

Risk Manager Responsibilities and Guidelines

Lesson 1: Printing Adult Credentials

This document has three purposes:

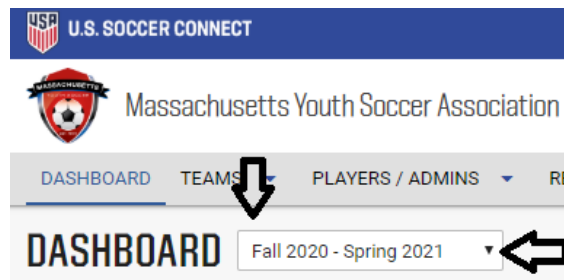
1. To be proficient in Adult Credential Management – Requirements, Approval and Verification.
2. Guidance on how to accomplish your responsibilities in the U.S. Soccer Connect registration system.
3. Quick access to what you would like to accomplish.

The material below is partitioned by clicking into the table box below and hovering over the content you would like to review first **and then clicking the control button** on your computer.

Steps to complete the process

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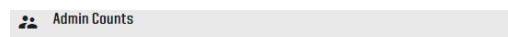
1. **Logging into the U.S. Soccer Connect System - Administrative User**
 Permissions needed - You must have Administrative User Permissions to perform these responsibilities. If you do not, contact the Mass Youth Soccer CORI/Risk Administrator at CORI@mayouthsoccer.org
 - a. Go to the Mass Youth Soccer website and under the ADMINISTRATION tab click on the Risk Manager Information webpage link.
 - b. Located at the bottom of the Risk Manager Information webpage you will see the: [U.S. Soccer Connect Login Portal](#), click on the Portal and log into the U.S. Soccer Connect Registration Platform (Bookmark this page).
 - c. Be sure that you are in the current season (Fall 2020 – Spring 2021) when performing any functions.



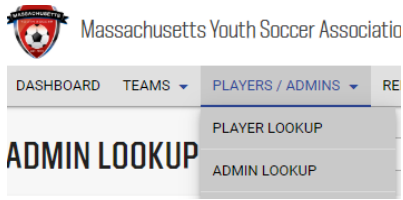
2. **Verify your adult members have completed their online Adult Registration in U.S. Soccer Connect**

Below explains how to search for all your Mass Youth Soccer registered members; those who have completed their Mass Youth Soccer Association Adult Registration.

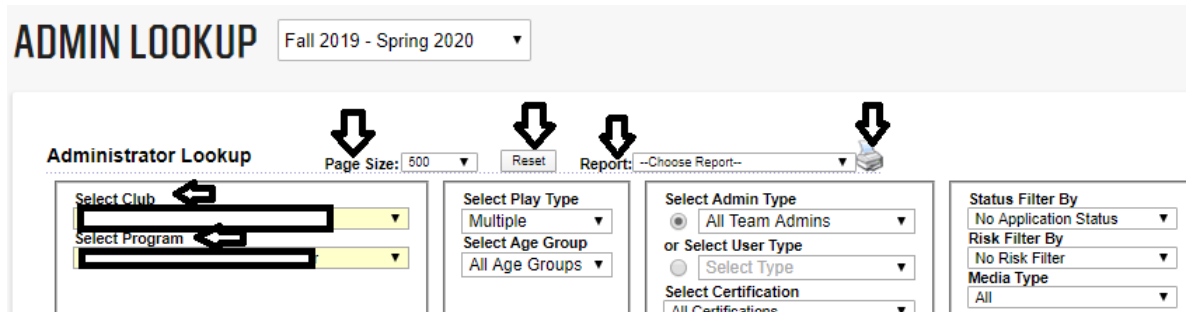
- a. You can access your adult members two ways. One is to scroll down



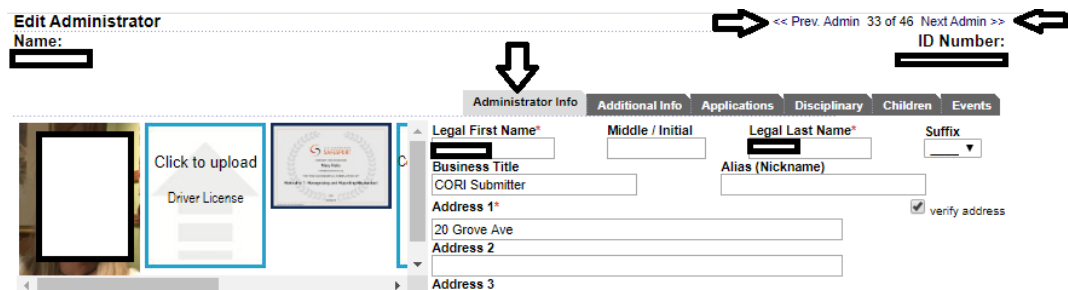
and click on “Admins Pending” , the second way is to Hover over Players/Admins (at the top of the page)



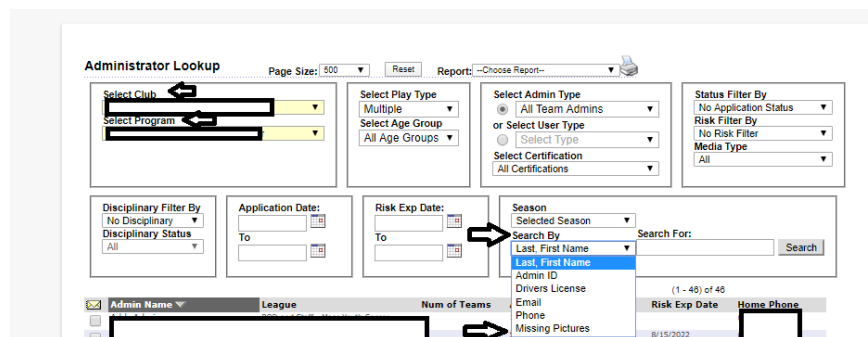
- b. Select Admin Lookup
 - i. Then, you may want to press the small “Reset” button on the top center of the Administrator Lookup page; this will clear all filters to ensure you see all registered adults.
 - ii. It is also a good idea to expand the page size to fit all your members (500).
- c. Select Club (your organization’s name)
- d. Select Program (your organization’s name)
- e. Click Search



- f. Your search will now show all adult registrations for your organization in the lower section of the screen. You will also see the adult’s Risk Status and Risk Expire date.
- g. Click on the first adult and it will bring up their information on the Administrator Info tab. On the lower third of the Administrator Info tab page you will find the adults Risk Status and their Risk Expire Date. To expedite through your adult members, you can use the >> arrows located at the top right of the information page.



3. **Review Photo - Verify Quality** - All photos must be pass card quality, if not please delete the photo and email the adult informing them that they must upload a new photo.
 - a. Clear
 - b. Head shot
 - c. Of just themselves
 - d. No hats or sunglasses
 - i. Deleting Photos – A new photo cannot be uploaded until you (an Administrator) delete the old one.
 - ii. Click on the photo
 - iii. Click Delete
- a. Searching for missing photos - Missing Pictures Filter
 - i. Hover over Player/Admins (top of screen)
 - ii. Click on Admin Lookup
 - iii. Click on the drop-down arrow in the Search By filter
 - iv. Click on Missing Pictures



4. **Risk Status and Risk Expire Date** – Verify that the participating adult member has an Approved or Conditional Risk Status and a Risk Expiration Date that is valid for the complete soccer registration year they are registering to. Note that the Under 18 Risk Status may not have a Risk Expire Date that is valid for the complete soccer registration year.
 - a. You will see one Risk Status and one Risk Expire Date for each adult. These two statuses are the result of the CORI and National

background check report reviews; the National background check also includes both State and National Sex Offender Registry searches.

- b. Mass Youth Soccer has moved to a set Risk Expire Date to avoid the adult's Risk Status expiring during the registration year.

5. **SafeSport Abuse Prevention Training Certificate** – Approve/Verify

You are required to review, verify, and approve your adult members SafeSport Abuse Prevention certificate of completion. Initial or Refresher Training must be completed and marked as Approved/Verified.

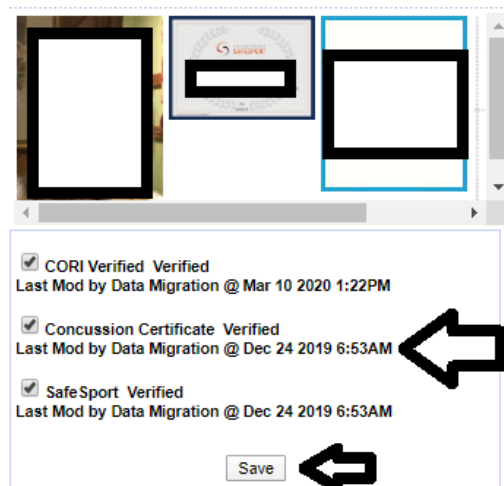
- a. To maintain continuous approval, once the Initial Abuse Prevention training has been completed, the adult must complete an Annual Refresher Course within the **next calendar year**.
 - i. Example: If the adult took the initial course any time in the year 2019, they would be approved for the full 2019-2020 soccer registration year (September 1st, 2019 to August 31st, 2020); thus, even though the adult is technically approved until December 31st 2020 (end of calendar year), it does not carry them through the Fall 2020 – Spring 2021 season and a credential should not be printed for any adult if they are not approved for the entire season even if they coach only in the Fall. If training is taken in 2020, adult is approved for the 2020 – 2021 registration year.
- b. The link to complete the training is in the adult's registration account ("My Account") under the "**Certificate**" tab.
- c. If the adult uses the same name and email address that they registered with when completing the training, the system will automatically mark the adult as Approved/Verified and the adult does not upload a certificate of completion.
- d. If the adult took the SafeSports Abuse Prevention training for a different sport or did not use the same email address and name, i.e. Bill vs William, the adult will need to upload their certificate of completion and Town/Club Risk Manager must review the uploaded

certificate making sure it is valid for the soccer registration year that the adult is registering to, and manually mark the adult as approved.

- i. Steps for an Administrator to upload the certificate of completion and approve/verify:
 1. Click on the appropriate upload icon.
 2. A pop-up window will display.
 3. Choose the file from your computer.
 4. The uploaded image will display.
 5. Choose upload.
 6. Click on Save and refresh the screen for the check box to appear under the adult's photo.
 7. Check the Verified box.

Name:

██████████



6. Center for Disease Control (CDC) Concussion Training Certificate – Approve/Verify

You are required to review, verify, and approve your adult members Center for Disease Control (CDC) certificate of completion.

- a. Mass Youth Soccer’s policy is two years.
- b. Your League policy may be one year; please verify League policy and approve/verify accordingly.
- c. The link to complete the training is in the adult’s registration account (“My Account”) under the **“Certificate”** tab.
- d. Once completed, the adult must upload a certificate of completion.
 - i. Steps for an Administrator to upload the certificate of completion and approve
 1. Click on the appropriate upload icon.
 2. A pop-up window will display.
 3. Choose the file from your computer.
 4. The uploaded image will display.
 5. Choose upload.
 6. Click on Save and refresh the screen for the check box to appear under the adult’s photo.
 7. Check the Verified box.

7. **CORI Acknowledgement Form Review and Verification** – Verify Personal Information, upload “Proof of CORI Verification” document and Check CORI Verified Box (Commonwealth of Massachusetts law).

You are required to physically meet with your adult member and verify the information on their CORI Acknowledgement form using a government photo ID. If all information below is correct, you are required upload the Admin “Proof of CORI Verification” doc to the adults account, refresh your screen and check the CORI Verification box that appears under that adult’s photo.

- a. Full Legal Name (First and Last – No shortened versions or nick names, i.e. Coach Jim or shorten versions of names like Tom or Kim when it should be Thomas or Kimberly)
- b. Date of Birth
- c. Home Address
- d. Driver’s license number and expiration date
- e. Please **notify the Mass Youth Soccer CORI/Risk Administrator** at the State Office of any corrections regarding the **adult’s legal name and date of birth**, as a new CORI request and National background check will need to be processed using the corrected information. Do not check the CORI Verified box until this information has been corrected in the adult’s registration account.
 - i. For **address and driver’s license number** corrections you may check the CORI Verified box and **email the adult** asking them to update their account.
 - ii. The Commonwealth of Massachusetts requires the individual’s full legal name (first and last). The driver’s license information should match that of the Adult Registration information (If the name on the driver’s license is the shortened version, we will submit their CORI to the Commonwealth that way).

Once you have collected the CORI Acknowledgement form and verified that all the information is correct by reviewing the adult’s government ID and checked the verification box, you are required either shred or burn the form. You may also

store it in a secure location, e.g. locked file cabinet (not on the hard drive of your computer, or in the Cloud) **until verified in U. S. Soccer Connect. If any information is stored electronically it must be on a password protected and encrypted external device and stored in a secure location e.g. locked file cabinet.**

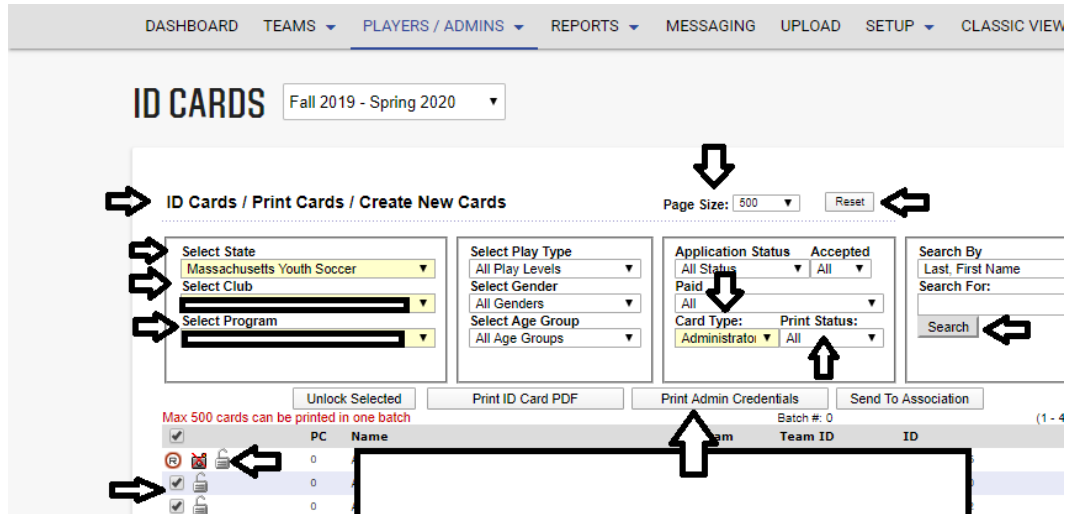
If an adult **belongs to more than one organization**, it is the responsibility of those organizations to ensure that the adult has given the **CORI Acknowledgement Form to one of them** and that the **receiving organization has CORI Verified the adult.**

After the adult has been CORI Verified, for all future CORI checks on this adult, verification will no longer be needed (the CORI Verification box will remain checked).

8. Print Adult Credentials – All adult members

All Mass Youth Soccer member adults are required to have a current Mass Youth Soccer Adult Credential with them while participating in any Mass Youth Soccer sanctioned activity.

- a. Log into U.S. Soccer Connect
- b. Verify you are working in the current registration year
- c. Hover over Players/Admins
- d. Click on ID Cards
- e. Select State (Massachusetts Youth Soccer)
- f. Select Club (your organization's name)
- g. Select Program (your organization's name)
- h. Click on Card Type and choose **Administrator**
- i. Click on the Search Button
- j. Click on Print **Admin Credentials**



- i. You may see an R with a red circle around it or an **unlocked lock without the check box** to the left of some of your members. This means a Credential will not print for them. A Credential **will only print if all Risk Management requirements** are met:
 1. There is a picture attached to their registration
 2. If they are in a Risk Status of:
 - a. Approved with a current Risk Expire Date
 - b. Conditional with a current Risk Expire Date
 - c. Under 18 Approved with a current Risk Expire Date
 3. If the adult is SafeSport Approved
 4. If the adult is Concussion (CDC) Approved
- k. All requirements met and still Unable to Print Credentials – The Credentials download as pop-up PDF’s. Most computers will not allow popups, so you need to adjust your settings to allow pop-ups. For all Pop-up Blocker information refer to the Pop-Up Blockers PDF located on the [Adult Credentials webpage](#)
 - i. [or Block or allow pop-ups in Chrome - Computer](#)

9. All **Safety Policies** below are to be presented to, and reviewed by, your adult participants.
- a. Mass Youth Soccer Athlete and Participant Safety Policy, known as Massachusetts Safe Soccer, steps for Implementation.
 - i. Read, review, and gain an understanding of the policy. Consult with Mass Youth Soccer staff as an additional resource as needed.
 - ii. Update organization's web site to include in the risk management section an easy to locate description of the policy and a link to the Mass Youth Soccer web site section where the policy will reside and be kept current (see link above).
 - iii. Communicate to all organization adult members and parent's how to locate and the importance of following the Massachusetts Youth Soccer Athlete and Participant Safety Policy.
 - b. Support US Soccer and Mass Youth Soccer on the implementation, management, oversight, and compliance with the policies. This new policy provides that Organization Members, and in particular, those that deal with minors, must include certain components in their Risk Management Program; there are six required components to the Policy.
 - i. Prohibited Conduct Policy
 - ii. Appropriate Background Screening – Background Checks
 - iii. Education and Training is required for all adult members
 - iv. Reporting
 - v. Limiting One-on-One Interactions
 - vi. Enforcement

All above information is covered in detail in the **Mass Youth Soccer Athlete and Participant Safety Policy, known as, "Massachusetts Safe Soccer"** which includes the Mandatory Reporting Abuse Prevention Policy and is available on the Massachusetts Youth Soccer Association's website, www.mayouthsoccer.org under the MA SAFE SOCCER section.

Listed below are additional policies that must be reviewed and can also be found on the Mass Youth Soccer website listed above:

- a. Weather Policy
- b. Goal Safety
- c. US Soccer Recognize to Recover

Thank you so much for your time, commitment, and efforts in helping to ensure the safety of our children.

Mary Relic

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