



The following check list outlines the Adult Registration Process and Risk Management requirements.

### Adult Registration Check List:

- 1. If you are not sure if your organization has a position available for you, please verify with your town/club prior to registering.
- 2. Review what is needed to register with Mass Youth Soccer and receive your required Mass Youth Soccer Adult Credential. This is found on the [Adult Registration Process](#) webpage.
  - [New User Help Guide](#) – Never registered online with Mass Youth Soccer.
  - [Returning User Help Guide](#) – Has previously registered with Mass Youth Soccer and will connect to registration history.
- 3. Completed my Mass Youth Soccer Online Adult Registration using my **full legal first and last name**. Adult Registration link is at the bottom of the [Adult Registration Process](#) webpage.
- 4. Completed my SafeSport Abuse Prevention Training using **the same full legal first and last name and email address** that was used to create my Mass Youth Soccer Adult Registration.

*\*Review your organization choices each registration year and update if applicable.*

U.S. Soccer Connect goes directly to SafeSport/U.S. Soccer Learning Center to find your completed Safe Sport and concussion (Safe and Healthy Playing Environment course) trainings. You do not upload your certificate of completion; however, to be auto approved, you must have the exact same first and last name and email address in both your Mass Youth Soccer adult registration and SafeSport/U.S. Soccer Learning Center accounts.

- Reviewed the SafeSport Training Help Guide that is in the New or Returning User help guide.
  - Downloaded my certificate of completion and saved it to my computer as it may be needed later.**
  - Online Training Help Desk at (720) 676-6417
5. Completed my Concussion Training using the same full legal first and last name and email address that was used to create my Mass Youth Soccer Adult Registration/U.S. Soccer Learning Center account.

The U.S. Soccer Safe and Healthy Playing Environment course will auto approve your concussion requirement in your Mass Youth Soccer adult registration account if the same first and last name and email address were used to create both accounts.

\*I saved my certificate to my computer and then **uploaded my CDC Certificate of Completion into my Mass Youth Soccer adult registration account.**

- Reviewed the CDC Concussion Training Help Guide that is in the New or Returning User help guide.
    - Downloaded CDC my certificate of completion and saved it to my computer.
    - Upload my CDC certificate of completion into my adult registration account.
    - CDC Support: CDC TRAIN Administrator: [TRAIN@cdc.gov](mailto:TRAIN@cdc.gov)
6. Completed the **one-time** CORI Verification Process.
- Downloaded and printed my [CORI Acknowledgement form](#).
  - Connected with **my participating organization's Risk Manager** for verification of my personal information that is listed on the CORI Acknowledgement form. This consists of showing the Risk Manager my CORI Acknowledgement form, my government issued photo ID, verbally confirming that the last six digits of my SSN are correct and

signing the CORI Acknowledgement form in front of the Risk Manager **or** sending them a **Notarized CORI Acknowledgement form**.

7. I have read all Mass Youth Soccer required policies, including the “MA SAFE SOCCER” policies and those of my local organizations including the Mass Youth Soccer *COVID-19 HUB information*. In addition, I know where to find the contact information for reporting any misconduct and reasonable suspicion of Sexual or Physical abuse/neglect.

<https://www.mayouthsoccer.org/>

8. I have all support numbers and email address on hand.

1.  U.S. Soccer Connect

**Help line number is (855) 703-2558.**

2.  Centers for Disease Control (CDC)

CDC TRAIN Administrator: [TRAIN@cdc.gov](mailto:TRAIN@cdc.gov)

3.  SafeSport Abuse Prevention

**Online Training Help Desk at (720) 676-6417.**

4.  My participating organizations contact information and link to their website.

The links to documents above are provided for your convenience. It is important to understand that all help **guides could possibly be revised which would cause the provided links to break**. All help guides can be found on the right-hand side of the Mass Youth Soccer Adult Registration Process webpage.

<https://www.mayouthsoccer.org/adult-registration-process/>

All information can be found on the [mayouthsoccer.org website](https://www.mayouthsoccer.org).

Thank you for participating!

Massachusetts Youth Soccer