

What is needed to become a Risk Manager and what is their role?

Each youth soccer organization is required to identify a CORI submitter/Risk Manager, and Massachusetts Youth Soccer will qualify that person under the State CORI Office guidelines. CORI submitters will be responsible, along with their organization's registrars, for making sure all adults involved in their program are properly registered and CORI and National Background checked. Hence, each club or team will have one qualified CORI submitter/Risk Manager who will be responsible for collecting every adult's CORI Acknowledgement form and verify identity (Commonwealth of Mass Law).

What is the CORI Submitter's/Risk Manager Role?

1. Ensure that your Registrar has properly affiliated all adults working for your organization with Massachusetts Youth Soccer.
 - a. This is done by verifying they are listed in the U.S. Soccer Connect Member Management System, checked as CONFIRMED and are included in the count on the **Fee Submission Form** that is emailed to Rachel Woo along with payment being sent via USPS.
 - b. All adults have completed their Adult Registration.
2. Verify the information listed on their Adult Registration and on their CORI Acknowledgement form (**Full legal first and last name, address, date of birth and Photo that will be used for credentials**) using a government issued id.
3. Verify CORI Clearance.
4. Verify National Background Check Clearance, this clearance also includes the State and National Sex Offender Searches.
5. Verify current Abuse Prevention Training has been completed.
6. Verify current Concussion Training has been completed.
7. Ensure that all Risk Management Policies have been presented to all registered adults.
 - a. MA SAFE SOCCER POLICIES can be found at www.mayouthsoccer.org under the MA SAFE SOCCER tab.

NOTE: You are required to physically meet with each adult to collect and verify the information listed on their CORI Agreement form. If you need to store this information temporarily, the CORI Agreement form should be stored in a secure location e.g. locked file cabinet, not on the hard drive of a computer or stored using public cloud storage methods. If any information is stored electronically it must be on a password protected and encrypted external device and also stored in a secure location e.g. locked file cabinet.

NOTE: All requirements listed above are listed in more detail on the Risk Manager Procedure Document located on this webpage.

How to Become a CORI Submitter/Risk Manager

Prior to processing your request to be the CORI Submitter/Risk Manager for your organization, you must have completed your Adult Registration with your League, Town or Club, and

1. Complete the CORI Submitter Agreement form.
2. Email the completed CORI Agreement form along with a copy of your driver's license or government issued ID to CORI@mayouthsoccer.org.
3. Mass Youth Soccer will submit your CORI and Background Checks on your behalf; and you must be cleared
4. Have your organization's Administrator add you in U.S. Soccer Connect as a user with the correct title.