



Steps to register as a Coach/Assistant Coach or Manager & Renew Annual RMA

General Information:

NYSA has a new website which is run by Sports Connect. One of the features of this system is that it automatically syncs with the WYS RMA system so that you can renew your RMA through the NYSA website and the NYSA admin team will be able to quickly see when a volunteer's RMA has been approved. The process to renew your RMA through the NYSA website is outlined below. If you have already completed your RMA without first going to the NYSA website, there are steps to get you linked up with the NYSA. Please review the instructions at the end of this document.

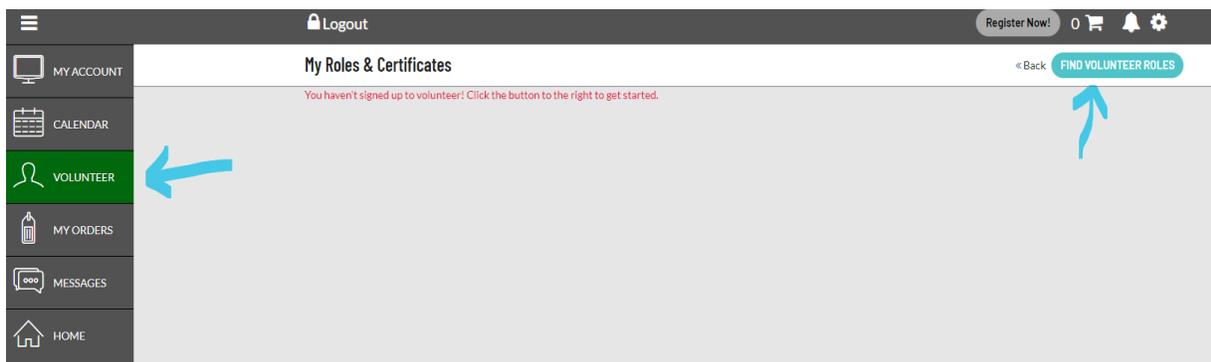
There are a couple of things that may seem a little different in the RMA safety course this year. Two of the three safety courses have been combined into one. Sudden Cardiac Arrest & Concussion Awareness is now called "INTRODUCTION TO SAFE AND HEALTHY PLAYING ENVIRONMENTS" and lives in the U.S. Soccer Learning Center. You can access this course by following the steps outlined below. The other required course "SafeSport" is still the same and can also be accessed by following the steps below.

If you are a volunteer on multiple teams (ie. Head Coach of two teams, manager of two teams, Asst Coach and Manager of two different teams), then just pick **ONE** team to do your RMA for, you don't need to do it for every volunteer role you hold.

If you have any questions, please reach out to jennifer@northshoresoccer.org or anissa@northshoresoccer.org

Instructions to Renew your RMA through the NYSA Website.

1. Create an account at [U.S. Soccer Learning Center \(ussoccer.com\)](http://ussoccer.com) if you have not done so already. Please Note: The **account name** (typically your email address) must match in both NYSA registration system and US soccer learning center.
2. Go to your NYSA account page
[Northshore Youth Soccer Association > Home \(northshoresoccer.org\)](http://northshoresoccer.org)
3. Left hand side menu options click on VOLUNTEER
4. Right side click, upper bar, select blue option "FIND VOLUNTEER ROLES"





5. Select the designated program you are volunteering for. After selecting the program, click Continue and it will take you to a screen with additional required information.

Looking to get involved? Here are some opportunities.
You can sign up yourself or a family member.

2022/2023 Northshore Select Soccer Tryouts (NSC)
Under 15 - Boys (10 is registered here)

<p>Head Coach</p> <p>Who would you like to sign up for this role?</p> <p>Sign up Sign up a new user</p>	<p>Assistant Coach</p> <p>Assistant Coach</p> <p>Select</p>	<p>Team Manager</p> <p>Team Manager</p> <p>Select</p>
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6. You will need to complete all the required fields under Contact Information, Proof of Identification and Additional Information sections.
 - a. In the Additional Information section, you will be asked to “View/Accept” two Authorizations for National Background Check and then eSign the PCA Pledge and Soccer Medical Release.
 - b. If your training for your RMA is completed, you will see that it has the note “Document Verified” next to it. If your training hasn’t been done yet, continue to step 7.

Screen shot view for step 6a and b:

Authorization for National Background Check *	Authorization for National Background Check 4.1.2020 *
<input type="checkbox"/> Accepted	<input type="checkbox"/> Accepted
Positive Coaching Alliance (PCA) Pledge *	WA Youth Soccer Medical Release *
<input type="button" value="View / Accept"/>	<input type="button" value="View / Accept"/>
Concussion Certificate (Intro to Safety course) Document verified ✓	Sudden Cardiac Arrest (Intro to Safety course) Document verified ✓
SafeSport Certificate Document verified ✓	
<input type="button" value="Back"/>	<input type="button" value="Continue"/>



7. Select Continue. You will now be shown which Certifications are required and the status of those courses and your RMA. If you still need to complete any of the listed trainings, you can click on the links provided and they will take you to the US Soccer Learning Center. You can choose between Coach and Referee training, choose Coach. You will be able to start and stop the training if needed as this may take some time to complete.
 - a. Please note that the list of required courses still uses the old naming convention of the courses (Concussion Certificate and Certificate for Sudden Cardia Arrest), but once you complete the combined new course, "Introduction to Safe and Healthy Playing Environments", both of those courses on the NYSA website will show as Verified. Remember that if your first name, last name, and email address in the Learning Center matches your profile in US Soccer Connect, the Concussion and Sudden Cardiac Arrest certificates will automatically upload into your profile overnight (sometimes sooner). There is no need to reach out to US Soccer for a copy of any certificate to manually upload, if the information matches.

<input type="checkbox"/>	Certification	Expiration Date	Status	Compliant
<input type="checkbox"/>	Risk Status	04/30/2023	Approved	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Concussion Certificate (Intro to Safety course)	None	Verified	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Sudden Cardiac Arrest (Intro to Safety course)	None	Verified	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SafeSport Certificate	None	Verified	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Coaching License	None	11v11 License (in-person)	<input checked="" type="checkbox"/>

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8. After completing the trainings, you will then be able to click on "Risk Status". This will be the last step to confirm your identity and run the background check. You will need to input your SSN to confirm your identity. Please Note: the background check can take up to 48 hours to process. You may come back to the NYSA volunteer page to check to confirm the Risk status has been approved and renewed for the new season.

<input type="checkbox"/>	Certification	Expiration Date	Status	Compliant
<input type="checkbox"/>	Risk Status	04/30/2023	Approved	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Concussion Certificate (Intro to Safety course)	None	Verified	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Sudden Cardiac Arrest (Intro to Safety course)	None	Verified	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SafeSport Certificate	None	Verified	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Coaching License	None	11v11 License (in-person)	<input checked="" type="checkbox"/>

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Linking an already completed RMA to the NYSA website

If you have already completed your RMA outside of the NYSA website, you can still, and should still, link your approved RMA to the NYSA website. This allows the NYSA admins to report on your status to the schedulers who release practice fields only to teams that have the RMA's completed.

1. Follow the steps outlined above, making sure that the names and emails of your account match exactly.
2. When you get to step 7 you SHOULD see that all your courses are complete, and synced and that your RMA Risk Status is Approved. If you do not, please email Jennifer for Anissa. There may be a small window of time that the system needs to be able to link the data, but it shouldn't be more than 24 hours.