

# Space Coast United Soccer Club

## How to Complete US Club Clearance Requirements

The instructions below give you the detailed steps to complete your Coach or Manager background checks and courses for US Club leagues – ECNL, RL, FCL.

This document is linked on the Coaches and Managers page: [spacecoastsoccer.org/staff](http://spacecoastsoccer.org/staff)  
US Club's information about requirements is here:  
<http://usclubsoccer.org/registration/staff/>

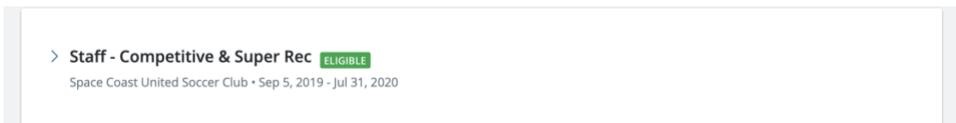
### Current Status

NOTE – SportsEngine is a portal by which to complete requirements. It is not necessary to start there. The advantage is that it will show you your status. The disadvantage is that some coaches have problems accessing their accounts. You can skip SportsEngine if desired.

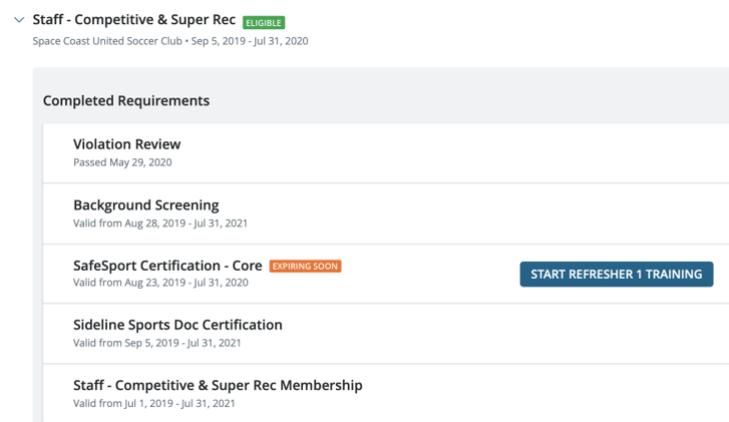
Go to [sportsengine.com](http://sportsengine.com) and click **Sign In** on the top right. You may see an announcement at the top to take you to your clearance requirements. You can click on that to go directly to the requirements.

If you do not have a direct announcement at the top of your page:

1. On the left is Home, Household, Schedule, ... Click **Household**.
2. Click your Coach profile card. On the next screen's Coach card (bottom right), click **View Details**.
3. When you get to this box, click the arrow to expand it.



4. In this case, only the SafeSport course is a requirement. You may see other buttons.



5. You will complete the requirements from here using the button.

**IMPORTANT FOR SAFESPORT** – Use the same email you used to complete the course the first time so that it recognizes you.

## US Club Background Check

Go to the US Club Background Screening Application through your SportsEngine account. (If you are not able, [the direct link is here.](#))

1. Read the information. Scroll down and either **Sign In** to your existing account or **Create An Account** if you do not have one.
2. Work your way through the screens.

On the Applicant Information screen choose Super Rec/Competitive and ECNL (unless you are FCL, in which case you chose None of the above.)

For *Are you register with another U.S. Soccer Federation member organization, such a US Youth Soccer state association* – choose Yes if you will be registered with FYSA. Enter Florida Youth Soccer Association.

3. Make your way through all the screens until you get to the Shopping Cart. You were assigned a payment code by the Registrar. A table is shown on the Coach/Manager page with all the codes. In the **Enter Discount Code** field, enter the code and click **Apply**.

### Shopping Cart

To change your order, edit your answers by selecting edit on the review page.

QUANTITY	ITEM	PRICE	TOTAL
1	2018-2019 US Club Soccer Background Screening Application Fee	\$18.00	\$18.00
		<b>TOTAL DUE</b>	<b>\$18.00</b>

Enter Discount Code:




4. Click Checkout.

## Sideline Sports Doc

1. Go to the course website through your SportsEngine account. (If you are not able, the direct link is: <http://usclubsoccer.sidelinesportsdoc.com/courses/the-coachs-guide-to-youth-soccer-injury-recognition/>)



2. Scroll down to see the information about the course and the section lengths. When ready, click **Register Now**.
3. Enter your information. For Club, enter Space Coast United Soccer. Managers choose 'Other Staff Member' for Role.

4. For the Payment section, click the down arrow for **Redeem a Coupon**. In the **Coupon** field enter the code **LIFTOFF**.

5. Check the boxes at the bottom of the screen and click **Signup**.
6. Complete the six chapters and quizzes.
7. At the end you will be presented with a certificate. Save this PDF.

## SafeSport Course Renewal

For staff members with a 2021 expiration date, you will be required to complete the SafeSport Refresher course. If you already completed the course once:

1. Go to the course website one of 2 ways: through your SportsEngine account or go to <https://safesport.org/> and login to your account from the previous year.
2. Click on Refresher 1: Recognizing and Reporting Misconduct.
3. Once the course is completed, save the applicable [certificate](#) from your SafeSport dashboard.
4. Send the certificate to [registrar@spacecoastsoccer.org](mailto:registrar@spacecoastsoccer.org) as this will need to be uploaded into TGS to register for the second year of your card.

## SafeSport Course Full Course

If your card has expired or this is your first time completing the course:

1. Go to <https://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41>
2. For Organization choose **U.S. Soccer**, for Access Code enter **YC3E-6P5G-YYIL-CS2M**.
3. Click **Save**.
4. Enter your information to make an account. For GCF coaches, please ensure that you create your account using the exact same name and email address as your account in GotSoccer. Click **Next**.

5. The online training consists of three modules: 1) Mandatory Reporting: Understanding Your Responsibilities; 2) Sexual Misconduct Awareness Education; and 3) Emotional and Physical Misconduct.
6. Completion will take approximately 90 minutes, but it does not need to be done at once. You may save your progress and continue where you left off at a later time.
7. You will receive a certificate for each module, then a final one for the course. Save this last certificate which will read "SafeSport Trained."

If you need an FYSA pass as well please sign into your GotSoccer account and upload the certificate to the Documents tab.