



### Coaches Checklist for a Certified Coaches Pass

Below is a list of what each coach (head coaches, 21 +) must complete prior to taking the athletic field or court for practices and games. Each coach, manager, score keeper, helper, and the like, who interacts with the children, must receive a Certified Coaches Pass from the East Longmeadow Recreation Department prior to taking the field/court for games or practices.

#### Submit the following documents to the ELRD:

1. Completed CORI Acknowledgement Form which can be found at the link below. <https://www.mass.gov/media/1431/download>
2. A valid (non-expired) Driver's License must accompany the completed CORI to be presented to the office staff for review.
3. Certificate of completion for the CDC Heads Up Concussion in Youth Sports for Coaches <https://www.cdc.gov/headsup/youthsports/training/index.html>
4. Coaches Handbook signature (attached on page 2 of this document), and review. [https://eastlongmeadowma.myrec.com/forms/5953\\_coaches\\_handbook\\_rev\\_1.14.2020.pdf](https://eastlongmeadowma.myrec.com/forms/5953_coaches_handbook_rev_1.14.2020.pdf)
5. Suggested but not required: Proof of National Alliance for Youth Sports training <https://www.nays.org/coaches/>
6. All Facility/ Field Requests for practices/ games must be submitted through our website <https://eastlongmeadowma.myrec.com/info/default.aspx>. Please make sure you set up an account under your household, and use your personal account to request facility/field use.

Finally, once all documents are submitted to the office, and the CORI request is returned by the Commonwealth of Massachusetts, coaches will then need to have their picture taken in the office for their printed coaching pass. This pass will be printed by the office and expires in one year. Please carry this pass on you for every organized event for your team.

If there are any questions or concerns, be sure to contact the East Longmeadow Recreation Department at (413) 525-5437 or [recreation@eastlongmeadowma.gov](mailto:recreation@eastlongmeadowma.gov)

Thank you for taking the time to volunteer for an ELRD program!



## COACHES' HANDBOOK AGREEMENT

On this date, \_\_\_\_\_, I confirm that I have read and I understand the Town of East Longmeadow Recreation Department's Coaches' Handbook. I agree to abide by the policies and procedures listed within. I also understand that failure to do so would lead to disciplinary action and/or possible removal from coaching.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ t