



Dear Coach,

I would like to take this opportunity to thank you for volunteering your time to coach. Listed below is the information you will need in order to complete your requirements to coach in the Town of New Castle. Please note that these requirements must be fulfilled before you are allowed to coach:

Town of New Castle coaching requirements:

(1) Submit a background check form to be cleared:

Background Check: Must be completed in order to be cleared to coach any of the youth sports programs in town. Please go to the town website at <http://www.mynewcastle.org>. Under “Departments”, click on “Recreation and Parks” then click “Youth Athletics”. Scroll down to find a link to a secure website where you can fill out the clearance application. Note: There is a fee of \$12.95 to process the application all information will be kept confidential.

(2) Become a member of NYSCA and get certified in the sport you are interested in coaching.

Coaches Certification: To join **NYSCA** as a coach, go to <https://www.nays.org/nyscaonline>. You will be required to take 2 online courses – the general NYSCA course and the course for the sport you are coaching. Please follow the directions on the back of this letter. After you have completed the sections you should forward it to your organizations training coordinator.

(3) Become certified in Concussion Awareness Training. Concussion Awareness is a requirement for anyone wishing to coach.

NYSCA Members: Upon Completion of the Online Clinic, you will have instant access to a personalized **Member Area** which is one of your member benefits. Within the **Member Area** you will be able to complete and add to your membership **the NYSCA Concussion Awareness** educational program.

- Under Additional Trainings section, click the Concussion Awareness feature.

Non NYSCA Members: Go to www.nays.org:

Select “Free Concussion Training” under the **Resources** tab at the top

Click “Go to Free Training” under the **for non-members** section

Register all required information. Be sure to note the youth sport organization name you are associated with.

Once complete, print out the Certificate of Completion for tracking purposes

Please contact me with any questions at 914-238-7290.

Douglas Scott

Recreation Supervisor