

CYM GUIDE FOR NEW COACHES

Coaching Requirements

There are 3 requirements for a volunteer to be permitted to participate in team activities. A volunteer cannot be added to a roster, or attend team activities, until these requirements are met.

A volunteer should follow this procedure:

1. Create profile – go to www.cdowcym.org/athletics. Log in, or create a new account. Once logged in, click on the “volunteer to coach” button, and complete all information. Be sure to select your parish/school, or else your AAP will not be able to see your name on the coaching list.
 - a. If your spouse is the primary adult on your family account, you still log in using your own email. If you do not know your password, use the “forgot password” link (with your own email). You can then log in to the same account, using your own email, to allow you to work on your coaching profile without affecting a spouse’s or child’s record.
2. While in your profile, navigate to Profiles > Coaching Profile > Coach Training & Clearances. You will see 4 boxes. A red box means a requirement is incomplete. A green box means a requirement is complete.
3. You will see boxes labeled “Confidentiality Agreement” and “Volunteer Covenant.” Click on each, review the document, and e-sign both.
 - a. Once e-signed, your profile **will** be updated automatically.
 - b. Note – if you have signed these on paper with your parish, they must be signed electronically. We do not coordinate paper records with parish offices.
4. You will see a box labeled “Concussion Training.” The link will take you to the NFHS website. Complete the course titled “Concussion in Sports.” (not the student version)
 - a. Once complete, your profile **will not** update automatically. We are not able to monitor the outside site. When you complete the video course, send your certificate to mcarrucci@cdow.org or catholicyouth@cdow.org. **Your profile will be incomplete until you send the certificate to us.**

5. Finally, you will see a box labeled “Background Check.” You should get a background check ID code from your coordinator or AAP. He or she will direct you to the website to submit your background check application. Please note:
 - a. Your profile **will not** update automatically. You should tell us when you submit the application so we can watch for your name.
 - b. When completing the application, be sure to select your parish or school. If you leave that field blank, or if you select “Diocese of Wilmington,” it will go to a different office and we will not see it.
 - c. **Submitting the application does not mean you are cleared**, and you can not participate in team activities.
 - d. **Receiving a copy of your background check does not mean you are cleared**. A clearance is issued after the background check is reviewed and approved by the Office of Safe Environments. You can not participate in team activities until we notify you that you are cleared.
 - e. CYM cannot under any circumstances add a clearance record to your profile until the Office of Safe Environments directs us to do so. Sending us a copy of your background check does not suffice.
6. Once your profile is updated and all requirements completed, you are fully approved to coach.