

Boyertown Optimist Lacrosse Teams

Coaches Information

First of all... Thank You for volunteering to Coach Youth Lacrosse. We are really looking forward to working with you.

All Head and Assistant Coaches must read, sign & date, and submit the following form each and every year. This form may be found on our web site (www.BoyertownOptimist.org) under Boys Lacrosse / Coaches Information: General Information.

- **Boyertown Optimist Coach Code Of Conduct.**

All Head and Assistant Coaches must complete and submit the following one-time only forms. These forms may be found on our web site (www.BoyertownOptimist.org) under Boys Lacrosse / Coaches Information: General Information. Returning Coaches who have completed these forms already do not have to do so again.

- **Boyertown Optimist Membership Application.** B.O.L.T. will cover the cost of the Associate Membership. Full Members must pay their own dues. Complete and submit to B.O.L.T.
- **Child Abuse Clearance & Criminal Record Check.** This is at the cost of the coach. The background checks ensure that our volunteers are good, upstanding citizens of the community. If you have already received your “Clearances”, due to your employment or other volunteer commitments, please forward those “Processed” Clearances to B.O.L.T. as soon as possible so we have a copy on file (then you do not need to follow the steps below).

Please follow the directions below and send your processed Clearances to B.O.L.T., when completed.
This process may take as long as six weeks, so please do not procrastinate.

1. Complete the “REQUEST FOR CRIMINAL RECORD CHECK”.
 - a. You are the “Name of the Requester”.
 - b. Under “Requester Identification”, check the first box...individual/noncriminal justice agency.
 - c. Under “Reason for Request”, check other and specify “volunteer with youth”.
 - d. Submit directly to the address shown on the form.
 - e. Don’t forget to include a certified check or a money order in the amount of \$10 made payable to “Commonwealth Of Pennsylvania”.
2. When the above form is returned to you “processed”, complete the “PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE”.
 - a. Under “Purpose of Clearance”, check VOLUNTEERS...don’t forget to include a “copy” of your processed “Request for Criminal Record Check”
 - b. Submit directly to the address shown on the form
 - c. Don’t forget to include a certified check or money order in the amount of \$10 made payable to “Department of Public Welfare”
3. When this form is returned to you “Processed”, please send a copy of **both** “Processed” forms to B.O.L.T. at:

**BO.L.T.
C/O Brian Heimbach
270 Henry Avenue
Boyertown, PA 19512**

Thank you for your time, patience and understanding. Please contact Brian Heimbach with any questions. I can be reached by telephone at (610)367-5501 or by email at LacrosseBoys@BoyertownOptimist.org