



Risk Management Clearance Approval Guide

As a Club Risk Manager, you play an important role in ensuring every coach, manager and adult participant is compliant before participating in any Eastern PA Youth Soccer activity.

Review Every Submission

- Confirm the following before approving:
- The document is the official clearance or certificate, not a receipt or confirmation page
- The document belongs to the correct individual
- The document is legible and complete
- The document has not expired.

Enter the Correct Completion Date

One of the most common mistakes is entering the wrong "Completion Date"

- **The completion date must be the date the document was issued or completed** (the date printed on the certificate)
- **NOT:**
 - The date it was uploaded into GotSport
 - The date you reviewed it
 - The date you approved it

Background clearances expire 5 years from the date they were issued, not from the date they were entered into GotSport. Entering the wrong date creates incorrect expiration dates, which can cause coaches to become ineligible at the wrong time.

Do Not Approve These Uploads

- Receipts showing payment for a clearance
- Fingerprint appointment confirmations
- Pictures or copies of actual fingerprints
- Email confirmations that a clearance was requested
- Incomplete or illegible documents

One Document = One Requirement

Each requirement in GotSport must have its own supporting document

DO NOT:

- Upload one clearance to satisfy multiple requirements
- Use the same document for different background checks
- Approve duplicate uploads for separate requirements unless the document is specifically intended for that requirement

Before you click “APPROVE”

- Ask yourself:
 - ✓ Is this the official document
 - ✓ Is this document complete and legible
 - ✓ Did I enter the document's issue date as the Completion Date
 - ✓ Is this the correct document for this specific requirement
 - ✓ Does this document appear to be valid and unexpired

Questions?

If you are unsure whether a document should be approved, do not guess. Contact Leo Kelly at Eastern PA Youth Soccer Association for guidance, via email: lkelly@epysa.org

Helping keep your participants safe starts with accurate, consistent document review!

Examples of Clearances and Their Completion Dates

PA Child Abuse Clearance



pennsylvania
DEPARTMENT OF HUMAN SERVICES

**PENNSYLVANIA CHILD ABUSE
HISTORY CERTIFICATION**

CERTIFICATION ID: _____
CERTIFICATION PURPOSE: _____
VERIFICATION DATE: 8/31/2025 Completion Date
SOCIAL SECURITY #: _____
DATE OF BIRTH: _____

The above named person has applied for a Pennsylvania Child Abuse History Certification pursuant to 23 Pa. C.S., Chapter 63 related to the Child Protective Services Law. NO RECORDS EXIST in the Pennsylvania Department of Human Services' Statewide database listing _____ as a perpetrator of an Indicated or Founded report of child abuse.

FBI Fingerprint Clearance

Your criminal background check has been processed in accordance with the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). **The following is the determination made by the Pennsylvania Department of Human Services as of 08/28/2025** Completion Date

☒ **ELIGIBLE;** You are permitted to work or volunteer with children.

☐ **INELIGIBLE;** You are not permitted to work or volunteer with children.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your result from five years following receipt of verification by making a written request to the address listed below.

Respectfully,
Clearance Verification Unit

TO WHOM IT MAY CONCERN: PA State Police Background Check

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: _____
Date of Birth: _____
Social Security #: _____
Sex: _____
Race: _____
Date of Request: 08/25/2025 09:43 AM Completion Date
Purpose of Request: _____

Maiden Name and/or Alias
(1) _____
(2) _____
(3) _____
(4) _____
(5) _____

*** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL