



## 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.	
SafeSport Training	Register and complete SafeSport training <a href="#">here</a> . (90 Minutes)	
Concussion & Sudden Cardiac Arrest	Complete both trainings within course called: INTRODUCTION TO SAFE AND HEALTHY PLAYING ENVIRONMENTS – <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 → <a href="#">Get Learning Center Updates</a> 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](#)

