**Coaching Requirements**

Dear Coach,

Before you can be issued credentials to be able to coach, you must 1) register with **both** Sudbury Youth Soccer (SYSA), **and** Massachusetts Youth Soccer (MYSA).

**1. SYSA Volunteer Registration:** Volunteers must register through AdminSports **each season**. To volunteer, log into your family's AdminSports registration account. From the**Family Information** page, scroll down to the player you wish to volunteer for and either click on your name and confirm your volunteer information or, if you are new, click on the **Volunteer** button and fill in the necessary information.

**Be sure to use the same email address and password for steps 2-4.**

As mandated by federal law, Sudbury Youth Soccer follows a comprehensive Adult Registration and CORI/SORI security background check procedure, as well as completion of a mandatory abuse prevention course, and concussion training,

**2. Mass Youth Soccer Registration:** Volunteers must register **annually**. If you registered in the Fall 2020 you **DO NOT** need to re-register for Spring 2021.

**CORI/Adult Registration** – [Click here](https://secure.sportsaffinity.com/reg/index.asp?sessionguid=&domain=ma%2Dcori%2Eaffinitysoccer%2Ecom)

Please have the following items ready before starting:

* **A color headshot**.   The picture should be a straight on, color headshot (shoulders up) of just you, no hats or sunglasses.
* Your driver’s license number and expiration date.

Be sure to use your **FULL LEGAL NAME.**

Please print the CORI Agreement form at the end of your CORI submission and save. You will need your identification verified by the SYSA Risk Coordinator, Sandy Moore, before credentials can be issued. More information will follow.

After setting up your Stack account you will receive an email with a link to your U.S. Soccer Connect Adult Registration account where you will be able to log in to take the Abuse Prevention training and link to/upload your concussion certificate.

**3. Complete SafeSport/Abuse Prevention online training**.  This will take about an hour and a half.  You can stop and restart if necessary.   (A thirty minute refresher course will be required annually after the initial training). Please use the link in your Stack account to take the Abuse Prevention training; this way the system will automatically mark you as Approved.

* + Copy this Access Code. You will need to access the SafeSport training: **YC3E-6P5G-YYIL-CS2M**
  + SafeSport Site Link:  <https://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41>

**4. Concussion Training**- The Center for Disease Control training is the only Mass Youth Soccer approved method. A link will be provided in your Stack account. You will need to upload this certificate for approval.

* If you have already done the Concussion Training on the CDC sitein the past, log in and click where it says “FULL CERTIFICATE” to download your certificate, which you can then upload into your Stack account.  You won’t need to re-take the course!
* Tips for CDC Train account set up as it gets complex and is not very clear:
  + - Organization Name: ***Sudbury Youth Socce*r**; Dept: ***Soccer***; Title: ***Coach***
    - Professional Role: ***Volunteer***
    - Work Setting: ***Other***; then type in ***Youth Sports Organization***
* After you have created your profile setup, click on the Course Catalog tab and search for: **HEADS UP to Youth Sports: Online Training for Coaches**
* Select the Green Pre-Assessment to start.
* After the pre-assessment, you will be able to launch the course. The site will save any incomplete progress.
* **SAVE your completion certificate PDF to your computer.**
* **CDC Account Creation link:**<https://www.train.org/cdctrain/user/register>

Below is the link to the Adult Registration Page at Mass Youth Soccer. All of the directions to complete this process can be found there. If you belong to more than one soccer organization, you must register online with each one; the information on your Adult Registration form will auto-fill when you login to complete your second Adult Registration.

If you need help:

Mass Youth Soccer: <http://www.mayouthsoccer.org/members/adult-registration/>

Email Club & League Connect: [candlconnectsupport@stacksports.com](mailto:candlconnectsupport@stacksports.com)

Email Team Connect: [teamconnectsupport@stacksports.com](mailto:teamconnectsupport@stacksports.com)

Call Support Phone: 866-892-0777  
Press 2 for support and press 1 for association, club and league, or team connect support.

If you have any questions regarding this process, please contact [Sandy](mailto:Sandy) Moore at sudburysoccer@aol.com.