



# Michigan State Youth Soccer Association

## **Adult Athlete Risk Management** **Information for Club Administrators**

For more information about these Adult Athlete Risk Management Requirements, review a summary [here](#).

An Athlete Background Screening and SafeSport Training are REQUIRED for all adult (18+) athletes.

### **Regarding 17-year-old (minor) athletes who will turn 18 during the season**

- The Background Screening and SafeSport Training are not required until athletes turn 18 years old. Affiliated MSYSA clubs and leagues may not require any athletes under the age of 18 to complete either requirement.
- Athletes who are currently 17 years old but will turn 18 during the seasonal year (through July 31st), are STRONGLY ENCOURAGED, but not required, to obtain a Background Screening and complete the SafeSport Training before the season starts, to avoid a potential lapse in eligibility. Should an athlete turn 18 during the seasonal year but not have completed the Background Screening and SafeSport Training, they would then be considered ineligible and are likely to impact team(s) eligibility.
- A parent/guardian must complete the [Parent/Guardian Consent Form](#) in order to allow the minor athlete to complete the SafeSport Training and to permit MSYSA to conduct a background screening for the minor athlete.
- If a fall-only player does not turn 18 years old until after the fall season has concluded, the SafeSport Training & Background Screening would not be required unless the player's participation continues in some capacity beyond their 18<sup>th</sup> birthday (for example, if they are participating in any tournaments or other affiliated programming in the winter, spring, or summer).

**Link to Instructions:** Club and/or league administrators should distribute a link to MSYSA's resource ([Risk Management Instructions for Adult Athletes](#)) to athletes who are at least 18 years old (and, *optionally*, to the parent/guardian of any athletes who are 17 years old and will turn 18 during the season). The resource will also be available on the MSYSA website, under 'Risk Management Resources'.

### **Turnaround Time**

Once a background screening consent form is completed (or whenever a SafeSport certificate/transcript has been submitted to MSYSA via upload or email), please allow up to one week for the player's status to be added/updated in their GotSport player account.

### **USYS Affiliate Tag for Player Accounts**

In order for MSYSA to add the 'Athlete Background Screening' and 'SafeSport' Requirements into a player's GotSport account, **their account must have a player role with a USYS affiliate tag**. Club administrators are responsible for making sure the USYS affiliate tag is correct for all players.

**GotSport Login:** Athletes and parents/guardians do not need to log into GotSport to complete the RM Requirements. If they know their login, they are able to upload their completed SafeSport certificate directly to their account, but the actual requirements must be completed outside of GotSport.



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**Concussion Training** – MSYSA does not require the CDC Heads Up Concussion course for adult athletes. The requirement for background screening and SafeSport Training for adult athletes comes from MSYSA's governing body, U.S. Soccer, but U.S. Soccer Policies do not currently require concussion training for adult athletes.

## **Background Screening**

- No action is required from Club Administrators to facilitate the background screenings for athletes, besides distributing the appropriate resources/links to impacted players and/or parent/guardians, as applicable.
- MSYSA will receive the completed consent forms. Each adult athlete (or the parent/guardian, for a minor athlete) will also receive a copy of their completed consent form via email, upon submission.
- Once the background screening is complete, MSYSA Staff will manually update the player's 'Athlete Background Screening' status on their GotSport player account on a weekly basis.

## **SafeSport Training**

- No action is required from Club Administrators to allow adult athletes to complete the SafeSport Training, but Club Administrators should advise athletes (and/or parents/guardians of minor athletes) regarding how\* they want the SafeSport certificates/transcripts to be submitted to MSYSA.
  - **File Upload:** Club administrators will have access to upload proof of SafeSport completion directly into each player's GotSport account (see instructions below). If choosing this option, each athlete will need to provide a SafeSport certificate or transcript directly to the club. If the player/parent has a login attached to the GotSport player account they also have the ability to upload the file as of June 2024.  
*\*MSYSA highly prefers the SafeSport File Upload option, and it has a faster turnaround than email.*
  - **Email File:** Certificates/transcripts can be emailed to MSYSA: [safesport@michiganyouthsoccer.org](mailto:safesport@michiganyouthsoccer.org). These can be sent by the athlete, parent/guardian, club/league administrator, team official, etc.
- Whether uploaded or emailed, MSYSA Staff will add/update the player's 'SafeSport' status on their GotSport account.

## **How to Upload Proof of SafeSport Completion in GotSport**

Under Club Management > Players, search for and click into the player. Click the Requirements tab along the left-side to view their RM Requirements. Find 'SafeSport' and click 'Details' along the right-side. Look for the blue linked text that says, 'Show Safe Sport Upload Form.' A short form will appear. Add the Completed Date (MM/DD/YYYY) and then click 'Choose File' to find and select the saved file from your device. Click the 'Upload Document' button to finish. The status should change to 'Review.' MSYSA staff will review & update the status for any 'SafeSport' uploads.

## **League Monitoring of Adult Athlete RM in GotSport**

Each respective league is responsible for establishing (and communicating to their affiliated clubs) how they intend to monitor and enforce the RM Requirements for adult athletes (as well as for athletes who turn 18 years old during the seasonal year). MSYSA will provide reports to affiliated leagues with the Risk Management status of rostered adult athletes, to assist leagues with monitoring on an ongoing basis.



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Although adult athletes are required to complete the background screening & SafeSport Training as part of MSYSA's Risk Management Program, having these Requirements 'fulfilled' or 'approved' in GotSport is not currently a prerequisite for adding an adult-aged player to a league roster in GotSport. Furthermore, there are no automated GotSport settings currently in place to 'unapprove' or release a player from a roster if one or both of their RM Requirements are unfulfilled (including for athletes who turn 18 years old during the season).

## **Club Monitoring of Adult Athlete RM in GotSport**

Club administrators should use the **Club Management > Players** area of GotSport to view and monitor RM Requirements for adult athletes. This can be done individually (player-by-player) or in bulk.

- Click into each individual's player account, and then click the Requirements tab, to view the status of their two RM Requirements. The status will likely be 'Fulfilled', under 'Review', or 'Required' (i.e., not created).
- Use search filters in GotSport (continue reading below) to check on player RM statuses in bulk.

MSYSA added 6 'Saved Searches' in GotSport for clubs to use to help monitor the following:

Name of Saved Search	Search Results Shown
24-25 MSYSA: 18+ by 7/31/25 - No Background Screening	Players who will have turned 18 by the end of the 24-25 seasonal year, with no background screening in GotSport
24-25 MSYSA: 18+ by 7/31/25 - No SafeSport	Players who will have turned 18 by the end of the 24-25 seasonal year, with no SafeSport in GotSport
23-24 MSYSA: 18+ by 7/31/23 - SafeSport in Review	Players who will have turned 18 by the end of the 23-24 seasonal year, with SafeSport in Review**
23-24 MSYSA: 18+ Today - No Background Screening	Players who are currently at least 18 years old, with no background screening in GotSport
23-24 MSYSA: 18+ Today - No SafeSport	Players who are currently at least 18 years old, with no SafeSport in GotSport
23-24 MSYSA: 18+ Today - SafeSport in Review	Players who are currently at least 18 years old, with SafeSport in Review**

\*\*SafeSport in Review means a certificate was uploaded to GotSport and is pending review by MSYSA Staff

These Saved Searches can be utilized by club administrators in GotSport, under Club Management > Players. Once you've picked a Saved Search from the dropdown menu and clicked the 'Search' button, you can add or change the filters further, as desired. Here are a few examples:

- Use the 'Player Team' filter to check on players from one or more specific teams.
- Use the 'Player Event' filter to look at a smaller subset of players who may be on rosters for a specific league or tournament event.
- For the '18+ by 7/31/25' Saved Searches:
  - Click the 'DOB' column heading, which will sort the players in your search results from oldest to youngest. This can help show you which players are turning 18 years old first.
  - Change the 'Player Age on Date' to a date that is sooner. For example, you might set the date for one month from today, to help show which players turn 18 within the next month.



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## A Note about Risk Management Requirement Search Filters for Athletes

Search filters can be used to check players' statuses for the two Risk Management Requirements. You may elect to do this if not using one of the Saved Searches described above. You must include the 'Player Affiliate Name' filter (set to USYS) as part of your search. Then, choose **either** the 'Player Athlete Background Screening' **OR** the 'Player SafeSport' filter. Be sure to select a status option on the dropdown menu. Options most often used for athlete RM Requirements are: Approved, Review, or Not Created.

*Updated 06/25/2024*