



Hampton Soccer Club Volunteers

Guide to Obtaining Clearances and Coaching Requirements

Created by: EC

This document is a guide to help all volunteers acquire the appropriate documents in order to volunteer for Hampton Soccer Club. All administrative personnel and coaches are required to have the PA State Police Criminal Record Check, the PA Child Abuse History Clearance, the Volunteer Qualification Affidavit, the FBI Criminal Background Check if applicable, and the Safesport Training Certification in order to volunteer for Hampton Soccer Club. In addition, all coaches are required to meet the PA West requirements for coaching education.

For ALL Returning Coaches and Volunteers:

1. Please make sure all clearances are up to date if you have not volunteered in a while. Clearances are good for 5 years.
2. **Safe Sport Training:** In addition to the initial training, a refresher course is required on an **annual** basis effective the calendar year following the completion of the initial training. A refresher course will appear in the US Soccer Learning site once the initial course has been completed about a month before it is set to expire. It will appear under your profile with a rectangular red button that says “Renew Safesport.” Make sure you upload your Safe Sport certificate to the PA West risk management affinity website.
3. Please make sure you have the appropriate coaching License for the age group you are currently coaching. Please refer to Section 6.f of this document for additional information. PA West is requiring all coaches complete the appropriate Grassroots Module before the beginning of the Fall 2020 season. If the requirements are not completed the coach will not be placed on a roster.
4. Each season, you must register as a coach. This can be done at the same time as you sign your child(ren) up for soccer. On the login screen select “Coach/Admin Registration” box on the left side. Register yourself as you would your child. Follow all prompts. There is no fee for coaching.

For New Coaches and Volunteers:

If a coach is new they will have to complete the following:

1. PA State Police Criminal Record Check

- a) Go to www.pawest-soccer.org/coaching/risk_management/. These clearance forms are listed in the middle of the page.
- b) Click on the link PA State Police Criminal Record Check Online Form
- c) Click on Submit a New Record Check
- d) Scroll down and hit Accept
- e) Fill in personal information and click Proceed

- f) Fill in more personal info, then click on Finished (under Queued record check)
- g) This is free for volunteers
- h) Click Submit after you read the red note about “No Record” vs “Record” status
- i) Click on the Control # on the left of the screen
- j) Click on Certification Form in the middle of the screen
- k) Click Print on upper right
- l) Then click Back and Home

2. PA Child Abuse History Clearance

- a) Go back to the PA West Risk Management page and click the link for PA Child Abuse History Clearance Online Form (this is free for volunteers)
- b) Create an account (Keystone ID and security questions)
- c) Click Finish
- d) Get temporary password from email
- e) Go back to the login page and put in Keystone ID and temporary password
- f) Set new password
- g) Login with new password
- h) Agree to terms and click Next; then click Continue
- i) Click “Create Clearance Application”, then click Begin
- j) Select Volunteer/type in Hampton Soccer Club
- k) Scroll through option and pages and answer personal information
- l) Add your eSignature
- m) Click Finalize and Submit Application
- n) Log Out and wait for email that application was processed (should only take a minute)
- o) Log back in to view and print the certificate
- p) Log out

3. Notarized Residency Verification Affidavit

- a) individuals living in PA continuously for more than 10 years must complete a notarized residency verification affidavit.
- b) Finally, go back to the PA West Risk Management page and click on the Volunteer Qualification Affidavit. This form will need printed and notarized.

4. FBI Criminal Background Check for new PA residents.

- a) Additionally, individuals who have not lived in Pennsylvania continuously for the past 10 years must provide a copy of a current FBI Criminal Background Check
- b) Go back to the PA West Risk Management page and click on the FBI Criminal Background Check for new PA residents and follow instructions.

5. Safe Sport Training Certificate for Volunteers (Non-Coaches only, Coaches see section 6.c)

- a) Use this link: <https://safesporttrained.org?KeyName=JJFAQsQPWNRj01edWcPr>

- b) Complete information on “Sign Up” page.
- c) If prompted, log in to the new account you just created.
- d) Click on “Menu” and select “Catalog.”
- e) Click the Start button for “SafeSport Trained – U.S. Soccer Federation” to complete the course.
- f) Upload your certificate of completion.

Previous users should be able to access their existing records. The system may request individuals to reset their account passwords.

Instructions for downloading a certificate of completion are as follows:

- a) Please select the “Menu” icon at the top right of your page.
- b) Select “Transcript”.
- c) Once the transcript page displays, locate the most current completion for the course under the “Certificates” section.
- d) Download the certificate by selecting the “Download” button at the right of the completed course

6. US Soccer Learning Center:

- a) Setup an account with the US Soccer Learning Center if you are a head coach or an assistant coach: <https://learning.ussoccer.com/>
- b) Please make sure your name, birth date, and email address match your PA West Soccer Online Registration Admin Profile (see Item 7 below). This will allow the two systems to sync and your license to be automatically added to your Admin Profile.
- c) **Safe Sport Training Certificate for Coaches**
 - i. *From PA West: “Coaches/Admins Info: All coaches and admins must now complete SafeSport Training annually. The training is free and available online. The initial course takes no more than 90 minutes to complete. It has three segments that can be completed separately. The re-certification takes 15-20 minutes. The course content includes recognizing child abuse, reporting child abuse, hazing, bullying, and about the reporting process.”*
 - ii. Proceed to the available course list found here: <https://learning.ussoccer.com/coach/courses/available/16/details/1546>
 - iii. Select **SafeSport** under Supplemental Courses on the left side of the page.
 - iv. Then select the blue Start SafeSport button on the right
 - v. At the end of the training you will be given a certification of completion. Please save a pdf copy for your own records.
 - vi. This course is good for one year and must be completed annually. A refresher course will appear in the US Soccer Learning site once the initial course has been completed about a month before it is set to expire. It will appear under your profile with a rectangular red button that says “Renew Safesport.”
- d) **Introduction to Safe and Healthy Playing Environments**

- i. This can be found under Supplemental Courses (Intro to Safety)
- ii. This course is good for one year and must be completed annually.

e) **Introduction to Grassroots Module.**

- i. Once the Introduction to Grassroots Module is complete, you will receive a certificate and the system will then grant you access to the other classes.

f) **Grassroots Courses:**

- i. Under Grassroots Courses you will find an in-person and online folder. PAWest and USSF is now recommending that all team coaches (head and assistant) complete the following:

- 1. Here is the USSF Coaching Education Pathway as of Mar. 9, 2020:

| Team Age Group | Required Grassroots Licenses | Cost |
|-------------------------------|------------------------------|------|
| U6-U8 (in-house/Rec) | 4 v 4 Online | \$25 |
| U9-U10 (in-house/Rec) | 7 v 7 Online | \$25 |
| U10 (Travel) | 7 v 7 Online | \$25 |
| U11-U12 (Travel) | 9 v 9 Online | \$25 |
| 13 and older Players (Travel) | 11 v 11 Online | \$25 |

- ii. Then please choose the course that is related to the age group you will be coaching. If you are coaching more than one team, please complete the course of the highest age group you are coaching. For example, if you are coaching U10 and U8, please take the 7v7 training for the U10 age group.
- iii. HSC will reimburse courses upon request once successfully completed.

7. Obtaining Approval of your Clearances:

- a) **First Step:** You will need to be **registered** as a coach, assistant coach, or admin in the Affinity system so your clearances can be approved and uploaded into PA West – the site to register as a coach, assistant or admin is as follows:
 - i. Once your clearance forms are completed by you, they can then be uploaded on that same PA West Risk Management page. <https://www.pawest-soccer.org/coaching/risk-management/>
 - ii. Click on the link next to: To Access PA West Soccer’s Online Risk Management System Portal.
 - iii. On the left side, select the season and year in the drop down menu. (Spring or Fall and the year (i.e.2020))
 - iv. A box should be checked by “PA West Background Check registration” on the left side.
 - v. On the right side, you’ll login using your same user name and password as when you registered your child as a player. A page will open with your family’s

information, if all members are in the system click Continue. If not add the members first before proceeding to the next page. Then click green "Continue" button.

- vi. Next to your name or family member that will be coaching, click on 'Register as Coach/admin'.
 - vii. On the next page, under Play Level (in the drop down box), select Background Check and your information will then appear.
 - viii. Right under your name and birthdate, click where it says "Click here to show photo or certification upload". If any forms or your photo have been uploaded already, they will appear here. If not, you can upload them at this time. Please make sure if you are uploading the notarized Affidavit, you click on the bottom part of that last box (the top is the FBI check). If all forms are uploaded, you can click "Save" at the bottom of the page and it will take you back to the registration page. If any forms are missing it will not let you continue. Then click "Continue". Then click "Agree and Continue". Click "No Payment Due, Continue". You can then logout.
 - ix. Don't forget to upload a head shot.
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- b) PA West will approve the forms that they see are newly uploaded and the Affinity system will be updated for the approved clearances date. Your clearances are now good for 5 years from the date of the last dated clearance form.
 - c) Please make sure you keep a copy of all documents for your own records. Affinity is not a permanent storage solution.

8. Final Step: Report all completion dates for clearances and coaching courses to the Hampton Soccer Club Risk Management Coordinator. (Erika Chapman, erikachapman8@gmail.com)

Include *dates* for the following: (do not send the files)

- a) PA State Police Criminal Record Check
- b) PA Child Abuse History Clearance
- c) Notarized Residency Verification Affidavit
- d) FBI Criminal Background Check for new PA residents.
- e) Safe Sport Training Certificate
- f) Introduction to Safe and Healthy Playing Environments
- g) Introduction to Grassroots Module
- h) Grassroots Courses: Indicate which course (4v4, 7v7, 9v9, 11v11) online or in-person

Attachments: HSC_AppendixA_SafeSport for Volunteers.pdf