**PTWLL 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**) 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:**

|  |  |
| --- | --- |
| **FULL NAME** |  |
| **HOME ADDRESS** |  |
| **MAILING ADDRESS, if different** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Spring Division | Baseball | Softball | Child(ren)’s Name(s) |
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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. **The documents and links needed to complete checklist items below can be found in the “League Info & Forms” section of the PTWLL website**:

* Current Year Volunteer Application
* 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)
* Copy of CDC certificate of online concussion training (or other concussion training certification)
* Complete Abuse Awareness for Adults course and provide copy of certificate.

**Questions? Please contact Sandra Neglia, Player Agent, at sandra4a@aol.com or 973-326-1694.**