



## **Coaches/Admin Requirements (Club Instructions)**

In order to coach or be an admin within Colorado Soccer Association coaches and admins will need to have an Approved Risk Status, a valid SafeSport Certificate and a valid Concussion Certificate.

### **Background Check Process**

#### Integrated Sports Connect Club

All coaches/admins will need to register for the season they are participating in. As a Sports Connect user, your coach/admin will register directly with your club.

1. Create an affiliated program in your portal
2. Adjust the roles if needed in Step 5
  - a. Hint: you can click on the pencil icon next to the role to edit registration questions

#### Non-Integrated Sports Connect Club (Third- Party Users)

All coaches/admins will need to register for the season they are participating in by completing a direct registration with Colorado Soccer Association. During the registration process, your coach/admin will select your club from a drop down list. After the registration is complete, the system will create an application at midnight in your club.

Here is the link for the Colorado Soccer Association's Background Check:

<https://clubs.bluesombrero.com/coloradosoccerassociation>

#### Finding your Coaches/Admins in Association Connect

In order to find the coaches/admins that have completed the registration.

1. Go to [coloradosoccer.sportsaffinity.com](https://coloradosoccer.sportsaffinity.com)
2. Log in with your credentials

3. Go to Players/Admins- Make sure that the season dropdown is displaying the current season
4. Select Admin Lookup
5. Narrow down your filters and Click Search
6. All Admins/coaches that have completed their BGC process will appear in this lookup screen.
  - a. Non-integrated clubs: If an admin/coach is not displaying please check back the following day. If the admin/coach is still not showing and you have verified that they completed the registration, please contact Sports Connect.
  - b. Integrated clubs: Your coaches/admins will appear in this list immediately after they complete the registration.

Sports Connect has an integration with both the Digital Learning Center and Safe Sport, the system will pull in the results from either vendor as long as First Name, Last Name and email address matches what we have in Association Connect. The Digital Learning Center also matches on Date of Birth.

### **Safe Sport**

To meet the Safe Sport requirement coaches/admins will need to complete the course and pass the test.

This is the link your coaches/admins will use:

<https://safesporttrained.org/?KeyName=tsVWe36Xa6PS3b5NzOug>

### **Concussion Certificate**

A returning Coach/Admin that has a valid concussion certificate completed in the CDC will upload their CDC certificate during the registration process. After this certificate expires, the coach/admin will complete this requirement in the Digital Learning Center.

A new or returning coach that needs to complete their concussion requirement, will go to the link below to go to the Digital Learning Center.

<https://learning.ussoccer.com/coach/courses/available/32/details/6165>

Please note that the Concussion and Sudden Cardiac Arrest training are combined in the US Soccer Learning Center as Intro to Safety course. By completing the Intro to Safety Course the coach/admin will meet the requirement for the Concussion certification.