

SportsEngine and GotSport Requirements for Coaches and Managers

Town & Country (T&C) uses two coach registration platforms for our youth soccer program. For T&C soccer volunteers (Coaches and Team Managers), the SportsEngine (SE) soccer coach application is used to assign coaches and managers to their team rosters within SE. This provides Coaches and Team Managers administrative rights so they can communicate with their team via the SE app and add practice/game schedules. GotSport (GS) is used for coaches/managers to complete and maintain their certifications. Compliance of the requirements is set by CAYSA/STYSA/WDDOA – the governing soccer bodies that T&C Soccer participate under.

Coach and Manager Requirements

Coaches and Managers are required to register in both SE and GS. If you are a new coach, review [New to T&C Soccer](#); otherwise see [Returning to T&C Soccer](#). Failure to register in both SE & GS will delay being rostered to your team and you will not receive your coach badge until all certifications/registrations are complete. In addition, volunteer buyout reimbursements are not processed until these requirements are fulfilled.

Important: Review [Troubleshooting Tips](#) below to ensure that your requirements are complete. If you need additional assistance, email Support@TandCSports.org.

GotSport Requirements and Expiration Dates

Review your requirements in GS to ensure that you are compliant for the current and/or upcoming season.

- SafeSport courses expire on May 31st of each year.
- Background checks expire May 31st every other year.
- Heads Up requirement only needs to be done once.

New to T&C Soccer

Coaches and Team Managers are required complete the SE soccer coach application each seasonal year (i.e., Fall 2024/Spring 2025). If you register in SE for the Fall there is no need to register the following Spring. You will need to register again for each seasonal year thereafter. Registration in GS is only done once but several requirements expire yearly/bi yearly so you will need to review these requirements (SafeSport & background checks) annually.

Important: If you are new to T&C Soccer but have coached or managed at a previous club email Support@TandCSports.org and we will merge your GS account. You can skip step 2 of this process once your GS account has been merged.

- 1) Register in SE below for the Fall 2024/Spring 2025 seasonal year and review the email that will be sent to the email address that was used for your SE coach application.

<https://tandcsports.sportngin.com/register/form/706242767>

- 2) Once you have registered in SE, T&C will set up your GS account for you. Within a few days, T&C will create a GS account for you unless you do it beforehand. T&C will follow up with an email reminding you to review your GS requirements.
 - a. You have the option of letting us set up your GS account or you can set it up yourself by clicking [here](#) to register [GotSport.com](https://www.gotsport.com). If you register directly, you should receive an email from GS.

- b. Ensure that you have set up your GS account or verify that T&C has established an account for you. Try to login with your email and if an account exists request a new password.

Important: When requesting a new password from GS, the automated response could go to your junk or spam folder. If you find it in your junk/spam folder, accept the email and it will automatically move to your inbox with the reset link activated.

- 3) Log into GS and click **Dashboard** to view your requirements. Click **Details** to go directly to a specific requirement as shown below. We suggest doing the background check first since it takes several days to get the results.

Requirements				
USYS	Expiration Date	23/24	24/25	
South Texas Youth Soccer Association Requirements				
SafeSport	05/31/2024	Fulfilled	Expired	Details
Heads Up	None	Fulfilled	Fulfilled	Details
Background Check	05/31/2025	Fulfilled	Fulfilled	Details

Important: Requirements will not be displayed if a Competitive Level has not been assigned. Ensure that a competitive level is selected in your profile if you decide to create your GS account.

4. Once each requirement is completed a “Fulfilled” status will display.
5. Upload a profile picture by clicking **Account** and **Choose File**. Your profile picture is used to print your badge. Coaches and Managers cannot be rostered to a team in GS without a profile picture.

Returning to T&C Soccer

Registration in SE is required every seasonal year (i.e., Fall 2024/Spring 2025). If you register in SE for the Fall there is no need to register the following Spring. You will need to register again for each seasonal year thereafter. Registration in GS is only done once but some requirements expire yearly/biyearly and need your review each year as mentioned above.

- 1) Register in SE below for the Fall 2024/Spring 2025 seasonal year. An email with additional information will be sent to the account email used for the SE Soccer coach application.

<https://tandcsports.sportngin.com/register/form/706242767>.

- 2) Log into [GotSport.com](https://www.gotsport.com) to review your requirements. If you have forgotten your password, you can request a reset.

Important: When requesting a reset password, the automated response could go to your junk or spam folder. If you find it in your junk/spam folder, accept the email and it will automatically move to your inbox with the reset link activated.

- 3) Click **Dashboard** to view your requirements. Click **Details** to go directly to a specific requirement as shown below.

Requirements				
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Background Check	05/31/2025	Fulfilled	Fulfilled	Details

4. Once each requirement is completed a “Fulfilled” status will display.
5. If your profile picture is missing, click **Account** and **Choose File**. Your profile picture is used to print your badge. Coaches and Managers cannot be rostered to a team in GS without a profile picture.

Troubleshooting Tips

The tips below have proven helpful this past seasonal year. If you are still having issues after reviewing these tips, email Support@TandCSports.org for additional assistance.

SafeSport

- ✓ The coaches and managers that previously completed the SafeSport course will need to take a refresher course after May 31st of each year. When taking a refresher course ensure that you use your existing SafeSport account instead of creating a new one. If you do not see the refresher course listed in SafeSport, click the **Menu** icon, and **Catalog**. Several refresher courses will be listed and only one refresher course is required per season.
- ✓ Document your completion ID upon course completion. Sometimes GS does not refresh your requirements list. If you do not see a Fulfilled status on your SafeSport requirement, click **Details**. Enter your completion code and click **Check Records**, as shown below. If you do not have the completion code, you can still click Check Records. If there is a completed course, it will display on the screen. Click the **back arrow** to return to your requirements screen and click **refresh** to update your SafeSport requirement.

Status	23/24: Fulfilled	24/25: Required
Completed On: 2023-08-05		
		Start Course
Already completed this course?		
Press check records button below to search for SafeSport records.		
Completed Code		
<input type="text"/>		
Check Records		

- ✓ Players 18 years and older must complete the SafeSport requirement. If your player reaches out to you for guidance share the tips below or refer them to Support@TandCSports.org.

The parent will need to:

- Verify the course before the player can begin (“Pending” status indicates that the course has not been approved by the parent yet).
 - Update the **Email/Userid** with the player’s unique email address (Contact Email field can remain as the parent’s email address).
- ✓ Additional SafeSport support is available at <https://safesport.atlassian.net/servicedesk/customer/portal/4/group/9/create/40>

Heads Up

- ✓ Document your completion ID upon course completion. Sometimes GS does not refresh your requirements list. If you do not see a Fulfilled status on your Heads Up requirement, click **Details**. Enter your completion code and click **Check Records**. If you do not have the completion code, you can still click Check Records. If there is a completed course, it will display on the screen. Click the **back arrow** to return to your requirements screen and click **refresh** to update your Heads Up requirement.