



VOLUNTEER YOUTH COACH POLICY INSTRUCTORS & CAMP DIRECTORS

CITY OF ORANGEBURG PARKS AND RECREATION DEPARTMENT

It shall be the goal of the City of Orangeburg Parks and Recreation Department to provide the best available adult volunteer youth coaches to work with our young people. In order to accomplish this, a policy is adopted that requires a volunteer youth coach fill out a volunteer application prior to being allowed to have contact with the young people. A local, state and national background check will be completed as part of this application.

If an individual is found to have been convicted of a felony, or is listed in the National Sex Offender Registry, the application of this individual will be rejected. All youth coaches must fill out an application **every two years** from the date of their original application. This application applies to the head coach and any assistants that may work with the teams. The City will bear all costs of processing applications.

Once hired, it will be your responsibility to notify the City's Parks Department of any arrests, convictions or any listing in the National Sex Offender Registry during the two year period. Failure to do so could result in an automatic removal from coaching.

It is also a goal of the Department to provide a quality coaches certification program that will expose them to training on the psychology of coaching young people, first aid, responsible youth physical conditioning programs, as well as training on coaching techniques for their particular sport. It shall be the policy of the Department to strongly recommend that all coaches be certified through the National Youth Coaches Association. The Department will be responsible for the registration costs of a coach who is certified through the National Youth Coaches Association. Recreation Division Staff will be responsible for administering the certification program for adult volunteer youth coaches.

Shaniqua Simmons
Parks & Recreation Director
City of Orangeburg

VOLUNTEER APPLICATION

City of Orangeburg Parks and Recreation Department
367 Green Street, Orangeburg, SC 29115

Date of Application _____
Name _____ Date of Birth _____ SS# _____
Home Address _____
Home Phone _____ Work Phone _____ Driver's License # _____ State _____
Email address _____ Present Employer _____
Former Employer _____

CONSENT/RELEASE FORM

(To investigate background information)

I, _____, authorize and give consent for the City of Orangeburg Parks and Recreation Department, to obtain information regarding myself. This includes, but is not limited to:

- * Employment Records/Employers References
- * Criminal Background Records/Information
- * Coaching Experience
- * First-Aid Experience
- * Personal References
- * Addresses
- * Motor Vehicle Record

I authorize this information to be obtained either in writing or via telephone in connection with my volunteer application.

Signature & Date: _____

List three references not related:

References

Name	Address	Phone	Date Verified
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reference Check completed by (*Section to be completed by City Employee*):

Name Signature

Forms may be faxed: (803) 533-6027 OR Mailed: P.O. Box 1321, Orangeburg, SC 29116-1321

PLEASE ANSWER THE FOLLOWING QUESTIONS

Have you ever been convicted of a felony? _____

If yes, explain details: _____

Have you ever been involved in an incident involving child abuse or neglect? _____

If yes, explain details: _____

Have you ever had or do have a problem with drugs and/or alcohol? _____

If yes, explain details: _____

Reason for wanting to volunteer? _____

Position desired? _____

What interests you about this position? _____

What experience do you have working with children? _____

List the sports you have coached.

type of sport	organization/league	number of seasons
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type of sport	organization/league	number of seasons
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type of sport	organization/league	number of seasons
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List any formal training you have received in coaching. _____

List any formal training you have received in first aid.

List any formal training you have received in teaching children or parenting.

Printed Name

Signature

Date



**Parks and Recreation Department
Volunteer Release and Confidentiality Agreement**

Name of Volunteer (please print): _____

Address: _____ Phone: _____

I, the undersigned volunteer, desire and agree to volunteer for the City of Orangeburg ("City"). In consideration of this opportunity, I further understand and agree as follows:

1. I am donating my time and services without any compensation and shall at no time be considered an employee or independent contractor of the City. I also understand that the City does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness.
2. I understand that in the course of my volunteer work I may obtain or be presented with confidential information, relating to customers, volunteers or other persons applying to receive assistance or services from the City. I agree not to divulge any confidential information. I realize that the release of confidential information may be harmful to others and subject me to legal action.
3. I, binding my heirs, executors, personal representatives, administrators and assigns, agree to release, and **HOLD HARMLESS** the City, its officers, directors, employees, or agents from any and all liability or claims with respect to any bodily injury, personal injury, illness, death, or property damage that may result from my activities with the City, whether caused by the negligence of the City or its officers, directors, employees, or agents, or otherwise.
4. I hereby grant and convey unto the City all right, title, and interest in any and all photographic images and video or audio recordings made of me by the City while volunteering, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.
5. I expressly agree that the hold harmless provisions of this agreement are intended to be as broad and inclusive as permitted by the laws of the State of South Carolina and that this agreement shall be governed by and interpreted in accordance with the laws of the State of South Carolina. I also agree that in the event that any clause or provision of this agreement is held invalid by any court of competent jurisdiction, the invalidity of such clause or provision will not otherwise affect the remaining provisions of this agreement which will continue to be in full force and affect.

I have carefully read this release and understand and agree with all of its terms and conditions.

Signature of Volunteer or
Parent/Guardian if under 17

Date