

## How to Become a Coach ..... Do it for the kids

If you have an “F” license and have gone through the risk management process and concussion course, you are good to go.

For new coaches (head and assistant), there is a five step process:

1. **Notify the age group Division Coordinator and Registrar** that you are interested in coaching (See the “Board Member Contacts” under the “About Us” on our website)
2. **Register (online) in Affinity** to be a coach. You can find (1) instructions and (2) a link under the “Coaches” tab on our website. Coaches will register directly through Cal South (Affinity).  
<https://www.solanabeachsoccerclub.com/coaches>
2. Complete the **CalSouth Licensing Process (class is entirely online)**. (For an overview of the process visit the “Coaches” tab on our website. SBSC has purchased vouchers to cover the cost of the course. Please contact SBSC’s register to get one.
  - There are four courses, one for each set of players on the field (i.e., “4v4”, “7v7”, “9v9” and “11v11”). If you already have one of those licenses (or the old “F” license), you are good to go and do not need to take another licensing course.
  - There is an introductory course (about 20 minutes) followed by the “Grassroots” 4v4 course, which takes about 2 hours to complete. You don’t have to complete the course in one sitting.
  - When you are done with the course, Cal South will update your record.
  - Link to Info on Course: <https://www.calsouth.com/coaching-ed/4v4-license/>
4. Complete **LiveScan** (fingerprinting & background check). Bring two copies of the Live Scan Form to a Live Scan Location. SBSC has a great relationship with Coastal Live Scan in Encinitas. They will bill SBSC so you do not have to pay and ask to be reimbursed. You can download the form from our website. SBSC will reimburse the fee (typically \$20). (**Note:** SBSC will host a LiveScan session at the team pick night in July.) You only need to do this one time.
5. **Complete Course on Concussions:** SBSC uses an online course provided by the National Federation of High Schools (“NFHS”). Contact SBSC’s Registrar or Coaching Coordinator to receive a link to the course. The course takes about 20-30 minutes to complete. After completing the course, save the certificate and email to SBSC’s Registrar.

All head and assistant coaches must complete the CalSouth Risk Management Process (step 4). **If you completed the process any time after March 2003, you do not need to repeat it.**

Although the field class is no longer required by CalSouth (USSF), the North County Rec Soccer League (SBSC, RSF, Cardiff, Encinitas, and La Jolla) believe the field class is important for new coaches and there are plans to host clinics in July and August. Details to follow.

For more information, please contact the SBSC’s Registrar, Division Coordinator, or President.

## Solana Beach Soccer Club

### Coach Registration – Cal South / Affinity System

**NOTE: We are NOT using the Affinity / Cal South system to register players**

Cal South / Affinity

<https://cysa-solanabeach.sportsaffinity.com>

Website Link:

Logging into System:

- Top right, click **“Registration:” (Blue Tab)**
- New screen will appear. Scroll to the bottom of the page.
- On the left under “Select a Season” make sure the current season (“Fall 20XX-XX”) appears in the drop down window
- Then, under “Select Registration type(s): check the box to the left of “Coach/Admin Registration”
- Returning Coach:
  - Log into account or follow process to retrieve user name and/or password
  - Alternatively, visit the Help Center for support or call Affinity @ 800.817.5977.
- New Coaches or Unable to Retrieve User Name or Password:
  - Create a new account
  - The system will try to connect your new account to an existing account

Add Family Member (not necessary):

- Next window allows you to add and /or edit family member information (can skip)

Create Registration:

- When done, **click green “Continue” button**
- Next window allows you to register
- To the right of your (coach) name, click green “Register Coach/Admin” button
- In the pop up window, there is a drop down menu under “Select Play Level”
  - Choose “Recreational” (it is the only choice)
- In the next pop up window, scroll down and edit (if necessary) and fill in information.
  - You do not need to fill in information about “Years of Coaching Experience” or “Coach License #.”
- In the section under “Admin Information” please check the appropriate box(es). Please check both “Assistant Coach” and “Head Coach” if you would be ok being either.
- Under “League Additional Information” fill in division(s) / Age Group or if unsure, note the name(s) of your kids.
- **Click green “Save & Next Page” button at the bottom**

Electronic Legal Agreements (“ELA”):

- Click “Accept” boxes to the left of the Code of Conduct and Red Card Policy
- **Click green “Agree and Continue” button**

Last Step:

- **Click green “No Payment due, Continue” button**
- You are now registered!

**US Soccer National 4v4, 7v7, 9v9, 11v11 Online Licenses**  
**One of these online grassroots licenses is MANDATORY for all RECREATIONAL coaches**

*A Step-by-Step Guide*

**US Soccer National 4v4, 7v7, 9v9, 11v11 Online License**

**Course Information**

It is **MANDATORY** that all new **RECREATIONAL** coaches complete one of the above 2-hour **online courses**

The course selected should be based on the game appropriate model and age they coach

The "4v4" "7v7" "9v9" "11v11" online license courses take approximately 2-hours to complete and provide instruction in recreational coaching using the Play Practice Play methodology.

The focus of this grassroots course is to share best practices in creating a fun, educational, activity-centered and age-appropriate environment for youth players.

**Topics will include the Six Tasks of a US Soccer Coach:**

- Coaching Training Sessions
- Leading the Team
- Managing the Performance Environment
- Coaching Games
- Leading the Player
- Leadership

**Prerequisites:**

- Create a coaching profile in the US Soccer Digital Coaching Center(DCC)
- Complete the *US Soccer Introduction To Grassroots Coaching* Module
- Complete the *US Soccer Health and Safety* Module
- Minimum Age: 16 years

**Course Length:** 2 hours total (Online)

**Cost:** See your local League for price details

**How to Register**

**Step 1**

Register to take any of the Online Licenses within the Cal South system by [clicking here](#)

- SBSC will add a link under the 'Coaches' tab on our website
- <https://cysa.affinitysoccer.com/eventmanager/public/event.asp?calid=10151972&eventtype=CE>

**Step 2**

Once payment has processed, we will email your unique DCC code and instructions to take the course you selected.

**Step 3**

Use your DCC code to register within the DCC to take the online license.

## **Risk Management Process Live Scan & Background Check**

“Risk Management” refers to the live scan and background check process that every coach, assistant coach, team manager, league administrator, SBSC board member, and anyone else serving in an official capacity MUST complete to ensure the safety of our players. Coaches must complete this process, and Cal South must have received results, before the coach can begin practices. Cal South works with facilities offering Live Scan digital finger print scanning.

Live Scan digital submissions provide the quickest way to submit and process background checks through the Department of Justice. They also provide for seamless integration into the California DOJ subsequent arrest notification program, providing the following benefits:

- Administrators, coaches, etc. only have to be fingerprinted once for the lifetime of their involvement in Cal South Soccer.
- Through the California DOJ subsequent arrest notification program, Cal South has the ability to screen subsequent arrest activity & make decisions towards protecting the best interests
- Unfortunately, if you completed a live scan with another organization, the approval will not translate to Cal South. You will need to go through the process again.

SBSC’s website (under the Coaches tab) has a link to the Cal South live scan form you can bring to any live scan location.

The following link will also open a PDF version of the Cal South form.

<http://media.calsouth.com/data/Downloads/Referees/2015/Request-for-Live-Scan-Service.pdf?rev=8854>

SBSC hosts a live scanning service during Club Selection Night (typically held in July).

Many entities in the area offer live scan services. SBSC has a good relationship with Coastal Live Scan in Encinitas (144 W “D” Street).

There are many locations for completing live scan in San Diego County including UCSD. Additional sites are located in Encinitas, Carlsbad, Oceanside, San Marcos, Rancho Bernardo, Escondido, and San Diego. So chances are good there is a location close to your home or work; visit this link for a complete list of sites: <http://ag.ca.gov/fingerprints/publications/contact.htm>, (which are listed by county).

SBSC will also reimburse the cost.

## **Player Health and Safety Concussions Information**

Cal South recognizes the need for increased awareness about concussions, head injuries and brain trauma. In order for Cal South to be compliant with State of California Assembly Bill No. 2007, new procedures have been implemented that require on a yearly basis, a concussion and head injury information sheet to be signed and returned by the athlete and athlete's parent or guardian before the athlete's initiating practice or competition. These provisions apply to athletes participating in youth sports organizations, as defined to include organizations, businesses, nonprofit entities, or local governmental agencies that sponsor or conduct amateur sports competitions, training, camps, or clubs in which persons 17 years of age or younger participate.

SBSC uses a course provided by the National Federation of High Schools ("NFHS").

The NFHS has teamed up with the Centers for Disease Control and Prevention (CDC) to educate coaches, officials, parents and students on the importance of proper concussion recognition and management in high school sports. This course highlights the impact of sports-related concussion on athletes, teaches how to recognize a suspected concussion, and provides protocols to manage a suspected concussion with steps to help players return to play safely after a concussion. Each state's requirements for concussion management are included as part of the course.

A Spanish track is also available for this course.

Contact SBSC's Registrar or Coaching Coordinator to receive a link to the course. The course takes about 20-30 minutes to complete. After completing the course, save the certificate and email to SBSC's Registrar.