

# HOW TO COMPLETE YOUR COACH RISK MANAGEMENT REQUIREMENTS

Thank you so much for volunteering! Safety must be our #1 priority and so we are especially thankful for your support in completing our risk management tasks.

Unfortunately, these tasks can occasionally prove to be problematic and frustrating as every piece of information throughout the process must be identical to ensure they sync.

**When completing these tasks use your EXACT same Name (same as your drivers license), Birthdate, Gender and Email throughout. DO NOT shorten or use nicknames.**

## WHAT THE PROCESS INVOLVES

### **1. Have a Got Sport Account**

If you have a child playing, OR play yourself, this will be the same account. You will simply have to make sure you are included in the family members. Your club will then be able to send you an invite to accept the role of coach.

If you do **NOT** have a child playing, your club can create an account for you and send you the invite. **Your UserID has to be your email. This can only be used once so if your child plays, do create a UserID for them but put your email into the contact email section.**

### **2. Complete the Risk Management tasks**

Once your Got Sport account is set up, you can start the tasks. You can access these areas by logging in and going to your dashboard.

- Background Check: Required every 2 years (takes 5 minutes)

<https://gotsport.zendesk.com/hc/en-us/articles/360049592294-Submitting-Background-Check>

- Heads Up: Required every year (takes 20 minutes)

<https://gotsport.zendesk.com/hc/en-us/articles/360052923734-Submitting-Heads-Up>

- Safe Sports: Required every year (first time takes 2 hrs. / yearly refresher takes 30 minutes)

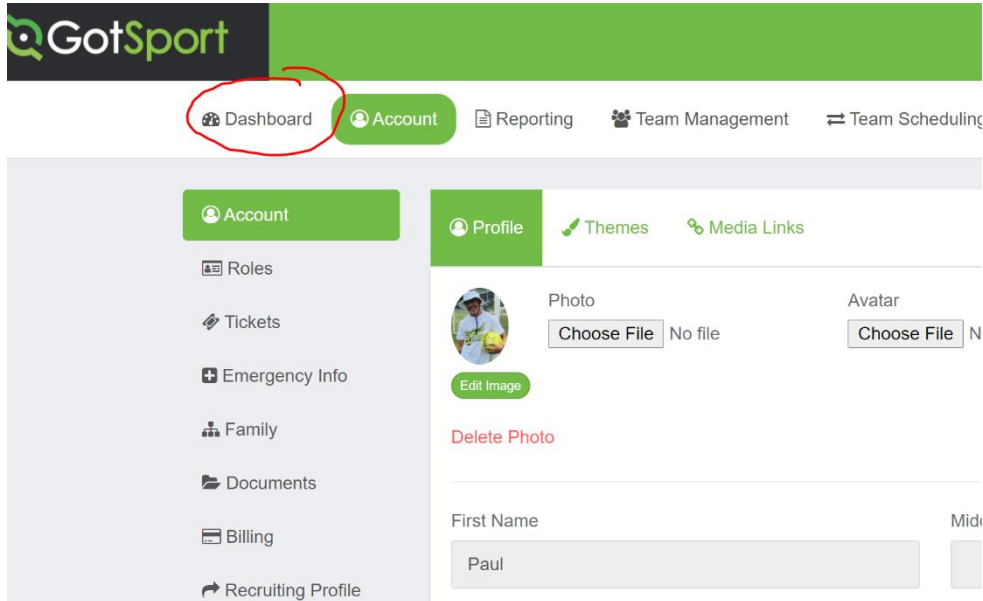
<http://cscsoccercub.org/wp-content/uploads/2023/07/Got-Sport-How-to-do-the-Safe-Sport.pdf>

## HOW TO LOGIN & GET STARTED

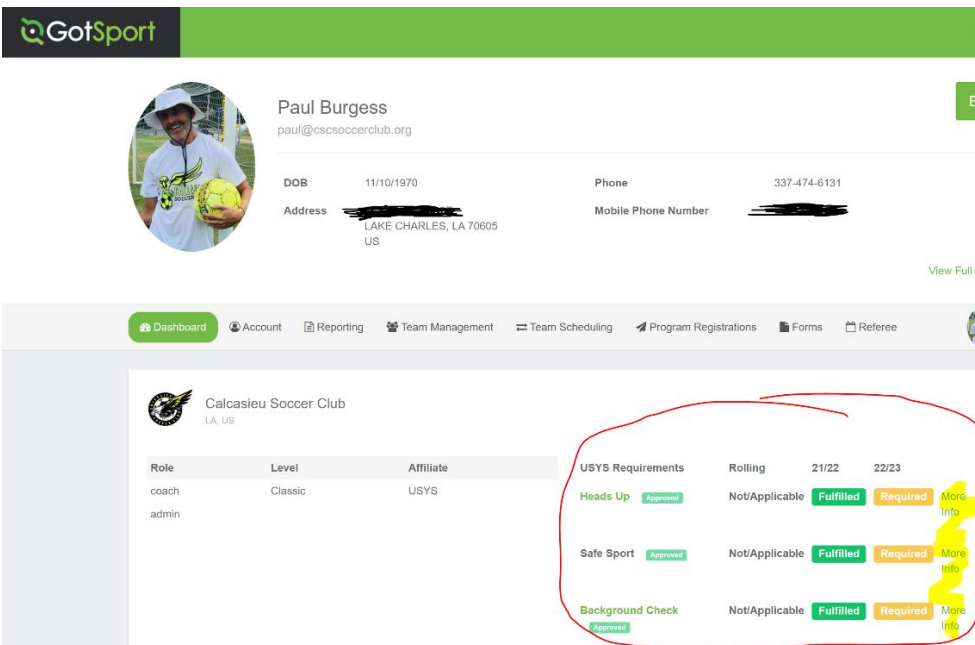
Once you have your account, Login using your Email/UserID and password via the webpage below:

<https://system.gotsport.com/> If you can't remember the password, click "forgot password" to select another.

From your Account page **click Dashboard** from the top left.



From your Dashboard you will see the different tasks on the lower right of the screen. **Click on More Info** to complete each task.



In some instances, if you completed one of the tasks within the last year, your account may show that it is already **Fulfilled**. For new coaches it will show **Required**. If you are unsure about any tasks, you can check this by clicking **Check Records**.