COACH LICENSE & COACH PASS FREQUENTLY ASKED QUESTIONS

In the following frequently asked questions and on the WYSA website, the term **coach pass** refers to the plastic photo ID card issued to coaches, managers and club volunteers by WYSA. It signifies individual membership to WYSA and serves as the state's risk management process.

1. Is my state issued coach pass my license?
No. Your coaching license is the certificate you receive after successful completion of a coaching clinic. All coach licenses 'B' and below are non-expiring. Licensing requirements correspond to the age and competitive level of the team a coach is assigned to. Details are listed in the WYSA Coach Compliance Policy.
Your coach pass is a plastic photo ID. It provides your individual membership to WYSA and serves as the state risk management process. The coach pass should reflect your highest license level held. You can have a coach pass that shows your current license level as NONE. A valid coach pass is required to be present on the sidelines during any competition. Coach passes must be renewed every two years.

2. When will I get my course certificate?
Certificates are emailed to the address provided with your course registration 3 – 4 weeks after successful completion of the course. Save your certificate as it is your license.

3. I have a current coach pass. Will I get a new pass reflecting my upgraded license level after I complete a course?
No. New coach passes are not issued automatically upon completion of a WYSA coaching education course. You must request an upgrade to your pass by returning the current card to the state office along with a copy of your upgraded certificate and a $2 payment to WYSA. A new pass reflecting the license upgrade and same expiration date will be printed and mailed to your home address.

4. I registered for a coach pass at the same time that I registered for a course, when will I get my coach pass?
You will receive your coach pass about 1 week after the course results have been processed. Results are processed within 3 – 4 weeks of the course. The pass will reflect your current license level. New passes are mailed to the club president, renewals and upgrades are sent directly to the applicant. If your pass is processed before the results of the course and does not reflect your license level, return the pass to the State Office as instructed in question 3.

5. My pass expired, what is the renewal process?
Passes can be renewed up to 90 days before the expiration date and anytime after the expiration date. Use the registration ID found on the front of your current card to log into the e-KidSafe system and submit your application for renewal. An updated photo is optional. (Be sure to click the Log In button; do not press the enter key).
Upon submission you will receive a system generated confirmation page. Print this confirmation and mail it the state office together with the expired pass. Your new card will be printed and mailed directly to your home address. The cost is $10.00

6. I've lost my coach pass, how to I get a new one?
Replacement cards will be issued at a cost of $25.00. To request a replacement pass, mail a check payable to WYSA and include "lost coach pass" in your check memo. (Bill club is not an option for replacement cards.) A replacement card with the same expiration date will be processed and mailed to your home address.

7. I did not upload a photo when I completed the online registration form, what do I do?
Passes cannot be printed without a photo. Email a photo as an attachment in jpg format to jschmitt@wiyouthsoccer.com or send a photo via USPS to Wisconsin Youth Soccer Association, Attention Coach Passes, 10201 W Lincoln, Ave, Suite 207, West Allis, WI 53227. Be sure to include your first and last name when submitting a photo.

8. I am a manager/club volunteer and my club asked me to get a manager/club volunteer pass, what is this?

A manager/club volunteer pass is the same as a coach pass. You will have the opportunity to select your level of soccer involvement when you complete the online registration form. It provides your individual membership to WYSA and serves as the state risk management process. Each person is assigned a risk management number regardless of their soccer involvement. Only passes printed with the selected involvement of COACH, will show a license level. A coach pass can be printed with the license level listed as NONE. A pass, regardless of involvement, provides individual membership to WYSA and allows you to be present on the sidelines. If you'd like your pass reprinted to show a different level of involvement follow the steps in question 3 to complete your request.

9. I've changed clubs, is it necessary to get a new pass?

No. When changing club affiliation it is not necessary to get a new pass. Club affiliation is reflected in your coach pass number. This number determines where your name appears on the website under the coach listing. If you would like your coach pass number to reflect a different club affiliation, follow the steps in question 3 to complete your request.

10. Should my name be on the WYSA Coach Listing?

The list displayed online is a reflection of current coach pass cards and the license level shown on that card. If a coach pass has expired or the renewal has not yet been processed, your name will not appear on the coach listing. Remember, it is the responsibility of the coach to update their pass. Coach pass upgrades are not automatically processed following the successful completion of a course.

In case of a discrepancy with the pass you currently hold and information posted to our website, please contact Julie Schmitt at jschmitt@wiyouthsoccer.com or 888.328.9972 ext 100.