

# US Club Pass/Team Roster Process for Spring 2019 NCSA Season

## US Club Requirements for Coaches

- Create a SafeSport Account <https://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41>
  - This is a REQUIREMENT for all **new and renewing coaches**. (Coaches with active passes are **not** required to complete the course.)
  - You should be prompted to add a membership (U.S. Soccer) via an access code YC3E-6P5G-YYIL-CS2M
  - Finish the registration process, and take the online training, which consists of three modules: 1) Mandatory Reporting: Understanding Your Responsibilities; 2) Sexual Misconduct Awareness Education; and 3) Emotional and Physical Misconduct. Completion will take approximately 90 minutes, but it does not need to be done at once. You may save your progress and continue where you left off at a later time.
  - Once all three modules are completed, you will be able to download a master “SafeSport Trained” certificate from your dashboard. Save this certificate. You will be required to upload it into your next US Club Soccer background screening application beginning with the 2018-19 registration year, as a condition of US Club Soccer staff registration.
  - Important distinction: While you will receive a certificate after each of the three modules, uploading one of those does not suffice. US Club Soccer requires uploading the master “SafeSport Trained” certificate, indicating that all three modules have been completed. A link to the procedure on US Club Soccer's website: <https://www.usclubsoccer.org/staff-registration>
- Background Checks
  - The cost of the background check is \$18, which can be paid by the club or by the coach.
    - Clubs must complete [this online form](#) to indicate whether they or the coach will be paying the fee. Please note that you will need to create a Sport Ngin account if you do not already have one in order to complete the form. (THIS IS DIFFERENT FROM YOUR KYCK ACCOUNT.)
  - The confirmation code from the Sideline Sports Doc must be entered into the background check.
  - The background check no longer creates a confirmation code to be entered into the Coach Pass request. US Club has access to the background check log and will check against it when you submit the pass request for the new or renewing coach.

## Proper Team Roster Set-Up In KYCK

- Check to make sure the team is added to the NCSA competition.
  - This is REQUIRED in order to access an official NCSA roster AND to request passes without a charge.
  - To add a team to the NCSA Competition:
    - Select the team to be added from drop down menu.
    - On the team page, click on “Add A Competition Now” button in the “Competitions” box.
    - On the “View All Competitions” page, click on the “Find Competition” button.
    - Type “Northern Counties” into the search bar.
    - NCSA will appear as a result. Click on “Request” in the Action column.
    - Request Northern Counties Soccer Association as a competition.
    - Once the NCSA roster status moves from “pending” to “approved” you may now add players, request passes without a charge, and create an official NCSA roster.
- Add players and coaches to the NCSA roster. (this includes uploading a copy of birth certificate or passport for player’s and a photo for all players and coaches)
- Request passes for players and coaches under the NCSA competition.
- When passes are approved and the roster is set, proceed to the next section.
  - NOTE: At some points in the season, especially in the first weeks, there may be players or coaches that have not yet been approved on the roster but the team will be playing. The roster can be submitted to the

league for verification, with understanding that an individual with “No Card” by their name on the roster cannot play regardless of whether or not they have a physical pass.

- NOTE: An updated roster must be submitted to the league any time a change in status has occurred for a pass or a player has been added.

### **Submitting the Roster to NCSA League for Watermarking/Verification:**

- Download the NCSA Roster in PDF form in KYCK.
  - Select the team from your drop down menu.
  - On the team page, access the NCSA roster by either:
    - Select “View All Rosters” from Rosters drop down menu and then clicking on Northern Counties Soccer Association.
    - Scrolling down to Rosters section and clicking on Northern Counties Soccer Association.
  - Click Print. (This will open a new window with the roster in it.)
  - Confirm that you have opened the Northern Counties Soccer Association roster by making sure it is listed under “League” at the top of the roster. (A non-NCSA roster will NOT be accepted.)
  - Save roster with the file name in the following format:
    - **Club Name-Gender Age and Flight-Coach (ex. Arsenal-BU8A-Smith)**
      - If the flight has not yet been determined, use the last name of the head coach as indicated in the NCSA registration system. (ex. Arsenal-BU8-Smith)
- Email the PDF of the team roster to the league at: [ncsarosters@gmail.com](mailto:ncsarosters@gmail.com)
  - The subject line must be in the following format: Club Name-Gender Age & Flight-Coach
  - If sending multiple rosters in one email, each roster must be in a separate PDF file and the file name must be in the format outlined above.
  - **Deadlines for League Verification and Return To Club by Game Time:**
    - For Saturday/Sunday games, rosters must be emailed by 9pm on Thursday.
    - For games falling Monday-Friday, rosters must be emailed 48 hours in advance.
- The League will imprint the roster with a watermark and email a copy of the roster back to the club.
- Print the roster for game use.
  - **Only league-watermarked rosters will be accepted for game use.**
  - The same roster may be printed multiple times for use at games. However, if any player is added or their card status changed a new roster must be submitted to the league for watermarking.

### **Other Important Information and Updates**

#### **Player/Coach Passes:**

- Clubs will print all player and coach passes from the KYCK site once they are approved. (Video Tutorial [online here.](#))
  - Any type of paper may be used.
  - Passes must be laminated individually in folded format.

#### **KYCK Access/Permissions:**

NCSA does not control coach access to passes and rosters in KYCK. The club’s KYCK registrar manages access from within the system. (More information can be found on the KYCK help page [here.](#))

#### **Team Names:**

Team names should correspond to how the teams are identified in NCSA. Team names can be changed in KYCK by any club member with team management permissions. ([Instructions here.](#))