



# Coaching Requirements & Procedures

## Thank You for your interest in Volunteering To Coach!

**Here's a quick look at the time commitment you can expect during an 8 game season**

	CCSA PLAYING AGE GROUP					
CATEGORY	6U	8U	10U	12U	14/15U	19U (H.S. ONLY)
Weekday Practices	NONE	One or Two	One or Two	One or Two	One To Three	One To Two
Maximum Practice Time Per Week	30 Min. Before Game	Total of 120 min. per week max	Total of 120 min. per week max	Total of 180 min. per week max	Total of 270 min. per week max	Total of 270 min. per week max
Game Time Duration	Four 8 Minute Quarters	Four 10 Minute Quarters	Two 25 Minute Halves	Two 30 Minute Halves	Two 35 Minute Halves	Two 40 Minute Halves
Online Coaching License Course Requirement	Grass Roots Introductory or 4v4	Grass Roots Introductory or 4v4	7v7	9v9	11v11	11v11
Background Check Required	YES	YES	YES	YES	YES	YES
SafeSport Certification Required	YES	YES	YES	YES	YES	YES
CDC Heads Up Certification Required	YES	YES	YES	YES	YES	YES
Assistant Coach Recommended	NO	NO	YES	YES	YES	YES

To kick things off, we'll need you to complete this short

[Coaching Commitment Form](#)

# Coaching Requirements & Procedures

**Once we've received the information needed from the first page, we'll:**

- Set up your coaching profile
- Email you your credentials
- You'll then need to follow the instructions on the following pages

**In the following pages you'll get instructions on how to:**

- Complete the required background check
- Complete the Safe Sports & Head Up Concussion tutorial (both are mandatory)
- Complete your Grass Roots Coaching License



# Background Check & SafeSport/CDC Heads Up Help Guide

Go to [www.system.gotsport.com](http://www.system.gotsport.com) to get started

# Background Check & SafeSport/CDC Heads Up Help Guide

Scoring Entry

Log In



## Sign In To Your Account

Your email address here & password below

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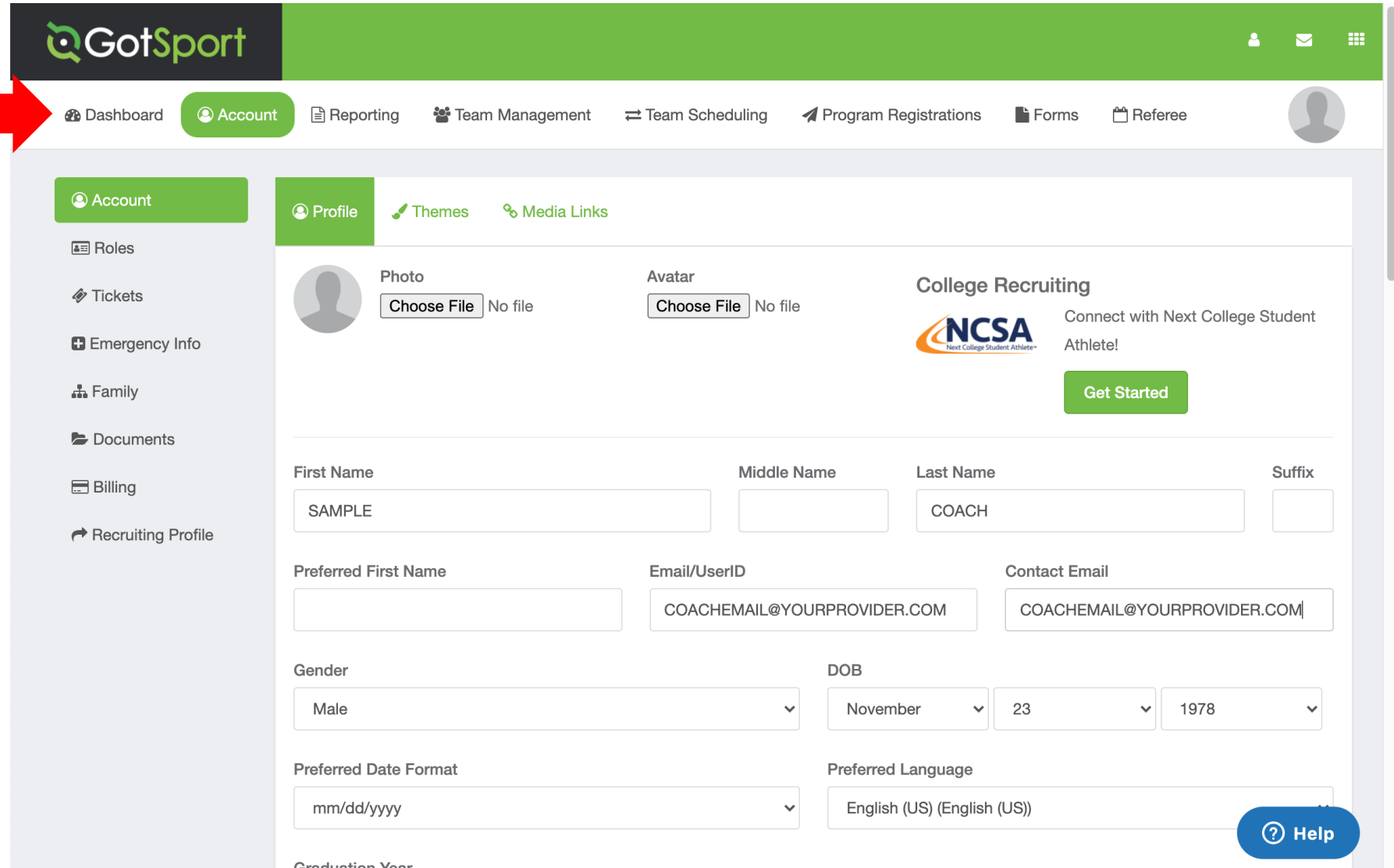
Log In

[Forgot Password?](#)



GOTSPORT  
A New Era

**Use credentials provided to you  
by CCSA's Director Of Coaching**



The screenshot shows the GotSport web application interface. At the top, a green navigation bar contains the GotSport logo and several icons. Below this, a secondary navigation bar lists various menu items: Dashboard, Account, Reporting, Team Management, Team Scheduling, Program Registrations, Forms, and Referee. A red arrow points to the 'Account' menu item. The main content area is divided into a left sidebar and a central profile section. The sidebar, under the 'Account' header, lists options: Roles, Tickets, Emergency Info, Family, Documents, Billing, and Recruiting Profile. The central profile section, under the 'Profile' header, includes fields for Photo, Avatar, and College Recruiting (with an NCSA logo and a 'Get Started' button). Below these are input fields for First Name, Middle Name, Last Name, and Suffix. Further down are fields for Preferred First Name, Email/UserID, and Contact Email. The bottom section contains dropdown menus for Gender, Preferred Date Format, Preferred Language, and a field for Graduation Year. A blue 'Help' button is located in the bottom right corner.

GotSport

Dashboard Account Reporting Team Management Team Scheduling Program Registrations Forms Referee

Account

Profile Themes Media Links

Photo Avatar College Recruiting

Choose File No file Choose File No file

NCSA Connect with Next College Student Athlete! Get Started

First Name Middle Name Last Name Suffix

SAMPLE COACH

Preferred First Name Email/UserID Contact Email

COACHEMAIL@YOURPROVIDER.COM COACHEMAIL@YOURPROVIDER.COM

Gender DOB

Male November 23 1978

Preferred Date Format Preferred Language

mm/dd/yyyy English (US) (English (US))

Graduation Year

Help

Once you're into your account:

**1. Confirm your information**

- DOB
- Address
- Email
- Phone

**2. Click on Dashboard to jump to Certification & Background Check page**



Your account details will be here:

- Name
- Address
- DOB
- Etc.

Edit

**Simply click on More Info to initiate the Course or Background Check process**

[View Full Profile](#)

Dashboard

Account

Reporting

Team Management

Team Scheduling

Program Registrations

Forms

Referee



Clark County Soccer Assoc (CCSA)

Jeffersonville, IN, US

Role

Level

Affiliate

Your specific CCSA affiliation details here

USYS Requirements

Rolling

20/21

21/22

Safe Sport

Required

Not/Applicable

Not/Applicable

[More Info](#)

Heads Up

Required

Not/Applicable

Not/Applicable

[More Info](#)

Background Check

Required

Not/Applicable

Not/Applicable

[More Info](#)



# Background Check Help Guide

Click on “Submit New Report” and follow the simple directions hereafter...



## Background Check

Status

Required

Submit New Report

## Report History

ID	Date Submitted	Date Completed	Updated	Status
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## Risk Management



Enforced By Indiana Soccer

## Contact Information

Phone number 3179752020

Address 19000 Grand Park Blvd. Suite J  
Westfield, IN 46074  
US

Reports older than 08/24/2019 have expired

**Background Checks normally take 2-3 business days to process through. Background Checks are processed through a 3<sup>rd</sup> Party agency NOT AFFILIATED with CCSA.**



## Heads Up course is a required Concussion Protocol course

# Heads Up Course Help Guide

### Heads Up

#### Status

Required

Check Records

Launch Heads Up

[Show Heads Up Upload Form](#)

#### Report History

ID	Date Submitted	Date Completed	Updated	Status

### Risk Management



Enforced By Indiana Soccer

#### Contact Information

Phone number 3179752020

Address 19000 Grand Park Blvd. Suite J  
Westfield, IN 46074  
US

Reports older than 08/24/2019 have expired

- Click “Launch Heads Up” to initiate training
- New coaches must complete this
- Existing coaches must retake course every 24 months

# SafeSport Course Help Guide

**SafeSport is a required course**



## Safe Sport

### Status

Required

Access Code:

You'll see a code that's specific to you here

Start Course

Already completed this course?

If you have already completed the course or recently completed a refresher, click the Check Records button to lookup a completed record matching your name and email address.

Check Records

[Show Safe Sport Upload Form](#)

### Report History

ID	Date Submitted	Date Completed	Updated	Status

## Risk Management



Enforced By Indiana Soccer

### Contact Information

Phone number 3179752020

Address 19000 Grand Park Blvd. Suite J  
Westfield, IN 46074  
US

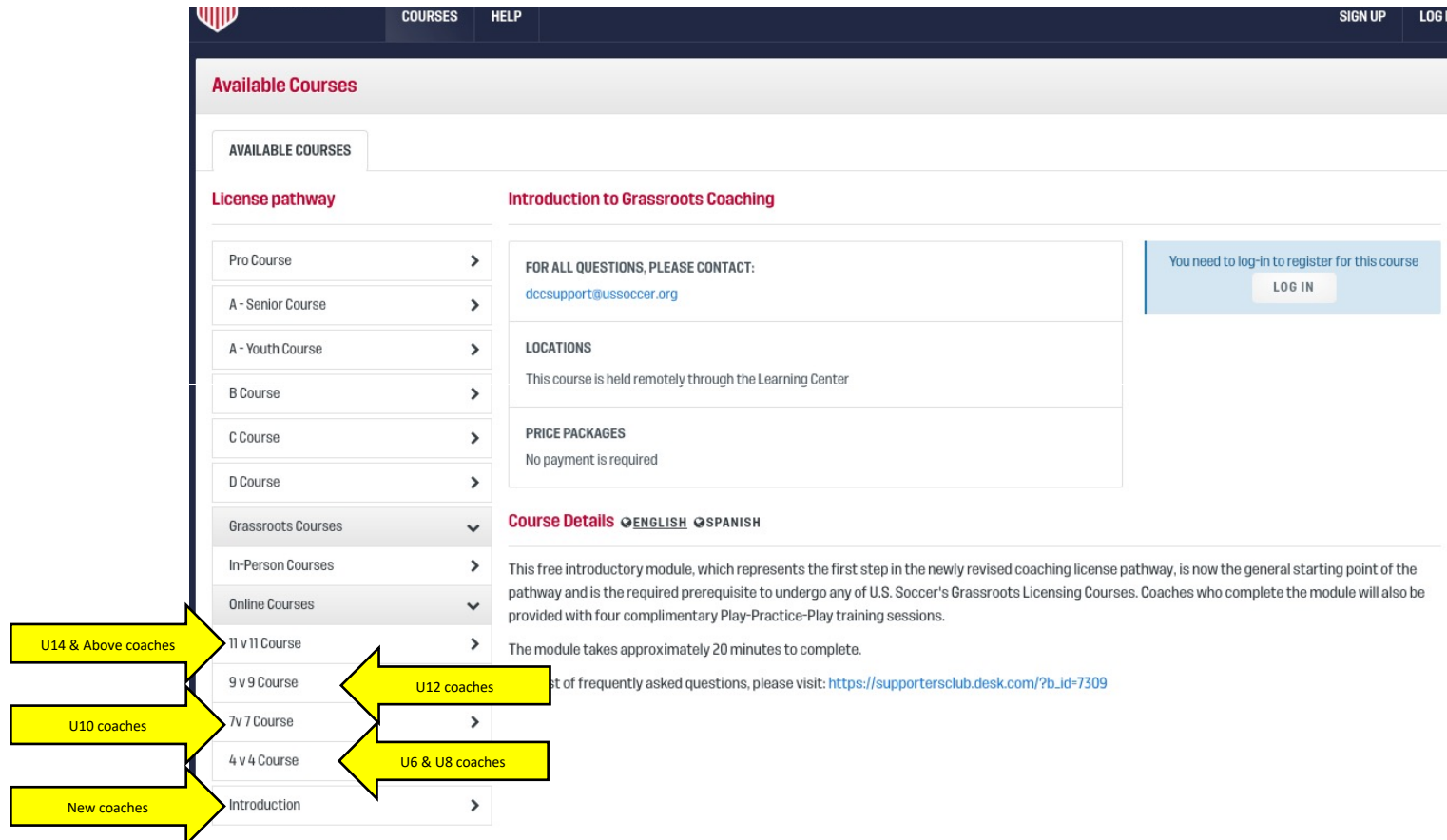
Reports older than 08/24/2019 have expired

- Click “Start Course” to initiate training
- New coaches must complete this
- Existing coaches must retake course every 24 months

Your coach licensing course can be found on the link below. If you are new to soccer coaching, you'll want to begin with the Grassroots course. As you progress in age groups, you'll want to complete the subsequent courses.

**NOTE: You'll need to create separate credentials for your licensing course.** Go to this link to complete the online course:

<https://learning.ussoccer.com/coach/courses/available/16/details/1546>



**Available Courses**

**License pathway**

- Pro Course >
- A - Senior Course >
- A - Youth Course >
- B Course >
- C Course >
- D Course >
- Grassroots Courses ▾
- In-Person Courses >
- Online Courses ▾

**Introduction to Grassroots Coaching**

**FOR ALL QUESTIONS, PLEASE CONTACT:**  
[dccsupport@ussoccer.org](mailto:dccsupport@ussoccer.org)

**LOCATIONS**  
 This course is held remotely through the Learning Center

**PRICE PACKAGES**  
 No payment is required

**Course Details** [ENGLISH](#) [SPANISH](#)

This free introductory module, which represents the first step in the newly revised coaching license pathway, is now the general starting point of the pathway and is the required prerequisite to undergo any of U.S. Soccer's Grassroots Licensing Courses. Coaches who complete the module will also be provided with four complimentary Play-Practice-Play training sessions.

The module takes approximately 20 minutes to complete.

For frequently asked questions, please visit: [https://supportersclub.desk.com/?b\\_id=7309](https://supportersclub.desk.com/?b_id=7309)

**You need to log-in to register for this course**  
[LOG IN](#)

**Course Selections:**

- U14 & Above coaches → 11 v 11 Course
- U10 coaches → 7v 7 Course
- New coaches → Introduction
- U12 coaches → 9 v 9 Course
- U6 & U8 coaches → 4 v 4 Course

**For questions, please email**  
**[doc@clarkcountysoccer.com](mailto:doc@clarkcountysoccer.com)** **or**  
**Call/Text 812-786-0860**