

Coaching Application

Cumberland Valley Midget Football Association

To be considered for a coaching position, all coaching applicants must complete this form as well as submit to a criminal background check conducted by the CVMFA. In addition, applicants must commit to completing CVMFA approved training either online or in a clinic as well as sign and abide by a code of conduct.

Coaching applicants will be screened by an Arbitration/Selection Committee headed by the Football General Manager. A slate of head football candidates will be presented to the Board for approval at the May board meeting. Head coaches will select their assistant coaches with advice and consent of the Arbitration/Selection Committee and full Board approval.

Expectations of CVMFA coaches include:

- Possess the knowledge and teach the skills and techniques of the program's designated offense and defense
- Assemble a coaching staff with the knowledge and skills to coach offensive and defensive positions (head coach)
- Prepare and execute organized practices supporting the objectives of the organization and consistent with the association's practice schedule
- Assist the Game Day Manager and Grounds Manager in setting up and taking down the football fields for games and practices
- Be knowledgeable in the proper and safe fit of player equipment and check the players' equipment regularly to ensure it is being worn and used properly and safely
- Select appropriate support such as a team parent, water parent, play counter, trainer and weigh-master (head coach)
- Support the activities, objectives and decisions of the association
- Participate in CVMFA approved or required coaching education
- Attend appropriate league meetings

Requirements for Coaching and Volunteering

Cumberland Valley Midget Football has taken important steps to ensure the highest level of safety within our programs—for the youth participants and also for you, who make the programs a success. One of these steps is the implementation of a standardized approach to background and child abuse screening for our coaches, volunteers, and board members.

Volunteer Check Instructions

- * *It is important when entering your name, you use your full legal name as written on your birth certificate or drivers license. Please also verify that your social security number was typed correctly. Using nicknames or failing to type a correct social security number may delay or invalidate your check.*

Background Check:

1. Visit the *Pennsylvania Access To Criminal History* website at epatch.state.pa.us.
2. Click on the "New Record Check" which is a free check for volunteers.
3. Select the Volunteer Acknowledgement checkbox and click the Accept button.
4. Complete the Personal Information form (this indicates who is requesting the check) with the following information:

Reason For Request:	VolunteerFREE ▼
Volunteer Organization Name:	CVMFA *
Volunteer Organization Telephone Number:	
First Name:	Bruce *
Middle Name:	

Last Name:	Walbert *
Address Line 1:	P.O. Box 594 *
Address Line 2:	
City:	New Kingston *
State:	Pennsylvania *
Zip:	17072 *
Country:	UNITED STATES
Email Addr:	*your email address
Phone Number:	*your phone *

5. ... and click the Next button.
6. Review the personal information on the Personal Information Review page, then click the Proceed button.
7. Complete the Record Check Request form (this indicates who the record check is for) and click the Enter This Request button.
8. If a check is being requested for another individual, complete the form again for the additional individual and click the Enter This Request button. If not, skip to step 8.
9. Click the Finished button to see the list of requests entered.
10. Click the Submit button to submit the request(s).
11. Once the requests have been processed, click on the control # for each request.
12. Click on the "Certification Form" link and print the Record Check Certification.

Child Abuse Clearance:

1. Request a payment code by sending an email to jen@compdevsys.com.
2. When the payment code is received, visit the *Pennsylvania Child Welfare Portal* website at www.compass.state.pa.us/CWIS.
3. If you have not yet created an account, click on the Create Individual Account button and follow the steps to create an account. If you have, skip to step 4.
4. Click on the Individual Login button.
5. Click on the Access My Clearances button.
6. Review the Disclosure of Personal Information, then click on the Continue button.
7. Enter username and password and click the Login button.
8. Review the My Child Welfare Account Terms and Conditions information (making sure to scroll through the text box) and click the "I have read..." radiobutton and click the Next button.
9. On the "My PA Child Abuse History Clearances" page, click the Create Clearance Application button.
10. Review the Getting Started information and click the Begin button.
11. Complete the Form:
 - a. On the Application Purpose page, enter the following information:
 - Select "Volunteer Having Contact with Children..." radiobutton
 - Volunteer Category: Other
 - Agency Name: Cumberland Valley Midget Football Association
 - b. On the Application Payment page, enter the following information:
 - For the "Did the organization you are volunteering for..." question, select the Yes radiobutton
 - Enter the code provided by CVMFA in the "Code" field.
 - Select the "By entering this code, you are agreeing..." checkbox.
12. Click the Submit Application link.

Results will be sent to Cumberland Valley Midget Football for both screenings.

Coaching Application

Personal Information:

First Name: _____ Middle Initial: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Incumbent Head Coach:

- Application information is on file and any changes are noted on this application form.
- This is a new application.

Coaching Preference:

Please check your preference for head or assistant coach. Also check your desired level: Midget, Pony, Pee Wee or Smurf; then check the desired team: KMFC, CFA, etc.

- | | | | |
|-------------------------------------|--|---------------------------------|--------------------------------|
| <input type="checkbox"/> Head Coach | <input type="checkbox"/> Assistant Coach | | |
| <input type="checkbox"/> Midget | <input type="checkbox"/> Pony | <input type="checkbox"/> Peewee | <input type="checkbox"/> Smurf |
| <input type="checkbox"/> KMFC | <input type="checkbox"/> KMFC | <input type="checkbox"/> KMFC | <input type="checkbox"/> KMFC |
| <input type="checkbox"/> CFA | <input type="checkbox"/> CFA | <input type="checkbox"/> CFA | <input type="checkbox"/> CFA |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Comments:

Experience:

1. Please describe previous football coaching or playing experience, including experience with the CVMFA and knowledge and comfort level with the Wing-T offense and 6-2 base defense.

2. Please describe any other special skills and qualifications you have acquired from training, clinics, previous volunteer work, or through other activities.

3. Please explain your reasons for wanting to coach and your personal coaching philosophy.

Children:

Please list any children you have playing in the CVMFA this football season, their birth date, and the level they will be playing (Midget, Pony, Pee Wee, Smurf):

Child's Name: _____ Date of Birth: _____ Level: _____

Child's Name: _____ Date of Birth: _____ Level: _____

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Child's Name: _____ Date of Birth: _____ Level: _____

Length of Service:

For how long would you commit to serving in the desired coaching position? _____

Additional Information or Comments:

Please provide any additional information that you would like to share or that you think might be helpful to the CVMFA in selecting its coaches or filling its coaching positions.

References (optional):

Please feel free to provide any references of individuals who can attest to your coaching skills or character.

By submitting this application, I affirm that the facts set forth in it are true and complete and that I have read and understand Attachments 1 (Policy) and 2 (Background Check) to this Application. I understand that if I am accepted as a coach, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name

Signature

Date

Submission:

Please download and submit the completed coach application form to the CVMFA Football General Manager, Brian Dunlap at bdhd622@aol.com.