

## **ADULT RISK MANAGEMENT REQUIREMENTS FOR COACHES/MANAGERS**

### **Requirements for Adult Participation:**

1. Approved MYSA Background Check (valid through 12/31/2022)
2. Valid Concussion Training Certificate (valid for 3 years)
3. Valid SafeSport Training Certificate (valid for 1 year, then complete refresher)

### **Approved MYSA Background Check:**

Minnesota State Law and MYSA Policy require that all adult participants have an approved background check before they participate in any MYSA activity. Merely completing a background check is not sufficient to meet the requirement to participate, the background check must be approved before any activity starts.

Reminder that background checks completed before November 1, 2021, will have expired on December 31, 2021. Administrators returning to coach for this summer will have to complete the 2022 background check.

Please follow the link below to complete your 2022 background check before your first interaction with your team.

[CLICK HERE](#) to begin your background check.

### **Valid Concussion Training Certificate:**

Minnesota State Law and MYSA Policy require that all adult participants complete the Centers for Disease Control and Prevention's HEADS UP Concussion Training every three years. **Make sure to check your concussion training certificate to see if it is outdated.** The training can be found on the CDC's website here:

<https://www.cdc.gov/headsup/youthsports/training/index.html>

### **Valid SafeSport Training Certificate**

Federal Law and MYSA Policy require that all adult participants complete SafeSport Training. If it is your first year as a coach or manager, you must complete the full 90-minute training. If you are returning, you only have to complete the 30-minute refresher course. The training is offered free of charge through U.S. Soccer's onboarding link (no access code needed). Do not post this link publicly on any website or other internet forum.

New users should sign up and begin their SafeSport Training here:

<https://safesporttrained.org?KeyName=JJFAQsQPWNRj01edWcPr>

Returning users should log in and begin their SafeSport Training here:

<https://safesporttrained.org/#/public-dashboard>

## **Uploading your Concussion and SafeSport Training Certificates**

Upon completion of each training, you will receive a certificate of completion that must be uploaded into your MYSA account for your club to validate. Below are the steps to upload your certificate:

1. Save each certificate as a PDF directly from the training portals.
2. Login to your MYSA account and go to your Certificates tab.
3. Click on the appropriate box to upload your file, click choose file, choose the appropriate file to upload, click on the green "Upload Image" button. The pop-up box will close and your certificate will replace the generic upload certificate picture that was previously in the box.

If your first name, last name and email address match in your MYSA account and SafeSport, then your completion certificates will be electronically updated in your MYSA account and no upload is needed.

If you are new or just completed another Concussion training, you will need to upload the Concussion certificate into your account. There is no connection between your MYSA account and the Concussion Training.