



## Steps to Become a New CYO Coach

\*Age Requirements 18yrs of age for Assistant Coaches & Sport Ministers.  
21yrs of age for Head Coach.

1. Set up your Virtus account User ID and Password by going to the following website:  
[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=22110](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=22110).
  - a. If you already have a Virtus account because you volunteer for another ministry, or you are an employee, you do not need to set up a new account and can go straight to Step 2.
2. Once you have your Virtus account set up you will be able to automatically put in your information to have your criminal background check run. Be sure to indicate you are ministering to children. You will be prompted to select your online training courses. Be sure to select the most recent **Protecting God's Children** as well as **Sexual Harassment Training**.
3. Register for and complete the Coaching Coaches "**Coaching to Make a Positive Difference**" online training program (\$24.95) at the following website:  
[https://els.coaching-coaches.com/user/register?regcode=sanantonio\\_cyo](https://els.coaching-coaches.com/user/register?regcode=sanantonio_cyo)
4. Once you have completed the required courses (Protecting God's Children, Sexual Harassment Training & Coaching to Make a Positive Difference), you will need to contact the CYO Office @ 210-734-2620 or email us at [cyo@archsa.org](mailto:cyo@archsa.org) to confirm your criminal background check was approved through Virtus. If you are emailing to follow up, **DO NOT** attach your training certificates, as we have access to these online. We will need the name and email address you used when you signed up for the online training along with the parish or school program you are volunteering with. Once these steps are all completed, you will be able to schedule an appointment to receive your badge. Thank you for volunteering for the CYO Ministry.

**NOTE: Coach Badges will be issued for the Winter Season starting Monday, November 14, 2022. All coaches must have a valid badge to be present on the bench during games by the start of their regular season. There is no grace period for coaches to be on the bench without a badge. Last day to receive a coach badge for the Winter Season will be Monday, January 16, 2023.**

(Revised for Winter 2022 - 10/27/2022)