



The following checklist is designed for you to use to gain a better understanding of what responsibilities are required as a Mass Youth Soccer adult participant and help you to manage those responsibilities.

Adult Registration Checklist:

- 1. Contact organization to verify participation prior to registering.
- 2. Reviewed what is needed to complete your Annual Mass Youth Soccer Adult Registration and receive your required Mass Youth Soccer Adult Credential. This is found on the [Adult Registration Process](#) webpage.
- 3. **Club Connect Members Only** – You will have two registrations. **First**, to be rostered to a team, the coach must register with their participating organization *via the U.S. Soccer Connect - Club Connect registration system*.

If you have ever registered online with any Mass Youth Soccer member org you *must use the same first and last name for your Club Connect and Mass Youth Soccer adult registration to avoid duplicate accounts.

After creating an account, click on volunteer, click on the green button “find volunteer roles”, click head or assistant coach, complete the registration process and be sure to upload a picture.

If you are not sure how your name is listed in your Mass Youth Soccer adult registration, do not complete your club connect registration, contact the **U.S. Soccer Connect Helpline at (855) 703-2558.*

4. **Second**, all coaches need to then complete their Annual Mass Youth Soccer Adult Registration making sure to choose the organization they will be participating with. Information on the Adult registration process can be found by clicking [HERE](#) .

** If you have ever registered online with any Mass Youth Soccer member org, you are Returning User. You must use the **same first and last name** for your **Club Connect and Mass Youth Soccer/U.S. Soccer Connect adult registration to avoid duplicate accounts.***

- a. [New User Help Guide](#) – Never registered online with Mass Youth.
b. [Returning User Help Guide*](#)

Adults must be:

- CORI and National background check approved.
- Complete the SafeSport Abuse Prevention Training for CURRENT year (if completed 1/1/2021 or later we will approve it for the 2021-22 reg year)
- Complete the CDC concussion training (if completed 6/1/2020 or later we will approve it for the 2021-22 reg year)
- Review all required **MA SAFE SOCCER** policies and COVID-19 protocols (located on the mayouthsoccer.org website).

5. 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; this way, I will not upload my certificate of completion as the registration system will auto approve me.
- a. Reviewed the SafeSport Training Help Guide that is located on the right-hand side of the Adult Registration Process webpage, [SafeSport Abuse Prevention Training Help Guide](#)
- b. Downloaded my certificate of completion and saved it to my computer.
- c. Online Training Help Desk at (720) 676-6417
6. Completed my Center for Disease Control (CDC) 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. *I uploaded my Certificate of Completion into my **Mass Youth Soccer adult registration** account.

- a. Reviewed the [CDC Concussion Training Help Guide](#)
- b. CDC TRAIN Administrator: TRAIN@cdc.gov
 - I have saved both certificates of completion training documents to my computer as they may be needed later.

NOTE: If you see a check mark in a required training field, and it says verified, you cannot upload into that portal and you are verified for this registration year for that requirement.

- 7. Completed the **one-time** CORI Verification Process.
 - a. Downloaded and printed my [CORI Acknowledgement form](#).
 - b. Connect with my participating organization's Risk Manager for verification of personal information listed on my CORI Acknowledgement form. This consists of showing the Risk Manager your CORI Acknowledgement form, government issued photo ID, confirming that the last six of your SSN are correct along with your legal first and last name and date of birth, then signing the CORI Acknowledgement form in front of the Risk Manager.
- 8. I have read all Mass Youth Soccer "MA SAFE SOCCER" policies and those of my local organizations including the Mass Youth Soccer **COVID-19 Protocols**. 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/about/ma-safe-soccer/>
- 9. To complete your Adult Registration click the following link: [U.S. Soccer Connect Adult Registration Portal](#).

Once you have completed your Adult Registration, you should use [the U.S. Soccer Connect Login Portal](#) to find training links and review registration information.

[How to manage "My Account"](#)

Instructions and link needed to log back into your Mass Youth Soccer "My Account" to **find required training links**, print your CORI Acknowledgement form and verify Risk Status and Risk Expire date, registration history and update your account information.

- 10. I have all support numbers and email addresses on hand.
 - 1. U.S. Soccer Connect – Club Connect
 - a. **Help line number is 1-866-892 0777.**
 - 2. U.S. Soccer Connect
 - a. **Help line number is (855) 703-2558.**
 - 3. Centers for Disease Control (CDC)
 - a. CDC TRAIN Administrator: TRAIN@cdc.gov
 - 4. SafeSport Abuse Prevention
 - a. Online Training Help Desk at (720) 676-6417.
 - 5. My participating organizations contact information and link to their website.
 - 6. Mass Youth Soccer
 - a. Risk Manager - mrelc@mayouthsoccer.org

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 links noted above 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/>

Thank you all for your time, commitment, and ongoing efforts to help ensure the safety of the children on and off the field!