

MEMORANDUM

January 28, 2010

TO: League Presidents

FROM: Aileen Henderson - Youth Sports Coordinator Athletics

RE: Background checks/Coach training certifications

Effective immediately, a new procedure is being implemented regarding the process for obtaining background checks and coach training certification.

Procedure as follows:

1. A designated league official will collect all volunteer applications with a clear and legible copy of the volunteer's driver's license. The Social Security Disclosure Statement MUST be signed by the volunteer. Volunteers WILL NOT be processed if the application, a CLEAR copy of the volunteer's driver's license and the Social Security Disclosure Statement are not included in the packet.
2. Inside the sealed packet, include the completed applications and the Application Name checklist. Each packet may contain up to 25 applications. Remember, these packets are sealed, so the Athletic office will not check if all the required documents are included in the packet. This is the league's responsibility.
3. Deliver the packets to the Athletic office and a separate copy of the Application checklist must be attached to the outside of the packet. Packets will be accepted in the Athletic office on Tuesday, Wednesday and Thursday from 10 AM to 12 PM and 1 PM to 3 PM. Please respect this request.
4. A check/money order must accompany the packet. The cost is \$24 per application. The check/money order must be made payable to B.O.C.C. (Board of County Commissioners). A receipt will immediately be issued for the check/money order.
5. An Athletic team member will date stamp the packet, the checklist and provide a copy of the checklist to the league representative delivering the applications.
6. Once the packets have been received, date stamped and a receipt has been written for the number of applications received, an Athletic team member will turn them in for processing.

Approvals

Each applicant that is approved will be mailed a postcard from Hillsborough County that includes their approval date. Once the approval postcard is received, the volunteer must make arrangements to take the Hillsborough County coach training class. Kathy Eber will be the contact for these training classes. Her contact information will be on the Approval postcard. The volunteer must have the postcard to be admitted to the class.

Denials

Applicants that are denied will receive a denial packet that includes information on the appeal process. Each league president will also receive notification of a volunteer that is denied with their league. The volunteer must follow the instructions included in the denial packet.

HR will contact Aileen Henderson with all denials. She will then contact the league president to inform them of the denied volunteer.

Hillsborough County Coach Training Class

Hillsborough County offers a coach training class that is free of charge. This class is good for 2 years and is not sport specific.

Hillsborough County will also accept other approved coach training certifications.

ID Badges

The league will be responsible for creating their own ID badges. The badges must include the volunteer's picture and name, league name and the background expiration date decal issued by Hillsborough County Athletics. Three companies are included in the packet for your convenience to assist with the ID badges.