



Massachusetts Youth Soccer Association, Inc.
512 Old Union Turnpike Lancaster, MA 01523
978.466.8812 Telephone 978.935.9045 Fax

Adult Registration and Risk Management IMPLEMENTATION STARTS MONDAY, AUGUST 17

New Adult and CORI Registration is Active

For the past six months, your Mass Youth Soccer state office has been working with Affinity Sports on developing a platform for the state to better manage our central database of members. Affinity's ShareView system is currently recognized as the country's leader in state soccer association membership management with 14 states as clients.

As previous announcements have noted, Mass Youth Soccer will start using ShareView for the statewide registration of all adults, volunteers and employees involved with our youth soccer associations, clubs, organizations and groups. All Mass Youth Soccer affiliated organizations are required to have all adults register directly with the state.

Some of the information provided below was sent in previous announcements. The purpose for repeating this information is to make sure we don't leave anything to chance as we roll out the new process. We know that change brings on discomfort. Yet, without improving the methods by which we register our adult population we run the risk of not properly managing the ever important and complex world of compliance. This includes the requirements for knowing who we are allowing to be involved in the soccer playing lives of our children members. This risk management and compliance involves CORI checks, more in-depth background checks, insurance and education/training.

Please take the time to read this bulletin carefully. The content and process instructions to follow will help you complete the required Adult and CORI registrations.

IMPORTANT INFORMATION FOR ORGANIZATION REGISTRARS

It is important for us to stress that all adults should continue to register with their organizations as they currently do. It is significant for each organization to manage and maintain this data for now. In essence, adults will be registered with their organizations and with the state on parallel tracks.

As provided in our last announcements, there are several key reasons for taking this course of action.

- Organizations still need to have coaches in their systems so that they can be assigned to team rosters.
- It is necessary that all adults register directly with their organizations as they will be agreeing to that organization's disclosures, disclaimers and waivers via their online e-signature or "wet" signature.
- For the initial phase of this new process we will need to use both registration files to cross-check and compare.

Transition Period: We are aware that many adults have been completing their CORI registrations over the past few weeks as they prepare to be on the fields later this month and for the fall. All of these CORI registrations are being processed as they have been in the past. All of this data is being used, along with the last two years of CORI registration data, to create new accounts in the ShareView system.

During the next 4–6 months the current use of the Google Docs CORI registration listing as found on our web site will continue. This will provide our organizations' CORI submitters and registrars with the same source of information while we transition over to the ShareView system as the sole source of providing this important information.

Adult Registration Portal and Process

Starting Monday, August 17 all adults (persons age 18 and older) are required to register directly with Mass Youth Soccer using the new Adult Registration Portal on ShareView, the Membership Management System from Affinity Sports.

Adult Registration Frequency and Deadlines: Adult registrations will be an annual requirement coinciding with the soccer calendar year (Fall/Spring seasons). For this inaugural year (2015-16) the deadline for adults to register will be November 30th. Commencing in 2016, adult registrations for each year will open June 1st and close September 30th. Also, starting with the 2016-17 year, any renewal registrations submitted on October 1st or later will result in an administrative penalty of \$25 per late registrant. Adults who have never registered in the past (new to Mass Youth Soccer) will be able to register and set up a new account at any time without penalty. Adults registering for the first time must have completed and approved adult registrations and CORI registrations before they can become involved with an organization.

Who Must Register: Every adult associated with all 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. (Massachusetts CORI Reform - Chapter 385 of the Acts of 2002). The first step of the process will be for all adults to properly register with Mass Youth Soccer using the new Adult Registration process on ShareView.

Using the above requirement of all adults who may have the opportunity to have direct and unmonitored access to children, the following individuals will be required to register:

- 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
- And, any other persons age 18 or older who may have the opportunity to have direct and unmonitored access to children.

STEP 1: New Process for Adult Registrations

1. On our state web site, www.mayouthsoccer.org, a link for Adult Registrations is prominently displayed. Upon clicking on this link the adult will be taken to the new Mass Youth Soccer Adult Registration Portal.
2. **IMPORTANT:** All adult registrants must have a color photo available to be uploaded on the computer/device being used when registering, as a part of the registration process. Editing capabilities are available after the photo is uploaded (cropping, resizing, and rotating).
3. Upon entering the Adult Registration portal there will be two options available. It is important that the registrant identify which type of user they are.
 - a. **NEW USERS** - If registering with Mass Youth Soccer for the first time or it has been more than two years (prior to July 15, 2013) since a CORI registration has been completed the registrant must create a new account.
 - b. **RETURNING USERS** - A returning user is anyone who has CORI registered with Mass Youth Soccer within the past two years (since July 15, 2013). Basic data has already been imported into the system and an inactive account has been created for this registrant. **They must not create a new account.** The user will select the **Forgot Username or Password** to retrieve access to this account and create a Username and Password. At a minimum the email address used when completing the most previous CORI registration must be entered to locate the account.
 - i. If an account can not be found based on the email address they will need to use the NEW USER option.
4. Once into the registration system instructions for completion are provided.
5. All of the information needed to complete an Adult Registration is typical data. Some of the data needed that may appear new to many is:
 - o Program Additional Information – Affiliated Organizations
 - All adult registrants will be able to provide up to three organizations they are affiliated with under Mass Youth Soccer. Only one registration is needed. Each organization listed will have access to this adult's registration data.
 - In addition, the adult must select their role with the organization(s). Multiple roles can be chosen. It is imperative that all officers and directors of all organizations select their current role/position.
 - Referees: The role of referee is purely for informational purposes only. All USSF Certified Referees will continue to recertify and CORI register through MSRC.
6. **Username and Password:** KEEP these handy as they will be needed for updates, annual registrations, and the CORI Registration process.

HELP! Affinity Sports will have a team of support staff available to provide you with any help needed. Affinity has a fully staffed call center that is open from 10am EST to 10pm EST Monday – Friday and from 10am to 7:30pm EST Saturday and Sunday. Also available 24 hours a day, 7 days a week, 365 days a year is their help request ticketing system, which is sent to all staff members day or night. Use **1-800-808-7195** for help.

STEP 2: New CORI Registration Process

The online CORI registration form has been moved onto the ShareView system.

- *In order to complete a CORI registration all adults must have registered using the new Adult Registration process. They will need their ShareView Username and Password.* The CORI registration form will be pre-populated with their personal information.
- To complete a CORI registration, the adult will need to receive an email invitation which includes the link for the registration. Adults will no longer be able to complete a CORI form without properly completing their Adult Registration.
- With the initial rollout, over the next six months, the following adults will receive email invitations after completing their Adult Registrations.
 - All adults with current CORI certifications set to expire within one year. All of these adults will have registered as a New User.
 - All adults who have never CORI registered with a Mass Youth Soccer organization and have completed an Adult Registration as a New User
- After the initial rollout, when all adults have accounts set up, they will receive automatic emails when their CORI certification has five months until expiration. Reminder emails will also be sent at the three and one month dates until expiration.

Online CORI Registration Process

1. After an adult completes the Adult Registration form, the system will identify them and match their information with the uploaded CORI data from our old database.
2. An email with instructions on completing the CORI registration will go to all adults who had to register as New Users (those with a CORI expiring within a year and those without any CORI certification history)
3. Upon receipt of the email the adult will click on the link provided and open up their browser to the CORI Registration online form.
4. *The adult will need to enter the username and password they recorded after completing their Adult Registration.*
5. The adult will complete their CORI registration.
 - **Note:** Only one CORI registration need be completed if the adult is affiliated with more than one organization. This single CORI registration will be used for all organizations selected during the Adult Registration process.
6. Upon completion of the CORI registration, the adult must print out their Mandatory CORI Submission Form using the “PRINT FORM” button.
 - For those adults affiliated with more than one organization, print or copy enough forms for each organization.
7. This will complete the online CORI registration Process

Paper CORI Form Submission Process

1. Upon completion of the online process and printing of the CORI Submission Form all adults must complete the form by hand filling in the blank sections.
2. After completing the printed form, the adult must submit their form in person to the CORI submitter for each organization with which they are affiliated. They must provide proof of identity by using their driver’s license. If a driver’s license is not available, some other form of U.S. Government issued photographic identification is suitable.

3. Both the CORI subject (adult completing the form) and their organization's CORI submitter(s) must sign the form using a pen (ink). No stamps, electronic signatures, or facsimiles are permitted. Must be "wet."
4. The organization's CORI submitter only need keep the original copy of the form on file.
There will be no need to keep and maintain photocopies of the identification used.

Important Information for Organization Leaders, CORI Submitters and Registrars

For the initial implementation, the focus will be on having our adults complete their registrations. During the fall season the state office and Affinity will work on opening up the administrative functions for key individuals.

The move to ShareView will provide the Mass Youth Soccer state office with enhanced and additional functionality. Many of these functions will include access by each member organization's registrar and CORI submitter to view and manage their adult registration data, and more.

Adult Registrations: Access to view all of the organization's adult registration data will be available for registrars and CORI submitters. Additional organization officers will be granted access upon request. It is imperative that all organization registrars and CORI submitters note these as their roles for their affiliated organizations when completing their Adult Registration. This will allow us to identify, with verification, who we provide access to.

CORI: As a part of every adult's registration data there will be a field noting their CORI status and expiration date.

Leadership Form: For many years all organizations have been required to complete the online Leadership Report. This leadership report has been used as the single resource for the state office to identify every organization's current officer, directors, registrars and CORI submitters. Starting with January, 2016 the ShareView system will replace this form.

This makes it extremely important that all adults select their roles for each organization they are affiliated with. It will be from these roles that key contacts will be used for communications (mailings, announcements, phone calls, etc.). Roles can be changed any time of the year, not just during the annual registration period.

Adult Credentials: Commencing with the Spring 2016 season all adults will be issued a credential. This credential will only be able to be printed for adults who meet the Mass Youth Soccer requirements of being properly registered and being CORI approved. More information will be provided later this fall.

Training: We are planning a series for webinars to be held during the months of September and October for organization registrars and CORI submitters.

Updated Timeline

Monday, August 17 Adult and CORI Registration Portal on ShareView open to all members.

September Training support for organization Registrars and CORI Submitters will be provided.

September The printing of adult credentials will be provided, however these will not be mandatory until the Spring 2016 season.

If you have any questions about the policies or the processes described, please don't hesitate to contact me.

Michael Borislow
Executive Director
Massachusetts Youth Soccer Association
mborislow@mayouthsoccer.org