

## Louisiana Soccer Association Risk Management (Background check) Instructions

Louisiana Soccer (LSA) requires all persons who come in contact with children to undergo an annual background check. This is a quick and private undertaking. You will be asked for:

- 1) Your GotSoccer username and password. Your club can email you this information. It will come from an email address called [support@gotsport.com](mailto:support@gotsport.com). Please search both your inbox and junk mail folders.
- 2) Your legal first and last name, birth date address, Social security number, and phone number.
- 3) To answer a few questions regarding any arrest records.
- 4) To agree to LSA's liability waiver.

To log in go to [www.gotsoccer.com](http://www.gotsoccer.com) and click the login link.



Next click the **Teams** link



Enter your Coach or team official username and password (just fill in one not both). Click **Login**

The largest provider of Soccer Software

### Login to your GotSoccer Account

**Team Account**  
Username   
Password   
  
[Team Password Lookup](#)

**Individual Coach**  
Username   
Password   
  
[Coach Password Lookup](#)

**Individual Manager**  
Username   
Password   
  
[Password Lookup](#)

New to GotSoccer?  
[Create Your Account](#)

Click on the Contact Information link on the gray menu bar and fill in your personal information. Everything in bold is required, this includes a phone number. Press **Save**

GotSport.com > Managers

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

### Club Information

**Edmond Soccer Club (OK)** [More Information](#)

### Manager Contact Information

#### Basic Information

**Full Legal Name**    
Legal First M.I. Last

**Date of Birth**  MM/DD/YYYY

**Gender**  Male  Female

**State Registered** Oklahoma

#### Contact Information

Display Name

**Address**

**City**

**State** LA

**Zip Code**

**Country** United States

**Email Address**

**Phone**

Phone (2)

Mobile Phone

Mobile Text Messaging Address

#### Photo

[NO PHOTO]

#### Account Summary

**User Name** Isabill  
**Date Created** 5/18/2011 2:32:04 PM  
**Last Updated** 5/18/2011 2:32:17 PM  
Additional Info/Notes (optional)

Next, click on the **Background** check link on the gray menu bar. If you are applying for the first time this seasonal year (2011-2012) click on **Submit New Report**. (If you already have a check for the current seasonal year, and need one for a different type of account, a referee for example, you can use the **Check Reports** button.

The screenshot shows the Gotsport.com website interface. At the top, there is a navigation bar with links for Home, Help, and Log Out. Below this is a secondary menu with links for Contact Information, Account Access, Club Registration, and Background Checks. The main content area is titled "Background Check Information" and includes a sub-section for "Current Risk Management Report". The text in this section states that the user's profile does not currently have any background check data attached and provides instructions on how to submit a new report. A button labeled "Submit New Report" is highlighted with a red rectangular box. Below this, there is another button labeled "Check Reports". To the right of the main text is a "Risk Management" sidebar containing contact information for Oklahoma Soccer, including phone, fax, email, and address. A note at the bottom of the sidebar indicates that reports older than 5/18/2010 have expired. At the bottom of the page, there is a section for "Risk Management Report History" which currently shows no reports.

Confirm your information is correct, make sure your gender is selected, enter your social security number if requested, read and answer the *Background Information Disclosure*, **Agree** to the background Check and Liability Waiver agreement and press **Submit**

Manager - William Cameron

**Personal Information**

**Legal Name** William Cameron  
First Middle Last Suffix

**Gender**  Male  Female

**Date of Birth** 1 / 5 / 67  
Month Day Year

**SSN** 123 - 45 - 6789

**State ID#** \_\_\_\_\_

**Gov't Visa#** \_\_\_\_\_

**Home Phone** 904-555-1212

**Work Phone** \_\_\_\_\_

**Address** 123main st  
\_\_\_\_\_  
\_\_\_\_\_

**City** New Orleans

**State** LA

**Zip Code** 12345

**Email Address** bill@gotssport.com

**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.  
 YES If yes, please explain \_\_\_\_\_

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.  
 YES If yes, please explain \_\_\_\_\_

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.  
 YES If yes, please explain \_\_\_\_\_

**State Registered** Oklahoma

**Background Check Agreement**

I understand that:

a. It is the intent of OSA to deny certification to any person who has plead no contest or been convicted of violence or of a crime against a person and/or does not meet the requirements set forth in the OSA Risk Management Classification Guidelines.

b. I hereby certify that all statements made in this application are true, and the information, which I have furnished, on this form is subject to verification, which may include a criminal history check. I agree and understand that any misstatements of the material facts herein will cause forfeiture on my part to volunteer with OSA.

**Digital Signature**

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.

I Agree  I Do Not Agree

**Important!** Please review all information before submitting. Once you submit the background check form it cannot be modified.

The page will refresh and show you the status of your report, here *Pending*.

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Contact Information Account Access Club Registration Background Checks

### Background Check Information

#### Current Risk Management Report

Your profile is attached to the following background check report:

<b>Report #</b>	00150646
<b>Submitted</b>	5/18/2011 2:45:21 PM
<b>Response</b>	
<b>Status</b>	Oklahoma Soccer Association (OK):Pending
<b>Card</b>	

You may submit a new report every 11 months.

#### Risk Management Report History

Date Submitted	Response Date	Status	
5/18/2011 2:45:21 PM		Pending	<input type="button" value="View"/>

#### Risk Management

**Risk Management Enforced: Oklahoma Soccc**

**Contact Information**

Phone **918-627-2663**

Fax **918-627-2693**

Email [oklahoma.soccer@yahoo.com](mailto:oklahoma.soccer@yahoo.com)

Address **9410-B E 51st Street  
Tulsa, OK 74145**

Reports older than **5/18/2010** have expired

The status will change to approved or denied anywhere from a few minutes to several days later, depending on the state and results.