

Massachusetts Youth Soccer Association
New Adult Registration System
CORI Submitter Procedures

Contents

1. Ensure that your Registrar has affiliated all adults that are volunteering/coaching/working for your organization with Mass Youth Soccer Association.	1
2. Verify the information on the CORI Acknowledgement Form.....	1
3. Verify CORI Status.	2
4. Print Credentials.	3
7. Cancel the Application to your organization.....	3

To begin, please log into the Affinity ShareView System and view the two training videos and download the **Registrar/CORI Submitter Basic Functionality PDF**. These are all very useful tools for navigating the Affinity ShareView System. **ShareView** is your **only source for CORI/Risk Status information**.

Below is the list of procedures that you will be responsible for. Please review them and do not hesitate to contact me with any questions or concerns you may have.

- 1. Ensure that your Registrar has affiliated 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 Affinity ShareView System and are included in the count on the **Fee Submission Form** that is emailed to Rachel Woo along with payment being sent via USPS.
 - If they are not registered in the Affinity ShareView 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/CORI Registration process as soon as possible. Information for this can be found on the Mass Youth Soccer Website by hovering over the **red ADMINISTRATION** tab and then clicking on the Adult/CORI Registration webpage.
 - 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.
 - If you have adults listed under your organization that do not belong, please notify the CORI Administrator at the State Office at CORI@mayouthsoccer.org
- 2. You are required to verify the information on the CORI Acknowledgement Form (Commonwealth of Massachusetts law) and check the CORI Verified box under the adult's photo for all adults that have completed their Adult/CORI Registration. To do this please use a driver's license or government id to verify:**
 - Full Legal Name** (First and Last – No shortened versions or nick names, , I.e. Coach Jim or shorten versions of names like Tom or Kim when it should be Thomas or Kimberly)
 - Home Address**
 - Date of Birth**
 - 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 request will need to be processed using the corrected information.
- iii. For address and 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 CORI Verified box** under the adult's photo in the Affinity ShareView Registration System (this **ensures** we have **processed the CORI Request** using **correct** information); after you check the verification box you are **required to 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 CORI Verified box until that information has been corrected and updated in the adult's registration account.

After this, for **all future** CORI checks on this adult, **verification will no longer be needed for as long as this adult is a member of your organization (the CORI 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 CORI Verified Box in ShareView.
- b. All adults that have completed an Adult/CORI Registration have access to their CORI Acknowledgement Form. The form is in their Adult Registration account under their photo and can be printed by clicking on the hyperlink that says, "Print Documents", then "Receipts and Forms".
 - i. 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 ShareView. 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.**

3. Verify CORI Status. If the adult is cleared with an expiration date it will be found in ShareView under the Risk Status of Approved, Conditional or Under 18 Approved. *See below for an explanation of the Risk Status verbiage.

- a. **If the adult has a Risk Status of None in ShareView for longer than 4 days**, please contact the CORI Administrator as we would need to ensure there is not a problem with that request.
- b. If the adult's CORI will be expiring soon, or if the adult has an **expired CORI/ Risk Status**, they will need to resubmit for a CORI check ASAP. They should have received emails 2 and 1

month prior to their expiration date with the link to complete their **Adult/CORI Registration as a Returning User as this triggers their CORI request.**

- i. The Adult **cannot participate in any Mass Youth Soccer activities** until they have registered **directly** with Massachusetts Youth Soccer, are CORI Checked with the Commonwealth of Massachusetts and are listed as CORI Approved by Mass Youth Soccer Association.

4. You are required to print Credentials. 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. Please 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.**
- b. **Verify Picture Quality** – These pictures are used for Credentials and must be of the quality stated below prior to checking the CORI Verified box.
 - 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.**
- c. **If poor quality, please delete and email the individual asking them to upload a new photo.**
- d. **Verify Risk Status and Risk Expire date**
 - i. **Adult should be CORI Approved for the entire soccer year they are registered for (July 31st of the current spring registration year).**
 1. **Exception to this are Conditional and Under 18 Approved.**
- e. **Important note:** You **cannot print a Credential** if the adult does not have a Risk Status of Approved, Under 18 Approved or **Conditional (only prints in the ID section of Affinity)**, or if the adult **does not have a photo** attached to their registration. Thus, if an adult has a Risk Status of CORI Resubmit, Pending, Expired, In process, Suspended or Under Review a credential will not be available for them. *See below for Risk Status verbiage explanations.

Although the Adult Registration System will send out reminders to adults whose CORI clearances will be expiring, 2 and 1 month prior to their Approved Expiration Date, and 1 month prior to their *Conditional Expiration Date; It is still the responsibility of the CORI Submitter to ensure that all expiring or newly registered adults have completed all the steps necessary to be listed as Approved in the New Adult Registration System.

- 7. Cancel the Application to your organization** only (as of June 1st, 2017) in the current soccer year, for volunteers/coaches that have not, and you know will not be actively participating in this soccer year with your organization.
- a. **Do not cancel applications for any volunteer/coach that is or will be actively participating with your organization anytime during the current soccer registration year.**
 - b. Do not cancel the ADULT/CORI Registration.

Note: Please review and download the, "CORI Submitter - How to Complete Required Functions. Run Reports" document (**important!**).

***Explanation of CORI Risk Status verbiage:**

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 18th 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 48 hours, please contact the Mass Youth Soccer CORI Administrator.
8. Grace Period = Required to complete the Adult/CORI Registration process ASAP.

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

Best Regards,

Mary Relic

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CORI/Risk Administrator

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