



Risk Manager Checklist

This checklist is designed to help manage the required responsibilities you have as your organization's Risk Manager.

Risk Manager Responsibilities for Personal Compliance:

- Review [Adult Registration Process webpage](#) to understand what is needed to register with Mass Youth Soccer & receive your required Mass Youth Soccer Adult Credential; on this page you will find all adult registration help guides.
 - Never registered with Mass Youth Soccer online? See the *New User Help Guide*.
 - Registered with Mass Youth Soccer before? See the *Returning User Help Guide*

- Complete your [Mass Youth Soccer Annual Adult Registration](#) for the current registration year via the U.S Soccer Connect Registration Portal. Please use your full legal first & last name when registering and for all soccer related registrations.
- Complete **SafeSport Abuse Prevention Training**.
- Complete **Concussion Training**. CDC Head's up Concussion Training **or** U.S. Soccer Learning Center's Introduction to Safe and Healthy Learning Environments.

- **Confirm** that you have an 'Approved' Risk Status and a valid Risk Expiration Date. Security user permissions cannot be provided until an adult's risk status is approved.
- **Confirm** that your organization has updated their [Mass Youth Soccer Annual Leadership Report](#) and that you are listed as the Risk Manager; this ensures that you receive all communications from Mass Youth Soccer.
- **Complete** and send the CORI Submitter Agreement form along with a copy of your government issued photo ID to CORI Administrator, 512 Old Union Turnpike, Lancaster, MA. 01253. If comfortable, you may send them via email: CORI@mayouthsoccer.org.
- **Gain administrative user privileges** in the U.S. Soccer Connect system for your organization. Email: CORI@mayouthsoccer.org.

Responsibilities for Managing Adult Members of your Organization:

- Review information on the [Risk Manager Information webpage](#), which outlines procedures & guidelines to ensure that your adult members are registered with Mass Youth Soccer and are in compliance with all adult risk management requirements.
 - On the right-hand side of this web page you will find adult registration, required training, and adult athlete email templates, tips, and general guidance; all designed to help make your job easier.

- **Understand & able to perform all steps listed on the Risk Manager Responsibilities and Guidelines document;** this document provides all the instructions you need to manage your adult members risk management requirements and print their required Mass Youth Soccer Adult Credential (see below).

- **Open Risk Manager Responsibilities and Guidelines document** ([on right hand side of Risk Manager Information webpage](#)). Next, in [U.S. Soccer Connect](#), you will **verify that all adult members in your organization have:**
 - Been properly affiliated and have registered online with Mass Youth Soccer.
 - *Directions are number 2 in the document noted above.*
 - Passport quality photo uploaded.
 - *Directions are number 3 in the document noted above.*
 - An Approved Risk Status with a Risk Expire Date that is valid for the entire soccer registration year of which they are registering into.
 - *Directions are number 4 in the document noted above.*
 - Completed their SafeSport Abuse Prevention Training and are checked as approved/verified.
 - *Directions are number 5 in the document noted above.*
 - Completed their Concussion Training (CDC or U.S. Soccer Learning Center) and are checked as approved/verified.
 - *Directions are number 6 in the document noted above.*
 - Completed the CORI Verification Process (Commonwealth of Mass Law).
 - *Directions are number 7 in the document noted above.*

- **Update your organization's web site to include in the risk management section an easy to locate description of the MA Safe Soccer Athlete and Participant Safety Policy and the Mandatory Reporting Policy. Also, you must include a link to the Mass Youth Soccer website section where both policies reside and are kept current.**
 - **The Mandatory Reporting web page includes all policy and information needed to report child abuse/suspected child abuse and or child neglect and violations of the prohibited conduct policy. On this page there is a link to a DCF document that shows all DCF MA local contact information.**
 - **Communicate to all organization adult members and parent's, how to locate, and the importance of understanding and following both the Mandatory Reporting and the MA Safe Soccer Athlete and Participant Safety Policies.**
 - **All adult participants must also review and follow *all* Mass Youth Soccer required safety policies.**

- If applicable, review information under the [COVID Hub](#). Your organization *may* be responsible for assigning a COVID-19 Safety Officer. Policy information along with responsibilities and guidelines for this position are posted on the previously noted webpage.

We highly recommend reviewing 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.

SUPPORT NUMBERS & EMAIL ADDRESSES:

- U.S. Soccer Connect Helpline: 855-703-2558
- Centers for Disease Control (CDC): 800-232-4636
- SafeSport Abuse Prevention Online Training Help Desk: 720-676-6417
- Massachusetts Youth Soccer Association:
 - Mary Relic, Risk Manager: mrelic@mayouthsoccer.org, 978-598-3613
 - Kayla McClellan, Risk Administrator: kmcclellan@mayouthsoccer.org