

Sudbury Soccer is required by federal law, under the SafeSoccer Act, to have every coach and non-coaching board member complete CORI/SORI background checks through the MA SafeSoccer portal called US Soccer Connect.

### **MA SafeSoccer Multi-Step Process:**

Some helpful tips BEFORE STARTING:

- Be sure to **use the same email address and password for ALL of your MA SafeSoccer components.**
- Be sure to use your full **LEGAL first, middle, and last name.**
- You need to have your **driver's license number and expiration date.**
- You need a **color head shot photo** (under 1 MB in size)
  - The photo must be a **CLEAR, HEAD Only picture of you with NO other people (or people body parts) in the picture. No sunglasses. No hats.**

**STEP 1: Annual Registration** with Mass Youth Soccer which includes authorization for your CORI/SORI checks.

Registration link: <https://secure.sportsaffinity.com/reg/Public/registration/login.aspx?domain=ma-cori.affinitysoccer.com&language=english&sessionguid=>

- Click the Green **Returning User** box or use the Blue **Create New Account** if you have never coached with SYSA before. Season is Fall 2020 - Spring 2021.
- Go through the steps. You basically will be filling out forms and then choosing the green buttons to continue. If you need a help guide click: [HELP GUIDE](#)
- When completed, you will get an email confirmation from Mass Youth Soccer immediately upon registering titled: **Thank You for Registering, Your Name.**
- Use the link in the email to log back into your US Soccer Connect account so that when you are done with your SafeSport and Concussion training courses, you can upload your certificates. Or, use this link to get to your account: <https://mayouthsoccer.sportsaffinity.com/Foundation/Login.aspx?sessionguid=>

### **STEP 2: Complete SafeSport Abuse Prevention online course**

- 90+ minutes for initial training, then a required 20 minute refresher course annually. You can stop and resume if necessary. For the initial course only, you will also need a head shot photo to upload within the Abuse Training course (under 1 MB in size).
- SafeSport Training Link and Access Code:
  - **Copy this Access Code. You will need to access the SafeSport training: YC3E-6P5G-YYIL-CS2M**
  - **SafeSport Site Link: <https://safesport.org/authentication/register?token=ee57337f-31f9-421d-b095-82fc8c8c4c41>**
- US Soccer will be your organization and is preselected.
- If the system is unusually slow or has technical difficulties, you may want to try at a different time. Chrome browser seems to work the best.
- **SAVE your completion certificate PDF to your computer.**

### **STEP 3: Complete CDC Concussion Training Certification.**

- The 45+ minute Center for Disease Control training is the ONLY Mass Youth Soccer approved method for concussion training.
- SYSA requires ANNUAL concussion training. Certificate must be dated **June 2020 or later for 20/21 soccer year.**
- **CDC is using a new platform, so everyone must create a CDC Train account before taking the course.**
- Tips for CDC Train account set up as it gets complex and is not very clear:
  - Group: **Other**
  - Region: **Region 4A** for Sudbury; If you live in a different town, search the regions for your town)
  - You have to fill out your profile before you can register for a course:
    - Organization Name: **Sudbury Youth Soccer**; Dept: **Soccer**; Title: **Coach**
    - Professional Role: **Volunteer**
    - Work Setting: **Other**; then type in **Youth Sports Organization**
- After you have created your profile setup, click on the Course Catalog tab and search for: **HEADS UP to Youth Sports: Online Training for Coaches**
- Select the Green Pre-Assessment to start.
- After the pre-assessment, you will be able to launch the course. The site will save any incomplete progress.
- **SAVE your completion certificate PDF to your computer.**

**CDC Account Creation link:** <https://www.train.org/cdctrain/user/register>

**STEP 4: Upload your SafeSport and your Concussion Training completion certificates to your MA Youth Soccer account.**

- Login here: <https://mayouthsoccer.sportsaffinity.com/Foundation/Login.aspx?sessionguid=>
- Go to the Certificates tab
- Use the Click to Upload button in the SafeSport and Concussion Certificate blocks to upload your certificates. You do NOT need to upload your Driver's License.
  - SafeSport may already show a SafeSport Training Completed image; If that is the case, you are all set. If not, upload your certificate
  - Date on your Concussion Training must be after June 2020 to meet SYSA annual soccer year requirement
  - You do NOT need to upload your CORI Acknowledgement Form/Verification

**Lastly, if you have NEVER coached/volunteered for SYSA before, you need to provide a one-time validation of identification.** Two documents are needed.

- Print out a copy of the two page **CORI Acknowledgement Form**
- Click on the Print Documents link under your picture in your Soccer Connect account then select **Receipts & Forms** on the line that says ADULT/CORI Registration.
- Sign page 2 of the form on the Signature of CORI subject line

**Then follow the instructions below to send it in.**



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
Department of Criminal Justice Information Services 200  
Arlington Street, Suite 2000, Chelsea, MA 02150  
TEL: 617-680-4640 | TTY: 617-680-4806 | FAX: 617-680-5273  
MASS CORI-36

This form is not to be faxed. Please return form to organization.  
Criminal Offender Record Information (CORI)  
Acknowledgement Form



To be used by organizations conducting CORI checks for employment or licensing purposes.

Massachusetts Youth Soccer is registered under the  
(Organization)  
provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective  
employees, subcontractors, volunteers, license applicants, or current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant or current licensee, I understand that a  
CORI check will be submitted for my personal information to the DCJS. I hereby acknowledge and provide permission to  
Massachusetts Youth Soccer  
(Organization)  
to submit a CORI check for my information to the DCJS. This authorization is valid for one year from the date of my  
signature. I may withdraw this authorization at any time by providing Massachusetts Youth Soccer  
(Organization)

with written notice of my intent to withdraw consent to a CORI check.

I also understand, that Massachusetts Youth Soccer may conduct  
(Organization)  
subsequent CORI checks within one year of the date this Form was signed by me.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this  
Acknowledgement Form is true and accurate.

[Signature] 08/23/2018  
Signature of CORI Subject Date

Contact me at  
[admin@sudburysoccer.org](mailto:admin@sudburysoccer.org) and we can  
set up a time to validate your form and  
driver's license ID virtually.

OR

Email a copy of the signed CORI  
Acknowledgement form, along with a  
copy of the front of your Driver's License  
(scan or just take a legible picture) and  
send them to: [admin@sudburysoccer.org](mailto:admin@sudburysoccer.org)

*NB: If you have previously coached with  
SYSA, you do NOT need to re-submit  
your CORI acknowledgement to the  
registrar.*

## US Soccer Connect Tech Support

If you are having issues with this system or downloading your forms, please contact  
tech support immediately. This system is not run by SYSA so we cannot help you with  
account set up or password issues.

**Help line number: (800) 808-7195 or (855) 703-2558.**