



INTRODUCTION

Last year Congress passed the Abuse Prevention Act and U.S. Soccer established requirements for all adults involved in youth soccer know as US Soccer’s Safe Soccer Framework. In support, and collective efforts to provide the safest possible soccer environment for all players and participants, Massachusetts Youth Soccer created MA Safe Soccer. What does this mean to you as an adult involved in your organization’s soccer activities? The key elements are:

- Expansion of Background Checks, including State and National Sex Offender Searches
- Abuse Prevention Education and Training
- Concussion Training: CDC’s Heads Up Coaches Course
- Use of New Membership Management System for Adult Registrations
- Adherence to new Mass Youth Soccer Player and Participant Safety Policy
- New MA Safe Soccer Platform

Related Websites:	Purpose	Comments
www.mayouthsoccer.org/about/ma-safe-soccer/	Resource Center	MA Safe Soccer
webster.mayouthsoccerconnect.org	Registration & Background checks	This is the registration portal also called Stack Sports or US Soccer Connect.
uscenterforsafesport.org	Abuse Prevention Training	Connect from the registration portal.
Cdc.gov/headsup/youthsports	Concussion Training	Connect from the registration porta

There are three key steps to the adult registration and training process as follows:

1. Adult Registration (includes background checks Cori, Sori and National)
2. SafeSport Abuse Prevention Training
3. Concussion Training

Each step is outlined and described in the remainder of this document.



This document includes instructions on how to complete the process. You will need 2 to 3 hours to complete all three steps.

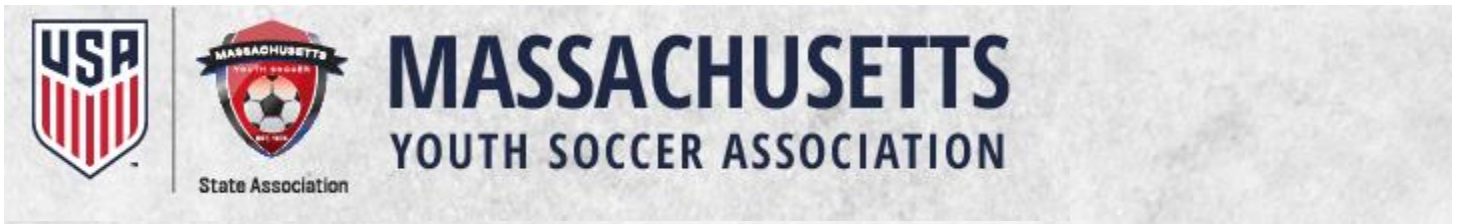
REGISTRATION (Step 1)

Who must complete an Adult Registration?

All participating adults (persons age 18 and older). Every adult member of all organizations affiliated with Massachusetts Youth Soccer must complete the Adult Registration process and be CORI and National Background Check Approved, State and National Sex Offender Registry Search Cleared. All participating adult members must register annually

Important Notes for Adult Registration:

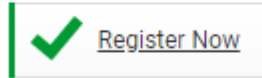
- Use your **full legal first, last and middle name**(no shortened version) when completing your adult registration.
- Please make note of your Username and Password as registration is required annually and they are needed to access your account.
- **IMPORTANT:** The **Email Address** entered on the Registration form is used to manage account registration(s) (all registrations, adult and player) information, it also links to the Digital Coaching Center (DCC) and SafeSport Auto-Approval.
 - If you do not use the same email address for all family member registrations, the system will create a duplicate account.
 - If you do not use the same email address that was used to create your DCC account that holds your coaching license information, it will not show in your account.
 - If you do not complete your SafeSport Abuse Prevention Training using the link in your account that has your email address, you will not be auto approved
- You are required to upload ahead shot photo during the Adult Registration process.
- Make sure to have a photo available on the system (computer, phone, tablet, pad) you are using to register.
- **If you belong to more than one organization**, you must register online with each one; the information on your Adult Registration form will auto-fill when you login to complete your second Adult Registration.



1. Go to your, Town or Club's Registration website: webster.mayouthsoccerconnect.org
2. Click on the Register Now button

Coach Registration

2019-2020 Fall Season - Coaches



3. Click on the Create an Account if you are a new registrant. **Email Address must be the same for all registrations, DCC, CDC, and Abuse Prevention Training.**

A screenshot of the 'stack sports' Single Sign On page. The page has a dark blue header with the 'stack sports' logo and the text 'Single Sign On.'. Below the header, it says 'You're signing in to' followed by a white box containing the text 'Soccer Association'. There are two input fields: 'Email' with an envelope icon and 'Password' with a lock icon. Below these fields is a link that says 'Forgot Your Password?'. At the bottom is a dark blue button with the text 'SIGN ON'. At the very bottom, there is a link that says 'New Here? Create an Account'.



4. Add all requested information and click on the blue button, “Create my Stack Sports Account”.

HOME

Registration

Create A New Stack Sports Account

Create new account

Email address

Retype email address

Password

Retype password

By creating a member account and logging into the Connect product you are agreeing to the Stack Sports [Terms of Service](#) and [Privacy Policy](#).

Create my Stack Sports Account

5. Add all requested information using **LEGAL FIRST, MIDDLE AND LAST NAME**
6. Choose someone to register and click on, “Add Registration for Selected Person”.

Registration for 2019-2020 Fall Season - Coaches

[Choose Registrant](#) | [Choose Category](#) | [Registrant Information](#) | [Photos](#) | [Waivers](#) | [Review](#)

[Receipt](#)

Choose someone to register:

☐ Mary [REDACTED]

☐ Someone else...

Add Registration for Selected Person



7. Click on event you are registering to (Adult Registration – Coach/Volunteer/BOD Member) and then click on the blue, “Continue to Registrant Information” button.

8. Read and complete the Registration Form; you must use **your full legal First, Last and Middle name**.

9. **IMPORTANT:** The **Email Address** entered on the Registration form is used to manage account registration(s) (all registrations, adult and player) information, it also links to the Digital Coaching Center (DCC) and SafeSport Auto-Approval.

- a. If you do not use the same email address for all family member registrations, the system will create a duplicate account.
- b. If you do not use the same email address that was used to create your DCC account that holds your coaching license information, it will not show in your account.
- c. If you do not complete your SafeSport Abuse Prevention Training using the link in your account that has your email address, you will not be auto approved.

10. You must choose your primary role within your organization and please choose all secondary roles that apply to you.

11. If you have not lived outside of the State of Mass in the last 7 years, please check no and type the word, “None” in the space provided for previous address.

12. Make sure to CAREFULLY read and answer all KidSafe Disclosure Questions.

13. Click on the, “Continue to photo” blue button and add your photo.



14. Click on the, “Continue to Waivers” blue button and acknowledge and agree to all waivers,
- a. You will see the blue, “Next Waiver” button until all are electronically signed.
 - i. National Background Check Waiver will include your Social Security Number; then you will proceed to the waivers listed below.

[Back to Registrant Information](#)
[Continue to Waivers](#)
[Back to Photos](#)
[Next Waiver](#)

- ii. Request for a Criminal History Authorization.
- iii. Adult Participant Agreement
- iv. Acknowledgement of understanding what background checks and searches are performed.

15. Make sure to click on the, “Confirm Registration” button to complete your Adult Registration.

Registration for 2019-2020 Fall Season - Coaches

Participants	Registration Category	Fees
Mary	Coaches	
	Base Fee	\$0.00
	New Registration Sub Total	\$0.00

Please click Confirm Registration to complete your registration.

[Back to Photos](#) [Confirm Registration](#)

Once you have completed your Adult Registration, you can log back into your account using

Member Login

the red Member Login button located at the top of the registration landing page and view all your information; you can also print your CORI Acknowledgement form, take the Concussion and Abuse Prevention Training and upload your CDC Certificate of Completion; if you used the U.S. Soccer Connect link to take your Abuse Prevention Training, you do not upload a Certificate of Completion.



My Member Account

My Member Account Home | [Sign Out](#)

Choose Layout: [List](#) [Tiles](#)

- [Register Now](#)
- [View Team Assignments](#)
- [My Registrations](#)
- [Change My Password](#)
- [Add A Family Member](#)

Member Profiles

Louise Smith Edit Member Information	Mary Smith Edit Member Information
Child, Player	Parent/Guardian 1, Coach
 Player Documents: ☐ Birth Certificate Upload Upload Photo	 Coaching Documents: ☐ Concussion Training Certification Upload ☐ Abuse Prevention Certificate Upload ☐ Safety/Additional Certification Upload ☐ iCORI Acknowledgement Download
Background Check: 1326762 - Cleared  iCORI: Grace - expires 06/01/2019	

16. Print and bring your completed CORI Acknowledgement Form to your League, Town or Club's Risk Manager ([contact info on page 8](#)) along with a copy of your government ID for verification; this form will be emailed to after registration has been completed and you are confirmed by your Town/Club Registrar. The Commonwealth of Mass requires that the Risk Manager physically meet with the adult volunteer to collect the CORI Acknowledgement form and then verify the information on the form against the government ID. Next the form is signed by both parties and the Risk Manager then checks the adult as ID Verified in U.S. Soccer Connect and shreds the form. Reference page 17 for more information regarding the verification requirements.

17. Abuse Prevention Training should be completed via the U.S. Soccer Connect API feed. **This will auto approve you and you will not upload a certificate of completion.** You will see the link to complete the Abuse Prevention Training in your Adult Registration account. Note: Initial training may take 1.5 hours, refresher course may take 30 minutes.

18. Concussion Training (CDC) link will also show in your Adult Registration account. If you use the link provided to you via your U.S. Soccer Connect current registration, you will upload your certificate of completion and be auto approved. If you have a current Certificate (does not expire



during the current registration year), please upload it into your registration account and will need to be manually approved. Note: Concussion Certification can be approved for up to two years; check with your League, Town or Club Risk Manager for expire date.

19. Once all Risk Management requirements are met you will obtain your Mass Youth Soccer Adult Credential from your League, Town or Club Administrator.

It is **important** to save your **Certificate of Completion** training documents where they are easily accessible by you. It is **equally important** to remember your **Username and Password** as Adult Registration is an Annual Requirement.

System Questions:

Club & League Connect: candleconnectsupport@stacksports.com

Team Connect: teamconnectsupport@stacksports.com

Support Phone: 866-892-0777 Press 2 for support and press 1 for association, club and league, or team connect support

Process Questions:

Nichole Mailloux (Registrar and Risk Approver)

WebsterYouthSoccer@gmail.com



ABUSE PREVENTION TRAINING (Step 2)

There are two options for completing this training:

OPTION 1: SafeSport via Email

1. Upon successful registration coaches will first see the SafeSport link in their Confirmation Email. **NOTE:** If they are **not confirmed they will not receive this notice** until marked as confirmed by an admin user. Impute **the same information as your adult registration**, i.e. Legal Name and Email Address.
2. Click the link in the email to be redirected to the SafeSport landing page for the member affiliated with that confirmation email.

OPTION 2: SafeSport via Member Account

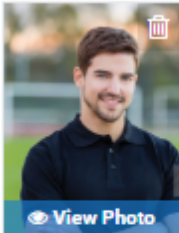
1. Log in to the coach’s member account or return to member account home if already logged in.

Member Profiles

John Doe

[Edit Member Information](#)

Parent/Guardian 1, Coach



View Photo

Coaching Documents

☐ Concussion Training Certification

Learn More >

☐ Abuse Prevention Certificate

Begin Training >

☐ Safety/Additional Certification

Upload

2. Click the **“Begin Training”** button next to Abuse Prevention Certificate to open the SafeSport landing page.

NOTE: If you’re using the older “List” view in the member account, click the blue SafeSport “Life Preserver” icon next to the coach’s name to be open the SafeSport landing page for the selected member.



BEGIN SAFESPORT TRAINING OR UPLOAD EXISTING CERTIFICATE

1. You will be directed to the SafeSport landing page.

Access Your SafeSport Training

This SafeSport training course covers Sexual Misconduct Awareness Education is geared toward coaches, team volunteers, officials or team staff members (athletic trainer, team doctor, etc.). You are eligible to take this training through your sport's National Governing Body, U.S. Soccer and became a requirement due to federal legislation passed in 2018.

Copy U.S. Soccer Access Code below.
Your U.S. Soccer Access Code is required to access your training.

Access Code

YC3E-6P5G-YYIL-CS2M 

Your training course is not timed and can take around 1-2 hours to complete.

Your first name, last name, and date of birth must match the information input in Safe Sport to validate and approve completed courses.

BEGIN SAFESPORT TRAINING

Already completed your Safe Sport Training?

If you've already taken your SafeSport training for the season, you can upload your certification below so it can be reviewed by your club or Association.

UPLOAD SAFESPORT CERTIFICATE



U.S. CENTER FOR
SAFESPORT



2. Haven't completed the Safe Sport training yet?

a. If you have not completed the SafeSport Training, select the “BEGIN SAFESPORT TRAINING” button to navigate to the SafeSport training module for the appropriate Association.

b. When you select “BEGIN SAFESPORT TRAINING”, you will be redirected to SafeSport’s website.

IMPORTANT: This button must be clicked so Connect knows to listen to Safe Sport for when you complete your Safe Sport online training.

Just because you register and complete the Safe Sport training does **NOT** mean you are auto approved in the system. Clicking this button and following the login steps below is how your registration in Connect gets tied to your Safe Sport account.

c. The “U.S. Soccer” organization and the Access Code should automatically populate in the Add Membership box. **NOTE:** If it does not, select U.S. Soccer in the Organization dropdown and paste the access code, then click “Save”.

Add Membership

Organization *

U.S. Soccer

Access Code *

YC3E-6P5G-YYIL-CS2M

CancelSave

d. Input your first name, last name, email and create a password.

IMPORTANT: Your first name, last name, date of birth, gender, **AND email** must match the information input in Safe Sport to validate and approve completed courses. If you have already created a SafeSport account, it will notify you that an account already exists and prompt you to log in.

e. Continue through the steps to certify membership and complete the creation of an account with SafeSport.

Recent Activities



SafeSport Trained

Certificate

Complete	Incomplete	
1	0	



After saving the information, **SafeSport ASO will send an email to verify the account**, you can then log back in and begin the training.

f. When you log back into your account, you will find the SafeSport Trained course.

g. Upon successful completion of the SafeSport Certification module on the SafeSport website (using the U.S. Soccer Connect link) coaches will be auto approved in Connect and **do not upload a Certificate of Completion**. A “green dot” representing the approval status will be displayed in Club & League Connect and Association Connect.

IMPORTANT: The coach must complete the full Safe Sport module to be auto approved and receive their Safe Sport Certified Master Certificate. **IMPORTANT:** You must FIRST click the “Begin Safe Sport Training” button in Connect and THEN complete your Safe Sport online training. If the course was completed before clicking that button, Safe Sport will not tell Connect that you have completed the course. Safe Sport ONLY sends the “success” message to Connect at the time the course is completed. There is no “retroactive” communication at this time.

3. Already completed the Safe Sport training for this seasonal year (not using the U.S. Soccer Connect link)?

a. If you have completed the training, you can click the “UPLOAD SAFESPORT CERTIFICATE” button to upload your SafeSport master certificate.

b. If you completed SafeSport Training for a different sport and the certificate is current, you may upload that certificate for review.

c. Certificates must be manually reviewed and approved by Town/Club or Association administrators.



CDC CONCUSSION TRAINING (Step 3)

The steps below outline the CDC Concussion Training workflow in Connect. It will show what the coach sees after registration.

COACHES: Registration & Certificate Upload

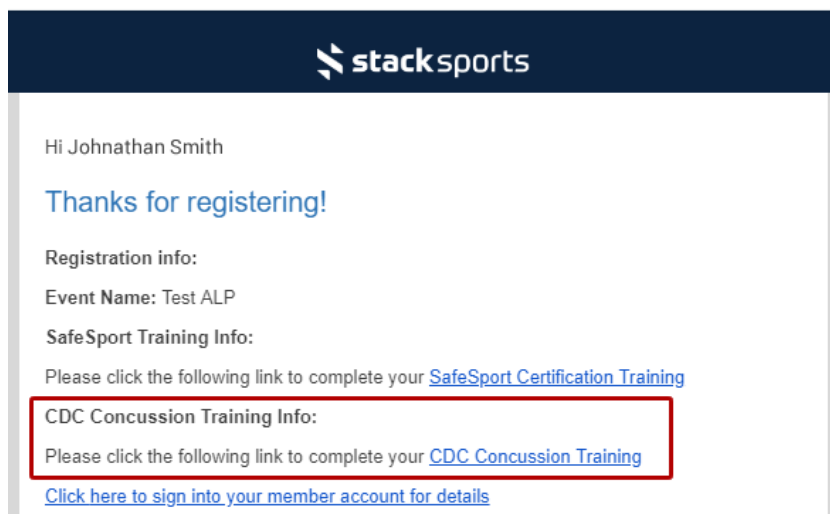
Coaches Register online via their Town or Club Connect registration website.

OPTION 1: CDC Concussion Training via Email

1. Upon successful registration coaches will first see the CDC Concussion Training link in their Confirmation Email.

NOTE: If they are **not confirmed** they will not receive this notice until updated by an admin user.

2. Click the link in the email to be redirected to the CDC Concussion Training landing page for the member affiliated with that confirmation email



OPTION 2: CDC Concussion Training via Member Account

1. Log in to the coach's member account or return to member account home if already logged in.

2. Click the Concussion Training "**Learn More**" button next to the coach's name to open the Concussion Training landing page for the selected member.

Niles Almarinez
[Edit Member Information](#)

Parent/Guardian 1, Coach



 **View Photo**

Coaching Documents

- ☐ Concussion Training Certification
 [Learn More >](#)
- ☐ Abuse Prevention Certificate
 [Begin Training >](#)
- ☐ Safety/Additional Certification
 [Upload](#)

Background Check: 703603 - Cleared 

NAVIGATE TO CDC TRAINING & UPLOAD CERTIFICATION

1. Click the “Start Your Training” button to navigate to the CDC Concussion Training module
2. Complete the CDC Concussion Training Course Download a copy of the CDC Concussion Training Certificate
3. Upload a copy of the CDC Concussion Training Certificate by clicking the “Upload Certificate”



1. Access Your HEADS UP Concussion Training

By taking this free, online course and using what you learn, you will be well positioned to improve the culture of concussion. Your actions can help create a safe environment for young athletes so that they can stay healthy, active, and thrive - both on and off the playing field.

[START YOUR TRAINING](#)

2. Once complete, upload your certificate below

[UPLOAD CERTIFICATE](#)




CERTIFICATE OF COMPLETION



CDC HEADS UP

SAFE BRAIN. STRONGER FUTURE.

Awarded December 2018 to

MY NAME HERE

Name _____

In recognition of completing the HEADS UP Concussion Training for Youth Sports Coaches



If the system can match the name on the certificate and the certification date with the member and the current season, then Connect will auto-approve the certificate.

Submitted Pending Approval

See the “Ambulance” icon to view the status of the current Concussion Training Certificate

A green dot signifies Approved.



MASSACHUSETTS YOUTH SOCCER ASSOCIATION

Risk Manager/Cori Submitter Responsibilities

1. Ensure that your Registrar has properly affiliated all adults working for your organization with Massachusetts Youth Soccer.
 - a. This is done by verifying they are listed in the U.S. Soccer Connect Member Management System, checked as CONFIRMED and are included in the count on the Fee Submission Form that is emailed to Rachel Woo along with payment being sent via USPS
 - b. All adults have completed their Adult Registration.
2. Verify the information listed on their Adult Registration and on their CORI Acknowledgement form (Full legal first and last name, address, date of birth and Photo that will be used for credentials) using a government issued id.
3. Verify CORI Clearance.
4. Verify National Background Check Clearance, this clearance also includes the State and National Sex Offender Searches.
5. Verify current Abuse Prevention Training has been completed.
6. Verify current Concussion Training has been completed.
7. Ensure that all Risk Management Policies have been presented to all registered adults.
 - a. MA SAFE SOCCER POLICIES can be found at www.mayouthsoccer.org under the MA SAFE SOCCER tab. This website is also include in the introduction section of this document.

NOTE: The Risk Manager is required to physically meet with each adult to collect and verify the information listed on their CORI Agreement form. If you need to store this information temporarily, the CORI Agreement form should be stored in a secure location e.g. locked file cabinet, not on the hard drive of a computer or stored using public cloud storage methods. If any information is stored electronically it must be on a password protected and encrypted external device and also stored in a secure location e.g. locked file cabinet.