

UPPER NAZARETH TOWNSHIP ATHLETIC ASSOCIATION SPORTS VOLUNTEER APPLICATION, CLEARANCE, AND INSTRUCTIONS

PLEASE READ CAREFULLY: Our clearance policy has changed. It is more comprehensive than in the past and will require some forward planning. If you or anyone you know is interested in coaching this year, you will need to follow the directions listed below and on the documents attached. This is a Pennsylvania State mandated process for organizations like ours. Moving forward we will have a **ZERO TOLERANCE** policy. If you are coaching or will be on the fields with the kids during practices or games, you must go through the process to be listed as cleared to coach and/or volunteer. Anyone not listed as cleared to coach/volunteer found on the field with kids during practices or games that has not been cleared, will be banned immediately from coaching/volunteering for the remainder of the season. We are giving everyone the opportunity with as much notice as possible to complete the process. Please help make this another very successful season. It does take a bit of effort to go through the process and we do sincerely appreciate all the help and support you provide, so please make the effort to be cleared. Please follow ALL instructions carefully.

With the new state clearance policy there have been some changes to the Upper Nazareth Township Athletic Association policy. You are going to be required to submit the PA State Police clearance, Arrest & Conviction, copy of your driver's license and/or passport, and Disclosure Statement every year (Valid for one year only). If you have lived in PA for 10 years or less, you will need to complete the FBI fingerprint clearance. If you have lived in PA for 10 years or more you will need to complete the Arrest & Conviction and Disclosure Statement. If you have had your fingerprints in the last 5 years, you will not need to complete them.

In order to coach you will need to:

- Obtain the clearances outlined below
- Register as a coach at uppernazarethclippers.org
 - You will email mkalinoski@uppernazarethclippers.org or mail your clearances to UNTAA PO BOX 318 Nazareth PA 18064. Please do not hand your clearances to a coach, or anyone else.
- You are not cleared to coach until you are registered on the website, all clearances are received, and you are confirmed cleared by the Clippers president, NO EXCEPTIONS!

- Also please retain a copy for your records! As these are confidential records and will be shredded and deleted upon confirmation and receipt!

Here are the websites for the clearances:

- PA State Police (good for 1 year only)- Please make sure you print the certificate form <https://epatch.state.pa.us/Home.jsp>
- Child Abuse (good for 5 years)- you will need to create an account, this is now an instant check so you should be able to print out the certification after you have completed the process- <https://www.compass.state.pa.us/cwis/public/home>
 - ****NOTE THIS HAS RECENTLY CHANGED AGAIN BY THE STATE:**
- FBI fingerprints (good for 5 years)- <https://www.identogo.com>. You will then click on get fingerprinted, click go, click on digital fingerprinting, enter the code 1KG6ZJ, and then click on schedule an appointment.
- In addition, you will need a copy of a valid id (ie. driver's license or passport)
 - Arrest & Conviction (good for 1 year only)- <http://www.education.pa.gov/documents/teachers-administrators/background%20Checks/arrest%20or%20conviction%20form.pdf>
 - Disclosure Statement (good for 1 year only)- http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf

NOTE: Upper Nazareth Township Athletic Association will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation, or disability. Background checks verified by the Clippers President.