

Dear Prospective Sacred Heart CYO Coaches:

Thank you for your interest in coaching or assisting in the Sacred Heart CYO basketball program. This program is entirely volunteer-run, and parents of all participants need to understand the importance of helping with coaching as well as all the other administrative duties required to run a successful program.

For several years now the Diocese of Albany has required that any staff or volunteers who work with children have Virtus training about sexual abuse of children. Also, you need to sign a waiver which allows the Diocese to conduct a personal and professional background check.

Each year we will communicate a schedule of training sessions at various Capital District Churches. The Diocese confirms training by sending a certificate to our parish, Sacred Heart Castleton, so it's better that I inform the host training site ahead of time about who is going and the parish they're affiliated with. However, you do not need to pre-register for any of these sessions so feel free to attend regardless of whether or not you've contacted me.

Also attached is the background check information form, and instructions. Your signature is needed (near the middle of the page) to authorize a background check. If you have an adult nearby, i.e. spouse, they can be your witness. If you leave it blank, I will be your witness. The vital information you need to disclose are your social security and driver's license numbers. The signature at the bottom is needed **ONLY** if you **REFUSE** to undergo a background screening. Please return to me at **32 Benedict Street, Castleton, NY 12033**.

All CYO Coaches read the Roman Catholic Diocese of Albany Guidelines for Professional Conduct and sign appendix H of the Code of Conduct and return it to either myself, or your respective coordinator.

Please contact me if you have any questions. My email is [mjracz@verizon.net](mailto:mjracz@verizon.net) and my phone # is 732-4783 if you need to contact me to inform me of your plans regarding Virtus training or for any other reason. Thank you for your cooperation.

Mike Racz  
CYO Board Member