

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

Louisiana Soccer (LSA) requires all adult 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. LSA and the State Referee Association will 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 names, birthdate, address, and phone number.
- 3) To answer a few questions regarding any arrest records.
- 4) To agree to LSA's liability waiver.

(If you are under 18 you will need to confirm your birthdate, see last page of this document for instructions.)

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



Next click the **Referees** link



Enter your Referee username and password. Click **Login**

Click on the **My Account** link on the blue menu bar and fill in your personal information.



## Referee/Official - Main Menu

Referee Status  except where noted

<<July

August 2011				
Sun	Mon	Tue	Wed	Thu
	1	2	3	4
5	6	7	8	9
10	11	12	13	14

Everything in bold is required, this includes a phone number. Press **Save**

**Referee Information**

**Basic Information**

Full Legal Name    
Legal First M.I. Last

State Registered

Gender  Male  Female

DOB  /  /   
Month Day Year

Photo

**Contact Information**

Address   
City   
State   
Zip Code   
Country   
Email Address

**Referee License Information**

USSF Reg #   
Date Issued  USSF Grade

**Driver's License/State ID**

ID Number  State  Expiration   
MM/DD/YYYY

**Account Summary**

User Name   
Date Created 8/10/2011 3:32:54 PM  
Last Updated 8/10/2011 3:32:54 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 an Approved check for the current seasonal year, and need one for a different type of account, a referee in this example, you can use the **Check Reports** button. It will look for an exact match on your First, Last name and date of birth. Exact means "Rob" will be rejected if the check was done under "Robert".)

### Background Check Information

#### Current Background Check Report

Your profile does not currently have any background check data attached. If you have recently submitted a report it may still be awaiting processing. If you do not have a pending report listed you may click the Submit Report button to

submit a new report.

If you have already completed a background check report with your state organization but it is not shown here, click the Check Reports button below. **Important:** Your account must match the report exactly. Please verify your name, date of birth, and gender for this account before continuing. [Account Information](#)

#### Background Check Report History

No reports have been submitted from this account.

#### Risk Management

Risk Management Enforced: **Louisian**

##### Contact Information

Phone **(225) 766-0577**

Fax **(225) 766-0623**

Email [jenniferdavis@lsa-soccer.com](mailto:jenniferdavis@lsa-soccer.com)

Address **475 Gardere Lane  
Baton Rouge, LA 70820**

Reports older than **8/10/2009** have

Confirm your information is correct, make sure your gender is selected, 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@gotsport.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*.

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Help', and 'Log Out'. Below the navigation bar are links for 'Contact Information', 'Account Access', 'Club Registration', and 'Background Checks'. The main content area is titled 'Background Check Information' and features a 'Current Risk Management Report' section. This section states that the user's profile is attached to a background check report with the following details: Report # 00150646, Submitted 5/18/2011 2:45:21 PM, and Status Oklahoma Soccer Association (OK):Pending. A 'Card' button is visible. To the right, a 'Risk Management' sidebar shows 'Risk Management Enforced: Oklahoma Socc', 'Contact Information' (Phone: 918-627-2663, Fax: 918-627-2693, Email: oklahoma.soccer@yahoo.com, Address: 9410-B E 51st Street, Tulsa, OK 74145), and a note that reports older than 5/18/2010 have expired. Below the report details is a 'Risk Management Report History' table with columns for Date Submitted, Response Date, Status, and a View button. The table contains one entry: 5/18/2011 2:45:21 PM, Pending, and View. A red box highlights the 'Status' column.

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

## Under 18

Click on My Profile, just as described above and fill out your contact information.

You will not see a "Background Check" link you will see "Age Verification"

The screenshot shows a web interface for the Louisiana Soccer Association. The navigation bar includes 'Home', 'Referee Assignors', 'Upcoming Events', 'My Account', 'Help', and 'Log Out'. Below the navigation bar are links for 'Contact Information', 'Identification', 'Account Access', 'Age Verification', and 'Courses & Registration'. The main content area is titled 'Age Verification Information' and features a 'Current Age Verification Report' section. This section states that the user's profile does not currently have any age verification data attached. It provides instructions on how to submit a new report and check existing reports. A 'Submit New Report' button is highlighted with a red box. To the right, a 'Risk Management' sidebar shows 'Risk Management Enforced: Lo', 'Contact Information' (Phone: (225) 766-0577, Fax: (225) 766-0623, Email: jenniferdavis@lsa-s, Address: 475 Gardere Lane, Baton Rouge, LA 708), and a note that reports older than 8/10/200 have expired. Below the report details is an 'Age Verification Report History' section with the text: 'No reports have been submitted from this account.'

Fill out all relevant information. You do not have to fill out State Issued ID or Government Visa.

Home Referee Assignors Upcoming Events **My Account** Help Log Out  
Contact Information Identification Account Access **Age Verification** Courses & Registration

Referee - Philip Cameron  
**Under 18 - Age and Identity Verification Only**

Legal Name: Philip Cameron  
Gender:  Male  Female  
Date of Birth: 2 / 1 / 1995  
State ID#:   
Gov't Visa#:   
Home Phone: 9047189400  
Work Phone: 9047189400  
Address:   
City:   
State: FL  
Zip Code: 32003  
Email Address: bill@gotssport.com  
License:   
Grade:

Click the Submit Button.

The system will return an "Approved" Status all assignors can see, and you can print a Kid Safe card.

Louisiana Soccer Association  
GotSport.com > Referees  
Home Referee Assignors Upcoming Events **My Account** Help Log Out  
Contact Information Identification Account Access **Age Verification** Courses & Registration

### Age Verification Information

#### Current Age Verification Report

Your profile is attached to the following report:

<b>Report #</b>	00200247
<b>Submitted</b>	8/10/2011 3:53:16 PM
<b>Response</b>	
<b>Status</b>	Louisiana Soccer Association (LA):Approved
<b>Card</b>	<a href="#">Print Card</a>

You may submit a new report every 11 months.

#### Age Verification Report History

Date Submitted	Response Date	Status
8/10/2011 3:53:16 PM		Approved <input type="button" value="View"/> <a href="#">Print Card</a>

#### Risk Management

Risk Management Enforced: Louisiana Soccer

<b>Contact Information</b>
Phone (225) 766-0577
Fax (225) 766-0623
Email <a href="mailto:jenniferdavis@lsa-soccer.org">jenniferdavis@lsa-soccer.org</a>
Address 475 Gardere Lane Baton Rouge, LA 70820

Reports older than 8/10/2009 have expired