

Dear New (or renewing) Coach,

Before anything else, thank you so much for volunteering! On behalf of the Youth Sports and Fitness (YSF) team as well as the entire Zama sporting community, we really appreciate you stepping up to help ensure the kids in our programs have as many opportunities to play as possible. Without volunteer coaches like you it would be nearly impossible to have any kind of sports program.

The first step on your journey to becoming a coach is to become cleared. Unfortunately, despite the clearances you may have with the military, the Child and Youth Services (CYS) program requires additional checks above and beyond the normal. The good news is, if you do have those advanced clearances, the process should go quick.

To initiate your application, background checks, and gather some basic information you will need to fill out the following forms.

1. LF-YSF01 Coaching Application Information Sheet
2. LF-YSF02 Coach References
3. IMCOM Form 30 Work Order (**ONLY SECTION I (one) Applicant Provided Information**)
4. DA-5018-R Statement of Release
5. DD-2793 Volunteer Agreement
6. DD-2981 Statement of Admission

Each of these documents are required to complete your screening and enrollment as a volunteer coach. We appreciate that it is quite a bit of paperwork, and we are actively working on ensuring the process can be as simple as possible. We also understand that some of the paperwork seems redundant, but they are often required by different agencies for different purposes, so we cannot cut those forms.

Once completed you can return the forms via email. If you are able to digitally sign the forms please do so. If not, please still send the forms, and we will print them out for you to sign in the office. You can also print and sign at home. You can find the forms at <https://zama.armymwr.com/programs/youth-sports-fitness>

Additionally, part of the requirement to coach is having up to date immunizations. Please provide a copy of your immunization record, to include current annual flu vaccine, to our office for review. You can also provide your MEDPROS record of immunization if you have access to that system. <https://medpros.mods.army.mil/MEDPROSNew/registerMedpros.aspx> You can log in with your CAC, click "Access your individual MEDPROS record", then click "Immunizations" and print that page to PDF.

If you have any questions about these forms or any other aspect of coaching for CYS, please do not hesitate to reach out. You can contact our office during the day at 262-6137 or the YSF Director via email at brandon.m.bergeron.naf@mail.mil and Assistant Director at Bryant.c.davidson.naf@mail.mil

Thank you,

The Youth Sports and Fitness Team

