

ARROWHEAD YOUTH SOCCER ASSOCIATION ADULT REGISTRATION REQUIREMENTS 2023



There are 5 steps all adults must complete to be ready for the season. All steps, including links, can be found at our website: <https://arrowheadsoccer.com/coaches/register-as-a-coach/>

NOTE: If you coached during the 2023 summer season you **DO NOT** need to re-complete your requirements. Skip to Step #4 to confirm your certificates are up to date and you are ready for the season.

YOU MUST COMPLETE ALL REQUIREMENTS BELOW BEFORE STEPPING ON THE FIELD WITH PLAYERS.

STEP #1: BACKGROUND CHECK

This must be completed once every calendar year. Please follow the link below to complete your background check through the US Connect platform before your first interaction with your team:

<https://secure.sportsaffinity.com/reg/Public/registration/login.aspx?domain=minnesotayouthsoccer-bgc.sportsaffinity.com&language=english&sessionguid>

*If you have coached previously, you will use the same U.S. Soccer Connect (Affinity) account. If you cannot remember your username/password from last year, contact AYSA.

STEP #2: CONCUSSION TRAINING

Minnesota State Law and MYSA Policy require that all adult participants complete the Centers for Disease Control and Prevention's HEADS UP Concussion Training every three years (2021, 2022, 2023). The training can be found on the CDC's website here: <https://www.cdc.gov/headsup/youthsports/training/index.html>

Scroll down and **Launch the Training**.

If you have questions or issues, you can contact AYSA. We also have an instructions sheet on our website:

<https://arrowheadsoccer.com/wp-lib/wp-content/uploads/2021/02/HEADS-UP-to-Youth-Sports-Instructions.pdf>

*Save your certificate once you complete the training. You will need it in Step #4.

STEP #3: CHILD ABUSE PREVENTION TRAINING

Federal Law and Minnesota Youth Soccer Association now require that all adult participants complete child abuse prevention training. **You only need to complete 1 of the 2 trainings below**. Most rec coaches complete the first training but check with your club coordinator if you are unsure.

1) If your team is an AYSA recreational team and WILL NOT participate in a fall tournament:

You can complete the **Trusted Coaches Child Safety Training Course**. This 30-minute training fulfills the requirement for the recreational coach that does not plan to coach a competitive or tournament team this year.

- Go to www.trustedcoaches.org.
- Log in or Register
- Click 'Claim a Role/Join a Season' button
- Enter information to the right →

<i>State:</i> Minnesota (even if you are a team coach from Superior) <i>Organization:</i> Arrowhead Youth Soccer Association <i>Season Name:</i> AYSA FALL 2023 <i>Season Access Key:</i> AYSA23

For technical support, please email adam@trustedcoaches.org or call 763-746-1719 (Mon-Fri – 9am-5pm)

2) If your team WILL be participating in a summer tournament:

You must complete the **U.S. Soccer SafeSport Training**. This training is being offered free of charge at the following link: safesporttrained.org

For new coaches:

1. Complete information on “Sign Up” page. If prompted, log in to the new account you just created.
2. Click on “Menu” and select “Catalog.”
3. Click the Start button for “SafeSport Trained – U.S. Soccer Federation” to complete the course.

For returning coaches:

1. Log in. Select “Enroll” if it pops up on the next page.
2. Click on “Menu” and select “Catalog.”
3. Click the Start button for your Refresher course.
4. To check to see when you completed your certificate last, go to the “Transcript” page. The date the refresher was taken (“Valid From”) should have a Sept. 2021 date or later to be valid. The expiration date is not correct.

Upon completion of your training, you will receive a certificate of completion that must be uploaded into your Affinity/US Connect account. If your first name, last name, and email address match in your US Connect account and SafeSport, then your completion certificate will be automatically electronically updated in your US Connect account and no manual upload is needed.

Manually uploading your certificate of completion:

1. Please select the “Menu” icon at the top right of your page. Select “Transcript”.
2. Once the transcript page displays, locate the most current completion for the course under the “Certificates” section.
3. Download the certificate by selecting the “Download” button at the right of the completed course.

Note: If you are trying to add an updated certificate to your profile and an old one is still present, email your updated certificates to info@arrowheadsoccer.com and we will upload them for you.

*Save your certificate at the end of the training. You may need it in Step #4.

STEP #4: UPLOAD TRAINING CERTIFICATES

Upon completion of both trainings in Step #2 and #3 above you will receive a certificate that must be uploaded into your U.S. Soccer Connect (Affinity) account for your club to validate. Save each certificate as a PDF or JPG directly from the training portals. Follow the steps below to upload your certificates to your account:

1. Login to your US Soccer Connect (Affinity) account here:

<https://mnyouth.sportsaffinity.com/Foundation/Login.aspx?sessionguid>

(Hint: this is the same account you created for the MYSA Background Check above in Step #1)

2. Go to the Certificates tab and click on the appropriate box to upload your certificates (Trusted Coaches certificate is uploaded in the SafeSport box). Do not worry about uploading your Driver’s License or PACT Certificate.
3. Click “Choose File” and choose the appropriate certificate to upload, then click on the green Upload button.

*If you have any old certificates uploaded on your account, contact AYSA to have them removed before you can upload your new certificate.

STEP #5: UPLOAD PASS PHOTO

This step is only required if your team is attending a fall tournament. Please go to:

<https://arrowheadsoccer.com/coaches/register-as-a-coach/> for instructions.

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Questions or having difficulties? Contact AYSA at info@arrowheadsoccer.com or call (218) 624-1713