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FAQ - Adult Registration

1. Who must complete an Adult Registration?

- All adults 18 years of age or older that are working/volunteering with any Mass Youth Soccer Association affiliated organization.
- All adult listed below, but not limited to must complete a Mass Youth Soccer Association Adult Registration:

Coaches (all types) • Team Managers, including designated team parents assigned team management responsibilities • Board Members (Officers, Directors, Administrators, Committee Chairs, Appointees, etc.) • Referees (Note: All USSF Referees will complete their CORI registration through MSRC) • Trainers (Permanent or Temporary) • Volunteers • Organization Employees • Concession Workers • Tournament Organizers, Employees, Volunteers

2. How do I know if I am a returning user or a new user?

- **New User (Create an account):** This is for an adult who has never completed an Adult Registration with Mass Youth Soccer online.
- **Returning User:** If you were one of the 20,000 who properly completed the Adult Registration Process for Fall 2019 – Spring 2020 or you have previously registered with Mass Youth Soccer online in the old Affinity system, you need to complete your Adult Registration as a Returning User. Note: Username and Password are needed to complete your Adult Registration; if you do not know them, use **the “Forgot Password” function and wait for your email reply. You can also call the U.S. Soccer Connect help line at (855) 703-2558.**

3. How often do I need to complete an Adult Registration?

- The Adult Registration process is a yearly requirement.

4. Who must be background check cleared/approved?

- This is the same answer as question number 1.

5. Help completing my Adult Registration

- **U.S. Soccer Connect is the name of the organization that is housing the Adult Registrations. Their help line number is (800) 808-7195 or (855) 703-2558.** You may also contact your local organizations Registrar or Risk Manager, or the CORI Administrator at the state office via email at mrelic@mayouthsoccer.org or call (978) 466-8812 Ext 222

6. I made a mistake on my date of birth or did not enter my legal first or last name and cannot change it; What do I do?

- Contact your local organizations Registrar or Risk Manager, or the Mass Youth Soccer CORI Administrator at the state office via email at mrelic@mayouthsoccer.org or call (978) 466-8812

Ext 222 so they can update your Adult Registration account and process new background checks for you.

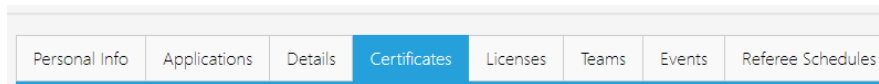
7. How do I add an organization to an existing registration account (you must go through the registration portal, not the login portal)?

- Go to the Mass Youth Soccer website – www.mayouthsoccer.org
- Click on the “ADMINISTRATION” tab, then choose the Adult Registration web page.
- Click on the Adult Registration U.S. Soccer Connect registration portal
- Click on the Blue Register Now Button
- Enter Username and Password
- Click on the green Returning User button
- Click the green Continue button
- Click the blue Register as Coach/Admin
- Select Adult/CORI Registration
- Click on the dropdown box and add the organization
- Click Save and Next Page
- Accept the ELA
- Click Agree and Continue

*If your background checks are valid for the registration year you are adding this organization to, new background checks will not be processed. In most cases background check approval is good for three years while a Mass Youth Soccer Adult Registration is a yearly process.

8. How do I find the SafeSport Abuse Prevention and Centers for Disease Control (CDC) training links?

- **Log** into your adult registration account, under your photo you will see a tab named “Certificate”; click on the Certificate tab to bring up training and Certificate of Completion uploading information.



9. SafeSport Abuse Prevention policy – Federal Law

- Adults are required to take and pass the Initial SafeSport Abuse Prevention training; then a refresher course every year they continue to participate.
- An adult that completed the Abuse Prevention training in 2019 is good for the 2019-2020 soccer registration year and must take the refresher course any time during 2020 (prior to working with the children) to be approved for the 2020 – 2021 soccer registration year etc.
- U.S. Soccer Connect goes directly to SafeSports to find your completed training, you do not upload your certificate of completion; **however, to be auto approved, you must have the exact same name and email address in both your adult registration and SafeSport account.**

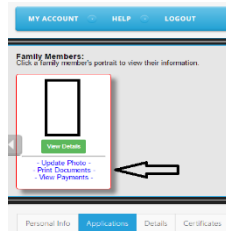
- Download your certificate of completion and save it to your computer; if your account is not auto approved, you will need to upload it into your account.

10. Centers for Disease Control Concussion training policy – U.S. Soccer Policy

- Mass Youth Soccer’s Policy is a two-year approval; your Leagues Policy may be a one-year approval, verify with your League.

11. How do I find my CORI Acknowledgement form in my adult registration and what do I do with it?

- Log into your Adult Registration and click on the - **Print Documents** – hyperlink under



your picture.

- Then you will see the information below; follow the Adult/CORI Registration line to Receipt & Forms, click on it and then print your CORI Acknowledgement Form to bring to your local CORI Submitter along with a government photo ID for verification.

Print Documents for [redacted]

Season	Organization	App. Type	Print
Fall 2017- Spring 2018	Massachusetts Youth Soccer Association (DSP)	Admin	Legal Agreement
Fall 2017- Spring 2018	ADULT/CORI Registration	Admin	Receipt & Forms Legal Agreement

IMPORTANT: Do not upload your CORI Acknowledgement form into your adult registration account. Your organizations Risk Manager will upload a “CORI Proof of Verification” document for you. If an adult **belongs to more than one organization** it is the responsibility of those organizations to ensure that adult has given the **CORI Acknowledgement Form to one of them** and that the **receiving organization** checks the CORI Verified Box in U.S. Soccer Connect.

Adult Credential

12. Do I need a Mass Youth Soccer Adult Credential to coach?

- All adults participating in any Mass Youth Soccer affiliated member organization in any capacity are required to have a Mass Youth Soccer Adult Credential. The primary purpose of the Adult Credential is for all parents of children to feel comfortable that all adults involved with their training, safety, well-being, coaching, etc. have been properly background checked and are in good standing (registered and affiliated, thus insured) by Mass Youth Soccer.

13. What steps are needed to receive an Adult Credential?

1. Complete your Mass Youth Soccer Adult Registration online using U.S. Soccer Connect.
2. Upload a clear head shot photo of the individual only, no sunglasses, hats, or group photos.
3. CORI and National Background Check (NBG) Approved; the NBG status also includes the State and National Sex Offender Searches. One Risk Status and Risk Expire Date will be visible in the U.S. Soccer Connect system. It is a combination of the review of both background check reports.
4. SafeSport Abuse Prevention Training Approved. Initial SafeSport Course (approximately 2 hours to complete), then; **an Annual Refresher Course (approximately 30 minutes to complete) for each year the adult participates.** Please use the same name and email address for your adult registration and SafeSport account; this way you do not need to upload the certificate of completion and the system will automatically mark you as Approved. The link to the training is available in your U.S. Soccer Connect Adult Registration account under the "Certificate" tab.
5. Concussion Training Approved, The Center for Disease Control training is the only Mass Youth Soccer approved method. A link to the Center for Disease Control training is provided to you in your Adult Registration account. You **will need to upload this certificate of completion** into your adult registration account for approval. Check with your organization for approval length of time. Mass Youth Soccer has a 2-year policy, your League may be 1-year.

14. Who supplies my Adult Credential?

- Your local organization.

15. When am I required to wear my Adult Credential?

- Initially when arriving at the field or any team activity the adult should have their credential worn around their neck. Then, in order not to hamper their activities (coaching, lining fields, running, etc.) they may, if necessary, store the credential with their personal belongings.

NOTE: We expect all coaches to make every reasonable effort to wear the credentials while working with the children.

16. How long are Adult Credentials good for?

- One registration year.

17. Do I need multiple Adult Credentials if I am working with more than one Mass Youth Soccer affiliated organization?

- The Credentials are universal. As long as a coach has a valid credential, is registered and affiliated with Mass Youth Soccer and all organization's he or she is participating with and has met and been Approved for all Risk Management requirements, that adult can work with any of his or her listed member organizations. It is required that they also meet the requirements

of the league (i.e. having a valid coach ID Pass Card).

FAQ – Administrators

18. How do I affiliate my organization's adult members?

1. Ensure all adults have completed their Mass Youth Soccer Adult Registration
2. Ensure all adults are accounted for on the Fee Submission form that is sent into the State Registrar.

19. Who must be background check cleared/approved/credentialed?

- All adults 18 years of age or older that are working/volunteering with any Mass Youth Soccer Association affiliated organization.

- All adult listed below, but not limited to must complete a Mass Youth Soccer Association Adult Registration:

- Coaches (all types) • Team Managers, including designated team parents assigned team management responsibilities • Board Members (Officers, Directors, Administrators, Committee Chairs, Appointees, etc.) • Referees (Note: All USSF Referees will complete their CORI registration through MSRC) • Trainers (Permanent or Temporary) • Volunteers • Organization Employees • Concession Workers • Tournament Organizers, Employees, Volunteers

20. How do I add an organization to an existing registration account (you must go through the registration portal, not the login portal)?

- See number 7. Above.

21. How do I provide an assistant coach/volunteer that is under the age of 18 with an Adult Credential?

- Below is the information on how the under 18 coaches, or players that coach would complete the registration process.

They along with their parents help, can register in U.S. Soccer Connect. I do not process a CORI check on them. I will provide the under 18 coaches with the Risk Status of Under 18 Approved, the Risk Expire date is their 18th birthday. This will allow you to print their Adult Credential.

- If the under 18 coach is not listed in our system as a player, they should along with their parents help, register using the Adult/CORI Registration process by creating a New Account.

- If they are a player and are in the U.S. Soccer Connect Registration system, see below.

- Even though the player is in the parents account already, the player/coach will need to be registered again as an adult/admin through the Adult/CORI Registration portal.

The parent and registrant complete the adult registration by going through the registration portal as a returning user and adding the player/coach in the system again using the Add a family member function/button. This is the only way the system will let the player register as an adult to your organization and eventually register for a CORI.

After the parent puts in the player/coach's information it will allow the player/coach to register for CORI, the parent needs to go through the complete registration process for that player/coach and check off on the Electronic Legal Agreements at the end of the process.

Note, a clear head shot photo of the player/coach is needed to complete the registration process.

- If the under 18 registrant has been accounted/paid for on the fee submission form, they are all set. If the under 18 is not listed as a player already, please make sure they are added/paid for on the fee submission form to ensure they are covered by insurance.

22. Clinics run by a different organization – Do we need to issue Adult Credentials?

- The key is who is employing these outside coaches. If these coaches are employed directly by a member organization, then they must complete the Mass Youth Soccer Adult Registration and CORI processes and are required to have Mass Youth Soccer Adult Credentials with them. If they are paid by another business in good standing, then this business must have completed the CORI check on each adult. It will be the member organization's responsibility to confirm such checks have been conducted prior to allowing them on the field with the children.