

Green Country Soccer Association  
Background Check Procedure  
Effective Fall 2018  
Version 2.0 – June 20<sup>th</sup>, 2018

WHO	ACTION
COACH	<ol style="list-style-type: none"> <li>1) Create Coach Account in Got Soccer</li> <li>2) Notify Club Officer Coach Account Created</li> </ol>
CLUB	<ol style="list-style-type: none"> <li>1) Provide Sideline Sports Doc Code of "GREENCOUNTRY" to Coach</li> </ol>
COACH	<ol style="list-style-type: none"> <li>1) Access the Sideline Sports Doc (SSD) Site at <a href="http://www.sidelinesportsdoc.com/usclubsoccer/">http://www.sidelinesportsdoc.com/usclubsoccer/</a></li> <li>2) Register and Take the Course</li> <li>3) Use the code "GREENCOUNTRY" as the form of payment</li> <li>4) Upon successful completion of the course, provide the SIDELINE SPORTS DOC confirmation code to your club official.</li> </ol>
COACH	<ol style="list-style-type: none"> <li>1) Create a SafeSport account via this link: <a href="https://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41">https://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41</a></li> <li>2) You will be prompted to add a membership (<b>U.S. Soccer</b>) via an access code (<b>YC3E-6P5G-YYIL-CS2M</b>) as part of your account creation.</li> <li>3) Finish the registration process, and take the online training, which consists of three modules: 1) Mandatory Reporting: Understanding Your Responsibilities; 2) Sexual Misconduct Awareness Education; and 3) Emotional and Physical Misconduct. Completion will take approximately 90 minutes, but it does not need to be done at once. You may save your progress and continue where you left off at a later time.</li> <li>4) Once all three modules are completed, you will be able to download a master "SafeSport Trained" certificate from your dashboard. Save this certificate. You will be required to upload it into the US Club Soccer background screening application.</li> <li>5) Important distinction: While you will receive a certificate after each of the three modules, uploading one of those does not suffice. US Club Soccer requires uploading the master "SafeSport Trained" certificate, indicating that all three modules have been completed.</li> <li>6) Upon successful completion of the course, provide the SAFESPORT confirmation code to your club official.</li> </ol>
CLUB	<ol style="list-style-type: none"> <li>1) Notify GCSA of Coach Name and SSD Confirmation Code</li> <li>2) Notify GCSA of Coach Name and the SAFESPORT Confirmation Code</li> <li>3) Request the USClub Background Check Payment Code</li> </ol>
GCSA	<ol style="list-style-type: none"> <li>1) Provide the Club Officer with the US Club Background Check Payment Code</li> </ol>
CLUB	<ol style="list-style-type: none"> <li>1) Provide the Coach with the US Club Background Check Payment Code</li> </ol>
COACH	<ol style="list-style-type: none"> <li>1) Access the US Club Background Check site at <a href="https://usclubsoccer.sportngin.com/">https://usclubsoccer.sportngin.com/</a></li> <li>2) Follow the link to register as a "Coach/Staff Member"</li> <li>3) Sign in with your existing login or create a new account.</li> <li>4) Using the US Club Background Check Payment Code, the SAFESPORT confirmation code, and the SIDELINE SPORTS DOC confirmation code, complete the background check questionnaire.</li> <li>5) Notify your Club that you have completed the Background Check Submission process.</li> </ol>

US CLUB	<ol style="list-style-type: none"> <li>1) Notify the coach of Background Check Completion Status</li> <li>2) Provide a Background Check "Pass" Confirmation code to the coach</li> <li>3) Work directly with coach to resolve Background Check questions</li> </ol>
COACH	<ol style="list-style-type: none"> <li>1) Provide the Background Check "Pass" Confirmation code to your Club</li> <li>2) Work directly with US Club to resolve Background Check questions</li> <li>3) Notify Club if Background Check comes back as "not approved"</li> </ol>
CLUB	<ol style="list-style-type: none"> <li>1) Provide GCSA with Coach Name and US Club Background Check "Pass" Confirmation Code</li> <li>2) Notify GCSA if the Coach Background Check Status is "Not Approved"</li> </ol>
GCSA	<ol style="list-style-type: none"> <li>1) Access GotSoccer Coach Account Profile and update Risk Management Status and Status Date</li> <li>2) Notify Club that Coach Profile has been updated</li> </ol>

**REMINDERS:**

- US Club Background Checks are good for TWO calendar years
- Clubs are encouraged to provide multiple names to GCSA within a single request
- **New 24-hour mandatory reporting obligations for suspected child abuse took effect February 14, 2018**, as part of the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017. Please visit US Club Soccer’s [Child/Sexual Abuse Prevention \(SafeSport\) web page](#) for details.
- Pursuant to U.S. Soccer rules, current US Club Soccer staff registration is required of all individuals coaching, managing or working with US Club Soccer-registered youth players. This includes, but is not necessarily limited to, all coaches, assistant coaches, and team managers assigned to a team with youth players, regardless of whether they are volunteers or paid staff, or registered with another U.S. Soccer member organization. Individuals that are not currently registered are not allowed to participate with youth players, nor are they covered by US Club Soccer insurance.