

Table of Contents

Introduction	1
Logging In	2
Logging into a Coach, Manager or Team Official Account:.....	2

Introduction

Coach, Manager, Team Official and Volunteer,

Thank you for volunteering your time to help your club or association and its members provide programs, training and game play for our children.

GotSoccer creates a real time integrated link between the club, coach, volunteer, referee, and the state. All volunteers, coaches, board members, referees and others directly involved with soccer clubs to submit to a background check (risk management screening). Checks are run on a regular basis and if there are no potential violations and the registration form does not list any arrests, guilty pleas or other relevant information, the individual may be approved.

An individual may have more than one account. They may be both a coach and referee. If both accounts have the same name, birth date, and address, they will both be designated with the same approval rating from the state at the same time. If the name, birth date, and address are different, the accounts will have to undergo separate background checks.

Clubs cannot add coaches to teams until they have gone through a background check and have been approved by MYSAs, if the account is *Risk Management Enforced*. The account is Risk Management Enforced if you see this certificate on the club / association home screen.

Coach / Team Official Responsibilities:

- Log into coach or team official account
- Provide the required personal information, birth date, address, legal name
- Answer the Volunteer Disclosure questionnaire
- Read and agree to the liability waiver

State Responsibilities:

- Execute background checks
- Create a status (Approved, Declined, ...) for coaches and team officials

Logging In

Go to www.gotsoccer.com

Click on [Log In](#).



Risk Management from the Coach or Team Official's perspective:

Each coach, team official, referee, and or other person has an account in our system. We have described the process of creating and emailing these individuals user names and passwords.

Logging into a Coach, Manager or Team Official Account:

1. Go to www.gotsoccer.com
2. Click on log in
3. Click the "**Coach or Manager Account**" link under the *Team Members* link. **Team Official's** please use the Team manager link.



4. Enter your username and password

The image shows a 'Coach Login' form. At the top, there is a dark blue header bar with the text 'Login Password Lookup Cancel'. Below this, the form is titled 'Coach Login' and asks the user to 'Enter your Coach UserName and Password below:'. There are two input fields: 'User Name' and 'Password'. A 'Login' button is located below the 'Password' field. The entire form area is enclosed in a red rectangular box. Below the form, there is a link that says 'Can't remember your coach password? Click Here'.

5. Click the **Contact Information** link on the gray menu bar



6. Fill out the form using you legal first and last name and press **Save**

A screenshot of the 'Contact Information' form for William Cameron at Edmond Soccer Club. The form is divided into several sections: 'Club Information' (Edmond Soccer Club (OK)), 'Coach Contact Information', 'Basic Information', 'Photo', 'Contact Information', and 'Account Summary'. The 'Basic Information' section includes fields for 'Full Legal Name' (William Cameron), 'Date of Birth' (1/26/1958), and 'State Registered' (Oklahoma). The 'Contact Information' section includes fields for 'Display Name', 'Address', 'City', 'State', 'Zip Code', 'Country', 'Email Address', 'Phone', 'Phone (2)', and 'Mobile Phone'. The 'Photo' section shows a placeholder for a photo and an 'Upload' button. The 'Account Summary' section shows the user name 'cenmoc', date created '6/24/2009 9:32:41 PM', and last updated '6/24/2009 9:35:57 PM'. A 'Save' button is highlighted with a red rectangle at the bottom right of the form.

7. Next click the **Background Checks** link on the gray menu bar.

- Fill out the registration form, agree to the liability waiver and submit the information to the state.

Home Help Log Out

Contact Information Account Access **Background Checks**

Coach Contact Information

Basic Information

Full Legal Name	Willaim	F	Cameron
	Legal First	M.I.	Last
Date of Birth	4/30/1958	MM/DD/YYYY	
State Registered	North Dakota		

Contact Information

Display Name: Bill Cameron

Address	2179 Eagle Harbor Pkwy
City	Orange Park
State	FL
Zip Code	32003

- Once you're on the **Background Checks** screen, click the **"Submit New Report"** button

Contact Information Account Access **Background Checks**

Background Check Information

Current Risk Management Report

Your profile does not currently have any background check data attached. If you have recently submitted a report it may still be awaiting processing. If you do not have a pending report listed you may click the Submit Report button to submit a new report.

Submit New Report

Risk Management Report History

No reports have been submitted from this account.

Risk Management

Risk Management Enforce

Contact Information

Phone **404-926-3651**
Email gavin@gotsocc
Address **936 Virginia Cir
Atlanta, GA 30308**
Report Expiration: **6/30/2018**

- Confirm your personal information, including Gender

Risk Management Form

Legal Name James [] Roosevelt []
 First Middle Last Jr, Sr, etc.

Gender Male Female

Date of Birth 4 / 30 / 1958
 Month Day Year

Home Phone 904-555-1212

Work Phone []

Address 32 Main St
 []

City Jacksonville

State FL

Zip Code 32003

Email Address bill@gotSPORT.com

11. Fill out the Background Information Disclosure questionnaire,

Coach - William Cameron

Personal Information

Legal Name William [] Cameron []
 First Middle Last Suffix

Gender Male Female

Date of Birth 1 / 26 / 1958
 Month Day Year

SSN 123 - 45 - 6789

State ID# []

Home Phone 904-555-1212

Work Phone []

Address 123 main st
 []

City Jacksonville

State FL

Background Information Disclosure

NO Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of a crime? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.

YES If yes, please explain []

NO Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of a crime against a person? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.

YES If yes, please explain []

NO Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of any violation of the law other than a minor traffic violation? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.

YES If yes, please explain []

State Registered [] Oklahoma []

Background Check Agreement

12. Read the Background Check liability waiver. Please review all information before submitting. Once you submit the background check form it cannot be modified.

State Registered Oklahoma

Background Check Agreement

I understand that:

a. It is the intent of OSA to deny certification to any person who has plead no contest or been convicted of violence or of a crime against a person and/or does not meet the requirements set forth in the OSA Risk Management Classification Guidelines.

b. I hereby certify that all statements made in this application are true, and the information, which I have furnished, on this form is subject to verification, which may include a criminal history check. I agree and understand that any misstatements of the material facts herein will cause forfeiture on my part to volunteer with OSA.

Digital Signature

In addition to the information above, you assert that the information on this form is accurate and complete and you voluntarily consent to a background check being performed.

I Agree I Do Not Agree

Important! Please review all information before submitting. Once you submit the background check form it cannot be modified.

13. Click "I Agree" or "I Do Not Agree" and "Submit" the report to the

Background Check Agreement

for investigation and will fully cooperate in any investigation.

CERTIFICATION / CONSENT FOR CRIMINAL BACKGROUND CHECK / AUTHORIZATION / WAIVER / RELEASE / INDEMNITY

I certify that all of my statements on this application, the information provided, and attachments hereto, are true and complete to the best of my knowledge. I also certify that I have not withheld any information that would affect my application unfavorably, if disclosed. I understand that any omission of facts or misrepresentation will result in my elimination from consideration for any volunteer or staff position with South

Digital Signature

In addition to the information above, you assert that the information on this form is accurate and complete and you voluntarily consent to a background check being performed.

I Agree I Do Not Agree

Important! Please review all information before submitting. Once you submit the background check form it cannot be modified.

Finally, you can see your status on your home screen

Background Check Information Current Risk Management Report

Your profile is attached to the following background check report:

Report #	00000137
Submitted	6/20/2008 10:49:32 AM
Response	
Status	GotSoccer (ND):Pending

You may submit a new report every 1 months.

Risk Management Report History

Date Submitted	Response Date	Status
6/20/2008 10:49:32 AM		Pending » View

The report will be sent to the MYSA Risk Management officer for review. Approval will be subject to MYSA approval policies.