



CARMEL UNITED SOCCER CLUB TRAVEL COACHING REQUIREMENTS & INSTRUCTIONS

Once a coach has been approved to coach by the Club and Team, the following **4 steps** need to be completed in order to be added to a team roster.

STEP 1: Register

- 1) Log into your account at <https://carmelsoccer.sportssignup.com>
 - a) If you do not have an account, you need to create one
- 2) Click on the “Apply to Coach/Volunteer” button
- 3) Select yourself as the registrant and click on the “Register Now” button
- 4) Scroll down to the “Travel Soccer Fall 20XX/Spring 20YY” session and select the appropriate role (Coach, Assistant Coach, Trainer, etc.)
- 5) Select the appropriate team from the list that appears, then click on the “Register” button
- 6) Complete the questions on the next page and click on “Continue”
- 7) Click on the green “Continue to Checkout” button
- 8) Click on the green “Complete Order” button
- 9) You will receive an email confirming your registration

STEP 2: Submit Photo

We need a photo (headshot) of you. You can upload it directly to your account profile or you can email it to joseph.matera@gmail.com and we can upload it for you. A selfie will work.

- 1) From the Welcome page, click on “Account Settings” under Account Options
- 2) Under Adults, click on your name
- 3) Under Adult Options, click on “Add Image”
- 4) Click on the “Choose File” button and select the photo you want to use
- 5) Click on the blue “Upload Image” button
 - a) If the photo uploads in the wrong orientation (landscape instead of portrait), click on the rotate buttons below the picture
- 6) Click on the blue “Save” button

STEP 3: Risk Management

In order to coach with East Hudson Youth Soccer League, all coaches (as well as team parents/managers) need to complete Risk Management. Risk Management needs to be renewed every two years. Team rosters cannot be approved by the league until this is done. To complete risk management, follow these steps:

- 1) Go to <http://ehyslrm.siplay.com> (this is a different site than Carmel United’s registration site)
 - a) Click on the red Register Online button
 - b) Log in using the SAME email address and password used when logging in to Carmel’s registration site (it must be the same email/password or it will not link the risk management account to your coach account)
 - c) If you don’t already have one, it will ask you to create a risk management account – fill in your information and click on the green “Create Account” button (the 2 accounts should now be linked)
- 2) Follow the instructions to complete the “Disclosure Statement: Sept 20XX – Aug 20YY” and submit it

- 3) As part of this process, you will also need to complete a concussion awareness quiz – make sure this is done
- 4) Once you have successfully completed and submitted everything, you will receive an Order Receipt email. If you don't receive this email, you haven't completed everything.
- 5) Once your Risk Management order has been submitted, you will also be required to complete an Abuse Prevention Training component. The link will be provided once you complete Risk Management. Make sure this is done, as well.

The review/approval process can take as little as an hour or as long as a few days to complete. Once you have been cleared, you will receive a separate email from Diana Knight indicating that your background check has been completed. Forward that email to joseph.matera@gmail.com so we know you have been cleared.

STEP 4: Grassroots Coaching Course:

Carmel United requires ALL coaches to complete US Soccer's online Grassroots Coaching course for their age group. The course is available on the Digital Coaching Center (DCC) website at <https://dcc.ussoccer.com>. There are 3 parts to completing the course:

- 1) *Introduction to Grassroots Coaching*: Free, about 20 minutes long, this needs to be completed before you will be allowed to register for the specific age group course
- 2) *The Grassroots Course* (4v4, 7v7, 9v9, or 11v11): \$25, about 2 hours long
- 3) *Introduction to Safe and Healthy Playing Environments*: This is a component of the Grassroots Course, about 20-25 minutes long

It should take about 3 hours to complete everything and the system saves your progress. Once completed, you will need to forward 2 items to joseph.matera@gmail.com:

- 1) When you register and pay for the course, you will receive an email with a receipt. Forward that email. This will confirm you paid for the course so we can reimburse you once complete.
- 2) Once you have completed the course, you will receive an email with your license attached. Forward that email. This will prove that you completed the course and can be reimbursed.

If you complete an in-person grassroots course, that eliminates the need for the online course. The Club will reimburse you for the cost of the in-person course once completed. You still need to forward the receipt and certificate to us before reimbursement can take place.

SUMMARY:

- 1) Register to coach at <https://carmelsoccer.sportssignup.com>
- 2) Submit photo
 - a) Upload it directly to your account or email it
- 3) Complete Risk Management (including Abuse Prevention) at <http://ehyslrm.siplay.com>
 - a) Forward approval/completion email from Diana Knight
- 4) Complete Grassroots Coaching Course
 - a) Forward email with payment receipt
 - b) Forward email with license

All items, above, as well as any questions should be emailed to joseph.matera@gmail.com. Once you have registered, submitted a photo, cleared risk management, and submitted confirmation of Grassroots completion, we will add you to the team roster and submit it to the league. Until that point in time, you are not to perform any coaching duties.