



PGSL 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 PGSL protected.
- You cannot coach or help coach any PGSL team without completing this process.
- This process takes about 4 hours to complete.

Coach Requirements:

Each team will have no fewer than two and no more than 4 adult managers/coaches who have passed the following items:

1. A one time Livescan fingerprinting process (cannot use one from another organization, annual background check)
2. Annual SafeSport NGB1 or NGB1 Refresher online training*
3. Annual SafeSport Mandatory Reporting online training*
4. Annual ACE online coaching training*
5. 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 PGSL Coach:

PGSL will invite you to be a Head Coach or Assistant Coach and you will receive an email with the title “Team Staff Invitation...” and you will follow [the link](#) join the team and then complete the following Coach Certification Process.

Coach Certification Process:

Requirement #1 - Fingerprints:

1. Use only [this form](#) and get fingerprints done at location of your choice (UPS Store in town provides this service).
2. Submit reimbursement to PGSL Treasurer using [this form](#).

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 (no payment will be due as PGSL pays for this directly).

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.
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” (due every two years) and email copy to SafetyOfficer@thepgsl.com.

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

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 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” 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.

Congratulations!

You are now a fully compliant PGSL Coach!

We appreciate you volunteering to help our players!

Go Sirens!

