



## STAFF BACKGROUND CHECK HOW-TO

There are three steps that you will need to do before we can order your staff card.

- Step 1: Online "Safesport training"
- Step 2: Online "Sideline Safety course"
- Step 3: Back ground check

**SAFESPORT:** Email this email address to request an auto reply email with a link and access code. It will also have instructions on how to take the course **safesport@usclubsoccer.org**

When you complete **ALL THREE MODULES** you will need to download and save the **safesport trained certificate**. You DO NOT need to save the certificates it gives you after each module. Only save the final certificate that you are given at the end.

**SIDELINE SAFETY COURSE:** The pre-paid code to take this course is WENATCHEE

Here is the link [\[usclubsoccer.sidelinesportsdoc.com/\]](http://usclubsoccer.sidelinesportsdoc.com/)

You need to also download and save your completion certificate from this course.

**BACKGROUND CHECK:** Here is the link for the background check screening. [\[US Club Soccer Background Screening Application\]](#) The system will not let you fill out this application without uploading your completion certificates from **both courses**. Your one time use pre-paid code will be provided to you by our club.

Once you complete all three of these things and receive the email saying your background check has cleared please let us know so we can get your staff card ordered.

