



January 23, 2017

To: Presidents, CORI Submitters and Registrars

From: Mary Relic, CORI/Risk Administrator

Subject: Verifying Adult Registrations, CORI Information and Credentials

Please read the following information carefully so that we can make sure all of your adults are **directly** registered with Mass Youth Soccer, verified by your Registrar and/or CORI Submitter and properly issued credentials.

### **Adult Registrations**

- All of your adult members must have completed their Fall 2016 – Spring 2017 Massachusetts Youth Soccer Adult Registration.
  - If not, and the adult was registered for the Fall 2015 – Spring 2016 they will need to complete this year’s registration as a returning user linking to their previous registration.
- All of your adult members must be **CORI Approved through July 31, 2017**.
  - The CORI Request Link can be found in the adults “Thank you for registering” email.
- [Click Here for Adult Registration](#)
  - Or Copy and Paste the following:  
[http://www.mayouthsoccer.org/members/adult\\_registration/](http://www.mayouthsoccer.org/members/adult_registration/)

### **Verifying CORI Acknowledgments**

- The **CORI Verified box** in ShareView should be checked (**after** you collected the adults Acknowledgement form and verified the information on it against a government issued ID). This ensures Mass Youth Soccer has completed the CORI Request using the **correct** information for that adult, i.e. date of birth, full legal first and last name, etc.
- After you verify the adults information, make sure to shred the CORI Agreement form and if you have a copy of the adult’s driver’s license or any government ID, that also.
- [Click Here for CORI Submitter Information](#)
  - Or Copy and Paste the following:  
[http://www.mayouthsoccer.org/programs/cori\\_submitter\\_information/](http://www.mayouthsoccer.org/programs/cori_submitter_information/)
  - Download, save and review the **New Adult Registration CORI Submitter Procedures** document (**important!**).
  - Download, save and review the **CORI Submitter - How to Complete Required Functions/Run Reports** document (**important!**).

### **Credentials**

- When working with the children **all** of your adult members are required to have in their possession a Mass Youth Soccer Association **Credential** (at all team events, i.e. games and practices).
- Prior to printing Credentials check the adult's registration photo, it should be:
  - Head shot (Color, not Black/White)
  - Pass card quality
  - Only the registered adult in the photo
- **[Click Here for more information on Credentials](#)**
  - Or Copy and Paste the following:  
**<http://www.mayouthsoccer.org/programs/credentials/>**

Please **review the webpages listed at the bottom of each heading** as they contain more in-depth information regarding the important role you have in your organization.

Thank you all for your continuing efforts to keep our children safe!

Contact me at [mrelic@mayouthsoccer.org](mailto:mrelic@mayouthsoccer.org) if you have any questions.

Mary Relic  
CORI/Risk Administrator  
Massachusetts Youth Soccer Association