

**POLICY AMENDMENTS PASSED BY USSF BOARD OF DIRECTORS SINCE LAST  
NATIONAL COUNCIL MEETING**

*The following policy amendment was passed at the May 25, 2010 Board of Directors Meeting.*

**Policy 102(3)-1**

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**► REDLINED VERSION**

**Policy 102(3)-1 -- National Coaching Program**

**PART I GENERAL**

Section 1. United States Soccer Federation Coaching Courses

The United States Soccer Federation (“Federation”) shall issue coaching licenses in the A, B, C, D, Youth, Goalkeeping, and C categories-Fitness courses and certificates in the E and Youth Module courses to coaches successfully completing ~~courses~~ the courses. The A, B, C, Youth, Goalkeeping, and Fitness courses shall be conducted solely by National Staff Coaches under the supervision of the U.S. Soccer Federation Director of Coaching, appointed except as provided in Subsection B below. The D, E, and Youth Module courses shall be conducted by the President with the approval of Board of Directors State Associations as provided by this policy. The course contents and all policies governing the A, B and C licenses all Federation licensing and certificate courses will be determined by the National Federation Coaching Committee and approved by the President. Education Department.

(A) The basic requirement for entry to all ~~National~~ A, B, and C license courses is a minimum age of 18. Further, entry to the ~~C license~~ course requires a ~~state~~ current D license ~~as held for a prerequisite~~ minimum of twelve (12) months; entry to the ~~B license~~ course requires a current ~~National~~ C license held for a minimum of twelve (12) months; and entry to the ~~A license~~ course requires a current ~~National~~ B license held for a minimum of twelve (12) months, except as follows:

(1) — ~~If the candidate resides in a State Association where no D level course has been available during the preceding 12 months (youth or senior), the candidate may be considered for entry into a C level course by obtaining a certificate from the State Association president (youth or senior) and state coach (youth or senior) that he or she is in good standing and has coached for a period of five (5) years. All such hardship cases require final approval of the National Director of Coaching.~~

(2) — ~~A player or coach with three (3) years experience on a~~ the Men’s or Women’s Senior National Team and three (3) years coaching experience may apply for entry into a ~~C level~~ course upon submitting proper documentation of his/her playing and

/or coaching background. All waiver cases require the final approval of the National Director of Federation Coaching Education Department.

~~(3)~~—2) A player or coach with at least five (5) years experience on a the Men's or Women's National Team and five (5) years coaching experience may apply for entry into a B level course upon submitting proper documentation of his/her playing and/or coaching background. All waiver cases require the final approval of the National Director of Federation Coaching Education Department.

~~(4)~~—3) A professional player or former professional player of, as defined in Federation Policy 601-1, with at least five (5) years forexperience on a professional team in the U.S. and five (5) years coaching experience may apply for entry into a B level course upon submitting proper documentation of his/her playing and coaching background. All waiver cases require the final approval of the National Director of Federation Coaching Education Department.

~~(a)~~—A foreign professional or former foreign professional player of at least five (5) years and five (5) years coaching experience may apply for entry into a B level course upon submitting proper documentation of his/her playing and coaching background. All waiver cases require the final approval of the National Director of Coaching.

~~(5)~~—A candidate4) An individual with a foreign license of another FIFA national association that has been confirmed by the foreign Federation in writing may apply for entry into by that level course national association may apply for entry into the course deemed appropriate by the National Director of Coaching and the Chairman of the National Coaching Committee but at no level higher than the B course Federation Coaching Education Department.

(5) An individual with an NSCAA National Diploma held for a minimum of twelve (12) months may apply for entry into a C course, and an individual with an NSCAA Advanced Diploma held for a minimum of twelve (12) months or NSCAA Premier Diploma held for a minimum of twelve (12) months may apply for entry into the B course.

~~(6)~~—A candidate An individual with a certificate from an unaffiliated a coaching school unaffiliated with U.S. Soccer may, upon approval, and subsequent to an evaluation of that course by the National Federation Coaching Director Education Department, apply for entry into a C license course upon submitting proper documentation that he/she has coached for a period of five (5) years.

~~(7)~~—A candidate with an NSCAA National Diploma may apply for entry into a (B) The C level course and a candidate with an NSCAA Advanced Diploma may apply for entry into the B level course.

~~(B) — The National C license or Youth course may be hosted by a State Association or by a region upon permission of the National Director of Coaching and the Chairman of the National Coaching Committee. Federation Coaching Education Department. Hosted C license and Youth courses will be conducted in accordance with Federation policies which require (1) instruction by at least one (1) approved National Staff Coach or National Instructional Staff member for (A) every fifteen (15) eighteen (18) candidates in attendance or (B) such lesser number of candidates in attendance that may be approved from time to time, (2) instruction of the Laws sessions by the state or regional referee instructor minimum and maximum number of candidates in each course, (3) full financial and administrative responsibility and legal liability for the course be taken by the hosting State Association or region, and (4) obtain procurement of comprehensive general liability insurance in the amount of one million dollars, naming the U.S. Soccer Federation as an additional insured. The respective regional appropriate State Director of Coaching or state director of coaching State Technical Director (as provided by section 3 of this policy) is responsible for ensuring all course policies and entry requirements are met and that the National C or Youth course curriculum is followed.~~

~~(C) — The National A license is valid for a period of four (4) years after which time it must be renewed through the then current Federation continuing education program. Coaches holding lapsed licenses will no longer receive information or references from the Federation, will not be eligible to hold a state, regional, or national coaching position, and must re-sit for the full license course and successfully pass examinations to re-certify their A license. Coaches will with an expired National A license will thereafter hold a National B license. National B, C, and Youth licenses have no expiration and do not require a refresher continuing education. Mailings, however, with will cease if the coach is not an active member in with the U.S. Soccer Coaches Organization. Hardship cases must be referred to the National Federation Coaching Director for consideration Education Department.~~

## Section 2.

~~Regions shall be responsible for ensuring schools are provided to meet the needs of coaches within their region by the joint appointment of a single regional director of coaching. Should any region have both youth and amateur directors of coaching, they shall work together.~~

~~(A) — The regional director of coaching must be a current National A license coach upon appointment by the regional director and, effective 9/1/88, all new appointees must previously have served as a state director of coaching, state staff coach, or national staff coach with a minimum of eighteen (18) months of instructional experience. The regional director of coaching is responsible (1) for disseminating the most current coaching methods and techniques to state directors of coaching at least once annually through clinics held at meetings already in place by the region, (2) for assisting states in the development and implementation of state level license courses, and (3) for providing C license courses upon request to areas whose coaching needs at this level have not otherwise been met by the national schools or the State Association. These C~~

~~courses will be conducted in compliance with Federation rules as per item 1b above.~~Courses Conducted by State Associations and USASA Coaching Course

~~(B) — (A) The region may further appoint or hire a regional coaching administrator who is not required to be nationally licensed and is responsible only for the administration and not the supervision or conducting of licensing courses.~~

### Section 3.

~~The national appropriate State Association (youth and amateur state associations, adult, or joint) shall issue~~conduct D, E, and F licenses Youth Module courses through a joint~~their state coaching program which is supervised~~programs, with oversight by a jointly appointed director of coaching~~the Federation Coaching Education Department. The course requirements and policies governing the D, E, and F licenses Youth Module courses will be determined by the National Coaching Committee. The state may host a National C license course with permission of the National Director of Coaching and National Federation Coaching Committee Chairman, and the regional director of coaching will be advised of all such requests~~Education Department. The Federation may also conduct these courses.

~~(A) — The state director of coaching shall hold a current National A license upon appointment. In the absence of a qualified A coach, a B licensed coach may be named “acting”~~

~~(B) The United States Adult Soccer Association may conduct a USASA coaching course and issue a USASA coaching certificate for the course that will be recognized by the Federation on approval of the course content by the Federation. If so approved, a candidate passing the course is eligible to apply for and take the C course.~~

### Section 3. State Director of Coaching for not longer than one (1) year, during which time the coach must obtain an A certification or Technical Director

~~Each State Association shall have a State Director of Coaching or a State Technical Director (hereafter referred to only as “State Director of Coaching”). The state director~~State Director of coaching~~Coaching is responsible for (1) providing a D, E, and F licensing program Youth Module courses to meet the needs of the state’s~~State Association’s coaching population, and (2) for ensuring the courses follow Federation course requirements and policies. The state director~~State Director of coaching~~

Coaching may conduct these license courses or supervise course instruction by state coaching staff.

~~(1) — State coaching course instructors must hold at least a National C license, although an A license is recommended, and may conduct D, E and F courses only under the direction of the state director of coaching.~~(A) The State Director of Coaching—

- (1) shall, subject to subsection (B)—, be appointed by the State Association President;
- (2) shall be in good standing with the Federation and its Organization Members;
- (3) shall hold current A license for a minimum of one (1) year. In the absence of a qualified coach having both licenses, a B licensed coach may be named as “Acting State Director of Coaching” for a period of one (1) year during which time the coach must successfully be issued an A license to retain the position and be named State Director of Coaching. An A licensed coach who has been certified for less than one (1) year may be named “Acting State Director of Coaching” until the (1) year period has been reached at which time the full title of State Director of Coaching may be given;
- (4) must be actively coaching at the time of nomination; and
- (5) must have confirmation by the Federation Coaching Education Department that the criteria listed in clauses (1)–(4) are met.

(B) Procedure

- (1) The State Association President emails the State Director of Coaching appointment with required references to the Federation Coaching Education Department for confirmation; and
- (2) On receipt of confirmation, the coach is so appointed and the State Association President announces the appointment.

(C) If a ~~state~~State Association has already in place an ~~efficient~~ person who does not meet the qualifications for ~~state director~~State Director of ~~coaching~~Coaching, that person may continue to act as the state coaching administrator. The responsibilities of the administrator do not extend to supervision or conducting of license courses or curriculum, only to their administration.

(C)—The state association will, at a minimum, submit records of newly licensed D-coaches by March 1 for the preceding calendar year to the national office for data entry to National Coaching Program computer base. States are encouraged to similarly forward records for newly licensed E and F coaches on a regular and timely basis.

(D)—The United States Amateur Soccer Association may conduct Amateur Council Coaching Certificate courses (levels 1, 2 or 3) and may issue Coaching Certificate(s) or licenses for levels 1, 2 or 3. These courses and certificates are comparable to the E license and/or course. Those coaching candidates wishing to advance beyond the Amateur Council Certificates or license must take a D license course. However, if the coaching candidate has an experienced coaching or playing background, he/she may be waived to the C or B license course without being issued a D license. A recommendation for the waiver may be made by the course instructor. The waiver request shall be sent to the USSF office accompanied by an approval letter from the State Director of Coaching.

) Each State Association

Section 4.

~~Under no other circumstances than as stated may A, B, C, D, E or F licenses be issued or courses be conducted.~~

Section 5.

~~The youth and amateur national administrators must submit current directory information to the Federation National Office at least ~~one~~ annually and immediately upon change for all State Directors of Coaching and ~~state and regional directors of coaching and state and regional coaching~~ administrators. If ~~no director~~ a State Director of coaching ~~Coaching is not in place, an "acting"~~ Section 1. ~~State Coach~~~~

~~(A) — Criteria~~

~~(1) — Appointed by State President.~~

~~(2) — In good standing.~~

~~(3) — (a) — Current A Licensed Coach for a minimum of one year.~~

~~(b) — In the absence of a qualified A licensed coach, a B licensed coach may be named as "Acting State Coach" for a period of one (1) year during which time the coach must successfully certify as an A licensed coach to retain the position and be named State Coach. An A licensed coach certified for less than one (1) year may be named as "Acting Coach" until the one (1) year period has been reached, at which time the full title of State Coach may be given.~~

~~(4) — Must be actively coaching at time of nomination.~~

~~(5) — Reference from Men's and/or Women's Regional Coach(es) as appropriate.~~

~~(6) — Confirmation that criteria are met by National Coaching Committee Chairman.~~

~~(B) — Procedure~~

~~(1) — (a) — State President submits Appointment Form with required references attached to National Coaching Committee for confirmation.~~

~~(b) — Appointment Form: A two (2) copy form with name, address, license #, current coaching positions, minimal soccer history of past two (2) years, space for Regional Coach(es) recommendations and signature line for National Coaching Committee confirmation.~~

~~(2) — If appointment meets criteria, National Coaching Committee Chairman returns copy of signed form to Certificate(s) indicating confirmation of appointment.~~

~~———— (3) — Only then may the State President announce appointment.~~

## ~~Section 2. — Regional Coach~~

### ~~(A) — Criteria~~

~~(1) — Appointed by Regional Director of Coaching must be designated by the State Association and approved by the Federation before that State Association may conduct any further license or certificate courses.~~

~~(2) — In good standing.~~

~~(3) — Current(E) A Licensed Coach for a minimum of three (3) years.~~

~~(4) — Previously served as a State coach, Association may also require its State Director of Coaching to hold a current youth license for a minimum of one (1) year or provide the period within which the coach must obtain the youth license.~~

## Section 4. State Coaching Course Instructors

State coaching course instructors must hold at least a C license, although an A license is recommended. However, an instructor may be an instructor for the Youth course if the instructor also holds the Youth license. Instructors may conduct D, E, and Youth Module courses only under the direction of the State Director of Coaching.

## Section 5. State President Association Reporting Requirement

Each State Association will, at a minimum, submit records to the Federation of new D, E, and Youth Module certificates issued to coaches by March 1 for the preceding calendar year.

## Section 6. Exclusivity of Federation Licenses and Certificates

Under no other circumstances than as (2) — In good standing.

~~(3) — (a) Current A Licensed Coach of a minimum of one (1) year.~~

~~(b) In the absence of a qualified A coach, a B licensed coach may be named as “Acting Director of Coaching” for a period of one (1)~~

~~year during which time the coach must successfully certify as an A coach to retain the position and be named Director of Coaching. An A licensed coach who has been certified for less than one (1) year may be named "Acting Director of Coaching" until the (1) year period has been reached at which time the full title of State Director of Coaching may be given.~~

~~(4) — Must be actively coaching at time of nomination.~~

~~(5) — Reference from the Regional Director of Coaching, or in absence of Regional Director of Coaching, from the Regional Coach.~~

~~(6) — Confirmation that criteria are met by National Coaching Committee Chairman.~~

~~(B) — Procedure~~

~~(1) — State President submits Appointment Form with required references to the National Coaching Committee Chairman for confirmation.~~

~~(2) — If Appointment meets criteria, National Coaching Committee Chairman returns copy of signed form to State President indicating confirmation of appointment.~~

~~(3) — Only then may the State President announce appointment.~~

#### ~~Section 4. — Regional Director of Coaching~~

~~(A) — Criteria~~

~~(1) — Appointed by Regional Director.~~

~~(2) — In good standing.~~

~~(3) — Current A licensed Coach for a minimum of three (3) years.~~

~~(4) — Served as a State Coaching Instructor, State Director of Coaching, or National Staff Coach with a minimum of three (3) years of instructional experience of state or national courses and active instruction within the preceding eighteen (18) months.~~

~~(5) — Reference from National Director of Coaching.~~

~~(6) — Confirmation that criteria are met by National Coaching Committee Chairman.~~

~~(B) — Procedure~~

~~(1) — Regional Director submits Appointment Form to National Director of Coaching for reference.~~

~~(2) — Regional Director submits form with required reference to National Coaching Committee Chairman for confirmation.~~

~~(3) — If Appointment meets criteria, National Coaching Committee Chairman returns copy of signed form indicating confirmation of appointment to Regional Director.~~

~~(4) — Only then may the Regional Director announce appointment.~~  
provided in this policy may Federation approved licenses or certificates be issued or coaching courses be administered.

► **NEW VERSION**

**Policy 102(3)-1 -- National Coaching Program**

Section 1. United States Soccer Federation Coaching Courses

The United States Soccer Federation (“Federation”) shall issue coaching licenses in the A, B, C, D, Youth, Goalkeeping, and Fitness courses and certificates in the E and Youth Module courses to coaches successfully completing the courses. The A, B, C, Youth, Goalkeeping, and Fitness courses shall be conducted solely by U.S. Soccer except as provided in Subsection B below. The D, E, and Youth Module courses shall be conducted by State Associations as provided by this policy. The course contents and all policies governing all Federation licensing and certificate courses will be determined by the Federation Coaching Education Department.

(A) The basic requirement for entry to all A, B, and C courses is a minimum age of 18. Further, entry to the C course requires a current D license held for a minimum of twelve (12) months; entry to the B course requires a current C license held for a minimum of twelve (12) months; and entry to the A course requires a current B license held for a minimum of twelve (12) months, except as follows:

(1) A player or coach with three (3) years experience on the Men’s or Women’s Senior National Team and three (3) years coaching experience may apply for entry into a C course upon submitting proper documentation of his/her playing and/or coaching background. All waiver cases require the final approval of the Federation Coaching Education Department.

(2) A player or coach with at least five (5) years experience on the Men’s or Women’s National Team and five (5) years coaching experience may apply for entry into a B I course upon submitting proper documentation of his/her playing

and/or coaching background. All waiver cases require the final approval of the Federation Coaching Education Department.

(3) A professional player or former professional player, as defined in Federation Policy 601-1, with at least five (5) years experience on a professional team and five (5) years coaching experience may apply for entry into a B course upon submitting proper documentation of his/her playing and coaching background. All waiver cases require the final approval of the Federation Coaching Education Department.

(4) An individual with a license of another FIFA national association that has been confirmed in writing by that national association may apply for entry into the course deemed appropriate by the Federation Coaching Education Department.

(5) An individual with an NSCAA National Diploma held for a minimum of twelve (12) months may apply for entry into a C course, and an individual with an NSCAA Advanced Diploma held for a minimum of twelve (12) months or NSCAA Premier Diploma held for a minimum of twelve (12) months may apply for entry into the B course.

(6) An individual with a certificate from a coaching school unaffiliated with U.S. Soccer may, upon approval, and subsequent to an evaluation of that course by the Federation Coaching Education Department, apply for entry into a C course upon submitting proper documentation that he/she has coached for a period of five (5) years.

(B) The C or Youth course may be hosted by a State Association upon permission of the Federation Coaching Education Department. Hosted C and Youth courses will be conducted in accordance with Federation policies which require (1) instruction by at least one (1) approved National Staff Coach or National Instructional Staff member for (A) every eighteen (18) candidates in attendance or (B) such lesser number of candidates in attendance that may be approved from time to time, (2) minimum and maximum number of candidates in each course, (3) full financial and administrative responsibility and legal liability for the course be taken by the hosting State Association or region, and (4) procurement of comprehensive general liability insurance in the amount of one million dollars, naming the Federation as an additional insured. The appropriate State Director of Coaching or State Technical Director (as provided by section 3 of this policy) is responsible for ensuring all course policies and entry requirements are met and that the C or Youth course curriculum is followed.

(C) The A license is valid for a period of four (4) years after which time it must be renewed through the then current Federation continuing education program. Coaches holding lapsed licenses will no longer receive information or references from the Federation, will not be eligible to hold a state, regional, or national coaching position and must re-sit for the full license course and successfully pass examinations to re-certify

their A license. Coaches with an expired A license will thereafter hold a B license. B, C, and Youth licenses have no expiration and do not require continuing education. Mailings, however, will cease if the coach is not an active member with the Federation Coaching Education Department.

## Section 2. Federation Courses Conducted by State Associations and USASA Coaching Course

(A) The appropriate State Association (youth, adult, or joint) shall conduct D, E, and Youth Module courses through their state coaching programs, with oversight by the Federation Coaching Education Department. The course requirements and policies governing the D, E, and Youth Module courses will be determined by the Federation Coaching Education Department. The Federation may also conduct these courses.

(B) The United States Adult Soccer Association may conduct a USASA coaching course and issue a USASA coaching certificate for the course that will be recognized by the Federation on approval of the course content by the Federation. If so approved, a candidate passing the course is eligible to apply for and take the C course.

## Section 3. State Director of Coaching or Technical Director

Each State Association shall have a State Director of Coaching or a State Technical Director (hereafter referred to only as “State Director of Coaching”). The State Director of Coaching is responsible for (1) providing D, E, and Youth Module courses to meet the needs of the State Association’s coaching population, and (2) ensuring the courses follow Federation course requirements and policies. The State Director of Coaching may conduct these license courses or supervise course instruction by state coaching staff.

- (A) The State Director of Coaching—
- (1) shall, subject to subsection (B), be appointed by the State Association President;
  - (2) shall be in good standing with the Federation and its Organization Members;
  - (3) shall hold current A license for a minimum of one (1) year. In the absence of a qualified coach having both licenses, a B licensed coach may be named as “Acting State Director of Coaching” for a period of one (1) year during which time the coach must successfully be issued an A license to retain the position and be named State Director of Coaching. An A licensed coach who has been certified for less than one (1) year may be named “Acting State Director of Coaching” until the (1) year period has been reached at which time the full title of State Director of Coaching may be given;
  - (4) must be actively coaching at the time of nomination; and
  - (5) must have confirmation by the Federation Coaching Education Department that the criteria listed in clauses (1)–(4) are met.
- (B) Procedure

(1) The State Association President emails the State Director of Coaching appointment with required references to the Federation Coaching Education Department for confirmation; and

(2) On receipt of confirmation, the coach is so appointed and the State Association President announces the appointment.

(C) If a State Association has already in place a person who does not meet the qualifications for State Director of Coaching, that person may continue to act as the state coaching administrator. The responsibilities of the administrator do not extend to supervision or conducting of license courses or curriculum, only to their administration.

(D) Each State Association must submit current directory information to the Federation National Office at least annually and immediately upon change for all State Directors of Coaching and state coaching administrators. If a State Director of Coaching is not in place, an “acting” State Director of Coaching must be designated by the State Association and approved by the Federation before that State Association may conduct any further license or certificate courses.

(E) A State Association may also require its State Director of Coaching to hold a current youth license for a minimum of one (1) year or provide the period within which the coach must obtain the youth license.

#### Section 4. State Coaching Course Instructors

State coaching course instructors must hold at least a C license, although an A license is recommended. However, an instructor may be an instructor for the Youth course if the instructor also holds the Youth license. Instructors may conduct D, E, and Youth Module courses only under the direction of the State Director of Coaching.

#### Section 5. State Association Reporting Requirement

Each State Association will, at a minimum, submit records to the Federation of new D, E, and Youth Module certificates issued to coaches by March 1 for the preceding calendar year.

#### Section 6. Exclusivity of Federation Licenses and Certificates

Under no other circumstances than as provided in this policy may Federation approved licenses or certificates be issued or coaching courses be administered.