



How to Become Your Organization's Risk Manager (Previously CORI Submitter)

The role and title of the CORI Submitter has changed due to Federal Law and U.S. Soccer Policies; it is now called the Risk Manager role. This role has always been important, and now more than ever your help is needed in implementing and enforcing the requirements and policies designed to help keep our children safe.

Per the Commonwealth of Mass Law, 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, CORI and National Background checked, and have completed and passed all required Risk Management trainings. Hence, each club or team will have one qualified CORI submitter/Risk Manager who among other things, will be responsible for collecting every adult's CORI Acknowledgement form and verify identity (Commonwealth of Mass Law).

What is the Risk Manager/CORI Submitter's Role? This is an overview of the role. Policy information is covered in more detail in the Risk Manager Responsibilities and Guidelines document.

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 Registration System**; registered online with Mass Youth Soccer.
 - b. And, are included in the count on the **Fee Submission Form** that is emailed to the State Registrar, Rachel Woo along with payment being sent via USPS.
2. Verify the information listed on the adult's CORI Acknowledgement form (**Full legal first and last name, date of birth and Photo (physical verification) that will be used for credentials**) using a government issued photo id.
3. Verify CORI and National Background Check Clearance is approved, this clearance also includes the State and National Sex Offender Searches and is represented in the registration system as one Risk Status and one Risk expire date.
4. Verify current Abuse Prevention Training has been completed.
5. Verify current Concussion Training has been completed.
6. Print the adult's required Mass Youth Soccer Adult Credential.
7. Ensure that all Risk Management Policies have been presented to all registered adults.

NOTE: All requirements listed above are **covered in more detail on the Risk Manager Responsibilities and Guidelines Document** located on this webpage.

Steps needed to become a Risk Manager/CORI Submitter?

Prior to processing your request to be the Risk Manager/CORI Submitter for your organization, you must:

1. Be listed on your organization's Mass Youth Soccer [Annual Leadership report](#) in that role.
2. Have completed your Adult Registration that includes both a CORI and National background check of which, you must clear.
3. Complete the CORI Submitter Agreement form.
4. Send USPS to the Mass Youth Soccer State Office, or email the completed CORI Submitter Agreement form along with a copy of your driver's license or government issued photo ID to CORI@mayouthsoccer.org.
5. Have your organization's Administrator add you in the "Security" section of U.S. Soccer Connect as an Administrator user with the correct title.
6. Or, contact the Mass Youth Soccer CORI/Risk Administrator at CORI@mayouthsoccer.org to provide you with Administrative User Access.