



SPORTS AND RECREATION

Coaching Certification Checklist

Coach Name: _____ Email: _____ Phone: _____

Sport: _____ Address: _____ Town: _____ Zip: _____

Any questions regarding this process please feel free to contact Larry Cole UT Sports and Rec Leader.

Contact information: lc@uppertownship.com (609)628-2011 – Ext. 248

_____ **1. Coaches Code of Ethics – Please complete every year, no fee is required for this form.**

_____ **2. Online Courses - You must take two online courses: One is on sportsmanship. The second is the sport you are coaching specifically (ie: Cheer, Soccer, Football, Etc.). This is to provide the coach the certification and insurance needed to coach in the Township of Upper. Without this you are not able to coach.**

Please go online to <http://www.nays.org/nyscaonline/>. If you are new to coaching you will have to take the general course about sportsmanship. Then you must take the sport specific courses if you want to be certified in any sport. You must be certified in the specific sport you are coaching. The courses tracks your progress and will save as you go so you can take the course on your own time in fragments. At the end of the course you will get a certificate that gives your MBR #. The cost is 20.00. If you send a copy of the receipt to lc@uppertownship.com the Township will reimburse you for the out of pocket expense.

_____ **3. Fingerprints: Every 3 years Mandatory requirement from the Township for coaching. NO EXCEPTIONS**

Follow the Website link: <https://uenroll.identogo.com/> the website for IdentGo will have a Service Code that needs to be added use: **2F1J3Y**. Select Schedule or Manage an Appointment. One section asks for contributor's case number **E04001**. Follow the directions and make the payment of \$24.05 for the fingerprinting. Once the email is received for payment please forward it to lc@uppertownship.com

_____ **4. Concussion training:** This is required from the Township for all coaches. Please utilize the NAYS Website for the CDC Concussion Training. It is included in your membership

Thank you for your dedication and volunteering to be a coach for the Upper Township Sports programs.

Have Fun and Be Safe!

Sincerely, Larry Cole - UT Sports and Rec