1.  Get your clearances!  There are 4 that you need.

- **PA Child Abuse**   <https://www.compass.state.pa.us/cwis/public/home>

**- PA  Criminal Check**   <https://epatch.state.pa.us/Home.jsp>

**- Disclosure Form**  <http://www.epsarc.org/Portals/0/FBI%20Disclosure%20Statement%20for%20minors%20-%20Referee.pdf>

**- FBI Check (Only if you have lived outside of PA in the last 10 years)** <https://www.pa.cogentid.com/index_dpwNew.htm>

-**Concussion Training - (takes about 30 minutes)**  <https://www.cdc.gov/concussion/HeadsUp/Training/index.html>

2.  Once you have the clearances in PDF form, you can take the steps to upload them.

- We are using a new service to monitor and track our coach clearances.  It takes 5 minutes and is mandatory.  Make sure you have the PDFs are in separate files on the computer you are using before you start.

Go here:  <http://www.backgroundmanager.com/>

Click on:  Giant Green Button "Start Background Check"

Enter Organization Code:  hvaa

Follow the steps.

3.  Send the concussion certificate to Brad Sorkin (hvaapride@yahoo.com)

I know it seems like a lot, but it really takes very little time to comply with everything and the clearances are good for 5 years.