

City of Chester

**Volunteer Coaches Screening Policy**

**PURPOSE**

It is the intent of this policy to establish certain guidelines for screening potential volunteers and volunteer coaches for the City of Chester Parks and Recreation Department. In an effort to protect our children we will be investigating the backgrounds and character of volunteers who will be coaching children involved in athletic programs sponsored by the Chester Parks and Recreation Department.

**GENERAL**

 A. Participants 18 years of age or younger shall have at least one (1) approved coach of assistant coach present at each athletic activity, including practices and games. A coach becomes approved once the process described in this policy is completed.

 B. Any person who has been found guilty, pled guilty, or pled no contest, regardless of adjudication, or has a pending charge pertaining to, any of the disqualifying offenses listed in this policy will be immediately disqualified from coaching (either as a head coach or an assistant coach) in any athletic program sponsored by the City of Chester Parks and Recreation Department. The Parks and Recreation Department also reserves the right to disqualify a person for any crime or activity that would be considered a potential risk or detriment to children and/or vulnerable populations. A coach who fails to comply with this screening policy shall be automatically disqualified.

 C. This policy will apply to all youth sports coaches, head and assistant, participating in City of Chester sponsored recreational activities. If there is any doubt as to which coaches should be screened, the general rule is anyone who would potentially have unsupervised access to children on the team.

 D. The screening will be done annually.

**SCREENING PROCESS**

1. The Parks and Recreation Department will provide each potential coach or assistant coach with a Volunteer Consent/Release Form. The form should be completed and returned to the Recreation Director’s office by the deadline assigned to the form.

2. The Parks and Recreation department Staff will assign a deadline to submit the Volunteer Consent/Release Form to the Recreation Director. These deadlines will be at least two weeks prior to the start of practices for each sport. This is necessary to allow enough time to complete the screening.

3. The Chester Police Department will be conducting the background checks and will cross-reference the screening results with the disqualifying crimes listed in this policy. A pass/fail will be given to the Parks and Recreation Department based on the cross-reference. A pass grade for any coach that has zero disqualifying crime matches, a fail grade for any coach that has one or more disqualifying crime matches.

4. The Chester Parks and Recreation Department will conduct the character reference checks for all potential volunteers.

5. If it is determined by the Parks and Recreation Department that the potential coach is disqualified or that their services are not needed, the department shall notify the applicant via first class mail, or by telephone, or by both forms of notification.

**PENDING CASES**

Anyone who has been charged with any of the disqualifying offenses or anyone with a pending case will not be permitted to volunteer until the official adjudication of the case.

**DISQUALIFYING CRIMES**

If an applicant (1) has been convicted of, (2) has a charge pending against him or her in which it is alleged that he or she has committed any of the following crimes, or (3) has a record of a conviction of an equivalent offense in another state, the applicant will be disqualified from volunteering for coaching or assistant coaching positions with any program sponsored by the Parks and Recreation Department.

**All Sex Offenses**

Examples include, but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

**All Felony Violence Offenses**

 Examples include, but are not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

**All Felony offenses other than violence or sex within the past ten (10) years.**

 Examples include but are not limited to: drug offenses, child endangerment, etc.

**All Misdemeanor Violence offenses within the past seven (7) years.**

 Examples include, but are not limited to: simple assault, battery, domestic violence, hit and run, etc.

**Some Misdemeanor Alcohol offenses within the past five (5) years or multiple offenses in the past ten (10) years.**

 Examples include, but are not limited to: driving under the influence, drunk and disorderly public intoxication, etc.

**All Misdemeanor Drug offenses within the past five (5) years or multiple offenses in the past ten (10) years.**

Examples include, but are not limited: simple drug possession, possession of drug paraphernalia, etc.

**Any other misdemeanor within the past five (5) years that would be considered a potential danger to children or is directly related to the functions of that coach.**

Examples include, but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor, etc.

January, 2018

City of Chester Parks and Recreation

Volunteer Coach Background Consent Form

1330 Swanwick Street

Chester, Illinois 62233

618-826-1430

Applicant’s FULL Legal Name (PRINT): (check one): Male Female

 Last First Full Middle Maiden

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-Mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date of Birth (MM/DD/YYYY): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Head Coach Assistant Coach

Driver’s License # State of Driver’s License

Have you ever been convicted of a criminal \*offense or have any pending criminal\* charges against you?

\*This refers only to felonies and misdemeanors; you do not need to include non-criminal traffic violations or municipal ordinance violations.

 Yes (provide detail on next page) No

**This background check includes the following:**

* Criminal history reference searches for felony and misdemeanor convictions at the county, state and federal levels of every jurisdiction where I currently reside or where I have resided during the past 10 years; and sex offender registry searches at the county, state and federal levels in every jurisdiction where I currently reside or where I have resided.
* Sex Offender Registry search and inquiries.
* Character reference inquiries.

I hereby authorize the City of Chester Police Department, City of Chester Parks and Recreation Department and their agents to conduct the background check described above. In connection with this, I also authorize the use of law enforcement agencies and/or private background check organizations to assist the Chester Parks and Recreation Department in collecting this information

I authorize this information to be obtained either in writing or via telephone in connection with my consent. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance.

To the best of my knowledge, the information provided in this Notice and Authorization and any attachments thereto is true and complete. I understand that any falsification or omission of information may disqualify me from coaching. By signing below I hereby provide my authorization to the City of Chester Parks and Recreation Department and its agents to conduct a criminal and character background check.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name: Date:

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

Signature:

**MUST BE RETURNED TO RECREATION DIRECTOR’S OFFICE BY: FEBRUARY 8, 2020.**

January, 2018

City of Chester Parks and Recreation

Volunteer Coach Background Consent Form

1330 Swanwick Street

Chester, Illinois 62233

618-826-1430

List three (3) character references that are **not** related to you.

**REFERENCE #1**:

 NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 HOW KNOWN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**REFERENCE #2**:

 NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 HOW KNOWN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**REFERENCE #3**:

 NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 HOW KNOWN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

January, 2018

 City of Chester Park and Recreation Department

**Volunteer Coaches Policy**

The Chester Parks and Recreation Department offers a variety of youth sports activities. Volunteer coaches are instrumental in the success of our programs.

Individuals interested in volunteering to coach or assist must:

1. Complete a volunteer registration form.
2. Must complete a Background and Reference Check.
3. Sign and adhere to the CPRD Coaches Code of Ethics Pledge.
4. Follow the rules and guidelines of the sport.
5. Follow the rules and guidelines set down by the City of Chester Parks and Recreation Department.
6. Understand the program is for the participants and not adults.
7. Act as mature adults and set good examples for the players and the program.

Should the behavior and/or attitude of a volunteer coach be contrary to the guidelines established by the Chester Park and Recreation Department or the Coaches Code of Ethics Pledge, one or more of the following steps may be taken to alleviate the situation.

1. The behavior will be discussed with the volunteer coach. The coach may or may not be given an opportunity to correct the behavior.
2. The coach/volunteer may be removed from coaching or participating in the program for a season.
3. The coach/volunteer may be suspended from coaching or volunteering for any Chester Parks and Recreation Department program.

January, 2018

VOLUNTEER COACH REGISTRATION FORM

Head Coach \_\_\_\_\_

Assistant Coach \_\_\_\_\_

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

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell**:** Yes \_\_\_ No \_\_\_ Text**:** Yes \_\_ No \_\_

Program I would like to coach:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Toddler T-Ball | Softball 8U | Softball 12U | Baseball 10U | Spring Soccer |
| T-Ball | Softball 10U | Baseball 8U | Baseball 12U | Fall Soccer |

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Do you use illegal drugs? Yes \_\_\_\_ No \_\_\_\_
2. Have you been convicted of a felony within the last 10 years? Yes \_\_\_\_ No \_\_\_\_
3. Have you ever been charged with neglect, abuse, assault, sexual assault or crimes involving violence or threats of violence? Yes \_\_\_\_ No \_\_\_\_

I understand that:

* I must complete a criminal background and character reference in order to be considered as a volunteer coach.
* I understand that, if selected, I must follow the rules and guidelines set down by the City of Chester Parks and Recreation Department.
* I understand that the relationship between the Parks and Recreation Department and the volunteers is an “at will” arrangement, and that it may be terminated at any time without cause.

I affirm that I have read the above and that the information I have given is true and complete.

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

January, 2018



City of Chester

**Volunteer Coaches Screening Policy**

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

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I would like to thank you for your interest in coaches, assisting and/or volunteering for the City of Chester.

The Council of the City of Chester adopted a Volunteer Coaches Screening Policy in January of 2018. I have included a copy and the information needed from you for the screening.

Please read over the policy and complete the required information by the date listed.

If you have any questions please feel free to contact my office at the number below.

I appreciate your willingness to volunteer and your understanding in the need for the screening.

Sincerely,

Patti Carter

Patti Carter,

Recreation Director, City of Chester