

Youth Sports Background Check Paperwork Instructions **Specified Volunteers**

• **Form #1 – Installation Records Check Release Authorization**

- **Block 1:** Full name: Last, First, Middle (NO INITIALS)
- **Block 2:** Put any other names used. If no other names used, place an “N/A” in the box.
- **Block 3:** Put full city, state AND country of birth
- **Block 4:** Full date of birth: YYYY/MM/DD
- **Block 5:** Full social security #
- **Block 6:** **Current PSC address, including FPO, AE, and zip code. (NO LOCAL ADDRESSES)**
- **Block 7 A-E:** Print name, date, and signature, email address, and local phone number

• **Form #2 – DD Form 2981 Statement of Admission**

- **Block 1:** Full name: Last, First, Middle (NO INITIALS)
- **Block 2:** Put any other names used. If no other names used, place an “N/A” in the box.
- **Block 3:** Full date of birth: YYYYMMDD Example 20021225
- **Block 4:** NAS SIGONELLA / CHILD AND YOUTH PROGRAMS - YOUTH SPORTS
- **Block 5:** Leave Blank
- **Block 6:** Check all boxes “yes” or “no” **MUST BE FILLED OUT 100% HONESTLY. For any box that was marked “yes” please explain on page 2, block 9. If all boxes are “no” but you have been arrested, charged, or convicted of something else, please disclose in block 10.**
- **Block 7 A & B:** Sign and Date: YYYY/MM/DD
- **Section 8: DO NOT SIGN! THESE WILL BE SIGNED EVERY YEAR IF YOU CONTINUE TO COACH**
- **Section 9:** Enter additional comments regarding your answers on section 6 if needed.
- **Section 10 A & B:** Sign and Date: YYYYMMDD

• **Form #3 – Volunteer Information Form**

- All information is required in full
- Please provide THREE references to include phone number and EMAIL
 - Please provide at least ONE local reference

• **Form #4 – Volunteer Agreement Form**

- **Block 1:** Full name, Last, First, Middle Initial
- **Block 2:** Year of birth
- **Block 9 A & B:** Sign and date: YYYYMMDD

• **Form #5 – Volunteer Hour Tracking Form**

- Fill out full name at top of the page
- Include hours spent completing unpaid training sessions
- Keep this form to track hours throughout the season and return to YSF Coordinator for LOA at the end of the season

• **Additional Requirements to coach**

- Current CPR/First Aid card
 - Must provide proof with application
 - If not certified, must sign up for a class PRIOR to the start of the season
- Child and Youth Program Online Training
 - <https://public.militarychildcare.csd.disa.mil/mcc-central/node/36356>
 - Provide completion certificate. Print out or screen shot
- National Alliance of Youth Sports online training
 - Youth sports director will set your account up to complete the training
 - All NAYS trainings must be completed PRIOR to the start of the season
- Child and Youth Program In-Person Training
 - Attend the In-Person training session PRIOR to the start of the season

EMAIL ALL FORMS TO THE YOUTH SPORTS COORDINATOR