



BECOMING A WAXAHACHIE SOCCER ASSOCIATION COACH

Thank you for volunteering your time to become a Head or Assistant Coach with WSA. It is not lost on us that your time is valuable, however; please understand that we have deadlines that we must meet due to league rules and we need to have these steps completed ASAP.

We want to make this process as easy as possible for you, which is why we have created this guide. Please refer to it as often as needed in order to complete all of the required steps.

[STEP ONE: Register as a coach with the Waxahachie Soccer Association.](#)

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[STEP ONE – Register As A Coach](#)

Visit our website: www.waxahachiesoccer.org and select the Coaches tab.



From here there will be a link for registering as a coach. If it is past the deadline, you will be instructed to send an email to the admin in order to register.

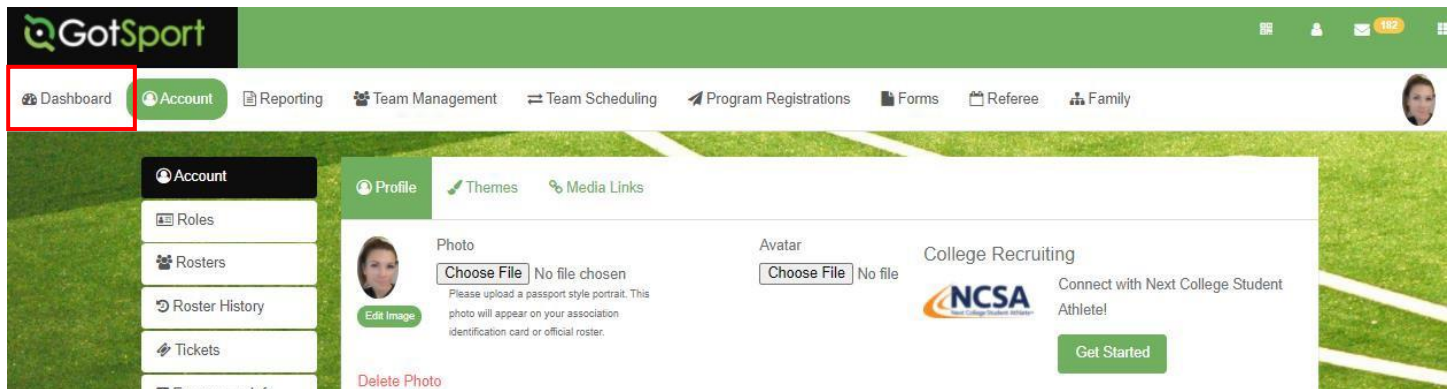
Complete the online registration and then continue on to Step Two.



[STEP TWO: Submit A Background Check](#)

When completing the online registration, you should be asked to submit a background check – but if not, please follow these steps. Background checks are valid from July 1 thru June 30. Even if you completed a background check in June, you must resubmit one in July.

First, from your smartphone or desktop, visit GotSport.com (or click on the logo found on our website (waxahachiesoccer.org). Login to your account and choose ‘Dashboard’. *We highly suggest that you do this from a desktop or the desktop version from your smartphone. The mobile version of the website is hard to navigate.*



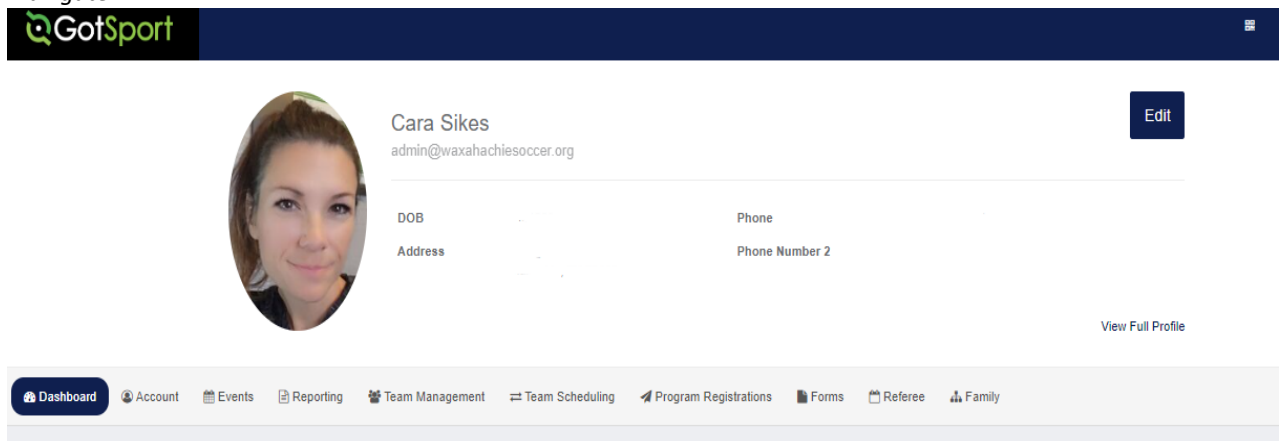
From here, you will choose ‘Details’ which is located to the far right of the Background Check requirement and then you will ‘Submit A New Report’. Follow the online instructions from here.

[If your background check is flagged as ‘Review’](#)

- This could be because you have something on your record which the North Texas State Soccer Association needs to review, or it could simply be a routine random flag. Either way, you will need to call the North Texas State Soccer Association to help expedite the process of completing your background check. Their phone number is: (214) 297-5022

[HELP! I've lost my coach ID badge](#)

- This happens from time to time. We cannot print you a new badge, but below are instructions for printing your own. You will also need to get an ID holder (from any office supply store) and supply your own lanyard. The badge you print will not have your photo on it – you may be asked to provide proof of your identity using your driver’s license.
- First, you need to visit the GotSport website by clicking on the GotSport logo from any page of our website (www.waxahachiesoccer.org). Then you will select ‘Dashboard’. *We highly suggest doing this from a desktop or from the desktop version of the website on your smartphone. The mobile version of the website is very hard to navigate.*



- From here you will see your Requirements. Click on the words ‘Background Check’ – this is your ID card that you will print. Even though it does not have your picture, it still must be worn displayed for the entirety of your match.



[STEP THREE: Complete SafeSport Training](#)

SafeSport is mandated by the US Government. Anyone aged 18 and over who could possibly be left alone with a minor who is not related to them must complete this training.

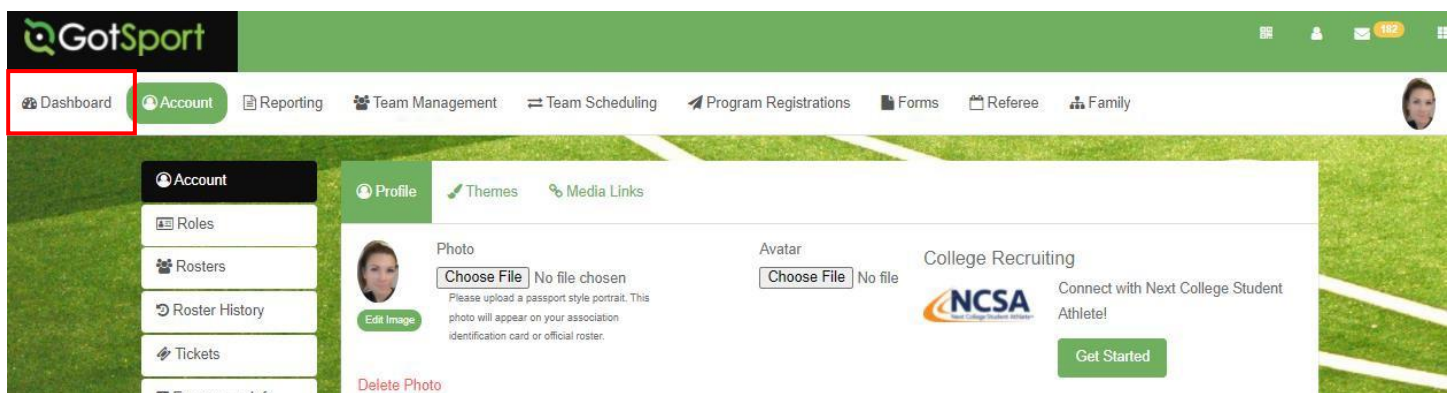
SafeSport certifications are valid July 1 thru June 30. If you have completed SafeSport training prior to July 1 – you must complete the next course after July 1 for the next season (see below).

If this is your first-time completing SafeSport training:

The first SafeSport training you take is the longest. It takes about 1 ½ hours to complete. You CAN stop anytime during the training and then pick up where you left off at a later time if needed.

First, from your smartphone or desktop, visit GotSport.com (or click on the logo found on our website (waxahachiesoccer.org)).

Login to your account and choose 'Dashboard'. *We highly suggest that you do this from a desktop or the desktop version from your smartphone. The mobile version of the website is hard to navigate.*



From here, you will choose 'Details' which is located to the far right of the SafeSport requirement and then you will 'Start Course'. It should automatically enter the "Enrollment Key" for you, but if it does not – the key is: JJFAQsQPWNRj01edWcPr.

It is VERY important that when creating your profile for SafeSport that you use the EXACT same name and email address that you used when you registered as a coach in GotSport.

Follow the online instructions to complete the course and then save your completion certificate once you have finished.

Once completed, be sure to log back into your GotSport account and review your Requirements to ensure that your SafeSport is now noted as Complete. If it is noted as 'Required' then you need to follow the instructions below for attaching your certificate.

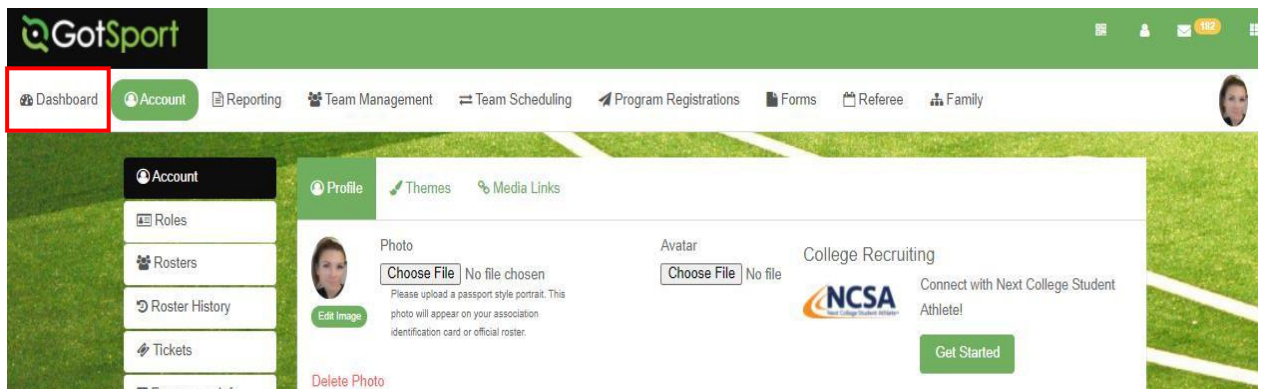
[If you have completed SafeSport training in the past:](#)

- You must complete a SafeSport training once a *soccer* year. A soccer year is from July 1-June 30. If your SafeSport certificate is not dated after July 1, then you will need to complete a Refresher Course.
 - SafeSport has four courses available. The original course which is about 1 ½ hours long, Refresher 1, Refresher 2 and Refresher 3; all of which are about 30 minutes each. You will only take ONE of these courses each soccer year. If you have already completed all four courses, you must start over with the original course.
 - The next course that you should be taking should already show in your profile for you, but if it does not – you will need to search for it in the Course Catalog.
- Once you have located the correct course to take, complete it and then save your completion certificate.
- Once completed, be sure to log back into your GotSport account and review your Requirements to ensure that your SafeSport is now noted as Complete. If it is noted as 'Required' then you need to follow the instructions below for attaching your certificate.



If you have completed SafeSport training for this soccer year but it is not showing as complete in your GotSport account:

- If you did not save your certificate when you completed the course, follow the instructions below, if you did save your certificate, you can skip to the next step.
 - Visit the SafeSport website at safesporttrained.org and login to your account.
 - From the menu on the right, choose 'Transcript' and then download the certificate for your most recently completed course.
- First, from your smartphone or desktop, visit GotSport.com (or click on the logo found on our website (waxahachiesoccer.org). Login to your account and choose 'Dashboard'. *We highly suggest that you do this from a desktop or the desktop version from your smartphone. The mobile version of the website is hard to navigate.*



- From here, you will choose 'Details' which is located to the far right of the SafeSport requirement and then you will do these two things:
 - Find your certificate number on your completion certificate, you can enter the certificate number in and then select 'Check Records'. If this does not yield a result, then you must:
 - Select 'Upload Records' and upload your completion certificate here.
- Once completed, be sure to revisit the Requirement section of your GotSport account. It should now either say 'Completed' or 'Pending'. If it says 'Pending', you must wait for the North Texas State Soccer Association to verify your certificate before we can add you to your team.
 - If it still says 'Required' then you must redo the steps above and be sure that it saves this time.



[STEP FOUR: Contact your Age Level Commissioner](#)

Now that you have completed all of your requirements, please contact your age level commissioner to let them know that you are ready to coach!

Under 4: under4@waxahachiesoccer.org

Under 5: under5@waxahachiesoccer.org

Under 6: under6@waxahachiesoccer.org

Under 7/8: under8@waxahachiesoccer.org

Under 9/10: under10@waxahachiesoccer.org

Under 11-18: under18@waxahachiesoccer.org