



## **5 SAFETY REQUIREMENTS FOR YOUTH COACHING IN HILLSDALE**

### **EXPLANATION OF REQUIREMENTS:**

With the exception of the Lightning Safety Policy, which is only required for outdoor sports, all the below safety requirements must be successfully completed to coach, assistant coach or volunteer for **any** and **all** sports supported by the Borough of Hillsdale, NJ

#### **1. Rutgers S.A.F.E.T.Y. Program-**

- a. 3-hour course given at local hospitals and municipalities that:
  - i. Helps coaches minimize the risk of injury to young athletes
  - ii. Provides information about fundamental coaching concepts which enhances volunteer coaches' effectiveness
  - iii. Protects volunteer coaches from civil lawsuits under the "[Little League Law](#)" (2A:62A-6 et. seq.)
- b. Valid for life – if you took the course once you have met this requirement
- c. At conclusion of course, you're given a card as proof of your completion, **copy to the Recreation Director**
- d. For a listing of upcoming courses, go to: [youthsports.rutgers.edu/](http://youthsports.rutgers.edu/)

#### **2. Coaches' Code of Conduct and Ethics Agreement**

- a. Two page, Combination State of NJ and Recreation form outlining acceptable conduct as a coach. Must be read and signed and **returned to the Recreation Director**
- b. Available at Hillsdale Recreation or [phughes@hillsdalenj.org](mailto:phughes@hillsdalenj.org)

#### **3. Concussion Training**

- a. Free, 30 minute, on-line course taken on CDC website at <http://www.cdc.gov/concussion/headsup/training/>
- b. At conclusion of course you can print and/or save a certificate as proof you completed, **copy must be given to the Recreation Director**

#### **4. Lightning Safety Policy**

- a. A 2-page form outlining The Borough's protocol to follow in event lightning is witnessed or Lightning Warning System is activated. Must be read and signed and a copy given to the Recreation Director
- b. See attached or download form at: <http://www.hillsdalenj.org/vertical/sites/%7BFE916F8D-CA48-4788-B4B7-6A2BF8501398%7D/uploads/2008LightningSafetyPolicyForm.pdf>

#### **5. Fingerprinting and Background Check**

- a. Fingerprinting performed by a 3<sup>rd</sup> party (MorphoTrak) with multiple locations (Paramus closest). Takes 15 minutes to scan fingers, forms at Recreation Department at Borough Hall
- b. Cost to each coach or assistant coach is ~\$22
- c. **Valid for 3 years.** IMPORTANT: The first year Hillsdale required fingerprinting was 3 years ago. If you were first fingerprinted in 2014 or earlier, you MUST get fingerprinted again this year
- d. Results will be reported back to Hillsdale Recreation Director to verify you have completed this requirement and that there are no issues

## HERE'S WHAT YOU NEED TO DO:

### A. If you have NOT been fingerprinted in the past three years:

1. Email or call the Hillsdale Recreation Director, Patty Hughes ([phughes@hillsdalenj.org](mailto:phughes@hillsdalenj.org), 201.497.1560), or Eileen McLaughlin (201.497.1542), with the following:
  - i. Your name, address, date of birth, email address, phone number, date of birth, sport you will be coaching and the date of your Rutgers certification. (If you misplaced your Rutgers Card, you can get another for \$5 on-line at <http://youthsports.rutgers.edu/services/19-replace-a-missing-card>)
  - ii. After contacting the Recreation Dept, stop in Hillsdale Borough Hall, M-F, 8:00 AM-4:00 PM, and see Patty Hughes or Eileen McLaughlin with:
    1. Your signed NJ State/Code of Conduct and Ethics form
    2. A copy of your on-line Concussion Certificate
    3. Your signed Lightning Safety Policy
    4. Copy of Rutgers Certification
  - iii. Only if you satisfy the above requirements will you be given a Fingerprinting Form from the Rec Dept with instructions on how to schedule Fingerprinting on-line. You must have specific information off the form to schedule an appointment

### A. If you HAVE been fingerprinted in the past three years:

1. Email or call the Hillsdale Recreation Director, Patty Hughes ([phughes@hillsdalenj.org](mailto:phughes@hillsdalenj.org), 201.497.1560), or Eileen McLaughlin (201.497.1542), with the following:
  - I. Your name, address, date of birth, email address, phone number, d.o.b., sport you will be coaching and the date of your Rutgers certification. (If you misplaced your Rutgers Card, you can get another for \$5 on-line at <http://youthsports.rutgers.edu/services/19-replace-a-missing-card>)
2. After contacting the Recreation Dept, either stop in Hillsdale Borough Hall, M-F, 8:00 AM-4:00 PM, and see Patty Hughes or Eileen McLaughlin, or scan and email them your:
  - I. Your signed Code of Conduct and Ethics form
  - II. A copy of your on-line Concussion Certificate
  - III. Your signed Lightning Safety Policy
  - IV. Copy of your Rutgers Card
  - V. Up to date Fingerprinting

**We thank you for this investment of your time and your dedication to ensuring the safety of all our children.**



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