

Note: If your background check shows “Hold & Release” or “Review Committee” next to it, please let your club know. This typically means WA Youth Soccer is reviewing your application and may need more information.

The screenshot shows the Sports Connect website interface. The top navigation bar includes "My Apps", "All Apps", "Recommended Apps", "Officials", "Tournaments", "Mobile App", "Uniforms", and "Streaming". The main header features the "SPORTS CONNECT" logo and various menu items like "Registration", "Website", "Orders", "Teams", "Reports", "Schedules", "Email", "Text", "Store", and "Common". A user profile icon is visible in the top right.

The left sidebar contains navigation options: "My Account", "Calendar", "Volunteer" (highlighted), "My Orders", "Messages", and "Home". A "Support" button is located at the bottom left of the sidebar.

The main content area displays the "Lynden Action Soccer Club Whatcom County Youth Soccer Association" page. It features a table with the following columns: "Certification", "Expiration Date", "Status", and "Compliant".

Certification	Expiration Date	Status	Compliant
<input checked="" type="checkbox"/> Risk Status	06/30/2019	Expired	⚠️
<input type="checkbox"/> Concussion Certificate (Intro to Safety course)	07/28/2025	Verified	✅
<input type="checkbox"/> Sudden Cardiac Arrest (Intro to Safety course)	07/28/2025	Verified	✅
<input type="checkbox"/> SafeSport Certificate	07/29/2025	Verified	✅
<input type="checkbox"/> Coaching License	None	None	

A red arrow points to the "Risk Status" checkbox, and an orange arrow points to the "Renew & Update" button located at the bottom right of the table.

The screenshot shows the "Background Check Screening Form" dialog box. The form contains the following fields:

- Legal First Name: [Redacted]
- Legal Middle Name: [Redacted]
- Legal Last Name: [Redacted]
- Address: [Redacted]
- Address 2: [Redacted]
- City: Lynden
- State: WA
- ZIP: 98264
- Phone Number: [Redacted]
- Email: [Redacted]
- Social Security Number: [Redacted]

A red arrow points to the "Submit" button at the bottom right of the form. The "Cancel" button is located at the bottom left.