

Adult/CORI Registration System  
&  
FAQ's for our Members

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**1. Who must complete an Adult/CORI Registration?**

- All adults 18 years of age or older that are working/volunteering with any Mass Youth Soccer Association affiliated organization.
- **All** adult listed below, but not limited to must complete a Mass Youth Soccer Association Adult Registration:
  - Coaches (all types) • Team Managers, including designated team parents assigned team management responsibilities • Board Members (Officers, Directors, Administrators, Committee Chairs, Appointees, etc.) • Referees (Note: All USSF Referees will complete their CORI registration through MSRC) • Trainers (Permanent or Temporary) • Volunteers • Organization Employees • Concession Workers • Tournament Organizers, Employees, Volunteers

**2. Who must complete a CORI Submission Request?**

- Every adult 18 years of age or older that is a member of one of Massachusetts Youth Soccer Association’s affiliated organizations; who may have the opportunity to have direct and unmonitored access to children, is required by state law to complete the CORI certification process; thus, **all** adult listed below, but not limited to, must complete their Mass Youth Soccer Adult/CORI Registration:
  - Coaches (all types) • Team Managers, including designated team parents assigned team management responsibilities • Board Members (Officers, Directors, Administrators, Committee Chairs, Appointees, etc.) • Referees (Note: All USSF Referees will complete their CORI registration through MSRC) • Trainers (Permanent or Temporary) • Volunteers •

Organization Employees • Concession Workers • Tournament Organizers, Employees, Volunteers.

### 3. How is a CORI Submission Request completed?

- As of June 1<sup>st</sup>, 2017, Adults will simultaneously complete the Mass Youth Soccer Adult Registration and CORI submission request processes through a single registration portal. This would be the Adult/CORI Registration portal located on the Adult/CORI Registration webpage.

### 4. How often do I need to complete an Adult Registration?

- The Adult Registration process coincides with your CORI expiration date. If you are a new volunteer/coach, or your CORI is set to expire during the upcoming year you will need to complete the Adult/CORI Registration process. **IMPORTANT: If you completed your Fall 2016 – Spring 2017 Mass Youth Soccer Adult Registration and your CORI will not expire during the coming soccer year, you were Migrated into the upcoming season and no action is needed. To verify this you can contact your local organization’s registrar.**

### 5. Does the Adult/CORI Registration process replace the Mass Youth Soccer affiliation requirement?

- Adults will no longer be uploaded to Affinity. All adults will be verified through the Adult Registration Process and **must be accurately recorded in the Fee Submission Form.**

### 6. How do I know what registration process to use, i.e. New User, Returning User?

- **New User (Create an account):** This is for an adult who has not completed their Adult Registration in the past. It is important to note that we have started uploading all of our member organization data into ShareView as provided to Mass Youth Soccer through the registration/affiliation process. The system may find the adult from this data and have them complete the process from there.
- **Returning User (CORI is set to Expire):** If you were one of the 25,000 who properly completed the Adult Registration Process for Fall 2016 – Spring 2017 and your **CORI is set to expire**, you need to complete your Adult/CORI Registration as a Returning User. Register through the Adult/CORI Registration Portal and update that account with the new year’s registration information, this will trigger your CORI request. **Note:** Username and Password are needed to complete your Adult/CORI Registration.

### 7. How often and when do I need to complete a CORI Submission Request?

- Adult/CORI Registration Submissions are required every three years, **with some exceptions.** You must complete an Adult/CORI Registration and be CORI **Approved** prior to working with the children.
- The system will notify existing users via email when the CORI renewal window is open. Typically, two months prior to expiration.
  - May take up to a week from submission to clearance. Please contact your local CORI submitter to verify your CORI submission has been received and is being processed.

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**8. I don't remember the email address that I used, I can't remember my password?**

- Call the Affinity help line at 800.808.7195. They also can look up your email address and reset your password after you identify yourself, OR,
- Contact your organization's Registrar.
- You may also contact Mary Relic at the state office via email at [mrelic@mayouthsoccer.org](mailto:mrelic@mayouthsoccer.org) or call (978) 466-8812 Ext 222.

**9. What is needed to complete the Adult Registration online?**

- You will need to upload a pass card quality photo, this would be a **clear head shot of you**. You will be able to edit (crop) your photo after you upload it.
- The name(s) of your local organization(s). Please do not register under a League unless you are on the League's Board of Directors.
- Basic information.
  - Use your **full legal first and last** name when completing your Adult Registration.
  - Driver's License information

**10. Once my Adult Registration is complete is a CORI request initiated automatically?**

- Yes, the Adult/CORI Registration processes have been merged and are completed simultaneously through a single registration portal.

**11. I need help with the Adult Registration Process...**

- Affinity is the name of the organization that is housing the Adult Registrations under ShareView. Their help line number is 800.808.7195. You may also contact the CORI Administrator at the state office via email at [mrelic@mayouthsoccer.org](mailto:mrelic@mayouthsoccer.org) or call (978) 466-8812 Ext 222.

**12. I made a mistake on my date of birth what do I do?**

- Contact the Mass Youth Soccer CORI Administrator at the state office via email at [mrelic@mayouthsoccer.org](mailto:mrelic@mayouthsoccer.org) or call (978) 466-8812 Ext 222 so they can update your Adult Registration account and process a new CORI Check for you.

**13. I put my first name in the incorrect place how do I fix it?**

- Contact the Mass Youth Soccer CORI Administrator at the state office via email at [mrelic@mayouthsoccer.org](mailto:mrelic@mayouthsoccer.org) or call (978) 466-8812 Ext 222 so they can update your Adult Registration account and process a new CORI Check for you.

**14. I need help with the CORI Process...**

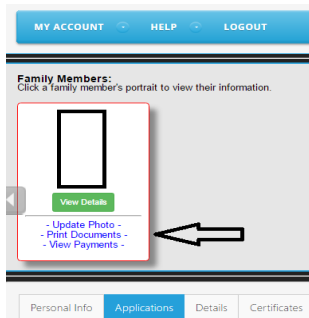
- First contact your organization's CORI Submitter for help. If they are unable to help you, please feel free to contact the Mass Youth Soccer CORI Administrator at the state office via email at [mrelic@mayouthsoccer.org](mailto:mrelic@mayouthsoccer.org) or call (978) 466-8812 Ext 222.

## 15. What do I do with the CORI Acknowledgement Form?

- It is required that all member organizations receive this form from their adult members, which their Cori Submitter will sign as the “Verifying Employee”. All adults who have just completed their CORI submission will need to print out their CORI Acknowledgement Form and present this form along with their driver’s license or other govt. issued id **to their local CORI Submitter**. Then, sign the form in front of the CORI Submitter. The CORI Submitter will now go into the Affinity ShareView System and make the necessary notation (check box) that this adult has been CORI verified. The form will then be properly discarded (shredded or burnt). **This is a onetime requirement, after this process has been completed once, verification will no longer be needed for as long as this adult is a member of your organization.**

## 16. How to find the CORI Acknowledgement form in my Adult Registration (“My Account”)

- Log into your Adult Registration and click on the - **Print Documents** – hyperlink under your picture.



- Then you will see the information below; follow the Adult/CORI Registration line to Receipt & Forms, click on it and then print your CORI Acknowledgement Form to bring to your local CORI Submitter.

Print Documents for [redacted]

Season	Organization	App. Type	Print
Fall 2017- Spring 2018	Massachusetts Youth Soccer Association (DSP)	Admin	<a href="#">Legal Agreement</a>
Fall 2017- Spring 2018	ADULT/CORI Registration	Admin	<a href="#">Receipt &amp; Forms</a> <a href="#">Legal Agreement</a>

- - **Please note:** If an adult **belongs to more than one organization** it is the responsibility of those organizations to ensure that adult has given the **CORI Acknowledgement Form to one of them** and that the **receiving organization** checks the CORI Verified Box in ShareView.

## 17. How to add an organization to an existing registration account (You must go through the Registration Portal)

- Go to the Mass Youth Soccer website – [www.mayouthsoccer.org](http://www.mayouthsoccer.org)
- Click on the Adult/CORI Registration link (this is under the Red Administration tab)
- Click on the Adult/CORI Registration portal on ShareView
- Click on the Blue Register Now Button
- Enter Username and Password
- Click on the green Returning User button

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- Click the green Continue button
- Click the blue Register as Coach/Admin
- Select Adult Registration
- Click on the dropdown box and add the organization
- Click Save and Next Page
- Accept the ELA
- Click Agree and Continue

#### 18. How to add Driver's Licenses Information

- Go on our website ([www.mayouthsoccer.org](http://www.mayouthsoccer.org)) and:
  - Click the Adult Registration button under the Administrator tab.
  - Then click on the Mass Youth Soccer ShareView Login Portal (**located in the middle of the page**)
  - On the top left side, you will see User Login, click on it and add your Username and Password
  - Once logged in, under your photo, you will see a tab that says "Details"
  - Click on the "Details" Tab and there they should be able to add their driver's license information.
  - Click the Save Changes
  - Then they can go back to their account.

#### 19. Do I need a Mass Youth Soccer Adult Credential to Coach/Volunteer?

- **All** registered, affiliated and CORI approved adults will be required to have a Mass Youth Soccer Adult Credential. The primary purpose of the Adult Credential is for all parents of children to feel comfortable that all adults involved with their training, safety, well-being, coaching, etc. have been properly CORI checked and are in good standing (registered and affiliated, thus insured) by Mass Youth Soccer.

#### 20. Who supplies the Mass Youth Soccer Adult Credential?

- The local organization that you are volunteering/coaching/working with supplies you with your Mass Youth Soccer Adult Credential.

#### 21. When am I required to wear the Adult Credential?

- Initially when arriving at the field or any team activity the adult should have their credential worn around their neck. Then, in order not to hamper their activities (coaching, lining fields, running, etc.) they may, if necessary, store the credential with their personal belongings.
  - **NOTE: Note:** We expect all coaches to make every reasonable effort to wear the credentials at all times while working with the children.

#### 22. Do I need multiple Adult Credentials if I am working with more than one Mass Youth Soccer affiliated organizations?

- The Credentials are universal. As long as a coach has a valid credential, is **registered and affiliated** with **Mass Youth Soccer** and **all organization's he or she is participating with** and is **CORI**

**Approved**, that adult can work with any of his or her **listed** member organizations. It is required that they also meet the requirements of the league (i.e. having a valid coach ID Pass Card).

**23. Is there a deadline for registering?**

- No. That was discussed but will not be implemented.

**24. Is there a fine for not registering prior to November 30?**

- No. That was discussed but will not be implemented.

**25. Do I need a Mass Youth Soccer Adult Credential to Coach/Volunteer?**

- **All** registered, affiliated and CORI approved adults are required to have a Mass Youth Soccer Adult Credential. The primary purpose of the Adult Credential is for all parents of children to feel comfortable that all adults involved with their training, safety, well-being, coaching, etc. have been properly CORI checked and are in good standing (registered and affiliated, thus insured) by Mass Youth Soccer.

**26. Who supplies the Mass Youth Soccer Adult Credential?**

- The local organization that you are volunteering/coaching/working with supplies you with your Mass Youth Soccer Adult Credential. Adult Credentials are to be issued by the local organization to all their adult members that have completed an adult registration, are CORI Approved and are a paid adult registrant by your organization to Mass Youth soccer.
  - If a credential is issued then we have an insurable interest in the person; thus, they must be included in the fee submission files sent to Mass Youth Soccer.
  - We ask all adults that will continue to coach/volunteer for the next soccer year to reuse their plastic sleeve and lanyard from the previous year. You will then receive a new Adult Credential insert from your local organization.

**27. When am I required to wear the Adult Credential?**

- Initially when arriving at the field or team activity the adult should have their credential worn around their neck. Then, in order not to hamper their activities (coaching, lining fields, running, etc.) they may, if necessary, store the credential with their personal belongings.
  - **Note:** We expect all coaches to make every reasonable effort to wear the credentials at all times while working with the children.

**28. Do I need multiple Adult Credentials if I am working with more than one Mass Youth Soccer affiliated organizations?**

- The Credentials are **universal**. As long as a coach has a valid credential, is **registered** and **affiliated with Mass Youth Soccer and all organization's** he or she is participating with and is **CORI Approved**, that adult can work with any of his or her listed member organizations. It is required that they also meet the requirements of the league (i.e. having a valid coach ID Pass Card).

## **29. How long are Credentials good for?**

- Credentials are valid for one soccer year/Fall –Spring. While a CORI Approval is good for three years in most cases.

## **30. Coaches/Volunteers younger than 18 years old– What is the process?**

- First, check your League policy. Some leagues may require all coaches to have such a credential when on the sidelines with a team at games.
- Players 14 to 17 years of age that will be assisting a CORI Approved adult may register in the Adult Registration system by either calling the Affinity help line at 800.808.7195 or contacting the CORI Administrator at CORI@mayouthsoccer.org to complete the registration process for them. A CORI check will not be completed on these children, but a credential will be produced to help them abide by their league policy.
- Non-players 14 to 17 years of age may register through the Adult/CORI Registration portal and email the CORI Administrator at CORI@mayouthsoccer.org to inform us of their registration. A CORI check will not be completed on these children, but a credential will be produced to help them abide by their league policy.
- Once an under 18 coach/volunteer is registered in the system, they will be given a Risk Status of Under 18 Approved; thus, you will be able to print a Credential designated as Under 18 Approved for them. The Under 18 Credential will expire on the player/admin's 18th birthday.
- You must however, have registered and affiliated that coach/volunteer with Mass Youth Soccer Assoc. by including the player/coach on your organization's player registration file and fee submission file to ensure that he or she is properly insured. For a non-player under 18 coach/volunteer, please include registration payment on the Adult Fee Submission form.
- We highly recommend that any person over the age of 16 go through some Coaching Course. An F license would be recommended for those under 18, and it can be done online for \$25.00.
- This will teach him how to run a safe practice, and from a Risk Management stand point it is highly recommended your organization go in that direction.

## **31. Clinics ran by a different organization - Do we need to issue Credentials to them?**

- The key is who is employing these outside coaches. If these coaches are employed directly by a member organization, then they must complete the Mass Youth Soccer Adult Registration and CORI processes and are required to have Mass Youth Soccer Adult Credentials with them. If they are paid by another business in good standing, then this business must have completed the CORI check on each adult. It will be the member organization's responsibility to confirm such checks have been conducted prior to allowing them on the field with the children.