GSL 14U-19U Team Staff Manual

Welcome to GSA and thank you for volunteering to serve as coach and team manager. Your role is instrumental to the success of your team and GSA.

This manual is provided as a guide to your role, its responsibilities, and resources available.

Important Contacts

GSA NORTH

Rec Director	Kevin Scheiwe	kevin@gsasoccer.com
Rec Administrator	Joe Barber	joebarber@gsasoccer.com
Practice Scheduler	Steven Fraser	steven@gsasoccer.com
Uniform Director	Dawn Wolff	dawnwolff@gsasoccer.com
GSL Administrator	Kimberly Mott	kim@gsasoccer.com
Referee Director	Ricky Campbell	ricky@gsasoccer.com

GSA SOUTH

Rec Director	Thomas Waller	thomaswaller@gsasoccer.com
Girls Rec Admin	Clea Joye	cleajoye@gmail.com
Practice Scheduler	Thomas Waller	thomaswaller@gsasoccer.com
Rec Game Scheduler	George Marwaha	george@gsasoccer.com
Administrator	Lisa Fouser	lisafouser@gsasoccer.com
Referee Coordinator	Chris Reagin	chris@gsasoccer.com

Important Websites

GSA- www.gsasoccer.com

GotSoccer - https://system.gotsport.com/

GSA mailing address:

GSA, PO Box 1055, Dacula, GA 30019

Listed below are processes to assist you throughout the season.

1. How to Login into GotSport
2. How to complete SafeSport training (players age 18+, Coach, Assistant Coach, and Team Manager)
3. How to complete background screening
4. How to add a Player Photo & Upload Player Document as a Coach or Manager
5. How to Print a Match Card
6. How to Enter Score
7. How to Use the Team Chat Function for Coaches/Managers to message opposing coaches or managers (Also use this function to reschedule a cancellation)

Login: How to Log in to your Account 🎥

Step 1:

Go to: https://system.gotsport.com

Step 2:

Enter your account email and password, click "**Log In**."
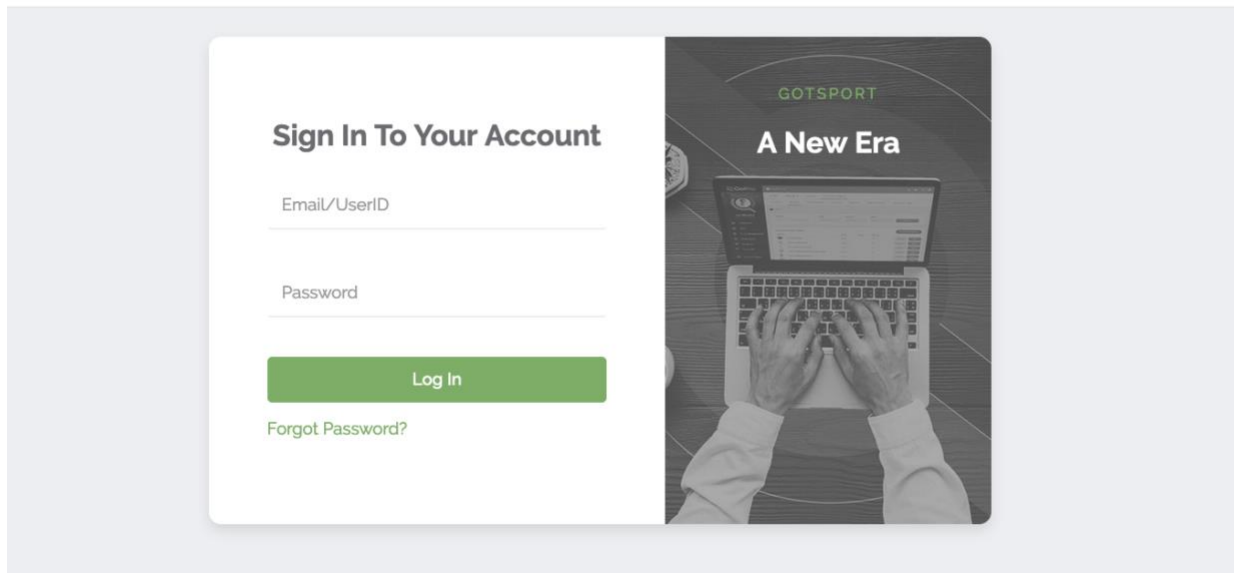
Forgot Password?

If you cannot remember your password, Go to: https://system.gotsport.com/ and click on "Forgot Password", you can then enter your email to have your login credentials sent to you.

Please Note: If you do not get a reset email, please check your spam/junk folder. In some rare cases, it could take up to 30 mins to receive the reset email.

 First Time?

If this is your first time logging into GotSport, please reach out to your club to find out which administrator can add your account into the system &/or confirm your UserID/Email. Once you have your UserID/Email click on "Forgot Password"

Complete & sync SafeSport training (staff & players age 18+) - US Club

GENERAL INFO:

- This article is applicable for **staff and players who are 18+ years old**.

- Instructions for parents of Minor Athletes/players who are under 18 years old are available here.

- To be eligible for the 2023-24 registration year, a SafeSport Core or Refresher course must be completed on or after June 1, 2023.
- To be eligible for the 2022-23 registration year, a SafeSport Core or Refresher course must be completed on or after June 1, 2022.

- Your US Club Soccer requirements will appear on your dashboard once your org admin/club registrar:
    - Adds you to GotSport with a role of **Staff/Org Admin**, **Coach, Manager** or **Player**; and
    - Assigns you the appropriate **Affiliation** (USCLUB) & **Competitive Level** (Competitive, Rec, etc.).
    - *Please be sure you are logging into your GotSport account using the same email address used by your org admin/club registrar.*
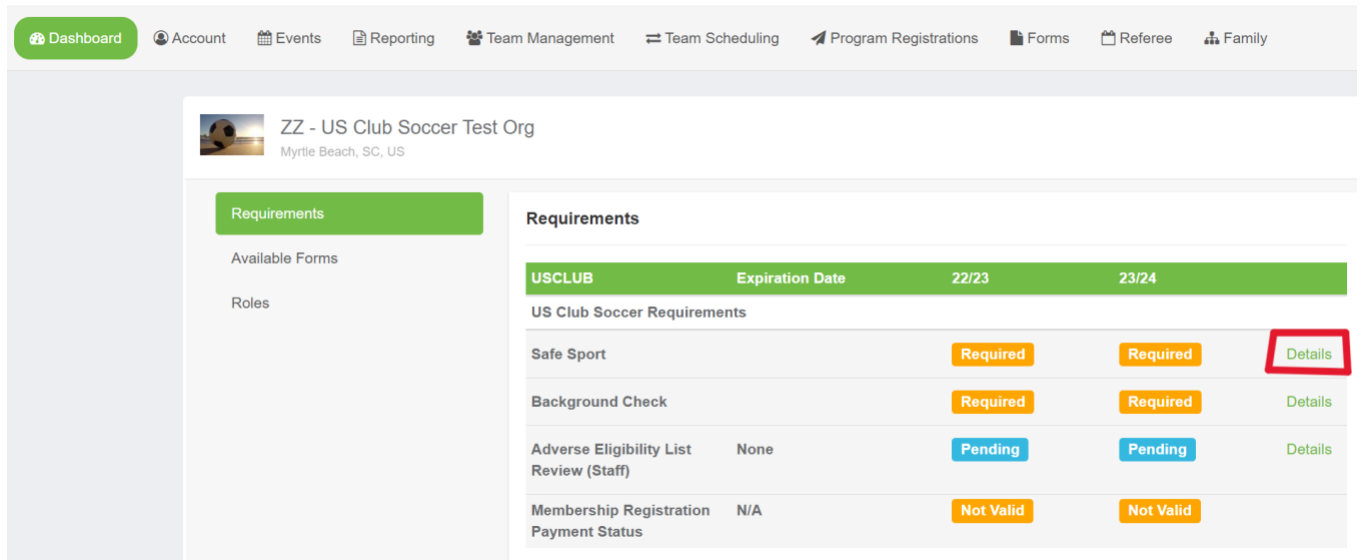
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STEP 1:

Log in to your account. (Help article: How to Login)

- *If you are a player and do not have a GotSport account, please contact your org admin/club registrar and request that they add an Email/User ID to your account.*

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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.

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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.

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.

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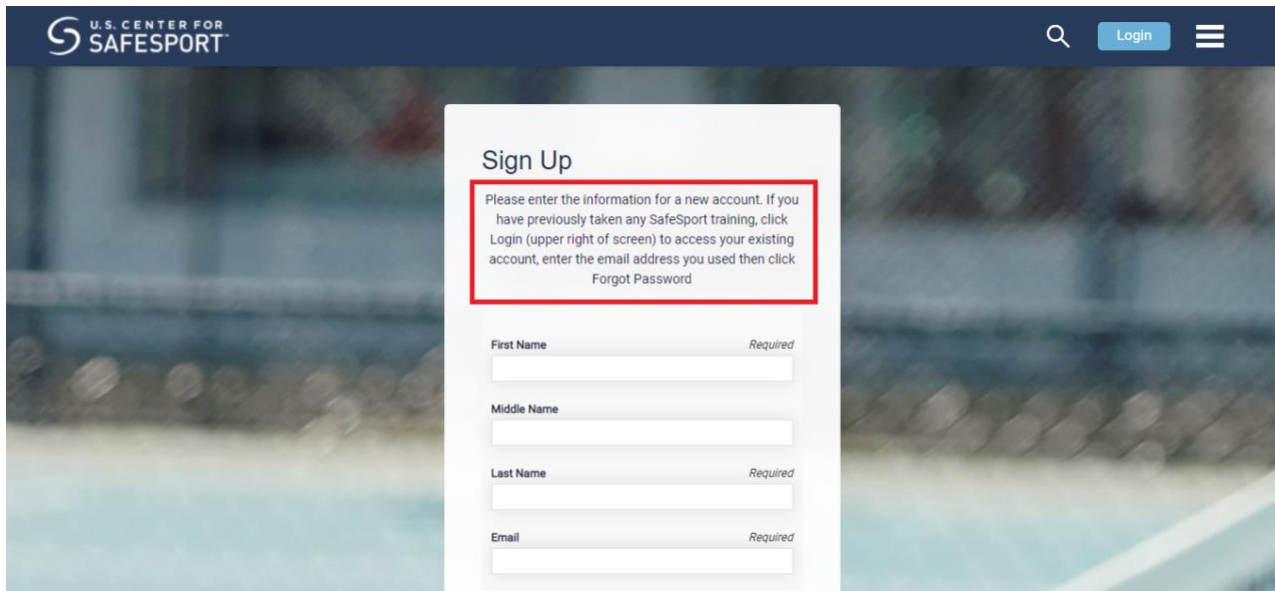
To be eligible for the 2023-24 registration year, one of the following four SafeSport courses must be completed on or after June 1, 2023:

- 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.

The following courses do not satisfy this requirement:

- SafeSport for Youth Athletes
- SafeSport for Adult Athletes
- SafeSport for Kids
- Parent's Guide to Misconduct in Sport
- Mandatory Reporter
- Creative Safe and Inclusive Environments for Athletes with Disabilities

Those courses are available via either the **My Courses** or **Catalog** menu section of your SafeSportTrained.org account.

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.

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STEP 5:

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

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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 ertificate (if the automatic syncing does not work).

Complete Background Screening – US Club (Head Coaches and Team Managers ONLY)

GENERAL INFO:

- **There are two steps to submit your background screening. Please be sure to read to the end of this article.**

- Your US Club Soccer requirements will appear on your dashboard once your org admin/club registrar:
    - Adds you to GotSport with a role of **Staff/Org Admin**, **Coach, Manager** or **Player**; and
    - Assigns you the appropriate **Affiliation** (USCLUB) & **Competitive Level** (Competitive, Rec, etc.).
    - *Please be sure you are logging into your GotSport account using the same email address used by your org admin/club registrar.*

- **To be eligible for the 2023-24 registration year (July 1, 2023 - July 31, 2024)**, background screening must be completed on or after June 1, 2022.

- **To be eligible for the 2022-23 registration year (July 1, 2022 - July 31, 2023)**, background screening must be completed on or after June 1, 2021.

STEP #1:

Log in to your account (How to Login)

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**.

STEP #3: Click Submit New Report.

GotSport

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

US Club Soccer

Enforced By	US Club Soccer
Contact Information	
Mobile Phone Number	0000000000
Address	774 S Shelmore Blvd Ste 104 Mount Pleasant, SC 29464 US

Reports older than 05/31/2023 have expired

Fill out all the 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	Jared
Middle Name	
Last Name	Hirschowitz
Affix	
Gender	Male
DOB	January
	5
	1985
Birthdate Confirmation	May
	31
	2021
Contact Email	jared@gotsport.com
Phone	1234567

Risk Management

US Club Soccer

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

Reports older than 05/31/2021 have expired

☐ I acknowledge that registration with US Club Soccer is contingent upon abiding 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.

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

Fill Out Form To Purchase Background Check

Charged Today	$26.85
Total	**$26.85**

Credit Card Information

Credit Card Number

Expiration Month   Expiration Year   CVV   Postal Code

29464

Payment Terms

☐ Yes Agree To Payment Terms

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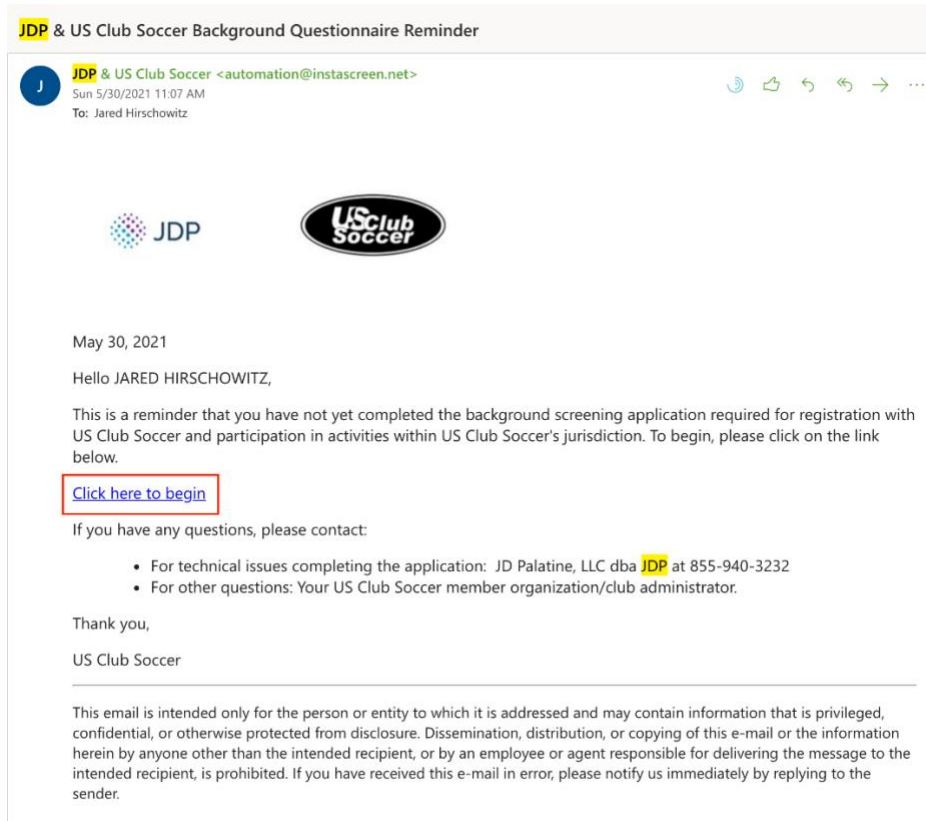
If you do not receive the email, you can access your unique background check link by:

- 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.

Background Check

Status

Required

Can resubmit on 06/01/2023

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

Enforced By   US Club Soccer

Contact Information

Phone number	(843) 429-0006
Address	192 E Bay St Suite 301 Charleston, SC 29401 US

Reports older than 05/31/2021 have expired

How to add a Player Photo & Upload Player Documents as a Coach or Manager.

Instructions:

Step 1:

- In your account select "Team Management", followed by the "Team".
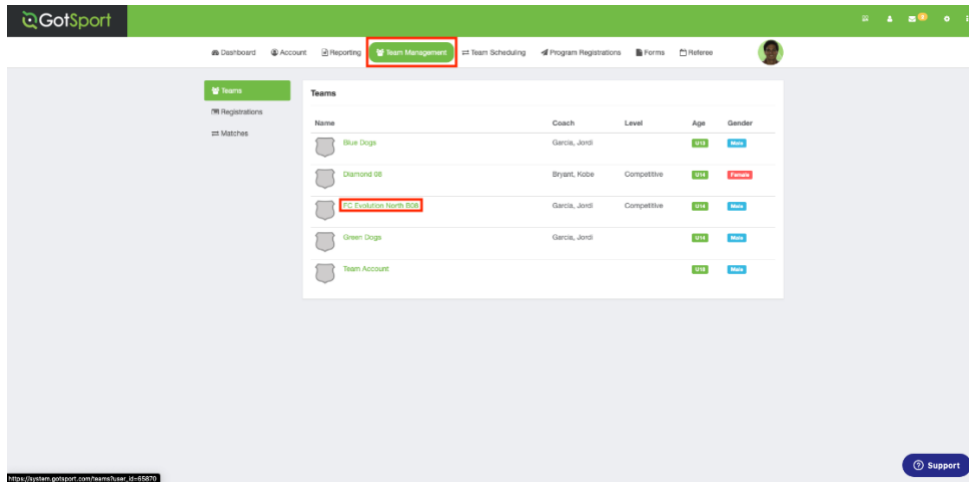
Step 2:

- Select the "Rosters" tab.
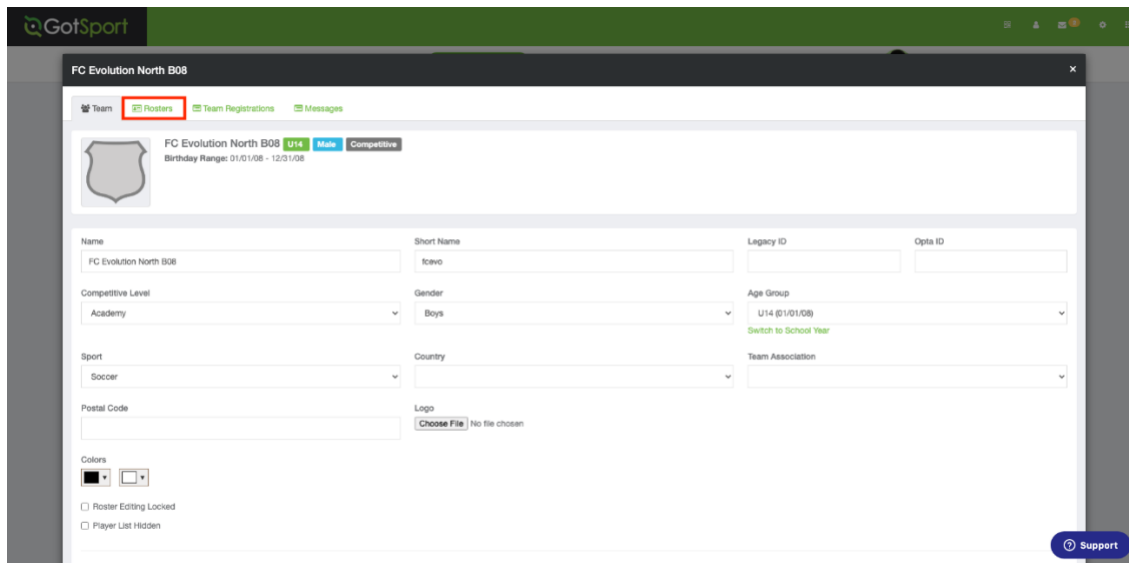
Step 3:

- Here you will click on the player's "name".
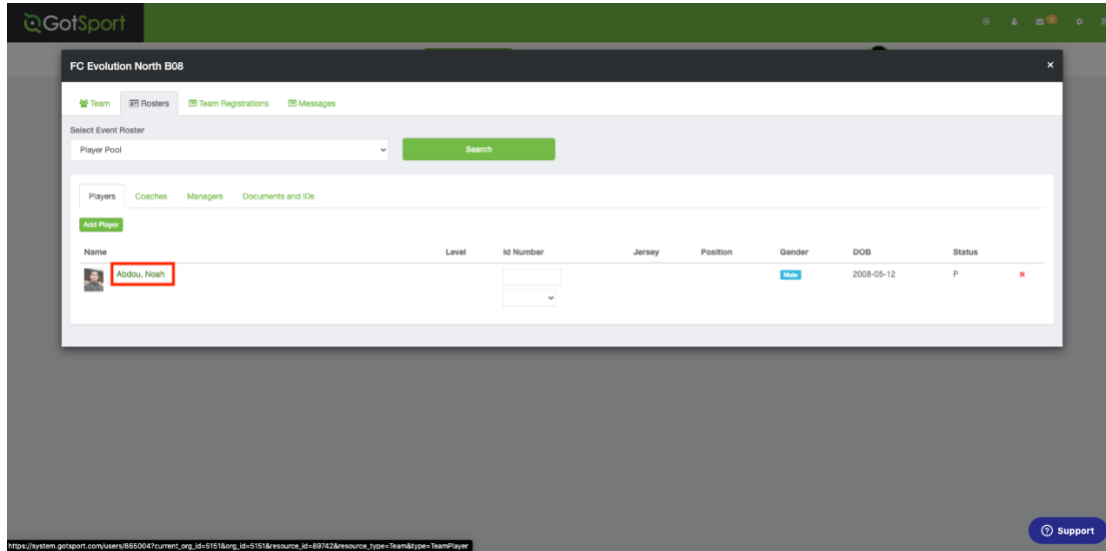
To Attach a Photo: continue to Step 4.

To Upload a Document continue with Step 5.

Step 4:

- Here you will click on "Choose File" and attach your photo. Once complete, scroll down and click "Save".
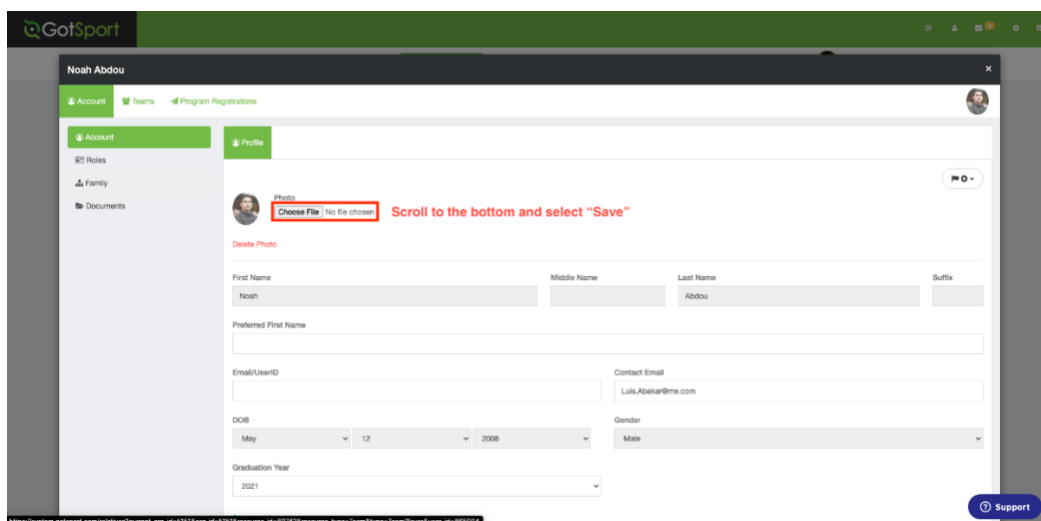
How to Upload a Document

Step 5:

- Here you will select the "Documents" tab, followed by "New Document".
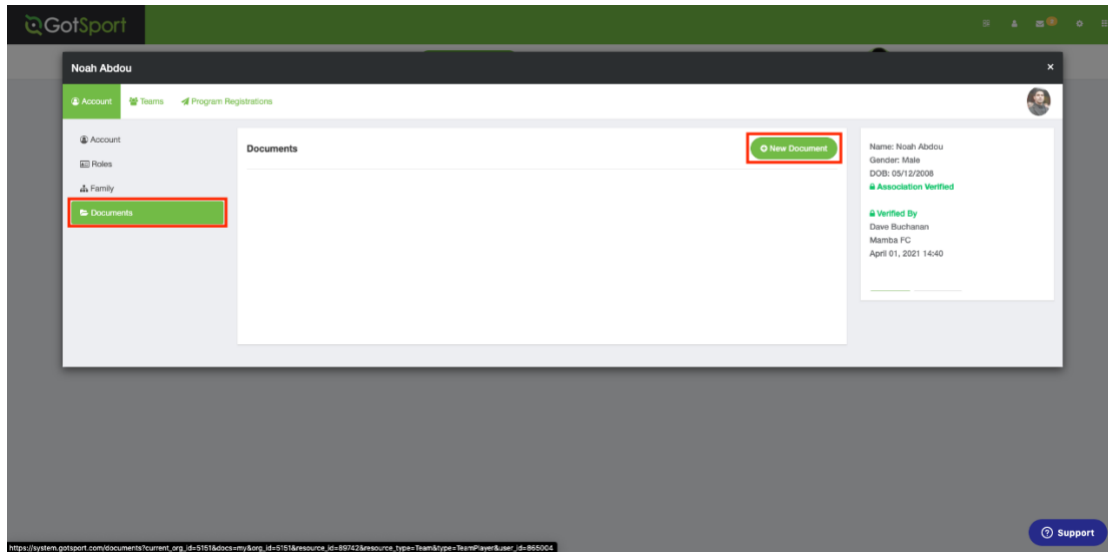
Step 6:

- Here you will choose the organization the document is for and hit save.
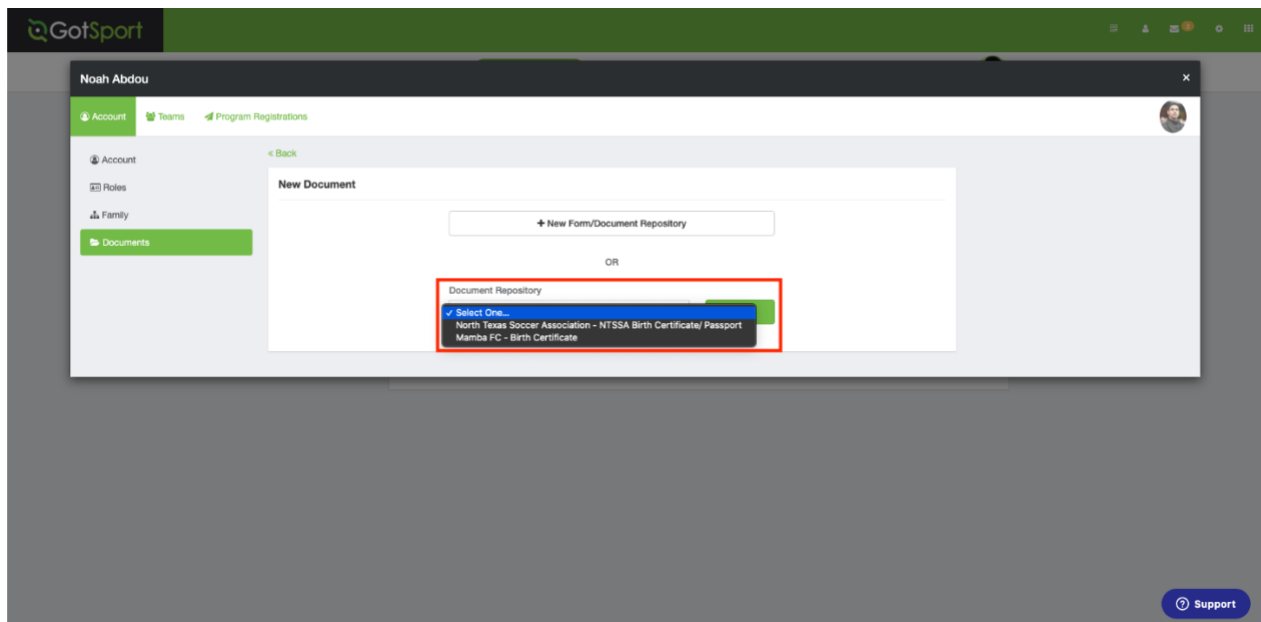
Step 7:

- On this page select the "Document Label", Choose the File and select "Save".
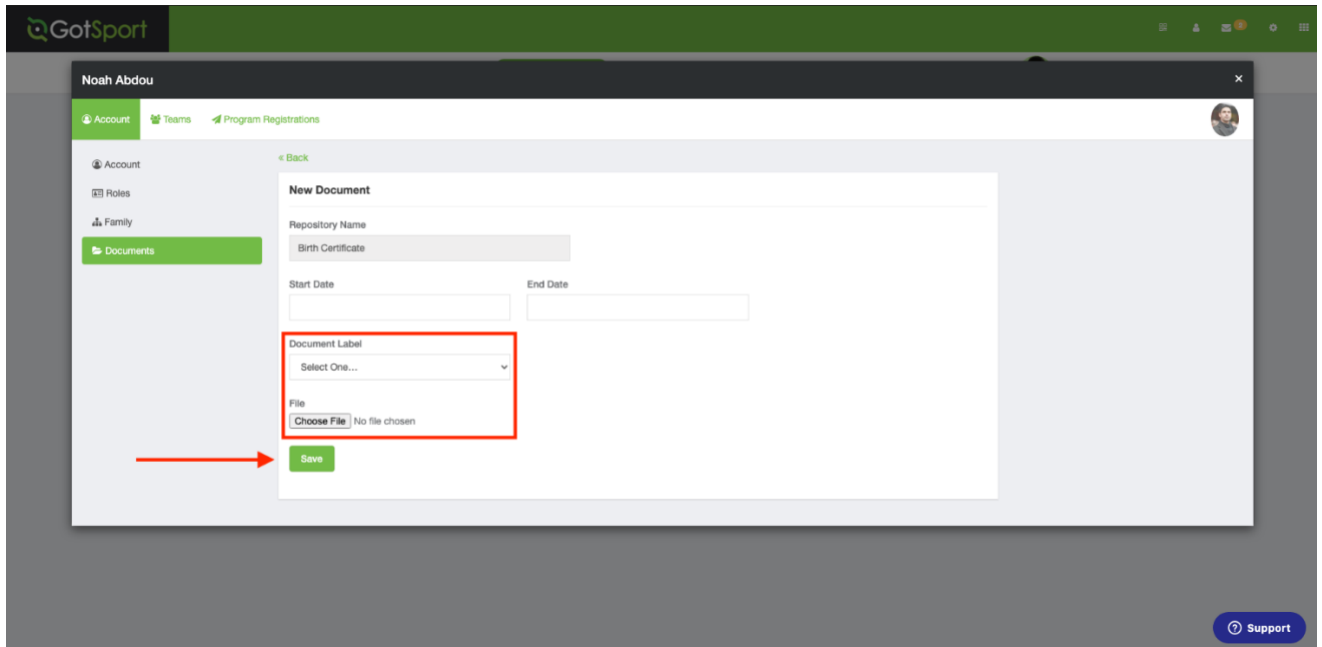
Step 8:

- Now you will see the document uploaded with a Status and "Pending".
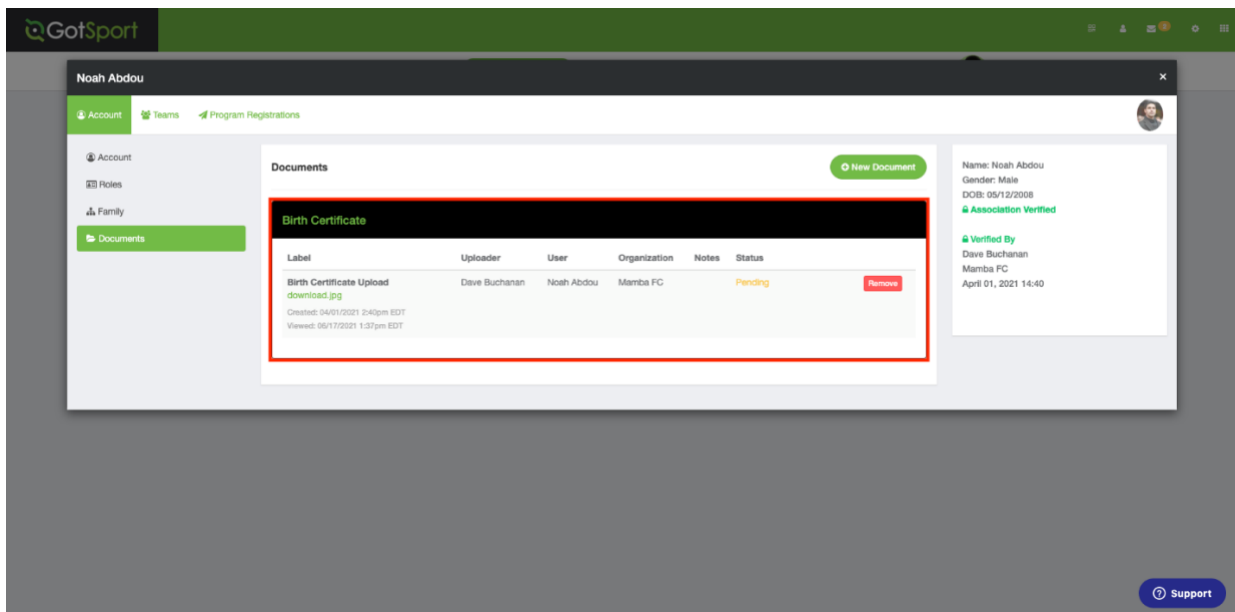
How to Print a Match Card

Instructions:

Step 1:

- From your Dashboard, Select "Team Management".

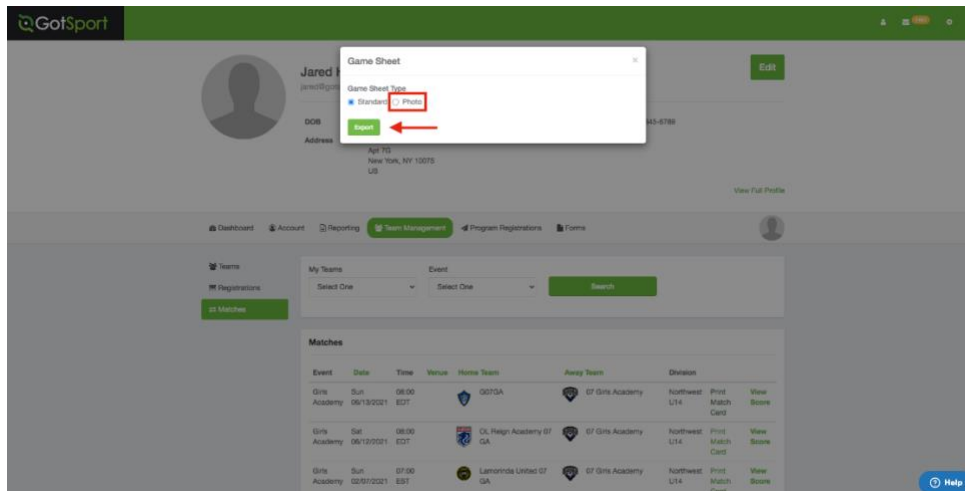**Step 2:**

- On the Left select "Matches".

Step 3:

- On the right, click the "Three Dots" and select "Print Match Card".
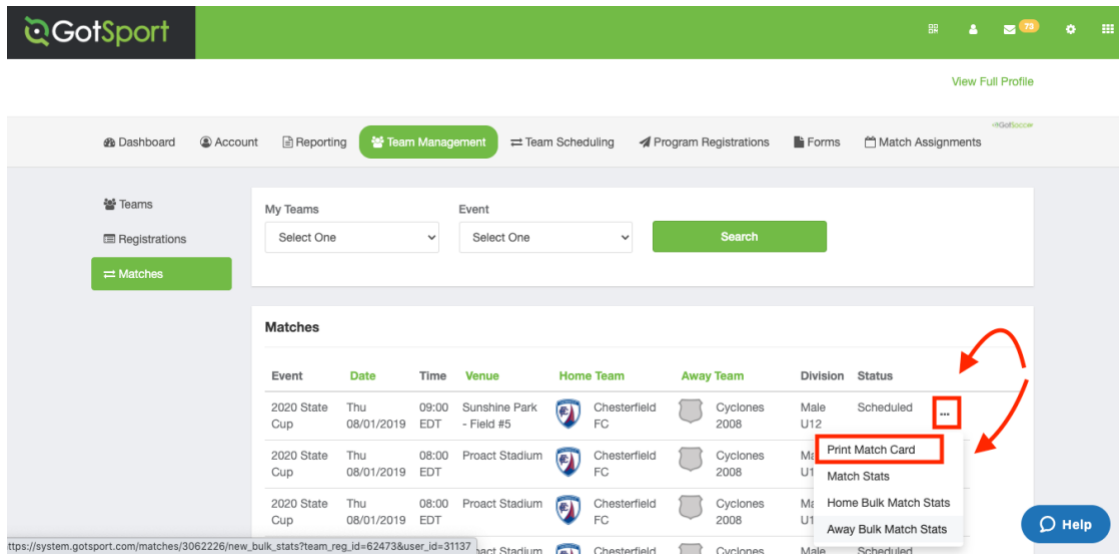
Step 4:

- Once the window pops up you will select "**Standard**" or "**Photo**".
- **Standard**: This will show you both Teams (without photos)
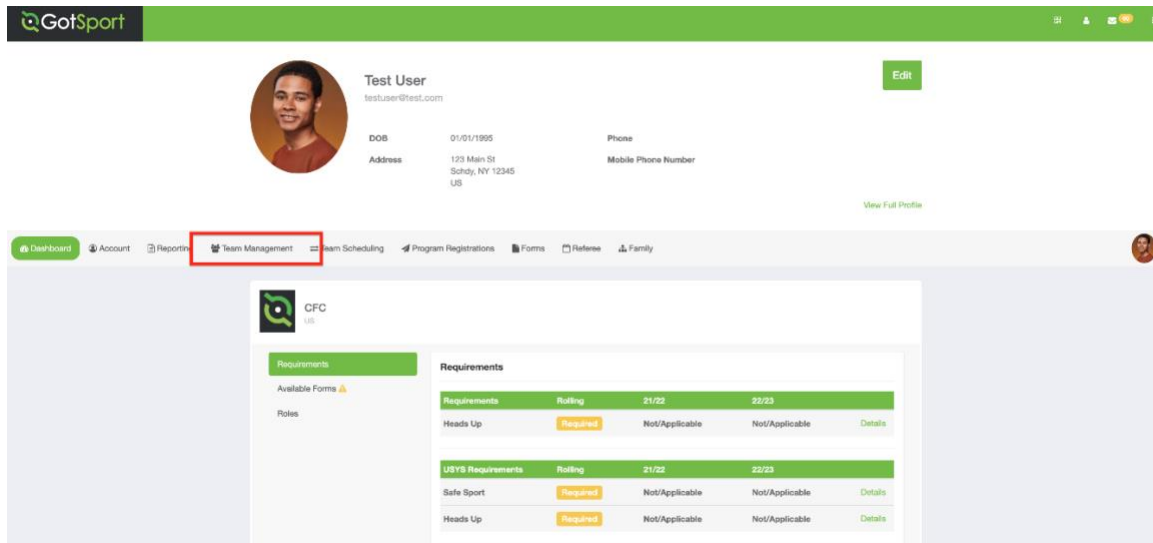- **Photo**: This will show your Team (With Photos).

Step 5:

- Here is an example of what that "Export" will look like when you select **Photo**.

Printed At: 08/27/20 05:34PM EDT

Field:		Date: 06/13/21	Time: 08:00AM EDT
Northwest U14		**Game#: 4858**	

H	ISC GUNNERS G07GA		Score:	A	CLOVIS CROSSFIRE 07 GIRLS ACADEMY		Score:

ID		#	Name	√	DOB	Yellow	Red

Team Color 1
Team Color 2

Home Goals								Final Score
By #	Min.	By #	Min.	By #	Min.	By #	Min.	

Away Goals								Final Score
By #	Min.	By #	Min.	By #	Min.	By #	Min.	

Home Offical Sign
By signing this report you agree all items reported are valid

Away Offical Sign
By signing this report you agree all items reported are valid

Referees		Grade	USSF ID Number	Instructions/Notes
Center				
AR #1				
AR #2				
Fourth				

Cautionable Offense Codes

UB = Unsporting Behavior	FRD = Fails to respect required distance
DT = Dissent by word or action	L = Leaves the field without permission
PI = Persistent infringement	E = Enters the field without permission
DR = Delays restart of play	

Sending-Off Offense Codes

SFP = Serious foul play	S = Spits at opponent
VC = Violent conduct	2CT = Receives 2nd caution
AL = Offensive, insulting, or abusive language	
DGH = Denies opposing team of obvious goal-scoring opportunity	
DGF = Denies obvious goal-scoring opportunity to an opponent	

As a Coach/Manager - How to Enter/Upload a Score

Step 1:

From your Dashboard, Select **Team Management**

Step 2:

On the Left select **Matches**

Step 3:

Use the filter drop downs to select your team and/or event to narrow the list of games shown and when you've located the match being input, on the Right Click the three dots and then select **Match Stats**
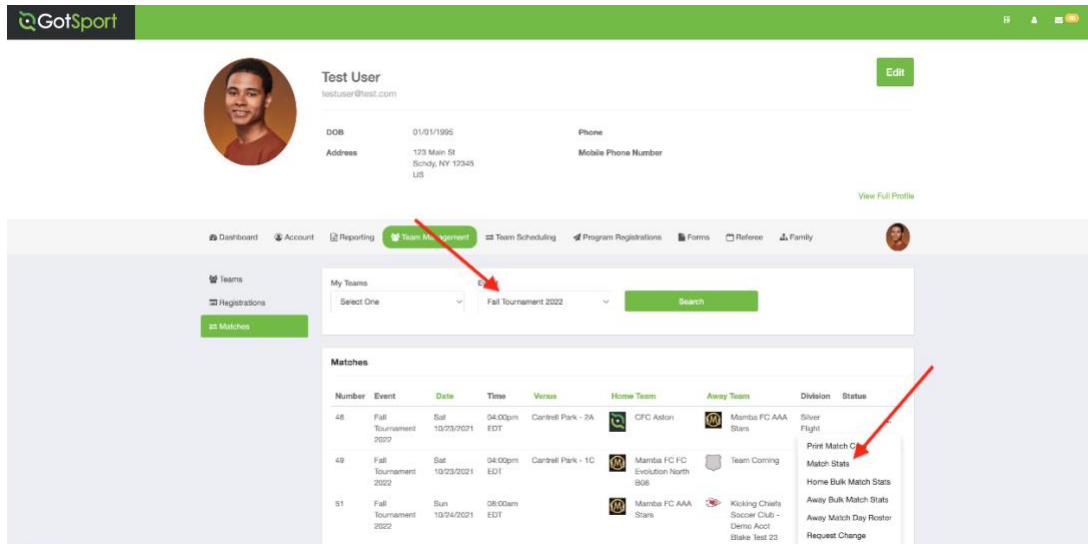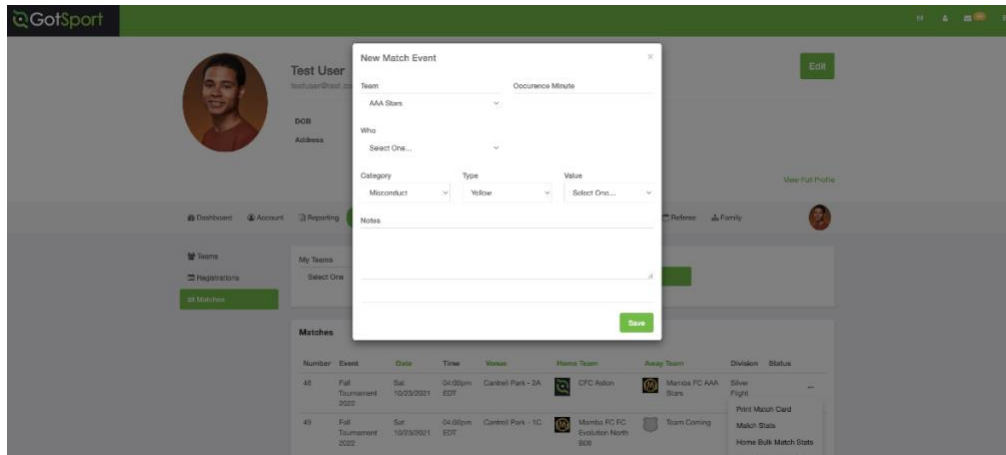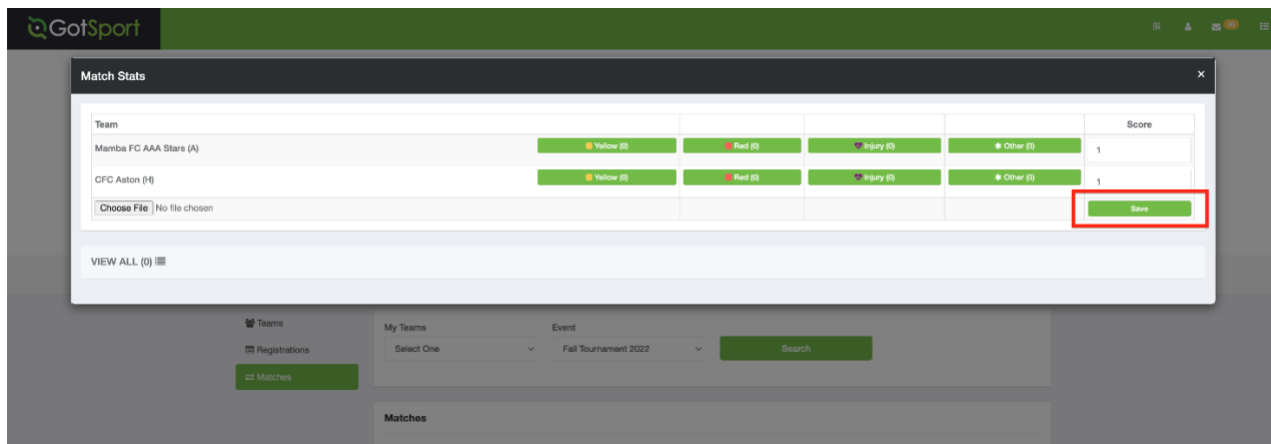
Step 4:

Once the window pops up you will enter the score under the correct team or click "Choose File" and upload the game sheet. Here you can also click on any Color Card box and input the info.
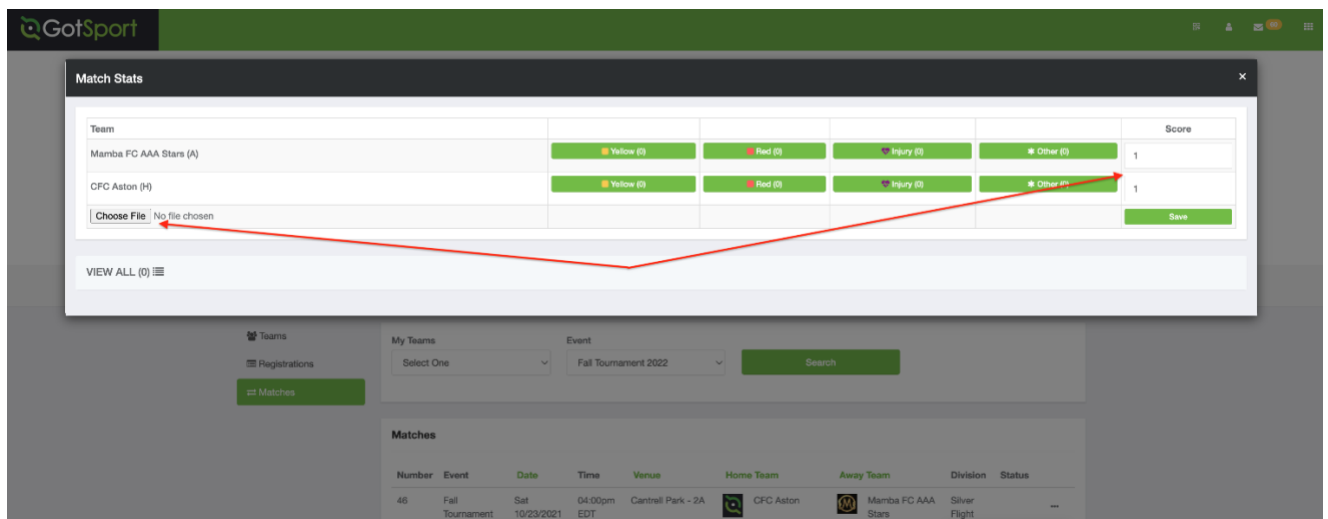
Here is what that window will look like when choosing Yellow, Red, Injury, or Other.

Once all of the info is inputted, click "save"

Note: _If Match stats does not show, Please contact the event as you may be past the scoring deadline_

How to Enter Score via the Login Page

Step One:

When viewing the login page, in the top right-hand corner of your screen click on "Scoring Entry".
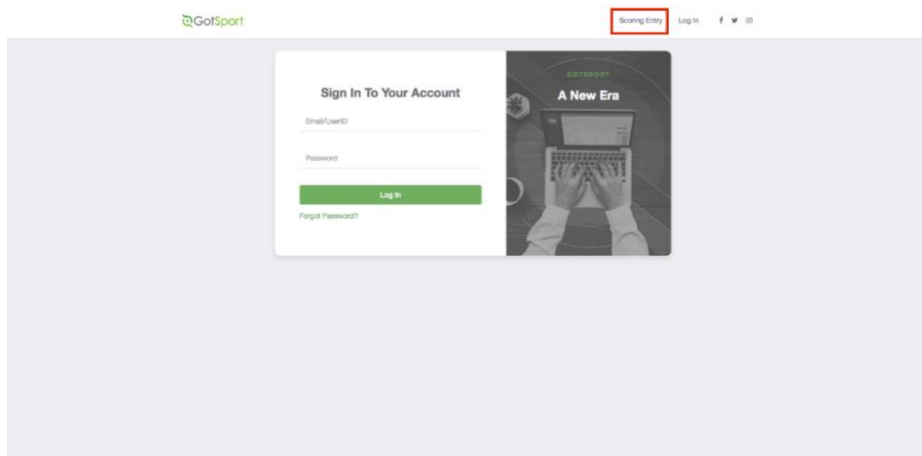
Step Two:

Enter the event code number. (For your event's code please see your game sheet).
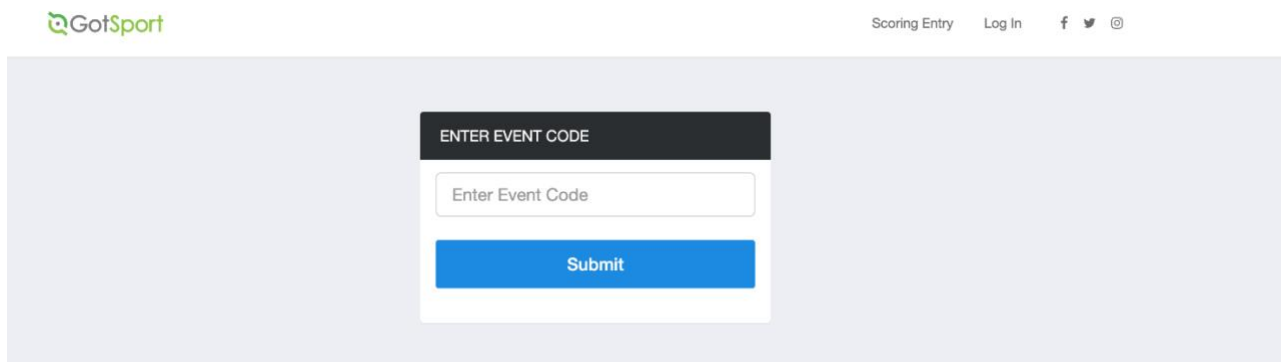
Step Three:

Enter the event pin number. (For your event's pin please see your game sheet).

Step Three:

Enter the "Match Number" and/or use the filters at the top to select your game, then enter the score and press "Save".
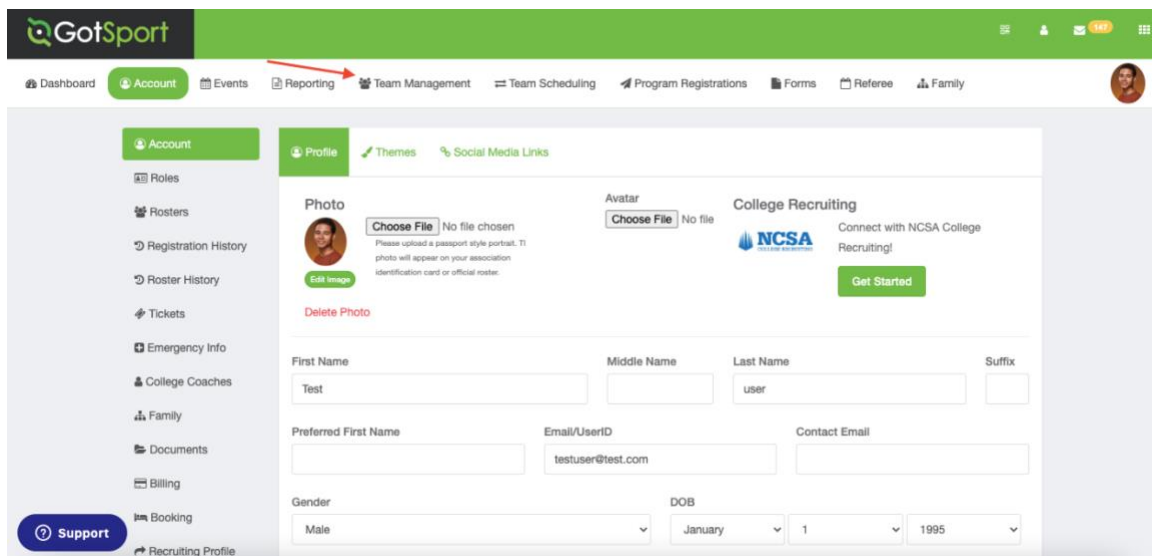
How to Use the Team Chat Function for Coaches/Managers (Also use this function to reschedule games)

Overview:

Learn how to message opposing coaches or managers.

Step One:

Log in and select "team management" on the top bar.

Step Two:

Select Matches on the left side. Then click on the chat bubble on the right side. The bubble will be gray if there are no previous messages. The bubble will be green if there is a message from the opposing coach or manager or if there is already a conversation history.
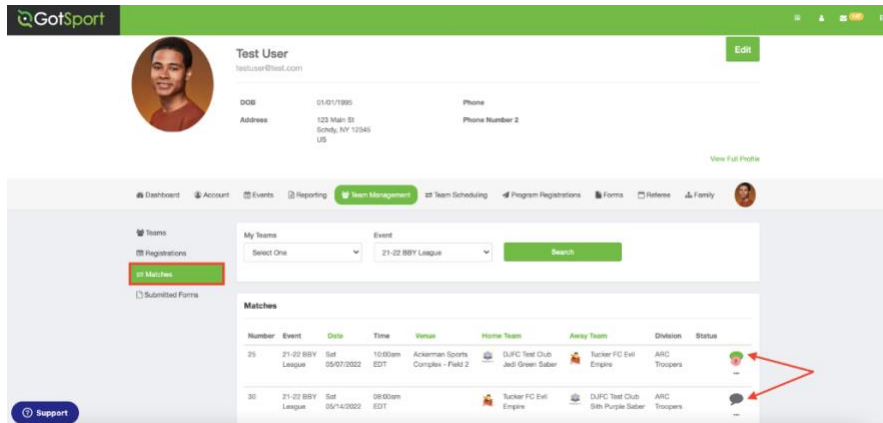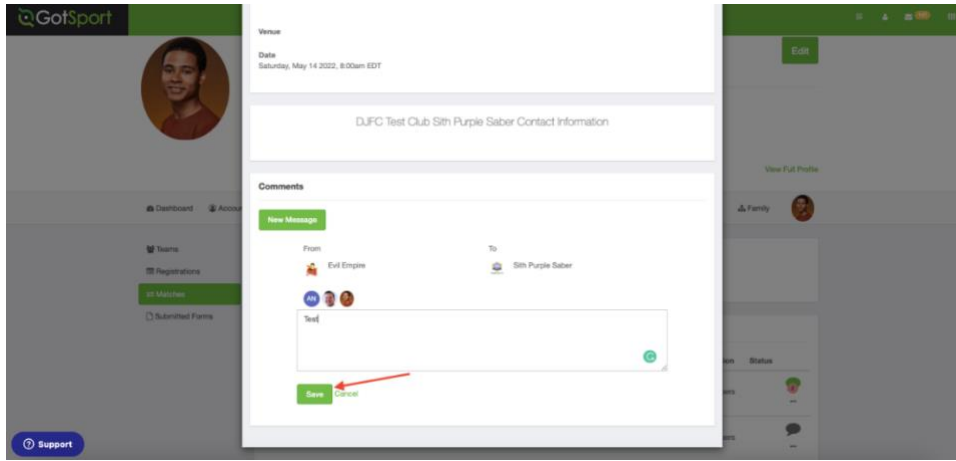
Step Three:

A popup will appear with the match information. This includes the event and division, the home and away teams, the venue, and the date of the match. At the bottom of the popup, click "new message."
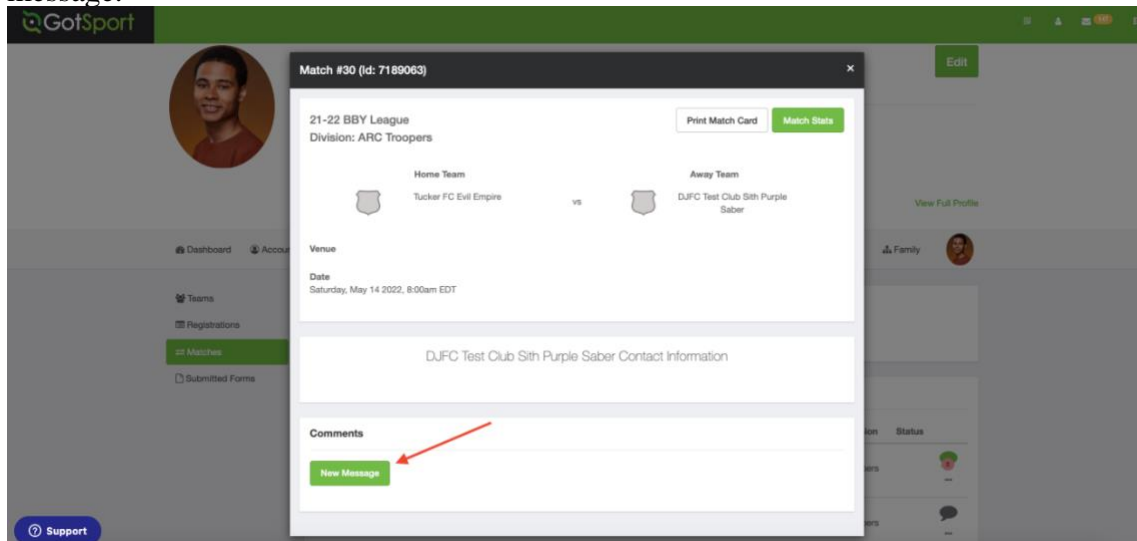
Step Four:

A text section will appear. Type your message and click save. This will send a notification to the other coaches and managers where they will be able to respond.

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