

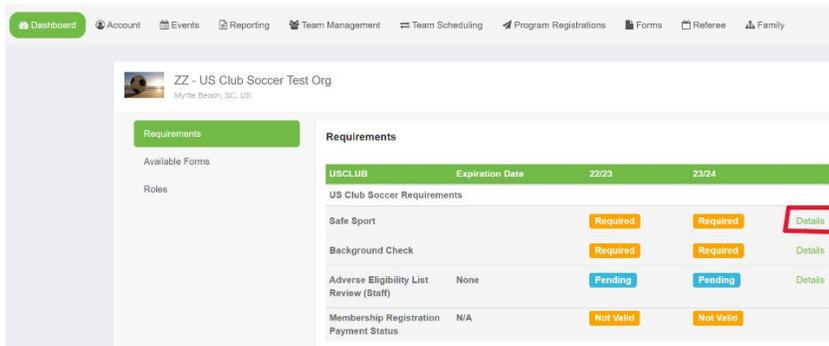
SAFESPORT

STEP 1:

Log in to your account at <https://system.gotsport.com/>

STEP 2:

You will now be redirected to your DASHBOARD. If you are viewing your personal information, click on DASHBOARD in the menu bar. Once on your dashboard, if your Safe Sport status for the applicable registration year shows as **Required**, **Expired**, or anything other than **Fulfilled**, click on **Details** next to the Safe Sport requirement.

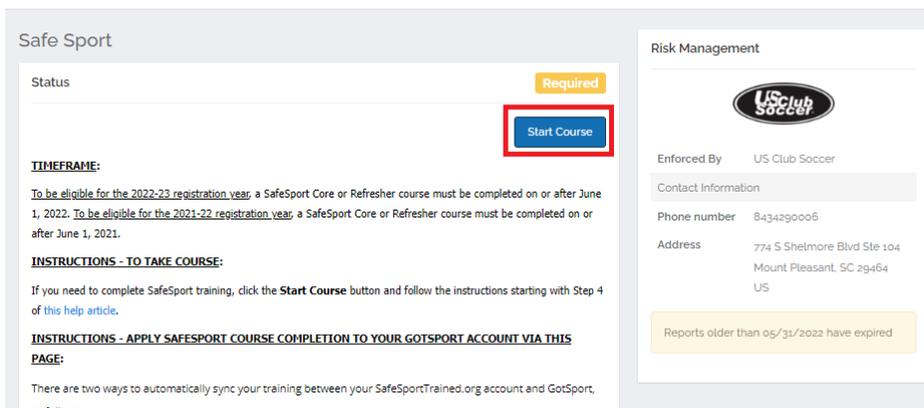


The screenshot shows a dashboard for 'ZZ - US Club Soccer Test Org'. The 'Requirements' section is highlighted. A table lists requirements for the 22/23 and 23/24 seasons. The 'Safe Sport' requirement is marked as 'Required' for both years, with a 'Details' link highlighted in red. Other requirements include 'Background Check' (Required), 'Adverse Eligibility List Review (Staff)' (Pending), and 'Membership Registration Payment Status' (Not Valid).

USCLUB	Expiration Date	22/23	23/24	
US Club Soccer Requirements				
Safe Sport		Required	Required	Details
Background Check		Required	Required	Details
Adverse Eligibility List Review (Staff)	None	Pending	Pending	Details
Membership Registration Payment Status	N/A	Not Valid	Not Valid	

STEP 3:

If you already completed SafeSport Training on or after the appropriate date (June 1, 2022 for 2022-23 or June 1, 2023 for 2023-24), skip to **Step 6**. To complete a course, click the **Start Course** button.



The screenshot shows the 'Safe Sport' training page. The status is 'Required' and a 'Start Course' button is highlighted in red. The page includes instructions on how to complete the training and a 'Risk Management' section with US Club Soccer contact information.

Status: Required

Start Course

TIMEFRAME:
To be eligible for the 2022-23 registration year, a SafeSport Core or Refresher course must be completed on or after June 1, 2022. To be eligible for the 2021-22 registration year, a SafeSport Core or Refresher course must be completed on or after June 1, 2021.

INSTRUCTIONS - TO TAKE COURSE:
If you need to complete SafeSport training, click the **Start Course** button and follow the instructions starting with Step 4 of this help article.

INSTRUCTIONS - APPLY SAFESPORT COURSE COMPLETION TO YOUR GOTSPORT ACCOUNT VIA THIS PAGE:
There are two ways to automatically sync your training between your SafeSportTrained.org account and GotSport, as follows:

Risk Management

Enforced By: US Club Soccer

Contact Information:

Phone number: 8434290006

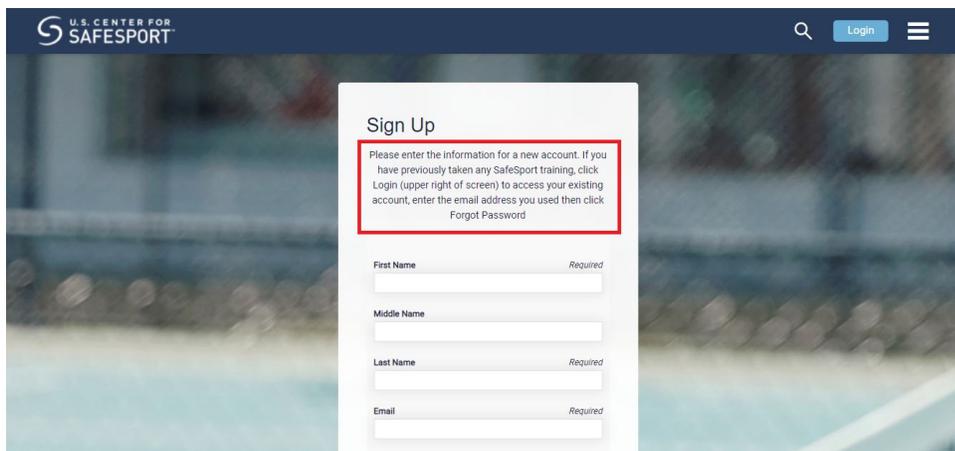
Address: 774 S Shelmore Blvd Ste 104, Mount Pleasant, SC 29464, US

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You will be redirected to SafeSportTrained.org, which is the U.S. Center for SafeSport's online platform (referred to as "Absorb"). The unique U.S. Soccer access key is embedded in the URL, so it's important that you access SafeSportTrained.org via this **Start Course** button.

STEP 4:

Once you are redirected to SafeSportTrained.org, please log in or click "Forgot Password" to claim your account (if you previously completed a SafeSport course), or create a new account. If you aren't sure whether you have an existing account, we suggest you try the "Forgot Password" process.



To be eligible for the 2023-24 registration year, one of the following four SafeSport courses must be completed on or after June 1, 2023:

- SafeSport Trained - U.S. Soccer Federation - *this is also referred to as "Core" training*
- SafeSport Refresher 1
- SafeSport Refresher 2
- SafeSport Refresher 3

More specifically, you should complete the next available course in the four-year cycle listed above. The cycle repeats after Refresher 3. Only one course needs to be completed each year. Once finished, save your course completion certificate, which is accessible via the **Transcripts** menu section of SafeSportTrained.org. *If you have technological or account access issues related to the SafeSportTrained.org platform, please [submit a ticket to the U.S. Center for SafeSport directly.](#)*

STEP 5:

Repeat steps #1 and #2 above to access the USCLUB SafeSport requirement in your GotSport account, then proceed to Step 6.

STEP 6:

The next step is to apply the SafeSport course completion to the USCLUB SafeSport requirement within your GotSport account.

Once you access the requirement, please follow the instructions on the screen to either sync the training automatically (preferred), or manually upload the completion certificate (if the automatic syncing does not work).



as follows:

1. First, leave the completion code field blank and click the **Check Records** button below to sync based on exact match of first name, last name + email address.

2. If that doesn't work, enter your SafeSport certificate completion code (shown at the bottom of your certificate) below and then click the **Check Records** button to sync based on exact match of that code + last name. Your completion certificate is accessible via the [Transcripts](#) menu section of your [SafeSportTrained.org](#) account.

Please be aware that sometimes the **Check Records** button does not engage with the first click. Also, once engaged, please allow 10-15 seconds for the result to be displayed at the top of the page (you may need to scroll up). If a record is found/synced and the requirement is marked "fulfilled" for the applicable season, no further action is needed.

If neither of those work, please manually upload your completion certificate by clicking the **Show Safe Sport Upload Form** link below. Please note that certificates uploaded via this method must be manually reviewed by US Club Soccer staff, which may result in a delay. Therefore, please exhaust each of the automated options described above first.

Already completed this course?
Press check records button below to search for SafeSport records.
Completed Code

Check Records

[Show Safe Sport Upload Form](#)

BACKGROUND SCREENING

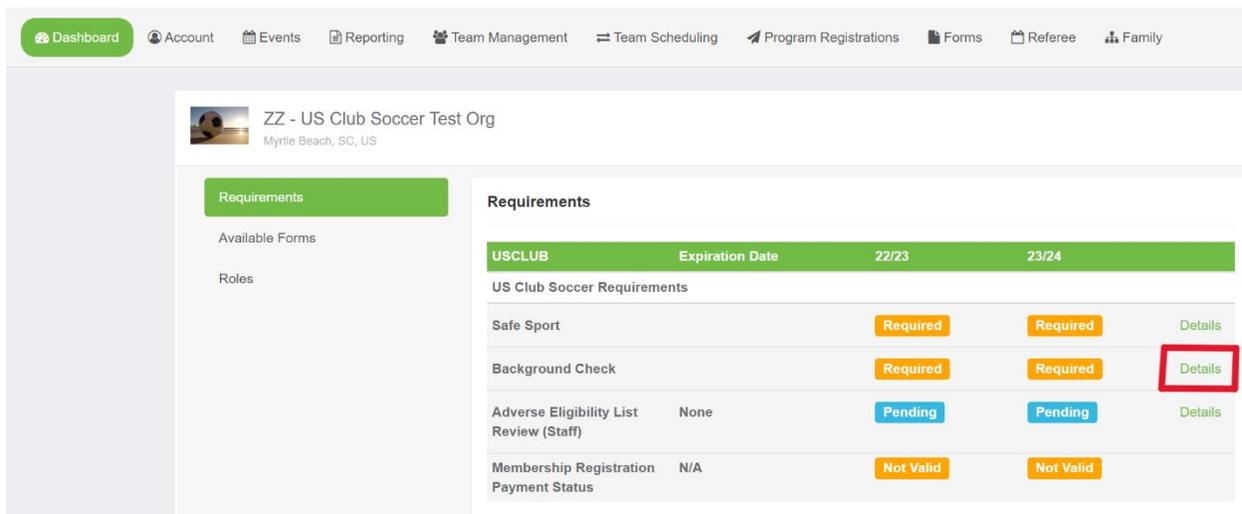
STEP #1:

Log in to your account at <https://system.gotsport.com/>

STEP #2:

2) You will now be redirected to your DASHBOARD. If you are viewing your personal information, click on **DASHBOARD** in the menu bar, and locate the USCLUB background check requirement.

- If your status is **Fulfilled** for the applicable season, no further action is necessary.
- If your status is **Required, Expired** or something similar for the applicable season, please click **Details** next to the background check requirement and **proceed to Step #3 below**.



The screenshot shows a dashboard for "ZZ - US Club Soccer Test Org" located in Myrtle Beach, SC, US. The navigation menu includes Dashboard, Account, Events, Reporting, Team Management, Team Scheduling, Program Registrations, Forms, Referee, and Family. The main content area displays a table of requirements for the 22/23 and 23/24 seasons. The "Background Check" requirement is highlighted with a red box, and its "Details" link is also highlighted with a red box.

USCLUB	Expiration Date	22/23	23/24	
US Club Soccer Requirements				
Safe Sport		Required	Required	Details
Background Check		Required	Required	Details
Adverse Eligibility List Review (Staff)	None	Pending	Pending	Details
Membership Registration Payment Status	N/A	Not Valid	Not Valid	

STEP #3:

Click **Submit New Report**.

Background Check

Status 22/23: Required 23/24: Required

TIMEFRAME:

Required every other season. More specifically, US Club Soccer background screening must be completed and passed on or after June 1, 2021 for the 2022-23 season, or on or after June 1, 2022 for the 2023-24 season.

INSTRUCTIONS:

Available [here](#), or click the **Submit New Report** button below and follow the instructions on the ensuing page.

NOTES:

JDP is US Club Soccer's background screening provider. You may be contacted by JDP if further information is necessary.

ADJUDICATION & APPEALS PROCESS:

After submission of both parts of the application (in GotSport & the subsequent application from JDP), results are usually available in 1-3 days, though the timeframe varies greatly based on factors such as the turnaround time of the specific jurisdictions/counties searched, and may exceed 7 or more days. The initial decision status is posted by JDP based upon the adjudication criteria approved by US Club Soccer's BOD. It may take up to 12 hours after results are available from JDP for one's status to auto-update in GotSport.

Pre-Adverse Action (GotSport status: Review): Applicants with a disqualifying offense(s) receive a Pre-Adverse Action Notice via JDP, usually by email, which includes instructions for filing a dispute (ex: if an offense shows that is not yours). There is a 10-day compliance timeframe for Pre-Adverse Action, during which US Club Soccer will also review its files to determine whether a previous adjudication occurred. If an applicant is not disputing the offense(s) but wants to forego the 10-day compliance timeframe to expedite the process, that person may contact JDP Client Services to do so.

Adverse Action/Disqualified (GotSport status: Denied): If a dispute is not initiated or the status is not updated within 10 days, the applicant will receive an Adverse Action Notice, also via JDP and usually by email. Included are instructions to appeal the determination.

Appeal: Individuals may appeal a determination of Disqualified/Denied within 15 days of the Adverse Action Notice by submitting the [US Club Soccer Eligibility Request for Appeal form](#). Individuals who appeal will have their case reviewed by US Club Soccer during an upcoming meeting.

Submit New Report

Risk Management



Enforced By US Club Soccer

Contact Information

Mobile Phone Number 0000000000

Address 774 S Shelmore Blvd Ste 104
Mount Pleasant, SC 29464
US

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Fill out all information, review all acknowledgements, and click the checkbox for each acknowledgement if you agree. Sign your name on the signature line (works with mouse or touchscreen) and save your signature. Lastly, click the **Submit** button on the bottom of the page to submit your report.

Background Check

Submit New Report

First Name

Middle Name

Last Name

Affix

Gender

DOB

Birthdate Confirmation

Contact Email

Phone

Risk Management



Type Background Check

Enforced By US Club Soccer

Contact Information

Phone number (843) 429-0006

Address 192 E Bay St Suite 301
Charleston, SC 29401
US

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GotSport

I acknowledge that registration with US Club Soccer is contingent upon signing by U.S. Soccer Federation and US Club Soccer bylaws, policies, and other similar directives and rules, as may be amended or updated, the most current versions of which are accessible via usclubsoccer.org.

I acknowledge that US Club Soccer recommends I complete the CDC's HEADS UP to Youth Sports Online Training regarding concussion safety, which is accessible on the CDC website (currently at <https://www.cdc.gov/headsup/youthsports/index.html>).

I acknowledge and agree that I have read, understand and agree to US Club Soccer's Privacy Policy & Terms of Use (collectively, the "Privacy Policy"), available at usclubsoccer.org. The Privacy Policy describes US Club Soccer practices for collecting, maintaining, protecting and disclosing player information.

*How many years have you worked in youth sports?

Start Typing...

Are you registered with another U.S. Soccer Federation Organization Member, such a US Youth Soccer state association? If so, which one(s)?

Start Typing...

Signature

Save Reset

Submit

STEP #4:

Submit payment.

The club has purchased prepaid credit for your background check, enter the Voucher Code UNITED and click **Submit**. Then, proceed to Step #5.

GotSport

Enter Voucher Code to complete background check checkout

Charged Today	\$28.85
Total	\$28.85

Voucher Code

Submit

Credit Card Checkout

Risk Management



Type Background Check

Enforced By US Club Soccer

Contact Information

Mobile Phone Number 0000000000

Address 774 S Shelmore Blvd Ste 104
Mount Pleasant, SC 29464
US

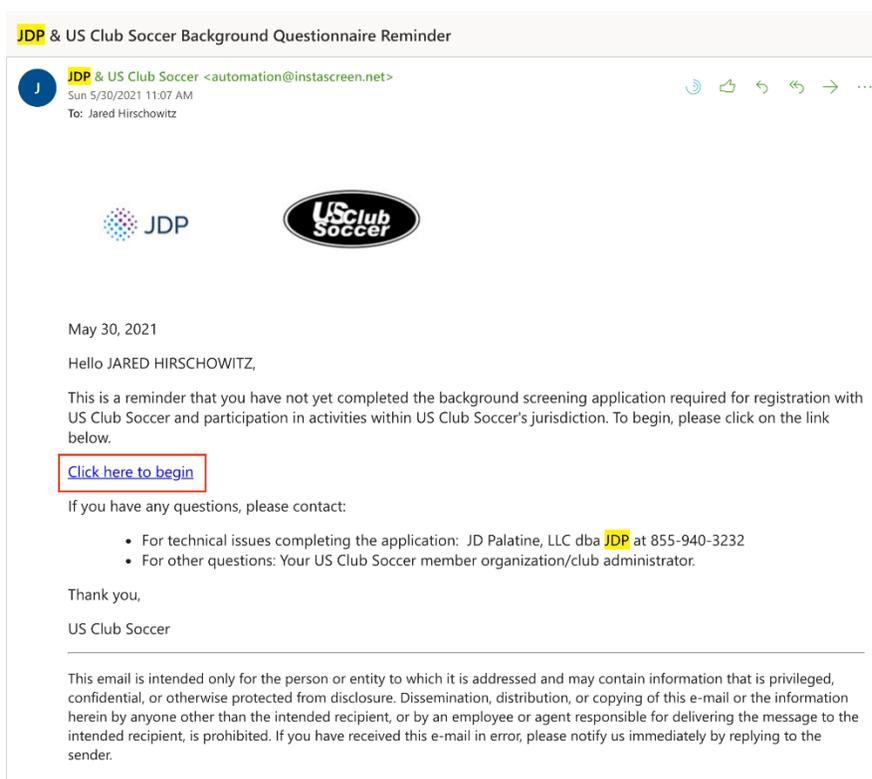
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If you clicked **Credit Card Checkout**, input your credit card information, select the **Yes Agree To Payment Terms** checkbox, and click **Pay**.

STEP #5:

Continue and submit your application via JDP, US Club Soccer's background screening provider.

You will now receive an email from JDP and US Club Soccer to complete part 2 of the background screening application. **YOU ARE NOT DONE UNTIL YOU HAVE CLICKED ON THE LINK IN THE EMAIL AND SUBMITTED PART 2 OF THE BACKGROUND CHECK APPLICATION.** The email will look like the below:



If you do not receive the email, you can access your unique background check link by:

- Repeat steps #1 and #2 above
- Click the **Link** button in the **Quick App** column next to your application submission. You will then be redirected to JDP's website to complete part 2 of the background screening application.

GotSport

Background Check

Status Required

Can resubmit on 05/01/2023

Report History

ID	Date Submitted	Date Completed	Updated	Status	Quick App
2545739	02/07/2022 00:00		02/07/2022 05:07	No Quick App Response	Link

Risk Management



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Contact Information

Phone number (843) 429-0006

Address 192 E Bay St Suite 301
Charleston, SC 29401
US

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