

City of Clinton, North Carolina
Recreation & Parks Department Volunteer Coaching Policy

Introduction

The Clinton Recreation and Parks Department takes great pride in offering quality programs and services to the residents of Clinton. To provide such services, the City through this policy sets a high standard for volunteerism. The City Manager, Police Chief, and/or the Recreation & Park Director reserves the right to reject or ban any individual at any time whose previous or current behavior is considered not in the best interest of a program or the participants therein. Examples of unacceptable behavior might include but are not limited to, significant unsportsmanlike actions, inappropriate speech or actions, discriminatory speech or actions, threatening or belligerent behavior towards people and/or property, or failure to follow rules/policies of a specific program.

Purpose

While parks & recreation departments across the country depend on volunteerism, failing to take any steps to screen volunteers places organizations, the volunteers, and most importantly, the participants at risk. A screening process and guidelines are intended to strengthen public confidence and lessen the risk of exposure to liability due to the lack of knowledge regarding a volunteer's behavior. An effective screening process will assist the City of Clinton in:

1. Promoting public confidence in programs offered by the City,
2. Ensuring the safety of all participants, particularly vulnerable groups such as children, elderly, or special needs, and
3. Selecting quality individuals/volunteers to work within City programs.

Definitions

Head Coach: The City of Clinton recognizes a head coach as being one who is responsible for scheduling and organizing practices, attending all practices and games, providing guidance, and teaching skills to the participants. She/He is the primary contact for department staff regarding team or player issues.

Assistant Coach: An assistant coach is recognized as being one who attends regular practices or games during a season for the purpose of providing guidance and teaching skills to the participants, and may be responsible for organizing and scheduling practices in the head coach's absence. She/He is the secondary contact for department staff regarding team or player issues.

Any person 18 or older who is involved with a team must meet department criteria to be recognized as a head coach or assistant coach. The City of Clinton reserves the right to limit the number of recognized coaches per team. Only those officially recognized as head coaches or assistant coaches by the City of Clinton are allowed to be on the sidelines/benches during games.

City of Clinton, North Carolina
Recreation & Parks Department Volunteer Coaching Policy

Description and Process

Coaching candidates must fill out a coaching application, criminal background consent form, and provide a copy of his/her driver's license. Background checks will be performed by the Clinton Police Department and may take several days to complete. The Recreation and Parks Director, staff, Police Chief, and City Attorney, as needed, will review background check information to determine coaching eligibility. All information is strictly confidential. The eligibility decision is final.

Any coach, who while coaching for the Clinton Recreation and Parks Department is arrested for committing an offense listed below, will immediately forfeit his/her coaching eligibility **until disposition by the courts**. A **conviction of an offense as listed will result in termination of coaching eligibility as stated in this policy**. Coaches are required to notify the City of Clinton Recreation and Parks Department if arrested or convicted of a listed offense at any time during their coaching term. Failure to notify the Recreation and Parks Department will result in termination of coaching eligibility. Coaches returning for a second sport within the same year (July-June) are required to notify the City of Clinton Recreation and Parks Department of arrests and convictions prior to the start of the sport season. The City of Clinton will conduct an additional background check to determine coaching eligibility.

The following is a list of offenses and time frame of restrictions from coaching with the city:

- A. 2 YEAR BAN FROM CONVICTION (UNLESS OTHER CONVICTIONS AFTER THAT DATE)**
- FELONY CRIMES OTHER THAN THOSE MENTIONED IN B-D
 - MISDEMEANOR ASSAULTS ON CHILDREN OR ELDERLY
 - MISDEMEANOR WEAPONS VIOLATION
 - MISDEMEANOR DRUG VIOLATIONS
 - MISDEMEANOR DRUNK & DISRUPTIVE, AFFRAY, DISORDERLY CONDUCT
 - MISDEMEANOR DWI (ALCOHOL/DRUGS)
 - CURRENTLY ON PROBATION OR PAROLE FOR MISDEMEANOR
- B. 5 YEAR BAN FROM CONVICTION (UNLESS OTHER CONVICTIONS AFTER THAT DATE)**
- FELONY ARSON & BURNING RELATED OFFENSES
 - FELONY CONTROL SUBSTANCE VIOLATIONS (SIMPLE POSSESSION)
 - FELONY MANSLAUGHTER
 - FELONY ASSAULTS
 - MISDEMEANOR DOMESTIC RELATED ASSAULTS & VIOLATION OF DOMESTIC VIOLENCE ORDER
 - MISDEMEANOR ASSAULTS WITH WEAPONS OR INFLECTING SERIOUS INJURY
 - MISDEMEANOR PROSTITUTION RELATED OFFENSES

City of Clinton, North Carolina
Recreation & Parks Department Volunteer Coaching Policy

C. 5 YEAR BAN FROM COMPLETION OF SENTENCE IMPOSED AFTER CONVICTION (UNLESS OTHER CONVICTIONS AFTER THAT DATE)

- FELONY DISTRIBUTION & MANUFACTURING OF CONTROL SUBSTANCES
- FELONY WEAPONS VIOLATION

D. LIFETIME BAN

- FELONY ROBBERY OFFENSES
- FELONY SEXUAL ASSAULT
- FELONY MURDER
- FELONY KIDNAPPING & RESTRAINT
- FELONY REGISTERED SEX OFFENDER
- MISDEMEANOR CRIMES AGAINST CHILDREN (INCLUDING ABANDONMENT, ABUSE, ENDANGERMENT, PROSTITUTION, PORNOGRAPHY, POSSESSION OR PROMOTION OF PORNOGRAPHY, ENTICEMENT, SOLICITATION, SALE OR PURCHASE OF, INJURY TO, INDECENCY)
- MISDEMEANOR INDECENT EXPOSURE, PEEPING, & OTHER SEXUAL MISCONDUCT
- ALL SEXUAL ASSAULTS
- ALL REGISTERED SEX OFFENDERS
- ALL ASSAULTS ON CHILDREN/ELDERLY
- ALL CRIMES AGAINST CHILDREN
- PORNOGRAPHY
- INDECENT EXPOSURE
- PEEPING & OTHER SEXUAL MISCONDUCT
- MURDER (NOT MANSLAUGHTER)
- KIDNAPPING, ROBBERY

*Candidates with convictions within the past five (5) years shall be banned from serving in a volunteer capacity with Clinton Recreation & Parks

**Eligibility dependent on the severity and length of time passed since the offense occurred.

***This list is not all inclusive, but will serve as a guiding tool for coaching selection.

****Parolees will be handled on a case by case basis depending on the severity of crime committed.



*City of Clinton, North Carolina
Recreation & Parks Department Volunteer Coaching Policy*

**Clinton Recreation & Parks Department
Coach / Assistant Coach Application**

Name: _____ Email: _____

Address: (if PO Box, list street also) _____

Telephone: (H) _____ (W) _____ (C) _____

Are you presently employed? If so, where? _____

Sport you are interested in coaching? _____ Age Group? _____

Have you coached with the Clinton Recreation & Parks Department Before? _____

Have you ever coached in this position? _____ If so when, where, _____

And for how long? _____

What is your philosophy of recreation? _____

Do you have any qualifications, which will be of special benefit in the area of Coach/ Assistant Coach?

If so, explain. _____

Personal References (Not former Employers or Relatives):

	Name	Address	Phone Numbers
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

I understand that my phone number may be given out to athletics and/or other staff
I understand that a background check will be run for the protection of me and my players.

Applicant Signature

The Clinton Recreation & Parks Department expects our coaches to set a good sportsmanship example at all times!!!

*City of Clinton, North Carolina
Recreation & Parks Department Volunteer Coaching Policy*

See Coaches Code of Ethics: those failing to uphold the Code of Ethics will not be allowed to coach for Clinton Recreation.

Coaches Code of Ethics

- 1. I will place the emotional and physical well-being of my players ahead of my personal desire to win.**
- 2. I will treat each player as an individual, remembering the large range of emotional and physical development of this age group.**
- 3. I will strive to provide a safe playing situation for my team.**
- 4. I will review and practice basic first aid when treating injuries to my players.**
- 5. I will strive to organize practices that are fun and challenging for my players.**
- 6. I will lead by example by demonstrating fair play and good sportsmanship to my team and their families.**
- 7. I will learn the rules of this sport and for this age group and strive to teach those rules to my players.**
- 8. I will use appropriate coaching techniques to teach the necessary skills to my players.**
- 9. I will remember that I am a YOUTH SPORTS COACH and that the game is for children - not adults.**
- 10. I will strive to teach my players to have fun whether they win or lose and to always remember - IT'S JUST A GAME.**

Name: _____ **Date:** _____

**City of Clinton, North Carolina
Recreation & Parks Department Volunteer Coaching Policy**



Criminal Background and Credit Check

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or natural origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character, general reputation and mode of living. This list, however, is not exhaustive of the grounds on which discrimination is prohibited. As an applicant for employment with the City of Clinton Government, I hereby authorize the City of Clinton Government to obtain a background check and, if required, a consumer credit report for use in making an employment decision. Should, as a result of the consumer credit report obtained, an adverse employment action occur, you will be notified in writing of this action, your rights under the Fair Credit Reporting Act (FCRA), and provided a copy of the report obtained. The facts set forth in my background check and credit authorizations are true and complete. I understand that if employed, any false statement on this criminal background check may result in my dismissal.

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character, general reputation and mode of living. This list, however, is not exhaustive of the grounds on which discrimination is prohibited.

(PLEASE PRINT PLAINLY)

Full Name: _____

Date of Birth: ____ / ____ / ____

Social Security No: _____

Race: _____ Gender: _____

Driver's License # _____

Address: _____
Street City State Zip

Applicant Signature Date

**SAMPSON COUNTY
NORTH CAROLINA**

I, _____, A Notary Public for said County and State, do hereby certify that _____, subscribing witness, personally appeared before me this _____ day of _____, _____ and signed the foregoing instrument.

Notary Seal Date

My commission expires: _____

Submit Application

Do not
save form
on public
computer