

Manheim Township Volunteer Coach Checklist:

[See the Volunteer page on our website for clearance links](#)

- 1. Volunteer Confidentiality Agreement**
- 2. Act 24 Arrest/Conviction**
- 3. PA Residency Certification/Affidavit**

*If PA resident for less than 10 consecutive years, FBI Fingerprint clearance is required.

- 4. PA Child Abuse History Certification**
- 5. Act 126 Certificate - Mandated Reporter (Child Abuse) Training**

- This is a 3-hour training session.
- If you have completed this training elsewhere, a certificate of completion is needed to meet this requirement.
- For more information regarding the need for this training, [click here](#).
- The training course can be found here: www.reportabusepa.pitt.edu
- Click the registration link at the top of the page and register.
- You will be given a username and password to use.
- Please Note: In Section 9, Slide 320, please choose Mandated Reporter.
- Once training has been completed, print out the certificate* and send a copy to HR.

*Completion certificate must indicate that the completed training meets Act 31 of 2014 training requirements and meets the Recognizing Child Abuse and Mandated Reporting components of Act 126 of 2013 training requirements.

- 6. PA State Police Response for Criminal Record Check**
- 7. Tuberculosis Skin Test Results**

Only required if volunteering for 10 or more hours per week.

- 8. Mandatory Concussion & Sudden Cardiac Arrest Education Training**

All Manheim Township School District coaches (paid and volunteer) are required to receive concussion education annually, per the Safety in Youth Sports Act, beginning on July 1, 2012.

Concussion Awareness - <https://nfhslearn.com/courses/concussion-in-sports-2>

Sudden Cardiac Arrest - <https://nfhslearn.com/courses/sudden-cardiac-arrest>

Once you have completed and received all Certificates, please contact Jill Gaissert at GaisseJi@mtwp.net to set up an appointment to review the paperwork. Upon completion, it will be submitted to the HR department for School Board approval.