

Volunteer Coaches Screening Policy



January 13, 2022

Dear Potential Coach,

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

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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 or 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. 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 to: 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.

Volunteer Coaches Screening



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):

LAST	FIRST	FULL MIDDLE	MAIDEN

ADDRESS		E-MAIL ADDRESS	
CITY		STATE	ZIP
PHONE		CELL?	YES NO TEXT YES NO

CIRCLE ONE	MALE	FEMALE				
DATE OF BIRTH		DRIVER'S LICENSE NUMBER		STATE ISSUED		

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: _____

DATE RECEIVED _____ January, 2018

MUST BE RETURNED TO RECREATION DIRECTOR'S OFFICE BY: FEBRUARY 26, 2022 AT 3 PM.

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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		PHONE					
ADDRESS		CITY		STATE		ZIP	
HOW KNOWN:							

REFERENCE #1 VERIFIED _____

REFERENCE #2

NAME		PHONE					
ADDRESS		CITY		STATE		ZIP	
HOW KNOWN:							

REFERENCE #2 VERIFIED _____

REFERENCE #3:

NAME		PHONE					
ADDRESS		CITY		STATE		ZIP	
HOW KNOWN:							

REFERENCE #3 VERIFIED _____

VOLUNTEER COACH REGISTRATION FORM

APPLICANT'S FULL LEGAL NAME (PRINT):

LAST	FIRST	FULL MIDDLE	MAIDEN

ADDRESS		E-MAIL ADDRESS	
CITY		STATE	
PHONE		CELL?	
		YES	NO
		TEXT	
		YES	NO

MARK THE PROGRAM LEVEL YOU WOULD LIKE TO COACH/ASSIST: **C= COACH** **A=ASSIST**

WEE-BALL	TODDLER	T-BALL	8UB	8US	10UB	10US	12UB	12US	14UB	14US

IF YOU ARE WANTING TO COACH OR ASSIST WITH SOMEONE IN PARTICULAR LIST THEIR NAME HERE:

I WANT TO BE HEAD COACH WITH THE FOLLOWING ASSISTANTS:

ASSISTANT #1		ASSISTANT #2	
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I WANT TO ASSIST WITH:

HEAD COACH		ASSISTANT #1	
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ANSWER THE FOLLOWING QUESTIONS

- DO YOU USE ILLEGAL DRUGS? YES ___ NO ___
- HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 10 YEARS? YES ___ NO ___
- HAVE YOU EVER BEEN CHARGED WITH NEGLIGENCE, 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 CPARKS 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

Head Coach	___
Assistant Coach	___

COACHES CODE OF ETHICS

- I will be a positive role model for the athletes I coach and demonstrate fair play and sportsmanship to all my players.
- I will act professionally and take responsibility for my actions.
- I am aware that I have a tremendous influence, for either good or ill, on the education of the player and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.
- I will exert my influence to enhance sportsmanship by my assistant coaches, players, parents and those associated with my team with special emphasis on respecting the rights, dignity and worth of athletes, coaches, other volunteers, friends and spectators.
- I will respect and support contest officials. I will not indulge in conduct which would incite players or spectators against the officials.
- I will place the emotional and physical wellbeing of my players ahead of a personal desire to win.
- I will ensure my language, manner, punctuality, preparation and presentation demonstrate the standards of the Chester Rec League.
- I will treat everyone equally regardless of sex, ethnic origin, religion or ability.
- I understand that I am responsible for ensuring that the health, well-being and development of athletes take precedence over the win/loss record.
- I will adhere to all pitch count rules and in the absence of rules act in the best interest player health and longevity regardless of the situation.
- I will provide a physically and emotionally safe environment for practices and competition.
- I will exhibit sound injury and risk management practices and will encourage athletes to seek medical advice when required.
- I will provide a sports environment for my team that is free of drugs and alcohol, and I will refrain from their use at all youth sports events.
- I will ensure that all equipment is safe and ready for play.
- I will treat each player as an individual, remembering there is a large range of emotional and physical development in the same age group.
- I will be fair, considerate and honest with athletes and communicate with athletes using simple, clear language.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will use those coaching techniques appropriate for all of the skills that I teach.
- I will be knowledgeable in the rules of Chester Rec League, SWIP, PONY and any applicable tournaments and I will teach and explain these rules to my players and coaches.

PRINT NAME _____ DATE _____

SIGNATURE _____

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 AND pass 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.*

PRINT NAME _____ DATE _____

SIGNATURE _____