



RECREATION & PARKS COMMISSION • 200 SOUTH GREELEY AVENUE • CHAPPAQUA NY 10514 • (914) 238-3909 • FAX (914) 238-5720

January 31, 2012

To: Coaches who volunteer with in the Town of New Castle

Re: New Castle Recreation and Parks coaching requirements

Dear Coach,

First of all I would like to thank you for volunteering your time to coach. Your effort and concern for the children of our community does not go unrecognized. Listed below is the information you will need in order to complete your requirements to be a coach in the Town of New Castle. Please note that these requirements must be fulfilled before you are allowed to coach:

- (1) **Background Check:** In order to be cleared to coach for the New Castle Recreation & Parks Department Youth Sports Leagues and affiliated youth athletic programs. Please go to the town web site at www.mynewcastle.org click Recreation & Parks, click athletics then click link in first paragraph or [click here](#) to go to a secure website where you can fill out the clearance application. Note: There is a fee of \$12.95 to process the application also all information will be kept confidential.
- (2) **Coaches Certification:** SUNY Youth Sports NY must certify **all** coaches. The cost to receive certification is \$20 (make checks payable to SUNY Youth Sports). The certification is valid for two years. The training class, which is facilitated by an instructor, requires your attendance. **The next training classes in New Castle are Thursday, February 16, and Tuesday, March 6, 2012. The class starts at 7:00pm at Robert E. Bell Middle School.** Addition, training classes are offered at Westchester Community College. Pre-registration is required for the training session, for a list of training sessions and to register go to www.youthsportsny.org. Shortly after taking the training class you will receive your registration number and Youth Sports NY credentials, through the mail. At which time you will need to report it to your league director for verification purposes and proudly display your certification when coaching.

If you have any further question you may contact Aaron Podhurst, Recreation Supervisor at 914-238-7290. Thanks for your attention to these matters.