

Requirements for Coaches, Managers, and Players Turning 18 for League Carding/Rostering

Thank you for being part of VA United! To get everyone rostered prior to the season starting, there are several requirements that need to be completed. Please log in to GotSport to complete these requirements.

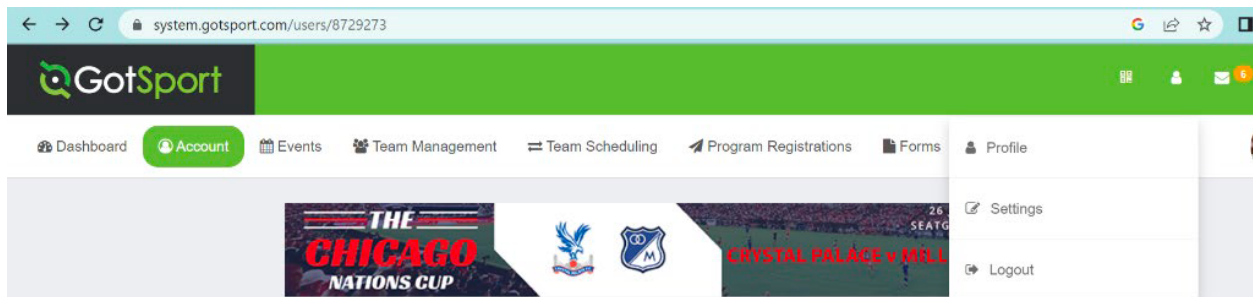
Who Needs to Complete These Requirements

- **Coaches** (Academy and Travel)
- **Team Managers**
- **Players Turning 18** Prior to the End of the Season. End of season is defined as 7/31/26.
These players need to only complete SAFESPORT!

Coach and Manager GotSport Requirements

Step 1: Access Your GotSport Profile

1. Log in to GotSport at <https://system.gotsport.com/>
2. Select the person icon in the far right-hand side of the screen and select 'Profile'



Step 2: Update Profile Information

Headshot & Demographic Information - Upload a headshot to your GotSport profile if one is not already present and update all demographic information.

You MUST enter a birthdate if one is not already populated in your profile. This triggers your requirements based on age.

Step 3: Check Requirements Status

1. Continue to scroll down to Virginia United FC and look at the table containing 'Requirements'
2. Be sure to look at our affiliation under **USCLUB** or **USYS (VYSA)** depending on your league
 - USCLUB = Pre-ECNL and ECNL RL
 - USYS (VYSA) = Academy, Elite, Premier, and Select
3. Select 'Details' beside any requirement that is listed as '**EXPIRED**'
4. **Make sure you are looking at requirements for 25/26!**

Important Notes:

- If something says required under 2025/2026 season, you need to click the details button and follow the instructions to complete the task or module
- If your bars say "pending" or "fulfilled," it means you have already completed the task and no further action is required for that task

The screenshot shows the GotSport dashboard for Virginia United FC. The main section is titled 'Requirements' and displays a table of requirements for USCLUB and USYS (VYSA) for the 22/23 and 23/24 seasons. The table includes columns for the requirement name, expiration date, and status (Fulfilled, Expired, or Not Valid). A 'Details' link is provided for each requirement.

| USCLUB | Expiration Date | 22/23 | 23/24 | |
|---|-----------------|-----------|-----------|-------------------------|
| US Club Soccer Requirements | | | | |
| Safe Sport | 07/31/2023 | Fulfilled | Expired | Details |
| Background Check | 07/31/2024 | Fulfilled | Fulfilled | Details |
| Adverse Eligibility List Review (Staff) | None | Fulfilled | Fulfilled | Details |
| Membership Registration | N/A | Not Valid | Not Valid | |
| Payment Status | | | | |

Required Certifications and Training

1. SafeSport Training (*Completed Yearly*)

Process:

1. Select 'Details' → Select 'Start Course' (this will redirect you to the SafeSport website)

2. You may see courses pre-loaded under 'My Courses' or can search for them under 'Catalog'

Course Requirements:

- **Year 1 (Initial):** Complete 'SafeSport Trained – U.S. Soccer Federation' (90 minutes completion time). This is the first course in the series if you have never completed SafeSport Training before.
- **Year 2 and Beyond:** Complete a Refresher Course (30 minutes completion time). There are courses ONE, TWO, and THREE – you may select one to complete each year.

3. Background Check (*Every 2 Years*)

- **Please make sure you are submitting a background check under your correct league!**
- Instructions can be found here: <https://support.gotsport.com/how-do-i-submit-background-screening-general>
- **No fees required** – background checks are covered by VA United, so you should not be prompted to pay
- **If you are prompted to pay**, please email support@vaunited.org **PRIOR** to completing, and we will load additional funds to the club card

3. Staff Registrant Annual Certification (*Completed Yearly – ECNL-RL and Pre-ECNL ONLY*)

- Click on the link and follow the prompts

4. Adverse Eligibility Review (*Once Per Lifetime – ECNL-RL and Pre-ECNL Only*)

- Select 'Details' and complete requested information, then hit submit

5. Coaches Voice Education (*ECNL-RL and Pre-ECNL COACHES ONLY*)

- **Note:** This does not apply to NPL league, Team Managers, or Players
- A separate link will be sent by the Director of Soccer to complete this additional requirement

Important Deadlines and Priorities

URGENT PRIORITY:

- **Background Check** requirement may take several days to process and complete

- **SafeSport** requirement may take 90 minutes for initial course, 30 minutes for refresher courses

Deadline:

Please complete these tasks within 72 hours of receiving this email.

Critical Notice:

These items **MUST** be completed in order for you to be rostered/carded. If these items are not completed and approved, you will not be eligible to coach/play.

Questions or Issues?

If you have any questions or encounter issues, please reach out to us directly at support@vaunited.org.

Thank you for your prompt attention to these requirements and for being part of VA United!