

Green Country Soccer Association  
Background Check Procedure  
Effective Fall 2017  
Version 1.1 – October 12<sup>th</sup>, 2017

WHO	ACTION
COACH	<ol style="list-style-type: none"> <li>1) Create Coach Account in Got Soccer</li> <li>2) Notify Club Officer Coach Account Created</li> </ol>
CLUB	<ol style="list-style-type: none"> <li>1) Provide Sideline Sports Doc Code of "GREENCOUNTRY" to Coach</li> </ol>
COACH	<ol style="list-style-type: none"> <li>1) Access the Sideline Sports Doc (SSD) Site at <a href="http://www.sidelinesportsdoc.com/usclubsoccer/">http://www.sidelinesportsdoc.com/usclubsoccer/</a></li> <li>2) Register and Take the Course</li> <li>3) Use the code "GREEN COUNTRY" as the form of payment</li> <li>4) Upon successful completion of the course, provide the confirmation code to your club official.</li> </ol>
CLUB	<ol style="list-style-type: none"> <li>1) Notify GCSA of Coach Name and SSD Confirmation Code</li> <li>2) Request the USClub Background Check Payment Code</li> </ol>
GCSA	<ol style="list-style-type: none"> <li>1) Provide the Club Officer with the US Club Background Check Payment Code</li> </ol>
CLUB	<ol style="list-style-type: none"> <li>1) Provide the Coach with the US Club Background Check Payment Code</li> </ol>
COACH	<ol style="list-style-type: none"> <li>1) Access the US Club Background Check site at <a href="https://usclubsoccer.sportngin.com/">https://usclubsoccer.sportngin.com/</a></li> <li>2) Follow the link to register as a "Coach/Staff Member"</li> <li>3) Sign in with your existing login or create a new account.</li> <li>4) Using the US Club Background Check Payment Code plus the SSD confirmation code, complete the background check questionnaire.</li> <li>5) Notify your Club that you have completed the Background Check Submission process.</li> </ol>
US CLUB	<ol style="list-style-type: none"> <li>1) Notify the coach of Background Check Completion Status</li> <li>2) Provide a Background Check "Pass" Confirmation code to the coach</li> <li>3) Work directly with coach to resolve Background Check questions</li> </ol>
COACH	<ol style="list-style-type: none"> <li>1) Provide the Background Check "Pass" Confirmation code to your Club</li> <li>2) Work directly with US Club to resolve Background Check questions</li> <li>3) Notify Club if Background Check comes back as "not approved"</li> </ol>
CLUB	<ol style="list-style-type: none"> <li>1) Provide GCSA with Coach Name and US Club Background Check "Pass" Confirmation Code</li> <li>2) Notify GCSA if the Coach Background Check Status is "Not Approved"</li> </ol>
GCSA	<ol style="list-style-type: none"> <li>1) Access GotSoccer Coach Account Profile and update Risk Management Status and Status Date</li> <li>2) Notify Club that Coach Profile has been updated</li> </ol>

NOTES:

- US Club Background Checks are good for TWO calendar years
- Clubs are encouraged to provide multiple names to GCSA within a single request