

CORI Process for Coaches and Volunteers  
of the  
Douglas Axmen Soccer Club

Coaches to complete the CORI background check these steps must be completed:

- 1) Your profile must be in Sports Manager. If your spouse registers your kids YOU may not be in the database. Go to:  
<https://www.sportsmanager.us/DouglasSoccer.htm?REFEREEURL=LoginArea.html?https> Login as a parent using password you use when registering your kids and check that your profile is in the database. Profile must include full name and date of birth.
- 2) Send the Axmen's CORI Submitter or Registrar a copy or scan of your driver's license. The driver's license is to verify name and date of birth.
- 3) Go to <http://www.mayouthsoccer.org/programs/cori.update.aspx> On the left click on "TO REGISTER WITH CORI" button and fill out and submit the form. This gives permission to Mass Youth Soccer to run a CORI check on you. Mass Youth Soccer will submit the CORI request to the state and maintain a database of the results.
- 4) The results will be posted on a view only public Google Doc maintained by Mass Youth Soccer. Organization, name, status and expiration are all that will be seen. To view go to: <http://www.mayouthsoccer.org/programs/cori.update.aspx> and click on button "For the List of Approved Adults in Organization A-E."

This policy is current as of August 2013 and can be viewed at:

<http://www.mayouthsoccer.org/programs/cori.update.aspx>