



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
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

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



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services
200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
MASS.GOV/CJIS



**Criminal Offender Record Information (CORI)
Acknowledgement Form**

To be used by organizations conducting CORI checks for employment, volunteer, subcontractor, licensing, and housing purposes.

_____ is registered under the
(Organization)
provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to _____
(Organization)

to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing _____
(Organization)

with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

The _____ may conduct
(Organization)
subsequent CORI checks within one year of the date this Form was signed by me, provided, however, that
_____, must first provide me
(Organization)
with written notice of this check.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature of CORI Subject

Date



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SUBJECT INFORMATION

Please complete this section using the information of the person whose CORI you are requesting.
The fields marked with an asterisk (*) are required fields.

* First Name: _____ Middle Initial: _____

* Last Name: _____ Suffix (Jr., Sr., etc.): _____

Former Last Name 1: _____

Former Last Name 2: _____

Former Last Name 3: _____

Former Last Name 4: _____

* Date of Birth (MM/DD/YYYY): _____ Place of Birth: _____

* Last **SIX** digits of Social Security Number: ____ -- ____ ☐ No Social Security Number

Sex: _____ Height: ____ ft. ____ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Father's Full Name: _____

Mother's Full Name: _____

Current Address

* Street Address: _____

Apt. # or Suite: _____ *City: _____ *State: _____ *Zip: _____

SUBJECT VERIFICATION

The above information was verified by reviewing the following form(s) of government-issued identification:

Verified by:

Print Name of Verifying Employee

Signature of Verifying Employee

Date

Please List Sports Coaching.

- 1. _____
- 2. _____
- 3. _____



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: _____



Coaching Code of Ethics

Integrity

A Coach must act with integrity both on and off the field when performing any/all duties owed to the athlete, the sport, other members of the coaching profession and the public. Coaches should be aware of their tremendous influence on their athletes and shall **NEVER** place the value of winning above the value of instilling the highest ideals of character.

Competence

A Coach must strive to be well prepared and up to date on all essential paperwork, certifications, league and sport guidelines and regulations in an effort to fulfill their responsibilities with competence.

Athletes Interest

A coach must act in the best interest of the athlete at all times- which includes their physical and mental/emotional development as a whole.

Respect for the Rules

A Coach must accept both the letter and the spirit of the rules that define and govern the sport as set forth by the East Longmeadow Recreation Department, The Town of East Longmeadow, and the organization or league you are coaching for as well as the association or board relative to your sport.

Responsibility to Other Coaches

A coach's conduct towards other coaches must be characterized by courtesy, good faith and respect at all times both on and off the field.

Personal Conduct

A coach must maintain the highest standards of personal conduct and support the principles of fair play, ensuring that all players will receive adequate instruction and the necessary motivation and practice experiences to enable all players' emerge from the sport with greater technical and tactical proficiency.

*****By signing below you acknowledge that you have read the Coaching Code of Ethics, and agree to uphold these principals. Failure to abide by the expectations above will lead to disciplinary action*****

Signature: _____

Date: _____

East Longmeadow Recreation Department Philosophy Statement

The East Longmeadow Recreation Department's objective is to offer a variety of programs for the youth of East Longmeadow. Programs are offered to provide a supervised activity that will stress the importance of sportsmanship, skill development, enhanced physiological and psychological development, and most of all, fun.

Recreation Commission Philosophy Statement It is the philosophy of the East Longmeadow Recreation Commission that all participants in recreation programs shall play in each and every game, regardless of their skill level. Maximum participation is the key to a successful program and is directly related to the positive attitude and enthusiasm level of its participants.