

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. If you have already registered to coach, skip ahead to Live Scan.

- ◆ [Head Coach](#)
- ◆ [Assistant Coach](#)

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.*

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.
- ◆ 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.

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).

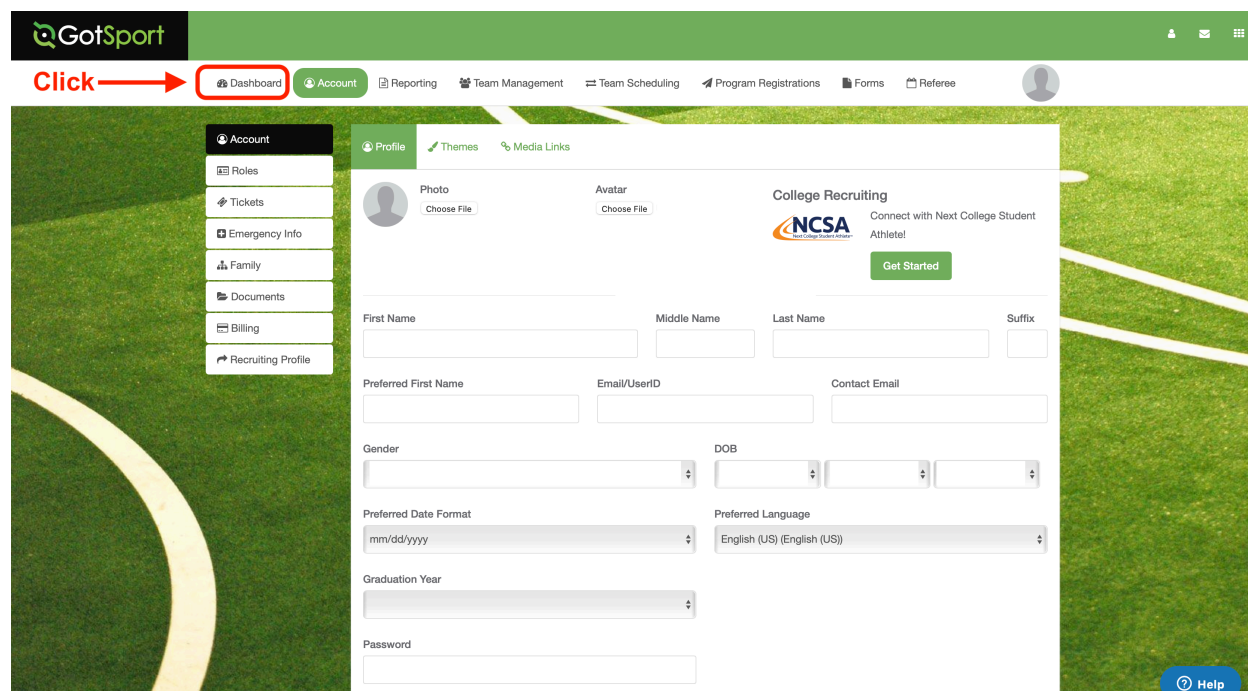


Illustration 1

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

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

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| 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.

California Youth Soccer Association - North Inbox - iCloud July 12, 2023 at 5:00 PM

California Youth Soccer Association - North Background Questionnaire Notification

To: [Redacted]

Reply-To: smoe@calnorth.org

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.usoccer.com.

Step 2: Log in.

Fulfilling Coach Requirements

Step 3: Click on “Safeguarding.”

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

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

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 | MISSING | 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 | IN PROGRESS | 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 | VALID | 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 | COMPLETE | 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 | AVAILABLE | START SCREENING |

Illustration 7

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

Fulfilling Coach Requirements

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.ussoccer.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.

- ◆ 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)

Lassen Youth Soccer League
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Click on “Details,” then on the next page “Submit New Report”

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: Complete the Safe Sport online course.

- ◆ Visit learning.ussoccer.com
- ◆ Log in
- ◆ Click on “Safeguarding” (see illustration 9)
- ◆ Click on “START SAFESPORT” (see Illustration 11)

US Soccer Learning Center

HELP RECOGNIZE TO RECOVER DIRECTORY

SAFEGUARDING

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Illustration 11

Fulfilling Coach Requirements

Note: If you start the course and are unable to finish in one setting, 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)

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Susanville, CA, US

Requirements

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| 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 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 13