



Coaches' Guide to Check & Update Clearances in GotSport

All coaches, assistant coaches, managers, trainers, and other adults who work with or directly supervise children must maintain current Risk Management requirements to remain eligible to participate in Eastern PA Youth Soccer Association activities

YOUR CLUB APPROVES YOUR DOCUMENTS, BUT YOU ARE RESPONSIBLE FOR ENSURING YOUR CLEARANCES REMAIN CURRENT.

STEP 1: Log Into Your GotSport Account

STEP 2: Open Your Dashboard

1. Click on Profile (top right corner)
2. Select Dashboard
3. Choose the Certificate or Requirements section (depending on your account view)

Step 3: Check Your Expiration Dates

Review each required item to verify both its status and expiration date.

For Pennsylvania clearances, the expiration date is five (5) years from the date the clearance was issued or completed, as shown on the clearance document itself. Do not use the date the document was uploaded or approved by your club's Risk Manager in GotSport.

Eastern PA Youth Soccer Association Requirements include:

- SafeSport – Annually
- Concussion Training – Annually
- PA State Police Criminal History Check – Every 5 Years
- PA Child Abuse History Clearance - Every 5 Years
- FBI Fingerprints OR FBI Affidavit (if eligible) - Every 5 Years

Step 4: Update Expired Clearances and Requirements

1. Complete the required training or obtain the new clearance
2. Return to your GotSport Dashboard
3. Select: Upload Document
4. Upload the new certificate or clearance
5. Verify the entered completion date matches the one on the document
6. Save Changes

Your Club's Risk Manager will review and approve your submission(s)

Step 5: Verify Approval

After approval, confirm:

- ✓ Status shows APPROVED (not Pending)
- ✓ Expiration Date is correct
- ✓ No outstanding requirements remain

Do Not Assume Your Documents Were Approved Simply Because They Were Uploaded

Step 6: Don't Wait Until Cup Season

Every year, coaches discover expired clearances when attempting to be added to tournament or State Cup rosters. Once a clearance expires, you cannot be rostered until the requirement has been completed and approved.

Helpful Tips:

- Set Calendar reminders 60-90 days before each clearance or reminder is set to expire.
- Use the same email address for all coaching registrations
- Contact your Club's Risk Manager if there are any questions regarding your status
- All submitted documents must be official, complete documents that satisfy the specific requirement.

The following are **not** acceptable:

- Payment receipts or confirmation pages.
- Copies or images of fingerprint cards instead of the official FBI clearance results.
- Uploading the same document to satisfy two or more different clearance requirements.

REMINDER:

- **If you are missing a clearance or requirement, you are not allowed to coach until it has been updated and approved.**
- Your Club approves your clearances, but only you can ensure that they remain current.
- A quick review of your GotSport account today can save you from missing time on the field tomorrow.