

PVSC Risk Management Clearance Process

We take the responsibility and privilege of working with youth very seriously, and to promote a club-wide culture of responsibility and child safety, there can be no exceptions to our risk management requirements. These processes are mandated by Pennsylvania state laws, and our sanctioning body, Eastern PA Youth Soccer Association (EPYSA).

NOTE: The clearance process is on a per season basis. Background checks are good for five years, and training follows a 12 to 18-month cycle.

The clearance process is broken down into three categories of activities:

- Background Checks
- Training (for coaches)
- Administrative

This guide covers the various activities defined above along with:

- Key administrative dates for the risk management process
- A note about status emails
- Instructions for accessing GotSport

For a first-time coach, the entire process can be completed in as little as 3 to 4 hours of your time which can be spread out over a few days. Returning coaches that need to refresh training can be done in less than 2 hours.

2022 Key Dates

The following are key risk management process dates.

Deadline to Receive All Required Documents	Friday, September 9, 2022	If documents are not received by this date, we will not be able to review and clear you by this date
Background Check Cutoff Date	Dated on or after November 13, 2017	Background checks expire after 5 years and must cover the entire season
Concussion and SafeSport Training	Completed during or after the Fall 2021 season	Training expires at the end of each seasonal year.
PA Residency Date	November 13, 2012	If you moved to Pennsylvania on or after this date, you must submit an FBI Fingerprint History search

Status Notifications

We periodically send status updates via email and text messaging to let you know when we've reviewed your information, or if there are any problems with your documentation.

It is important that you review these emails and take action. If you do not complete these risk management tasks we cannot clear you to coach. If your team doesn't have a cleared coach, they can't play or practice.

We highly encourage you to upload documents to GotSport as you complete them. This will allow us to better manage our time, and to reflect reality more accurately in the system.

To ensure that you are getting these status updates be sure that the following are in your safe senders list:

- risk@perkvalleysoccer.org
- +1 405-452-0592

You can also use both to ask questions. We do request that you not send your documents by email or text, but upload them to GotSport instead.

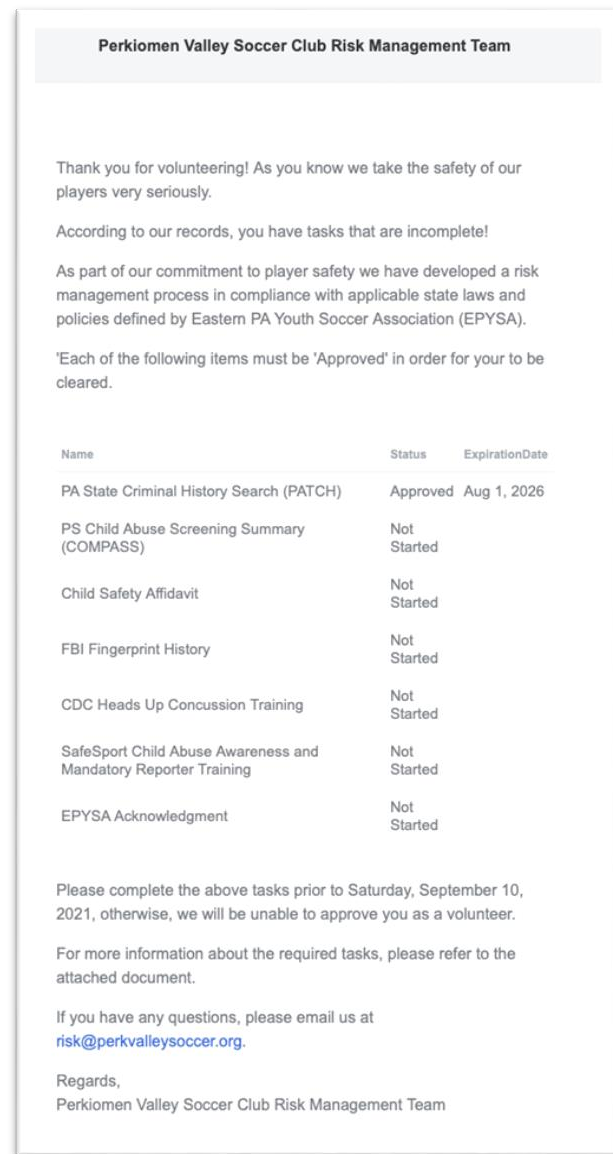


Figure 1. Status Emails

NOTE: Your status as represented in the status updates is the one true status of your completion status (GotSport has trouble with expiration dates). Once you are fully complete, you will receive an email informing you that we've reviewed everything and you're good to go.

If you're receiving an email saying you're missing something, please contact us.

GotSport/GotSoccer

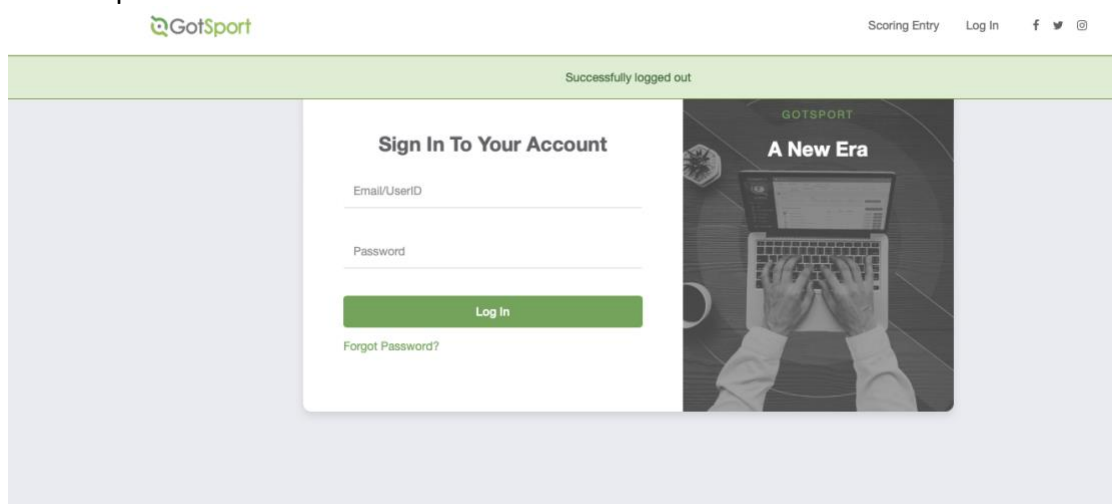
EPYSA is requiring us to use GotSport for managing clubs records including Risk Management documents.

NOTE: The first time you log into GotSport you will sign in with only your email address (the same one you used when registering as a coach, and the one where these instructions were initially sent). You will be prompted to reset your password. If you have trouble with this step, please contact risk@perkvalleysoccer.org or text us at +1 405-452-0592 after you verify that you are using the email address you used when registering as a coach.

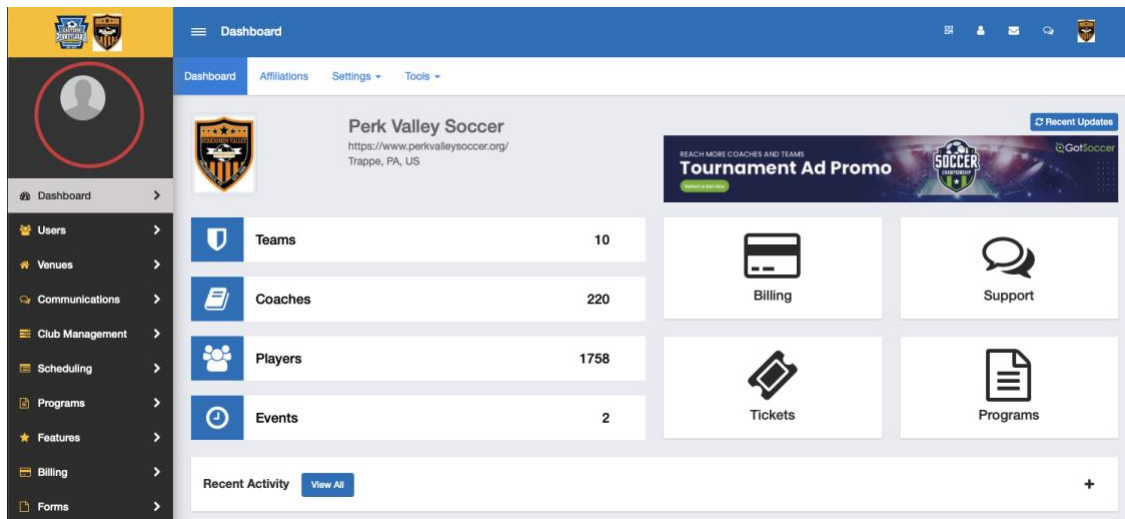
NOTE: For many of the tasks, GotSport reports an incorrect expiration date. We are working to fix this, but always go by the status in the automated emails you receive from the club.

To access GotSport, please use the following instructions:

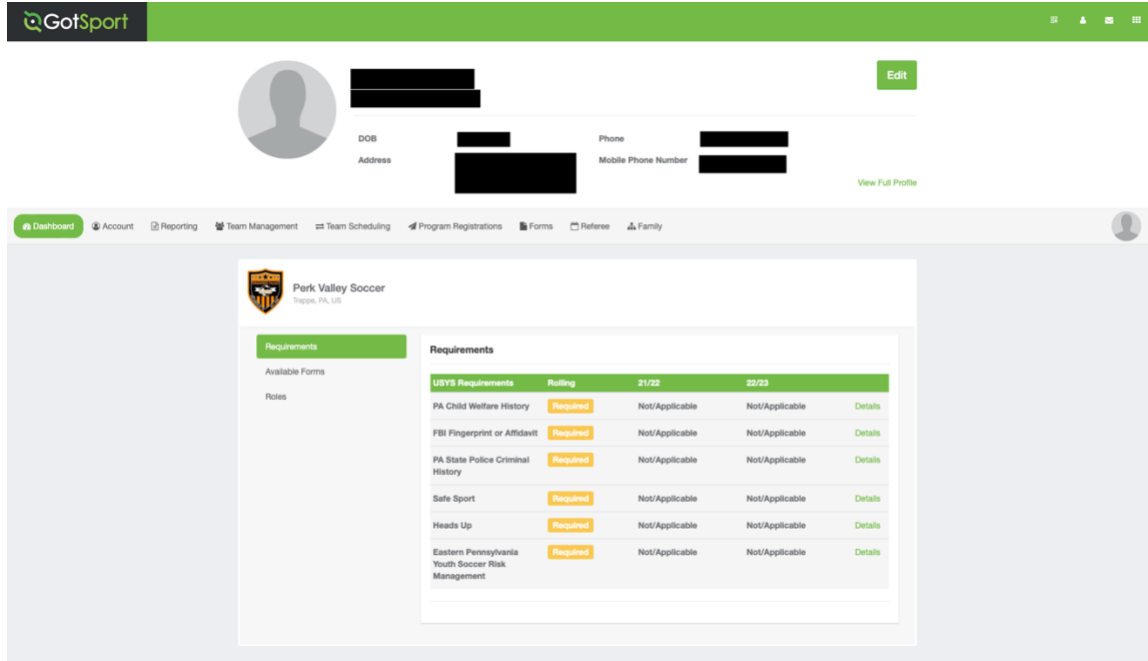
1. Open a web browser to <https://system.gotsport.com>
2. If this is the first time you're logging into GotSport, enter your email address (the same one you used when registering as a coach). **Leave the password field blank and click Login.** You will be prompted to use the "Forgot Password" link to set up your password for GotSport.



- If you see a screen like the following, click on your name in the upper left corner:



- After clicking on your name/picture in the upper left corner you should see the following screen below. For each document you need to upload, click the “Details” link to the right of the document. If you do not see the screen below, look for a button labelled, “Dashboard”. Be sure to verify your information in the top portion of the screen (address, phone number, DOB, etc.)



Background Checks

Background checks are mandatory for **ALL** volunteers and club employees and include the:

1. PA State Police Criminal History (PATCH)
2. PA Child Abuse History (COMPASS)
3. Depending on PA residency status complete an FBI Fingerprint History or sign the child safety affidavit

Notes:

- Background checks are good for 5 years from the date stamped on the document.
- If you have not lived in PA continuously for the last 10 years, you will need to complete the FBI Fingerprint History. If you have lived in PA continuously for the past 10 years, you must sign the Child Safety Affidavit.
- If you need to complete the FBI Fingerprint History, do not delay when scheduling an appointment, getting the results will take time.
- If you are a teacher, first responder, clergy member, or daycare worker, you should have already completed your background checks and mandatory reporter training. Submit copies of all your documentation and upload the documents to GotSport (see below for detailed instructions for submitting documents).
- If you volunteered at your school within the past five years, you may be able to use these background checks; refer to the steps to below on how to submit.

The following pages provide instructions on how to complete each of the steps...

PA State Criminal History Search (aka PATCH)

PA state law requires all volunteers who regularly come into contact with children to obtain clearances. Pennsylvania provides an online portal to obtain this information. Access to this portal is free of charge and results.

Results are typically available immediately, however, in some cases (usually name changes, extremely common names, or incomplete information) may delay results by a few days or up to two weeks.

Print Save Back

Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

THE CERTIFICATE IS ONLY VALID FOR VOLUNTEER PURPOSES. THE PENNSYLVANIA STATE POLICE DOES NOT AUTHORIZE THIS FORM FOR ANY OTHER USE

TELEPHONE

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: [REDACTED]
Date of Birth: [REDACTED]
Social Security #: [REDACTED]
Sex: [REDACTED]
Race: [REDACTED]
Date of Request: 09/21/2017 08:28 AM
Purpose of Request: Volunteer

Maiden Name and/or Alias (1) (2) (3) (4)

*** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #R18762395 ***

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS. THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.state.pa.us/RCStatusSearch.jsp>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by: [Signature]
Lieutenant Dennis W. Long
Director of Criminal Records & Identification
Pennsylvania State Police

DISSEMINATED BY: SYSTEM
09/21/2017 08:28 AM

Figure 2. Sample PATCH Report

NOTE: If you have completed a PATCH request within the last five years you can submit a copy of the report. For example, if you work in daycare, are a teacher, clergy member, first responder, or have chaperoned a school field trip, you should have already completed this. Submit the file via the tracking website or email it to the club.

The steps to obtain your PATCH report via the state's online portal are as follows:

1. Open <https://epatch.state.pa.us> in browser window (works best on a laptop or computer)
2. Click "New Volunteer Record Check"
3. Read and accept the disclosures
4. Enter the following information when prompted:

Volunteer Organization Name:

Perkiomen Valley Soccer Club

5. Enter your information on the remaining fields and click "Next"
6. Verify that the cost is **\$0.00**. Verify that

your information is correct. Click "Proceed"

7. Fill out the remainder of the form providing as much information as possible (*more information improves likelihood of results being returned immediately*)
8. Once you submit the forms you should receive an email with a subject similar to "PATCH Request Confirmation"
9. If the automated system finds you successfully, you should then receive an email within a few minutes, with a subject similar to "PATCH Request Completed". Otherwise, this may take a few days. When you receive the completed email, follow the link in the email and enter the control number contained in the email to retrieve your results
10. Using GotSport, submit your PATCH under the item marked: "PA State Police Criminal History".

Background Checks

PA State Child Abuse History (COMPASS)

In addition to the PATCH report, the state also requires volunteers who regularly come in to contact with children to have a clean Child Abuse History Clearance. It typically takes three to seven days for the state to complete the search.

You can apply for one free screening per year. If you have already used your free clearance request for the year, please contact risk@perkvalleysoccer.org for assistance.

pennsylvania
DEPARTMENT OF HUMAN SERVICES

PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

CERTIFICATION ID: [REDACTED]
CERTIFICATION PURPOSE: VOLUNTEER
VERIFICATION DATE: 9/7/2017
SOCIAL SECURITY #: XXX-XX-XXXX
DATE OF BIRTH: [REDACTED]

The above named person has applied for a Pennsylvania Child Abuse History Certification pursuant to 23 Pa. C.S., Chapter 63 related to the Child Protective Services Law. NO RECORDS EXIST in the Pennsylvania Department of Human Services' Statewide database listing the applicant as a perpetrator of an Indicated or Founded report of child abuse.

Applicants are required to show the Administrator the results of their Child Abuse History Certification. Administrators are required to keep a copy of this Child Abuse History Certification on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

ISSUED BY Commonwealth of Pennsylvania
Department of Human Services
CHILDLINE AND ABUSE REGISTRY
Childline Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-371-5422

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT

Figure 3 -- Sample COMPASS Report

NOTE: If you have completed a PATCH request within the last five years you can submit a copy of the report. For example, if you work in daycare, are a teacher, clergy member, first responder, or have chaperoned a school field trip, you should have already completed this. Submit the file via the tracking website or email it to the club.

1. Open <https://www.compass.state.pa.us/cwis/> in a browser window
2. If you do not have a Keystone ID, create one by clicking on the "**Create Individual Account**" button (unless you have recently completed background checks for another organization or receive state benefits, you likely do not have a Keystone ID).
3. Once you have your Keystone ID, click the "**Individual Login**" button.

4. Click "**Access My Clearances**"
5. Read the information and disclosures on the following page and click "**Continue**" at the bottom of the screen. Log in using your Keystone ID/Key
6. Choose the appropriate purpose using the guidance below:
 - a. If you are applying as a **coach**, or **other unpaid volunteer (e.g. safety rep)**, and over the age of 18 - Use "**Volunteer Having Contact w/Children**"
 - b. If you are an **employee/paid-volunteer, (e.g. a referee)**, select the option "**Individual 14 years of age or older who is applying for or holding a paid position...**"
 - c. **Volunteer Category:** Other
 - d. **Agency Name:** Perkiomen Valley Soccer Club

7. Enter the rest of your personal information. You will need to provide a detailed list of where you have lived over the past several years along with information about all individuals living with you
8. Enter your digital signature when prompted (*first and last name as entered at the beginning of the application*)
9. You should receive a confirmation email confirming the submission of your request. In three to seven days, you should receive a notification from the state that your results are ready. Follow the instructions in the email. NOTE: When accessing the report, click the link in the green box that says, "To view the result, click here."
10. Using GotSport, submit your COMPASS under the item marked: **"PA Child Welfare History"**.

Background Checks

FBI Criminal History or Child Safety Affidavit

Since July 2018, Pennsylvania requires anyone who has not continuously lived in the state for the past ten years to complete an FBI Fingerprint Criminal History Search. **This process can take several weeks to complete.** People who have lived in the state continuously for the past ten years, only need to sign the affidavit linked below.

For Long-Term PA Residents

- If you have lived in PA for the last ten years and 18 years of age, or older: read and sign the [Child Safety Affidavit for Adults](#).
- If you have lived in PA for the last ten years and are under 18 years of age, have a legal parent or guardian fill out the [Child Safety Affidavit for Minors](#).

For Short-Term PA Residents

This background check requires you to go to a state-approved location to have your fingerprints digitally scanned and submitted to the FBI. This process will take several weeks to complete.

NOTE: If you have completed a request within the last five years you can submit a copy of the report. For example, if you work in daycare, are a teacher, clergy member, first responder, or have chaperoned a school field trip, you should have already completed this. Submit the file via the tracking website or email it to the club.

To complete this process, take the following steps:

1. Email risk@perkvalleysoccer.org to let us know that you will need to complete an FBI Fingerprint History
2. Once you have your code, schedule your appointment (*appointments aren't required but are strongly encouraged*) using: <https://uenroll.identogo.com/workflows/111VVQ>
3. There will be several prompts asking about your personal history. When prompted to enter your *employer information*, **do not use PVSC**
 - a. Select the appropriate documentation that you will take to the appointment.
e.g. Driver's License, State Issue Id, or Photo ID Waiver for a Minor
 - b. If you are between the ages of 14 and 17, you will need a parent or legal guardian to sign a Photo ID Waiver for a Minor and take it with you
4. Optional – Complete the appropriate Child Safety Affidavit
5. Submit your receipt to risk@perkvalleysoccer.org and we will reimburse you for the cost of the background check
6. Using GotSport, submit your FBI history or affidavit under the item marked: **“FBI Fingerprint or Affidavit”**.

Training for Coaches

All coaches are required to complete two training courses:

- Child Abuse Awareness and Mandatory Reporter Training
- CDC Heads-Up Concussion Awareness Training

These two training courses must be completed each new seasonal year. PVSC defines a seasonal year as July 1 through June 30 of the following calendar year. For example, the 21/22 seasonal year is July 1, 2021 through June 30, 2022.

Notes:

- If you are currently a mandatory reporter, you can submit your existing documentation instead of taking the SafeSport course
- Unless you have coached for PVSC in the past year, you will likely need to retake your concussion training
- TIP: If you completed the concussion training previously, there is typically an option to take an abbreviated refresher course and/or simply take the quiz again. Take advantage of that option.

Coaches and Employee Required Training

Child Abuse and Mandatory Reporter Training

Since the Fall 2019 season, Eastern PA Youth Sports Association (EPYSA), our sanctioning body, now considers all coaches to be mandatory reporters. This means that all coaches must now go through mandatory reporter training. **Prior to the fall 2019 season, only child abuse awareness training was required – this training is now invalid.**

EPYSA and US Soccer have partnered with SafeSport to provide the mandatory training. If you are mandatory reason for other reasons (e.g. clergy, teacher, first responder, etc.) we can accept a certificate for that course provided the course was completed in the last year.

To sign up for the training, perform the following steps:

1. Log into GotSport and got to your dashboard (see above)
2. Click “Details” next to Safe Sport
3. Click either the “Access SafeSport” or “Start Course” depending on whether you recently completed the course or need to take the initial or refresher courses.



Safe Sport

Status

Fulfilled

Completed On: 2021-03-27

Access SafeSport

Start Course

Already completed this course?

Press check records button below to search for SafeSport records.

Check Records

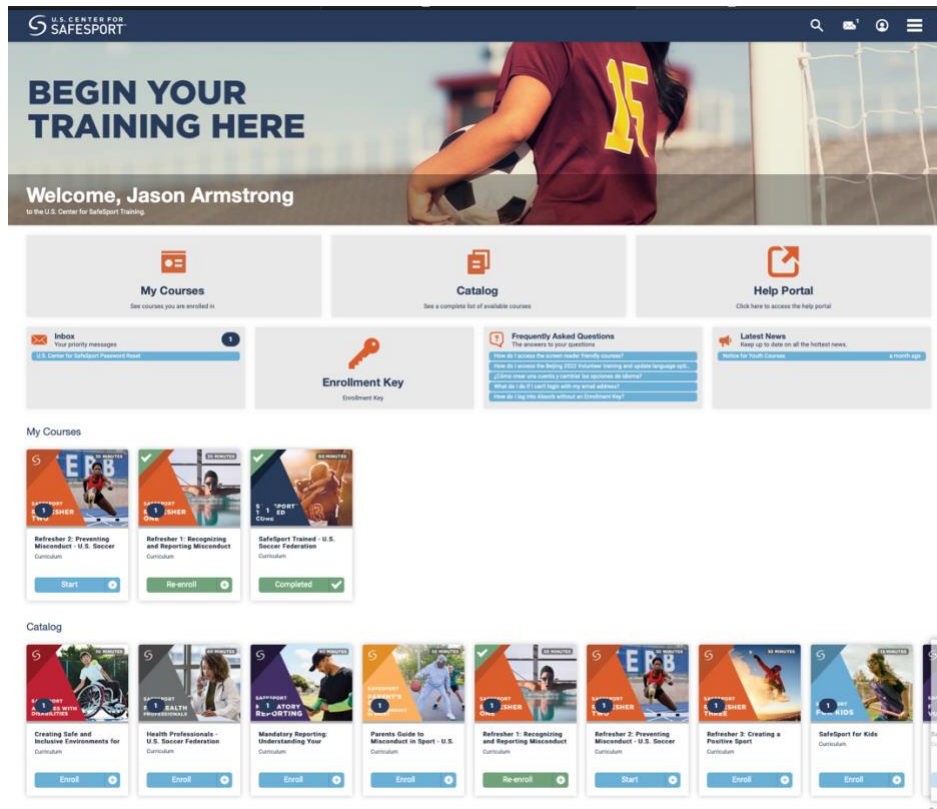
Show Safe Sport Upload Form

Report History

ID	Date Submitted	Date Completed	Updated	Status
				Approved

4. You will be prompted to either create a SafeSport account, or log into your existing account. If you have coached before, you will already have an account.

If you took the initial course or refresher course after July 1, 2021, you can go back to GotSport without taking the course again, and skip directly to Step 5. Otherwise, take either the initial course, or the refresher course if available.



5. After completing the initial course or refresher course, click “Check Records” in GotSport. It should automatically find your certificate of completion and mark it as filled.

Coaches and Employee Required Training

CDC Heads Up Concussion Training

Eastern PA Youth Sports Association (EPYSA), our sanctioning body, has mandated that all coaches (both assistant and head coaches) must complete concussion awareness training. This training is provided by the CDC.

To complete the training use the following steps:

1. Log into GotSport and got to your dashboard (see above)
2. Click “Details” next to Heads Up
3. Click the “Launch Heads Up” button



Heads Up

Status

Required

Check Records

Launch Heads Up

Show Heads Up Upload Form

Report History

ID	Date Submitted	Date Completed	Updated	Status
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4. Click the “Start Training” button
5. Access the training and answer the quiz questions
6. Once complete, click the “Check Records” button in Heads Up. You should see it automatically approve the training course.

Administrative Tasks

As a volunteer it is important to keep PVSC informed of any changes in status that may impact your eligibility to volunteer. This includes keeping an update profile image associated with your Sports Connect (PVSC website) account, accurate contact information (via the PVSC website), and informing the risk management team of any events that occur including but not limited to the following:

- Arrests made after completing any of the clearance tasks
- Any cases filed with the PA State Department of Health or Department of Child Services
- Any act outlined in the [Child Safety Affidavit](#) which requires notification under the penalty of law

Lastly, in GotSport, be sure to fill out the “Eastern Pennsylvania Youth Soccer Risk Management” form in your requirements Dashboard.