





## Team Administrator

Checklist For New Team Admins		Date Done
Create US Soccer Profile	Create your US Soccer Coach Profile <a href="#">here</a> . Click on “Sign Up” top right.	
Verify email	Check your email inbox/spam folder for email verification link from US Soccer.	
 <b>SAFE SOCCER</b> For Cal South you ONLY need to complete the two compliance training courses below within Phase 1. You do not need to complete anything else in the Phases. Do NOT complete the offered background check there. Disregard the term “Not Cleared” within US Soccer as long as both trainings are completed & Not Expired.		
1) SafeSport Training	Register and complete SafeSport training <a href="#">here</a> . (90 Minutes)	
2) Introduction to Safe and Healthy Playing Environments	Concussion & Sudden Cardiac Arrest training is covered through this course – <a href="#">Click here</a> (25 minutes)	
Update Cal South Profile	Once both trainings above have been completed, log back into Cal South <a href="#">Click here</a> Click on <b>License</b> Tab, then click on the blue Button →  to have transfer your verified trainings into your Cal South profile.	
<b>ONLY for those 18 and older – One time only</b>		
Live Scan Background	Get Live Scanned for Cal South. For Instructions – <a href="#">Click Here</a>	
Email ATI Code	Email <a href="mailto:livescan@calsouth.com">livescan@calsouth.com</a> to provide us the ATI code you were assigned.	

Requirement Checklist for Returning Admin		Date Done
SafeSport Refresher	Register and complete SafeSport Refresher training <a href="#">here</a> . (30 Minutes)	

**Resources:**

[Cal South Codes of Conduct](#)

[Cal South Athlete and Participant Protection Policy Summary](#)

[Cal South’s Athlete and Participant Protection Policy](#)

