



## Hillsdale Soccer Association Volunteer Coaching Compliance Requirements

Thank you for volunteering! The Hillsdale Soccer Association (HSA) recreational soccer program is run entirely by volunteers, and without people like you, it would not be a success.

In order to become and remain a compliant volunteer coach, you must provide the town records of the below items. For more information on how to do so, please see on the following page for instructions for each of the following:

1. Register
2. Fingerprinting and criminal background check (valid for 3 years)
3. Rutgers S.A.F.E.T.Y. training (good for life)
4. Concussion training (good for life; best up refreshed annually)
5. Hold Harmless (completed during online registration)
6. Coaches Code of Conduct & Ethics Agreement (completed during online registration)
7. Lightning Safety Policy (completed during online registration)
8. COVID Form (completed during online registration)

Many, if not all, of the above requirements can be transferred with you to comply with other Hillsdale recreation sports/activities (e.g. baseball, softball, etc.) so it's important you maintain copies for your records.

IMPORTANT: Please be advised that the HSA will do our absolute best to also keep a copy of the records you share with us, but the best approach is to always KEEP and SAVE a copy of everything for yourself first, but then you must also send copies of items # 2, 3 and 4 above together in one email to: Jill Cohn at [jcohn@hillsdalenj.org](mailto:jcohn@hillsdalenj.org) so the town has a copy AND cc: [coaches@hillsdalesoccer.com](mailto:coaches@hillsdalesoccer.com) so the HSA has a copy on file as well. {Ideally the subject line would have your full name and Hillsdale Soccer Association (or HSA) as well to help avoid any confusion}

All other general (non-coaching compliance) inquiries should be sent to: [general@hillsdalesoccer.com](mailto:general@hillsdalesoccer.com) or if you are interested in getting even more involved—or know someone who is—please join us at one of our monthly board meetings. For more information on the HSA, please visit [www.hillsdalesoccer.com](http://www.hillsdalesoccer.com).

Thank you again for your support,  
Hillsdale Soccer Association

Action	Where you need to go	What you need to know—or action you need to take
Register on <b>SportsEngine</b>  (each season)  There is no fee.	<a href="http://pvysl.sportngin.com/register/form/026315054">pvysl.sportngin.com/register/form/026315054</a>	This is the site that the town collects and stores your acknowledgement of some key items. You will be asked to acknowledge the below during the registration process. <ol style="list-style-type: none"> <li>1. Hold Harmless</li> <li>2. Coaches Code of Conduct &amp; Ethics Agreement</li> <li>3. Lightning Safety Policy</li> <li>4. COVID Form</li> </ol>
Register on <b>CommunityPass</b> . (one time for life)  There is no fee.	<a href="http://register.communitypass.net">register.communitypass.net</a>	This is Hillsdale’s (aka the town) method of record keeping. <ol style="list-style-type: none"> <li>1. On the CommunityPass main page type the town name in the search box (Hillsdale, NJ will appear)</li> <li>2. Log into your account</li> <li>3. Go to Hillsdale Recreation and choose click here to register</li> <li>4. Finally go to Hillsdale Coach registration</li> </ol>
Make an appointment at <b>IdentoGo</b> for fingerprinting and a criminal background check  (valid for 3 years)  There is a fee of ~\$25	<a href="http://uenroll.identogo.com">uenroll.identogo.com</a>	NJ state law, requires every coach to be fingerprinted and have a criminal background check completed, and renewed, <b><u>every three years</u></b> .  <b>NOTE: by taking the next steps you are giving permission for the background check to take place.</b>  The town uses Identogo by MorphoTrust USA criminal background check <u>and no other is accepted</u> . Also, please know you must be fingerprinted <i>for volunteer work</i> , even if you have recently been fingerprinted for another reason. These are state and borough laws, not HSA rules. The town will not let you coach if you have not at least scheduled to be fingerprinted. The facility can get busy, so please schedule this soonest. <ol style="list-style-type: none"> <li>1. Make an appointment at: <a href="http://uenroll.identogo.com">uenroll.identogo.com</a>  <b>IMPORTANT: Must be done at a New Jersey location</b> <ol style="list-style-type: none"> <li>a. Enter Service Code: <b>2F1J3Y</b> then “Go”</li> <li>b. Select Schedule/Manage Appointment</li> <li>c. Enter Contributor Case #: <b>B08007</b> <ol style="list-style-type: none"> <li>i. <i>The above # is the letter B followed by all numbers (e.g. zeros, not Os)</i></li> </ol> </li> <li>d. Pay the registration fee (by credit card)</li> </ol> </li> <li>2. Go to your appointment at your scheduled time.</li> <li>3. Once you complete your <i>fingerprinting</i>, you will be handed an acknowledgement receipt.           <ol style="list-style-type: none"> <li>a. Please <b>KEEP</b> and <b>SAVE</b> the acknowledgement receipt and send a copy to: Jill Cohn at <a href="mailto:jcohn@hillsdalenj.org">jcohn@hillsdalenj.org</a> so the town has a copy <b>AND</b> <a href="mailto:coaches@hillsdalesoccer.com">coaches@hillsdalesoccer.com</a> so the HSA also has a copy. There can be long delays or miscommunication between the town and the agency, and we are most helpful if we also have a record.</li> </ol> </li> </ol>

		<ol style="list-style-type: none"> <li>b. If you were already fingerprinted <i>for volunteer work</i> (less than 3 years ago; it's still valid), please send a copy of your receipt to both addresses above if you've not done so already.</li> <li>4. Identigo will send the background check results directly to the town. <i>Note: The HSA does not get these results, the town does, and the town will email you the results, not the HSA.</i></li> </ol>
<p><b>Rutgers S.A.F.E.T.Y. training</b></p> <p>(good for life)</p> <p>There is a fee of ~\$40-50.</p>	<p><a href="http://youthsports.rutgers.edu">youthsports.rutgers.edu</a></p> <p><b>NOTE: If you need a Rutgers replacement card visit:</b>  <a href="http://youthsports.rutgers.edu/card-replacement-request/">youthsports.rutgers.edu/card-replacement-request/</a></p>	<p>A 3-hour online course that helps coaches minimize the risk of injury to young athletes, provides information about fundamental coaching concepts which enhances volunteer coaches' effectiveness and protects volunteer coaches from civil lawsuits under the "Little League Law" (2A:62A-6 et.seq.)</p> <ol style="list-style-type: none"> <li>1. Find a date/time/location for a course on the Rutgers Youth Sports Research Council site:  <a href="http://youthsports.rutgers.edu">youthsports.rutgers.edu</a> <ol style="list-style-type: none"> <li>a. Go to Courses and drop down to Course Schedules</li> </ol> </li> <li>2. Upon completion, you'll be given a Rutgers S.A.F.E.T.Y. clinic card as proof. <ol style="list-style-type: none"> <li>a. Please <b>KEEP</b> and <b>SAVE</b> this and send a copy of both sides to: Jill Cohn at <a href="mailto:jcohn@hillsdalenj.org">jcohn@hillsdalenj.org</a> so the town has a copy <b>AND</b> cc: the HSA at <a href="mailto:coaches@hillsdalesoccer.com">coaches@hillsdalesoccer.com</a> so HSA also has a copy.</li> <li>b. If you already received your Rutgers S.A.F.E.T.Y. clinic card, please send a copy to the addresses above if you've not done so already.</li> </ol> </li> </ol>
<p><b>Concussion training</b></p> <p>(good for life)</p> <p><i>Though it is a best practice to refresh your knowledge on this topic annually if possible.</i></p> <p>There is no fee.</p>	<p><a href="http://cdc.gov/headsup/youthsports/training/index.html">cdc.gov/headsup/youthsports/training/index.html</a></p> <p><a href="http://train.org/cdctrain/course/1089818/">train.org/cdctrain/course/1089818/</a></p>	<p>A 20-minute online HEADS UP to Youth Sports course available to coaches, parents, sports officials, athletic trainers, and others helping to keep athletes safe from concussion. No matter your role, this site can help you recognize, respond to, and minimize the risk of concussion or other serious brain injury.</p> <ol style="list-style-type: none"> <li>1. Go to: <a href="http://cdc.gov/headsup/youthsports/coach.html">cdc.gov/headsup/youthsports/coach.html</a></li> <li>2. Upon completion, you'll be given a certificate as proof. <ol style="list-style-type: none"> <li>a. Please <b>KEEP</b> and <b>SAVE</b> the completion certificate and send a copy to: Jill Cohn at <a href="mailto:jcohn@hillsdalenj.org">jcohn@hillsdalenj.org</a> so the town has a copy <b>AND</b> <a href="mailto:coaches@hillsdalesoccer.com">coaches@hillsdalesoccer.com</a> so the HSA also has a copy.</li> <li>b. If you already received a certificate, please send a copy to the address above if you've not done so already.</li> </ol> </li> </ol>
<i>Hold Harmless</i>	<a href="http://pvysl.sportnqn.com/register/form/026315054">pvysl.sportnqn.com/register/form/026315054</a>	<i>As long as you register online per step #1 above you will meet this requirement.</i>
<i>Coaches Code of Conduct &amp; Ethics Agreement</i>	<a href="http://pvysl.sportnqn.com/register/form/026315054">pvysl.sportnqn.com/register/form/026315054</a>	<i>As long as you register online per step #1 above you will meet this requirement.</i>
<i>Lightning Safety Policy</i>	<a href="http://pvysl.sportnqn.com/register/form/026315054">pvysl.sportnqn.com/register/form/026315054</a>	<i>As long as you register online per step #1 above you will meet this requirement.</i>
<i>COVID Form</i>	<a href="http://pvysl.sportnqn.com/register/form/026315054">pvysl.sportnqn.com/register/form/026315054</a>	<i>As long as you register online per step #1 above you will meet this requirement.</i>

