

Dear Coach,

You are receiving this email because you volunteered to coach and have been assigned to a team for this spring. The document is long. Please read it carefully and complete all the requirements as soon as possible. You will not be allowed to coach until everything is done and I have issued you coaching credentials for **2023-2024**.

Credentials dated **2022-2023** are not valid for the spring.

Sudbury Soccer is required by federal law, under the Safe Soccer Act, to have every coach and **non-coaching board member** complete CORI/SORI background checks through the MA Safe Soccer portal called US Soccer Connect. You must register with MYSA **annually**.

MA Safe Soccer Multi-Step Process:

Some helpful tips BEFORE STARTING:

- Be sure to **use the same email address and password for ALL of your MA Safe Soccer components**.
- Strongly recommend that you complete the registration on a computer as it gets involved.
- Be sure to use your full **LEGAL first, middle, and last name**.
 - If you have a **“preferred”** name that you would like to have displayed on your printed credential, let the registrar know, as there is now an exception process that can be used to print out credentials that depict preferred names instead of legal names. It is an easy switch, but needs to be manually done.
- You need to have your **driver's license number and expiration date**.
- You need to have a **color head shot photo** (under 1 MB in size) on the device you are using that can be uploaded (initial registration only, returning users' photos are stored). You will also need a photo to upload within the initial Abuse Training course.
 - The selected photo must be a **CLEAR, HEAD Only (above armpits) picture of you with NO other people in the picture, no sunglasses, or hats, and CLOSE enough to clearly see your face. Parts of other people, including faces, arms, hands, etc. are also not allowed**.

STEP 1: Annual Registration with Mass Youth Soccer, including authorization for your CORI/SORI checks and collection of fairly extensive profile information.

- **Annual Registration link in US Soccer Connect: [Click Here](#)**
- Click the **Login with Email** box if you are a returning user or click the **Create Account** box if you have never coached with Sudbury Soccer before.
Current season is Fall 2023 - Spring 2024.
- If two accounts show up, choose the one with your DOB listed.
- Go through the steps. You basically will be filling out forms and then choosing the green buttons to continue. If you need a help guide click: [HELP GUIDE](#).

- When completed, you will get an email confirmation from Mass Youth Soccer immediately upon registering titled: **Thank You for Registering, Your Name.**
- To continue on, you have to log back in using the link in the email, or the link below, to complete the other steps.

STEP 2: Complete SafeSport Abuse Prevention online course

- US Center for SafeSport training cycle includes a 90+ minutes for the core initial training and then a 30-minute refresher course for the next two years. The SafeSport site will let you know which training course you are on if you use the login information below. It will be the one labeled START instead of Re-enroll or Completed. You can stop and resume if necessary.
- For the **initial course only**, you will need a head shot photo to upload within the Abuse Training course (<1 MB in size is key!).
- MA Youth Soccer now provides direct access to the SafeSport training with a specific, restricted enrollment key:
- Your **SafeSport Training Enrollment Key** is found in your Mass Youth Soccer Adult Registration account in U.S. Soccer Connect.
- Login to your Soccer Connect account:
<https://mayouthsoccer.sportsaffinity.com/Foundation/Login.aspx?sessionguid=>
- Click your "Certificates" tab and then click on the live link posted under the **SafeSport Training Enrollment Key Link**:
- If you already have a SafeSport account from a prior year, **use the SIGN IN button on the top right of the page to sign in to your existing account.**
- Your login enrollment key should pre-populate if you used the link from your Soccer Connect account to allow you to login.
- US Soccer will be your organization and is preselected.
- Select the training called: SafeSport Trained - US Soccer Federation
- If the system is unusually slow or has technical difficulties, you may want to try at a different time. Chrome browser seems to work the best.
- If you used the same login email to register with Soccer Connect and SafeSport, your course completion status should be updated electronically, and you will see the verified check mark in your Soccer Connect account.
- If this does not happen, you may be directed to log back into <https://safesporttrained.org/#/login> to download a PDF of your certificate and then upload it into your Soccer Connect account directly.

STEP 3: Complete online Concussion Training Certification.

- There are now two concussion training courses accepted by Mass Youth Soccer

1. The 45+ minute CDC Heads Up to Youth Sports: Online Training for Coaches. You must have or create a CDC Train account before taking the course.
 - **CDC Account Creation link: <https://www.train.org/cdctrain/user/register>**
2. The US Soccer Learning Center Safe Healthy Playing Environment course training is also accepted. If you are a referee, you may have already taken this course, and it should link over. To register with USSF, if not a member, click below:
 - USSF **US Soccer Learning Center Safe Healthy Playing Environment**
 - If you used the same login email to register with Soccer Connect and USSF, your course completion status should be updated electronically, and you will see the verified check mark in your Soccer Connect account.
- Concussion training is good for up to two soccer years. Certificate must be dated **JUNE 2022 or later for the current 2023-2024 soccer year.**
- **Instructions for CDC TRAIN:** Tips for CDC Train account setup are listed below or you can review the more detailed instructions in the **PDF linked here** as it gets complex and is not very clear:
 1. Group: **Other**
 2. Region: **Region 4A** lists Sudbury; If you live in a different town, search the regions for your town)
 3. You have to fill out your profile before you can register for a course:
 - Organization Name: **Sudbury Youth Soccer**; 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** button (it is 31 questions long!) 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.**

STEP 4: Verify in your Soccer Connect Account that you have successfully completed all three requirements. Full completion is required before working with the kids.

- Login here:
<https://mayouthsoccer.sportsaffinity.com/Foundation/Login.aspx?sessionguid=>
- Go to the Certificates tab
- You do **NOT** need to upload your Driver's License.

- **If Check Marks show in all three boxes (SafeSport, Concussion, CORI Verified) you are all set!**
- If missing any of the three completion check marks:
 - **SafeSport:** try clicking on the Get SafeSport updates or upload your certificate.
 - **Concussion Certificate:** The date on your Concussion Training must be after June 2022 to meet Sudbury Soccer bi-annual soccer year requirement.
 - If you took the CDC Concussion Course, you will need to upload your current Training Certificate.
 - If you took the USSF concussion training, you may have to click the Licenses tab in your Soccer Connect account and then hit the Get Learning Center Update button or upload your certificate directly.
 - **CORI Verified:** If you are a NEW coach, or one who does not have a check mark in the CORI Verified box in your Certificates tab, there is a **one-time** validation of identification required by the Commonwealth of MA.
- Click on the **Print Documents** link under your picture in your Soccer Connect account then select [Receipts & Forms](#) on the line that says ADULT/CORI Registration to print out a copy of the two-page **CORI Acknowledgement Form**.
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- **DO NOT upload the notarized Acknowledgement form into the system.** You send a copy to the Registrar and they will upload a separate CORI Verified form. Once that is done, you will see a check mark in this box.
- This is what the **CORI Acknowledgement Form** looks like



THE COMMONWEALTH OF MASSACHUSETTS
 EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
 Department of Criminal Justice Information Services 200
 Arlington Street, Suite 200, Chelsea, MA 02118
 TEL: 617-460-4640 | TTY: 617-460-4600 | FAX: 617-460-5573
 MASS.GOV/CJIS



This form is not to be faxed. Please return form to organization.
Criminal Offender Record Information (CORI)
Acknowledgement Form

To be used by organizations conducting CORI checks for employment or licensing purposes.

Massachusetts Youth Soccer is registered under the
 (Organization)
 provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective
 employees, subcontractors, volunteers, license applicants, or current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant or current licensee, I understand that a
 CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to
Massachusetts Youth Soccer

(Organization)
 to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my
 signature. I may withdraw this authorization at any time by providing Massachusetts Youth Soccer
 (Organization)

with written notice of my intent to withdraw consent to a CORI check.

I also understand, that Massachusetts Youth Soccer may conduct
 (Organization)
 subsequent CORI checks within one year of the date this Form was signed by me.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this
 Acknowledgement Form is true and accurate.

[Signature]
 Signature of CORI Subject

08/23/2018
 Date