



Coaching Certification Instructions

Revised August 2025

Background:

- Player safety is of utmost importance for insurance and legal compliance requirements. Further, it is a mandatory requirement to keep the players, coaches, and your league protected.
- You cannot coach or help coach in any capacity without completing this process. - Who else should complete this compliance? Your board members, and any other league / team volunteer.
- This process takes about 4 hours to complete.

Coach Requirements:

Each team will have no fewer than two adult managers/coaches who have passed the following items. These individuals, along with any other adults associated with the team who are on the field or in the dugout, are required to complete and pass the following:

1. A one time Livescan fingerprinting process (presently NorCal does not have this capability to handle and must be done as per league and your local authorities require)
2. Annual Background check – through our background check provider – NCSI (cannot use one from another organization)
3. Annual SafeSport NGB1 or NGB1 Refresher online training*
4. Annual SafeSport Mandatory Reporting online training*
5. Annual ACE online coaching training* (**presently not in service – expect around 10/1 to be back in service**)
6. Semi-Annual CDC online concussion training*

* Annual items need to be completed once for each annual period from September 1 through August 31.

Getting Set-up as a Coach:

Use this [the link](http://NorCalusasoftball.com) (NorCalusasoftball.com) create a profile if you don't already have a login.



Coach Certification Process:

Requirement #1 - Fingerprints:

1. Use only [this form](#) - must be done from your league. This is an example and get fingerprints done at location of your choice (UPS Stores provides this service).

Requirement #2 - Background Check:

1. Go to <https://norcalusasoftball.com/>
2. Click “Sign In” at the top right of the page and sign in with your credentials.
3. Click on “Dashboard”, “My Family”, and then “Compliance” next to your name.
4. Click on the upward pointing arrow to the far right of the 1st line item called “Background Check” which will expand for more options.
5. Click “Get Background Check” and follow the instructions (\$24.00 payment will be due unless your league has setup a payment process to pay for this directly).

Know that the background check process can take several days to complete. This is normal. Once approved, your “background check” button will turn green.

Requirement #3 - SafeSport Training:

1. Go to <https://norcalusasoftball.com/>
2. Click “Sign In” at the top right of the page and sign in with your credentials.
3. Click on “Dashboard”, “My Family”, and then “Compliance”.
4. Click on the upward pointing arrow to the far right of the 2nd line item called “SafeSport” which will expand for more options and select either “[1st Time with Safesport](#)” or “[Returning User](#)”.
5. Setup account and login or login if already have an account.
6. Take NGB1 or Refresher (requirements / training pattern is as required follows).
7. Download certificate and upload it on the webpage noted in Step 4 above.
8. Take the SafeSport course called “Understanding Mandatory Reporting”. If new to the system.

Once you upload the certificate, NorCal will need to approve. Know SafeSport has to be done every new season (starts 9/1 and ends 8/31 following year) and if not done after 8/1 for the following new season, it will be rejected.

Requirement #4 - ACE *(Not Yet Available. So Skip For Now):*



1. Go to <https://norcalusasoftball.org/>
2. Click “Sign In” at the top right of the page and sign in with your credentials.
3. Click on “Dashboard”, “My Family”, and then “Compliance”.
4. Click on the upward pointing arrow to the far right of the 3rd line item called “ACE” which will expand for more options.
5. Setup account and/ or login and take the training.
6. Download certificate and upload it on the webpage noted in Step 4 above.

Requirement #5 - Concussion:

1. Go to <https://norcalusasoftball.com/>
2. Click “Sign In” at the top right of the page and sign in with your credentials
3. Click on “Dashboard”, “My Family”, and then “Compliance”.
4. Click on the upward pointing arrow to the far right of 4th line item called “Concussion” which will expand for more options.
5. Click on “CDC Heads Up” or NFHS and set up an account and / or login and take the training.
6. Download certificate and upload it on the webpage noted in Step 4 above.

Once you upload the certificate, NorCal will need to approve. Know Concussion training has to be done every two years within the new season (starts 9/1 and ends 8/31 of following year) and if completion date does not fall within the current season, it will be rejected.

Congratulations!

Once all tasks are completed, your compliance tab will show green and you can click on it to see all your compliance components and dates of completion.

You are now a fully compliant USA Softball of Northern California Coach & volunteer!

*We know this is a lot, but the safety of our youth is the utmost importance.
We appreciate you volunteering to help our players!*