

## VOLUNTEER REQUEST FORM AND CHECKLIST



Anyone interested in managing/ coaching/ assisting with a team (working with the players at all), being a team mom, and/or being a member of the Board of Directors of Par-Troy Little League West **MUST**:

- Complete this form in its entirety (please print or type);
- Complete the current year Volunteer Application in its entirety (print or type – SSN required for background check);
- Provide copies of all requested documents in the checklist below.

To comply with Little League International Rules regarding criminal background checks, PTWLL is unable to process any requests without a completed background check, which must include all listed documentation. **YOU MAY NOT manage, coach, assist, or in any other way directly interact with the players on a team until you have received approval from the PTWLL Board of Directors.** Approvals from the PTWLL Board of Directors are for the current season **only** and do not guarantee future approvals. Requests to manage or coach, accompanied by complete documentation, are reviewed **ANNUALLY** by the PTWLL Board of Directors prior to each draft (see Key Dates on website). Any incomplete application will **NOT** be reviewed until all documentation is received, and there is no guarantee that late requests will have an available position.

Mail or email (to [Sandra4a@aol.com](mailto:Sandra4a@aol.com)) your forms and documentation so they are **received no later than Feb. 15** to:

**PTWLL**  
**Attn: Volunteer Applications**  
**P.O. Box 206**  
**Parsippany, NJ 07054**

**VOLUNTEER REQUEST FORM:**

<b>FULL NAME</b>	
<b>HOME ADDRESS</b>	
<b>MAILING ADDRESS, if different</b>	

Spring Division	Baseball	Softball	Child(ren)'s Name(s)

Divisions: T-Ball, Farm, Minors, Majors, Juniors. Check either the Baseball or Softball column per child.

**CHECKLIST:** The following items **must** be included or your application will not be processed.

- Current Year Volunteer Application – available in “Forms” section of PTWLL website
- Copy of valid Driver’s License (both sides if address has changed)
- Copy of valid NYSCA or Rutgers coaching certification (renew if it expires Jan–Aug)
- Completed Codes of Conduct (PTWLL and NJ State) – available in “Forms” section of PTWLL website
- Copy of CDC certificate of online concussion training (or other concussion training certification) – link on PTWLL website home page

**Questions? Please contact Sandra Neglia, Player Agent, at [sandra4a@aol.com](mailto:sandra4a@aol.com) or 973-326-1694.**