

Dear Coach,

You are receiving this email because you volunteered to coach this fall and have been assigned to a Grade 3 - Grade 8 BAYS team. The document is long. Please read it carefully and complete all the requirements as soon as possible. You will not be allowed to coach until everything is done and I have issued you coaching credentials for 2021-2022.

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. You must register with MYSA **annually**.

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.

To begin, "Cut and Paste" the registration link below in your browser:

<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, "cut and paste" this link into your browser 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 30 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: Cut and Paste This 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.
- MYSA requires concussion training be completed every two years. Certificate must be dated **June 2020 or later for 21/22 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 MYSA requirements.
 - Do NOT 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.

- 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.

- You must sign the form in the presence of the SYSA Risk Manager, Sandy Moore. Bring your driver's license or passport for ID verification. Sandy will be available at equipment pick up on August 21st from 10:00-12:00.

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.

Thank you.

~ Sandy

Sandy Moore
Administrative Director / Risk Manager
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