



ARMED SERVICES YMCA

YOUTH SPORTS COACH VOLUNTEER APPLICATION

YMCA of the Pikes Peak Region

The federal Fair Credit Reporting Act provides that anyone who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses shall be liable for the greater of actual damages or \$1000, plus punitive damages, court costs, attorney's fees and up to two years imprisonment.

VOLUNTEER APPLICANT RELEASE ORDER FORM

Company: YMCA of the Pikes Peak Region

Admin Asst Contact: _____

Phone: _____

Email Address: _____

Thank you for considering the YMCA as a place to donate your time and talents. Volunteers are vital to the YMCA. Without them, we wouldn't be able to meet the needs of the youth who live in the Pikes Peak Region.

You'll find questions on this form about your background, former residences, places of employment, and so on. We hope you'll understand that, unfortunately, there are a few people who apply for volunteer jobs at the YMCA for the wrong reasons. The YMCA, however, makes an active effort to prevent abuse. So even though we may know you well, we will conduct appropriate background and reference checks on all volunteer coaches. It's just one of many ways we help protect children and other vulnerable people served by the YMCA. Final acceptance as a volunteer is based on a criminal records check, reference checks, and application approval.

Thanks for your cooperation in this effort and your interest as a volunteer coach for the YMCA. If you have any questions about this or any part of our application process, please contact one of our main facilities at the above numbers.

Name: _____ Date: _____
(First) (Middle) (Last)

Social Security #: _____ Sex: _____ Race: _____ DOB: _____

Drivers License Number: _____ State: _____

Addresses for past 5 years: (list current address first, then work backwards)

- Street Address: _____ City: _____ State: _____ Zip: _____ County: _____
Day Phone: _____ Evening Phone: _____ Email: _____
- Street: _____ City: _____ State: _____ Zip: _____ County: _____
- Street: _____ City: _____ State: _____ Zip: _____ County: _____
- Street: _____ City: _____ State: _____ Zip: _____ County: _____
- Street: _____ City: _____ State: _____ Zip: _____ County: _____

Have you previously applied for employment here? Yes No

HAVE YOU EVER PLEADED GUILTY TO OR BEEN CONVICTED OF A CRIME EXCLUDING MINOR TRAFFIC VIOLATIONS? Yes No

If Yes, give dates and circumstances.

"The YMCA has strict volunteer criteria. We conduct criminal background checks on all volunteers."

COACHES CODE OF CONDUCT

1. In order to protect YMCA coaches and program participants, at no time during a YMCA program may a coach be alone with a single child where he or she cannot be observed by others.
2. Coaches shall never leave a child unsupervised.
3. Restroom supervision: Coaches must check restrooms prior to practice to ensure it is clean and is not occupied by unknown individuals. During practice, children should be sent in pairs (preferably threesomes) to the restroom - never send a child alone. If a coach is ever assisting a child, doors to the facility must remain open.
4. Coaches shall not abuse children including:

Physical abuse—to strike, spank, shake, slap;	Verbal abuse—to humiliate, degrade, threaten;
Sexual abuse—to inappropriately touch or speak;	Mental abuse—to shame, withhold kindness, be cruel;
Neglect—to withhold food, water, basic care, etc.	

No type of abuse will be tolerated and may be cause for immediate dismissal.
5. Coaches must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism.
6. Coaches will observe children at each practice or game and note any possible indicators of abuse. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
7. Coaches will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.
8. Coaches will respect children’s rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched on areas of their bodies that would be covered by a bathing suit.
9. Coaches will refrain from intimate displays of affection towards others in the presence of their teams and parents.
10. While the YMCA does not discriminate against an individual’s lifestyle, it does require that while coaching, they will abide by the standards of conduct set forth by the YMCA.
11. Coaches must appear clean, neat, and appropriately attired.
12. Using, possessing, or being under the influence of alcohol or illegal drugs during practices or games is prohibited.
13. Smoking or use of tobacco in the presence of children or parents during practices or games is prohibited.
14. Profanity, inappropriate jokes, sharing intimate details of one’s personal life and any kind of harassment is prohibited.
15. Coaches must be free of physical and psychological conditions that might adversely affect the children’s physical or mental health. If in doubt, an expert should be consulted.
16. Coaches will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity. All coaches are expected to support the officials. Any negative comments or gestures towards an official will not be tolerated.
17. Coaches should not be alone with children on their teams or other teams associated with the YMCA. Any exception to this rule should be subject to administrator approval.
18. Coaches should not transport children in their own vehicles unless prior approval is given by the YMCA administrator.
19. Coaches should not date program participants under the age of 18 years of age.
20. Coaches should monitor the release of children on their teams to ensure a child is never left alone or picked up by a stranger.
21. Coaches are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject.
22. Coaches will act in a caring, honest, respectful and responsible manner.

I understand that any violation of this Coaches Code of Conduct may result in my dismissal.

Coaches Signature

Trainer’s Signature

Date

FAIR CREDIT REPORTING ACT DISCLOSURE AND AUTHORIZATION

Disclosure

As an applicant for employment, to volunteer, or a current employee of the YMCA of the Pikes Peak Region, you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstances exist, this organization may choose to obtain and use information contained in either an investigative consumer report or a consumer report from a consumer reporting agency about you when: (1) considering your application for volunteering or employment, (2) making a decision whether to allow you to volunteer or to offer employment, (3) deciding whether to continue your volunteer status or employment (if you are hired), or (4) making other volunteer or employment-related decisions directly affecting you.

For explanation purposes, a "consumer reporting agency" is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as this organization.

A "consumer report" means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes.

An "investigative consumer report" means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with whom you are acquainted or who may have knowledge concerning any such items of information.

In the event an investigative consumer report is prepared, you may request additional disclosures regarding the nature and scope of the investigation requested as well as a written summary of your rights under the Fair Credit Reporting Act.

Authorization

By signing below, I hereby voluntarily authorize the YMCA of the Pikes Peak Region to obtain either an investigative consumer report or a consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at this organization. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

_____ (Name)

_____ (Date)

In connection with my application, I understand that investigative background inquiries are to be made on me including criminal convictions, motor vehicle, consumer credit, and other reports. These reports may include information as to my character, work habits, performance, education, workers compensation claims and experience along with reasons for termination of employment from previous employers. Further, I understand that you will be requesting information from various Federal, State, and other agencies.

I authorize without reservation, any party or agency contacted to furnish the above-mentioned information and release all parties involved from any liability and responsibility for doing so. I hereby consent to obtaining the above information from Employment Screening Alliance. This authorization and consent shall be valid in original, fax or copy form.

I have the right to make a request of Employment Screening Alliance upon proper identification and the payment of any authorized fees, for the information in its files on me at the time of my request. I further authorize ongoing procurement of the above-mentioned reports at any time during my employment (or contract) or as a volunteer.

Applicant's Signature: _____ Date: _____

TELEPHONE REFERENCE CHECK

Coach: Please list the following information in the shaded areas including name, and phone numbers. The YMCA requires at least three references to be listed for follow up by a YMCA staff person. Only 1 reference may be a personal reference. NO reference may be from a family member.

Name: _____ **Home Phone:** _____ **Work Phone:** _____

Reference checked by: _____ Date: _____

Please answer the following questions to the best of your knowledge:

Applicant dependable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Good work ethic?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ever volunteer before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Would you recommend?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Get along with others?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Applicant good with kids?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Comments: _____

Name: _____ **Home Phone:** _____ **Work Phone:** _____

Reference checked by: _____ Date: _____

Please answer the following questions to the best of your knowledge:

Applicant dependable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Good work ethic?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ever volunteer before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Would you recommend?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Get along with others?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Applicant good with kids?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Comments: _____

Name: _____ **Home Phone:** _____ **Work Phone:** _____

Reference checked by: _____ Date: _____

Please answer the following questions to the best of your knowledge:

Applicant dependable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Good work ethic?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ever volunteer before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Would you recommend?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Get along with others?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Applicant good with kids?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Comments: _____

Name: _____ **Home Phone:** _____ **Work Phone:** _____

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Ever volunteer before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Would you recommend?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Get along with others?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Applicant good with kids?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Comments: _____

