



HTRSA

Hamilton Twp Recreation Soccer Association

RE: **Volunteer Coaching Requirements**

To coach for the HTRSA and the Hamilton Soccer Club, the volunteer must:

- Fill out a NJYS Kid Safe Form** (every year) which remains on file at the club. This form is available on our website www.htrsa.com on the Coaches Corner page as well as www.njyouthsoccer.com.
- Complete a USYS/NJYS Volunteer Coach Membership form** (every year). This form is also available on our website www.htrsa.com on the Coaches Corner page as well as www.njyouthsoccer.com. Click the "Registration Info" link near the top of the web page to get to these forms.
- Fingerprinting/Background Check** (every 3 years) – You must have successfully completed a background check and been fingerprinted. If you've been fingerprinted later than the last 2 years, it must be done again. If you have NOT been fingerprinted for a Hamilton Township sponsored sport, you MUST be fingerprinted before coaching. The cost of the fingerprinting/background check will be reimbursed to you. To begin the process, print out the *NJ Universal Fingerprint form* of which a copy is located on our website. Under "Block #7(Contributor's Case#)" on the form, enter in the Hamilton Twp VRO#: "LO5001". Then go online to <http://www.bioapplicant.com/nj> and enter in the information and schedule your appointment and make payment at that time by credit or debit card. The cost is \$25 and the closest place to have them taken is SAFRAN Morpho Trust in Ewing in the Parkway Corp Center at 1230 Parkway Avenue Suite 102 Ewing, N.J. 08628. Their hours are 9:00-4:55 Monday - Friday and 2nd & 4th Saturdays 9:00-11:55 am. After fingerprinting is completed you will be given a receipt with a PCN# on it. Keep a copy of the receipt for your files and return a copy of receipt to the HTRSA eboard for reimbursement. You CANNOT coach if this has NOT been done! This is required by Hamilton Township! DO NOT WAIT! If you have any questions contact the Township Recreation Office at 890-4028.
- Concussion Awareness Training** (every two years) - Must complete an online 30 minute online training course concerning Concussion Awareness Training. The course is free and will provide you a certificate that you have taken the course at the completion of the course. The Center for Disease Control (CDC) *Heads Up: Concussion in Youth Sports* is a free, online course available to all to help keep athletes safe from concussion. Once you complete the training and quiz, you print out a certificate. The link is http://www.cdc.gov/concussion/HeadsUp/online_training.html and is available on the HTRSA and HSC websites. If you have already taken the course the year before just produce the certificate to prove that you have taken the course. This is a state law for ALL youth sports.
- "F" Coaching License** (*recommended* - one time) - Hamilton Soccer Club travel Team & HTRSA Recreation Coaches are recommended to have a "F" Coaching License from New Jersey Youth Soccer! Sign up through njyouthsoccer.com at www.njyouthsoccer.com/clubsite/?p=4767

This course is offered on a regular basis by New Jersey Youth Soccer in many different locations over the year. Hamilton Soccer Club & HTRSA will reimburse each coach once he or she has successfully completed the course. Please make sure you arrive on time for all sessions in order to receive your certificate at the end of the course. If all of the sessions available are closed, check back to the site frequently for new dates/times.

If you have any questions, contact your division commissioner or the executive board at eboard@htrsa.com

VOLUNTEER NOW AND BE PART OF IT ALL! KIDS WIN!