

**TBYFL/ HILLSBOROUGH COUNTY  
VOLUNTEER BACKGROUND CHECK  
AND CERTIFICATION TRAINING**

**All TBYFL Volunteers (*any one who will be in contact with the children and on the practice or playing field*) must have a valid Hillsborough County ID badge.**

If you are a new volunteer you will need to complete the process below.

If you did not get your ID card last year after completing the background and training, or you lost your ID card, contact Kathy Eber at 744-5595 x221.

TBYFL will not take ID pictures this year. It is your responsibility as a volunteer to complete the steps below to ensure you have an ID badge.

No Volunteers will be permitted to access the playing field at Skyway/Oldsmar/Progress Village without a valid Hillsborough County ID badge.

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**Hillsborough County  
BACKGROUND CHECK PROCEDURES - CHANGES**

Beginning November 1, 2008, all volunteer background applications should be sent to the address below. In order to be more efficient, Hillsborough County has implemented this procedure to better benefit volunteers.

1. Fill out the new background application (attached) with a clear copy of your Driver License.  
You can also access the form and Coaching Class schedule through the Hillsborough County site or at TBYFL.com

Hillsborough County Site:

- 1) [www.hillsboroughcounty.org](http://www.hillsboroughcounty.org)
- 2) A to Z index
- 3) P for Parks, Recreation and Conservation Department
- 4) Applications/Forms
- 5) Youth Sports Volunteer Form

2. Mail or deliver to:

Parks, Recreation and Conservation Department  
Attn: Human Services  
10119 Windhorst Road  
Brandon, FL 33619

You may also e-mail the form and License copy to Glenda Henderson:  
[hendersong@hillsboroughcounty.org](mailto:hendersong@hillsboroughcounty.org)

3. Applications will be processed by Hillsborough Departmental Human Services.

**If your Application is approved:**

Results will be provided weekly directly to the League President and Kathy Eber, Volunteer Training Coordinator.

Once your application has cleared, you will need to pre-register to take the coach's certification training beginning January 2009.

Contact Kathy at 744-5595 x221, if you do not reach Kathy, leave a message on voicemail with the date you want to attend and a contact phone number.

You can access the Coaching Class schedule through the Hillsborough County site.

Hillsborough County Site:

Go to:

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- 2) A to Z index
- 3) P for Parks, Recreation and Conservation Department
- 4) Athletics Services
- 5) Coaching Certification Classes

Your Picture ID cards will ONLY be issued at the coaches training class and ONLY after your background check has cleared.

The County Class is good for two years, good for all sports and is free.

NYSCLA online class is approved as a substitute for the County required coach's training. You can go to any Coaching class, with a copy of your card and member ID number to get credit for the course and have your picture taken. This class is good for one year, cost of \$25.00 and is sport specific.

**If your Application is denied:**

Results will be provided directly to the applicant (via mail); to Kathy Eber, Volunteer Training Coordinator and to TBYFL League President.

1. TBFL League President will contact the Organizational Athletic Director.
2. Volunteer will need to schedule a review hearing with TBYFL. Contact League President to schedule hearing.
3. After the hearing, the volunteer must complete the Hillsborough County Appeal Request Form (*included with the denial letter from the County*), and have a member of the Review Committee sign the form.
4. Volunteer must return the Appeal Request Form to Glenda Henderson at the same address identified in #2 under Background check procedures above.

5. Volunteer will need to follow up with Glenda to schedule an Appeal hearing with Hillsborough County.
6. If approved as a result of the Appeal, contact Kathy Eber to pre-register for the coaches certification training class.

Contact Kathy at 744-5595 x221, if you do not reach Kathy directly, leave a message on voicemail with the date you want to attend and a contact phone number.

You can access the Coaching Class schedule through the Hillsborough County site.

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