

Please reference the following items for being approved as an admin (coach) for the North Allegheny Soccer Club.

\*\*\*\* PLEASE NOTE – even if you have your background checks and have coached at NASC previously, you MUST register as a coach for each season \*\*\*\*

BACKGROUND CHECK - Go to the following 3 sites and apply for the documents which will be emailed to you

1. PA State Police: <https://epatch.state.pa.us/Home.jsp> (Use volunteers only link)
2. PA Child Welfare: <https://www.compass.state.pa.us/cwis>
3. Residency Affidavit or FBI fingerprints
  1. If you have lived in Pennsylvania continuously for last 10 years or more, have this affidavit notarized and scanned for uploading: <http://www.pawest-soccer.org/assets/965/15/Volunteer%20Affidavit.pdf>
  2. If you have not been PA resident for the past 10 years then you MUST do an FBI fingerprint check: [Click Here](#) Use the code: **1KG6ZJ**

UPLOAD CLEARANCES - Register or login to PA West Risk Management Portal to upload the clearances

- Once you have the clearance documents, log into **PA-West Affinity portal** and upload them under your profile.
- \*\*\* Note that this site is not the same as the North Allegheny Soccer Club Affinity site. \*\*\*
- After you have uploaded the three documents, you must register for the background check review. It is an easy step to miss, but must be done.
- Make sure to select the appropriate season

The screenshot shows two side-by-side panels from the PA West Affinity portal. The left panel is titled 'Select registration type(s)' and contains a dropdown menu for 'Select a season:' with '2017-2018 Principal Season' selected. Below it is a section for 'Select registration type(s):' with a checked checkbox for 'PA West Background Check Registration'. A note at the bottom states '\* are required fields'. The right panel is titled 'Returning users, please login.' and includes a reminder to 'Remember to select a season & registration type before logging in!'. It features input fields for 'Enter Username\*' and 'Enter Password\*', a link for 'Forgot Username or Password?', and buttons for 'Login', 'Don't have an Account?', and 'Create New Account'.

- After you have applied for your clearance with PA-West, you can complete [this form](#) to be reimbursed for your expense of notarization or FBI clearance.

REGISTER AS AN NASC COACH - Then register within NASC to coach. [NASC Affinity link](#)

- If you are asked for a team number, disregard. The NASC Age Group Coordinators will assign you to a team.




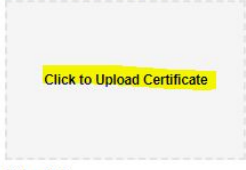
<p>Select registration type(s) ?</p> <p>Select a season: *</p> <p>2017-2018 Principal Season ▼</p> <p>Select registration type(s): *</p> <p><input type="checkbox"/> Player</p> <p><input checked="" type="checkbox"/> Coach or Volunteer</p> <p>* are required fields</p>	<p>Returning users, please login. ?</p> <p>Remember to select a season &amp; registration type before logging in!</p> <p>Enter Username*</p> <p>██████████</p> <p>Enter Password*</p> <p>.....</p> <p><a href="#">Forgot Username or Password?</a></p> <p>Login</p> <p>Don't have an Account?</p> <p>Create New Account</p>
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\*\*\* As of the Spring 2018 season, PA West has changed their coaching curriculum \*\*\*

- **Earn Your Coaching Credentials:**
    - [New USSF Coaching Pathway](#)
  - For Fall 2018 all new coaches will need (at minimum) the free introductory course located on the DCC
  - For the Grassroots class, you will receive an e-mail stating that you have successfully completed the class; Please forward that e-mail to Brett Williams (brettcw@verizon.net) whom will have it uploaded by PA West.
  - Within one year (by Fall 2019) all coaches will be required to have completed the training associated with the level they are coaching (i.e. 4v4, 7v7, etc.)
  - All information is located on the US Soccer Digital Coaching Center (DCC)
1. Upon completion, save your license\certificate as a PDF file.
  2. Coaches cannot upload their own license to the Affinity site. Please E-mail the PDF to Brett Williams whom will have it uploaded by PA West.
  3. Submit for reimbursement [here](#).

\*\*\* As of August 2019, PAWest has introduced a new requirement for Coaches and administrator. \*\*\*

- PA West Soccer Policy on Youth Athletes' Health, Safety and Welfare.
  1. Register and take the online course - [SafeSport training](#)
  2. Use the following code: **YC3E-6P5G-YYIL-CS2M** (case-sensitive)
  3. You will receive a certificate after completion and the certificates must be uploaded into the SAPT slot in your Affinity profile (where your other clearances were uploaded.)

<p><b>REQUIRED</b></p> <p><b>State Police Criminal Rec...</b></p>  <p>Uploaded: 08/25/2015 Verified: Not Verified Expires:</p>	<p><b>REQUIRED</b></p> <p><b>Child Abuse History Clea...</b></p>  <p>Uploaded: 08/25/2015 Verified: Not Verified Expires:</p>	<p><b>REQUIRED</b></p> <p><b>FBI Criminal Background...</b></p>  <p>Uploaded: 08/25/2015 Verified: Not Verified Expires:</p>	<p><b>SAPT Certificate</b></p>  <p>Uploaded: Verified: Not Verified Expires:</p>
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## UPLOAD YOUR PHOTO

Upload a photo, preferably a headshot that will be printed on your Coach's card.

