



## CBSL COACH REQUIREMENTS

*All Volunteers must complete the following requirements BEFORE participation*

Individuals that would like to volunteer will be required to complete the following documents and certifications:

1. Complete an Annual Background Check with the City of Collinsville
2. Complete online training for the CDC Concussion Protocol (valid for 3 years)
3. Complete the Mandated Reporter Training required by the City of Collinsville (valid for 6 years)
4. Complete a Volunteer Waiver Release and Indemnification Form required by the City of Collinsville
5. Commitment to Ethical Conduct required by the City of Collinsville
6. Complete the Guideline for Interacting with Minors required by the City of Collinsville

### Step 1: Complete Background check

- **This form must be completed and returned ASAP!**

### Step 2: CDC Concussion Protocol

- Valid for 3 years
- You will receive a document with the CDC's "Heads up to Youth Sports" and all the specific information that you will need.
  1. Test—must have a passing grade of at least 80% —you will be given up to 10 opportunities to pass this test
  2. **Email** a copy of your certificate to the Recreation Superintendent Kristen Siebert  
[recsuperintendent@collinsvilleil.org](mailto:recsuperintendent@collinsvilleil.org)
- *If you already have a Concussion Protocol certification, please send a copy of the certificate to Kristen*

### Step 3: Mandated Reporter Training

- Valid for 6 years
- Illinois Department of Children and Family Services Child Abuse Hotline
  - (800-252-2873)

### Step 4: Complete Volunteer Waiver Release Form

- Valid for entire involvement with program

### Step 5: Complete Ethical Waiver Release and Indemnification Form required by the City of Collinsville

- Valid for entire involvement with program

### Step 6: Complete the Guideline for Interacting with Minors required by the City of Collinsville

- Valid for entire involvement with program