



## Steps for Current CYO Coaches to Get Recertified

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

1. Send an email to [cyo@archsa.org](mailto:cyo@archsa.org) to have your criminal background check re-run. In your email, include the name and email address you used in your Virtus account, as well as your Virtus User ID, along with the parish or school program you are volunteering with. We will then send a request to Virtus to have your previous background check re-run. To access your existing Virtus account use the following website: <http://virtusonline.org/virtus/>. If you do not know your Virtus User ID, **DO NOT** create a new account. Follow the steps below:
  - a. Recover your User ID from Virtus at the following website: [http://virtusonline.org/virtus/forgot\\_password.cfm](http://virtusonline.org/virtus/forgot_password.cfm).
  - b. Once you are in your Virtus account, be sure to update your personal contact information, including your date of birth and driver's license number so that they will be able to re-run your background check.
2. Once you are in your Virtus account, the most recent **Protecting God's Children** and **Sexual Harassment Training** should already be assigned to your profile. If not, you will need to manually select the most recent **Protecting God's Children** and **Sexual Harassment Trainings**.
3. Create a new account, register, and complete the Coaching Coaches "**Looking in the Mirror**" online training program (\$24.95) at the following website: <https://els.coaching-coaches.com/user/register?regcode=limsan>.
4. Once you have completed the required courses (Protecting God's Children, Sexual Harassment Training & Looking in the Mirror), you will need to contact the CYO Office @ 210-734-1944 or email us at [cyo@archsa.org](mailto:cyo@archsa.org) to confirm your criminal background check was re-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 updated badge. Thank you for volunteering for the CYO Ministry.

**NOTE: Coach Badges will be issued for the Spring Season starting Monday, March 3, 2025. 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. The last day to receive a coach badge for the Spring Season will be Monday, April, 21, 2025.**

(Revised for Spring 2025 - 02/03/2025)