

COACHING APPLICATION FORM

NAME _____ HOME PHONE _____

MAILING ADDRESS _____ WORK PHONE _____

CITY & ZIP CODE _____ CELL PHONE _____

SS# _____ DL# _____

OTHER THAN MINOR TRAFFIC VIOLATIONS, DO YOU HAVE ANY CRIMINAL CONVICTIONS?

YES NO

IF YES, PLEASE EXPLAIN:

1. WHAT IS YOUR MARITAL STATUS? MARRIED SINGLE DIVORCED _____

2. HOW MANY CHILDREN DO YOU HAVE? _____ BOYS _____ GIRLS

3. WILL YOUR CHILDREN BE PARTICIPATING? YES NO

4. DO YOU WISH TO COACH YOUR CHILDREN? YES NO

5. PLEASE CIRCLE THE HIGHEST YEAR YOU COMPLETED IN HIGH SCHOOL.

HIGH SCHOOL 1 2 3 4

COLLEGE 1 2 3 4 5 6 7 8

6. WHAT IS YOUR OCCUPATION OR JOB DESCRIPTION (PLEASE BE SPECIFIC):

7. WHAT IS THE AGE AND SPORT FOR WHICH YOU ARE APPLYING TO COACH?

AGE _____ SPORT _____

NOTE: THE SPORT THAT YOU HAVE WRITTEN HERE WILL BE REFERRED TO AS THIS SPORT IN THE REMAINDER OF THIS APPLICATION.

COACHING BACKGROUND

8. HAVE YOU PLAYED THIS SPORT? YES NO HOW MANY YEARS? _____

9. HAVE YOU HAD ANY FORMAL TRAINING AS A COACH? YES NO

IF YES, PLEASE DESCRIBE (I.E. PE DEGREE, COACHING COURSES, CLINICS, ETC.)

10. DESCRIBE ANY FORMAL TRAINING WHICH WOULD HELP YOU COACH (I.E. READING BOOKS, WATCHING SPORTS, ETC.)

11. PLEASE RATE YOUR KNOWLEDGE OF THE FOLLOWING TOPICS WITH REGARD TO THIS SPORT BY CIRCLING THE APPROPRIATE NUMBER.

1=KNOW VERY LITTLE ABOUT IT

2=HAVE REASONABLE GOOD KNOWLEDGE ABOUT IT

3=KNOW A GREAT DEAL ABOUT IT

- | | |
|---|--------------------------------|
| 1 2 3 BASIC TECHNIQUE | 1 2 3 ORGANIZING A PRACTICE |
| 1 2 3 ADVANCE 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 ORGANIZING A CONTEST | 1 2 3 WORKING WITH PARENTS |
| 1 2 3 ATHLETIC NUTRITION | 1 2 3 WARM UP TECHNIQUE |
| 1 2 3 EQUIPMENT NEEDS AND SPECIFICATIONS | |
| 1 2 3 INJURY PREVENTION AND TREATMENT | |
| 1 2 3 PHYSICAL CONDITIONING TECHNIQUES | |
| 1 2 3 GENERAL PRINCIPLES FOR TEACHING SPORTS SKILLS | |

12. DESCRIBE IN DETAIL YOUR PHILOSOPHY/GOALS OF COACHING THIS SPORT.

PLEASE LIST THREE (3) REFERENCES WITH PHONE NUMBERS.

NAME _____ PHONE # _____ YEARS _____

NAME _____ PHONE # _____ YEARS _____

NAME _____ PHONE # _____ YEARS _____

DATE _____ SIGNATURE _____

APPROVED _____ DIRECTOR _____ DATE _____

DISAPPROVED _____

CLARENDON COUNTY RECREATION

COACHES CODE OF CONDUCT

I hereby pledge to abide by the following guidelines pertaining to my position as a volunteer coach for the Clarendon County Recreation Department. I understand that I may lose my status as a volunteer coach for violation of any of these guidelines.

1. I will place the physical and emotional well being of all my players ahead of any personal desire to win.
2. I realize that I am a role model for my players, therefore I will display good sportsmanship on and off the field, will dress in a neat, presentable manner, will refrain from the use of vulgarity or profanity, and will refrain from the use of alcohol, drugs, and tobacco products while I'm with my players (to include team parties).
3. I will treat all my players with the utmost respect and fairness throughout the season.
4. I will treat the opposing coaches, players, and officials with the utmost respect.
5. I will not verbally abuse or humiliate any player, parent, official, opposing coach, or department representative at anytime.
6. I will do my best to provide a safe play situation for my players.
7. I will do my best to organize practices that are challenging and fun for all my players.
8. I will ensure that I am knowledgeable in the rules of each sport that I coach, and that I will teach these rules to my players.
9. I will keep all my parents informed of everything that goes on with my team.
10. I will support and promote the programs of the Clarendon County Recreation Department at all times.

Coaches Name (printed)

Coaches Signature

Date

Coach/Administrator Background Screening Policy FOR CCRD RUN PROGRAMS

1. In order to better protect the youth participating in programs of the **Clarendon County Recreation Department**, background checks are mandatory for all coaches and administrators of CCRD run programs. CCRD run programs are determined by whether the fees and expenses are run through the parks or the athletic department. This screening policy process details the exclusionary criteria that will determine if someone is eligible to coach, assist with coaching, or assist with administration of CCRD run programs. Mandatory checks on administration does not include full time CCRD employees who oversee programs in that background checks are already run on these persons prior to being hired. However, the Recreation Department does reserve the right to run updated checks on staff as it deems necessary or prudent.
2. A completed and signed by applicant CCRD "Volunteer Disclosure Statement/Application" allowing the **CLARENDON COUNTY RECREATION DEPARTMENT** to run an individual sex offense registry and criminal background check is required by the **CLARENDON COUNTY RECREATION DEPARTMENT**. It is the responsibility of the park staff for park run programs and the athletic department for department run programs to insure that forms are completed on all coaches and administrators for CCRD run programs. The **CLARENDON COUNTY RECREATION DEPARTMENT** "Volunteer Disclosure Statements" must be submitted two weeks prior to the start of the first game of the season. Failure to provide a background check consent form by the deadline may disqualify the applicant from consideration for their coaching or administrative position with the Recreation Department.
3. The **CLARENDON COUNTY RECREATION DEPARTMENT** shall oversee the running of background checks for CCRD run programs. Any exclusionary items found will result in notification to the park or athletic department overseeing the program. It will then be the park (for park run programs) or the athletic department (for athletic department run programs) responsibility to notify the applicant of the exclusionary criteria that has been found. The **CLARENDON COUNTY RECREATION DEPARTMENT** minimum standards for coaches and administrators are as follows as recommended by the Southeastern Security Consultants whose criteria is recommended by the National Alliance for Youth Sports:

Individual applicants ("Applicants") shall be disqualified from positions as a CCRD coach or administrator if they were *ever* convicted of the following:

- A. Any crimes against children
- B. Convictions involving violence, especially recent or recurring convictions
- C. Any sexual offense

Should any pending charges described in "A" through "C" be uncovered, or should any of the above charges be brought against an applicant during the season, the applicant shall be suspended from serving as a volunteer until such time as the charges have been cleared or dropped and that person has been reinstated by the Recreation Department.

In addition, Applicants shall be disqualified if they have been convicted of the following within the past *ten (10) years*:

- A. **Any Felony conviction**
- B. **Any Drug related conviction**
- C. **Any crimes of moral turpitude, as determined by the Recreation Department**
- D. **More than one alcohol related conviction**

Should any pending charges described in "A" through "D" be uncovered, or should any of the above charges be brought against an applicant during the season, the applicant shall be suspended from serving as a volunteer until such time as the charges have been cleared or dropped and that person has been reinstated by the Recreation Department.

In addition, Applicants shall be disqualified if they have been convicted of the following within the past *seven (7) years*:

- A. **Any Misdemeanor conviction that may indicate a lack of integrity and/or character of an Applicant.**

Should any pending charges described in "A" be uncovered, or should the above charge be brought against an applicant during the season, the applicant shall be suspended from serving as a volunteer until such time as the charge has been cleared or dropped and that person has been reinstated by the Recreation Department.

4. In the event the Applicant feels a mistake has been reported in their criminal background check, it is the Applicant's responsibility to contact the reporting agency and resolve any issues.
5. 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. The **CLARENDON COUNTY RECREATION DEPARTMENT** shall maintain all authorizations and records or reports in a confidential manner. The **CLARENDON COUNTY RECREATION DEPARTMENT** and its members are not responsible for errors or omissions that may be reported on background checks.
6. Once an applicant has submitted a "Volunteer Disclosure Statement/Application" he/she will not be required to submit another form for CCRD run programs for a period of one year. Each park or athletic department administrator will be responsible for insuring that the proper statement/application has been submitted. I.E. A coach that submitted a form in March of a given year for the track program would not be required to submit another form for a park run summer basketball program. However, it will be the park staff's or athletic staff person's responsibility to verify that the check has been run and falls within the one year allowable time period.
7. This screening policy should be given to each applicant with the "Volunteer Disclosure Statement" so that persons are aware of the exclusionary criteria prior to submitting an application.
8. The Recreation Department reserves the right to amend these policies at any time.

CLARENDON COUNTY RECREATION DEPARTMENT VOLUNTEER DISCLOSURE STATEMENT/APPLICATION

League Applying FOR (Write in league information before making copies to give out. i.e. NE Youth Basketball): _____

Important that the information above be filled out so we know who to contact should anything come back!

(TO BE COMPLETED BY VOLUNTEER APPLICANT)

Date: _____

Applicant's Full Name: _____ Gender (male/female): _____

Other Names (Maiden, alias, etc.): _____

Applicant's Address: _____
Street

Applicant's Telephones: _____
City State Zip
(home) (work)

How many years have you been a resident of South Carolina? _____

List previous residence by city and state: _____

Applicant's Social Security Number: _____ Applicant's Date of Birth: _____

Applicant's Drivers License Number: _____ State: _____

Have you ever been convicted of any violations of the law other than a minor traffic violation?

- YES
- NO

If yes, give details below (use back of this sheet if necessary):

Where Arrested	Date	Name of Charge	Disposition

READ CAREFULLY BEFORE SIGNING

I, _____, authorize and give consent for the Clarendon County Recreation Department to conduct criminal background and sex offense checks in regards to my volunteer application. I give the Recreation Department permission to release this information to the president of the league for which I am applying or any other league presidents for which the information would be relevant.

I hereby certify that all statements made in this application are true, and I agree and understand that any willful misstatements of material facts herein will cause forfeiture on my part of all rights to volunteer with this organization.

Signature: _____ Date: _____

Name (Printed): _____

League Applying for: _____

(TO BE COMPLETED BY CCRD STAFF)

Date Received: _____

Date Criminal Check Ran: _____ If record, date league notified: _____

Date Sex Offense Check Ran: _____ If record, date league notified: _____