



Volunteer Coaches Application

(Please Check One)

☐ Head Coach

☐ Assistant Coach

☐ Team Parent

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Phone: (Home) _____ (Cell) _____

Have you ever coached or assisted in a program? _____ If yes, where? _____

Please list what sport and age group are you interested in volunteering for:

Season (EXAMPLE: *Spring 2021, Fall 2022, Winter 2023*): _____

If Assistant, Who Will Serve As Head Coach: _____

Have you ever served a suspension as a coach or have been suspended from a park or recreation facility?

Yes ☐ No ☐

If Yes, please explain.

PLEASE READ BEFORE SIGNING

If selected, you will serve as a head coach, assistant coach, or team parent with the City of Douglasville Parks and Recreation Department. The department reserves the right to suspend or remove any coach when deemed necessary. All coaches are expected to adhere to the department's coaching policies and code of ethics. Failure to do may result in removal. Additionally, all applicants must successfully pass a criminal background check to be eligible.

City of Douglasville Staff must approve all volunteer requests with all prerequisites met.

- Coaches Application
- Background Check
- NAYS Online Coaches Clinic (For Particular Sport)
- Mandated Reporters

Background Check Procedures

All volunteers must submit a background check to be involved with the program. Volunteer candidates must submit and pass a criminal background check every year.

Criteria for Exclusion

- All Sex Offenses – Regardless of the amount of time since offense.

Examples: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

- All Felony Violence – Regardless of the amount of time since offense.

Examples: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.

- All Felony offenses other than violence or sex within the past 10 years.

Examples: drug offenses, theft, embezzlement, fraud, child endangerment, etc

- All misdemeanor violence offenses within the past 7 years or multiple offenses in the past 10 years.

Examples: simple assault, battery, domestic violence, hit & run, etc.

- All misdemeanor drug & alcohol offenses within the past 5 years or multiple offenses in the past 10 years.

Examples: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

- Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.

Examples: contributing to the delinquency of a minor, providing alcohol to a minor, theft if person is handling monies, etc.

Pending Cases

Anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.

Individuals who are determined to be ineligible will be notified by the Athletic Program Manager or an assigned member of the administrative team.

If a volunteer or instructor is charged with any disqualifying offense while participating in a program, they must report it to the Athletic Program Manager or designated member of the City of Douglasville athletic staff. Any such violation during the program will result in the immediate termination of their role as a coach or volunteer.

Signature

Date

Coach Code of Conduct

Coaches have a responsibility to behave in a respectful manner that will instill a sense of sportsmanship in all players.

As a coach for the City of Douglasville Parks and Recreation Department I understand:

1. I will prioritize the physical health and emotional welfare of my players above any personal ambition to win.
2. I will treat every player as an individual and acknowledge that athletes of the same age can vary greatly in their emotional and physical development.
3. That it is my responsibility to make every effort to ensure a safe environment for all participants.
4. I will apply appropriate first aid practices to address injuries when needed.
5. I will need to be well-informed of the rules of the sport I coach and will teach those rules to my players.
6. I am a youth coach and I will keep in mind that my role is to coach youth, ensuring the focus of the game remains on the children rather than the adults.
7. It will not be tolerated at any time to lay a hand upon, push, shove, and threaten to strike or verbally threaten an official, player, coach or recreation staff.
8. Being involved in a physical or verbal altercation with a player, coach, or other spectator will result in my ejection from the game and possible suspension from future games.
9. That any ejection will result in a minimum suspension of one game and possible removal from the program.
10. All coaches, players, parents, and spectators will abide by the official's decision. The official's decision and/or calls are not arguable. If you have a concern regarding the officiating, contact the City of Douglasville athletic staff.
11. Verbal abuse, harassment, and/or unsportsmanlike behavior towards an official, player, spectator, supervisor, or athletics staff member is not tolerated.
12. All coaches, players, and spectators will refrain from the use of vulgar or unsportsmanlike manners including language while at any sporting activity, including practices and games.
13. Any coach, player, parent, or spectator that is ejected from the game must leave the playing area immediately upon request. Failure to leave will result in forfeiture of the game and a possible suspension.
14. Coaches and teams are responsible for the conduct of their spectators. Failure to attempt to control disruptive spectators may result in forfeiture and/or ejection.
15. I will avoid the use or promotion of alcohol or illegal substances immediately before or during any City of Douglasville program or event.
16. I will not use or endorse tobacco products in or around any playing or practice areas while coaching or when coaching responsibilities may arise.
17. I will refrain from any behavior deemed detrimental to any City of Douglasville program or event.
18. I will comply with all City of Douglasville Parks and Recreation policies, rules, and staff directives.
19. The zero-tolerance policy is in effect at all athletic events.

Failure to abide by the Code of Conduct will result in ejection from the game and possible suspension from future games.

Zero Tolerance Policy

There will be zero tolerance for players, coaches, and spectators who engage in harassing and/or unsportsmanlike behavior with umpires/officials, spectators, coaches, players, or athletic staff. Officials, game supervisors, and athletic staff have the authority to penalize the player, coach, spectator, or team if an official is sworn at, harassed, argued with, or insulted. Penalties will range from: warning, to ejection from game, to suspension from future games, and possible forfeiture of the game.

NOTE to coaches:

To ensure quality fields and facilities we will be enforcing the following:

Pick up and properly dispose of all trash when leaving the field or facility.

If you can see your footprint when you walk on the infield, do not use the infield.

If the outfield has puddles or is soggy, do not use the outfield.

Signature

Date

City of Douglasville Parks and Recreation Department

Coaches Dress Code

Each volunteer represents the City of Douglasville. Your appearance contributes to the overall impression that our city portrays. Clothing appropriate to an athletic environment is expected as all volunteers are expected to present an image that is both professional and appropriate to their working conditions.

Professional appearance for a volunteer coach or team parent means wearing clean, well-maintained athletic attire that is appropriate for an active sports environment while reflecting positively on the City of Douglasville.

1. Coaches are required to wear City of Douglasville issued coach's shirts that will reflect team colors or identity during games and scrimmages. With approval from the Athletic Program Manager or designated department staff, coaches may also wear business casual attire or other appropriate coaching apparel, team specialized shirts provided it is professional in appearance and clearly identifies the coach's team through team colors, logos, or other recognizable team branding. All coaching attire must be free of offensive, inappropriate, or conflicting organizational messaging and should allow coaches to be readily identifiable to participants, parents, officials, and staff.
2. Acceptable attire includes athletic wear, as well as neat, presentable jeans without rips or holes, and business casual clothing such as polo shirts, khakis, or similar items.
3. Shorts and pants should be athletic style, denim, appropriately fitted, and suitable in length
4. Shorts and skirts must be of appropriate length for a professional athletic environment. As a guideline, all shorts and skirts should extend to at least mid-thigh when always standing and provide appropriate coverage, including during movement and active coaching.
5. Tank tops and any unapproved clothing are not permitted.
6. Attire must be worn properly, with no undergarments visible.
7. Headwear such as hats or visors may be worn, provided they are appropriate, free of offensive language or imagery, and worn facing forward.
8. Bandanas or any other unauthorized head coverings are not permitted, even if worn underneath approved headwear.
9. Jewelry should be minimal and not pose a safety risk.
10. Any tattoos that contain appropriate or offensive content must be covered at all times.
11. Proper footwear must be worn at all times. Athletic shoes are strongly recommended. Flip-flops, sandals, heels, crocs, or other non-athletic footwear are not permitted. Dress shoes may be worn if they are safe and appropriate for the activity.

Coaches who do not meet these dress code expectations will not be allowed to participate in coaching duties until their attire is corrected. Any exceptions must be approved in advance by the City of Douglasville Parks and Recreation Department staff.



Photo Identification

A photo identification practice serves the dual purpose of identifying volunteers as qualified and authorized personnel and builds public awareness for quality volunteer management practices. The system is effective when there is compliance by all volunteers wearing their photo identification at all times of service.

1. All qualified volunteers are required to wear a photo identification badge during practices, scrimmages, and games.
2. Photo identification badges are to be displayed at all times when on official assignment and are not to be worn or used for any other purpose than an official assignment.
3. A volunteer who fails to wear their ID badge will not be permitted to coach, assist or instruct.
4. No pins, stickers, or markings are allowed to be displayed on the ID badge. The photo identification badge must be clearly visible to the public and should be worn between the shoulders and waist with the photo clearly visible.
5. If a photo identification badge is lost or stolen, it is the responsibility of the volunteer to notify the department as soon as possible to obtain a replacement badge. Replacement badges will cost \$15.
6. The photo identification badge will be issued to all volunteers after the completion of a comprehensive background check and will expire each year on August 1.
7. It is the duty of every qualified volunteer to report any volunteer failing to properly display their credential to the department.

Signature

Date