



Massachusetts Youth Soccer Association, Inc.

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## **Adult Registration – CORI Management – Credentials – Leadership Reports**

**June, 2015 Update**

**GETTING READY FOR 2016-2017**

### **INFORMATION FOR ALL ADULTS**

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It has been just over 10 months since we launched the Adult Registration and CORI submission process. As with any new process and methods there will always be a few bumps in the road, but for the most part we are pleased with the results. Just about 20,000 adults have completed their Adult Registrations and CORI submissions for the 2015-2016 soccer year. We are hoping to capture all missing adults with the start of the Adult Registration process for the 2016-2017 year.

This communication covers the following topics. We know there is a lot of information here, yet it is important to thoroughly read this and use as a reference.

- Adult Registrations for 2016-2017
- CORI Submissions and Clearance
- Adult Credentials

#### **Adult Registrations**

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As of today we have just about 20,000 adults registered in the ShareView system. We have found that many adults did not register because they thought if they had a current CORI there was no need to complete an Adult Registration. **The Adult Registration must be completed regardless of the adult's CORI status.**

**Who must complete an Adult Registration?** All adults 18 years of age or older that are working/volunteering with any Mass Youth Soccer Association affiliated organization. The Adult Registration must be completed regardless of the adult's CORI status. CORI clearance in the second step needed in order to participate in any Mass Youth Soccer activities, it is a separate process.

**How often does the Adult Registration have to be completed?** The Adult Registration process is an annual requirement (every soccer year). A soccer year starts September 1 and ends August 31. Every June 1st the Adult Registration for the upcoming soccer year begins. Thus the process has just started for the 2016-2017 soccer year.

**How does an Adult Register?** Instructions for the entire process can be found on the Mass Youth Soccer website: [www.mayouthsoccer.org](http://www.mayouthsoccer.org), under the *Administration* tab click on *Adult Registration* for full instructions. Once you are on the ShareView webpage for Mass Youth Soccer Adult Registrations there will be three choices:

- **New User** – 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 from 2015-2016 Year:** If you were one of the 20,000 who properly completed the Adult Registration Process you just need to log in using your username and password, make any necessary changes to your previous registration and complete the process.
- **Never Adult Registered but CORI cleared:** As provided in previous communications, we uploaded two years' worth of CORI clearance data into ShareView awaiting all of these adults to complete the Adult Registration process. The system would find the CORI data and attach it to the Adult's file. They did not have to complete a new CORI as there was plenty of time left on their current one. We have over 10,000 unclaimed files. We know many of these adults had since left us over the past few years. We will maintain these files until July 4<sup>th</sup>. Then, along with the fireworks, they will be purged. This means that any adult who did not complete their proper Adult Registration prior to July 4th will need to complete a new CORI after they have finished the Adult Registration process.

**Important Tips for completing the Adult Registration:** Below are some important tips for key parts of the Adult Registration process.

- **Name:** It is important that the FULL legal first and last name of the adult be entered. This should be the name that appears on their official government issued document they will use for verification.
- **Photo:** A head shot photo is required with the Adult Registration Process. It must be of pass card/driver license quality with the face forward, no hat, no sunglasses, and no other people. The adult has the ability to crop and resize as needed when uploading the photo.
- **Affiliated Organization:** It is very important that the correct organizations are selected from the drop down box. Double check your selections before moving forward.

### **CORI Submissions and Clearance**

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In addition to the annual Adult Registration every adult must be "CORI Cleared". Cleared means the adult has completed their CORI submission, had their results reviewed and received clearance to participate with children. Virtually all CORI clearances are good for 3 years from the date of clearance.

**Who must complete a CORI Submission Request?** . Every adult (18 years of age or older) associated with all organizations who may have the opportunity to have direct and unmonitored access to children are required by state law to complete the CORI certification process. But, before a CORI can be completed all adults must have a current yearly active Adult Registration in ShareView. Even though these are two separate processes they go hand in hand

**How is a CORI Submission Request completed?** A CORI submission request is triggered by certain actions.

- **Active Adult Registrations** – All adults with active Adult Registrations will receive an automatic notice when their CORI clearance expires. These notices will go out at 5, 3 and 1 month prior to expiry. A link to the CORI submission webpage will be provided in the email notification.
- **New Users** – After an Adult Registration is completed a follow up email will be sent to the adult with the link for CORI submission webpage.

**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, and 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 can then be properly discarded (shredded or burnt). 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. There should be no retention of forms, photos, or any other information. If an adult belongs to more than one organization, it is up to either one of those organizations to collect the form and follow the correct protocols thereafter.

## **Credentials**

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Starting with the Fall 2016 season all adults will be issued credentials. These credentials will need to be worn using a lanyard and clear plastic pouch while the adult is involved in official member organization soccer activities with or near children. This includes activities such as coaching, lining fields, working at a snack shop, etc.

Credentials can only be issued to adults who have completed the Adult Registration process and have a current CORI clearance. The primary purpose behind the credential process is to make sure parents are confident that the adults they have entrusted their children to have been properly registered with Mass Youth Soccer and properly CORI cleared according to Massachusetts's Department of Criminal Justice Information Services CORI Unit procedures.

It is understood that the credential need not be worn if it will impede with the work the adult must perform (i.e. running during a practice). But, the credential must be available to be displayed as needed or requested.

Specific instructions on how to print and distribute the credentials will be provided to all member organizations Registrars in July.

## **LINKS**

[Massachusetts Youth Soccer Association's Adult Registration](#)

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If you have any questions regarding Adult Registrations or CORI do not hesitate to contact Mary Relic, CORI/Risk Administrator either by email at [mrelic@mayouthsoccer.org](mailto:mrelic@mayouthsoccer.org) or at 978-466-8812 Ext 222.

If you have any questions about our policies or the processes described, please don't hesitate to contact Michael Borislow, Executive Director at, [mborislow@mayouthsoccer.org](mailto:mborislow@mayouthsoccer.org).

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