

HOW TO GET REGISTERED AND TRAINED AS A VOLUNTEER HEAD COACH/ASST COACH (AYSO Fall 2022)

(NOTE: All coaches and assistant coaches must complete all of the following to be certified:

- 1. Register with AYSO Region 33 (includes background check)**
- 2. Complete online “Safe Sport” training (State Requirement)**
- 3. Complete all of the following AYSO online training: “Safe Haven,” “Concussion,” “Sudden Cardiac Arrest” and “Coach Training (for your particular level)”**
- 4. Complete the in-person coach field training class (for your particular level)**
- 5. Complete Fingerprint processing (State requirement)**

IMPORTANT TO READ: Step 1, above, must be done every season. Step 2 (Safe Sport) has a shorter update course that must be done every season. Step 3, 4 and 5 is a “one and done” and does not need to be taken again (However, you will need to take the online coach and in-person coach trainings if you coach at a different level).

Step 1: Register with AYSO Region 33 as a volunteer (NOTE: This is required of every volunteer)

1. Go to our website (AYSO33.org)
2. Log in to the website (user name, password)
3. Click on “Volunteer” (top left side of your screen)
4. Click on “Find Volunteer Roles” (top right side of your screen)
5. Go to “2022 Fall Soccer” and click on “View Division” (right side of your screen”)
6. Scroll down to the Division you want to coach (06U-Boys, 06U-Girls, etc) and put a check in the box and click on “View Selected Opportunities” (bottom right of your screen)
7. A list of available positions will appear (scroll to the right to see the full list)

8. Click the "Select" button on the coach volunteer position you are choosing ("Head Coach" or "Assistant Coach") and then click your name on the "Sign Up" button that will appear. Once you do, click on the "Continue" button (on the bottom right of your screen)
9. You will then be presented with a form you will be asked to complete. Fill out the form completely. Make sure to click "Accept" for the "waiver of liability" and "background check" options. Our Region will pay for the background check.
10. IMPORTANT: If you complete the process correctly, you should soon get an email from "Sterling Volunteers," the business which conducts the background checks (check your spam folder, too). If you get it, respond and the background check will be initiated. If you do not get it, email our registrar: ayso33registrar@gmail.com

Step 2: Complete online "Safe Sport" training (State Requirement)

(NOTE: Beginning Jan 1, 2022, the State of California required all youth sports coaches to complete "Safe Sport" training. A refresher course must be completed every year for the next 2 years.)

1. Go to our website (AYSO33.org)
2. Log in to the website (user name, password)
3. Scroll down and put a check in the box to the left of "safe sport"
4. Follow the instructions to take and complete the course
5. Upload the Course Completion Certificate and also print a copy

Step 3: Complete all of the following AYSO online training: "Safe Haven," "Concussion," "Sudden Cardiac Arrest" and Online Coach Training."

A. Complete the Safe Haven Training (Online)

1. Go to our website (AYSO33.org)
2. Log in to the website (user name, password)
3. Click on "Volunteer" (top left side of your screen)

4. Click on “AYSOU” (top far right side of your screen, under the box that says ‘Find Volunteer Roles”)
5. Click on “Training Library” (left side of your screen)
6. Go to the box that says “Safe Haven” and click on “View Courses”
7. Go to the box that says “AYSOU’s Safe Haven 2022 (No Audio)” and click on “Enroll”
8. Take and complete the course
9. Upload the Course Completion Certificate and also print a copy

B. Complete the Concussion Training (Online)

1. Go to our website (AYSOU33.org)
2. Log in to the website (user name, password)
3. Click on “Volunteer” (top left side of your screen)
4. Click on “AYSOU” (top far right side of your screen, under the box that says ‘Find Volunteer Roles”)
5. Click on “Training Library” (left side of your screen)
6. Go to the box that says “Safe Haven” and click on “View Courses”
7. Go to the box that says “CDC Concussion Awareness – Online” and click on “Enroll”
8. Take and complete the course
9. Upload the Course Completion Certificate and also print a copy

C. Complete the Cardiac Arrest Training (Online)

1. Go to our website (AYSOU33.org)
2. Log in to the website (user name, password)
3. Click on “Volunteer” (top left side of your screen)
4. Click on “AYSOU” (top far right side of your screen, under the box that says ‘Find Volunteer Roles”)
5. Click on “Training Library” (left side of your screen)
6. Go to the box that says “Safe Haven” and click on “View Courses”

7. Go to the box that says “Simon’s Heart, Sudden Cardiac Arrest – Online” and click on “Enroll”
8. Take and complete the course
9. Upload the Course Completion Certificate and also print a copy

D. Complete the Online Coach Training (for your particular level)

1. Go to our website (AYSO33.org)
2. Log in to the website (user name, password)
3. Click on “Volunteer” (top left side of your screen)
4. Click on “AYSOU” (top far right side of your screen, under the box that says ‘Find Volunteer Roles’)
5. Click on “Training Library” (left side of your screen)
6. Go to the box that says “Coaching” and click on “View Courses”
7. Click on the online course for your level (6U, 10U, 12U, Intermediate, etc.)
8. Take and complete the course
9. Upload the Course Completion Certificate and also print a copy

Step 4: Complete IN-PERSON Coach Field Training

(If you have any questions about the in-person training, contact Mark Singer, our Area 10V Coaching Administrator, at: area10vca@gmail.com)

1. Go to our website (AYSO33.org)
2. Log in to the website (user name, password)
3. Click on “Volunteer” (top left side of your screen)
4. Click on “AYSOU” (top far right side of your screen, under the box that says ‘Find Volunteer Roles’)
5. Click on “Training Event” (left side of your screen)
6. Go to the box that says “Safe Haven” and click on “View Courses” A calendar will appear.
7. Search for the course you want to take. At the top of the calendar, you can filter your search in the box marked “Regions,” “Locations” and “Courses.” For example, if you want to find a 10U course, go to the “Locations” box and type in “10U.” You will be presented with a list of courses currently

scheduled for this month. You can click the arrow on the right of the current month to find the 10U courses scheduled for the following months. (NOTE #1: Courses will be added to the list, especially when we get closer to the start of the season. Keep checking.

(NOTE #2: You are NOT required to take training offered by our Area (10V) or Region (33). You can take it anywhere. We will reimburse you for the course fee, just keep your receipt (we do NOT reimburse for gas or other travel expenses).

8. When you find the class you want to take, click on the “Enroll” tab on the lower, far right of the box that offers the course.
9. Attend and complete the course
10. Make sure you ask the instructor for a Course Completion Certificate

Step 5: Complete Fingerprint processing (State Requirement)

1. We will arrange to have the live-scan fingerprinting process made available to all volunteers
2. Details on how to sign up and enroll will be forthcoming.