

COACH LICENSE UPDATE PROCEDURE FAQs

As a result of the enforcement of the rule regarding coach licenses, coaches and registrars are attempting to update information in the Affinity database. Although information has been distributed to Association Registrars regarding this process, the details have not yet trickled down to everyone, especially coaches, assistant coaches and trainers.

Coaches, you can verify whether your license has been updated by logging into your account in the Affinity registration system. By clicking on "Edit" you can view your personal information and see what's recorded in the Coaching Certification Level field.

If your license level is not shown in your record, click here to view details on the process and steps you must take to get your coaching license updated.

- ◆ All coaches, assistant coaches and trainers must obtain a coaching license within one year of beginning to coach.
- ◆ The Affinity system is being configured to verify when a coach, assistant coach or trainer registers, whether they were registered for the previous seasonal year. If they were not registered, the license requirement will be updated to "New Coach" and an expiration date one year from that date will be entered.
- ◆ If the system determines that the adult was registered for the previous seasonal year, a license level will need to be entered by the state prior to the person being allowed to coach.
- ◆ A coach, assistant coach or trainer without a license can be assigned to a team; however, the team cannot be activated and ID Cards cannot be printed for coaches or players until the team is activated
- ◆ In order for the team to be activated, only coaches with a license may remain rostered to the team. Example: Head Coach has no license. Assistant Coach has a license. The Assistant Coach becomes the Head Coach and the one originally designated as the Head Coach is removed from the roster. A card can be printed for the individual listed on the roster as the Head Coach.
- ◆ Team Managers are not required to have a license. An Adult Participation Pass (Kidsafe Pass) can be printed and serves as verification that the individual is in compliance with the required background check.
- ◆ For post season play (Fall Championships and Spring Cup competitions), Bench Passes will be issued to persons holding a valid Kidsafe and a coaching license (Coach, Assistant Coach, Trainers).

- ◆ Coach License information cannot be entered by the coach or registrar. Only the State can verify the license level of the individual and update the record. Coaches and Registrars can and should enter the driver license data as the coaching license cannot be updated if information is missing from the file.
- ◆ When a coach is assigned to a roster, the Affinity system only checks the Coaching Certification Level field to determine if the individual meets the coaching license requirement. This field can only be updated by the State Office.
- ◆ Some licenses such as the A, B, and C levels are assigned a license number; State licenses are not assigned a number. As a result, the Coaching License Number field is optional and will often be blank.
- ◆ Coaches whose coaching license information is entered in the Coach License Number Field or the Additional Information (Comment) block will NOT show as being in compliance with the coaching license requirement as the system does not access either of these two Optional fields when verifying compliance.
- ◆ If you received your license in another state, we do not have access to that information. You will need to send a copy of the certificate to us or contact the other state for verification of your license and have them forward verification to the South Texas State Office.
- ◆ If you hold a national license (A, B, C, National Youth License), the state does not have access to that information unless the course was hosted by South Texas. Again, you will need to send a copy of the certificate or obtain verification from US Soccer Federation that can be provided to the State Office.
- ◆ If a new application is created in Affinity when an adult registers or a registrar enters their information, licensing information stored in the base application will not be visible. It is extremely important that the same record for an adult is brought forward from season to season in order to assure that the most current licensing and background information is available when compliance with the rules is verified by the system.
- ◆ If your record does not reflect your license level, you have two options available:
 1. **If you have a copy of the certificate**, scan and email or fax to the State Office along with your drivers' license number and expiration date (month, day, year). If the name on the coaching license is different than the name you registered with in Affinity, please note this on the fax or email so that the record can be located.

2. **If you do not have a copy of the certificate**, send an email or fax to the State Office with the level of course you took, the approximate date, the location, the name of the instructor or any other information you might have to help determine where we might locate the attendance report. As soon as possible, we will check the attendance lists and update your record.

Foreign Licenses

- ◆ STYSA only accepts the UEFA (Union of European Football Associations) A or UEFA B foreign licenses at face value. All other foreign licenses must be submitted to the US Soccer Federation (USSF) for evaluation. Upon completion of the evaluation, USSF will typically grant the foreign license holder a one-time waiver INTO a specific USSF recognized coaching course based on the candidate's experience and qualifications. The candidate then has one (1) year in which to complete the specified course.
- ◆ The waiver granted by USSF simply allows the foreign license holder to enter the US Soccer Coaching Education Program at the level specified. It does NOT grant any US License or imply any equivalency to a US License.
- ◆ Once USSF has made its determination and grants a waiver, STYSA will track that decision in the Affinity registration program using the code "FW" (Foreign Waiver) in the Coaching Certification Level field. The expiration date will be set for one year from the date the waiver is granted. At the end of the 12 month period, if the coach has not taken and successfully completed the specified course, the Coaching Certification Level will revert to "No License" and the coach will not be eligible to be assigned to a team roster.
- ◆ It is strongly recommended that the foreign license holder provide a copy of the license to the State Office for forwarding to USSF for evaluation. By doing so, the State Office will be copied on the USSF decision and will be able to promptly update the Affinity system to reflect their decision.

Questions regarding coaching certification verification should be directed to the State Office at (512) 272-4553 or by email to Lupe Metzger (lupem@stxsoccer.org).