	Title: MAL Coach Requirements & Instructions
	Doc. No: MAL-001-Attachment 1
	Version: 1.0
	Effective Date: 04 October 2023- Updated 28 April 2025

INTRODUCTION


The MAL is fueled by the volunteer efforts of parents and community members from Montvale. Whether you are a head coach, assistant coach, helping organize the logistics of a sport, or bringing snacks for the kids after a sporting event, our volunteers help drive the organization as well as the sporting events for the children of the town from grades Pre K - 8.

That being said, we are always looking for new volunteers! The level of involvement is up to you – it could be coaching your child's team or as little as showing up with some cookies after a game.

If you are interested in being a head or assistant coach, there are a few requirements to be aware of ahead of volunteering. Any MAL board member can help you through the process, but it is important to take note that the following need to be completed prior to coaching.

1. **Background Check:** this must be completed every three years. The upfront associated cost is ~\$30 that can be submitted to the MAL for reimbursement.
2. **MAL Coach Code of Conduct:** All coaches are required to sign the Code of Coaching Conduct once every three years. Once signed, it can be returned to the MAL.
3. **Rutgers SAFETY Clinic:** All coaches must take this course once and won't need to take it again. More information on the clinic and available courses can be found here: <https://youthsports.rutgers.edu/safety-clinic-courses/>
4. **HEADS UP Concussion Course:** this is an online course that should be taken once a year. The course can be found here: <https://www.cdc.gov/headsup/youthsports/training/index.html>
Make sure to click the link for Coaches. There is no fee to take the course.

Any questions on the requirements, please contact [the MAL](#).

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BACKGROUND CHECK-IDENTOGO FINGERPRINTING INSTRUCTIONS

STEP 1

To register for an appointment online please refer to the [IdentoGO Form Instructions](#).

STEP 2

Upon registering, please forward your appointment confirmation email to:
backgroundchecks@montvaleboro.org


STEP 3

After attending your appointment, please send a copy of your receipt to:
backgroundchecks@montvaleboro.org

Notification Period - notification from the state is usually received 7-10 business days after your fingerprints have been taken.

STEP 4

After attending your appointment, please send a copy of your receipt to MAL Treasury for reimbursement:
mal.treasury.k8@gmail.com

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PROOF OF TRAINING REQUIRED FOR THE MAL

1. **Background Check:** will be confirmed by town via tracker.
Submit receipt for reimbursement, if interested.
2. **MAL Code of Coaching Conduct:** submit signed copy.
3. **Rutgers SAFETY Clinic:** copy of the Rutgers SAFETY Clinic Certification Card.
4. **HEADS UP Concussion Course:** submit a copy of the online certificate.

New Jersey Universal Fingerprint Form Appointment Instructions

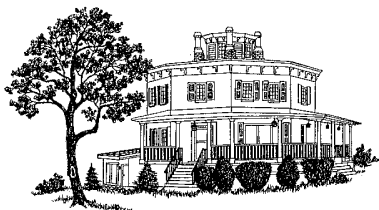
TO REGISTER FOR AN APPOINTMENT ONLINE GO TO

<https://uenroll.identogo.com/>

ENTER SERVICE CODE TO GET STARTED: **2F1J3Y**

1. PAGE 1: SCHEDULE OR MANAGE APPOINTMENT
2. PAGE 2: ENTER THE REQUIRED PERSONAL INFORMATION: LEGAL NAME, DATE OF BIRTH AND METHOD OF CONTACT
3. PAGE 3: AGENCY IDENTIFIERS- ENTER CONTRIBUTOR'S CASE NUMBER: **B20001**
4. PAGE 4: CITIZENSHIP: COUNTRY OF BIRTH, CITY OF BIRTH, STATE/PROVINCE OF BIRTH AND COUNTRY OF CITIZENSHIP
5. PAGE 5: PERSONAL QUESTIONS: 1) HAVE YOU EVER USED AN ALIAS. 2) IS YOUR MAILING ADDRESS THE SAME AS YOUR RESIDENTIAL ADDRESS
6. PAGE 6: PERSONAL INFORMATION: HEIGHT, WEIGHT, HAIR COLOR, EYE COLOR, PREFERRED LANGUAGE, GENDER AND RACE
7. PAGE 7: MAILING ADDRESS: COUNTRY, ADDRESS LINE 1, CITY, STATE, PROVINCE, POSTAL CODE
8. PAGE 8: SELECT DOCUMENTS THAT YOU WILL BRING
9. PAGE 9: ENTER ZIP CODE FOR LOCATION OF IDENTOGO (**APPOINTMENTS IN NEW YORK WILL RESULT IN AN ADDITIONAL \$39.95 OUT-OF-STATE FEE**).
10. PAGE 10: SELECT DATE AND TIME OF APPOINTMENT.
11. **PAYMENT SHOULD BE \$24.05 AND WILL BE COLLECTED FROM YOU AT THE APPOINTMENT. PAYMENT METHODS ARE DEBIT OR CREDIT CARD ONLY.**
12. PLEASE FORWARD YOUR APPOINTMENT CONFIRMATION EMAIL TO
BACKGROUNDCHECKS@MONTVALEBORO.ORG
13. AFTER ATTENDING YOUR APPOINTMENT, PLEASE SEND A COPY OF YOUR RECEIPT TO
BACKGROUNDCHECKS@MONTVALEBORO.ORG

Notification Period - Notification from the state is usually received 7-10 business days after your prints have been taken. (Due to limited staffing during the pandemic, responses could take longer so we ask that fingerprints are completed as soon as possible for your benefit.)



www.montvale.org

Borough of Montvale

12 Mercedes Drive, 2nd Floor
Montvale NJ 07645

Ph: 201-391-5700

Fx: 201-391-9317

To: Montvale Athletic League

From: Borough of Montvale

Subject: Volunteer Youth Sport Coach Background Checks

PLEASE DISSEMINATE TO ALL 2021 FALL SPORT COACHES

To ensure the safety of children in Montvale, at the request of the Borough/MAL's joint insurance fund and through resolution by the Borough's Governing Body, all coaches ages 18 and older will now be required to submit to a criminal history background check by the NJ State Police Department in order to coach any sport going forward. The purpose of this check is to ensure that adults working or volunteering with children in sports, have not committed certain crimes that could have an impact on their ability to work with kids. Background check results **must** be received by the Borough **prior** to fulfilling any coaching duties. Coaches whose background check results are not received prior to the start of the season, will not be allowed to coach until their qualifying results are received. Background checks will need to be renewed every 3 years for each coach.

In order to initiate the background check process, each coach must first submit their fingerprints for identification to the (only) State authorized vendor, IdentoGo. Specific instructions as to how coaches must go about applying for a fingerprint appointment is also attached. The appointment will take approximately 5-10 minutes. Please know that IdentoGo has temporarily closed some of their fingerprinting locations due to minimal staffing during the pandemic. We are hoping that more convenient locations will be open soon, but for now, location and appointment availability may vary. If when trying to make an appointment, the location you would like to go to says "0 Available Appointments", please note that it also says "In the next 7 days". Please then click on the location and the "next" button for more available dates to load in a drop-down menu. Do not delay making an appointment, the time slots fill up very fast and tend to book up 2 or more weeks out.

Once you have an appointment date, please forward your appointment confirmation email to BackgroundChecks@montvaleboro.org as that will notify us that you are beginning the process. The cost of the background check is \$24.05 if you book an appointment in New Jersey. There is an extra fee if you choose to book an appointment in New York.

After attending your fingerprint appointment, please send a copy of the receipt to BackgroundChecks@montvaleboro.org right away. The background check results will be sent to the Recreation Director, Lisa Dent, usually within 7-10 business days of your fingerprint appointment. **Please keep this timeline in mind as the results need to be received prior to the start of your coaching season.** Background check results are viewed solely by the Recreation Director, Lisa Dent and will be kept **completely confidential**.

The standards under which a person would be recommended for disqualification in serving their respective organization in any capacity is set forth by the State of New Jersey: "A person may be disqualified

from serving as an employee or volunteer of a nonprofit youth serving organization if that person's criminal history background check reveals a record of conviction of any of the following crimes and offenses:

- Homicide (N.J.S.A. 2C:11)
- Assault, reckless endangerment, threats, stalking (N.J.S.A. 2C:12)
- Kidnapping (N.J.S.A. 2C:13)
- Sexual Offenses (N.J.S.A. 2C:14)
- Offenses Against the Family, Children and Incompetents (N.J.S.A. 2C:24)
- Controlled Dangerous Substances (N.J.S.A. 2C:35 except for 2C:35-10(a)4)
- Robbery (N.J.S.A. 2C:15)
- Theft (N.J.S.A. 2C:20)

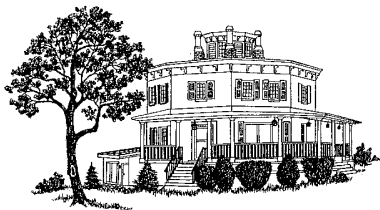
A disqualification from any position will be based only on a conviction for one or more of the above disqualifying crimes and offenses. An acquittal, a dismissal, successful completion of Pre-Trial Intervention (PTI), or an expungement of a criminal offense, including a disqualifying criminal offense, is not a disqualifying conviction.

Written information received as a result of a 'Request for Criminal History Record Information For A Noncriminal Justice Purpose' will be destroyed immediately after it has served its authorized purpose, as required by the State Police. **Such information will be kept confidential and will not be published or disclosed in any manner not consistent with the procedures listed herein. Such information will not be deemed a public record under P.L. 1963, c.73 (C:47:1A-1, et seq.) as amended and supplemented by P.L. 2001, c.404 (C:47:1A-5, et seq.)."**

If you have any questions after reading through this letter, the FAQ sheet and the attached fingerprint appointment directions, please send an email to BackgroundChecks@montvaleboro.org

Sincerely,

Lisa Dent
Recreation Director & Field Coordinator
Borough of Montvale
12 Mercedes Drive
Montvale, NJ 07645
201-391-5700 ext 251



www.montvale.org

Borough of Montvale

12 Mercedes Drive, 2nd Floor
Montvale NJ 07645

Ph: 201-391-5700

Fx: 201-391-9317

Background Check FAQ

Am I required to submit a background check?

Yes, every coach (regardless of their profession) must submit a background check in order to be eligible to coach.

Do I need to have a background check every year that I coach?

At this time, coaches are required to submit to a background check every 3 years. Coaches who fully executed their background check in Fall 2020, are exempt until Fall 2023.

Why do we need to do these background checks?

These background checks are a requirement by both the Borough and MAL's joint insurance.

I've already completed a background check for my profession or otherwise, can it be transferred for these purposes?

No, background checks of any type or variety are not transferrable from one organization/company to another. Additionally, results and/or fingerprints are not kept on file by IdentoGO. We are also not able to accept proof of a background check by any other entity. All background checks must be conducted independently by each requesting organization. This policy is state-mandated.

Transferring background check results would open up both organizations to liability, would not guarantee a crime wasn't committed in the meantime and the sharing of this information would be a direct violation of state regulations: *"Such information will be kept confidential and will not be published or disclosed in any manner not consistent with the procedures listed herein. Such information will not be deemed a public record under P.L. 1963, c.73 (C:47:1A-1, et seq.) as amended and supplemented by P.L. 2001, c.404 (C:47:1A-5, et seq.)."*

I've been fingerprinted recently so wouldn't my fingerprints or record be in the system already?

Fingerprints must be taken at the time of application by each organization that requires this type of background check. Fingerprints are used as a method of identification for each background check. Results of a background check are solely given to the organization that is requesting the check which is why we have a unique contributor's case number (MAL's is B20001). As a requirement of the Borough and MAL's insurance, all volunteers and/or employees of a youth-serving organization, must be fingerprinted for their background check. This policy is applicable to people across all professions and is inclusive of school employees and law enforcement officers (who must have the same checks for their own professions).

Can the Montvale Police fingerprint coaches instead of the State vendor, IDENTOGO?

The Montvale Police Department has been and continues to be consulted on this matter. They are not able to fingerprint any volunteer or handle any application for a background check for these purposes. The New Jersey State Police Department removed any ability for municipal, county and state departments to access to the tab that used to exist on their system years ago. Therefore, the software does not exist anymore for them to be able to complete this type of background check for youth serving organizations. Identogo is the contracted vendor by the State of NJ to conduct fingerprinting functions. Police departments in NJ can only fingerprint people in cases of criminal arrest, criminal justice employment and registrations into the Megan's Law System.

Can another vendor be used instead of Identogo that has more convenient locations?


No, the State mandates that everyone go through Identogo for this type of background check. Usually, Identogo has many other locations aside from Garfield, such as Paramus, but the pandemic has caused temporary closures of some locations. We hope that they will reopen more locations soon, but the State does not have a clear consensus on when that will be. For those who are not able to go for fingerprints during the work day, please note that the Garfield location hours on Wednesdays are 09:00 AM - 04:00 PM & 05:00 PM - 07:20 PM. On Mondays, Tuesdays, Thursdays and Fridays, they open at 7:00 AM. I would highly recommend scheduling an appointment soon if you need hours outside of 9:00 AM – 5:00 PM so that you don't get closed out of those times.

Can Identogo send someone to Montvale for a few hours one day?

No, Identogo will not send someone to us. All towns doing background checks for youth serving organizations must physically go to the Identogo locations to submit fingerprints. The appointment itself will take between 5 and 15 minutes.


Does a different type of background check suffice?

No, the background check that the State does is the most comprehensive check and therefore provides the best protection for all involved. Fingerprint identification is also a guaranteed proof of identity as opposed to other methods that can be altered.

	Title: MAL Coach Code of Conduct
	Doc. No: MAL-002
	Version: 1.0
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As a MAL coach, I acknowledge having read the following rules and agree to strictly adhere to them:

1. I will take, understand and abide by, the Rutgers SAFETY Clinic (once), the "Heads Up: Concussion in Youth Sports" online course (annually), and I will provide proof of completion to the MAL. I will also submit my fingerprints via IdentoGo (once every three years), so the NJ State Police can conduct a background check.
2. I will understand, and abide by, and teach, the rules of the sport I am coaching and the league my team is participating in.
3. I will teach children how to play and enjoy sports.
4. I will care about the welfare, development, and enjoyment of the child more than winning. (Note: Travel coaches will generally emphasize winning more.) Teamwork, good sportsmanship, self-discipline, and building self esteem are my ultimate goals.
5. When helping to create the teams with the other coaches, my priority is for competitive balance across all teams - not to make sure my team is the strongest. I will draft my team fairly.
6. I will always conduct myself in a positive manner and exercise self-control. I will never use, or tolerate, inappropriate language or gestures.
7. I will not embarrass my players. I will not yell negatively at them. I will always be supportive. I will only raise my voice to positively direct, encourage, or cheer. I will not criticize a player in public but will instead offer constructive criticism in private.
8. I will not touch my players.
9. I will show equal interest in all players, regardless of ability or personal relationship. I will not favor my own child or his/her friends over others.
10. I will abide by the playing-time rules set by each sport. I will communicate these rules to the parents before the first game. (Note: Recreation and travel have different playing time rules with recreation coaches generally ensuring equal playing time while travel coaches have more discretion over playing time per player based mostly on relative talent.)
11. I will make every effort possible to hold all practices and to play all games scheduled. If there is a cancellation, I will make every effort possible to hold a makeup.
12. I will never engage in, or tolerate, bullying, bad sportsmanship, cheating, or foul play.
13. I will lead by example and always demonstrate good sportsmanship. I will teach my players to be humble in victory, and courteous in defeat. I will not embarrass my opponent.
14. I will enforce player, coach and parent code of conducts. I will keep control over my players/spectators/other coaches at all times. If things get out of control, I will do my best to immediately diffuse the situation.
15. I, and my players/spectators/other coaches, will respect the facilities and equipment that we use. We will follow all rules and regulations of the facility. I will ensure that we clean up after ourselves before leaving, and ensure that equipment is properly taken care of and stored.
16. I will always consider player safety. I will be aware of any medical condition. "When in doubt, I will sit them out."

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17. I will have a first aid kit always available. I will try to learn basic first aid. I will teach the importance of hydration.
18. I, and my players/spectators/other coaches, will always respect the opposing players/spectators/coaches, the officials and MAL Board members. We will never evade their personal space, touch them, yell at them or threaten them.
19. I, and my players/spectators/other coaches, will always respect the officials regardless of how a game is being officiated. We will never criticize/question or "educate" them. We will accept their calls as we understand they are making calls as best they can.
20. The official's calls are not arguable. I, and my players/spectators/other coaches will never confront an official during or after a game. If I have a concern regarding the officiating, I will contact the MAL commissioner.
21. I, and my spectators/other coaches, will never enter the field/court without being invited by the official.
22. If a player/spectator/coach receives a yellow card, red card, technical foul, etc. or is ejected from a game, I will proactively report the incident (including my own infractions) to the MAL commissioner and/or an MAL board member within 24 hours. I will then submit a written narrative to the MAL within 72 hours.

I understand that failure to adhere to the above rules (or poor personal conduct outside the MAL) will result in a review by the MAL Grievance and Ethics Committee, which may result in disciplinary action that could include, but is not limited to the following:

- A warning.
- Removal from game.
- Suspension from future game/s.
- Dismissal as coach for the rest of the season or for an entire year.
- Permanent ban from coaching any MAL team.

I understand that I have the right to appeal any disciplinary action decided against me.

I will adhere to the Coaching Code of Conduct as stated above.

Name	Signature	Date
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