



## VOLUNTEER COACH BACKGROUND CHECK PROCESS INSTRUCTIONS

(Required once per year)

**This step is critically important and VERY time-sensitive.**

**Please complete within 48 hours following receipt of your email notification from Backgrounds!  
Failure to complete within the required timeline can result in a delayed start or cancelled programming.**

### BACKGROUND CHECK PROCESS

1. **Watch** for the email from Backgrounds! usually within 1-2 business days after you have completed the Youth Coach Signup Form and Volunteer Application (steps 1 and 2).
2. **Check** both your inbox AND spam folder. If you do not receive this email from Backgrounds! within 1-2 business days, please contact your coordinator immediately.
3. **Complete** the background process from either your smart phone, computer, or mobile device.
  - a. Click the link in the email to begin. Once you start, you **MUST** finish at that time. The system will **NOT** allow you to finish later.
  - b. Follow the instructions, and
  - c. Enter the required information to complete your background check.

**Thank you for completing this step within 48 hours to ensure the City's Athletic programs run as scheduled!**

### Helpful Tips:

1. You may now use your smart phone, computer or mobile device!
2. Remember, once you click the link to begin you must complete at that time!
3. Use **Google Chrome or Mozilla Firefox** as the browser, especially if you experience issues using other internet browsers.
4. If there are any issues with the results of the background check, you will be contacted by a Human Resources representative.
5. You must first complete the Volunteer Application in order to receive the Background Check email.

Thanks again for completing the BACKGROUND CHECK process.

Now, on to Step 4, the CONCUSSION MANAGEMENT TRAINING!

### Athletic Coordinators - Youth

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<ul style="list-style-type: none"> <li>• Basketball</li> <li>• Flag Football</li> <li>• Softball</li> </ul>	<ul style="list-style-type: none"> <li>• Gymnastics</li> <li>• CARA Track</li> <li>• Volleyball</li> </ul>
Karl von Zwehl – <a href="mailto:Karl.VonZwehl@cityofloveland.org">Karl.VonZwehl@cityofloveland.org</a>	Kim Miller - <a href="mailto:Kim.Miller@cityofloveland.org">Kim.Miller@cityofloveland.org</a>
<ul style="list-style-type: none"> <li>• Baseball &amp; T-Ball</li> <li>• Soccer</li> </ul>	<ul style="list-style-type: none"> <li>• Athletics Supervisor</li> </ul>