



PSC Coaching Staff Requirements

FOR ALL COACHES, ASSISTANT COACHES – You will need to do the following:

1. Volunteer for the team(s) you want to be associated with
2. Do a Background check, which is **free**
3. Get a Concussion Certificate, a **free online** class
4. Get a SafeSport Certificate, also a **free online** class (an annual requirement)
5. Get a Coaching Certificate, which we will reimburse you for. **If you don't already have a coaching certificate**, go to the [NJ Youth Soccer webpage](#) and register for the *State Certificate Class*. Choose the class that fits your schedule.

FOR ALL TEAM MANAGERS - You will need to do everything above except step #5, unless you want to be included on the game card roster and be able to sit with the team during games. Then you will also have to do step #5.

HERE ARE THE DETAILS on how to complete the requirements:

LOG ON to <https://www.PiscatawaySoccer.org/>

- **VOLUNTEER** as a coach, assistant coach or team manager
 - Select the VOLUNTEER tab (on the left). If you will be helping multiple teams, you will need to volunteer for each team.
 - Select the "Find Volunteer Roles" button (on the right)
 - Select the role(s) you are volunteering for
 - Fill out the on-line form
 - Upload a picture of yourself (a passport-like headshot, which will be used on your coach pass)
- **RISK (Background check):** *NOTE - This is now on a 2 year cycle.*
 - Select the VOLUNTEER tab
 - Click the check box to the left of "Risk Status" and click "Renew and Update"
 - Enter the required information
 - Click "Submit"
 - If you need further assistance, please view this [help article](#)
- **CONCUSSION - Required every 2 years**
 - We recommend this online class
<https://www.cdc.gov/headsup/youthsports/coach.html>

- Find the link "Coaches click HERE". Follow the instructions (login/create an account)
- Once done, go back to the VOLUNTEER tab
- Then click the check box to the left of "Concussion Certificate" and click "Renew and Update"
- Upload your certificate

- **SAFESPORT - Required every year**
 - Select the VOLUNTEER tab
 - Click the check box to the left of "SafeSport" and click the "Renew & Update" button
 - Follow the instructions (copy the code in the pop-up window, you will need it later to start the training)
 - *(If you have a SafeSport account, you may be asked to reset your password.)*
 - If you are a new coach, you will be asked to set up an account (this is an annual requirement, so you will need your password for next year)
 - The online class takes at least 2 hours, but you can stop and then continue where you left off.
 - After you complete the class, the SafeSport system should automatically upload your certificate into your Volunteer tab. (If it doesn't, click the check box to the left of "SafeSport" and click "Renew and Update" and upload your certificate.)

- **COACHING CERTIFICATE**
 - If you don't have a coaching certificate already, go to the [NJ Youth Soccer webpage](#) and register for the State Certificate Class
 - Take the class and get your certificate (usually emailed to you as a PDF file)
 - Once done, go back to the VOLUNTEER tab
 - Then click the check box to the left of "Coaching Certificate" and click "Renew and Update"
 - Upload your coaching certificate.
 - The club will then reimburse you for the cost of the class (\$50). Send us an email with your certificate, and your mailing address, so we can send you a check.

If you have ANY questions, please ask.

Thanks for helping all of these children learn about and enjoy the sport we all love.

The PSC