



The following check list is designed for you to use to gain a better understanding of what responsibilities are required as your organization's Risk Manager and help you to manage those responsibilities.

Risk Manager Check List:

- I have completed my Mass Youth Soccer Online Adult Registration and have an Approved Risk Status and valid Risk Expire Date.
- The organization has updated their Mass Youth Soccer Annual Leadership report and I am listed as the Risk Manager; this ensures that I receive all communications from Mass Youth Soccer.
- I have Administrative User Privileges in U.S. Soccer Connect for my organization. If not email CORI@mayouthsoccer.org.
- I have read the Risk Manager Responsibilities and Guideline document. This document provides you with detailed instructions on how to manage your adult members Risk Management requirements and print their required Mass Youth Soccer Adult Credential.

The Risk Manager Responsibilities and Guidelines document is posted on the right-hand side of the Risk Manager Information webpage on the Mass Youth Soccer website. The steps listed below coincide with the numbers listed on the Risk Manager Responsibilities and Guidelines document which provides you with the information you need to perform the responsibilities of the Risk Manager.

Step 1 - Log into U.S. Soccer Connect to manage your adult member's Risk Management requirements.

Step 2 - Ensure that you and all your adult coaches/volunteers are registered in the current registration year in U.S. Soccer Connect (USSC) at the Association level.

Step 3 - Ensure there is a passport quality picture attached to the adult's registration.

Step 4 - Ensure the adult is in one of the risk statuses that allow printing of their adult credential.

Step 5 - Ensure that the adult is SafeSport Verified/Approved.

Training must be taken anytime within the calendar year of which the adult is registering into i.e., Fall 2021 – Spring 2022 training must have been completed January 1, 2021, or later...

We now accept U.S. Soccer Learning Center Safe and Healthy Learning Environment course completion for concussion and SafeSport required training.

Step 6 – Ensure that the adult is Concussion Verified/Approved.

We now accept U.S. Soccer Learning Center Safe and Healthy Learning Environment course completion for concussion and SafeSport required training.

Training must be taken June 1 of the previous registration year or later of which the adult is registering into i.e., Fall 2021 – Spring 2022 training must have been completed June 1, 2020, or later...Check with your League as they may have a one-year policy.

- Step 7 – Ensure that the adult is CORI Verified.
- Step 8 – Print the adult’s Adult Credential.
- Step 9– Additional Responsibilities - Present to, and review of, all Mass Youth Soccer Safety Policies including the new COVID-19 HUB information.

In addition to the above:

I have reviewed the Administrator Self-Guided Learning guide. This guide will provide you with the guidance necessary to perform your responsibilities in the role of Risk Manager. In addition, it will also provide you with guides that will help you navigate the U.S. Soccer Connect registration system more proficiently.

1. I have all support numbers and email address on hand.
 - a. U.S. Soccer Connect
 - i. **Help line number is (855) 703-2558.**
 - ii. Hours of operation - January – September
 1. Monday – Friday, 10:00 AM – 9:00 PM EST
 2. Saturday and Sunday, 10:00 AM to 6:00 PM EST
 3. October – December
 4. Monday – Friday, 10:00 AM – 9:00 PM EST
 5. Saturday, 10:00 AM to 6:00 PM EST
 6. Sunday, 1:00 PM – 5:00 PM EST
 - iii. Club Support: 866-258-3303 - Club Hours: *
 1. Monday - Thursday: 9:00 AM - 6PM EST
 2. Friday: 9:00 AM - 4 PM EST
 - b. Mass Youth Soccer
 - i. Risk Manager - mrelic@mayouthsoccer.org, or (978) 598-3613
 - c. Centers for Disease Control (CDC)

- i. CDC Support - **CDC TRAIN Administrator:** TRAIN@cdc.gov
- d. SafeSport Abuse Prevention
 - i. Online Training Help Desk at (720) 676-6417.
- e. All local contact information needed for Mandatory Reporting is listed on your organization's website.