



2 PARK PLAZA
ALPHARETTA, GA 30009
PHONE: 678.297.6000
WWW.ALPHARETTA.GA.US

Dear Prospective Coach:

Thank you for your interest in coaching a youth athletic team for the upcoming season for the City of Alpharetta Recreation, Parks and Cultural Services (ARPCS). To be considered for this volunteer opportunity, please review the information below and provide the documentation requested. If you are selected to coach a team, a member of our staff will contact you.

Please complete the forms, applications, and training programs as outlined in this letter. Submit electronic documents and certificates to athleticprograms@alpharetta.ga.us. Drop off hard copy documents to Wills Park Recreation Center, 11925 Wills Road, Alpharetta, GA 30009.

Background Check Requirements and Paperwork to ARPCS:

- Criminal History Request Form
- Photo ID, scanned color copy (i.e. Driver's License or Passport)
- Signed Coaches Code of Conduct

Training Requirements:

- Mandatory Reporter Training

<https://www.prosolutionstraining.com>

On the introduction screen, click Training topics in the Human Services box. On the list of courses available, click on Child Abuse and Neglect (4). Select Child Abuse and Neglect (Human Services); Child Abuse and Neglect: Mandatory Reporting Requirements for Employees, Volunteers, and Contractors of Georgia Public Schools. Print certificate upon completion.

- Concussion Awareness

<http://www.cdc.gov/headsup/youthsports/training/index.html>

Print certificate upon completion.

All forms must be filled out completely and legibly. Please sign forms where indicated. Questions? Call 678.297.6163.

Respectfully,
Alpharetta Recreation, Parks and Cultural Services Staff

MAYOR
JIM GILVIN

MAYOR PRO TEM
DAN MERKEL

COUNCIL MEMBERS
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