

PA Required Clearances for Coaches

PENNSYLVANIA LAW REQUIRES that every adult who supervises children in an employment or volunteer organization apply for and submit a set of verified state and federal clearances. This law applies to adults who function as supervisors of other people's minor children, under the auspices of a public or private institution, regardless of the type of activity.

It is the responsibility of the sponsoring school or organization that you are representing to maintain on file all background clearances required by the Commonwealth of Pennsylvania for each coach and adult volunteer who supervises other people's minor children. In addition, Millersville University, our EC-PA Regional Tournament venue, requires EC-PA, by contract, to collect documentation of the PA State Required Clearances from all of our region's coaches: Head Coaches, Co-Coaches, and Assistant Coaches included.

It is the head coach's responsibility to make sure all co-coaches, assistant coaches, or volunteers have the appropriate clearances documented with the corresponding school/organization that they are representing. The head coach is to make sure that the attached verification form is completed for all volunteers. **All clearances must be submitted no later than February 1, 2024.**

If you have already obtained your state required clearances:

Please print the Letter to Organization Administrators with the included Clearances Checklist. Submit the Letter/Checklist document to the designated administrator of your sponsoring organization.

1. Ask the administrator to copy the form with the checklist onto official school/organizational letterhead or staple a page that reads "Verified" on their letterhead to the form. We need a copy of the official letterhead.
2. Ask him/her to complete the check list verifying that your clearances are on file, and to sign and date the document. Once the administrator has completed the "clearances on file" check list and signed/dated the letter, please sign/date it yourself and send it to

**EC PA Odyssey of the Mind, c/o Zina Jensen
125 Hickory Rd
Carlisle, PA 17015**

You may also send the documents electronically to clearances.ec@paodyssey.com