**COACHES REGISTRATION**

**FOR MAC: Recommended browser Google Chrome**

All NMYSA Coaches MUST register with Sports Connect for the 2020-21 season. New Mexico Youth Soccer Association fully subscribes to our National Governing Bodies’ (USSF/US Youth Soccer), risk management initiatives and have incorporated those initiatives into our Risk Management program.   As part of our Risk Management policy, **all coaches must have a current member pass card to participate in NMYSA sanctioned activities, see NMYSA General Procedures and Rules section 3.06.02, (there are no exceptions to this rule even in recreational leagues). Coach pass cards represent completion of the risk management program requirements below**.

1.  All coaches/administrators are required to have a **cleared background**.  (Background checks are required every two years).

2.  All coaches/administrators must complete the online **SafeSport training**course, (three parts -- 90 minutes long), and then complete a refresher course (one part -- 30 minutes long) course annually thereafter.

3.  All coaches/administrators must complete the online**CDC Heads Up in Concussion** training every two years, beginning 2020-2021, (previously every 4 years).

4.  All coaches/administrators must read/acknowledge the Heads Up in Concussion **Coaches Fact Sheet**annually, (this is a policy statement, ELA-electronic legal agreement, on the registration system that needs to be acknowledged annually at the time of registration.

5. Acknowledge/accept the Infectious Disease Waiver, (ELA during registration).

**COACH REGISTRATION INSTRUCTIONS:** Please direct your Coaches/Volunteers as follows:

Please forward your coaches the League/Club Registration Link, also available on NMYSA’s website [www.nmysa.net](http://www.nmysa.net), under doing business.

1. Go to the **Register** (top right-hand corner) **Login** if you already have an account. (Username and password). Or **Register Now** if you need to create an account. You can also click on or **Forgot Username or Password** is necessary.
2. Click on the registration **Program** you will be coaching in.
3. Click on the **Register Myself. (**You can add a Player by clicking on **Register my Player**, if needed).
4. Click on **Volunteer or Team Staff.**
5. Select the **Program** and **Division** you are registering for.
6. Select the **Role, (i.e. coach, administration etc.)** you are registering for.
7. Complete all Electronic Legal Agreements (ELA): Concussion Certificate, SafeSport, Background check waivers: (Authorize Background Check, Disclosure Regarding Background Investigation), Infectious Disease Waiver, Coaches Concussion Policy and SafeSport Training Athlete waivers and enter your

 **Date of Birth and click submit**.

1. Your Account page will pop up. Check the certification box for **Risk Status to authorize your background (Click on Risk Status and Renew & Update)**, and follow instructions to complete the Concussion and SafeSport training.
2. Complete **Background Screening Form**.

**Things you should know:**

1.  ALL Coaches MUST complete the CDC training and upload the completion certificate, (required for the 2020-21 season and beyond). Please keep a hard copy for your records.

2.  New coaches must complete the Safe Sport Trained course (90 minutes long) before participation. For returning coaches who completed SafeSport training previously, complete the SafeSport "Refresher Course 1” or Refresher Course 2 for this year, and every year thereafter.

NEW RULE:  The center for SafeSport requires players turning 18 during the season to take the 90-minute SafeSport training as they will be participating with minors, (as defined by federal law).  As such, all players turning 18 must take the SafeSport training as they cannot participate after they turn 18 unless the training is complete

If you have questions, please feel free to reach out to us.

NMYSA

**Stack Support Issues:**

1. SafeSport should be accessed through the coaches account, using the same email that they registered with. This will allow the API to push through to their Sports Connect/Association Connect record in Stack.
2. CDC Heads Up certificates downloads from the CDC system in a PDF format, but the Sports Connect systems only accepts jpeg, png or gif files so please convert your certificate prior to uploading.
3. If Coaches are registering a child, the system will automatically show the “Volunteer/Admin” roles for that division. Click on the **Show More** option at the bottom if you need to register for other divisions.
4. Coaches registering for multiple divisions/positions can select them during this process registration process. However, will have to answer multiple ELAs for each divisions/position. (Stack working to modify this process).
5. Live Registrations will show information in Association instantly. If a coach goes back into their account to update, this information will process within 24-48 hours.

In you encounter any problems registering, please feel free to reach out to your League/Club registrar, the NMYSA office or Stack directly at 469-473-2960.