



Attention Club (Town Programs and Clubs) Administrators:

The purpose of this document is to assist with the administration requirements necessary for operating your club as a member organization of Mass Youth Soccer, US Youth Soccer (USYS) and US Soccer. The requirements identified below are mandatory in order to maintain good standing with Mass Youth Soccer.

- **1. Affiliation Paperwork:** Required to be on file with Mass Youth Soccer. If you have any questions on affiliation paperwork, contact Mass Youth Soccer's Executive Director at executivedirector@mayouthsoccer.org
 - <https://www.mayouthsoccer.org/about/affiliated-organizations/>
 - Additional resources: [Members Toolkit](#)

- **2. Leadership Report:** Every member organization is required to update their Leadership Report on an annual basis or when there is a change in club leadership. This form provides Mass Youth Soccer with all of the key contact information we must have on file. The form also acts as a certification of your organization's compliance with Mass Youth Soccer, Commonwealth of Massachusetts, US Soccer and Federal requirements and laws. [Click here](#) to access the form.

- **3. Club Level Registration System:** Mass Youth Soccer manages our member organization registrations through Stack Sport's Sports Connect platform. .
 - If your club chooses the Sports Connect Club Product registration platform you will have a real time registration connection feed to Mass Youth Soccer's Sports Connect Association system; this means you don't upload player registration data but your adults must still complete their annual registration via the Sports Connect Association level dedicated portal.
 - If you choose another registration provider, the use of Sports Connect (Association level) is to provide Mass Youth Soccer with player registration data uploads. This system will also be utilized by your organization's Risk Manager to manage Adult Registrations.

Member Organizations are free to use any system they would like to manage their player and coach registrations at the local level. As noted above, clubs using Sports Connect Club do not have to upload player data as this is automatic.

- **4. Registration Waiver Language:** Regardless of the registration system your club uses, the Mass Youth Soccer Adult and Player Participant Registration Waiver Language is required to be included in all player and adult registrations for your organizations. The waivers can be found on the MA Youth Soccer website, under the Administration Tab > [Member Toolkit](#) section at the bottom.



- **5. Risk Management:** Every member organization must have a person identified as their Risk Manager/CORI submitter. All steps needed to take on this role are found in the Risk Manager Checklist document linked below. Once all required steps are completed, the Risk Manager/CORI Submitter will receive administrative access to Sports Connect to monitor and manage their organization's adult members risk management requirements. *If you are unable to locate your organization when completing the adult registration portion, contact Mary Relic.*

Risk Managers/CORI Submitters **must** review the following documents to ensure your organization is in full compliance with all Mass Youth Soccer adult risk management requirements. Responsibilities also include ensuring participants understand the MA Safe Soccer policies which are inclusive of prohibited conduct and mandated reporting obligations.

- [Risk Manager Checklist](#) - Step by step instructions on what is needed to become your organization's Risk Manager and help you manage the responsibilities associated with this role.
 - [Risk Managers Responsibilities and Guidelines](#) document, includes detailed information on policies that must be followed, and how to complete your responsibilities as a Risk Manager.
- **6. Adult Registration:** All adult members must complete the annual Mass Youth Soccer Adult Registration, SafeSport Abuse Prevention training, and either the Centers for Disease Control (CDC) Concussion training or US Soccer's Introduction to Safe and Healthy Playing Environments course as taken through their Learning Center..
 - **To complete an Adult Registration:** [Mass Youth Soccer Adult Registration](#)
 - **To log in to Sports Connect:** [Sports Connect Login Portal](#) - use this link to log into Sports Connect to manage your adult member's risk management requirements and update and review your own adult registration information ("My Account").

For issues that occur when registering on the Sports Connect platform, please contact their support team: 855-703-2558.

For complete adult registration information, see the [Adult Registration webpage](#). All of the resources to aid in the registration process can be found on the right hand side of the page.

- **7. Registration File Submission:** Information, instructions and deadlines for submissions are found on the Organization Registration webpage on the [Mass Youth Soccer website](#), under the "ADMINISTRATION" tab.



An organization must complete the requirements below prior to Fall and Spring Deadlines.

- Fee Submission Form with accurate # of Adults and Players* emailed to Rachel Woo.
 - Initial payment for player and adult registrations submitted prior to deadline.
 - Player registration data uploaded into Sports Connect using the required template. *(This Process will be automatic for Organizations using the Sports Connect Club Product registration system)*
 - Final data upload, form and payment for all additional player and adult registrations.
- 8. Financial Responsibilities:** Organizations must be aware of and fulfill all fee payment requirements, payment due dates and treatment on late payments.
 - 9. Certificate of Insurance (COI):** Requests for Certificates of Insurance, or questions on registration submissions should be sent to Rachel Woo (rwoo@mayouthsoccer.org).
 - 10. Insurance:** A full overview of all insurance policies, programs and procedures are on the [insurance page](#). Contact Tara Petricca (tpetricca@mayouthsoccer.org) for any insurance related questions.
 - 11. Participant Safety Officer:** All Member organizations must designate a Participant Safety Officer. The role of the Participant Safety Officer is to work with organization leadership to create and implement your organization's Emergency Action Plan and inform players/parents of the availability of important player safety information.

Massachusetts Youth Soccer Staff Roles & Contact Information

Name	Position	Email	Responsibilities
Mike Borislow	Executive Director	mborislow@mayouthsoccer.org	
Tara Petricca	Director of Finance & HR	tpetricca@mayouthsoccer.org	Insurance Claims & Coverage, Registration Support, Accounts Receivable, Payments



Carol Ann Buono	Office Administrator	cbuono@mayouthsoccer.org	General Enquiries, Tournament Hosting, Credentials Ordering
Tommy Geis	Technical Director	tgeis@mayouthsoccer.org	Coach Education, Technical Development, Member Club Consultation
Rob Holliday	Director of Operations, Communications & Marketing	rholliday@mayouthsoccer.org	Partnerships, Progin Park Facility, Organizational Communication, Annual Workshop, Events
Jaime Balboni	Marketing & Communications Administrator	jbalboni@mayouthsoccer.org	Marketing, Website, Social Media
David Dalyrimple	State Cup & District Select Program Director	ddalyrimple@mayouthsoccer.org	State Cup, District Select Program (DSP)
Maureen LaRoche	TSL Program Manager	mlaroche@mayouthsoccer.org	Town Select League (TSL)
Tamie Endow	Technical Department Manager	tendow@mayouthsoccer.org	Coach Education, Urban and Underserved Programs, ODP
Mary Relic	Risk Manager	mrelic@mayouthsoccer.org	Adult Registration, Risk Mgr, Safesport
Rachel Woo	State Registrar	rwoo@mayouthsoccer.org	Registration & Certificate of Insurance
Kayla McClellan	Risk Management & Registration Administrator	kmcclellan@mayouthsoccer.org	Adult Registration, Risk Management, SafeSport, Player Registration Uploads
Lori Jimenez	Fields & Hotel Coordinator	ljimenez@mayouthsoccer.org	Field Rentals, Tournament Hotels
Brian Falvey	Facilities Manager	bfalvey@mayouthsoccer.org	Progin Park Facility
Scott Lovington	Assistant Facilities Manager	slovington@mayouthsoccer.org	Progin Park Facility

