How to Become an AYSO Volunteer

All AYSO volunteers – Head Coaches, Assistant Coaches, Referees, Team Parents/Managers, and Board Members – must complete the following:

1. [Volunteer Application](#) (Online)
2. [Background check](#) (Online)
3. [Live Scan Fingerprinting](#)* (In-person, appt required if not at an AYSO event)

   * Only Head Coaches, Assistant Coaches, Team Parents/Manager, Board Members and heavily active Referees
4. Safety videos (Online) (they cannot be completed till background check has come back)
   a. [AYSO's Safe Haven™](#) (AYSOU)
   b. [CDC Concussion Awareness](#) (AYSOU)
   c. [Sudden Cardiac Arrest](#) (AYSOU)
   d. [SafeSport](#) (Access from your Volunteer menu)
5. [Role-specific certification](#) (In-person classes; Enroll on AYSOU)
6. [How to sign up for Coach certification classes](#): (Online & in person field sessions; Enroll on AYSOU)
7. Coaches must fill out the google form to be placed together AND both coaches must request each other.

   Player requests for only 2018 & 2019 birth years

   https://forms.gle/ABZwiz8siWtNVQ266

How to website can be found here: [AYSO WIKI](#)

Submit a Volunteer Application (under your own account)

1. Log into your OWN account at
   https://ayso.bluesombrero.com/region177

2. Click **Volunteer (left hand side)** to select your desired role. `FIND VOLUNTEER ROLES`

3. Click **Sign up a registered user** and click **Continue**.

> ⚠ **Important: Do not click "Sign up a new user."** Instead, you should invite that user to create their own account. Inviting them will "link" your accounts, so you can both see information about your shared player(s).
>
> To send an invite, view **Account Holder Settings** (On mobile device, click ≡ **Settings**; on laptop/desktop, click ⚙) and click **Add Additional Account Holder**. An email is sent to the new user inviting them to create an account. Once they follow the link and create a new account, your accounts will be "connected."
>
> They should then submit a new volunteer application under *their* account.
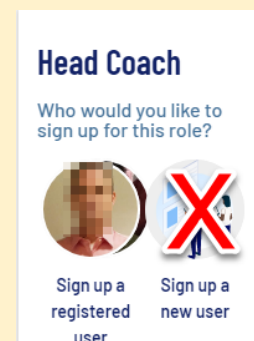
4. Enter the requested information. **Use your full, legal first and last name.** Also *double-check your email* – the background check and other emails will be sent here!

5. Click **Continue** to submit your volunteer application.

View Your Accomplishments in the Volunteer Widget

To view your Volunteer Widget, log into your https://ayso.bluesombrero.com/region177 and click ☰ **Volunteer**.

	Certification	Expiration Date	Status	Compliant
☐	Risk Status (Submitted for the season)	05/12/2023	Green	⊘
☐	Concussion Awareness	None	Verified	⊘
☐	CA Mandated Fingerprinting	None	Verified	⊘
☐	Sudden Cardiac Arrest	None	Verified	⊘
☐	AYSOs Safe Haven	None	Verified	⊘
☐	SafeSport	05/01/2023	Verified	⊘
☐	Coaching License	None	12U Coach	⊘
☐	Referee Grade	None	Intermediate Referee	⊘

Renew & Update

💡 The **Volunteer Widget** shows you the status of your required items. Once all items show with a check ⊘ you are fully certified to volunteer.

Important information from AYSO   ⌃

WHAT TO EXPECT AFTER YOU HAVE VOLUNTEERED:

Background Check – You should have already received an invitation from TheAdvocates@SterlingVolunteers.com. Please follow the link to complete your Background Check ASAP. Due to County, State and Federal reporting, Background Check Processing can take up to 10 business days. Self disclosures can add an additional 5 business days.

Access to Training – You will access the training system from this page by clicking the "AYSOU" button next to your volunteer record. You will be automatically logged in to the training system.

Safesport – to access your FREE training, that will update your AYSO status, please use this link to enroll: **https://safesporttrained.org/?KeyName=tsVWe36Xa6PS3b5NzOug** . You do not need to upload your Safesport results unless you are supplying a completed certificate from July 1, 2021 – December 31, 2021. Safesport will automatically update your profile, generally within 2 hours of completion.

Note: Youth Volunteers (anyone under the age of majority in your state) are not required to take this training.

Additional Users – If you invited an Additional or Secondary User to your account, or you are the Additional User you must accept the invitation sent via email from Sports Connect and create your own username and password. To access training, the Additional User will need to login to their own Sports Connect account and follow the steps above.

As you complete items, the Volunteer Widget should automatically update (within 1 week). However, if it does not, you can manually upload your certificate:

1. In the Volunteer Widget, click the checkbox next to the item you want to upload.

2. Click **Renew & Update**. A region volunteer will manually review/approve the item.

Background Check ("Risk Status")

In the Volunteer Widget, the Background Check is labeled "Risk Status." (Because why make it simple, right?)

Upon submitting your volunteer application, if you are a new Volunteer or your previous background check has expired, you will receive an email from TheAdvocates@SterlingVolunteers.com. You will need to complete every year unless your expiration date is after 11/19 of this year. You should receive an email about 1 month prior to expiration to submit new background. If you are not expired you do NOT need to submit a new background until your expiration date.
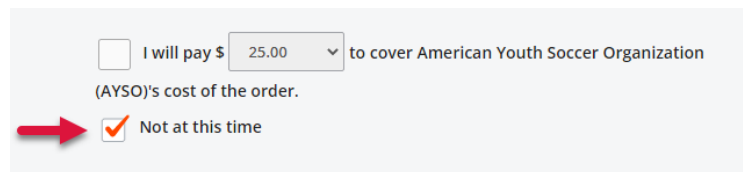
You must follow/click the link in the email in order to connect to your AYSO volunteer application.

Tips for completing your background check:

💡 Don't worry if the middle name field is blank, or if your only choice is to click "I don't have a middle name." You can safely proceed.

💡 To let Region 177 to cover the cost of your background check, click **Not at this time** when asked if you want to cover the cost.

	I will pay $ 25.00 ⌄ to cover American Youth Soccer Organization (AYSO)'s cost of the order.
➡️ ✅	Not at this time

💡 The email from Sterling should be sent to you immediately upon your volunteer application submission. If you do not see it, check your **spam** folder. You must complete the email instructions

If you cannot find the email, or it has expired, view your Volunteer Widget and check the box next to "Risk Status" and then click **Renew & Update**. This *should hopefully* trigger a new email to you.

☐ Certification	Expiration Date	Status	Compliant
☑️ Risk Status	None	None	⚠️

Renew & Update

If you still cannot find the Sterling email, contact Sterling Support at 855-326-1860 (option 3) or TheAdvocates@SterlingVolunteers.com.

> ⚠️ **Important:** Your background check is not complete until you receive a "Congratulations" message from Sterling, or an email with subject line "You did it!"

Note: Your background status will be gray until it has been returned from the background check. It can take up to 2 weeks to clear

Live Scan Fingerprinting

This is a one-time process for the life of your AYSO volunteer account (unless there is a gap in your AYSO volunteer service of five years or more).

There should be no cost to you – AYSO Region 177 is providing free Live Scan fingerprinting with Biometrics.

1. You can contact Biometrics to set up an appointment. Please call ahead for additional information [American Health Biometrics](#) during their normal business hours.

🤔 **Who needs to be fingerprinted?**

California state law AB 506 requires "regular volunteers" of youth organizations to be live scan fingerprinted. California defines this as someone who has direct contact with children for 32 hours per year or more. Only a few volunteer types will meet the 32 hours/year requirement:

- Head coaches
- Assistant coaches
- Team Parents/Managers
- Board Members
- Heavily active referees (only those who referee more than 32 games per year)

Other volunteers are welcome to be fingerprinted, but it may not be required.

⚠️ **Important:** Live Scans performed for other organizations (e.g., school or Little League baseball) **do not** satisfy this requirement. You must obtain a Live Scan for each volunteer organization that you volunteer with.
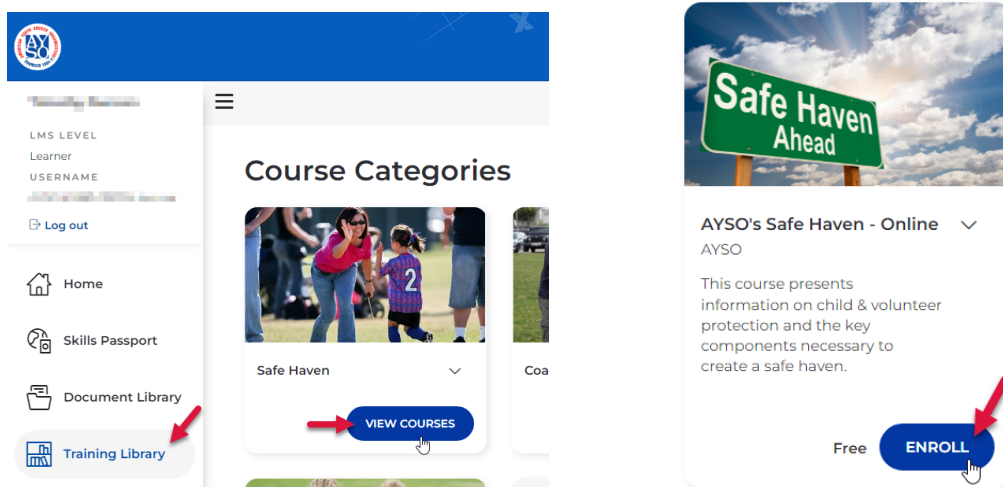
AYSO Safe Haven (online safety video)

The Safe Haven safety video must be completed through AYSO's Training website, "AYSOU."

1. To access AYSOU, log into https://ayso.bluesombrero.com/region177 and
   click ☰ **Volunteer** and click **AYSOU**.

2. In the AYSOU website, click **Training Library**.

3. Find the Safe Haven category and click **View Courses.** In the Safe Haven course list, find **"AYSO's Safe Haven – Online"** and click **Enroll**.

⚠ **Important:** Upon completion of the course, your Volunteer Widget should automatically update within one week. As a backup, save your certificate as a PDF in case you need to manually upload it.
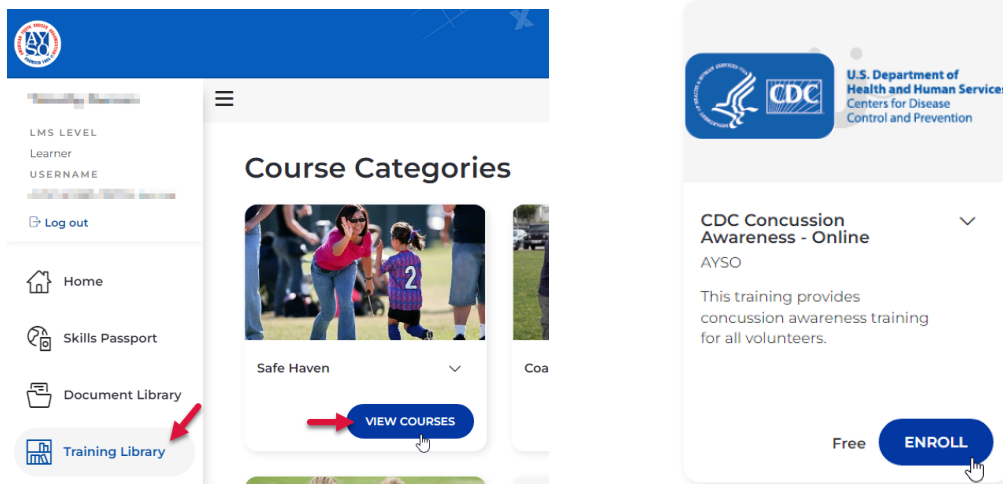
CDC Concussion Awareness (online safety video)

The concussion safety video must be completed through AYSO's Training website, "AYSOU."

1. To access AYSOU, log into https://ayso.bluesombrero.com/region177 and

   click ☰ **Volunteer** and click **AYSOU**.

2. In the AYSOU website, click **Training Library**.

3. Find the Safe Haven category and click **View Courses.** In the Safe Haven course list, find **"CDC Concussion Awareness – Online"** and click **Enroll**.

⚠ **Important:** Upon completion of the course, your Volunteer Widget should automatically update within one week. As a backup, save your certificate as a PDF in case you need to manually upload it.

Simon's Heart Sudden Cardiac Arrest (online safety video)

The concussion safety video must be completed through AYSO's Training website, "AYSOU."

1. To access AYSOU, log into [AYSO 177](#) and click ☰ **Volunteer** and click **AYSOU**.

2. In the AYSOU website, click **Training Library**.

3. Find the Safe Haven category and click **View Courses.** In the Safe Haven course list, find **"Sudden Cardiac Arrest – Online"** and click **Enroll**.
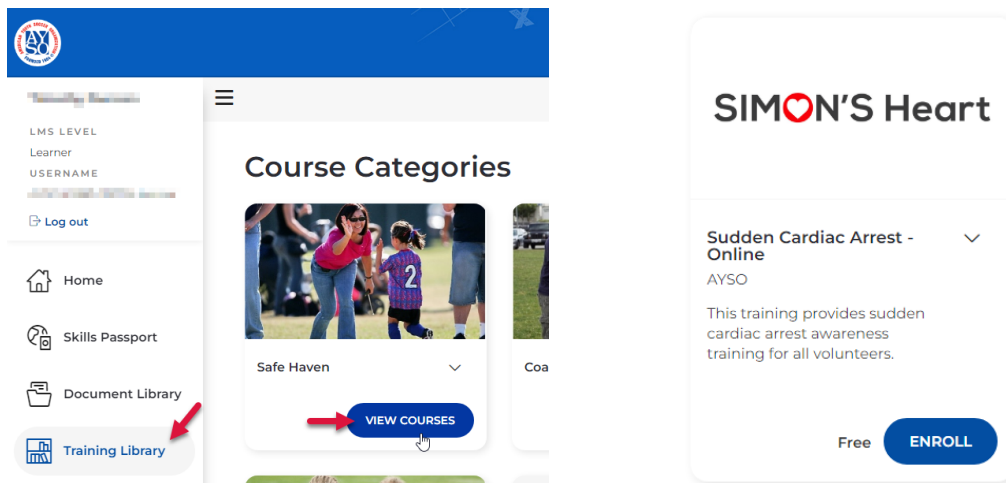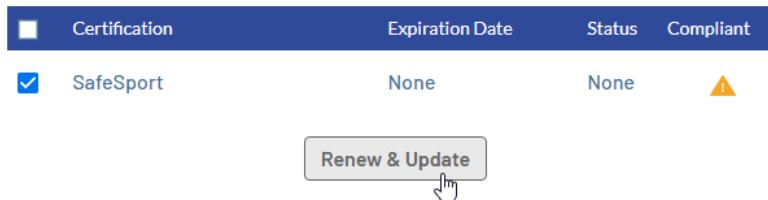

> ⚠ **Important:** Upon completion of the course, your [Volunteer Widget](#) should automatically update within one week. As a backup, save your certificate as a PDF in case you need to manually upload it.
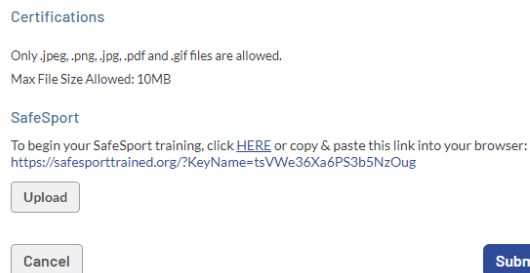
SafeSport (online safety video)

The SafeSport is free if taken through your AYSO account. Youth volunteers (under the age of 18) do not need to take SafeSport. To access the SafeSport course:

1. Log into **AYSO 177** and click ☰ **Volunteer**. Or go to
    SAFESPORT DIRECT LINK
2. In your **Volunteer Widget**, click the checkbox next to **SafeSport** and then click **Renew & Update**.

	Certification	Expiration Date	Status	Compliant
☑	SafeSport	None	None	⚠

Renew & Update

3. In the Certifications window, **click the link to begin** your SafeSport training, or upload a certification PDF/image if you've completed SafeSport previously.
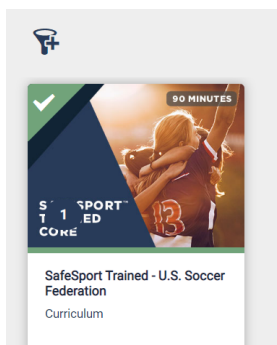
Certifications

Only .jpeg, .png, .jpg, .pdf and .gif files are allowed.
Max File Size Allowed: 10MB

SafeSport
To begin your SafeSport training, click HERE or copy & paste this link into your browser:
https://safesporttrained.org/?KeyName=tsVWe36Xa6PS3b5NzOug

Upload

Cancel   Submit

⚠ **Important:** Upon completion of the course, your Volunteer Widget should automatically update within one week. As a backup, save your certificate as a PDF in case you need to manually upload it.

If it doesn't load properly follow this:

Safesport - to access your FREE training, that will update your AYSO status, please use this link to enroll: https://safesporttrained.org/?KeyName=tsVWe36Xa6PS3b5NzOug . Use your same info (name etc as you do for AYSO and make sure you write AYSO for the organization) Keep a copy of your certificate just in case. Safesport will automatically update your profile, generally within 2 hours of completion.

If it doesn't load automatically then click the three lines in the top right corner click catalog and then click this

SafeSport Trained - U.S. Soccer Federation
Curriculum

Role-Specific Certification

All AYSO Coaches and Referees must attend and pass an in-person training competency.

You can take classes offered through your region, or **you can take courses offered through ANY region**. (In the late summer, you can find dozens of courses all over Southern California!)

We are having ours on 7/22 & 7/29 @ Stanford (You must sign up online)

 (7/15 in Cypress & 8/12 in LaHabra for 6U-12U)

> ⚠ **Important:** Some Regions offer "full in-person courses," and some offer a hybrid "online class work" with "in-person field work." Always read the course description set by the host region.

1. Log into https://ayso.bluesombrero.com/region177 and click ≡ **Volunteer** and click **AYSOU**.

2. In the AYSOU website, click **Training Event** to view the Training Calendar.

Tips for finding courses:

💡   To search classes offered through other AYSO Regions, remove "Region 177" from the **Regions** field.

💡   To limit your search to a geographic area, enter your address or click the ◉ icon in the in the **Location** field, and choose how far you are willing to travel. (In kilometers.)

The next page lists the most common training courses for Coaches and Referees.

AYSO Certification Levels for Coaches and Referees

Below is a list of the certifications required for each level of coaching. When searching for Coach Certification on the AYSOU website, these keywords should help.

The "online only" courses do **NOT** satisfy your Certifications. The course must be Full in-person or partial in-person partial online.

Referee Certifications	
Game level	**You need at minimum**
5U / 6U	No referees at this level
7U / 8U	8U Referee or Regional Referee
10U	Regional Referee (AR and center)
12U	Regional Referee (AR) or Intermediate Referee
14U	Intermediate Referee (AR) Advanced Referee (Center)
16U / 19U	Advanced Referee (AR or Center)

Coach Certifications		
Your team level		**You need**
5U or 6U	2018-2019	6U Coach
8U	2016-2017	8U Coach
10U	2014-2015	10U Coach
12U	2012-2013	12U Coach
14U	2010-2011	Intermediate Coach
16U or 19U	2004-2009	Advanced Coach

⚠️ **Coaches:** All AYSO Coaches must be certified for the level they are coaching.

⚠️ **Referees:** Each region's Referee Administrator determines who is competent to referee at which level, so the above list is a general guideline. For example, there may be Regional Referees allowed to referee 14U matches and higher. If you would like to be able to referee higher levels than your certification allows, please reach out to your Regional Referee Administrator refadm177@gmail.com

How to sign up for Coach certification classes:

Please watch the attached google slides for the How to appropriate age coach course:

6U Coaching Course-Must complete the online training and field session to be certified
6U Coach SESSION 2023

8U Coaching Course-Must complete the online training and field session to be certified
8U Coach SESSION 2023

10U Coaching Course-Must complete the online training and field session to be certified
10U Coach SESSION 2023

12U Coaching Course-This is a full in-person course with field session
12U Coach SESSION 2023

Intermediate and Advanced Coaching: You can go online through one of the links above and follow the instructions. You will be searching for Intermediate or Advanced coaching courses