

## Who is a CORI Submitter?

Each youth soccer organization is required to identify a CORI submitter, and Massachusetts Youth Soccer will qualify that person under the State CORI Office guidelines. CORI submitters will be responsible, along with their organization's registrars, for making sure all adults involved in their program are properly registered and CORI checked. Hence, each club or team will have one qualified CORI submitter who will be responsible for collecting every adult's CORI agreement form and verify identity.

## What is the CORI Submitter's Role?

1. Ensure that your Registrar has properly affiliated all adults working for your organization with Massachusetts Youth Soccer.
  - a. Sent to Rachel Woo on the registration report
  - b. All adults have completed their Adult Registration
2. Verify the information listed on their Adult Registration and on their CORI Agreement form (**Full legal first and last name, address, date of birth and Photo that will be used for credentials**) using a government issued id.
3. Verify CORI Clearance
4. After you have verified their information on the CORI Acknowledgement form with a government ID, you are **required to check the CORI Verified box** located in ShareView under their name and shred their driver's license information or CORI Agreement form.

**NOTE: You are required to physically meet with each adult to collect and verify the information listed on their CORI Agreement form. If you need to store this information temporarily, the CORI Agreement form should be stored in a secure location e.g. locked file cabinet, not on the hard drive of a computer or stored using public cloud storage methods. If any information is stored electronically it must be on a password protected and encrypted external device and also stored in a secure location e.g. locked file cabinet.**

## How to Become a CORI Submitter

Prior to processing your request to be the CORI Submitter for your organization, you must have completed your Adult Registration with Mass Youth Soccer Association. The link to complete your adult registration is on the home page of our website under the Administrator tab [Adult Registration](#). You also must be listed on your organizations current Leadership report as the CORI Submitter.

1. Complete the [CORI Submitter Agreement form](#).
2. Email the completed CORI Agreement form along with a copy of your driver's license or government issued ID to [mrellic@mayouthsoccer.org](mailto:mrellic@mayouthsoccer.org).
3. Massachusetts Youth Soccer Association will submit your CORI request to the Commonwealth of Massachusetts.

4. Your CORI results will be reviewed and your CORI Status will be updated on the CORI list of Approved Adults and in ShareView.

After your request has been processed and you are approved under Massachusetts Youth Soccer Association's guidelines you will be given access to ShareView (the adult registration system). There you will find all members of your organization that have completed their adult registration; this may take up to 7 days. Please login to ShareView and view the two training videos that are available to you. Also, please download the **Registrar/CORI Submitter Basic Functionality PDF**; these are all very useful tools for navigating ShareView.

Another very important piece of information available on our website is the, "Massachusetts Youth Soccer Association New Adult Registration System CORI Submitter Procedures" document. This document contains directions on how to perform the responsibilities of CORI Submitter.

Please contact me if you have any questions.

Best Regards,

Mary Relic

CORI/Risk Administrator

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[Massachusetts Youth Soccer Association](#)