



Fusion FC Volunteer Registration & Clearance Handbook

Thank you for dedicating your time to Fusion FC!!! There are SIX requirements that are mandatory for you to complete to be permitted to work with our children. Please read through this entire document first, before contacting the Registrar with questions!

The Process Overview Summary:

- ✓ Register as a coach/manager or board member/administrative using the GotSport System.
 - ✓ Obtain your mugshot photo (No sunglasses or other people, pets, etc)
 - ✓ Obtain your **clearances** that are required:
 - **(If you already have these, ensure they are not expired)**
 - PA State Police Clearance (Good for 5 years from issue)
 - PA Child Abuse Clearance (Good for 5 years from issue)
 - FBI Clearance (Good for 5 years from issue)
 - *If you have **not** lived in PA for 10 consecutive years or if you are a paid employee or trainer, you must submit the FBI Clearance. If neither situation applies, only submit the witnessed & signed affidavit.*
- OR**
- Witnessed & Signed Child Safety Affidavit of Compliance (Good for 5 years from signatures)
 - ✓ Obtain your **certifications** that are required:
 - Sign in to GotSport and complete the certification courses:
 - Safe Sport Sexual Abuse Certificate (Good for one calendar year)
 - Heads Up Concussion Certificate (Good for one calendar year)
 - ✓ Upload the photo and certifications/clearances
 - ✓ Sign the Risk Management Form within your GotSport account
 - ✓ Most submitted items will be in “pending” state after submission. Wait for verification from the Registrar/Risk Manager (Some clearances do not “auto-approve” and must be manually verified by the Registrar/Risk Manager)

How to Register

- Register as a coach/manager or board member/administrative.
- URL is: <https://www.fusionfcpa.org/volunteerregistration>
 - Click on the appropriate role to register for (Recreation Coach, Travel Coach/Manger or Board/Administrative)

- Registration will be handled through the Got Sport system. It is recommended to use the same account that you used when you registered your children for soccer.

Photo & Clearance Details

Once the GotSport registration is complete, and you have received your confirmation e-mail, acquire outside of GotSport and prepare to upload the following:

1. Your Photo - (as a mugshot, no sunglasses or other people) A valid image file such as a .jpg, .png is acceptable. – Gets uploaded to coach profile.

2. PA Child Abuse Clearance – Obtain outside of GotSport, upload certificate when you receive the certification certificate. The certificate should download as a PDF, however other image formats, including a clear legible picture of the physical printed document are acceptable, but the native PDF is preferred.

*Ensure that you choose all volunteer/nonprofit options when registering with CWIS. **YOU SHOULD NOT PAY FOR THIS CLEARANCE.** CWIS only allows this clearance to be submitted every 57 months. If you have previously applied for a Child Abuse Clearance, you should be able to log back into the CWIS website and re-download the certificate.*

*** If you have a current, valid PA Child Abuse clearance for “employment”, this document is acceptable, and you do not need to re-apply.*

3. PA State Police Clearance - Obtain outside of GotSport, upload certificate when you receive the certification certificate. The certificate should download as a PDF, however other image formats, including a clear legible picture of the physical printed document are acceptable, but the native PDF is preferred.

The PA PSP Patch system allows you to submit and retrieve this report as often as needed. You must submit a certificate, not the web page confirmation or just the “request number” (see below in example documents).

*** If you have a current, valid PA State Police clearance for “employment”, this document is acceptable and you do not need to re-apply.*

4. FBI Background Check - Obtain outside of GotSport, upload certificate when you receive the certification certificate. The certificate should download as a PDF, however other image formats, including a clear legible picture of the physical printed document are acceptable, but the native PDF is preferred.

If you have not lived in PA for 10 consecutive years or if you are a paid employee or trainer, you must submit the FBI Clearance IN PLACE of the Affidavit. If neither situation applies, only submit the witnessed & signed affidavit.

*The FBI clearance must have a control number and report attached and be from a valid source such as the FBI itself, authorized agency or through Identigo. Current, valid employment FBI Clearance documents are acceptable. If you do not have employment based FBI Clearance documents, you will need to obtain **and pay for these documents**. The document fees are not refundable or covered by Fusion FC.*

5. **Child Safety Affidavit of Compliance** – Download & eSign or print & ink sign with a witness. Scan or take a picture and ensure it is legible. Save as a PDF or image file type to upload.

Where can I find/access all these items and their URLs? <https://fusionfcpa.org/clearances>

Upload Your Documents & Acquire Certifications

Ok - I got all the PA clearances, affidavit or FBI clearances and my photo, now what?

You will now need to upload all these items, and then complete the following:

- EPYSA Risk Management
- SafeSport Sexual Abuse Course
- CDC HeadsUP Concussion Course

Log back into the GotSport account where you signed up.

<https://system.gotsport.com>

Once you log in, you should be at the “Dashboard”. If you do not, click the “Profile” icon at the top right.

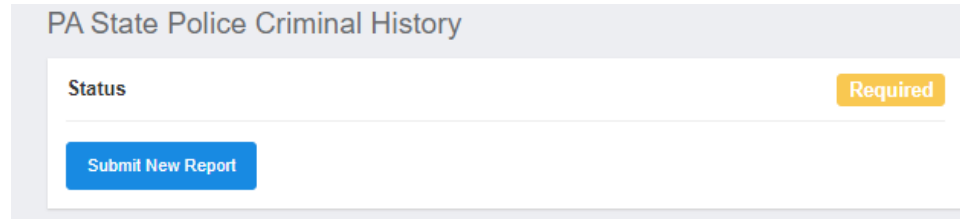
The screenshot shows the GotSport dashboard for Fusion FC (PA). The 'Dashboard' menu item is circled in red. The 'Requirements' section displays a table of compliance items:

USYS	Expiration Date	24/25	25/26	
Eastern Pennsylvania Youth Soccer Association Requirements				
PA State Police Criminal History	08/07/2029	Fulfilled	Fulfilled	Details
Safe Sport		Required	Required	Details
Eastern Pennsylvania Youth Soccer Risk Management	08/07/2025	Fulfilled	Fulfilled	Details
FBI Fingerprint or Affidavit	08/07/2029	Fulfilled	Fulfilled	Details
PA Child Welfare History	08/15/2029	Fulfilled	Fulfilled	Details
Concussion Training	03/11/2026	Pending	Pending	Details

A large blue arrow points to the right, labeled "Upload Clearances Here".

- PA State Police Clearance
- PA Child Abuse Clearance
- FBI Clearance or Affidavit

To upload each document, click on “Details”, and then click on “Submit New Report” or “Show Upload Form”. **This needs to be completed for each item. Be sure to upload the correct corresponding document.**



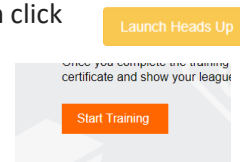
PA State Police Criminal History

Status Required

[Submit New Report](#)

- CDC HeadsUP Concussion Certification

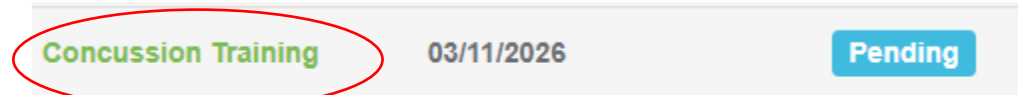
This course is accessed through GotSport. Click on “Details” and then click “Launch Heads UP” and then “Start Training”. Once complete, you must click on “Concussion Training” From the dashboard to launch the quiz to complete the course. The concussion completion auto-approves once you have completed the QUIZ. If you want a copy of your certificate, click the “Concussion Training” Link from the Dashboard



[Launch Heads Up](#)

Once you complete the training certificate and show your league

[Start Training](#)



[Concussion Training](#) 03/11/2026 [Pending](#)

- SafeSport Sexual Abuse Certification

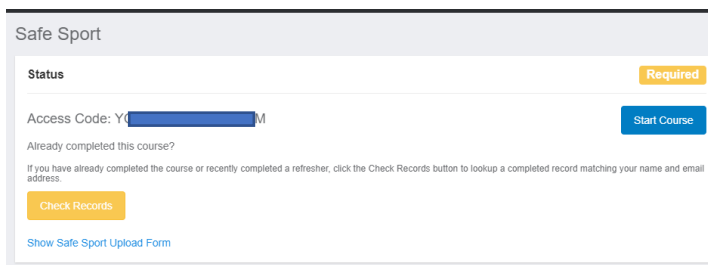
This course is accessed through GotSport. Click on “Details” and then click the “Start Course” button.



[Start Course](#)

If you have **never taken** a SafeSport certification:

You will need to register and supply the access code shown to you in GotSport.



Safe Sport

Status Required

Access Code: Y[redacted]M [Start Course](#)

Already completed this course?

If you have already completed the course or recently completed a refresher, click the Check Records button to lookup a completed record matching your name and email address.

[Check Records](#)

[Show Safe Sport Upload Form](#)

If you **have taken** SafeSport training and are already registered:

Click the “Start Course” button.



[Start Course](#)

- At the register/access code window, click CANCEL, DO NOT RE-REGISTER.
- CLICK THE “SIGN IN” BUTTON AT THE UPPER RIGHT. (Use the e-mail address and password you have taken these courses with previously to log in)

Take the next available refresher course available to you. Depending on how long you have taken the courses, the course requirement will cycle. You will retake the original course after you have taken the “refreshers”.

Upon Completion:

The SafeSport requirement will “auto approve” (Fulfilled) as long as all requirements are met. If it is not, go back to the course and review what is missing. If you obtain a certificate from the course, save the certificate and click the “Show SafeSport Upload Form” link to upload/re-submit. It is a good idea to save both of these certificates in a place you can remember.

- **EPYSA Risk Management Sign-Off**

RISK Management – Click the “Submit New Report” button.

[Submit New Report](#)

- Verify the information, agree to the bylaws and policies, and use your finger or mouse to sign the agreement for another year.

Please remember that the registrar must view and APPROVE the items, they will show as “Pending” until they have been approved.



To Upload a Photo

Click on “View Full Profile” - Upload a mugshot photo of you not wearing a hat or sunglasses (such as the example), and without any other person. The File should be 3MB or less in size.

The Clearance Checklist/Review

Item	Expiration
SafeSport Sexual Abuse	1 Year
CDC HeadsUP Concussion	1 Year
EPYSA Risk Management	1 Seasonal Year
PA PSP Clearance	5 Years from Issuance
PA Child Abuse Clearance	5 Years from Issuance
FBI Clearance (If Required)	5 Years from Issuance
Child Safety Affidavit	5 Years from Signatures
Mugshot Photo	2 Years from Date Taken

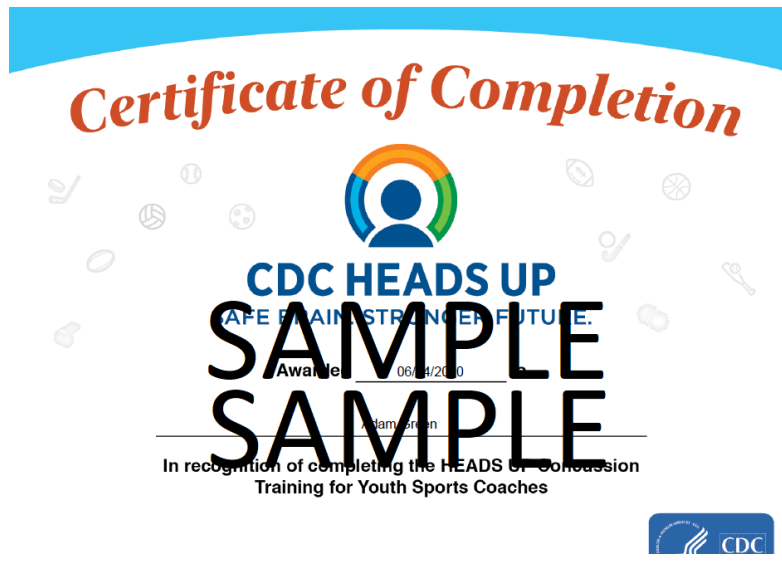
Example Documents:

*Certificates subject to change per issuing authority or year.

Safe Sport Sexual Abuse Training



CDC HeadsUP Concussion Certification:



PA State Police Clearance:

Response for Criminal Record Check
THE CERTIFICATE IS VALID FOR VOLUNTEER PURPOSES. THE PENNSYLVANIA STATE POLICE DOES NOT AUTHORIZE THIS FORM FOR ANY OTHER PURPOSES.

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:
Name:
Date of Birth:
Social Security #:
Sex: M
Date of Request: 04/17/2020 09:11 PM
Purpose of Request: Volunteer

Maiden Name and/or Alias (1) (2)
(3) (4)

*** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL
THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTER AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT INCLUDE ANY CRIMINAL RECORDS WHICH WOULD BE CONTAINED IN THE REPOSITORIES IN OTHER LOCAL STATES OR FEDERAL CRIMINAL JUSTICE AGENCIES. THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY CHECKING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY AT: RECORDS CHECK STATUS SCREEN (http://epa.state.pa.us/RCS/USAS/USAS/USAS/INITIALLY_CHECK_REQUEST) THAT CONTAINS A DOWN ARROW SUBJECT NAME ACTIONS INITIALLY ENTERED), CONTACT NUMBER AND DATE OF LAST PATCH TO FIND OUT THE CORRECT PATCHING RECORD NUMBER. REQUEST DETAIL INFORMATION CAN BE VIEWED BY CLICKING ON CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972)
Certified by: Lt. Earl H. Rhoades
Director of Criminal Records & Identification
Pennsylvania State Police
DISSEMINATED BY: SYSTEM
04/21/2020 09:11 PM

PA Child Abuse Clearance:

DEPARTMENT OF HUMAN SERVICES
PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

CERTIFICATION ID:
CERTIFICATION PURPOSE: EMPLOYMENT
VERIFICATION DATE: 3/5/2020
SOCIAL SECUR:
DATE OF BIRTH:

The above named person(s) applied for a Pennsylvania Child Abuse History Certification through the Child Abuse History Certification System. NO RECORDS EXIST in the Pennsylvania Department of Human Services database listing (s) as a perpetrator of an Indicated or Founded report of child abuse.

Applicant is required to sign the Administrator's report of the Child Abuse History Certification. Administrators are required to keep a copy of the Child Abuse History Certification in their files for all alternative certification decisions. Applicants may be subject to future criminal history checks.

ISSUED BY: Commonwealth of Pennsylvania
Department of Human Services
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-371-5422

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT

Affidavit (If you have lived in PA for at least 10 consecutive years)

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS
Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and AM NOT required to obtain a certification through the Federal Bureau of Investigation (FBI), as:
• the position I am applying for is unpaid; and
• I have been a resident of Pennsylvania during the entirety of the previous ten-year period.
I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.
I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.
I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.
I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

- Chapter 25 (relating to criminal homicide)
Section 2702 (relating to aggravated assault)
Section 2709.1 (relating to stalking)
Section 2901 (relating to kidnapping)
Section 2902 (relating to unlawful restraint)
Section 3121 (relating to rape)
Section 3122.1 (relating to statutory sexual assault)
Section 3123 (relating to involuntary deviate sexual intercourse)
Section 3124.1 (relating to sexual assault)
Section 3125 (relating to aggravated indecent assault)
Section 3126 (relating to indecent assault)
Section 3127 (relating to indecent exposure)
Section 4302 (relating to incest)
Section 4303 (relating to concealing death of child)
Section 4304 (relating to endangering welfare of children)
Section 4305 (relating to dealing in infant children)
Section 5902(b) (relating to prostitution and related offenses)
Section 5903(c)(4) (relating to obscene and other sexual material and performances)
Section 6301 (relating to corruption of minors)
Section 6312 (relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substances, drug device and cosmetic act) committed within the past five years.
I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.
I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.
I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.
I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.
I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.
I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.
I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Signature: Ad J. ...
Date: 11/2/2019

1 11/3/15
2 11/3/15

FAQs:

Question – I am employed where I'm required to have clearances, and "I already have my clearances". I should be just good to go, right?

Answer – **No.** You must be fully registered, and Fusion FC must be in possession of valid copies of all required documents.

Question - It doesn't work, or it won't let me do it - why does it have to be this way????

Answer - Rest assured, it works. The Registrar/Risk Manager can help you along the way if needed. **I'd suggest using a non-mobile device to complete this work.** These are mandatory, and we have a new system to enforce.

Question -I did all this stuff, and I have a red "Not Verified or Pending" and it still says not cleared-

Answer - I have to clear you manually – to expedite, please let me know when you've uploaded everything

Question - Can't I just e-mail all of these to the Registrar?

Answer – Some – I would prefer if you can upload everything, but I can accept via e-mail every needed item EXCEPT the EPYSA Risk Management.

Question – I have military or federal clearances that supersede Fusion's clearances, do I still have to obtain these?

Answer – Yes. The only one that can be substituted is the PA PSP Clearance with the Paid PA State Police Clearance (typically educators in PA have this clearance).

Question – One of my player's parents started to help out with assisting the team. They said they're cleared and good to go, is that accurate?

Answer – Probably not. All cleared coaches and personnel will appear electronically in your GotSport online roster. If this person isn't there, they're not cleared to help! Often, a parent will start to help out and Fusion is not aware of this, and they are most likely not cleared to help. Please notify the registrar of the parent's name, contact information and e-mail.

Updated 3/23/2025

