

TO: All SJF Coaches  
FROM: Mike Berger / SJF Athletic Board

All volunteers, including our coaches, are required to comply with the Archdiocese of Chicago requirements for volunteers who work in our parishes and especially those who work with our children. All coaches must be in compliance with these requirements by October 1, 2009. If you are not in compliance at that time, you will not be able to continue coaching. For more information, check the Archdiocese website, [www.archchicago.org](http://www.archchicago.org), under Protecting Children or read the enclosed Frequently Asked Questions.

To comply with these requirements, each volunteer must complete the following:

1. Complete Virtus training and maintain compliance by staying up to date with the online training. Many of our volunteers completed the initial in-person training several years ago. If you have completed that training, you will only need to keep up with the on-line continuing training. If you have not done the Virtus training, you will need to register on-line for a session per the instructions below. I have provided some local options in an attachment but please refer to the website as you must pre-register on-line. If you have not maintained your training, please follow the instructions below to activate your account and complete the required on-line training. If you believe you are up to date, please complete the confirmation form on the next page indicating such and I can confirm that you are listed in the Archdiocese's Virtus database.
2. Complete on-line background check. Again, many of our coaches have completed this in the past. If so, you will not have to complete again. I will have access to a database which will confirm your status. If you have not completed the background check, please follow the instructions below. If you believe you are up to date, please complete the confirmation form on the next page indicating such and I can confirm that you are listed in the Archdiocese's background check database.
3. Read the Code of Conduct for Church Personnel and sign the Code of Conduct Acknowledgment Form (Employees and Volunteers) and return to me.
4. Complete the CANTS form and return to me.

If possible, please submit all required paperwork to me (Code of Conduct, CANTS, confirmation form) in one envelope with my name on it. The envelope can be dropped at the school or rectory office.

If you have any questions, you can contact me either by phone, 773.233.2474, or by email at [mike.berger@exide.com](mailto:mike.berger@exide.com).

Thanks for your cooperation and thank you for coaching our children,

Mike Berger