



Ogden Soccer Club Coach Onboarding Guide

Coach Onboarding Guide

Thank you for stepping into a coaching role with Ogden Soccer Club (OSC). Coaches are the heart of our program, shaping player development, team culture, and the overall experience of youth soccer in our community. This guide walks you through every step required to become an eligible, fully rostered coach in compliance with OSC and Utah Youth Soccer Association (UYSA) policies.

1. Overview of Coaching Requirements

To coach in any OSC or UYSA-sanctioned activity, you must complete:

Mandatory Requirements

- Annual registration in UYSA's State Online Management System (SOMS)
- Background check (valid for 2 years)
- SafeSport Certification
- HEADS UP Concussion Training
- UYSA Coaching License (minimum Grassroots License or an approved seasonal waiver)
- Upload of compliant headshot photo
- Signed UYSA Code of Conduct
- Signed UYSA Volunteer Disclosure
- Assignment to an official team roster

Additional Requirements for Competition & Gaming League Coaches

- Contract with a Certified League Registrar
- Meet UYSA deadlines for team registration and alignment
- Ensure all players meet documentation and registration requirements

2. Step-by-Step: How to Register as a Coach

- *Step 1 — Access the Registration Portal*
 - Go to the Ogden Soccer Club website: www.OgdenSoccer.com → *Registration*
 - Select Coach/Admin Registration.
- *Step 2 — Log In or Create an Account*
 - *Returning users:* Log in with your existing username and password.
 - *New coaches:* Select *Create New Account* and enter all required information
- *Step 3 — Add or Select Your Profile*
 - On the “Add Family Member” page:
 - If your name appears, select Continue.
 - If not, select *Add New Parent/Guardian* and enter your information.
- *Step 4 — Register as a Coach*



- On the “Create Registration” screen:
 - Click Register as Coach/Admin next to your name.
 - Enter the Team Assignment Code provided by your team or club administrator. (Format example: xxxx-xxxxx-HCxx (Head Coach), ACxx (Assistant Coach), TMxx (Team Manager))
 - Click Save.
 - *Step 5 — Complete Legal Agreements*
 - You will be prompted to:
 - Review and accept electronic agreements
 - Sign the UYSA Code of Conduct
 - Complete the Volunteer Disclosure
 - Click Continue to finalize.
 - *Step 6 — Upload Required Documents*
 - Upload the following into SOMS:
 - Headshot photo (no hats, sunglasses, filters; taken within the last year)
 - SafeSport Certificate
 - HEADS UP Concussion Certificate
- ** These must be uploaded before you can appear on a roster.

3. Required Training & Certifications

SafeSport Certification

- All coaches must complete SafeSport Abuse Prevention Training.

How to Complete SafeSport

- Ensure your UYSA profile email matches the email you will use for SafeSport.
- Use this exact link to create your SafeSport account:
<https://safesporttrained.org?KeyName=tsVWe36Xa6PS3b5NzOug>
- Complete the online training modules.
- Certificates will automatically sync to your UYSA profile if your name and email match exactly.

HEADS UP Concussion Training

- Required for all team administrators.
- Complete the online course.
- Upload your certificate to SOMS.

4. Coaching License Requirements

UYSA requires:

- *Grassroots License* (minimum) for all coaches in UYSA-operated leagues
- *USSF D License* for Premier head coaches



- Seasonal waivers may be available if you are actively pursuing a license
- Courses are offered year-round and are based on the US Soccer Digital Coaching Center curriculum.

5. Team Assignment & Rostering

Team Assignment Codes

- OSC may use Team Assignment Codes to automatically place coaches on the correct roster.
If codes are not used, the registrar will manually assign you.

Roster Requirements

- You cannot coach until:
 - Your background check clears
 - All training certificates are uploaded
 - You appear on the official roster in SOMS

6. Working With a Certified League Registrar

For competition teams and UYSA Gaming Leagues, OSC retains a Certified League Registrar who will:

- Verify all player and coach documentation
- Ensure roster accuracy
- Submit alignment requests
- Manage deadlines

UYSA Deadlines

- *Fall Season:* July 1
- *Spring Season:* February 1

Missing these deadlines may prevent your team from entering the league.

7. Coaching Expectations at Ogden Soccer Club

OSC coaches are expected to:

- Model positive behavior and uphold the OSC and UYSA Codes of Conduct
- Prioritize player development, safety, and enjoyment
- Communicate clearly with families and team staff
- Follow OSC training guidelines and curriculum
- Support a culture of respect, inclusion, and sportsmanship

8. Support & Resources

Ogden Soccer Club

- COMP Director: comp@ogdensoccer.org



- Recreation Director: GOAL@ogdensoccer.org
- Registrar Support: registrar@ogdensoccer.org
- Coaching Education Resources: Ogden Soccer Club websites → Resources

UYSA Resources

- Coaching Education & Information Resources:
<https://www.utahyouthsoccer.net/resource-center/>

US Soccer Digital Coaching Center

- Grassroots Courses
- D License Courses
- Training Plans & Session Templates

9. Final Checklist for New Coaches

Before your first practice, ensure you have:

- Completed SOMS registration
- Cleared background check
- Uploaded headshot photo
- Completed SafeSport
- Completed HEADS UP Concussion Training
- Obtained required coaching license or waiver
- Signed Code of Conduct & Volunteer Disclosure
- Assigned to official roster
- Connected with your Certified League Registrar (if applicable)
- Received team roster and communication plan