



# Volunteer Coach Application Form

Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

City, Zip: \_\_\_\_\_ Other Phone # \_\_\_\_\_

Sport you wish to coach:  Fall Soccer  Spring Soccer  Both Soccer Seasons  Fall Flag Football  Winter Basketball

Preferred age group desired: \_\_\_\_\_ Preferred league desired:  Boys  Girls

Position Desired:  Head Coach  Assistant Coach

Name the person you wish to coach with: *(He/she must also complete this form.)* \_\_\_\_\_

Your reason for applying: \_\_\_\_\_

### Previous Experience:

Instructional Leadership of Children (explain): \_\_\_\_\_

### Coaching Education:

Courses  Clinics  Books  Videos  Other

Explain: \_\_\_\_\_

### Previous coaching experience:

Sport	Year(s)	Agency
_____	_____	_____
_____	_____	_____
_____	_____	_____

Coaching Certifications: \_\_\_\_\_

CPR Certified Expiration Date: \_\_\_\_\_  First Aid Certified Expiration Date: \_\_\_\_\_

### References:

Name	Relationship	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____



# Coaching Contract

I understand that my responsibilities as a youth coach are of great importance and that my actions have the potential to significantly influence the young athletes I coach. Therefore, I promise to uphold the following rights of young athletes to the best of my ability.

- I. Right to participate in sports
- II. Right to participate at a level commensurate with each child's maturity and ability
- III. Right to have qualified adult leadership
- IV. Right to play as a child and not as an adult
- V. Right of children to share in the leadership and decision-making of their sport participation
- VI. Right to participate in safe and healthy environments
- VII. Right to proper preparation for participation in sports
- VIII. Right to an equal opportunity to strive for success
- IX. Right to be treated with dignity
- X. Right to have fun in sports

I also promise to conduct myself in accordance with the Code of Ethics for Coaches as given next.

1. I will treat each athlete, opposing coach, official, parent and administrator with respect and dignity.
2. I will do my best to learn the fundamental skills, teaching and evaluation techniques, and strategies of my sport.
3. I will become thoroughly familiar with the rules of my sport.
4. I will become familiar with the objectives of the youth sport program with which I am affiliated. I will strive to achieve these objectives and communicate them to my athletes and their parents.
5. I will uphold the authority of officials who are assigned to the contests in which I coach and I will assist them in every way to conduct fair and impartial competitive contests.
6. I will learn the strengths and weaknesses of my athletes so that I might place them in situations where they have a maximum opportunity to achieve success.
7. I will conduct my practices and contests so that all athletes have an opportunity to improve their skill level through active participation.
8. I will communicate to my athletes and their parents the rights and responsibilities of individuals on our team.
9. I will cooperate with the administrator of our organization in the enforcement of rules and regulations, and I will report any irregularities that violate sound competitive practices.
10. I will protect the health and safety of my athletes by insisting that all of the activities under my control are conducted for their psychological and physiological welfare, rather than for the vicarious interests of adults.

With my signature, which I voluntarily affix to this contract, I acknowledge that I have read, understood, and will do my best to fulfill the promises made herein.

Sport \_\_\_\_\_ Season/Year \_\_\_\_\_

Please Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(18 years or older or Parent/Guardian)

Date



# Coaches Code of Conduct

The purpose of the Code of Conduct is to establish common expectations of players, parents and coaches so that youth sports programs provide a constructive learning experience for players in a positive sports environment.

## Expectations of Coaches:

Coaches should remember the purpose of the program is for players to have a constructive learning experience within an enjoyable team activity.

- Help players develop an appreciation for the sport
- Keep winning and losing in the proper perspective

Coaches will demonstrate good sportsmanship by being positive role models.

- Be on time for meetings, practices and games
- Show respect in language and behavior toward players, coaches, officials and parents
- Be approachable for players and parents

Coaches will promote a healthy and safe environment for players.

- Monitor the court for safety considerations
- Monitor the condition of all equipment for safety considerations
- Refrain from the use of substances that are illegal to players in the presence of players in the sports environment (tobacco, alcohol, drugs)
- Coaches will teach and reinforce the fundamentals and basic skills of the sport.
- Coaches should possess knowledge of game/league rules. Rules and other resources are available from the Park District.
- Coaches will accept responsibility for the conduct of all players, assistant coaches, parents and fans connected with their teams.
- Coaches will use the designated communication process when they have an issue with the program.
- Coaches will know and support the consequences to players and parents if there are violations of the Code of Conduct and be consistent and fair in the application of the Code. Consequences can be found in league rules.
- Coaches will communicate with players and parents regarding:
  - Player and parent expectations
  - Game/league rules
  - Communication process
  - Consequences for players and parents if there are violations of the Code of Conduct
  - Volunteer assistance with the program

## As a Coach, I WILL:

- Treat all program participants and volunteers with respect and dignity, including, but not limited to, minor/vulnerable adult participants and volunteers.
- Use positive reinforcement with minor and vulnerable adult participants and volunteers through verbal praise.
- Work in open environments, avoid seclusion and work in teams when with minor or vulnerable adult participants and volunteers.
- Use appropriate physical contact, such as high fives, handshakes, fist bumps, pats on the head, back or shoulder or short side/shoulder hugs.
- Be familiar with and comply with the Agency's Boundary Violations Policy.
- Be familiar with and comply with the Agency's Overnight and Travel Abroad Events and Programs Policy, as well as all other policies and requirements imposed by the Agency to prevent sexual abuse of minors or vulnerable adults.
- Be familiar with and comply with all applicable mandated reporter laws, policies and requirements when applicable.
- Cooperate fully with any investigation when requested.
- Participate in all required training on sexual abuse prevention and, when applicable, mandated reporting.
- Refrain from conduct that could be interpreted as sexual in nature toward minor/vulnerable adult participants or volunteers.

## As a Coach, I WILL NOT:

- Touch or speak to a minor or vulnerable adult participant or volunteer in a sexual, inappropriate, flirtatious or inappropriate manner.
- Engage in tickling, rough-housing, wrestling, sitting on laps, piggybacks, kissing, cuddling, and putting hands in pockets of participants or volunteers, or other similar physical activities.
- Inflict any physical or emotional abuse or violence, such as striking, spanking, shaking, slapping, humiliating, ridiculing, targeted or repeated teasing, threatening or degrading a minor/vulnerable adult participant or volunteer.
- Use profanity, engage in constant and/or nonconstructive criticism, name call, bully or scapegoat minor/vulnerable adult participants or volunteers.
- Give vehicle rides to minor or vulnerable adult participants or volunteers at all during or as part of Agency programs, unless I am specifically trained by, and given permission by, the Agency to do so.
- Give vehicle rides to minor or vulnerable adult participants or volunteers outside of Agency programs, if those individuals are not family members. Give vehicle rides to minor or vulnerable adult participants or volunteers outside of Agency programs, if those individuals are not family members, unless I have the written permission of the parents/guardians of that individual, and I provide proof of the written permission to my immediate supervisor at the Agency.
- Use personal communications (e.g., mobile phone, social networking sites, write letters, etc.) for contact with minor or vulnerable adult participants or volunteers, unless specifically agreed to by the Agency. For more information, please see the Agency's Electronic Communication with Minors and Vulnerable Adults Policy.
- Accept gifts, give gifts or single out a minor or vulnerable adult participant or volunteer in any way other than for group/program celebrations.
- Use or provide alcohol, tobacco, drugs or anything prohibited by law to minor/vulnerable adult participants or volunteers.

## Expectations of Players

- Players should remember the purpose of the program is for them to have a positive learning experience within an enjoyable team activity.
  - Develop an appreciation of the sport
  - Keep winning and losing in the proper perspective
- Players will demonstrate good sportsmanship.
  - Be on time for meetings, practices and games
  - Show respect in language and behavior toward players, coaches, officials and parents
- Players will personally strive to promote a healthy and safe environment for themselves and other players.
  - Check condition of all equipment for safety considerations
  - Monitor their own health to know the physical conditions required for playing safely
  - Refrain from the use of illegal substances (tobacco, alcohol, drugs)
- Players will learn the fundamentals and develop and practice the basic skills of the sport.
- Players will build their knowledge of the game/league rules.
- Players will accept responsibility for their own behavior.
- Players will know and support the Code of Conduct and understand the consequences of Code violations. Consequences can be found below.

## Expectations of Parents

- Parents should remember the purpose of the program is for players to have a positive learning experience within an enjoyable team activity.
  - Keep winning and losing in the proper perspective
- Parents will demonstrate good sportsmanship by being positive role models.
  - Ensure that players show up on time to practices and games
  - Ensure that players are wearing the proper clothing and have proper equipment for their sport
  - Show respect in language and behavior toward players, coaches, officials and other parents
  - Know basic game rules and reinforce them with children
- Parents will promote a healthy and safe environment for players.
  - Refrain from the use of substances that are illegal to minors in the presence of minors in the sports environment (tobacco, alcohol, drug)
  - Check the health of players to ensure their ability to play
- Parents will provide volunteer assistance as specific needs are identified.
- Parents will use the designated communication process when there is an issue with the program.
- Parents will know and support the Code of Conduct and understand the consequences of Code violations. Consequences can be found below.

## Sanctions

The Dundee Township Park District has adopted a Zero Tolerance Policy for violators of the Code of Conduct. The grounds for disciplinary action include, but shall not be limited to the following:

### Sanctions for Coaches:

#### **Ejection/Suspension:**

- Not following mandated playing time rules for all players
- Failure to treat coaches, players, officials and spectators with respect
- Failure to coach in accordance with the Coaches Code of Conduct
- Repeat offensives
- Continued use of abusive language and/or threatening behavior
- Use of alcohol, tobacco or drugs during a practice or game
- Theft or destruction of property
- Inappropriate attire
- Failure to develop knowledge of, or follow the league rules
- Leaving a field or facility before a parent has picked up all players
- Foul or abusive language
- Threatening a coach, spectator, official or player
- Allowing foul language or threatening behavior by players
- Sexual behavior or use of sexual language
- Negative references to the sex, age, color, religion, national origin or any disability
- Interference with game play except for instances of medical emergency

***Each action has a consequence (based on severity); however, an ejection from the game will lead to an automatic one game suspension.***

#### **Dismissal:**

- Striking or bodily assault on another person
- Continuing actions that originally led to the Ejection/Suspension level

***The Park District reserves the right to suspend violators of the code of conduct from participation in other Park District programs through the duration of their suspension or term of dismissal.***

### Sanctions for Players and Spectators:

#### **Ejection/Suspension:**

- Interference with the conduct of the game
- Failure to treat coaches, players, officials and others with respect
- Use of alcohol, tobacco or drugs during a practice or game
- Foul or abusive language/threatening behavior

#### **Dismissal:**

- Striking or bodily assault on another person
- Continuing actions that originally led to the Ejection/Suspension level

**I have read and agree to the Coaches Code of Conduct.**

Signature \_\_\_\_\_

(18 years or older or Parent/Guardian)

\_\_\_\_\_ Date



# Employee/Volunteer Consent, Waiver & Release for Background Investigation, Including Criminal History Check

As a prospective employee of/volunteer for the DUNDEE TOWNSHIP PARK DISTRICT ("Park District"), I have been asked to furnish information for the Park District's use in reviewing my background and qualifications. I also have been asked to permit an investigation of any record of criminal conviction that I may have.

I understand and agree that furnishing the information requested, and completion of a criminal history check, are conditions of my prospective employment by or association with the Park District, and of continuing employment by or association with the Park District.

I hereby authorize the Park District to investigate any record of criminal conviction that I may have by conducting or requesting a criminal history background check.

I further authorize the Park District to conduct an investigation to ascertain any and all other information that it reasonably believes may be relevant to my qualification or suitability for employment by or association with the Park District, including, without limitation, contacting current or prior employers, references and governmental authorities and agencies such as the Secretary of State and the State Police in order to determine my work record, character, education and record of compliance with various laws. I agree to cooperate with this investigation, and authorize each and every party so contacted to release to the Park District or its designee(s) any and all information that the Park District or its designee(s) may request in connection with its investigation.

I hereby release, hold harmless and waive any claim that I have or may have against the Park District, its Park Commissioners, officers, employees, agents and attorneys, and each party or person furnishing information to the Park District in relation to its investigation, from any and all liability or damages arising from or relating to the Park District's investigation or any disclosure of information about me, including, without limitation, the results of the criminal history background check.

The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning applicants, and shall perform a criminal background check for applicants for all positions, including the position for which you have applied. Conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the district. All other convictions shall not automatically disqualify the applicant from consideration, but rather, the conviction will be considered in relationship to the specific job.

I have read and fully understand this Consent, Waiver and Release. I understand that any false or misleading answer given, statement made or information furnished by me in connection with my application for employment or request to serve as a volunteer, or any attempt by me to limit the scope of the Park District's background investigation, shall be considered sufficient reason for denying my application, and that if I am retained as an employee or volunteer, such acts may result in my dismissal as an employee or volunteer.

Last Name, First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Maiden Last Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Home Address (House Number, Street) \_\_\_\_\_

Home Phone #: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Divers License Number: \_\_\_\_\_ DL State \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Race:  White/Hispanic (W)  Black (B)  Asian/Pacific Island (A)

American Indian/Alaskan (I)  Unknown (U)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_  
*(If under the age of 18.)*

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## For Administrative use only:

Date: \_\_\_\_\_ Received by Administration Office

Date: \_\_\_\_\_ Response from ISP

Date: \_\_\_\_\_ Online to ISP - File #

Date: \_\_\_\_\_ Conviction Response mailed.