

**MONTGOMERY TRAVELERS SOCCER CLUB**

How to Get a NJYS Coach Pass

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BACKGROUND: To obtain a NJYS Coach Pass, coaches must have a coaching license, concussion certificate, and SafeSport certificate, and undergo a criminal background check. The Coach Pass must be renewed each seasonal year (9/1 to 8/31). Renewal requires a SafeSport refresher course each year and re-authorization of the background check every 2 years. The coaching license and concussion certificate are good for life.

HOW TO OBTAIN YOUR CERTIFICATES:

COACHING CERTIFICATE: To schedule your State Coaching Certificate (formerly F License) course, click [here](https://www.njyouthsoccer.com/Default.aspx?tabid=971375). This is a 3 hour online plus 3 hour in-person course. Cost is $ 50; the Club will reimburse you. Be sure to download your certificates when complete; this is valid for life. Send a receipt to treasurer@montgomerysoccer.org to be reimbursed.

CONCUSSION CERTIFICATE: You can take the [CDC HEADS UP Online Training](https://www.cdc.gov/headsup/youthsports/training/index.html), or the [National Federation of State High School Associations Concussion in Sports Online Training](https://nfhslearn.com/courses?searchText=Concussion). Both are free. Be sure to download your certificates when complete; these are valid for life.

SAFESPORT CERTIFICATE: To get your initial (90 minutes) or annual refresher (30 minutes) SafeSport cert, click [here](https://safesporttrained.org/#/public-dashboard). Be sure to download your certificate when complete and save for your records.

BACKGROUND CHECK: This is done online by NJYS. You authorize this at the same time you upload your certs (see below).

HOW TO UPLOAD CERTS AND AUTHORIZE BACKGROUND CHECK:

You do this using your MTSC account (the same one you use to register your child(ren). Do this on a computer or tablet, NOT on a phone. If you are a professional coach, use your existing MTSC account or set one up if you don’t have one.

* Log into your MTSC account.
* On the left side, click 
* At top right, click 
* You’ll see a list of roles. Click on your role. (NOTE: you may need to scroll left or right to see it). Be sure to click “Head Coach” if you are a professional coach, and “Assistant Coach” if you are a volunteer parent coach.
* Click on your name.
* IMPORTANT: Scroll to the bottom of the page and click 
* Enter (or correct) all of the information requested
* Upload a photo if one is not there already. This must be head-and-shoulders, no glasses or head covering, like a passport photo.
* Under “ACKNOWLEDGEMENT…” Click on the button, read and e-sign.
* Under “Coach Compliance…” Click on button, read, and e-sign.
* Click to upload your SafeSport Cert. NOTE: if you see “Document Verified” it was already transmitted to NJYS automatically and you can skip this.
* Click and to upload these. If uploaded in a prior year, your will see “Document Verified” and you can skip.
* IMPORTANT: Scroll to the bottom of the page and click 
* Now you will see a status summary (note that “Risk Status” means Background Check):
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* Don’t worry about the details here if you followed the steps above.
	+ Risk Status will change from Approved to Verified when NJYS completes the background check.
	+ Concussion and Coaching certs will change from Uploaded to Verified when NJYS staff looks at your certs and verifies they are valid.
	+ For SafeSport, if you uploaded the cert, the same applies. If it was automatically transmitted, it will say “Verified” here.
* You’re all done… THANKS! You can assume all is OK unless I contact you. The pass is usually issued within a week; I’ll email this to you, your Team Manager, and team Game Day Coordinator.