



HOW TO MANAGE RISK MANAGEMENT REQUIREMENTS

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PRESENTED BY:



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Per the Bylaws....



- Per Indiana Soccer Bylaws and Risk Management policy, Indiana Soccer has always required ALL club staff, including both Travel and REC coaches, to complete the designated risk management requirements. As part of our ongoing oversight, Indiana Soccer is currently auditing club accounts to verify staff compliance with these requirements.
- While all three risk management items are valid for two years and are completed at no cost to the club or the staff member, maintaining accurate records remains critical. In particular, ensuring REC coach compliance can be challenging since REC coaches are not listed on official rosters in the same way as Travel coaches.
- For this reason, maintaining an accurate and up-to-date list of all Travel and REC coaches is essential. Clubs are responsible for ensuring that all active staff members are properly documented and meet current risk management standards at all times.



Who should be completing risk management requirements in your club?

ALL ADULTS in the CLUB

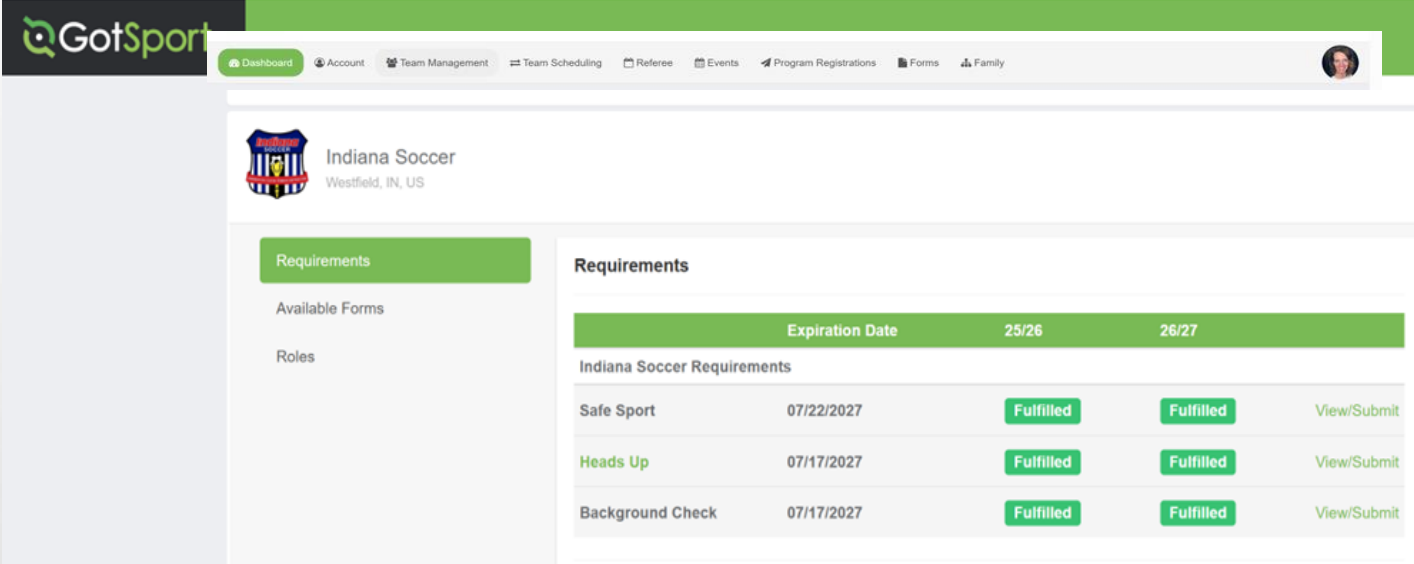
Including ALL Board Members, Volunteers, Staff and Rec Coaches

**RISK
MANAGEMENT**



How to get Rec coaches & other club staff started on their Risk Management in GotSport?

- All club staff must have an active GotSport account before beginning the risk management process. If a staff member does not have a GotSport account, please email Georgi Emenhiser if you need assistance in getting them added into GotSport.
- All risk management is completed through their GotSport account dashboard under requirements.
- There is no additional cost to the club.



The screenshot shows the GotSport dashboard for Indiana Soccer. The navigation bar includes links for Dashboard, Account, Team Management, Team Scheduling, Referee, Events, Program Registrations, Forms, and Family. The main content area displays the club's name and location, followed by a sidebar with 'Requirements', 'Available Forms', and 'Roles'. The main panel shows a table of requirements for the 25/26 and 26/27 seasons.

	Expiration Date	25/26	26/27	
Indiana Soccer Requirements				
Safe Sport	07/22/2027	Fulfilled	Fulfilled	View/Submit
Heads Up	07/17/2027	Fulfilled	Fulfilled	View/Submit
Background Check	07/17/2027	Fulfilled	Fulfilled	View/Submit



Assistance with communicating the how-to's of risk management

- To help new coaches or staff get started, Indiana Soccer put together a step-by-step guide with useful links that can easily be shared by email. If you believe this resource would be helpful, please email me and I will be happy to send you the document.

Risk Management – GotSport How-To Guide (Soccer)

Reminder: Your GotSport name & email must EXACTLY match your SafeSport and Heads Up accounts for certificates to sync. Complete the quiz at the end of both courses to receive the completed certificate. Background checks must be submitted in your legal name and may take up to 2 weeks. All items are valid for 2 years. Completing these risk management requirements is a free service for all coaches and managers of participating Indiana Soccer Clubs.

Under-17 Coaches: Coaches 17 or younger only need to complete Heads Up until turning 18. A club staff member must contact Georgi Emenhiser to update SafeSport and the background check to expire on the coach or staff members 18th birthday.

BEFORE YOU START (Very Important)

- Use your **FULL LEGAL NAME** (no nicknames) in GotSport, SafeSport, Heads Up or on the background check.
- Use the **EXACT** same email address for GotSport, SafeSport, and Heads Up.
- Name/email mismatches will prevent certificates from syncing.

Step 1: Log Into GotSport

- Go to <https://system.gotsport.com>
- Log in with your email as your User ID
- If needed, click Forgot Password
- Click Dashboard once logged in

Here are some helpful links to get started with the **GotSport Risk Management process**:

Background Check:

<https://support.gotsport.com/submitting-a-background-check>

Heads Up/Concussion Awareness Education:

<https://support.gotsport.com/how-to-complete-continue-check-records-or-upload-your-heads-up-requirement-cdc>

How to Complete SafeSport:

<https://support.gotsport.com/submitting-safesport-coach/manager>

How to access and upload your SafeSport Certificate

<https://support.gotsport.com/how-to-access-and-upload-your-safesport-certificate>

ONLY Accepted SafeSport Training Courses:

- SafeSport Trained Core
- Refresher 1: Recognizing and Report Misconduct
- Refresher 2: Preventing Misconduct
- Refresher 3: Creating A Positive Sport Environment

Previous Course Credit: If you have completed SafeSport or Heads Up within the past 2 years, you may upload your certificate to your GotSport account for approval. Certificates older than 2 years will not be approved.

SafeSport Contact Us for any account help

<https://uscenterforsafesport.org/about/contact-us/>



What risk management steps are required?

ALL ADULTS (ANYONE OVER THE AGE OF 18) WHO PARTICIPATE IN ANY CAPACITY*:

BACKGROUND CHECKS:



REQUIRED BEFORE PARTICIPATION (CAN TAKE UP TO 14 DAYS TO FULLY PROCESS)

SAFESPORT TRAINING:



REQUIRED WITHIN 45 DAYS OF SIGNING ON OR BEFORE PARTICIPATION – WHICHEVER IS EARLIER

CONCUSSION AWARENESS TRAINING:



REQUIRED WITHIN 45 DAYS OF SIGNING ON OR BEFORE PARTICIPATION – WHICHEVER IS EARLIER

Currently, all three required risk management items are valid for a two-year period and do not cost the club or the staff member to complete.

*INCLUDING, BUT NOT LIMITED TO: COACHES, MANAGERS, TRAINERS, ADMINISTRATORS, BOARD OF DIRECTORS, GUEST COACHES, CONCESSION WORKERS, REFEREES, MENTORS, ETC.



Monitoring staff status for risk management requirements

Affiliate	Competitive Level	Requirements
USYS	Rec	Incomplete Edit
USYS	Rec	Complete Edit
USYS	Rec	Incomplete Edit
USYS	Rec	Incomplete Edit
USYS	Rec	Complete Edit
USYS	Rec	Complete Edit

Requirements				
Type	Enforced By	Expiration Date	25/26	26/27
Heads Up	Indiana Soccer <small>Reports older than 04/27/2024 have expired</small>	03/22/2025	Expired	Expired
Safe Sport	Indiana Soccer <small>Reports older than 04/27/2024 have expired</small>	04/07/2025	Expired	Expired
Background Check	Indiana Soccer <small>Reports older than 04/27/2024 have expired</small>	03/14/2025	Expired	Expired

Requirements				
Type	Enforced By	Expiration Date	25/26	26/27
Heads Up	Indiana Soccer <small>Reports older than 04/28/2024 have expired</small>	04/22/2028	Errors	Errors
Safe Sport	Indiana Soccer <small>Reports older than 04/28/2024 have expired</small>	04/22/2028	Fulfilled	Fulfilled
Background Check	Indiana Soccer <small>Reports older than 04/28/2024 have expired</small>	04/22/2028	Fulfilled	Fulfilled



How to identify which risk management requirements staff have not completed?

- Starting on your Club Dashboard, click on Coaches.
- From the Competitive Level drop-down menu, select the group you want to review.
- Once the list is displayed, you can export it to an Excel spreadsheet for review.
- The yellow-highlighted columns display the required risk management items, while the purple-highlighted columns indicate when each item expires.

The screenshot shows a search interface for coaches with the following filters:

- Affiliation: [Dropdown]
- User Name: [Text Input]
- Competitive Level: Rec [Dropdown]
- Seasonal Year: 25/26 [Dropdown]
- Email/UserID: [Text Input]
- Role Status: All [Dropdown]
- Completed Form: [Dropdown]
- Has Not Completed Form: [Dropdown]
- Requirements Completion Status: [Dropdown]
- Requirements Status: [Dropdown]
- Registered in Program: No Programs Available [Dropdown]
- Not Registered in Program: No Programs Available [Dropdown]
- Eligibility Status: [Dropdown]
- Is Invoiced: [Dropdown]
- Zip Code: [Text Input]
- Flags: None selected [Dropdown]

Buttons: Search, Save Search, Clear Search

Coaches: Displaying all 6 coaches

50 Per Page [Dropdown]

Export Add Coach

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	First Name	Last Name	Gender	Birthdate	Email	Affiliate Name	Comp Level Name	USYS Safe Sport	USYS Safe Sport Expiration	USYS Heads Up	USYS Heads Up Expiration	USYS Background Check	USYS Background Check Expiration	
2						USYS	Rec	Required		Required		Required		
3						USYS	Rec	Fulfilled	12/12/2027	Fulfilled	12/14/2026	Fulfilled	12/14/2026	
4						USYS	Rec	N/A		Required		N/A		
5						USYS	Rec	Required	4/7/2025	Required	3/22/2025	Required	3/14/2025	
6						USYS	Rec	Fulfilled	2/10/2028	Fulfilled	1/26/2028	Fulfilled	1/26/2028	
7						USYS	Rec	Fulfilled	2/10/2028	Fulfilled	1/26/2028	Fulfilled	1/26/2028	
8														
9														



**THIS WEEK'S
GOAL GETTER
MINDFUL
MINUTE:**

