



GLENSIDE CELTIC SOCCER CLUB Risk Management Clearances Instructions

In order to get set up in our system you will want to complete the following instructions to access GotSport.com and complete the 6 clearances. Once complete please upload the certificates to Got Sport. **This MUST be completed before you are able to be out on the field coaching.**

Accessible through GotSport and completed annually: <https://system.gotsport.com/>

1. Safe Sport
2. Heads Up
3. EPYS Risk Management

Accessible through EPYSA and completed every 5 years: <https://www.epysa.org/pa-child-protection-laws/>

4. PA State Police Criminal History
5. FBI Fingerprint or Affidavit
6. PA Child Welfare History

See the screenshots below for within GotSport and follow the specific instructions for each clearance.



Glenside Celtic SC
Glenside, PA, US

Requirements				
USYS Requirements				
Rolling	21/22	22/23		
PA State Police Criminal History	Fulfilled	Not/Applicable	Not/Applicable	Details
Eastern Pennsylvania Youth Soccer Risk Management	Fulfilled	Not/Applicable	Not/Applicable	Details
Safe Sport	Fulfilled	Not/Applicable	Not/Applicable	Details
Heads Up	Fulfilled	Not/Applicable	Not/Applicable	Details
FBI Fingerprint or Affidavit	Fulfilled	Not/Applicable	Not/Applicable	Details
PA Child Welfare History	Fulfilled	Not/Applicable	Not/Applicable	Details



Safe Sport (Estimated Time: See Below)

1. After logging in: <https://system.gotsport.com/> . Click on "Details" in the row containing Safe Sport.
2. As you can see in the screenshot below, any submissions older than a year will have the red "expired" marker in the status category.
3. Click on the blue "Start Course" button in the top right.

Safe Sport

Status

Fulfilled

Completed On: 2021-09-20

Start Course

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

Check Records

Report History

ID	Date Submitted	Date Completed	Updated	Status
2277657	09/19/2021 20:00	09/19/2021 20:00	09/20/2021 20:27	Approved
1715875	09/15/2020 17:14	09/17/2020 12:33	08/25/2021 08:35	Expired

4. That button will take you to the Sign Up page for Safe Sport. Follow the onscreen instructions to reset your password and log in.
5. From the dashboard, select "Catalog".
- 6a. If you have not taken the Safe Sport training, enroll in SafeSport Trained - U.S. Soccer Federation (estimated time: 90 minutes).
- 6b. If you have taken the Safe Sport training, enroll in whichever refresher course is next to complete (#1 if you did the main training last year, #2 if you did Refresher #1 last year, etc.). (estimated time: 30 minutes)
7. Download your certificate and email it to the Celtic inbox.



Heads Up (Estimated Time: 30 minutes)

1. Navigate to your dashboard and click on "Details" in the row containing Heads Up.
2. Click on the yellow "Launch Heads Up" button in the top right corner.

Heads Up

Status

Fulfilled

Check Records

Launch Heads Up

Show Heads Up Upload Form

Report History

ID	Date Submitted	Date Completed	Updated	Status
1716149	08/25/2021 09:08	08/25/2021 09:08	08/25/2021 09:08	Approved

3. A pop up window should open. Click on the orange "Start Training" box to complete the training.
4. When you are done, download the certificate and upload it by clicking on the blue "Show Heads Up Upload Form" link below the blue "Check Records" button on the left.



EPYS Risk Management (Estimated Time: 2 minutes)

1. Click on "Details" in the EPYS Risk Management row.
2. Click on the blue "Submit New Report" button on the left.

Eastern Pennsylvania Youth Soccer Risk Management

Status

Fulfilled

Submit New Report

Report History

ID	Date Submitted	Date Completed	Updated	Status
1715872	08/24/2021 20:00		08/25/2021 08:38	Approved

3. You'll be shown your contact information. Scroll past that and you'll find the form. Check all of the boxes and then sign the bottom with your cursor (or finger on your phone).
4. When you're done, you should have a new line above last year's with a blue "Pending" status.



PA State Criminal Police History, FBI Fingerprint or Affidavit, PA Child Welfare History

1. Go to the EPYSA site here: <https://www.epysa.org/pa-child-protection-laws/> .
2. Click whether you are a PA Resident for the past 10 consecutive years or not and it will provide you with the appropriate clearances required for these three areas.

PA CHILD PROTECTION LAWS & CLEARANCES

The state of Pennsylvania requires several background checks for those who will be working with children.

The registration and background screening process will be managed in GotSport, *Eastern Pennsylvania's* Membership Management platform. There are various requirements based upon what capacity you'll be serving in, and how long you've been a Pennsylvania resident. For more on each requirement, read below.

Are You A... Volunteer Over 18 Years Old Who Has Resided in PA for Over 10 consecutive years?



Are You A... Volunteer Over 18 Years Old, who has not resided in PA for 10 consecutive years or more?



3. Once complete, return to GotSport and upload your documents under each corresponding requirement.

FBI Fingerprint or Affidavit	Eastern Pennsylvania Youth Soccer Association Reports older than 03/14/2018 have expired	Required	Not/Applicable	Not/Applicable
PA Child Welfare History	Eastern Pennsylvania Youth Soccer Association Reports older than 03/14/2018 have expired	Required	Not/Applicable	Not/Applicable
PA State Police Criminal History	Eastern Pennsylvania Youth Soccer Association Reports older than 03/14/2018 have expired	Required	Not/Applicable	Not/Applicable

Please email me once you've uploaded your certificates and let us know if you have any questions!