



OHTSL New Coach Card Registration Process

PLEASE NOTE IF YOUR CURRENT US CLUB SOCCER PASSCARD EXPIRES 8/1/2017, YOU DO NOT NEED TO RENEW UNTIL JULY 2017! If your current passcard expires 8/1/2016 or you are new please read this new registration process.

1) Complete Sideline Sports DOC Online Course:

Go to → <http://usclubsoccer.org/registration/staff/> → sidelinesportsdoc.com/usclubsoccer/

\$5.00 fee per person

Effective July 1, all coaches and staff members registering with US Club Soccer must complete this course each time a background check is required (approximately every two years). Users will receive a confirmation number when the course is complete, which must then be entered into the corresponding background screening application (see #2 below). This step must be completed by the person registering with US Club Soccer.

If a community wants to pay for coaches, the club registrar should contact Sideline Sports directly on their website to arrange prepayment for coaches to complete the course. This is strictly between the community and Sideline Sports, not involving the league or US Club Soccer.

Purchasing Bulk Access: Email info@sidelinesportsdoc.com with your request. Include your contact administrator's name, email address, phone number, and the number of licenses you would wish to purchase. Sideline Sports Doc staff will then contact you with further instructions, along with the licenses code to distribute to your staff.

2) Complete Background Screening:

Before begin, make sure to have **Sideline Sports Certificate Number** handy as will be required in background screening process.

Go to → <http://usclubsoccer.org/registration/staff/> → and select **US Club Soccer Background Screening Application**

(<https://usclubsoccer.sportngin.com/register/form/989296367>)

\$18.00 per person for background check

****You can contact your community registrar, to find out how your community is planning on dealing with payment. Some communities are reimbursing coaches directly, others want coaches to use a community credit cards. This is strictly between the coach and your community, not involving the league or US Club Soccer ****



Here is a list of communities who have submitted paperwork for the **club to pay**, please scroll down the list of appropriate club/community options if you are [a member of](#) one of these communities.

- Avon Lake Soccer Organization
- Broadview Heights Travel Soccer
- Eastlake Travel
- Fairview Park Soccer Association
- Green Soccer Association
- Hudson United Soccer Club
- Maple City Soccer
- Mayfield Soccer Club
- Ohio Rangers FC- League Team
- Riverside Youth Soccer Club
- S.E.L.S.C.
- Solon Soccer Club
- Stow Soccer Club
- Twinsburg AC Soccer
- Wadsworth Grizzly Soccer Academy
- West Geauga Soccer Club
- Westlake Soccer Association-League
- Wickliffe Travel Soccer Club

[Clubs/ communities not listed above are defaulted to coach pay. Should a club/community wish to make any changes read the following found on US Club Soccer's Staff Registration page:](#)

[Update Information \(for registrars\): If you want to change the primary background screening contact or payment option for your club/organization, or if you did not previously submit this information in June 2016, please complete the US Club Soccer Background Screening – Club/Org Info Form.](#)

→Each coach should be checking their email daily, as if there are any issues or questions with the background screen [the background check provider](#) will reach out [to you directly](#) with discrepancies. [You should review Background Screening: 'Additional Information on US Club Soccer's website.](#) Coaches will get an email response once your background check has been cleared ←

3) Coach advise your registrar that you have completed your Background Screening and Sideline Sports Course [so she/he may request your registration \[passcard\] for processing.](#)

4) Coach will need to complete a concussion certification course through NFHS. Go to <http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000> and search for "Concussion in Sports." Once you are done, please email your registrar a copy of your concussion certification, so they can submit it to the league and keep it on file.

5) Coach should submit a 1x1 picture of yourself to your individual registrar, as it will be included on your coach card.

6) Registrars go into US Club and request your registration for processing (same as previous years)

If you have any further questions please feel free to contact:

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