

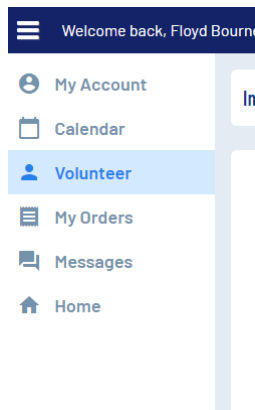
## Coaching Registration Instructions

!!!! It is very important to **use the same email address, first name, and last name** during the registration, training, and background check process. If you do not use the same information in all places, your background check will not be successful.

### Steps in the Process:

- 1) Register as a Coach or Asst. Coach through your FHFC account
- 2) Review training materials and receive certifications.
- 3) Initiate the Background Check - SSN Required

### Register as a Volunteer



Login to your account and click on **VOLUNTEER** on the left hand menu.

Proceed through the registration selecting the coach type and age group you are volunteering for.

When you get to the end of the waivers and affirmations, skip the Upload Certifications area and submit your registration.

After your registration is accepted your screen should load to show a list of certifications like the image below.

#### Friday Harbor FC Skagit Valley Youth Soccer Association

| <input type="checkbox"/>            | Certification                                   | Expiration Date | Status   | Compliant |
|-------------------------------------|---|-----------------|----------|-----------|
| <input type="checkbox"/>            | Risk Status                                     | 04/30/2023      | Expired  |           |
| <input checked="" type="checkbox"/> | Concussion Certificate (Intro to Safety course) | 05/15/2023      | Verified |           |
| <input type="checkbox"/>            | Sudden Cardiac Arrest (Intro to Safety course)  | 05/15/2023      | Verified |           |
| <input type="checkbox"/>            | SafeSport Certificate                           | 05/14/2023      | Verified |           |
| <input type="checkbox"/>            | Coaching License                                | None            | None     |           |

Renew & Update

## Certifications

There are now two certification trainings all volunteers must complete before interacting with children in Washington Youth Soccer. The SafeSport training can take around 1 ½ - 2 hours to complete for first time certification. Your progress is saved so you can do it in more than one session if you need to. If you have taken it before, you can take the Refresher which is still about 60 minutes long. The other certification combines the Concussion and Sudden Cardiac Arrest training into a single course. This course can be completed in around 30 minutes.

**To get started**, look at your certification area in your FHFC account (previous image above) and **select the Safesport Certificate check box and then click the Renew & Update button**. You will get a popup like the one below. Click on the **Begin Training** link.

**Certifications**

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

**SafeSport Certificate**

To begin your free SafeSport training, click the link below to visit the US Soccer Learning Center. Click on **LOG IN** or **Sign Up** to set up your US Soccer profile to access the training under Supplemental Courses. If you need further assistance, contact your club registrar.

[Begin Training](#)

Upload

Cancel

Submit

After you click the link, you will be taken to the **US Soccer Learning Center**. Returning coaches can **LOG IN**, new volunteer should **SIGN UP**.

After you login (returning coaches) or complete your registration (new accounts), you will automatically be taken to the **SAFEGUARDING** training page, shown below.

This page has links to the certificate trainings:

- **SAFESPORT**
- **INTRODUCTION TO SAFE AND HEALTHY PLAYING ENVIRONMENT** (aka Concussion and Sudden Cardiac Arrest)


You may also see:

- **CODE OF CONDUCT** (really easy to complete, takes two minutes)
- **UP TO DATE PROFILE INFORMATION** (for returning coaches to update info)

USA U.S. SOCCER LEARNING CENTER

HELP RECOGNIZE TO RECOVER DIRECTORY

FLO



## 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](mailto:learningcentersupport@ussoccer.org).

|  |                                       |                     |                         |
|--|---------------------------------------|---------------------|-------------------------|
| <p><b>SAFESPORT</b></p> <p>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.</p> | <p>Expiration date<br/>05/13/2023</p> | <p>EXPIRES SOON</p> | <p>COMPLETE PROFILE</p> |
| <p><b>INTRODUCTION TO SAFE AND HEALTHY PLAYING ENVIRONMENTS</b></p> <p>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</p>  | <p>Expiration date<br/>05/14/2023</p> | <p>IN PROGRESS</p>  | <p>RESUME</p>           |


**Returning Coaches:** You may need to **Update Profile** before you can access the **SafeSport** training.

**IMPORTANT:** When you try to start the **SafeSport** training, you may have to turn off your pop-up blocker for the site. Look for a red icon in the right end of your browser address bar. If you click on the training and it doesn't open, this is probably the cause.

Once you have completed both courses, wait 5 minutes and log back into SportsConnect. You should see an update in the Status to **Verified** and a **check-mark** in the Compliant area (example below). If the certificates have not updated, logout of SportsConnect and close your browser then try logging in again.

Once you have the certificates verified, proceed to the Background Check.

## Friday Harbor FC Skagit Valley Youth Soccer Association

| <input type="checkbox"/> | Certification                                   | Expiration Date | Status   | Compliant   |
|--------------------------|---|-----------------|----------|---|
| <input type="checkbox"/> | Risk Status                                     | 04/30/2023      | Expired  |  |
| <input type="checkbox"/> | Concussion Certificate (Intro to Safety course) | 05/07/2024      | Verified |  |
| <input type="checkbox"/> | Sudden Cardiac Arrest (Intro to Safety course)  | 05/07/2024      | Verified |  |
| <input type="checkbox"/> | SafeSport Certificate                           | 05/07/2024      | Verified |  |
| <input type="checkbox"/> | Coaching License                                | None            | None     |   |

Renew & Update

## Background Check

To initiate the background click the **Risk Status** checkbox and then click **Renew and Update**.

### Certifications



#### Background Check Screening Form

|                                 |                            |              |
|---------------------------------|----------------------------|--------------|
| Legal First Name<br>Floyd       | Legal Middle Name          |              |
| Legal Last Name<br>Bourne       |                            |              |
| Address<br>750 Harbor St        | Address 2                  |              |
| City<br>Friday Harbor           | State<br>WA                | ZIP<br>98250 |
| Phone Number<br>360-298-4471    | Email<br>bourneo@gmail.com |              |
| Social Security Number<br>***** |                            |              |

Cancel

Submit

It will then ask you if you want to proceed with the background check. **You MUST click submit again to confirm.**

You will receive a message that your background check has been submitted and your Risk Status will be Pending Verification. It can take a minimum 48 hours for your background check to complete.

You can log back into your profile a check the status. If your status has not changed and it has been over 48 hours, contact your me at [registration@fridayharborfc.org](mailto:registration@fridayharborfc.org).