



How to Credential an Under 18 Assistant Coach or a now 18-year-old that has player data in this registration system

Youth assistant coaches are allowed and may only be listed as assistant coaches. An under 18 assistant coach must always be accompanied by a Mass Youth Soccer Adult Credentialed adult (full compliance with all adult requirements) when working with the children.

Please review the information below.

First, check your League policy. Some Leagues may require all coaches to have an adult credential when on the sideline with a team at games. If this is the case, or if you would like the younger assistant coaches to have an Adult Credential, follow the instructions below to register them in the new U.S. Soccer Connect registration system.

Below is the information on how the under 18 assistant coach would complete the adult registration process.

Non-players under 18 years of age that will be assisting a background checked approved coach may register through the Adult/CORI Registration portal. Background checks will not be completed on these participants. I will provide the under 18 assistant coach with the Risk Status of Under 18 Approved and the Risk Expire date will be their 18th birthday. The under 18 participant does not complete the SafeSport training but will have to satisfy the concussion training requirements. The Risk Manager of the participating organization will upload the Under 18 SafeSport approval document for the participants Adult Credential to print.

- If the under 18 assistant 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.

Players or any adult that was listed in the registration system as a player.

1. under 18 years of age that will be assisting a registered and background checked coach, may register in the Adult Registration system as stated below.

Even though the player is in the parents account already, the player/assistant coach will need to be add into the family account again by U.S. Soccer Connect and then complete their Mass Youth Soccer Adult Registration.

- The parent and registrant should **call** the U.S. Soccer Connect support team. The support team member will add the player into the registration system via their player account. Then, U.S. Soccer Connect will create a username and password for the player/adult. The Under 18 with the help of their parent will use that username and password to register by going through the **adult registration portal as a returning user** and adding all the required information. This is the only way the system will let the player register as an adult to your organization and eventually register for background checks correctly.
- Going through the adult registration process allows the player/assistant coach to register for background checks when they turn 18. The parent needs to go through the complete registration process for that under 18 player/coach and check off on the Electronic Legal Agreements at the end of the process. As stated above, **background checks will not be processed on these registrants, SafeSport training is not required but they will have to satisfy the concussion training requirement.**

2. If the coach/adult is 18 or older, **with player data** in the registration system see below.

- The now 18 or older player turned coach, is required to call the U.S. Soccer Connect support team to register as an adult. The support team member will add the player as an adult into the registration system via their player account. Then, U.S. Soccer Connect will create a username and password for the adult. The now 18-year-old adult will use that username and password to register by going through the **adult registration portal as a returning user** and adding all the required information. This is the only way the system will let the player register as an adult to your organization and register for background checks correctly.
- The registrant needs to go through the complete adult registration process and agree to all the Electronic Legal Agreements at the end of the process. **Background checks will be processed on these registrants and all adult Risk Management requirements must be met.**

Note, a clear head shot photo of the registrant is needed to complete the adult registration process.

The U.S. Soccer Connect Help line numbers is (855) 703-2558.

[Adult/CORI Registration portal](#)

Registration payment information

For players - you must have registered and affiliated that player/assistant coach with Mass Youth Soccer Assoc. by including the player/assistant coach on your organization's player registration file and in the count on your fee submission file to ensure that he or she is properly insured.

For a non-player under 18 coach/volunteer, please include them on the Fee Submission form in your player count and pay for them as a player, not adult. They do not need to be uploaded into Affinity on your player registration file; they are registered in the system as adults.

From a child safety perspective, we recommend that any coach age 16 years of age and older go through some kind of a Coaching Course. An appropriate Grassroots course would be recommended. The Grassroots course information is on the Mass Youth Soccer website under the Coaches tab. This will teach them how to run a safe practice.

Please let me know if you have any questions.

Thank you,

Mary Relic
CORI/Risk Administrator
Massachusetts Youth Soccer