



Michigan State Youth Soccer Association

Club Admins – How to Track Risk Management Requirements in GotSport

Background Checks, SafeSport, and CDC Heads Up for Coaches & Managers

- Go to Club Management (along the left-side menu) and click on Coaches or Managers
- In the right-most column, 'Requirements' for each user are shown as either Incomplete or Complete:

Name	Email/UserID	Phone number	ID Number	Affiliate	Competitive Level	Requirements
Guzman, Danielle	danielleguzman@hotmail.com	5555555555				Incomplete
Pearson, Julie	jpearson@michiganyouthsoccer.org			USYS		Complete

Complete = All 3 RM Requirements are Fulfilled, Approved, and Unexpired

Incomplete = 1 (or more) RM Requirements are not Fulfilled, Approved, or Unexpired

- Use filters at the top of your screen to filter by Complete/Incomplete Requirements. First, select "USYS" as the Affiliation. Next, for "Requirements Status" select either Complete or Incomplete. A new filter will appear that will allow you to search by a specific requirement type (Background Check, SafeSport, etc.). Click the Search button.

Affiliation

USYS

Requirements Status ⓘ

Complete

Requirement Type

Background Check ▾

Note: The Requirements column of your search results will still reflect the person's completion status (Complete/Incomplete) for *all 3 Requirements*. For example, if you filter by Complete > Background Check, some users may still show with a red Incomplete if their background check is Fulfilled/Approved but their SafeSport and/or CDC Heads Up are not yet complete.



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- Once you select a certain requirement, 2 additional boxes will appear to allow you to see when a person's completion status will expire.

Requirements Status Requirement Type Expires From Expires To

Complete

An example for using this feature would be seeing which of your coaches will have their background check expire before the end of the season. You can enter in today's date in the Expire From box and the last day of the season in the Expires To box and the coaches who appear below after you click search indicate that their background check expires at some point between those two dates.

- To view more details about a specific person's Requirements, click on the account name and go to the Requirements tab at the top of the screen.

Account Requirements Forms

10595 / Coaches / Test, John

Requirements

Type	Enforced By	Expiration Date	23/24	24/25
Heads Up	Michigan State Youth Soccer Association Reports older than 07/16/2021 have expired	07/16/2027	Fulfilled	Fulfilled
Safe Sport	Michigan State Youth Soccer Association Reports older than 07/16/2023 have expired		Required	Required
Background Check	Michigan State Youth Soccer Association Reports older than 07/16/2023 have expired		Required	Required

- Click a specific Requirement Type (e.g., "Heads Up") along the left column to view more details about that person's specific Requirement:

Heads Up

Status Fulfilled

[Check Records](#) [Launch Heads Up](#)

[Show Heads Up Upload Form](#)

Report History

ID	Date Submitted	Date Completed	Updated	Status
6052308	07/15/2024 20:00	07/15/2024 20:00	07/16/2024 11:24	Approved

Risk Management



Enforced By Michigan State Youth Soccer Association

Contact Information

Mobile Phone Number 734-459-6220



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Contacting Coaches or Managers with Incomplete Requirements

From your search results, select coaches or managers that you want to contact along the left-most column (using the checkboxes). To email them using GotSport, click the “Send Message” button.

Coaches

Displaying all 4 coaches

Bulk Actions (3)

<input type="checkbox"/>	Name	Email
<input checked="" type="checkbox"/>	 Guzman, Danielle	danielk
<input type="checkbox"/>	 Pearson, Julie	jpearsc jpearsc
<input checked="" type="checkbox"/>	 TestITC, TestITC	itc@mic
<input checked="" type="checkbox"/>	 Theisen, Ryan	rtheisei rtheisei

You can customize your message to your coaches and managers.
Here is an example:

Selected Managers - New Message

Message Type: HTML Email Sending Method: Bulletin

From Name: MSYSA Reply To: dhenry@michiganyouthsoc Additional Recipient: Signature: Select One...

Risk Management Header Logo Footer Logo

Available Variables

File Edit Insert View Format Table Tools

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Good afternoon,

GotSport shows that you have incomplete Risk Management Requirements. Please log into your account and review the Requirements on your Dashboard.

system.gotsport.com

Thank you

Updated 07/16/2024