

Steps to obtaining clearances to coach with Rising Star Soccer Club

Creating a GotSport Coaching Profile and Accessing your Profile

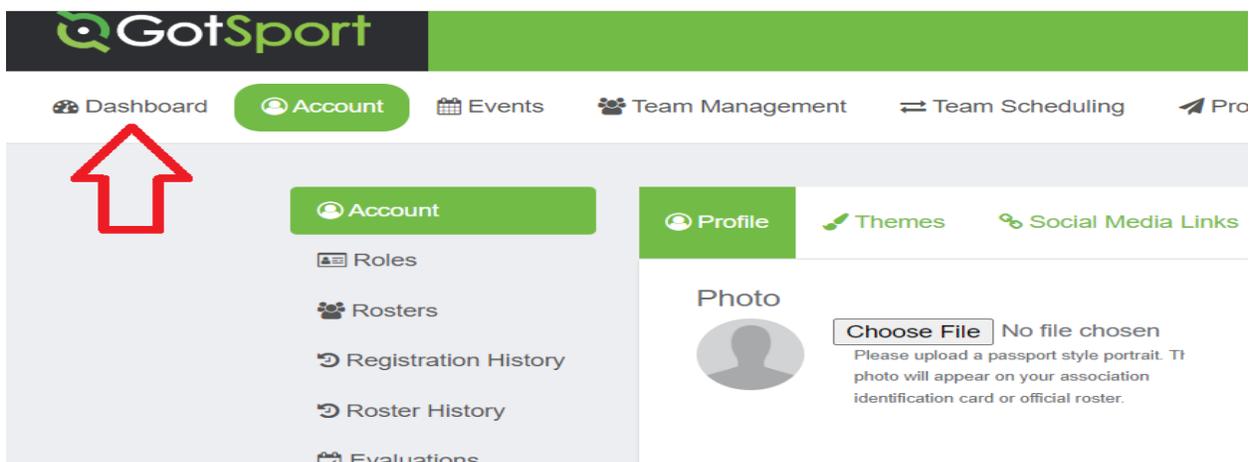
1.) Register as a coach using the current season's coaching registration link in GotSport.

https://system.gotsport.com/programs/89J447904?reg_role=coach

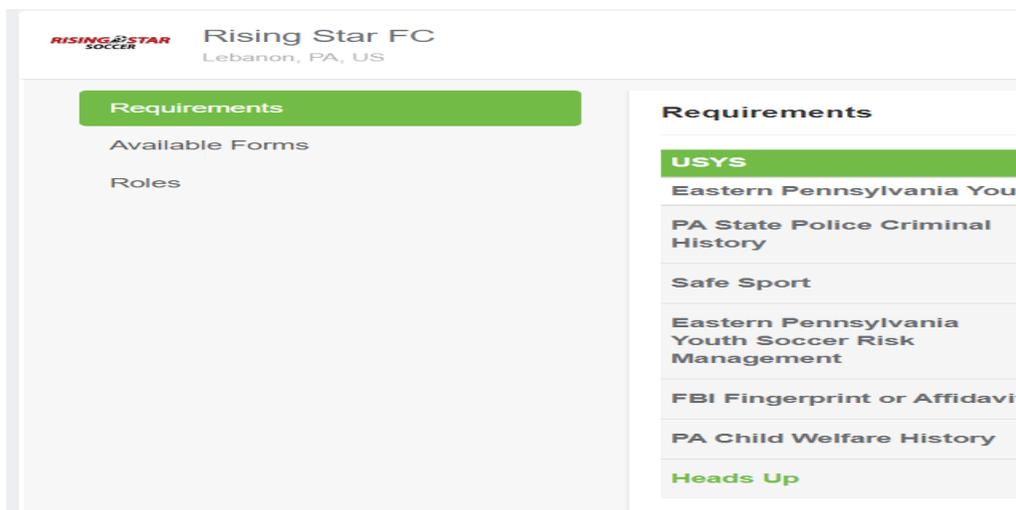
a. Once you are registered as a coach, you will now have a GotSport coaching profile.

2.) Login to your GotSport profile (using the same email/ID used to register as a coach).

3.) Once you are logged in, navigate to the top left and click "Dashboard".



4.) Once in your Dashboard, you will see a section titled "Requirements".



5.) Here you will see a list of the necessary requirements. Each requirement needs to be fulfilled before being fully cleared to coach and put on a Rising Star roster. These requirements are dictated by the Eastern Pennsylvania Youth Soccer Association (EPYSA).

Requirements

- 1.) **PA State Police Criminal History** – Access this through the [Pennsylvania Access to Criminal History \(PATCH\) website](#) and clicking “New Volunteer Record Check”.
 - a. This clearance will remain approved on your profile for 5 years
 - b. Once you have obtained your record check, you can upload this to your GotSport profile with the steps below.
 - i. In the “Requirements” page of your GotSport profile, click the “Details” link to the right of the necessary clearance.
 - ii. Click the blue “Submit a New Report” button.
 - iii. Confirm your date of birth in the “Birthday Confirmation” section.
 - iv. Scroll to the bottom, click the “Choose File” link.
 - v. Upload your appropriate clearance.
 - vi. Click “Submit”.
 - vii. The Status of your clearance should now read “Pending”.
 - viii. A Rising Star administrator will access your profile and approve your clearance.
- 2.) **PA Child Welfare History** – Access this through the [Pennsylvania Child Welfare Information Solution \(state.pa.us\)](#) portal. Click “Individual Login”, then “Access my Clearances”.
 - a. This clearance will remain approved on your profile for 5 years.
 - b. Once you have obtained your record check, you can upload this to your GotSport profile with the steps below.
 - i. In the “Requirements” page of your GotSport profile, click the “Details” link to the right of the necessary clearance.
 - ii. Click the blue “Submit a New Report” button.
 - iii. Confirm your date of birth in the “Birthday Confirmation” section.
 - iv. Scroll to the bottom, click the “Choose File” link.
 - v. Upload your appropriate clearance.
 - vi. Click “Submit”.
 - vii. The Status of your clearance should now read “Pending”.
 - viii. A Rising Star administrator will access your profile and approve your clearance.
- 3.) **FBI Fingerprint or Affidavit** – Fingerprinting can be done via [Identogo](#). If you have lived in PA for at least 10 years, you may also instead upload a signed [“Volunteer Affidavit”](#).
 - a. This clearance will remain approved on your profile for 5 years.
 - b. Once you have obtained your record check, you can upload this to your GotSport profile with the steps below.
 - i. In the “Requirements” page of your GotSport profile, click the “Details” link to the right of the necessary clearance.
 - ii. Click the blue “Submit a New Report” button.
 - iii. Confirm your date of birth in the “Birthday Confirmation” section.
 - iv. Scroll to the bottom, click the “Choose File” link.
 - v. Upload your appropriate clearance.
 - vi. Click “Submit”.
 - vii. The Status of your clearance should now read “Pending”.
 - viii. A Rising Star administrator will access your profile and approve your clearance.

- 4.) **SafeSport – Annually** - SafeSport is a safety education course mandated by the EPYSA. This course can be accessed with the following steps.
- a. In the “Requirements” page of your GotSport profile, click the “Details” link to the right of “SafeSport”.
 - b. Click the blue “Start Course” button.
 - c. You will be required to login or create a profile to login to.
 - d. Once logged in, you will see an “Enrollment Key” popup. Click “Enroll”.
 - e. This should take you to the 90-minute “SafeSport Trained – The US Soccer Federation” video.
 - f. Watch the required video. (Tip: If you select “English- Accessible Version” as your language, you will be able to get through the video quicker)
 - g. Once the video is finished, download your completed SafeSport certificate.
 - h. Once you have obtained your certificate, you can upload this to your GotSport profile with the steps below.
 - i. In the “Requirements” page of your GotSport profile, click the “Details” link to the right of the necessary clearance.
 - ii. Click the blue “Submit a New Report” button.
 - iii. Confirm your date of birth in the “Birthday Confirmation” section.
 - iv. Scroll to the bottom, click the “Choose File” link.
 - v. Upload your appropriate clearance.
 - vi. Click “Submit”.
 - vii. The Status of your clearance should now read “Pending”.
 - viii. A Rising Star administrator will access your profile and approve your clearance.
- 5.) **Heads Up – Annually** - Heads Up is a safety education course mandated by the EPYSA. This course can be accessed with the following steps.
- a. In the “Requirements” page of your GotSport profile, click the “Details” link to the right of “Heads Up”.
 - b. Click the orange “Launch Heads Up” button.
 - c. Watch the required video and take the test afterwards.
 - d. Once finished, download your completed Heads Up certificate.
 - e. Once you have obtained your certificate, you can upload this to your GotSport profile with the steps below.
 - i. In the “Requirements” page of your GotSport profile, click the “Details” link to the right of the necessary clearance.
 - ii. Click the blue “Submit a New Report” button.
 - iii. Confirm your date of birth in the “Birthday Confirmation” section.
 - iv. Scroll to the bottom, click the “Choose File” link.
 - v. Upload your appropriate clearance.
 - vi. Click “Submit”.
 - vii. The Status of your clearance should now read “Pending”.
 - viii. A Rising Star administrator will access your profile and approve your clearance.
- 6.) **Eastern Pennsylvania Youth Soccer Risk Management – Annually** -
- a. In the “Requirements” page of your GotSport profile, click the “Details” link to the right of “Eastern Pennsylvani Youth Soccer Risk Management”.

- b. Click the blue "Submit New Report" button.
- c. Confirm your date of birth in the "Birthday Confirmation" section.
- d. Check all required boxes at the bottom.
- e. Electronically sign your signature, click "Save"
- f. Click "Submit".
- g. The Status of your clearance should now read "Pending".
- h. A Rising Star administrator will access your profile and approve your clearance.