

## Addendum V: Volunteer Checklist

### Pre - Volunteer Coach K-6 Checklist

Volunteer Coaches in the K-6 program are required to complete certain checks **PRIOR** to volunteering at The Summit Country Day School and notice of completion should be on file with The Summit's HR Director.

- VIRTUS® Child Awareness Session**  
Volunteer coaches **MUST** create a VIRTUS® User Account and Password at [www.virtusonline.org](http://www.virtusonline.org). Retain your sign on information as you will need monthly. After creating an account, candidate must register in ADVANCE for a VIRTUS® session. This first session will last approximately 3 hours. These classes can be taken anywhere they are offered so convenient for individual schedules. Attend and sign in when arriving at the VIRTUS® session.
- SELECTION.COM® Background Check**  
Once you have **completed** the VIRTUS® session you will receive an email from VIRTUS® notifying you that your account is active. At this time you can proceed to your VIRTUS® account, log in, go to the toolbox tab at the top of the page and then to the left you will see SELECTION.COM® background check. Click on this link and complete your online background check within your VIRTUS® account. Results are immediate. Submit receipt to commissioner for reimbursement.
- B-4 FORM**  
Completion of the [Archdiocesan B-4 form](#) and submission to the Human Resource Office or The Summit Country Day School through the person of the Commissioner. *Note: Hiring Agent is Maria Hill.*
- NFHS (Concussions)**  
Coach shall take the National Federation of High School Associations' [class](#), print the certificate, save as a PDF and submit the certificate to the K-6 Athletic Coordinator *as well as complete any league required training/paperwork.*
- The Summit Country Day School Quick Guide to Crisis Management**  
Coach shall receive and possess this document at all school sponsored events.
- Summit EMA's**  
Coach has received copies of each student-athletes EMA and understands the need to have these documents present at all games, practices and other team events.
- Lindsey Law – Cardiac Arrest**  
A Sudden Cardiac Arrest (SCA) occurs when the heart suddenly and unexpectedly stops beating, cutting off blood flow to the brain and other vital organs. If you are a coach in a community program, please use the following resource: [NFHS Learning Center](#)
- CPR / First Aid (Preferred)**  
[The American Red Cross](#) offers hands-on, in-person classes at convenient times, in locations close to you. Or, choose one of our online training options: complete the online portion at your own pace, then come in for a short session to check your skills.
- Acknowledgement of K-6 Athletic Handbook Form**  
Coach has received, reviewed and agrees to follow all policy and procedural information contained in the handbook.