

Easley Parks and Recreation Department Volunteer Packet

Dear Volunteer,

Thank you for showing the interest in volunteering your time with Easley Parks and Recreation Department! By volunteering, you are clearly aware of how important your role is to the citizens that we serve year round. Our sports leagues and special events are volunteer driven, and without you they would not be possible. Throughout the year, there are opportunities to serve as a coach, team mom and participant in special events.

It is our goal to be in the forefront of providing safe, quality programming. Achieving this goal begins with ensuring all our volunteers are adequately screened. To ensure that all the children and adults in our programs receive a safe and enriching experience, we ask all volunteers to complete the provided volunteer packet. This packet tells us a little about you and includes a criminal and sexual offender background check. The information in this packet will need to be completed prior to you volunteering with us regardless if you are new or have been volunteering with us for many years. The information will be kept completely confidential and secured at Easley Parks and Recreation Department.

Thank you in advance for taking the time to complete this! Your time and volunteerism is greatly appreciated! Feel free to contact me with any questions. Thank you!

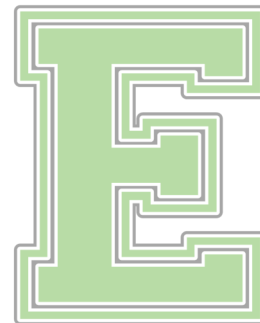
The completed volunteer packet may be dropped off or mailed in to:

Easley Parks and Recreation Department
Larry Bagwell Gym
111 Walkers Way
Easley, SC 29642

Sincerely,

Christman McPherson, M.S., C.P.R.P.
Athletic Director
Phone: (864) 855-7933
Email: cmcpherson@cityofeasley.com

Rebecca Hayes
Marketing and Special Events Coordinator
Phone: (864) 855-7933
Email: rhayes@cityofeasley.com



Easley Parks and Recreation Department Sport and Special Events

Volunteers are valuable assets to the Easley Parks and Recreation Department (EPRD). These individuals demonstrate a selfless concern for the community as evidenced by their willingness to give of their time to help the citizens that we strive to serve.

As a volunteer for EPRD, you have the option of choosing to volunteer in two different areas of our department or both!

Area 1: The EPRD's Athletic Division offers youth athletic leagues (basketball, baseball, t-ball, volleyball, cheerleading, flag football and tackle football), adult leagues (softball and volleyball) and senior leagues (softball and pickleball) throughout the year. We are looking for head coaches, assistant coaches, team moms, instructors and game management year round.

Area 2: The EPRD's Special Events Division includes all non recreational weekend tournaments and community events. We are always looking to have volunteers to help these events run as successfully as possible for all citizens.

With the information provided in this volunteer packet, the EPRD staff will attempt to obtain a clear understanding of each potential volunteers' knowledge, in an effort to place them in a volunteer position that best utilizes their experience and provides for the safety and development of the City's program participants. Therefore, before a potential new or returning volunteer is permitted to do and submit the following:

- Read our Background Screening Policy (page 3)
- Complete/Submit **Volunteer Application** (page 4)
- For Athletic Division Volunteers:
 - Read/Submit **Coaches Code of Ethics** (page 5)
 - Complete / Submit **Pre-Coaches Questionnaire** (page 6)

*Please ask to see the ***Important Dates*** documents for the sport you are inquiring about.

The successful completion of these items is NOT A GUARANTEE that any individual will be used as a Volunteer at EPRD. *For the athletic division: All current Head and Assistant coaches and potential Head and Assistant coaches are reminded that coaching Youth sports is a **"Privilege and Not a Right"**.*

When the above forms are turned back into EPRD, you will be contacted by either the Athletic Director or the Marketing and Events Coordinator to meet for an in person meeting. This meeting will go over the logistics of the season/ and or special event and it will help our staff to determine where your abilities best match our department.

For more information regarding coaching opportunities, contact Christman McPherson, Athletic Director at (864) 855-7933 or cmcpherson@cityofeasley.com.

For more information regarding special event opportunities, contact Rebecca Hayes, Marketing and Special Events Coordinator at (864-855-7933) or rhayes@cityofeasley.com

Easley Parks and Recreation Department Volunteer Background Check Policy

The City of Easley Parks and Recreation Department is committed to providing a wholesome, quality, safe and fun experience for our City of Easley sponsored programs. Because of this extremely important responsibility, each person wishing to volunteer in a City organized program or special event will undergo a mandatory background check. The cost of the background check will be covered by the City of Easley Parks and Recreation Department.

For the purpose of our athletic programs, a coach is defined as one who is identified on the roster, organizes practices, and attends practices and games for the purpose of providing guidance and teaching skills, this includes any Assistant Coaches and Team Moms.

Process for Volunteer Background Checks

By completing the Volunteer Application, you have completed the appropriate form to run a background check and you have acknowledged that you understand that you will be subjected to a background check.

Any applicant selected for a volunteer position will undergo a background check that includes social security verification, address trace, national and statewide misdemeanor and felony criminal record check, and sex offender registries.

The individual cannot volunteer until a successful background check has been completed. ***Background checks must be completed for all new volunteers and will be completed every other year for returning volunteers. This does not mean that returning volunteers will automatically be given the chance to volunteer in their off year of screening. EPRD reserves the right to place volunteers in the appropriate place at the appropriate time or not at all.***

The background check will be sent back to EPRD within five (5) work days verifying that a check has been completed and indicating any criminal history. A conviction for a crime does not automatically preclude volunteer service. Please reference the list of "Volunteer Coach Disqualifiers" on the bottom of this page. Any person who has a pending charge listed on the back shall be prohibited from volunteering in the program.

The following appeals process is available to any volunteer disqualified. You may first meet with the Department Director and appropriate staff. All parties will review the disqualification to determine if any exception should be granted. A full written disclosure of the criminal background history may be made to the above parties as part of the review process and the Applicant is encouraged to attend any special meetings to provide any additional information as he/she chooses

All information obtained in response to the criminal background check or disclosed in the review process shall be kept confidential and not disclosed or discussed outside of the review process. All information will be locked in a secure office at EPRD and the only people with access to the information are the Full Time Staff at EPRD.

EASLEY PARKS AND RECREATION DEPARTMENT VOLUNTEER APPLICATION

If you are interested in volunteering with EPRD, you MUST fill out a Volunteer Application before the sports and/or event registration deadline.

First Name: _____ Middle Name: _____ Last Name: _____

Current Address: _____ City: _____ Zip: _____

Phone # (cell): _____ (work): _____ Shirt Size (circle): S M L XL XXL XXXL XXXXL

Email (this will be the primary source of communication): _____

Date of Birth: _____ Place of Birth: _____ Social Security #: _____

Drivers License: State: _____ Number: _____ Exp. Date: _____

Previous Residence: 1. _____
 (Go back 10 years) 2. _____
 3. _____
 4. _____

List any times you plead guilty or were convicted of a criminal violation, excluding minor traffic violations:

Date:	Place:	Offense:	Court Location:
Date:	Place:	Offense:	Court Location:
Date:	Place:	Offense:	Court Location:

Are you aware of any information about yourself which might reflect unfavorably on your reputation, morals, character or ability as a prospective coach for Easley Recreation Department?

YES _____ NO _____ If yes, explain on back of this Application.

Do you have any Coaches Certifications or Training? YES _____ NO _____ If so, explain: _____

Are you CPR or First Aid certified? YES _____ NO _____ If so, attach a copy of your certification card.

Circle what position(s) you are applying for: HEAD COACH ASSISTANT COACH TEAM MOM SPECIAL EVENTS

Applying to Volunteer with our Sports Programs Only	Applying to Volunteer with our Special Events Only
Name of the sport you are applying for: _____	Name of the special event you are applying for: _____
Name the Age Division you are applying for: _____	List volunteer interest: _____
The name of the player who belongs to you: _____	

If you coached last year in this sport, list the Age Division, Team Name and Your Position:

Please List 3 References. No EPRD Employees or family members please.

1. Name:	Relation:	Cell:	Email:
2. Name:	Relation:	Cell:	Email:
3. Name:	Relation:	Cell:	Email:

I hereby certify that the facts set forth in this coaching application are true and correct to the best of my knowledge. I understand that if I falsify statements on this form I may not be considered for volunteer duties. I hereby authorize the City of Easley or its representatives to conduct an investigation, including a federal background check to verify the above information.

Signature: _____ Date: _____

For Athletic Division Volunteers ONLY!
Easley Parks and Recreation Department
Coaches Code of Ethics

The mission of Easley Parks and Recreation Department is the following:

We strive to provide a quality recreational department that serves everyone in the community by offering programs and facilities that improve the quality of life for its citizens.

I understand that my responsibilities as a coach are very important and that my actions are a very visible example to the participants with whom I am involved.

To serve as a volunteer coach for Easley Parks and Recreation Department (EPRD) I hereby agree to the following conditions:

1. All of the children on my team will play in all games in which they are in attendance.
2. I will treat all players, coaches, parents, spectators and officials respect and dignity.
3. I will serve as an exemplary role model for all children I come into contact with while serving as a coach for the EPRD.
4. I will not use profanity at any time in the presences of my team. I will help to curb its use by others as much as possible.
5. I will not use tobacco products at any time during practices or games while within the confines of the playing field.
6. I will not use alcoholic products at any time during practices or games or while on EPRD property.
7. I will respect the official assigned to the game. I will not berate any official in the presence of any player on my team.
8. I will abide by the "five foot radius" rule regarding all officials at all games.
9. I will not make physical contact or try to intimidate with any player, additional coach, parent, spectator or official at any point.

I further agree to the following penalties for violation of the above rules.

- For violation of Rules 1, 2 and 3 my team will forfeit the game in which all players in attendance did not participate.
- For violation of Rules 4, 5, 6 and 7. I will serve a two game suspension during which time I may not participate in or attend practices or games involving my team. I will serve the remainder of the season on probation. A violation during the probationary period will result in disqualification as coach for the remainder of this season and the next season for any sport in which I coach.
- For violation of Rule 8 I will be permanently suspended for the remainder of the season. A violation during the probationary period will result in permanent disqualification as a coach of a EPRD program.
- For violation of Rule 9 I will be permanently suspended for an entire sports calendar year. For example: I understand if my violation of rule 9 occurs during basketball season, I will be suspended through the next basketball season. A violation during the probationary period will result in permanent disqualification as a coach of a EPRD program.
- Each case will be reviewed individually and based on the severity of the rule violations maybe subjected to forfeiture, suspension, removal as a coach or removal from EPRD facilities. All major rule violation will be at the discretion of the Director of EPRD and the City of Easley Administration.

As a coach in the EPRD youth sports program, I have read, understand, and will promote the mission of this program. Furthermore, I understand

Sport: _____ Age Group: _____

Printed Name of Coach: _____

Signature of Coach: _____ Date: _____

****Each head coach must have this form on file (completed and signed) prior to being assigned a team. ****

For Athletic Division Volunteers ONLY!
Easley Parks and Recreation Department
Easley Pre-Coaching Questionnaire
For individuals who are applying to be a Head or Assistant Coach

Please answer the following questions. The purpose of this questionnaire is to learn a little more about you and your coaching style. If you have any questions feel free to contact Christman McPherson, M.S. at (864) 855-7933 or cmcpherson@cityofeasley.com.

Each head and assistant coach must have this questionnaire on file (completed and signed) prior to being assigned a team.

1. What is your personal coaching philosophy?

2. What is your coaching experience?

3. What do you feel is your strongest asset as a coach? Explain.

4. What do you feel is your weakest asset as a coach? Explain.

Please comment briefly on the following topics...

“Playing Time”

“Winning vs. Losing”

“Practice Planning”

“Dealing with Parents”

“Player Safety”

“Dealing with Officials”

“Communication”

I agree with the Mission of the EPRD as stated in the rules, “we strive to provide a quality recreational department that serves everyone in the community by offering programs and facilities that improve the quality of life for its citizens.”

Print: _____

Signature: _____ Date: _____