



COACH'S APPLICATION

Anyone volunteering for any MV Parks & Rec activity will be subject to a **Criminal Background Check**, expected to complete **Concussion** and **Sudden Cardiac Arrest Training**, return the **Handbook Acknowledgment Form**, attend a **Coach's Meeting** at the beginning of each season and volunteer **two days a week** for at least one hour each day.

Volunteer coaches help make our league successful. If you are interested in coaching, please fill out this application.

Volunteer First & Last Name

Volunteer Phone #

Volunteer E-mail Address

Volunteer T-Shirt Size

AS AM AL AXL A2XL

League Volunteering For

- Basketball
- Baseball
- Soccer

If Child is Playing, Child's Name

Basketball

- Kindergarten
- 1st Grade Boys 1st/2nd Grade Girls
- 2nd Grade Boys 3rd/4th Grade Girls
- 3rd Grade Boys 5th/6th Grade Girls
- 4th Grade Boys
- 5th Grade Boys
- 6th Grade Boys
- 7th Grade Boys

Baseball

- 3/4 Years
- 5/6 Years
- 7/8 Years
- 9/10 Years
- 11/12 Years

Soccer

- 3/4 Years
- 5/6 Years
- 7/8 Years

HAVE YOU EVER PLEADED GUILTY TO OR BEEN CONVICTED OF A CRIME EXCLUDING MINOR TRAFFIC VIOLATIONS? If Yes, state dates and circumstances. Yes No

COACH'S CODE OF CONDUCT

1. In order to protect the **City of Maple Valley (CMV)** coaches and program participants, at no time during a CMV program may a coach be alone with a single child where he/she cannot be observed by others.
 2. Coaches shall not be alone with children on their team or other teams and will not leave a child unsupervised.
 3. Coaches should monitor the release of children on their teams to ensure a child is never left alone or picked up by a stranger.
 4. 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.
 5. 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.
6. Coaches must use positive techniques and guidance, including redirection, positive enforcement and encouragement rather than competition, comparison and criticism.
 7. 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.
 8. Coaches will respond to children with respect and treat all children equally regardless of sex, race, religion or culture.
 9. 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.
 10. While the CMV 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 CMV.
 11. Coaches must appear clean, neat and appropriately attired.
 12. Using, possessing or being under the influence of alcohol or 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 comply with school district and park facility rules to ensure player safety.
 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 official and reports of inappropriate behavior may result in suspension. Negative comments or gestures toward officials will not be tolerated.
 17. Coaches will act in a caring, honest, respectful and responsible manner.

I understand that any violation of this Coach's Code of Conduct may result in my immediate dismissal.

Coach's Signature
(Parental Signature for Volunteers Under 18 Years)

Date



AGREEMENT FOR INDIVIDUAL VOLUNTEER SERVICES

This agreement is made, by and between the City of Maple Valley, a political subdivision of the State of Washington, hereinafter referred to as the "City" and _____ herein after referred to as the "Volunteer."
Print Legal Name

PURPOSE: The purpose of this Agreement is to outline the responsibilities of the City in providing volunteer opportunities, and to create an understanding between the City and the Volunteer.

This Agreement shall apply to persons voluntarily performing non-compensated services for the City, including but not limited to, practical work experience, recreational programs, senior programs, police resource centers, and academic internships.

AGREEMENT FOR NON-COMPENSATED SERVICES: The Volunteer agrees to abide by all relevant City policies and procedures and to perform the volunteer services in a safe, responsible manner in accordance with the descriptions of service.

It is further understood that this Agreement shall not in any way constitute nor create an employer/employee relationship between the City and the Volunteer. The City shall not be responsible for, nor liable for, nor shall the applicant be eligible to receive, any compensation or benefits as a result of the Agreement EXCEPT for State Labor and Industries Industrial Insurance medical aid coverage.

In consideration of the City giving me permission to perform these volunteer services, I understand that:
(Please initial the following)

_____ I am not to appear for volunteer service under the influence of any alcohol or illegal drugs. The Volunteer agrees to inform the supervisor at the beginning of the shift if taking any over-the-counter or prescription medications which may impair the ability to perform volunteer duties.

_____ I am not to have children with me, during my volunteer activities, that are under 14 years of age who are not enrolled in the program to which I am providing volunteer services.

_____ I will abide by all City policies regarding personal conduct while performing volunteer services.

_____ I agree not to go beyond the scope of volunteer work agreed to without authorization.

_____ I am to be trained on any activity that I am unfamiliar with, learn the corresponding policies, and it is my responsibility to understand them completely or ask questions until I feel confident to perform them.

_____ Depending on the scope of volunteer work, the following policies may apply: Anti-Harassment Policy, General Code of Conduct, Vehicle Policy, Use of City Equipment and Supplies.

_____ Should an injury occur during the scope of my service, the City has included my hours of volunteer service in the State Labor and Industries coverage for volunteer workers.

_____ I understand that I am to report any on-the-job injury or illness, no matter how minor, to my supervisor.

BACKGROUND CHECKS: I consent to the City performing a criminal history background check in accordance with RCW 43.43.830-839 and waive any right of privacy I may have in such information for the limited purpose of the City considering it for determining my suitability as a volunteer. (To be used for volunteers who will have unsupervised access to children, developmentally disabled persons or vulnerable adults, or who will be working with confidential information, or handling City funds.)

TERMINATION: I understand that I or the City may terminate this agreement at any time without cause, and that I am volunteering my services at will and may be asked to discontinue such without prior notice or reason.

WAIVER & HOLD HARMLESS: I am fully aware that the work associated with being a City Volunteer involves certain risks of physical injury or death. Being fully informed as to these risks and in consideration of my being allowed to participate in the City's Volunteer Program, I hereby assume all risk of injury, damage and harm to myself arising from such activities or use of City facilities. I also hereby individually and on behalf of my heirs, executors and assignees, release and hold harmless the City, its officials, employees and agents and waive any right of recovery that I might have to bring a claim or a lawsuit against them for any personal injury, death or other consequences occurring to me arising out of my volunteer activities.

LIABILITY COVERAGE: I understand that the City is self-insured through the Washington Cities Insurance Authority (WCIA) for liability coverage. Volunteers performing within the scope of their assigned duties as authorized by the City are afforded the same coverage as City employees under the City's liability coverage with WCIA. I am fully aware that a volunteer's intentional misconduct is not protected or covered by the City or WCIA.

This agreement will be in effect for the duration of my volunteer services.

City of Maple Valley Parks & Recreation

Volunteer's Legal Name

Address

City State Zip

Phone

Email Address

Volunteer's Signature

Parental Signature (For Volunteers under 18)

Date

City of Maple Valley



Emergency contact information for Volunteers

I am providing the following emergency contact information for the City's use by listing two individuals, in order of priority, who can be reached in case of accident, sudden illness, etc.:

Volunteer Name: _____

Contact 1:

Name: _____ Relationship: _____

Phone number: _____

Phone number: _____

Contact 2:

Name: _____ Relationship: _____

Phone number: _____

Phone number: _____

I am also providing the following emergency notification data for the City's use in the case of regional disaster, such as an earthquake, by listing one individual who lives outside of Washington State: (Optional)

Name: _____ Relationship: _____

Home Address: _____
No. & Street City State Zip Code

Phone number: _____

Phone number: _____

I understand it is my responsibility to advise the City of any changes to this data:

PRINTED NAME

SIGNATURE

DATE

City of Maple Valley

Volunteer Handbook Acknowledgment

Your signature below indicates that you:

- ✓ Acknowledge that you have received a copy of a the City of Maple Valley Volunteer Handbook;
- ✓ Understand that you are expected to read the Volunteer Handbook in its entirety;
- ✓ Agree that you will follow the rules and procedures indicated within the Volunteer Handbook;
- ✓ Understand that if you are signing this agreement as a representative of a group or organization undertaking a volunteer effort for the city, it is your responsibility, to the best of your ability, to ensure that other group members are aware of and abide by these rules and procedures; and,
- ✓ Will contact the volunteer coordinator at 425-413-8800 if you have any questions about the rules and procedures contained within the handbook

Please sign and date this acknowledgment and return to the city.

Volunteer's Printed Name

Printed Name of Group/Organization represented by above-noted individual volunteer, **(if applicable)**

Volunteer's Signature

Date



VOLUNTEER COACH'S POSITION DESCRIPTION & EXPECTATIONS

POSITION TITLE:	Youth Coach (Volunteer, 3-6 hours per week)
DEPARTMENT:	Parks & Recreation
REPORTS TO:	Recreation Coordinator

This is a volunteer position. You will be considered a role model for young athletes assigned to your team; therefore sportsmanship, fair play, and full participation are mandatory. The normal volunteer schedule is between 3 to 6 hours per week and may include evening and weekend work.

DUTIES

- Attend the pre-season coaches meeting
- Schedule a weekly practice day and time; distribute practice information
- Contact all players and parents within one (1) week of coaches meeting
- Distribute the picture day and time information
- Umpire or referee games scheduled on Saturdays
- Teach and encourage proper fundamentals, playing rules, strategies and playing tactics
- Preside over team activities including all practices and games
- Manage City provided game and practice equipment
- (optional) Delegate or collect money for team trophies; Delegate or organize an end-of-season team party
- Performs related duties as required

EXPECTATIONS

- Serve as positive role model to the players and parents
- Teach sportsmanship, cooperation, work ethic and responsibility to one's team
- Schedule each player equal playing time
- Help players develop skills at all positions
- Condition athletes appropriately for activities requiring endurance, strength and agility
- Monitor and correct players personal conduct during practices and games
- Encourage parent involvement
- Communicate effectively and regularly with parents

QUALIFICATIONS:

- Ability to work with children ages 14 and under
- Be organized and dependable
- Basic knowledge of the sport you will be coaching
- Willingness to learn and follow City rules and guidelines regarding youth sports
- Prior coaching experience is helpful but not necessary

Special Requirements:

- Must be 18 years or older
- Must be able to pass a criminal history background check as required by the Child/Adult Abuse Information Act
- Must be able to work the complete season for the assigned sport
- Must be insurable by the City's insurance carrier

Physical Requirements:

- Must be able to physically see, hear and run as needed for the sport
- Will work part-time evenings with possible weekends, and/or holidays

General Information:

As a volunteer coach, you are treated by local, state, and federal law as being an unpaid employee of City of Maple Valley in which you are association with; therefore, you must conduct yourself in the same manner as you would your own job. In the same respect, you will receive the same treatment, aside from compensation and benefits, as the employees of the City of Maple Valley.



Safety Information for Coaches

A safe playing environment is essential to provide a high quality recreational sports program. Here are some guidelines to ensure a safe environment for all participants, officials, and spectators.

Medical Emergencies

- Any incident that causes a player, manager, coach, umpire or volunteer to receive medical treatment and/or first aid must be reported to the field or gym supervisor. The supervisor will be responsible for attending to the injury as they are trained in administering first aid.
- If the parent is attending practice and/or game they will be responsible for attending to an injured player. If the parent is not attending contact them as soon as possible

Weather Related Information

- Check the weather forecast before leaving for a game or practice
- Watch for signs of an approaching storm
- Postpone outdoor activities if storms are imminent
- When lightning is observed or thunder is heard, clear the field and move to a safe location
- Players may not return to the field until 30 minutes after the last lightning strike or thunder clap

Safe Playing Area

Regular safety inspection of fields (practice and game) is the best way to eliminate conditions that cause accidents. Coaches, and referees should routinely check playing areas for:

- Holes, damage, rough or uneven spots and slippery areas
- Glass, rocks, foreign objects

Report any incidents or safety hazards to the appropriate City Parks & Recreation staff member.