




## How to Become an AYSO Volunteer

All AYSO volunteers – Head Coaches, Assistant Coaches, Referees, Team Parents/Managers, and Board Members – must complete the following:

1. [Volunteer Application](#) (Online)
2. [Background check](#) (Online)
3. [Live Scan Fingerprinting](#)\* (In-person, appt required)
  - \* Only Head Coaches, Assistant Coaches, Team Parents/Manager, Board Members and heavily active Referees
4. Safety videos (Online)
  - a. [AYSO's Safe Haven™](#) (AYSOU)
  - b. [CDC Concussion Awareness](#) (AYSOU)
  - c. [Sudden Cardiac Arrest](#) (AYSOU)
  - d. [SafeSport](#) (Access from your Volunteer menu)
5. [Role-specific certification](#) (In-person classes; Enroll on AYSOU)





## Submit a Volunteer Application (under your own account)

1. Log into your OWN account at AYSO154cypress.org.
2. Click **Find Volunteer**  **Roles** to select your desired role.
3. Click **Sign up a registered user** and click **Continue**.



**Important:** Do not click “Sign up a new user.” Instead, you should invite that user to create their own account. Inviting them will “link” your accounts, so you can both see information about your shared player(s).

To send an invite, view **Account Holder Settings** (On mobile device, click  **Settings**; on laptop/desktop, click ) and click **Add Additional Account Holder**. An email is sent to the new user inviting them to create an account. Once they follow the link and create a new account, your accounts will be “connected.”

They should then submit a new volunteer application under *their* account.

### Head Coach

Who would you like to sign up for this role?



Sign up a  
registered  
user




Sign up a  
new user

4. Enter the requested information. **Use your full, legal first and last name.** Also *double-check your email* – the background check and other emails will be sent here!
5. Click **Continue** to submit your volunteer application.






## View Your Accomplishments in the Volunteer Widget

To view your Volunteer Widget, log into your [ayso154cypress.org](http://ayso154cypress.org) and click  **Volunteer**.

<input type="checkbox"/>	Certification	Expiration Date	Status	Compliant
<input type="checkbox"/>	Risk Status (Submitted for the season)	05/12/2023	Green	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Concussion Awareness	None	Verified	<input checked="" type="checkbox"/>
<input type="checkbox"/>	CA Mandated Fingerprinting	None	Verified	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Sudden Cardiac Arrest	None	Verified	<input checked="" type="checkbox"/>
<input type="checkbox"/>	AYSOs Safe Haven	None	Verified	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SafeSport	05/01/2023	Verified	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Coaching License	None	12U Coach	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Referee Grade	None	Intermediate Referee	<input checked="" type="checkbox"/>

[Renew & Update](#)



The **Volunteer Widget** shows you the status of your required items. Once all items show with a check  you are fully certified to volunteer.

As you complete items, the Volunteer Widget should automatically update (within 1 week). However, if it does not, you can manually upload your certificate:

1. In the Volunteer Widget, click the checkbox next to the item you want to upload.
2. Click **Renew & Update**. A region volunteer will manually review/approve the item.





## Background Check (“Risk Status”)

*In the Volunteer Widget, the Background Check is labeled “Risk Status.” (Because why make it simple, right?)*



Upon submitting your volunteer application, if you are a new Volunteer or your previous background check has expired, you will receive an email from [TheAdvocates@SterlingVolunteers.com](mailto:TheAdvocates@SterlingVolunteers.com). **You must follow/click the link in the email** in order to connect to your AYSO

volunteer application.

### Tips for completing your background check:

💡 Don’t worry if the middle name field is blank, or if your only choice is to click “I don’t have a middle name.” You can safely proceed.

💡 To let Region 154 to cover the cost of your background check, click **Not at this time** when asked if you want to cover the cost.

☐ I will pay \$ 25.00 to cover American Youth Soccer Organization (AYSO)'s cost of the order.

☒ Not at this time

💡 The email from Sterling should be sent to you immediately upon your volunteer application submission. If you do not see it, check your **spam** folder.


If you cannot find the email, or it has expired, view your [Volunteer Widget](#) and check the box next to “Risk Status” and then click **Renew & Update**. This *should hopefully* trigger a new email to you.

<input type="checkbox"/> Certification	Expiration Date	Status	Compliant
<input checked="" type="checkbox"/> Risk Status	None	None	⚠️

Renew & Update

If you still cannot find the Sterling email, contact Sterling Support at 855-326-1860 (option 3) or [TheAdvocates@SterlingVolunteers.com](mailto:TheAdvocates@SterlingVolunteers.com).



 **Important:** Your background check is not complete until you receive a "Congratulations" message from Sterling, or an email with subject line "You did it!"



## Live Scan Fingerprinting

**This is a one-time process** for the life of your AYSO volunteer account (unless there is a gap in your AYSO volunteer service of five years or more).

**There should be no cost to you** – AYSO Region 154 is providing free Live Scan fingerprinting event.

1. The region will host 2 Live Scan events before the start of each season. If you miss those events contact the CVPA for information on how to get the Live Scan fingerprinting done.

### Who needs to be fingerprinted?

California state law AB 506 requires “regular volunteers” of youth organizations to be live scan fingerprinted. California defines this as someone who has direct contact with children for 32 hours per year or more. Only a few volunteer types will meet the 32 hours/year requirement:

- Head coaches
- Assistant coaches
- Team Parents/Managers
- Board Members
- Heavily active referees (only those who referee more than 32 games per year)

Other volunteers are welcome to be fingerprinted, but it may not be required.

**⚠ Important:** Live Scans performed for other organizations (e.g., school or Little League baseball) do not satisfy this requirement. You must obtain a Live Scan for each volunteer organization.



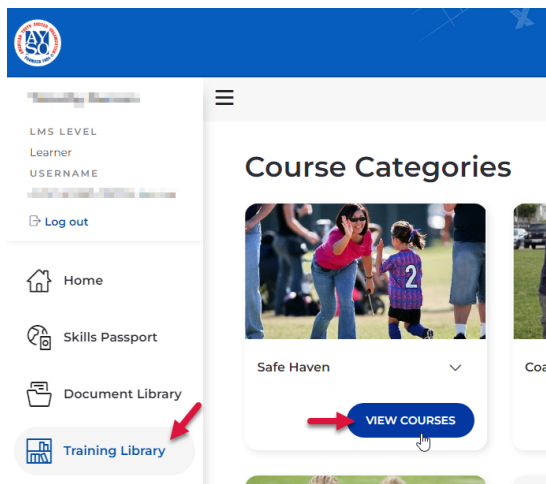
## AYSO Safe Haven (online safety video)

The Safe Haven safety video must be completed through AYSO's Training website, "AYSOU."

1. To access AYSOU, log into ayso154cypress.org and click **≡ Volunteer** and click **AYSOU**.



2. In the AYSOU website, click **Training Library**.
3. Find the Safe Haven category and click **View Courses**. In the Safe Haven course list, find "**AYSO's Safe Haven – Online**" and click **Enroll**.



**⚠ Important:** Upon completion of the course, your [Volunteer Widget](#) should automatically update within one week. As a backup, save your certificate as a PDF in case you need to manually upload it.





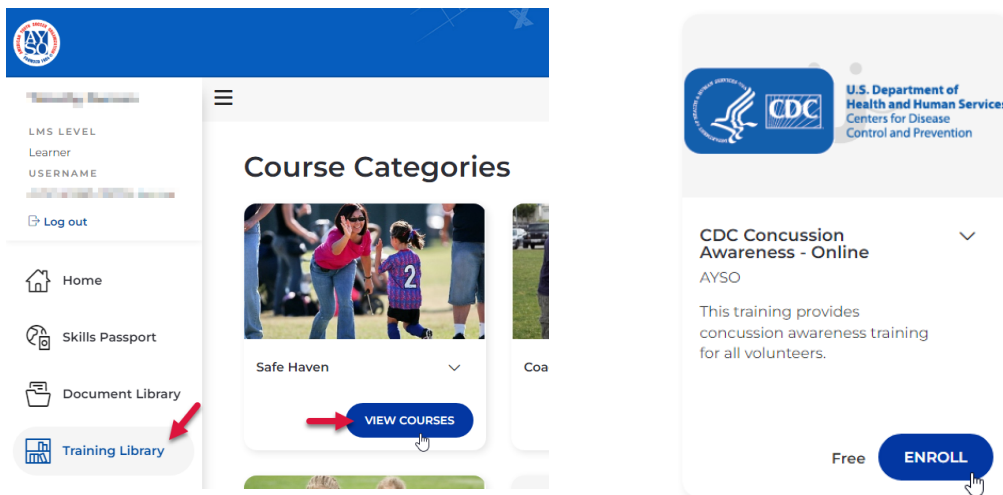
## CDC Concussion Awareness (online safety video)

The concussion safety video must be completed through AYSO's Training website, "AYSOU."

1. To access AYSOU, log into ayso154cypress.org and click **≡ Volunteer** and click **AYSOU**.



2. In the AYSOU website, click **Training Library**.
3. Find the Safe Haven category and click **View Courses**. In the Safe Haven course list, find "**CDC Concussion Awareness – Online**" and click **Enroll**.



**⚠ Important:** Upon completion of the course, your [Volunteer Widget](#) should automatically update within one week. As a backup, save your certificate as a PDF in case you need to manually upload it.





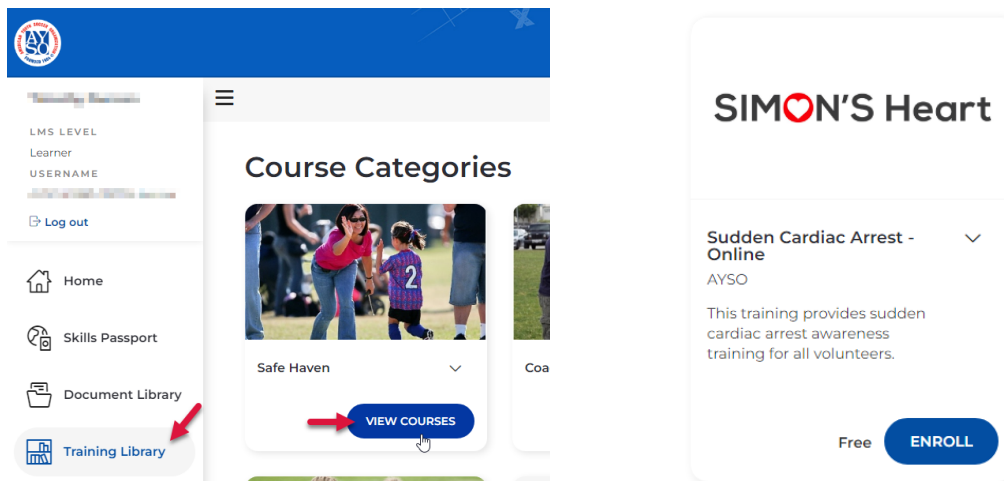
## Simon's Heart Sudden Cardiac Arrest (online safety video)

The concussion safety video must be completed through AYSO's Training website, "AYSOU."

1. To access AYSOU, log into ayso154cypress.org and click **≡ Volunteer** and click **AYSOU**.



2. In the AYSOU website, click **Training Library**.
3. Find the Safe Haven category and click **View Courses**. In the Safe Haven course list, find "**Sudden Cardiac Arrest – Online**" and click **Enroll**.



**⚠ Important:** Upon completion of the course, your [Volunteer Widget](#) should automatically update within one week. As a backup, save your certificate as a PDF in case you need to manually upload it.



## SafeSport (online safety video)

The SafeSport is free if taken through your AYSO account. Youth volunteers (under the age of 18) do not need to take SafeSport. To access the SafeSport course:

1. Log into ayso154cypress.org and click **≡ Volunteer**.
2. In your [Volunteer Widget](#), click the checkbox next to **SafeSport** and then click **Renew & Update**.

<input type="checkbox"/>	Certification	Expiration Date	Status	Compliant
<input checked="" type="checkbox"/>	SafeSport	None	None	

Renew & Update

3. In the Certifications window, **click the link to begin** your SafeSport training, or upload a certification PDF/image if you've completed SafeSport previously.

**Certifications**

Only .jpeg, .png, .jpg, .pdf and .gif files are allowed.  
Max File Size Allowed: 10MB

**SafeSport**

To begin your SafeSport training, click [HERE](#) or copy & paste this link into your browser:  
<https://safesporttrained.org/?KeyName=tsVWe36Xa6PS3b5NzOug>

Upload

Cancel

Submit

**Important:** Upon completion of the course, your [Volunteer Widget](#) should automatically update within one week. As a backup, save your certificate as a PDF in case you need to manually upload it.





## Role-Specific Certification

All AYSO Coaches and Referees must attend and pass an in-person training competency.

You can take classes offered through your region, or **you can take courses offered through ANY region.** (In the late summer, you can find dozens of courses all over Southern California!)

**Important:** Some Regions offer “full in-person courses,” and some offer a hybrid “online class work” with “in-person field work.” Always read the course description set by the host region.

1. Log into ayso154cypress.org and click **≡ Volunteer** and click **AYSOU**.




2. In the AYSOU website, click **Training Event** to view the Training Calendar.

### Tips for finding courses:

Regions	Location	Courses
Region 114 x Search events by region(s)	Search events by location 50km	Search events by course(s)

To search classes offered through other AYSO Regions, remove “Region 154” from the **Regions** field.

To limit your search to a geographic area, enter your address or click the  icon in the in the **Location** field, and choose how far you are willing to travel. (In kilometers.)

The next page lists the most common training courses for Coaches and Referees.



## AYSO Certification Levels for Coaches and Referees

Below is a list of the certifications required for each level of coaching. When searching for Coach Certification on the AYSOU website, these keywords should help.

The “online only” courses do **NOT** satisfy your Certifications. The course must be Full in-person or partial in-person.

Coach Certifications	
Your team level	You need
5U or 6U	6U Coach
7U or 8U	8U Coach
10U	10U Coach
12U	12U Coach
14U	Intermediate Coach
16U or 19U	Advanced Coach

Referee Certifications	
Game level	You need at minimum
5U / 6U	No referees at this level
7U / 8U	8U Referee or Regional Referee
10U	Regional Referee (AR and center)
12U	Regional Referee (AR) Intermediate Referee (Center)
14U	Intermediate Referee (AR) Advanced Referee (Center)
16U / 19U	Advanced Referee (AR or Center)

**⚠ Coaches:** All AYSO Coaches must be certified for the level they are coaching.

**⚠ Referees:** Each region's Referee Administrator determines who is competent to referee at which level, so the above list is a general guideline. For example, there may be Regional Referees allowed to referee 14U matches and higher. If you would like to be able to referee higher levels than your certification allows, please reach out to your Regional Referee Administrator [cypress154rra@gmail.com](mailto:cypress154rra@gmail.com).