

How To: Add a Coach to Your Roster

March 28, 2010

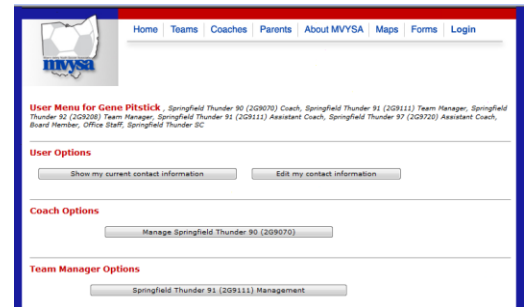
To add a coach you need to login, manage your team and edit your roster add the new coach, print forms, get signed, and bring to MVYSA office.

Add Coach Check List:

- coach membership form signed by the coach (original and 1 copy)
- coach card signed by coach with attached color picture (original)
- Signed KidsSafe/Risk Management certificate for the new coach on your roster (original) and any other coach whose RM- date is red
- signed Coaches Code of Conduct for the new coach on your roster - see mvysa.com Forms page (original)
- Copy of coaches license (for U8-U14 head coaches)

To manage your team and edit roster:

1. Login (if needed see the [How To Login](#))
2. In the Coach Management Options or Team Manager Options click on *Manage your team*



3. Click on 'Edit Roster' button



To Add a Coach:

1. Click on [Register Ass't Coach](#) link in the menu bar at the top of the **Edit Roster** page



2. Enter Assistant Coach information just like Player Form and Submit

Add Assistant Coach

First Name Last Name

Address

City State ZIP Plus4

Home Phone (w/area code) Cell Phone (w/area code) Work Phone (w/area code)

Email

Alternate Email

3. You must have 2 coaches registered, the Head Coach and at least one assistant.
4. Maximum of 3 coaches, Head coach + 2 assistants

You may ["Edit"](#) Head Coach and Assistant Coach Information as needed.

New Coach Membership Form

1. Click on ["Coach Form"](#) on the right side of the coaches entry

Assistant Coaches Limit 2 Assistant Coaches per team

Edit	Shayne Houseman	4713 Bosart Rd SPRINGFIELD, OH 45503	h937 399-4598 c937 605-3894 w	jodihouseman@woh.rr.com	Coach Form Coach Card Delete
Edit	Daniel Evans	2750 Springfield Jamestown Rd SPRINGFIELD, OH 45505	h937 624-5893 c937 631-2968 w937 521-1714	evansd512@yahoo.com	Coach Form Coach Card Delete

2. Use plain copier or printer paper to print the new coaches membership form
3. Remember that the membership form must be printed in color
4. The coach must sign the form

New Coach Card

1. Click on the [Coach Card](#) link on the right side of the new coach

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Edit	Shayne Houseman	4713 Bosart Rd SPRINGFIELD, OH 45503	h937 399-4598 c937 605-3894 w	jodihouseman@woh.rr.com	Coach Form Coach Card Delete
Edit	Daniel Evans	2750 Springfield Jamestown Rd SPRINGFIELD, OH 45505	h937 624-5893 c937 631-2968 w937 521-1714	evansd512@yahoo.com	Coach Form Coach Card Delete

2. Remember that the card must be printed in Color and to turn on Print Backgrounds in your web browser so the US Youth Soccer logo appears as in the above sample. Go to Tools>Internet Options>Advanced>Printing>Print Backgrounds and Colors to turn on print background.

3. Use plain copier or printer paper to print the card – **do not use card stock!**
4. Print the coaches card
5. Cut the card out using the background borders given. But don't separate the left and right hand sections!
6. Glue a recent color headshot (1"x1") of the coach on the card that fits the square.
7. Have the new coach sign above the words 'Signature'

KidsSafe/Risk Management

1. You need to submit a copy of the KidsSafe/Risk Management certificate with a 'date submitted' within the past 2 years for each coach on your roster.
2. Have each coach go to this link - <https://ssl.hammerhead.net/OHSRMDData/RiskUserMainForm.asp>, complete the form and print the 'Submitted' certificate.
3. If 'RM-' date under a coaches name is green in Team Menu no documentation need be submitted.

4. Form to submit looks like this:

Ohio South Youth Soccer Association
OFFICIAL OSYSA FORM
OS YOUTH SOCCER

KidSafe/Risk Management
This letter provides notification that:

First Name: Gene
Middle Initial:
Last Name: Pitstick
Street Number: 4305
Street Address: Phoenix Dr
City: Springfield
State: Ohio
Zip: 45503-6323
Last 4 Digits of SSN: 9656

SUBMITTED

- The above listed person has provided the information required by the Ohio South Youth Soccer Association Risk Management Program to our online data center.
- The information was provided to Ohio South Youth Soccer Association on (2/15/2006).
- OSYSA policy requires that all volunteers, referees, etc. must provide or update this data every 2 years. Some leagues and organizations may require the submission of this information on an annual basis.
- This notification letter may be provided to the state, league, referee, and other authorities requiring proof that the risk management information submission has been done.

I certify that the above statements are true and that the making of false statements on my Risk Management Disclosure form may be considered sufficient cause for immediate dismissal upon discovery thereof. I understand, and agree, that any misleading information or omission of information may be cause for dismissal. I specifically authorize OSYSA, and its agents, to make inquiries of courts, law enforcement agencies, or other agents for records of criminal convictions. I understand that it is the intent of OSYSA to deny participation to any person who has been convicted of a crime as outlined in the OSYSA Risk Management Policy. I understand that any inappropriate and/or unacceptable conversation or conduct with a juvenile that is a violation of law may be grounds for dismissal. I certify that I have reviewed the OSYSA Risk Management Policies. I understand that OSYSA reserves the right to submit checks on individuals who have submitted applications at any time. I agree to hold OSYSA, its officers, employees, agents, local soccer clubs and leagues, and their officers, employees, and agents harmless from any actions arising out of any background checks that may be done.

Signature: _____
This data was recorded in the OSYSA Risk Management Online Database.

Date must be within past 2 years!

Coach must sign here!

Complete the Registration:

- Bring your completed forms to the MVYSA office at 7029 Taylorsville Road, Suite A, Huber Heights, OH 45424 (see the entry for "MVYSA office" on the Map pages for directions)
- All forms will be checked for accuracy and completeness, the card will be stamped and laminated and the official roster will be issued
- Usually the office staff can process the addition while you wait. If all items are correctly prepared it may only take 5 minutes or less