

CLUB ADMINISTRATOR RESOURCES

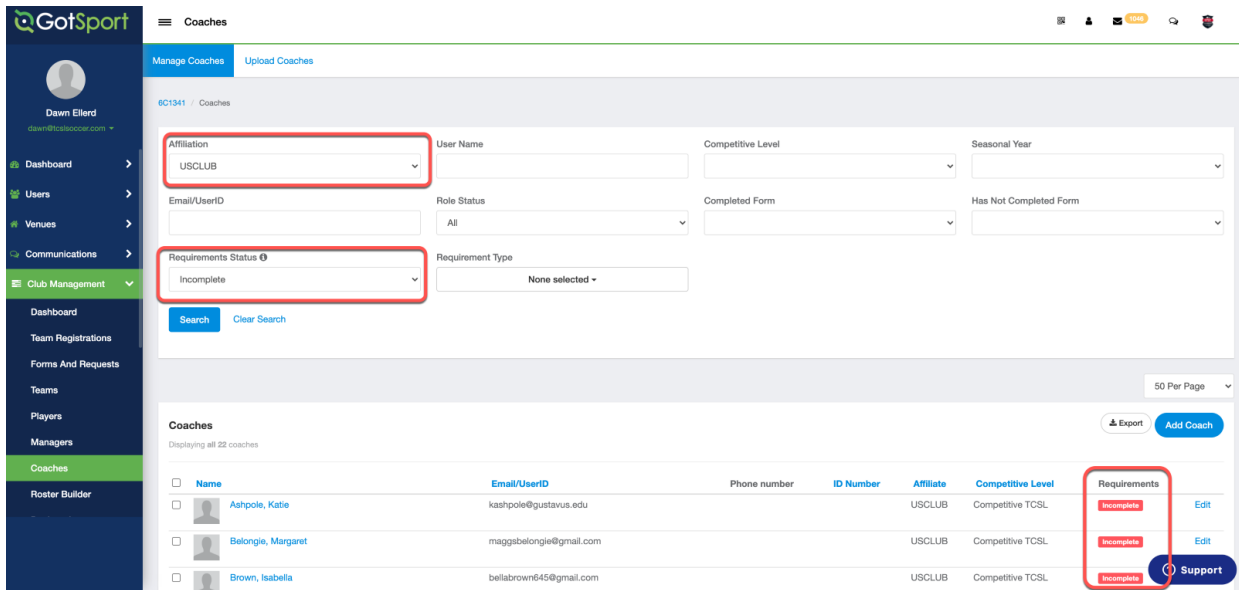
How to Track Staff and their Progress Toward Eligibility

There are several ways to monitor staff eligibility status, but the most useful is outlined in the overview below:

[How to track US Club Soccer risk management requirements for coaches & managers](#)

Helpful Hints:

- You may filter only those staff members who have incomplete requirements from either the Coaches or Managers pages under Club Management, then use the system to message [coaches](#) and [managers](#).



GotSport Club Administrator Interface - Coaches Management Page

Search Filters:

- Affiliation: USCLUB
- User Name: [Empty]
- Competitive Level: [Empty]
- Seasonal Year: [Empty]
- Email/UserID: [Empty]
- Role Status: All
- Completed Form: [Empty]
- Has Not Completed Form: [Empty]
- Requirements Status: Incomplete
- Requirement Type: None selected

Coaches Table:

Name	Email/UserID	Phone number	ID Number	Affiliates	Competitive Level	Requirements	Edit
Ashpole, Katie	kashpole@gustavus.edu			USCLUB	Competitive TCSL	Incomplete	Edit
Belongie, Margaret	maggibelongie@gmail.com			USCLUB	Competitive TCSL	Incomplete	Edit
Brown, Isabella	bellabrown645@gmail.com			USCLUB	Competitive TCSL	Incomplete	Edit

Buttons: Search, Clear Search, Export, Add Coach, Support

- You can get more detail on the status of individual requirements by clicking on the red “incomplete” box shown above. That pulls up an overview of the 3 key requirements, in this example none of the requirements have been submitted yet.

Requirements				
Type	Enforced By	Expiration Date	22/23	23/24
Adverse Eligibility List Review (Staff)	US Club Soccer Reports older than have expired		Required	Required
Safe Sport	US Club Soccer Reports older than 05/31/2023 have expired		Required	Required
Background Check	US Club Soccer Reports older than 05/31/2023 have expired		Required	Required
Membership Registration Payment Status		N/A	Not Valid	Not Valid

- This example shows all requirements complete for the previous soccer year as well as the coming one, but a club membership has not yet been purchased.

Requirements				
Type	Enforced By	Expiration Date	22/23	23/24
Adverse Eligibility List Review (Staff)	US Club Soccer Reports older than have expired	None	Fulfilled	Fulfilled
Safe Sport	US Club Soccer Reports older than 05/31/2023 have expired	07/31/2024	Fulfilled	Fulfilled
Background Check	US Club Soccer Reports older than 05/31/2023 have expired	07/31/2025	Fulfilled	Fulfilled
Membership Registration Payment Status		N/A	Not Valid	Not Valid

- This example shows that while 2 of the 3 requirements are completed, SafeSport is incomplete. We can get more detail on that by clicking on the blue SafeSport at the left.

Requirements				
Type	Enforced By	Expiration Date	22/23	23/24
Adverse Eligibility List Review (Staff)	US Club Soccer Reports older than have expired	None	Fulfilled	Fulfilled
Safe Sport	US Club Soccer Reports older than 05/31/2023 have expired	07/31/2022	Expired	Expired
Background Check	US Club Soccer Reports older than 05/31/2023 have expired	07/31/2024	Fulfilled	Fulfilled
Membership Registration Payment Status		N/A	Not Valid	Not Valid

- For SafeSport, both the admin or the staff member can click the “check records” button to have the system search for completed coursework. (this is a step that staff should be completing after they complete SafeSport to sync the systems) NOTE: the system tries to find a match based on first name, last name and email address, if those are different in the 2 systems, a match will not be made.

Safe Sport

Status

Required

Access Code: YC3E-6P5G-YYIL-CS2M

Start Course

Already completed this course?

If you have already completed the course or recently completed a refresher, enter completed code and click the Check Records button to lookup a completed record. If no code is entered, the system will check based on First name, Last Name, and Email address.

Completed Code

Check Records

Show Safe Sport Upload Form

Report History

ID	Date Submitted	Date Completed	Updated	Status

- In this example, the background check is pending and clicking on that will also bring up additional information.

Requirements			
Type	Enforced By	Status	Last Report Status
Disqualification-Suspension Review	US Club Soccer Reports older than 03/31/2021 have expired	Fulfilled	Approved
Safe Sport	US Club Soccer Reports older than 05/31/2021 have expired	Required	Not Submitted
Background Check	US Club Soccer Reports older than 05/31/2021 have expired	Required	Pending

- The background check detail page has a Date Submitted but not a Date Completed, as well as an active link to the Quick App. This may mean that while the first part of the background check was submitted in GotSport, the actual application through JDP which is the second step in the process, may not be and the staff member should log in to their personal profile to complete the application.

Background Check

Status
Required

Report History

ID	Date Submitted	Date Completed	Updated	Status	Quick App
1622513	08/19/2021 16:30		09/16/2021 04:14	Pending	Link

- In this example, the background check is tagged as “no quick app response”, this indicates that there was no response to the email sent to initiate the second portion of the background check with JDP.
- The individual should [submit a ticket to US Club Soccer’s member administration support team](#) to have their link reactivated.

Requirements				
Type	Enforced By	Expiration Date	24/25	25/26
Staff Registrant Annual Certification	US Club Soccer Reports older than 05/31/2024 have expired	07/31/2025	Fulfilled	Expired
Adverse Eligibility List Review (Staff)	US Club Soccer Reports older than have expired	None	Fulfilled	Fulfilled
Safe Sport	US Club Soccer Reports older than 05/31/2024 have expired		Required	Required
Background Check	US Club Soccer Reports older than 05/31/2024 have expired	07/31/2026	No Quick App Response	No Quick App Response
Membership Registration Payment Status		N/A	Valid	Not Valid

- If the background check is tagged with a yellow “review” warning, this indicates that the staff member has received a request from US Club Soccer for additional information needed to complete the background check process.

Requirements

Type	Enforced By	Status	Last Report Status
Disqualification-Suspension Review	US Club Soccer Reports older than 03/31/2021 have expired	Fulfilled	Approved
Safe Sport	US Club Soccer Reports older than 05/31/2021 have expired	Fulfilled	Approved
Background Check	US Club Soccer Reports older than 05/31/2021 have expired	Required	Review

- Staff members will be the first to receive email notification about the background check determination. If a background check has been pending for more than 7 business days, they can [submit a ticket to US Club Soccer’s member administration support team](#) to check on it.

- In this example, the responses given to the first step in the background check process have triggered an International Background check. (there is a question asking if the individual has lived abroad for 6 months during the past 7 years)

Requirements				
Type	Enforced By	Expiration Date	24/25	25/26
Staff Registrant Annual Certification	US Club Soccer Reports older than 05/31/2024 have expired	07/31/2025	Fulfilled	Expired
Adverse Eligibility List Review (Staff)	US Club Soccer Reports older than have expired	None	Fulfilled	Fulfilled
Safe Sport	US Club Soccer Reports older than 05/31/2024 have expired	07/31/2025	Fulfilled	Expired
Background Check	US Club Soccer Reports older than 05/31/2024 have expired	None	Review International	Review International
Membership Registration Payment Status		N/A	Valid	Not Valid

- The individual will receive direct communication from US Club Soccer and/or JDP with additional details on how to proceed, including the fees specific to the country in question.
- PLEASE NOTE: an International background check can take weeks to months to complete, it is advised to get these individuals started on this process well ahead of time.
- Requirements for club staff that are neither a coach or manager may be checked in a similar way through their profiles set up in the Users tab in the club's GotSport account.