

# MA SafeSoccer: Millis Youth Soccer Coaches Instructions

## BACKGROUND

As mandated by federal law, Millis Youth Soccer follows a comprehensive Adult Registration and CORI/SORI security background check procedure, as well completion of a mandatory abuse prevention course, concussion training, and required policy review for all adults working with children.

The process is called MA SafeSoccer and is required even if you recently did a CORI for another organization. The system Mass Youth Soccer is using is called U.S. Soccer Connect.

This needs to be completed prior to the season starting as your credentials will be verified before each game.

## SUMMARY OF REQUIREMENTS (as of March 2022):

- Register as a coach/volunteer (annually)
- CORI/SORI background check authorization (annually)
- SafeSport Abuse Prevention Training Course (annually)
- Concussion Training (every 2 years)

## HELPFUL TIPS:

- Complete registration on a computer (not phone)
- Use same email address and password for all MA SafeSoccer components
- Be sure to use your full legal first, middle and last name
- Have Drivers license available for reference, you will not need to upload into system
- Have a color headshot photo available for upload.

Note: The selected photo must be a CLEAR, HEAD Only picture of you with NO other people in the picture, no sunglasses, no hats, sufficiently well-lit and CLOSE enough to clearly see your face. Parts of other people, including faces, arms, hands, etc. are also not allowed.

## COMPLETION STATUS:


You will have completed all required credentials when your Soccer Connect Account looks like below:

**Driver License**

Driver's License  
Uploaded

Uploaded: 09/17/2020  
Verified: Not Verified  
Expires:

**SafeSport**




U.S. CENTER FOR  
**SAFESPORT**

**SAFESPORT  
Training  
Completed**

Uploaded: 09/09/2021  
Verified: 09/09/2021

**Concussion Certificate**




Certificate of Completion

**CDC HEADS UP**  
SAFE BRAIN. STRONGER FUTURE.

Uploaded: 09/17/2020  
Verified: 09/17/2020

**CORI Verified**



Uploaded: 09/17/2020  
Verified: 09/17/2020  
Expires:

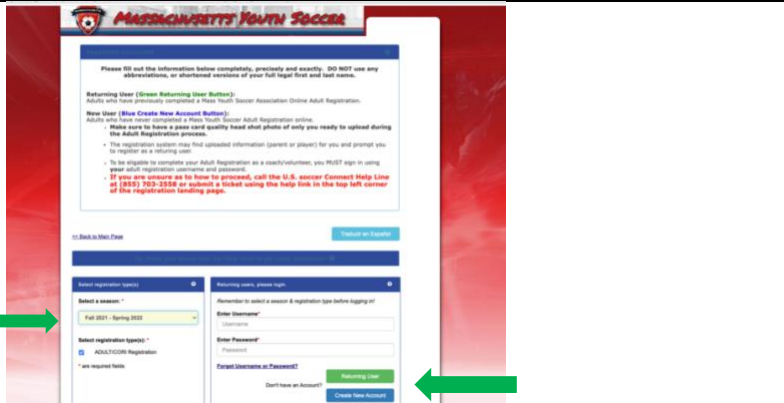

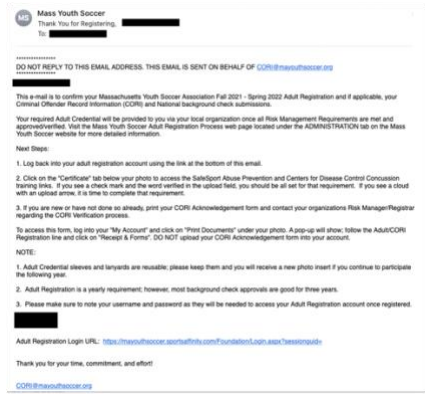
*(dates will be different)*

# MA SafeSoccer: Millis Youth Soccer Coaches Instructions

## 1. REGISTRATION

Mandatory registration with Mass Youth Soccer, including authorization for your CORI/SORI check for all coaches and volunteers working with the team.

Follow these instructions to register for the 1<sup>st</sup> time or as a returning Coach/Volunteer.

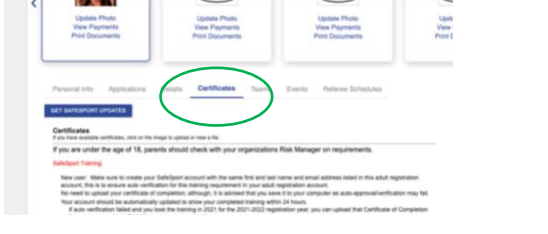

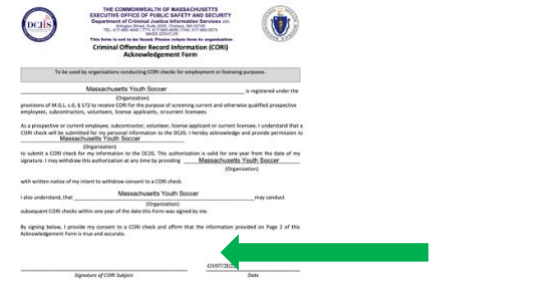
<p>1. <a href="#">Click Here</a> to go to registration page</p> <p>2. Select the registration type – include season and be sure ADULT/CORI Registration is checked</p> <p>3. <u>New Coaches:</u> Create New Account (blue button) <u>Returning Coaches:</u> Enter Log-in Credentials and Select Returning User (green button)</p> <p><i>NOTE:</i> if two accounts show up, select one with DOB listed</p>	
<p>4. Follow prompts to complete all forms (add family member, create registration*, accept ELA, make payment and print form**)</p> <p>*On registration page, be sure to select “Register as Coach/Administrator” and complete the pop-up form for CORI submission</p> <p>**New coaches or coaches without a CORI verification checkmark on certifications tab, print CORI acknowledgement form upon completion of registration</p>	
<p>5. When completed, you will immediately receive an email confirmation from Mass Youth Soccer (Titled: Thank You for Registering, <i>Your Name</i>). Read the email in its entirety. It will provide you with additional instructions.</p> <p>If you need a help guide click: <a href="#">HELP GUIDE</a></p>	

# MA SafeSoccer: Millis Youth Soccer Coaches Instructions

## 2. CORI SUBMISSION and/or VERIFICATION

There is a one-time validation of identification required by the Commonwealth of Massachusetts.

Follow these instructions to register for the 1<sup>st</sup> time or as a returning Coach/Volunteer.

<p>1. <a href="#">Click Here</a> to log into US Soccer Connect and click on "Certification" tab (under your picture)</p>	
<p>2. Confirm CORI Verified indicated, if verified, no further action is needed</p> <p>If not verified, move to next to step</p>	
<p>3. New coaches or returning coaches without CORI Verification checkmark:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Print CORI acknowledgement form</li> <li><input type="checkbox"/> Get notarized signature on CORI form</li> <li><input type="checkbox"/> Send scanned form or image to <a href="mailto:millismasoccer@adminsports.com">millismasoccer@adminsports.com</a></li> </ul> <p>Free notary public services can be found at the Millis Library or some banks/AAA offices may also offer complementary notarizing. <a href="https://www.millislibrary.org/notary-public/">https://www.millislibrary.org/notary-public/</a></p>	

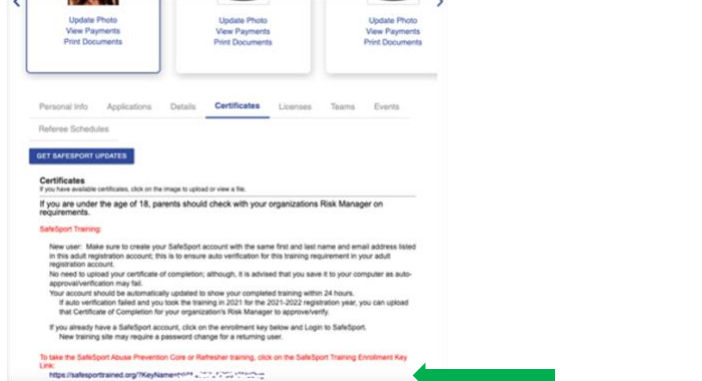
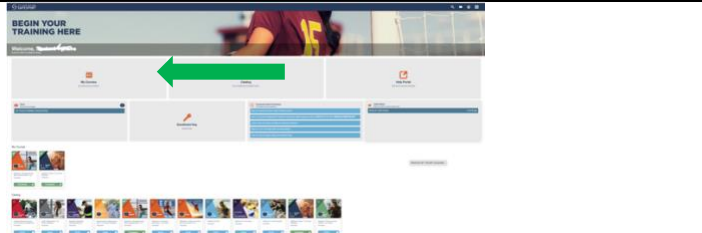
## 3. SafeSport Abuse Prevention

This training is mandatory for everyone *at least 18 years old* and includes the initial core training, followed by an annual refresher. You can pause and resume this training course if needed. Do not complete if < 18yrs.

Follow these instructions to register for the 1<sup>st</sup> time or as a returning Coach/Volunteer.

<p>1. <a href="#">Click Here</a> to log into US Soccer Connect and click on "Certification" tab (under your picture)</p>			
<p>2. Determine if you need to complete any training or if you are up to date.</p> <p>If training is required, continue through next steps</p>	<table style="width: 100%; text-align: center;"> <tr> <td data-bbox="820 1776 1185 1967"> <p>Training Complete</p>  </td> <td data-bbox="1185 1776 1510 1967"> <p>Training Required</p>  </td> </tr> </table>	<p>Training Complete</p> 	<p>Training Required</p> 
<p>Training Complete</p> 	<p>Training Required</p> 		

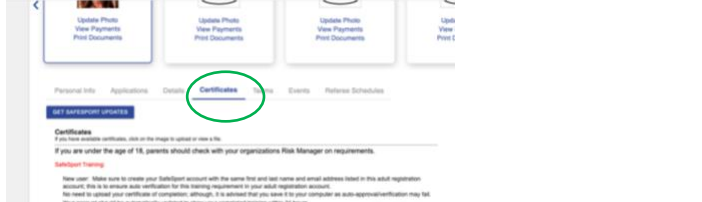

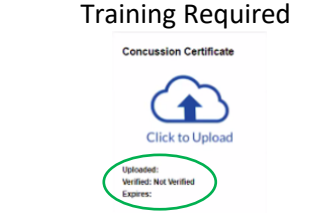

# MA SafeSoccer: Millis Youth Soccer Coaches Instructions

<p>3. Click on the SafeSport Training Enrollment Key link, found on the certifications tab of your US Soccer Connect account</p>	
<p>4. Sign into your account, it should be prepopulated from your Soccer Connect account and complete any assigned courses</p> <p><i>Note: The course completion should automatically populate into your Soccer Connect account, but save your completion certificate just in case.</i></p>	

## 4. Concussion Training

Every two years you need to complete concussion training. There are two approved training courses you can choose to take. You do NOT need to take both, select one.

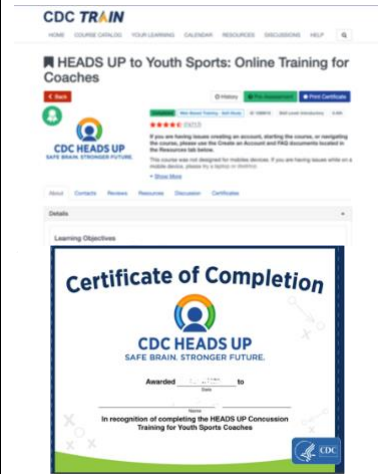
Follow these instructions to register for the 1<sup>st</sup> time or as a returning Coach/Volunteer.

<p>1. <a href="#">Click Here</a> to log into US Soccer Connect and click on "Certification" tab (under your picture)</p>	
<p>2. Determine if you need to complete any training or if you are up to date.</p> <p>If training is required, continue through next steps</p>	<div style="display: flex; justify-content: space-around;"> <div data-bbox="820 1302 1128 1512"> <p><b>Training Complete</b></p>  </div> <div data-bbox="1144 1302 1453 1512"> <p><b>Training Required</b></p>  </div> </div>
<p>3. Select <b>one</b> of the two options for training:</p> <ol style="list-style-type: none"> <li>CDC Heads Up Course</li> <li>US Soccer Learning Center Concussion Training</li> </ol> <p>Directions/links to both can be found in your Soccer Connect account, in the Certifications tab or below</p>	<p>Concussion training is through the Centers for Disease Control (CDC) or U.S. Soccer Learning Center - Concussion Training Information:</p> <p>CDC - Concussion training is being administered in a new system called CDC TRAIN; all adults that registered prior to March 1<sup>st</sup>, 2020, will need to establish a new account with a new login and password to access the HEADS UP Youth Sports Training.</p> <p>The link below will show you how to create an account through CDC Train and provide you with the link to take the training or, if you have an active account you can login.</p> <p>Once training is completed, you are required to return to this Certificate tab and upload the CDC Certificate of Completion.</p> <p>If training was completed June 1<sup>st</sup>, 2020 or later, you are approved for the Fall 2021 - Spring 2022 registration year.</p> <p><a href="https://www.mayouthsoccer.org/assets/616/create_an_account_cdc_train_headsup_machusetts_0021.pdf">https://www.mayouthsoccer.org/assets/616/create_an_account_cdc_train_headsup_machusetts_0021.pdf</a></p> <p>U.S. Soccer Learning Center: U.S. Soccer Learning Center Concussion Training - How to Create an Account - Detailed instructions on how to register in the U.S. Soccer Learning Center and complete their Concussion Course ("Introduction to Safe and Healthy Playing Environments")</p>
<p>CDC Heads Up Course Instructions:</p> <ol style="list-style-type: none"> <li><a href="#">Click Here</a> to create an account or log in – when creating an account you'll need to complete a profile, make the following selections:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Group – Other</li> <li><input type="checkbox"/> Region – Region 4A</li> </ul> </li> </ol>	

# MA SafeSoccer: Millis Youth Soccer Coaches Instructions

- Organization Name – Millis Soccer Club
  - Title – Coach/Asst Coach
2. Click on Course Catalog tab and search/select HEADS UP to Youth Sports: Online Training for Coaches ([Click here](#) for direct course link)
  3. Select the green Pre-Assessment button to start the course. The course is ~45 minutes
  4. Save your completion certificate as a PDF on your computer
  5. Upload certificate into Soccer Connect, certificates tab (use the “click to upload” button)

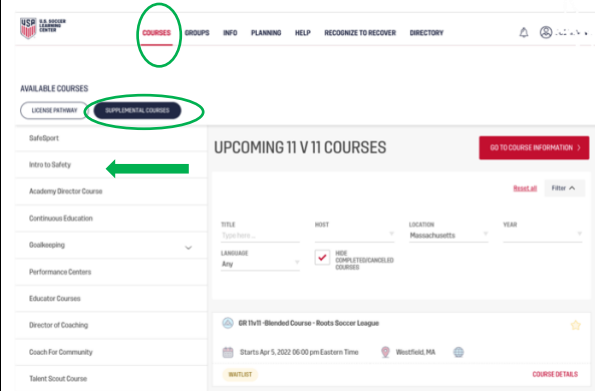
[Click Here](#) for the Help Guide



## US Soccer Learning Center Concussion Training

1. [Click Here](#) to create an account or log in
2. Select 'Courses' on the top menu, then 'Available Courses' then toggle to 'Supplemental Courses' and select 'Intro to Safety' course ([Click here](#) for a direct link to the course)
3. Complete the course ~30 minutes
4. The completion should automatically connect to your Soccer Connect account (if you used the same name and email address when you registered)
5. Confirm that Concussion Training shows verified in your Soccer Connect, certificates tab  
If it doesn't show verified, click on licenses tab (next to certificates) and click on 'get learning center updates' button

[Click Here](#) for the Help Guide



You have now completed your training and are credentialed to coach. You will receive a coaching lanyard from Millis Soccer Club to show the referee(s) before the start of each match. It is required you have this lanyard with you while coaching, we would recommend you keep it with your coaching/team gear.