



Volunteer Coaches,

Thank you for volunteering and being one of the most important parts of our organization. Our insurance provider requires that all coaches be onboarded via the NJYS portal and complete the following three requirements:

- A. Background Check
- B. Concussion Training Certificate
- C. SAFESPORT Training Module

Initial onboarding in year one will take the longest and each year thereafter will only require a minimal amount of your time. Please remember this compliance obligation is for the safety of our players and to meet our insurance requirements. Your cooperation is greatly appreciated.

Below are instructions that will hopefully simplify this process for you. If you have questions along the way please email compliance@spfsoccer.com.

To complete the requirements listed above please begin by creating an account with NJ Youth Soccer. If you already have an account with NJ Youth Soccer you can skip this first section.

HOW TO CREATE AN ACCOUNT WITH NJ YOUTH SOCCER

1. Go to <https://www.njyouthsoccer.com/>
2. Click REGISTER in the top right corner
3. Enter the following:
 - Email address
 - Username
 - Password
 - Confirm password
 - Hit the blue box create account

You will see a welcome message asking “What Would You Like To Do Today?”

- Select Register Myself, box on the right side

You will be asked “which best describes you?”

- Select the box on the left, Volunteer or Team Staff

You will be asked to enter Account Holder Information

- Enter Account Holder Information
- Scroll to the bottom and click the blue continue button

A. HOW TO PROCEED TO BACKGROUND CHECK/RISK MANAGEMENT SUBMISSION

If you already have an account, at this point click on “Volunteer” in the toolbar to the left
From here you will arrive at screen “Looking to get involved”

- Click View Divisions next to NJYS Recreational Coach Registration - 2022-2023
- Select Fall 2022-Spring 2023 and then select the blue button View Selected Opportunities
- Click the Select button under Risk Management Submission
- Who would like to sign up for this role? Select yourself
- Select Continue in the bottom right corner
- You will see a note in the top left corner:
 - NJYS Recreational Coach
 - Registration 2022-2023
 - Fall 2022-Spring 2023
 - Risk Management Submission
- Enter Your Contact Information
- Proof of Identification – Provide Social Security Number
- Additional Information:
 - Select our Club Scotch Plains Fanwood Soccer Association – SID#11208600
- Click View/Accept which is the acknowledgement and authorization for background check
- You will be asked to enter your First Name and Last Name and to check the box “I accept the Electronic Legal Agreement”
- Click Continue
- You will see a new screen that says “Background Checking Club Background Checking Club”
 - To complete the background check select “Risk Status” if you previously had a background check select “Risk Status” and then the gray box “Renew and Update”
- A “Certifications” box will pop-up and you will be asked to enter your Social Security # and then click submit
- A ready to proceed screen will appear, click submit
- Confirm the information is correct
- You will return to the Background Checking Club screen and you can see Risk Status is pending verification

To Confirm Your Background Check is Complete:

- To Confirm background check is complete go to:
 - My Account
 - Volunteer
 - Next to Risk Status you will see Approved

If for some reason you stop the process and you log out before you complete the Risk Management/Background check, to get back in you go back to nyyouthsoccer.com and select login.

- Enter your login information
- You will be taken to a gray screen
- Click Register Now Follow the instructions starting with What Would You Like to Do Today? (You will not be asked to enter account holder information if you already entered this.)
- in the top right

To Complete a Risk Management/Background Check if you ALREADY HAVE an account and login with NJ Youth Soccer:

- Login
- You will arrive at a gray screen
- Click Register Now in the top right
- Follow the instructions below starting with What Would You Like to Do Today? (You will not be asked to enter account holder information if you already entered this.)

B. CONCUSSION TRAINING CERTIFICATE

The concussion training module is a one-time certification that will last the duration of your coaching. If you have done this in the past and you are using the same account, the concussion training certificate should already list you as “Verified”. If it does not, please skip to the upload the certificate step. If you need to stop at any point and logout you will return to the same place you left off in the training.

1. To take the training go to: <https://www.cdc.gov/headsup/youthsports/coach.html>

- Under coaches, click here to launch the course
- To access the content you need to create an account, or if you have an account please login
- New users will need to complete your profile as prompted
- Complete the pre-test
- Take the training
- Follow the steps to take the post-test
- Download your certificate. You will need to upload it to the NJYSA portal.

2. To upload the certificate to NJYSA portal go to: <https://www.nyyouthsoccer.com/njys>

- Use your credentials to login
- .You will arrive at the gray screen
- Click on volunteer in the left hand corner
- Click the box for Concussion Certificate

- Select Renew & Update
- Select Upload
- Click submit

If you already completed the concussion module and are having trouble uploading your certificate, please email it to compliance@spfsoccer.com.

C. SAFESPORT TRAINING MODULE

If you are taking the training for the first time you will receive a SafeSport Trained Certificate. It will take approximately 90 minutes and you have the ability to pause and return to it. If you pause make sure not to close out the SafeSport tab or let your laptop battery run out. Doing so will risk you losing all of the work you have completed.

If you already completed the initial training, you will be asked to take the SafeSport Refresher Course which will take approximately 20 minutes to complete.

1. How to access SafeSport training:

- Login to NJYSA at <https://www.njyouthsoccer.com/njys>
- You will arrive at gray screen
- Click on “Volunteer” from the menu on the left
- Check the box for SafeSport
- Click Renew & Update
- A box will open up and say:
 - To begin your SafeSport training, click [HERE](#) or copy & paste this link into your browser: <https://safesporttrained.org/?KeyName=tsVWe36Xa6PS3b5NzOug>
- Click on the link
- It will take you to US Center for SafeSport
- You will be asked to enter the information for a new account or if you have previously taken any SafeSport training, click Login (upper right of screen) to access your existing account
- You will be asked to enter organization member id. Please enter: YC3E-6P5G-YYIL-CS2M
- You will be asked to enter Name of Sport or Community Organization, please enter US Soccer
- If new you will be asked to please wait while they set up your account
- You will be asked to accept terms and conditions
- You will arrive at a welcome screen that says Begin Your Training Here
- Look under My Courses and click start on the course suggested for you to take
- Click on enroll and start
- You can return any time to continue if you need to take a pause, please remember not to close the Safesport tab until the course is completed in its entirety.
- After completion of the course you need to download the certificate by following these steps:

- Log into safesporttrained.org (you are most likely still logged in)
- Select menu which is in the top right corner three horizontal lines and then click on transcript
- Find the certificate you need and click download
- You will need to upload it to the NJYSA portal
- It is suggested that you also download and save a copy of your certificate on your computer/laptop.

2. To upload the certificate to NJYSA portal go to: <https://www.njyouthsoccer.com/njys>

- Use your credentials to login
- .You will arrive at the gray screen
- Click on volunteer in the left hand corner
- Click the box for SafeSport
- Select Renew & Update
- Select Upload
- Click submit

If you already completed the concussion module and are having trouble uploading your certificate, please email it to compliance@spfsoccer.com

Thank you for completing the above requirements. Please do not hesitate to reach out should you have any issues during your certification process. All questions and concerns can be emailed to compliance@spfsoccer.com.

Kind regards,
SPFSC Executive Committee