



School Coaches/ Community Centers Documents Needed for OYWA Badge: **Revised 10/8/25**

You will need to submit proof:

- System opens on September 15th. You have 90 days to complete the process. Process ends on January 1st.
- An official letter from the school district and documentation of employment as a coach. This letter from the **Principal or Athletic director on official** letterhead stating that you have completed the background check, and that states you are approved as a possible coach for the school district.
 - Please have these documents emailed or mailed to OYWA Support Desk.
 - [Email Link](#)
 - Address: 4710 Fishcreek Rd. Stow 44224
- Please be sure to file the school coach form online ([LINK](#)).
- You will also need to **MAIL \$5.00 check to support desk (4710 Fishcreek Rd. Stow, 44224.**
- Those approved for badges are printed on Sat/Sun and usually mailed on Monday. If you wait till December, I will tell you that the USPS is very slow, suggest you add more postage to ensure your badge will get to you in time.

Remember all coaches must have a background check every two years.