



Risk Management and Background Checks

The Coach or Team Official's Perspective

Oklahoma State Soccer Association will be using our software to process Volunteer Disclosure Forms (VDF) and background checks. Your state organization will have final say on approval of volunteers and coaches. Both states require submission of social security numbers. Social security numbers are encrypted within our system and are not visible to anyone except to those designated as risk management officials by the state organizations. Additionally, your answers to the VDF questions can be seen only by the state organization.

If you have multiple GotSoccer accounts, for example a coach, manager, board member, ..., you will only need to fill out risk management information once. Our system will search for all other accounts where your **name, birth date, and address are identical**. If you are listed in one account as Bill Cameron and another as William Cameron, we will not automatically approve the additional account. Please confirm that your name, address, and birth date are the same for all your GotSoccer accounts.

If you have questions please contact. Sanette Owen-Thomas 301-960-4350 (sanette@gotsport.com), Josh Poe 904-200-5855(josh@gotsport.com) or Ria Owen-Thomas (ria@gotsport.com). You may also contact your club.

To log into a coach or team official account:

1. Go to www.gotsport.com
2. Click on the **Coach Account** or **Manager Account** under the *Team Members* link. if you are anything but a coach please use the **Manager Account** login.

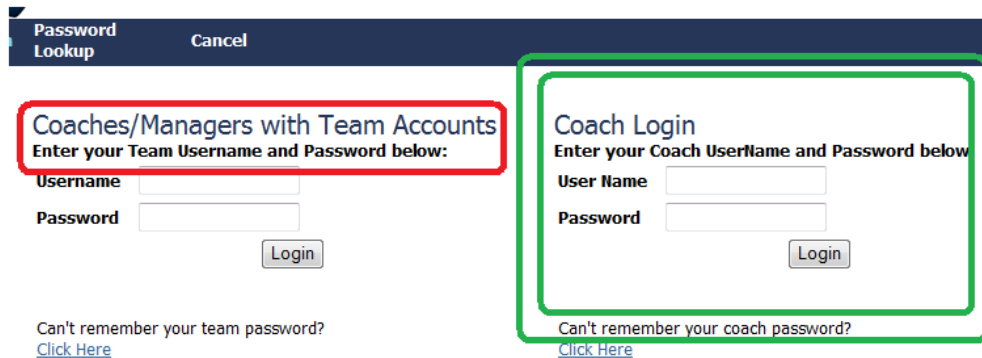


Screen Shot 1



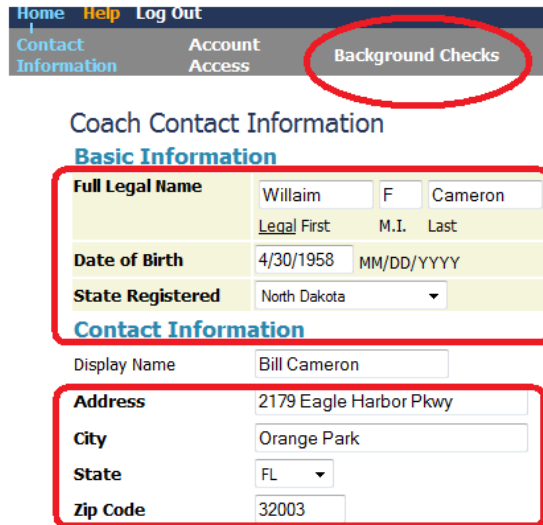
3. Use the login on the **Right** side of the screen, circled in green, to log in. Not the login marked in red.

Screen Shot 2



4. Click the **Background Checks** link on the gray menu bar.
5. Fill out the registration form, the VDF form, agree to the liability waiver and submit the information to the state.

Screen Shot 3



Home [Help](#) [Log Out](#)

Contact Information Account Access **Background Checks**

Coach Contact Information

Basic Information

Full Legal Name	Willaim	F	Cameron
	Legal First	M.I.	Last
Date of Birth	4/30/1958	MM/DD/YYYY	
State Registered	North Dakota		

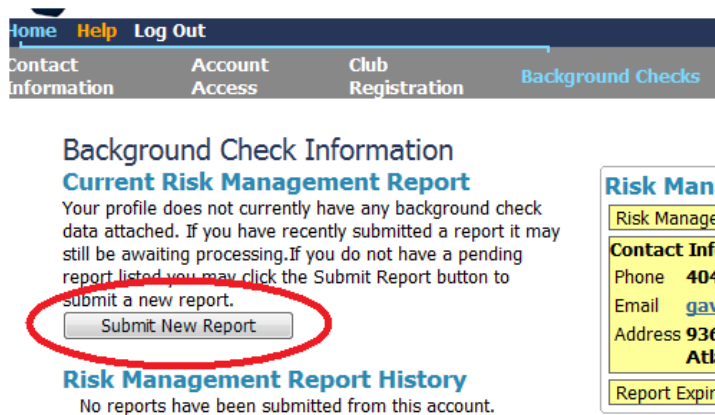
Contact Information

Display Name: Bill Cameron

Address	2179 Eagle Harbor Pkwy
City	Orange Park
State	FL
Zip Code	32003

- Once you're on the **Background Checks** screen, click the **"Submit New Report"** button

Screen Shot 4



Home [Help](#) [Log Out](#)

Contact Information Account Access Club Registration **Background Checks**

Background Check Information

Current Risk Management Report

Your profile does not currently have any background check data attached. If you have recently submitted a report it may still be awaiting processing. If you do not have a pending report listed you may click the Submit Report button to submit a new report.

Submit New Report

Risk Management Report History

No reports have been submitted from this account.

Risk Mana

Risk Manage

Contact Info

Phone **404**

Email [gav](#)

Address **936**

Atla

Report Expir

- Confirm your personal information, including Gender



Screen Shot 5

Risk Management Form

Legal Name	James		Roosevelt	
	First	Middle	Last	Jr, Sr, etc.
Gender	<input type="radio"/> Male <input type="radio"/> Female			
Date of Birth	4	/	30	/ 1958
	Month	Day	Year	
Home Phone	904-555-1212			
Work Phone				
Address	32 Main St			
City	Jacksonville			
State	FL			
Zip Code	32003			
Email Address	bill@gotSPORT.com			

8. Fill out the questionnaire Volunteer Disclosure Form (VDF). Your answers to the VDF questions can only be seen by the state organization.

Screen Shot 6

Background Information Disclosure

NO Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of a crime? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.
If yes, please explain

YES

NO Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of a crime against a person? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.
If yes, please explain

YES

NO Have you ever in your entire life been charged with, arrested for, pleaded guilty to or been convicted of any violation of the law other than a minor traffic violation? You must disclose this requested information even if the charges were dismissed or you were acquitted, the conviction was stayed or vacated, the record sealed or expunged or you were told you need not disclose this information.
If yes, please explain

YES



9. Read the Background Check liability waiver. Please review all information before submitting. Once you submit the background check form it cannot be modified.
10. Click **I Agree** and **Submit**

Screen Shot 7

A screenshot of a web form titled "Background Check Agreement". The form contains the following text: "I certify that all of my statements on this application, the information provided, and attachments hereto, are true and complete to the best of my knowledge. I also certify that I have not withheld any information that would affect my application unfavorably, if disclosed. I understand that any omission of facts or misrepresentation will result in my elimination from consideration for any volunteer or staff position with South". Below this is a section titled "Digital Signature" with the text: "In addition to the information above, you assert that the information on this form is accurate and complete and you voluntarily consent to a background check being performed." At the bottom of the form, there are two radio buttons: "I Agree" (which is selected and highlighted with a red box) and "I Do Not Agree". To the left of these buttons is a "Cancel" button, and to the right is a "Submit" button (highlighted with a blue circle). A red box also highlights the "I Agree" radio button and the "Submit" button. At the very bottom, there is an "Important!" notice: "Please review all information before submitting. Once you submit the background check form it cannot be modified." The form is set against a light blue background with a vertical scrollbar on the right side.

Finally, you can see your status on your home screen



Screen Shot 8

Background Check Information Current Risk Management Report

Your profile is attached to the following background check report:

Report #	00000137
Submitted	6/20/2008 10:49:32 AM
Response	
Status	GotSoccer (ND):Pending

You may submit a new report every 1 months.

Risk Management Report History

Date Submitted	Response Date	Status
6/20/2008 10:49:32 AM		Pending » View

Once you are approved by the state the club will be able to place you on an official team roster and generate ID cards.