

# CLARK COUNTY FAMILY YMCA HEAD COACH APPLICATION FOR YOUTH SPORTS

Today's Date \_\_\_\_\_

Full, Legal Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Driver's Lic/State \_\_\_\_\_ SSN \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Current Employer: \_\_\_\_\_

Gender: Male Female Have you ever been convicted of a crime? Yes  No  If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Please list what states you have lived in over the past five years:

\_\_\_\_\_

Please list any children of yours who will be participating in this year's Youth Sports programs:

NAME

SCHOOL

GRADE

\_\_\_\_\_  
\_\_\_\_\_

## COACHING BACKGROUND

SPORT

SPONSORING AGENCY

AGE LEVEL

YEARS COACHED

\_\_\_\_\_  
\_\_\_\_\_

Sport you wish to coach: \_\_\_\_\_

Grade you wish to coach: \_\_\_\_\_ Gender you wish to coach: \_\_\_\_\_

## TRAINING BACKGROUND

Have you attended the following training clinic through the YMCA?

Positive Coaching Alliance YES  NO

Describe any related non- YMCA trainings you've taken (i.e. PE degree, coaching courses, etc.):

\_\_\_\_\_

Rate your knowledge of the following topics with regard to this sport by circling the appropriate number.  
1= you know very little 2= you have good knowledge 3= you know a great deal

- |   |                                     |
|---|-------------------------------------|
| 1 2 3 Basic technique                   | 1 2 3 Organizing a practice         |
| 1 2 3 Advanced technique                | 1 2 3 Developing sportsmanship      |
| 1 2 3 Rules of the sport                | 1 2 3 Motivating youngsters         |
| 1 2 3 Strategy of the sport             | 1 2 3 Communication Skills          |
| 1 2 3 Warm-up and physical conditioning | 1 2 3 Working with parents          |
| 1 2 3 Individual and team goal setting  | 1 2 3 Injury prevention & treatment |

Do you have a current First Aid card? YES      NO

### REFERENCES

List the name, address and telephone number of two persons who know you sufficiently well to comment on your past coaching or on your potential to coach.

NAME	ADDRESS	DAY PHONE
_____	_____	_____
_____	_____	_____

### BACKGROUND CHECK CONSENT

The Clark County Family YMCA Youth Sports programs provide an enjoyable and safe learning environment for children to build healthy spirits, minds and bodies. I hereby agree to allow a staff member of the YMCA Columbia-Willamette to administer a background check on me. I understand that I will not be granted a position if the background checks shows a history of crimes against people or a pattern of inappropriate behavior. I also understand that the information obtained will be kept confidential and is only for YMCA use.

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

### INSURANCE INFORMATION

Thank you for volunteering your time with the Clark County Family YMCA. We hope this will prove to be a rewarding experience for you. As a volunteer, you are *not* covered by the YMCA's Worker's Compensation program. You are, therefore, urged to have your own health insurance in ever the event you are injured while performing your volunteer duties. You *are* covered by the YMCA's General Liability Fund, which will protect you in the event of property damage or accidental injury to the public as a result of your performance or volunteer duties assigned by the Clark County Family YMCA.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION ON VOLUNTEERS AND INSURANCE

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

## FAIR CREDIT REPORTING ACT DISCLOSURE NOTICE

### \*CONSENTING TO A BACKGROUND CHECK\*

[THE YMCA WILL NOT DO A CREDIT CHECK]

YMCA of Columbia-Willamette wishes to obtain a consumer report on you from consumer reporting agencies including but not limited to Criminal Info Services, Inc (CIS) for employment purposes. The consumer report may include information bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. Information obtained in consumer reports may include criminal background information, motor vehicle driving history, prior employment, military service, credit history, and educational records. This report will be obtained for employment purposes only. Please sign this letter below, acknowledging that you have read this disclosure and your understanding that YMCA of Columbia-Willamette will conduct a background record check and obtain a consumer report at any time prior to/or during your employment as may be applicable to you. In the event that YMCA of Columbia-Willamette considers any information in the consumer report when making an adverse employment related decision affecting you, you will be provided with information regarding the consumer reporting agency, a copy of the consumer report and a copy of your rights under the Fair Credit Reporting Act (FCRA), before the decision is finalized.

---

Volunteer Printed Name

---

Volunteer Signature

---

Date Signed

# VOLUNTEER ACKNOWLEDGEMENTS

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION:

\_\_\_\_\_  
INITIAL I understand that I am to immediately report accidents or injuries of participants or myself to my supervisor. I also understand that volunteer positions are *not* covered under Worker's Compensation Insurance.

\_\_\_\_\_  
INITIAL I understand that the YMCA of Columbia-Willamette makes an active effort to prevent child abuse and thus requires that all volunteers have background checks and attend Child Abuse Prevention Training.

\_\_\_\_\_  
INITIAL I understand that smoking or use of tobacco products, using, possessing or being under the influence of alcohol or illegal drugs is prohibited and will not be tolerated.

\_\_\_\_\_  
INITIAL I understand that if chosen for a volunteer position, I will receive neither monetary compensation nor a membership to any YMCA of Columbia-Willamette branch as a benefit of volunteerism.

\_\_\_\_\_  
INITIAL I understand that I am required by law to report known or suspected instances of child abuse to my supervisor or Branch Director. It is the policy of the YMCA to cooperate with the authorities conducting investigations of suspected child abuse.

\_\_\_\_\_  
INITIAL I understand that all volunteers are subject to dismissal at the discretion of the YMCA of Columbia-Willamette and volunteer positions are for no specified term. If in the event I choose to cease volunteering, I am free to do so at any time. I understand that if YMCA programs are dependent upon my agreed attendance, I will give my supervisor and the YMCA of Columbia-Willamette ample notice of intentions to cease volunteering.

\_\_\_\_\_  
INITIAL I understand that if selected to volunteer, any misrepresentations made by my completing this application shall be considered as sufficient cause for my dismissal without advance notice.

\_\_\_\_\_  
INITIAL I understand that in the event of my selection, I will comply with all rules and regulations set forth by the YMCA of Columbia-Willamette.

\_\_\_\_\_  
INITIAL I understand that volunteers will not fraternize with children outside the programs, including baby-sitting. No exceptions will be made.

\_\_\_\_\_  
INITIAL I understand that completion of this form does not guarantee me status as a volunteer. I must meet all stated conditions required of the position for which I am asking to be considered.

\_\_\_\_\_  
INITIAL I understand that information concerning my past record may be sought from employers, references and organizations for which I may have volunteered. I hereby release from all liability or damage those individuals, organizations or corporations who provide such information.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

# CODE OF CONDUCT FOR STAFF & VOLUNTEERS WHO WORK WITH CHILDREN [CHILD ABUSE PREVENTION POLICIES]

Signing my name at the end of this document states that I understand each responsibility.  
Failure to comply may mean that I will be written up or terminated.

1. To protect YMCA staff, volunteers, and program members, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.

2. Staff shall never leave a child unsupervised.

3. Rest-room supervision: Staff will make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip or at other off-site location. Always send children in threes (known as the Rule of Three), and whenever possible, with staff.

4. Staff should conduct or supervise private activities in pairs—diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so that they are visible to others.

5. Staff shall not abuse children in any way, including

?? physical abuse—striking, spanking, shaking, slapping, and so on;

?? verbal abuse—humiliating, degrading, threatening, and so on;

?? sexual abuse—touching or speaking inappropriately;

?? mental abuse—shaming, withholding kindness, being cruel, and so on;

?? neglect—withholding food, water, or basic care.

No type of abuse will be tolerated and may be cause for immediate dismissal.

6. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.

7. Staff will conduct a health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, burns, and so on. Questions or comments will be addressed to their supervisor. Staff will document any questionable marks or responses.

8. Staff will respond to children with respect and consideration and treat all children equally, regardless of sex, race, religion, culture, economic level of the family, or disability.

9. Staff will respect children's rights not to be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.

10. Staff will refrain from intimate displays of affection toward others.

11. Staff are not to transport children in their own vehicles unless another adult, or their own child, is also present. Staff will not allow youth participants, who are old enough to drive, to transport younger children in the program.

12. Staff must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Possession or use of any type of weapon or explosive device is prohibited.
16. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
17. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
18. Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes unless another adult, or their own child, is present. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.
19. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
20. Staff will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.
21. Staff should not give excessive gifts (e.g., TV, video games, jewelry) to youth.
22. Staff may not date program participants who are under the age of 18.
23. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian.
24. Staff are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.
25. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
26. Staff will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.

I understand that any violation of this Code of Conduct may result in termination.

---

Print Name of Employee or Volunteer

---

Employee or Volunteer signature

---

Date