# Coach Registration, Background Check and SafeSport

What every BAC travel coach completes before working with players

Thank you for volunteering to coach with BAC! Before working with players, every coach does four things in GotSport: registers as a coach, clears a background check, completes SafeSport training, and adds a profile photo. The background check and SafeSport renew every seasonal year, and BAC covers the full cost of both. New Hampshire Soccer Association will not issue a coach pass without them.

**Before you begin**

- **Use a computer or laptop.** GotSport hides several of these buttons on phones and in the app.
- **Use the GotSport account you already have.** It is the one you use for your kids. If you forgot the password, use Forgot Password. A second account splits your record in two.
- **Use one email address everywhere.** Your GotSport account and your SafeSport account must use the exact same email, or your training will not link back to your coach profile.
- **Set aside the time.** First-time SafeSport training takes one to two hours, and your progress saves if you stop. Returning coaches take a short Refresher, about 20 to 30 minutes.

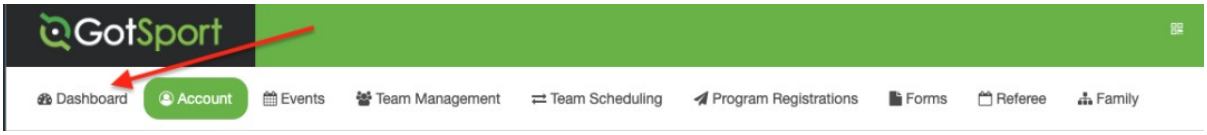
## Step 1: Register as a coach

Each season the Travel Program emails coaches a GotSport coach registration link. Sign in at system.gotsport.com first, then open the link and register yourself, not one of your children. The form asks for your date of birth and ends with a $0 checkout. That is normal, and there is no charge.

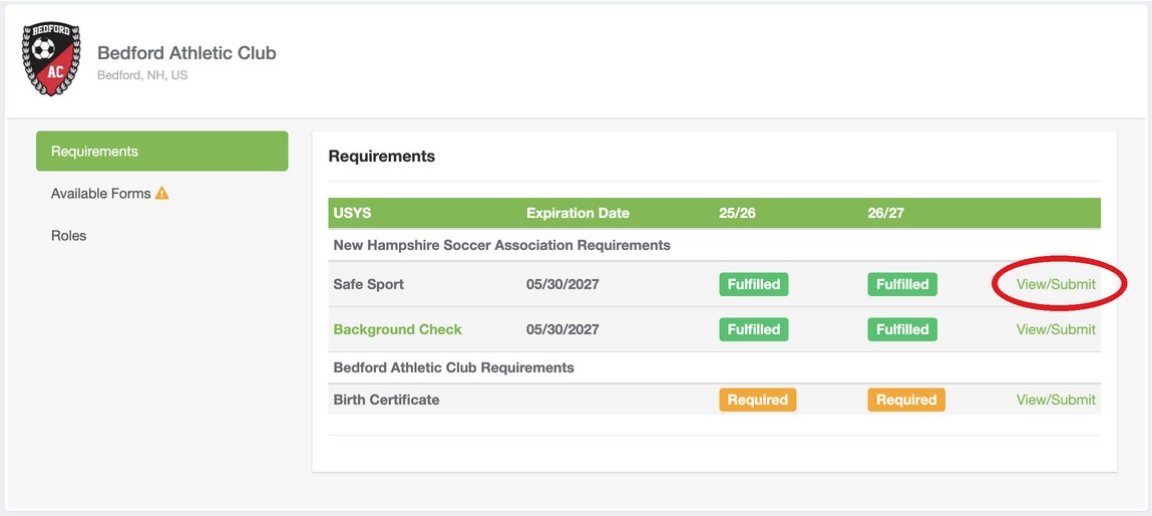
Returning coaches are usually enrolled by the club over the summer and can skip to Step 2. The link changes every season, so do not reuse an old one. If you need this season's link, email TravelProgram@bedfordac.com.

## Step 2: Complete your requirements

1. Log in to your account at system.gotsport.com (note: not gotsport.com, which is a different site).
2. Click **Dashboard** at the top left of the screen.

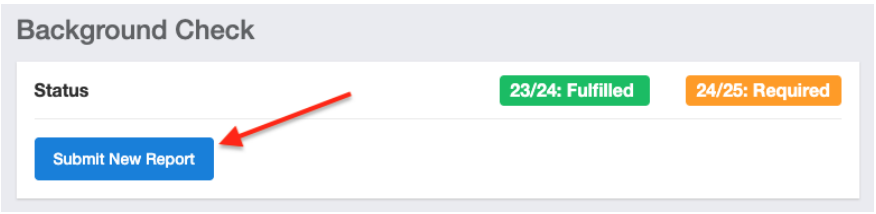


3. Check the requirements panel. Both **Background Check** and **Safe Sport** should show **Fulfilled** for the current seasonal year. If either one does not, click **View/Submit** on that row.



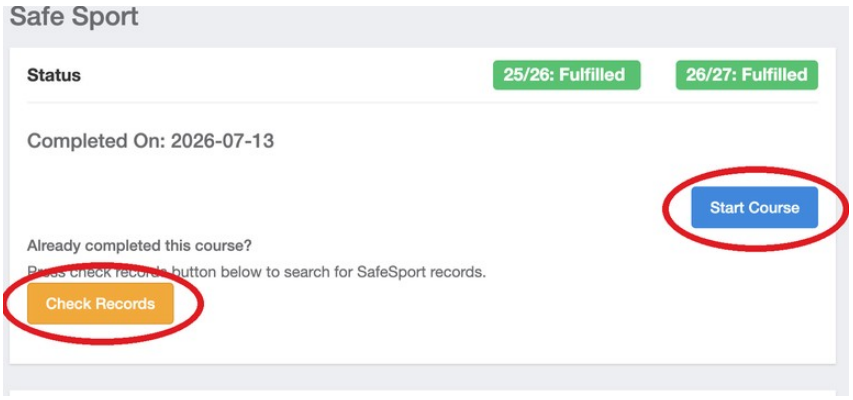

*Example screen. Your dashboard will show the current seasonal year.*

4. **Background check:** click **Submit New Report** and follow the instructions. Approval usually comes through within a day or two.




*Example screen from a prior season.*

5. **SafeSport:** if you are new to SafeSport, click the blue **Start Course** button. If you have taken it before, in any sport or any season, click the orange **Check Records** button to link your existing record, or take the short Refresher. Always start from this GotSport page, and sign in to SafeSport with the same email you use for GotSport.




*Example screen. Start Course is blue and Check Records is orange.*

6. **Photo:** under **Account**, add a recent head-and-shoulders photo with no hat or sunglasses. A normal phone photo is fine. The league requires it for your coach pass, and GotSport will not let the club add you to a roster without it.

> **The status rule that catches people every year**
>
> **Fulfilled** is the only status that counts, and it has to be under the current seasonal year. **Required** means not done, even when a future expiration date sits next to it. A date from last spring means last season.

> **Renew every summer**
>
> Background checks and SafeSport run on the soccer seasonal year. Last season's records expire in late spring (May 30 in 2026), no matter when you completed them, and New Hampshire Soccer Association only counts SafeSport training completed after its cutoff for the new season. Renew both over the summer, before fall practices begin. The Travel Program sends the exact date each year.

## Code of Conduct

By registering as a coach, you agree to the BAC Code of Conduct, posted at bedfordac.com/code-of-conduct. There is no separate form to sign.

## When you are done

You do not need to tell anyone. The Travel Program checks GotSport and adds cleared coaches to their league rosters, usually within a day or two. Until both requirements read Fulfilled and your photo is on your profile, you cannot run practices or be on the sideline at games.

## Common questions

**GotSport says Required but shows a date next year.**

Not done. The date belongs to an old record. The row has to read Fulfilled under the current seasonal year.

**I finished SafeSport last season and it shows Expired.**

Training completed before the cutoff does not count for the new season. Take the short Refresher, launched from the blue Start Course button in GotSport, then click Check Records. Going back through a course you already finished does not create a new record.

**I took the course on safesport.org and Check Records will not link it.**

Courses taken directly on the SafeSport website often never get credited to U.S. Soccer, and Check Records only searches U.S. Soccer records. Upload your certificate instead: on the Safe Sport row, click View/Submit and upload it there. The status changes to In Review, then Fulfilled. The club cannot upload it for you. Instructions: support.gotsport.com/how-to-access-and-upload-your-safesport-certificate.

**Check Records says it found a record, but the status stays Required.**

It did not link. Either the record is older than this season's cutoff, or your SafeSport account uses a different email or name than your GotSport account (a nickname, an initial, a spelling). Take the Refresher, fix the mismatch, or upload the certificate.

**There is no upload button on my screen.**

The upload is on the GotSport side, not on safesport.org, and it is hidden on phones and in the app. Use Chrome on a computer. If it is still missing, sign all the way out, sign back in, and reload the page.

**I did SafeSport for another sport or another club.**

It carries over. SafeSport is tied to you, not to a team or a sport. Click Check Records to link it. One Fulfilled covers every BAC team you coach.

**I think I have two GotSport accounts.**

Email us before you do anything else. A background check on one account and SafeSport on another do not add up to a cleared coach. We will help you keep one account and close the other.

**I cannot log in, or I am not getting GotSport emails.**

Use Forgot Password at system.gotsport.com instead of creating a new account. If no emails arrive, the address on your GotSport account may have a typo. Tell us and we will check it.

**I am under 18.**

Background checks for minors do not clear automatically. New Hampshire Soccer Association approves them by hand, which can take a couple of weeks, so register early and tell the Travel Program as soon as you do. League rules also require a rostered adult coach at every practice and game.

**Still stuck?** Email TravelProgram@bedfordac.com and describe exactly what your screen shows. A screenshot speeds everything up, and five minutes on the phone or a screen share usually settles it.