

Massachusetts Youth Soccer Association  
Adult Registration System  
Risk Manager Procedures

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RISK MANAGER ROLE (Previously CORI Submitter):

The Risk Manager role includes the Mass Youth Soccer procedures below. Your League and or Town/Club Organization may have more requirements; please confirm with them.

To begin, please read through this document thoroughly. Once reviewed, continue to the [Risk Manager Information webpage](#) located on the [Mass Youth Soccer website](#) under the Administration tab to review the Administrator Help Guides. There you will also find a Directory listing with your **organization’s Administrative Website/URL link**; this is located on the right-hand side of the page. Please review all the information there, as it will help you to navigate U.S. Soccer Connect.

To log into U.S. Soccer Connect as an Administrator, you will click on your organization’s Administrative Website/URL and sign in; then **confirm you are in the current registration year**.

1. **Affiliate all adults that are volunteering/coaching/working for your organization with Mass Youth Soccer Association.** This is done by verifying they are listed in the U.S. Soccer Connect Member Management System, checked as CONFIRMED and are included in the count on the **Fee Submission Form** that is emailed to Rachel Woo along with payment being sent via USPS.
  - a. If they are not registered in the U.S. Soccer Connect Member Management System and counted on the Fee Submission form, they **cannot participate** in any Mass Youth Soccer activities due to **liability** issues. Please have them complete the Adult Registration process as soon as possible. Adult Registration help guide can be found on the [Adult Registration](#) web page located on the [Mass Youth Soccer website](#) under the Administration tab.

- i. If they were not included on the initial Fee Submission form, please add **only these new adults** on a new Fee Submission Form and send it to Rachel Woo via email and send payment for these new adult's via USPS.
- ii. [Organization Registration](#) information for Player Registration Uploads and Fee Submission forms are found on the [Organization Registration](#) web page.
- b. Once registered, Admins must mark the adult as Confirmed in U.S. Soccer Connect. If the adult is not marked as CONFIRMED, the adult will not show in my processing queue for background checks and searches.

## 2. Confirm Adults

- a. **Prior to opening your Adult Registrations, make sure Auto-Confirm is set to off**
  - i. Your organization **will be billed for all confirmed adults**, see below.
- b. Prior to an adult being placed in the Background Check queue, you must check the adult as Confirmed.
- c. Once the adult is checked as a Confirmed participant, Mass Youth Soccer will process all background checks and sex offender searches on the Confirmed Adult.
  - i. Do not Confirm adults that may not participate within your organization.
- d. **How to verify the Auto-Confirmation is set to off and Confirm Adult Registrations in Bulk is located on the Mass Youth Soccer website on the Risk Manager webpage.**

## 3. Verify the information on the CORI Acknowledgement Form (Commonwealth of Massachusetts law) and check the Age/ID Verified box in the adult's registration account via Club Connect. To verify please use a driver's license or government ID:

- a. **Full Legal Name** (First and Last – No shortened versions or nicknames, 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. **Driver's license number and expiration date**
  - i. **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).
  - ii. Please **notify the Mass Youth Soccer CORI Administrator** of any corrections regarding the **adult's legal name and date of birth**, as a new CORI, National Background Check and Sex Offender searches will need to be processed using the corrected information.
  - iii. For driver's license number corrections email the adult and ask them to update their account.

Once you have **collected the CORI Acknowledgement form** and **verified that all the information is correct by reviewing the adult's government ID, you are required to check the Age/ID Verified box** in the adult's registration account in the U.S. Soccer Connect Member Management System (this is a **Commonwealth of Mass law**); after you check the verification box you are **required to either store in a secure/locked file cabinet, or shred** or burn their CORI Acknowledgement form along with any copy of a government ID you may have.

- a. If the adult's **legal name and/or date of birth** are incorrect do not check the ID Verified box until that information has been corrected and updated in the adult's registration account.

After this, for **all future** background checks and searches on this adult, **ID verification will no longer be needed for as long as this adult is a member of your organization (the Age/ID Verification box will remain checked).**

**Please note:**

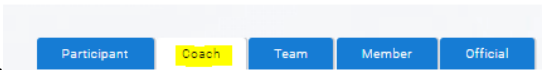
- a. If an adult **belongs to more than one organization**, it is the responsibility of those organizations to ensure that the adult has given the **CORI Acknowledgement Form to one of them** and that the **receiving organization** checks the Age/ID Verified Box in U.S. Soccer Connect.
- b. All adults that have completed an Adult Registration have access to their CORI Acknowledgement Form. The form can be accessed through their Adult Registration account at any time and is located under their photo.
  - i. Shredding this form is recommended, but this form can be kept on file 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**
- c. **Also, you are required to physically meet with each adult to collect and verify the information listed on their CORI Agreement form.**
- d. **The ID Verification Check Box Admin Help Guide for U.S. Soccer Connect is located on the Mass Youth Soccer website on the Risk Manager webpage.**

**4. Verify CORI Risk Status. If the adult is cleared with an expiration date it will be found in U.S. Soccer Connect under the Risk Status of Approved, Conditional or Under 18 Approved. \*See below for an explanation of the Risk Status values.**

- a. **If the adult has a Risk Status of None or Pending in U.S. Soccer Connect for longer than 7 days**, please contact the Mass Youth Soccer CORI Administrator to verify there is not a problem with that request.
  - i. If the adult’s CORI and National Background Check (NBG) will be expiring soon, or if the adult has an **expired Risk Status**, they will need to resubmit for all check ASAP. They must complete their **Adult Registration and be checked as Confirmed by the Town/Club Administrator as a as this triggers their CORI request along with the NBG check and Sex Offender Searches.** The Adult **cannot participate in any Mass Youth Soccer activities** until they have registered with Massachusetts Youth Soccer, are CORI/National Background Check Approved/Cleared (National Background Check clearance includes Sex Offender Searches); have completed and are mark as Approved for Abuse Prevention and Concussion Training.

- b. The CORI and NBG Risk Status for an adult in U.S. Soccer Connect **can be located by logging into your organizations administrative website and clicking on the green, “Find” button**

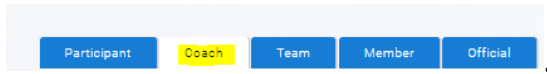


then on the, “Coaches” button. ; all registered adults will show on the lower half of your screen.

**5. Verify National Background Check (NBG) Status. Must be listed as Cleared with a current expire date; the NBG Check status will be listed and only show cleared if:**

- a. The NBG check comes back as cleared

- b. The State Sex Offender Record Information Search and National Sex Offender Record Search (**NSOR**) comes back as cleared.
  - i. The National Background Check Status information for U.S. Soccer Connect **can be located by logging into your organizations administrative website and clicking first on the green, “Find” button then on the, “Coaches” button.**



; all registered adults will show on the lower half of your screen..

- 6. **Approve Abuse Prevention Training (SafeSport).** A green dot will signify Approved status.
  - a. The Initial or Refresher Training must be completed and marked as Approved.
  - b. 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. If the adult takes the training using the Stack Sports/U.S. Soccer Connect link that they are provided after completing their Adult Registration, the system will **automatically mark the adult as Approved** and the adult does not upload a certificate of completion.
    - ii. If the adult took the SafeSports Abuse Prevention training prior to registering in Stack Sports (they **did not use the link provided at time or registering**) the Town/Club Risk Manager must **review the uploaded certificate and manually mark the adult as approved via Association Connect.**
      - 1. If SafeSports Abuse Prevention training was completed for a different sport and is current, you may upload that Certificate and mark as approved.
      - 2. The adult should save their Certificate of Completion where it can be easily found.
  - c. **See number 9 for more Risk Manager Abuse Prevention and Safety Policy Requirements.**

- 7. **Concussion Training is Approved** -A green dot will signify Approved status.
  - a. Mass Youth Policy – 2-year Approval from date of course
  - b. League policy may be 1 year; if so, you may only approve the adult for 1 year.
    - i. The adult will upload that certificate and the Town/Club Risk Manager will mark the adult as Approved via Association Connect.
    - ii. The system may be able to read the Meta Data on the CDC Certificate of Approval and automatically mark the adult as Approved.

- 8. **Approve Photo.**
  - a. **Verify Picture Quality** – These pictures are used for Credentials and must be of the quality stated below.
    - i. **Picture should be a clear head shot of the individual only**
    - ii. **You should be able to clearly identify the individual, E.g. picture too dark, group picture, no sunglasses or hats.**
    - iii. **If poor quality, please delete and email the individual asking them to upload a new photo.**

**NOTE: Abuse Prevention, Concussion and Photo Approval** are all completed using the same function that is performed using your **Association** Connect User access, and information on how to Approve these documents in U.S. Soccer Connect **can be found on the Mass Youth Soccer website under the Administration tab, on the right-hand side of the [Risk Manager webpage](#)**

**9. Print Adult Credentials** once all Risk Management Requirements are completed and approved (CORI, NBG Checks, SORI and NSOR Searches, Photo, Concussion and Abuse Prevention Training). Information for the printing of Credentials and on how to order lanyards and plastic sleeves to hold the Credentials can be found on the [Adult Credentials](#) webpage. It a good practice to collect all Adult Credentials at the end of the year/season. The plastic sleeves and lanyards can be reused each year; thus, the organization will only need to provide a new Adult Credential Photo Insert at the start of the next year/season.

**Prior to printing:**

**a. Verify you are working in the current registration year.**

**Note:** Under 18 Approved Risk Status may expire during the registration year and does not require Abuse Prevention Training to be completed nor Approved for their Under 18 Approved Adult Credential to print.

**b. How to print Adult Credentials in U.S. Soccer Connect is located on the Mass Youth Soccer website on the Risk Manager webpage.**

**Important note:** You **cannot print a Credential** if the adult does not have a CORI Risk Status of Approved, Under 18 Approved, Grace or **Conditional**; or a **NBG check listed as Cleared**; or if Abuse Prevention Training is not Approved; or if Concussion Training is not Approved; or the adult **does not have an Approved photo** attached to their registration. \*See below for Risk Status values explanation.

**10. All Safety Policies below** are to be thoroughly reviewed by you and presented to and followed 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 stated below will be processed on adult members.
  - 1.** Criminal Offender Record Information (CORI)
  - 2.** National Background Checks (NBG) which includes State and National Sex Offender Registry Searches.

- iii. Education and Training is required for all adult members
  - 1. Initial SafeSport Course, then within the next calendar year;
  - 2. Annual Refresher Course for as long as the adult participates
  - 3. Training for Youth Participants – Not available yet/Not required
    - a. Covered Organizations must – subject to parental consent – offer and provide training annually to Youth Participants regarding the prevention of child abuse (Not available yet).
- iv. Reporting – Located on the Mass Youth Soccer Abuse Prevention webpage.
- 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](http://www.mayouthsoccer.org) under the MA SAFE SOCCER section.

Additional policies are **listed below**:

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

The above policies can also be found on the [www.mayouthsoccer.org](http://www.mayouthsoccer.org) website under the MA SAFE SOCCER tab.

**\*Explanation of CORI Risk Status values:**

1. Approved = 3-year approval. At the end of the 3 year the Risk Status will change to Grace Period; at this time the adult is responsible for resubmitting their CORI by completing a Mass Youth Soccer Adult/CORI Registration (that triggers the CORI check).
2. Conditional = Approved but we will be reviewing their CORI Report sooner than the 3 to 4-year time, e.g. a 6 month to 2-year Risk Expire Date/Approval.
3. Under 18 Approved = No CORI Check is processed, and Risk Expire Date is their 18<sup>th</sup> birthday.
4. CORI Resubmit = If a current CORI Expire date is listed, they are cleared through that date; the adult has done their part and are waiting to be processed by the Mass Youth Soccer CORI Administrator.
5. Expired = Not Approved. Must complete the Mass Youth Soccer Adult/CORI Registration process to trigger their CORI request.
6. None = The adult has done their part and are waiting to be processed by the Mass Youth Soccer CORI Administrator.
7. Pending = Not Approved. Pending at the Commonwealth of Mass. as we have not received their report back. If pending for more than 7 days, please contact the Mass Youth Soccer CORI Administrator.
8. Grace Period = Adult is Approved throughout the current registration year; thus, until they complete the upcoming years Adult Registration.

**Explanation of Nation Background Check Risk Statuses:**

1. **Cleared** = The National Background Check and both Sex Offender Searches have come back as Cleared.
2. **Not Cleared (Not Yet Run)** = Application/Check needs to be run.
3. **Not Cleared (No Authorization)** = Member has not authorized a background check to be run.
  - a. Registration was created by an Administrator; therefore, the adult did not sign off on the Waivers/Electronic Legal Agreements so a background check cannot be performed.
4. **Not Cleared (Expired)** = Risk Status is expired, and the adult must complete the registration process to trigger all background checks and searches to be run.
5. **Not Cleared (Pending)** = Background Checks and Searches have been performed, and must be manually reviewed by the Mass Youth Soccer CORI/Risk Administrator
6. **Not Cleared** = (Under Review)
7. **Denied** = Suspended

Please contact me with any questions you may have regarding the Adult Registration System and/or CORI clearance.

Best Regards,

*Mary Relic*

Mary Relic

CORI/Risk Administrator

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