

**TOWNSHIP OF LIVINGSTON  
SENIOR, YOUTH AND LEISURE SERVICES  
204 HILLSIDE AVENUE  
LIVINGSTON, NEW JERSEY 07039-3646  
Office 973-535-7925  
Fax 973-535-2949**

**MEMO**

**TO:** All Prospective In-Town and Travel Basketball Coaches  
**FROM:** Ron Barbella, Athletics & Aquatics Supervisor  
**SUBJECT:** Coaching Availability  
**DATE:** 6/7/23

Registration is now open for the In-town and Travel basketball teams. Tryouts for Travel teams will begin the week of October 16/17 for boys October 18/19 for girls. If you are interested in being a volunteer coach for either program, please complete the form below and return it to the Office of Senior, Youth and Leisure Services as soon as possible. **Please complete the attached Coaching form and the Background Check form and submit as soon as possible to help in the planning stages for both the Travel and In-Town Youth Basketball Programs.**

The Township of Livingston has instituted a background check procedure for all staff and volunteers working with children and youth. Using an outside agency, Sterling Information Systems, the search will be for Sexual Predator history only. This procedure is becoming more widely utilized in communities across the country and is a step toward ensuring the safety of all of our children. Although we expect no problems within our community, the safety of our children is paramount and we appreciate your cooperation. If you are volunteering to coach, please complete the enclosed form in its entirety – making sure the social **security number and date of birth** are accurate and legible – and return it with your Volunteer Coaching Form. All forms and search results will be kept strictly confidential. You will only be contacted should a problem arise with your search

In-Town volunteer coaches will be contacted directly by the Grade Coordinators by the end of November.

**Travel volunteer coaches are NOT SELECTED until after the team selections have been made.** Travel team selections are made by professional evaluators following the try-outs in October.

This year – ALL coaches and officials using school and Township facilities will need to have training in Concussion Awareness. There has been growing concern on the long term impact of concussions at all levels of sports. The course may be taken online at no cost 24/7 and takes about 30 minutes to register AND complete the entire course. The course may be taken in more than one sitting if desired. The purpose of this course is to make everyone aware of the signs and symptoms of concussions and what to do when there is a possible concussion. Directions to Register and Download the course are attached to this memo. Once you have completed the course you will need to download a Certificate of Completion which must be sent to SYSL along with your Volunteer Coaching form and Background Check authorization form. Even though it is strongly recommended – if you took the course last year you do not have to take it again this year, but again it is recommended – it will be a good reminder on the importance of identifying possible concussions and what to do in the event someone may experience one. .

**PLEASE remember to sign up to coach, register and complete the “Concussion in Sports – What You Need To Know” course, and submit the coaching form, Background Check form and the Certificate of Completion as soon as possible.**

Thank you again for your assistance, cooperation and interest in our programs. If you have any questions regarding the process, please feel free to contact me.

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**BASKETBALL COACH VOLUNTEER FORM 2023-2024**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Child's Name: \_\_\_\_\_ M \_\_\_ F \_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ M \_\_\_ F \_\_\_ Grade: \_\_\_\_\_

Certified Rutgers S.A.F.E.T.Y. Coach? Yes: \_\_\_\_\_ No: \_\_\_\_\_

“Concussion in Sports–What You Need To Know” course completion date: \_\_\_\_\_  
 (Be sure to attach your Certificate of Completion)

**Please check below the areas you would like to coordinate, coach or assist:**

	<u>INTOWN</u>	<u>TRAVEL</u>	<u>NOTICE:</u> Travel Coaches are selected AFTER the teams are selected -  NOT BEFORE.
Grade Coordinator:	_____		
Boys Coach:	_____	_____	
Girls Coach:	_____	_____	
Grade(s):	_____ (K - 12 <sup>th</sup> Grade)	_____ (5 <sup>th</sup> – 8 Grade)	

