



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.
- 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 procedures and guidelines on what is needed to ensure that your Adult Members are registered with Mass Youth Soccer and are eligible to receive their required Mass Youth Soccer Adult Credential. In addition to required policy information.
- I can perform the steps listed on the Risk Manager Responsibilities and Guidelines document that are needed to print my organization's adult members Mass youth Soccer Adult Credential. This includes an understanding of the Concussion Abuse Prevention policies.

1. Verify all adults Completed their Mass Youth Soccer Online Adult Registration and are in an Approved Risk Status with a Risk Expire Date is valid for the entire soccer registration year of which they are registering to.
2. Verify all adults Completed their Center for Disease Control (CDC) Concussion Training and upload their Certificate of Completion into their Mass Youth Soccer adult registration account and marked them as verified in the registration system.
3. Verify all adults Completed their SafeSport Abuse Prevention Training. If the adult was not automatically approved, I have reviewed their document to verify its validity. If applicable I have checked them as approved or informed them, they are not in compliance.
4. Met with my participating adults for verification of their personal information on the CORI Acknowledgement form. This consists of reviewing their CORI Acknowledgement form, signing of the form in front of me and showing me their government issues photo ID, then checking them as verified in the registration system.
5. Verify all adults have been provided instructions and links to review the MASS SAFE SOCCER Policies.
6. I was informed of the Administrator Self-Guided Learning guide. This guide will provide you will the guidance necessary to preform 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.
7. I have all support numbers and email address on hand.
 - a. U.S. Soccer Connect
 - i. **Help line number is (800) 808-7195 or (855) 703-2558.**

- b. Mass Youth Soccer
 - i. Risk Manager - mrelic@mayouthsoccer.org, or (978) 844-4588
- c. Centers for Disease Control (CDC)
 - i. CDC Support - Call 800-232-4636
- d. SafeSport Abuse Prevention
 - i. Online Training Help Desk at (720) 676-6417.
- e. All local contact information needed for Mandatory Reporting is
listen on your organization's website.