

PLEASE READ

All Coaches, Volunteers, Employees, Board Members, and minors* acting in any of the previously mentioned roles or participating as a non-certified referees under Washington Youth Soccer (WYS) are required annually to:

- a. Register with your club
- b. Complete training certifications as required by State/Federal laws, U.S. Soccer/US Youth Soccer Bylaws and mandates.
- c. Pass a social security number (SSN) Background Check**

**There is different a process for Minors – please contact your club registrar for additional information*

***If you do not have an SSN – please complete the trainings and then contact your club registrar*

IMPORTANT INFO:

- You must complete the trainings certifications, **before** submitting your background check
- All trainings certifications will be completed in the US Soccer Learning Center (LC). Including returning Coaches, Volunteers, Employees, Board Members. (returning coaches/vol: see page 3)
- All SSN background checks will be completed through US Soccer Connect (aka: Affinity).
- Integration between US Soccer Connect and the US Soccer Learning Center (LC) requires an exact match of legal first and last name, date of birth and email address for the 2 system to sync and the training courses and verifications to upload to your profile.
- The LC training courses DOES NOT produce downloadable certificates

READ ME

If you are a returning coach/volunteer

**If you are a new coach/volunteer go to page 4*

- A) Once you create a LC profile with your matching first, last name , DOB and email address. The LC will search for your previously completed SafeSport training.
- B) If your SafeSport certifications locate a match your previous training, will update your LC profile automatically.

OR

took SafeSport for another sport or governing body

PLEASE contact WYS

WYS Contacts: Keli Bitow KeliB@WashingtonYouth Soccer.Org and/or Dan Rubin

DanR@WashingtonYouthSoccer.Org

Once these platforms are sync'd – you will not have to do this again!!!

BEFORE YOU PROCEED READ ME:

Your US Sports Connect and US Learning Center profiles

MUST have FULL EXACT MATCH

for the 2 systems to sync with the training courses and verification updates with the following criteria:

LEGAL First Name

LEGAL Last Name

Date of Birth

Email Address

If you already have a Learning Center profile and your name, DOB or email address do not match, please email learningcentersupport@ussoccer.org to request changes.

**If the LC support has not responded with-in 48 hours please contact WYS*

WYS Contacts: Keli Bitow KeliB@WashingtonYouth Soccer.Org and/or Dan Rubin

DanR@WashingtonYouthSoccer.Org

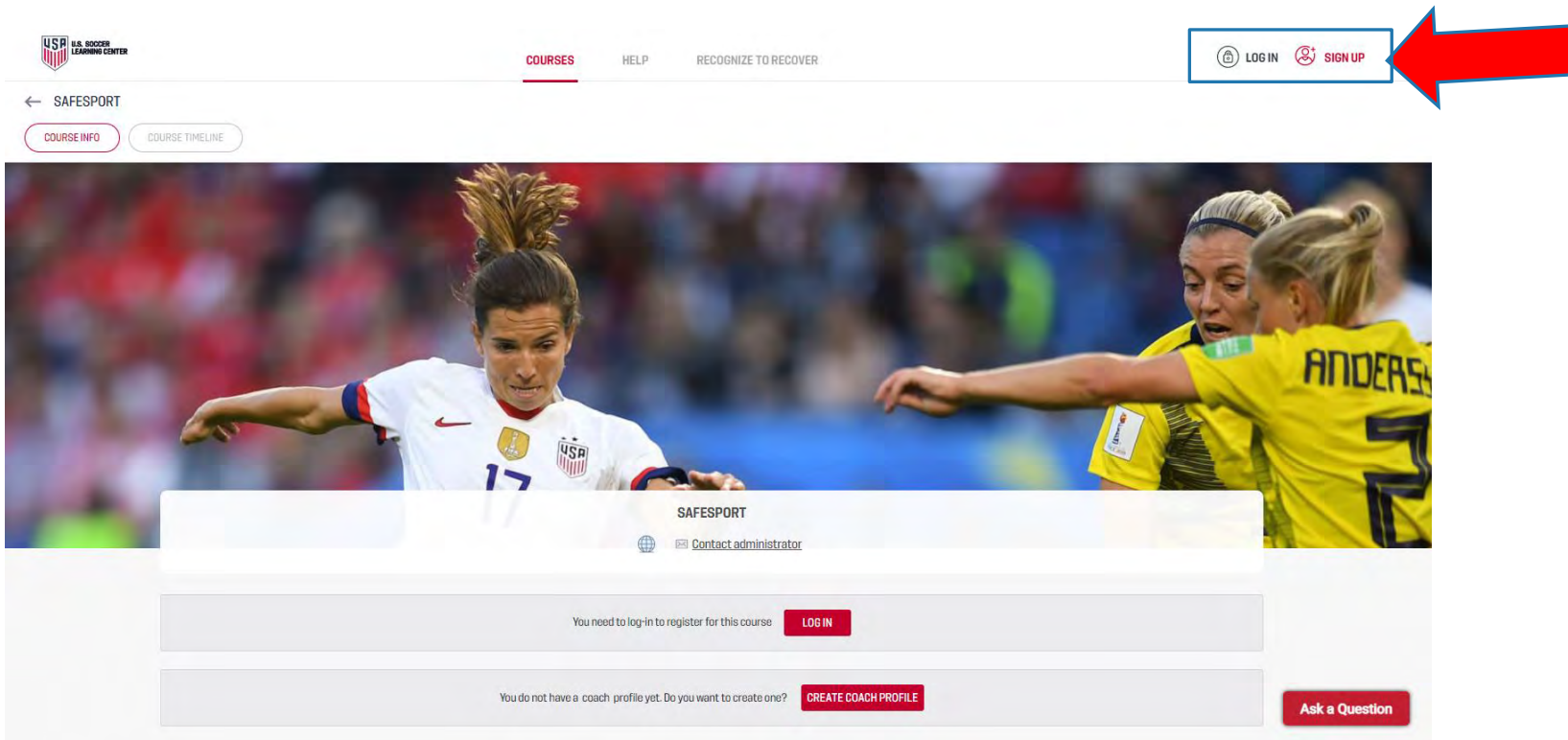
If you need to make a change to your US Sports Connect profile, contact your club registrar before proceeding

US Soccer Learning Center Link: <https://learning.ussoccer.com/coach>

Note: *The US Soccer LC provides Coaching Education courses and tools and can be used as a resource by all coaches that are interested in improving the game.*

Login or Sign Up for a coach's profile regardless of your role

If you just SIGNED UP, you will be required to verify your email address.



The screenshot shows the US Soccer Learning Center website interface. At the top, there is a navigation bar with the US Soccer Learning Center logo on the left, and links for 'COURSES', 'HELP', and 'RECOGNIZE TO RECOVER' in the center. On the right side of the navigation bar, there are 'LOG IN' and 'SIGN UP' buttons, with a red arrow pointing to the 'SIGN UP' button. Below the navigation bar, there is a breadcrumb trail showing '← SAFESPORT' and two tabs: 'COURSE INFO' (selected) and 'COURSE TIMELINE'. The main content area features a large image of a soccer player in a white USA jersey (number 17) and a referee in a yellow shirt (name ANDERSEN). Below the image, there is a white box with the 'SAFESPORT' logo and a 'Contact administrator' link. Below this, there are two grey boxes with red buttons: 'LOG IN' and 'CREATE COACH PROFILE'. A red button labeled 'Ask a Question' is located at the bottom right of the main content area.

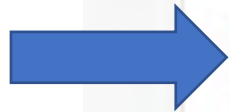
Click Coaching Education



COACHING EDUCATION



REFEREE PROGRAM



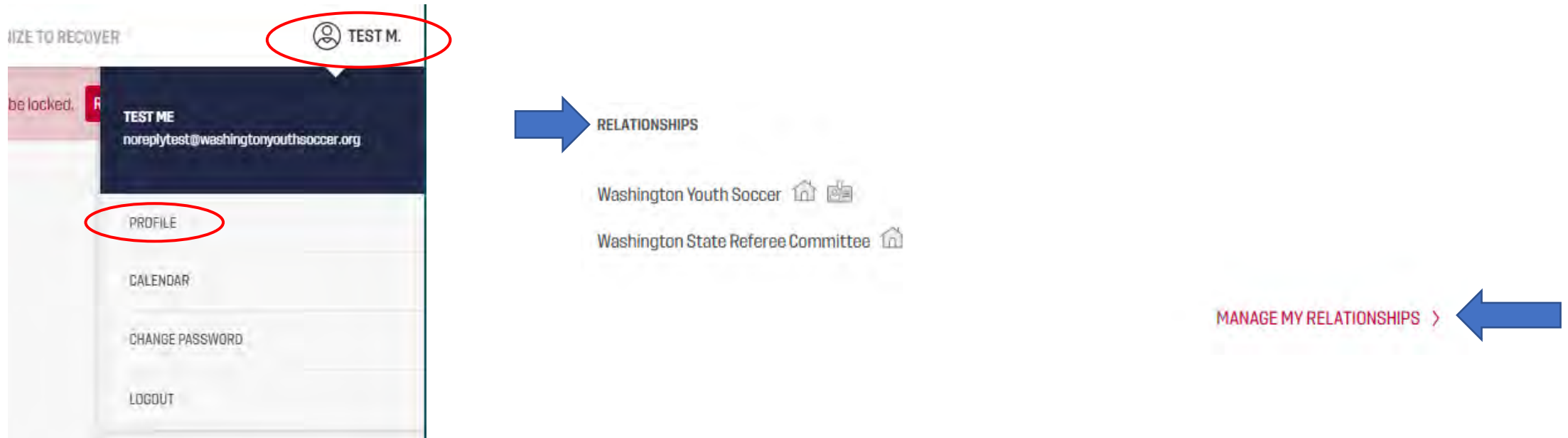
If you are a returning Coach/Volunteer

*If you are a new coach/vol go to page 8

-Go to your profile in the upper right corner

-Click on Profile

You can view your certificate status and/or expiration status, resume trainings and update profile information

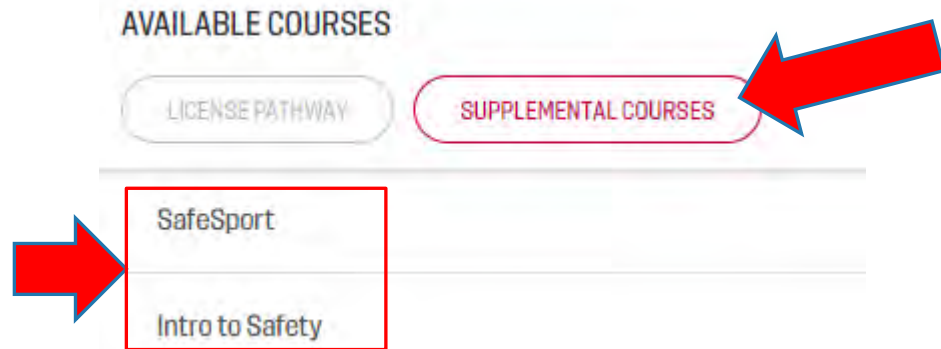
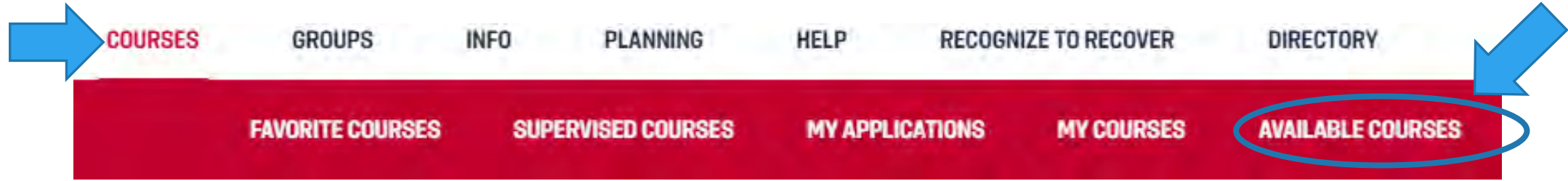


Place your cursor on Courses

- Click on Available Courses
- Supplemental Courses

Choose which course you want to take by clicking on either SafeSport or Intro to Safety

*Both courses are required to complete the background check



LC training courses **DO NOT** produce downloadable certificates

It can take up to 24 hours for the training courses and verification to sync to your US Soccer Connect Profile.

If you are creating a UN and PW, this will be the same login to complete your background check

You can attempt to get your course results quicker by logging in to My Account: [LINK](#)

The screenshot shows a user profile page with the following navigation tabs: Personal Info, Applications, Details, Certificates, Licenses, Teams, Events, and Referee Schedules. The 'Licenses' tab is highlighted with a blue underline and a red arrow pointing to it. Below the tabs, there are several fields for license and certification information, including USSF ID, Coaching License Level, License Obtained Date, Coaching License #, License Expiry Date, Referee Grade, Grade Obtained Date, Referee Certification #, and Certification Expiry Date. A blue button labeled 'Get Learning Center Updates' is located at the bottom left of the profile section, with a red arrow pointing to it. A red line connects the 'Licenses' tab to the 'Get Learning Center Updates' button, and another red line connects the 'Licenses' tab to the 'Certificates' tab.

USSF ID: 1000-0000-0008-4353

Coaching License Level:

License Obtained Date:

Coaching License #:

License Expiry Date:

Referee Grade:

Grade Obtained Date:

Referee Certification #:

Certification Expiry Date:

[Get Learning Center Updates](#)

Click on Licenses
Click Get Learning Center Updates
Click on Certificates to view results

*If your courses and verifications do not synchronize, please contact WYS.
WYS Contacts: Keli Bitow
KeliB@WashingtonYouthSoccer.Org
and/or Dan Rubin
DanR@WashingtonYouthSoccer.Org*