

Good Evening-

Thank you for your interest in coaching or assistant coaching for the up coming spring track season. Even though it is cold outside the spring track season is just around the corner. Prior to the start of each track season we ask all potential coaches and assistant coaches to complete both a membership application to USA Track and Field along with a background check. As a provision of our insurance coverage these two things are required and not negotiable. In order to coach or assistant coach interested individuals must complete both requirements. Taking the feedback that you provided us regarding security EPTFA is now offering a second option for completion of the coaching forms. This second option limits the amount of personal information that you provide to the association and will allow you to complete your paperwork prior to the upcoming coach's clinic.

I'm attaching two documents. The first is the USA Track and Field application. Please go to <https://www.usatf.org/membership/application/index.asp> and complete your membership online. When you have completed the process and receive your number please forward the receipt to [Treasurer@EPTFA.org](mailto:Treasurer@EPTFA.org) and EPTFA will reimburse you the cost of you membership up to \$30.

Once you have a membership please complete your background check by going to <http://www.usatf.org/about/programs/backgroundChecks/>. Please go through the appropriate steps to complete the study. When you have completed the study the company will send you an email confirmation. Please forward the confirmation to [Treasurer@EPTFA.org](mailto:Treasurer@EPTFA.org) and EPTFA will reimburse for the \$8 cost.

We are requiring that all coaches intending to coach or assistant coach this season have their paperwork completed **no later than March 12<sup>th</sup>**. This timeline will assure us that all paperwork has cleared prior to our first night on the track.

While this process is a change to the way that we have provided services in the past we will continue to have the old paper way of completing forms at the coach's clinic for you to complete should you desire.

We hope that this process is better than years past but if not we will continue to work with our coaches to find a easier way of meeting our requirements. If you have any questions or would like to discuss the process please contact me at [Treasurer@EPTFA.org](mailto:Treasurer@EPTFA.org)

Thank you and I look forward to see everyone on the track!

Scott Welter  
Treasurer  
EPTFA