



# SOUTHERN NEVADA SOCCER ASSOCIATION

## STAFF CERTIFICATION COURSE INSTRUCTIONS



US Club Soccer requires all registered SNSA coaches and team managers to complete both the CDC Concussion Training course and the SafeSport Training for Abuse Prevention & Reporting course. **We cannot assign a coach to a team until these courses have been completed.** Coaches can access these courses directly through their SNSA member account, or by using links located on the Risk Management page of the SNSA website. **Follow the instructions below to access your certification courses. NOTE: be sure to use your legal name when registering for these training courses!**

### **SNSA MEMBER ACCOUNT TRAINING COURSE ACCESS**

[Log in to your SNSA member account](#) and go to the Coaching Documents section on your member account home page to check your training certification status.

### **CDC Concussion Training Course**

We have uploaded proxy certificates for those returning coaches who have completed the CDC Concussion Training course or Sideline Sports Doc Injury Management course within the past 3 years. For new coaches or returning coaches whose training has expired, follow these instructions for your concussion training:

1. If the checkbox next to Concussion Training Certification is not checked, click on the “Learn More” button.
2. If you have not taken the CDC Concussion training course or SSD Injury Management course within the past 3 years, click on the “Start Your Training” button, which will take you to the CDC Concussion Training course. Follow the instructions to proceed..
3. If you have completed your CDC Concussion Training course or your SSD Injury Management course within the past 3 years, and your certificate has not been uploaded, click on the “Upload Certificate” button to upload your CDC or SSD course certificate.

### **SafeSport Abuse Prevention and Reporting Training Course**

The Safesport training is a new requirement for all coaches who are registered with US Soccer affiliates, including SNSA. Follow these instructions for your abuse prevention training:

1. If the checkbox next to Abuse Prevention Certification is not checked, click on the “Begin Training” button to go to the SafeSport Training access page.
2. Click on the “Begin Safesport Training” button.
3. Your organization (US Soccer) access code should automatically appear; click the green button to proceed. If the code does not appear, contact us at [info@snsasoccer.com](mailto:info@snsasoccer.com) to get the access code.
4. To set up your SafeSport account, enter your member information and set up your Safesport Training password. Then enter your profile information; you will be required to upload your photo.
5. Once your account is created, you will receive an email from Safesport asking you to confirm your email address; click the “Confirm Email Address” link to activate your account. You will be taken to the Safesport sign-in page.
6. Sign in and click on the SafeSport Trained video to proceed with the course. The course takes 1.5-2.0 hours to complete. You can exit the course at any time if necessary, and resume later at the point from which you exited.
7. Once you complete all three training units, click the button to download your SafeSport Training certificate.
8. Log in to your SNSA member account to upload your SafeSport Training certificate.

### **SNSA WEBSITE TRAINING COURSE ACCESS**

You can also access the CDC Concussion Training course and SafeSport Training course by clicking on the [SNSA Staff Certification Training](#) link on the SNSA website.

Once you have completed the required courses, you can log in to your SNSA member account to upload your course completion certificates; or you can send the certificates via email to [info@snsasoccer.com](mailto:info@snsasoccer.com).

**Thank you for volunteering to be a coach or team manager with SNSA, and for ensuring the safety of our players by completing your certification courses in a timely manner!**