2015- 2016 Winter Basketball COACH Application

Derry Parks & Recreation Department
31 West Broadway, Derry, NH 03038
Phone: (603) 432-6136 Fax: (603) 432-6758
derryrecreation@derrynh.org

The Derry Parks & Recreation Department takes great pride in the recreational format of the Winter Basketball Program. We firmly believe that this program is an outlet for children to learn, exercise, build self-esteem, attain personal goals, and have fun in a safe and secure environment. *We want to stress that this is a non-competitive league designed to develop basketball skills as well as interpersonal communication skills.*

Please remember the Department has a strict policy on displaying good conduct and sportsmanship. This concept must be incorporated into your leadership style. We take this code of conduct seriously and will not permit any infractions or displays of inappropriate behavior, attitude, or poor sportsmanship. We hold our participants to the same standards as reflected in our Athletes' Code of Conduct. We expect team leaders and parents to review this code with all players and guide your team to maintain this important objective.

Please be sure to read over all of the following information before registering as a coach/assistant coach:

- All interested coaches/assistant coaches must complete a COACH Application.
- All coaches/assistant coaches must give us a copy of their driver's license in order for us to complete a background check.
- Each volunteer coach/assistant coach is to receive a coach's shirt. Please note the appropriate size on the attached application as shirt sizes cannot be changed once orders have been placed.
- Non-residents may apply to be a coach/assistant coach, however all non-resident applications will be placed in a Hold File until the last day of the registration period. At that point, non-residents will be placed on teams according to availability.
- No more than four (4) requests may be accommodated per coach/team/player if feasible, which includes your own children. Requests will be accommodated on a first come, first served basis and will be based on the date the registration form and fee is received and processed. Although the Department does its best to accommodate, no requests are ever guaranteed.
- Head coaches must be at least 18 years of age so we can provide a proper background check. A young adult who would like to assist a team may be no younger than 15 years old at the start of the program (December 1, 2015).
- Games occur on Saturdays at various school gymnasiums throughout the town of Derry beginning in January. Week day practices are held once a week for participants between grades 3 and 8 beginning in December. The program will conclude prior to the end of March.
- Please note any known scheduling conflicts that you may have throughout the season on the attached application.
- We do request that there are no more than a total of two coaches per team, therefore there will only be two coach shirts available per team.
- **Please review all of the attached pages of this application and answer all questions. Changes cannot be made once your form has been submitted to the Recreation office.**
- For cancellation information due to inclement winter weather, please check the Recreation website www.derry-nh.org, or try the Recreation Office at 432-6136 for a cancellation message.

Please be sure to complete the attached Coaches Application and return it to the Parks & Recreation Department by Friday, November 13th, 2015. Thank you in advance for volunteering your time to be a Coach for our 2015 - 2016 Recreation Basketball program!

2015-2016 Winter Basketball COACH Application

Derry Parks & Recreation Department
31 West Broadway, Derry, NH 03038
Phone: (603) 432-6136 Fax: (603) 432-6758

Please complete this form and return to the Recreation Office. Please print clearly and answer all questions. You must provide your social security number for the background check. The Department will pay for any fees needed to perform the background check.

Current Legal Name:	

Maiden or Previous Names:	

Address:		Length of time at this Address:	

Town:		State:		Zip Code:	

Previous Address:		Length of time at this Address:	

Town:		State:		Zip Code:	

Home Phone:		Cell Phone:	

Email Address:	

Date of Birth:	_____/_____/_____	Gender:		Social Security Number:	_____-_____-_____

Name of the Child you will be coaching:		Division:	

Please Circle your T-Shirt Size: Small Medium Large X-Large Other: _____

Please Circle Your Preference: COACH ASSISTANT COACH

For Grades 3-8 ONLY: Evening practices take place for all divisions in grade 3rd through 8th. Please indicate preferred practice evenings below by choosing 1st, 2nd, and 3rd choice of evenings (Monday through Thursday). ***If there are no choices indicated below, the Department will assume any night is acceptable. Please note, Friday and weekend practices are not an option.***

Choice 1: _____ Choice 2: _____ Choice 3: _____ Any Night: _____

On occasion weeknight practices may be cancelled. Please indicate below the best way to reach you to convey a cancellation such as this (work phone/cell phone/email/etc.) Every attempt will be made to notify you of a cancellation between the hours of 8:00am and 4:30pm. **If you choose to list a cell phone, please provide us the name of your cell phone carrier.**

The best way to reach me is: _____

Do you have any Scheduling conflicts we should be aware of? : _____

_____

Special Requests: _____

_____

Please attach a clear copy of your driver's license to this form. All licenses will be shredded once the background check process is complete. Please note that during the background check process we may need to contact you for additional information.

Background Check:

The Derry Parks & Recreation Department runs criminal background checks on all program volunteers. *The Department will pay for any fees needed to perform the check.* If a volunteer is found to have a criminal record, the volunteer application/ relationship may be terminated or denied. The Parks & Recreation Department has a strict volunteer criteria & code of conduct included in this application that must be signed.

Please circle an answer for each question below		
Have you ever coached for the Parks & Recreation Department before?	YES	NO
Have you been convicted of a crime of child abuse, neglect or unlawful sexual behavior? If yes**, give city, state, date** and explanation: _____	YES	NO
Have you been convicted of any law violation that has not been annulled by a court? Include any plea of "guilty" or "no contest". Minor traffic violations and juvenile offenses may be omitted. If yes**, give city, state, date** and explanation: _____ _____	YES	NO
Have you ever been convicted, or do you have a pending charge, of a lesser crime involving harm to a minor? If yes**, give city, state, date** and explanation: _____	YES	NO
Have you ever been convicted, or do you have a pending charge, of a felony? If yes**, give city, state, date** and explanation: _____ _____	YES	NO
Have you ever been convicted, or do you have a pending charge, of any lesser crime involving force or threat of force against a person? If yes**, give city, state, date** and explanation: _____	YES	NO
Have you ever been convicted, or do you have a pending charge, of any lesser crime of a sexual nature or classified as a sex offense including but not limited to "victimless" crimes of a sexual nature such as prostitution, pornography, indecent exposure; and crimes in which sexual relations is an element? If yes**, give city, state, date** and explanation: _____	YES	NO
Have you ever been convicted, or do you have a pending charge, of a lesser crime involving controlled substances (not paraphernalia or alcohol)? If yes**, give city, state, date** and explanation: _____	YES	NO
Have you ever been convicted, or have a pending charge, of a lesser crime involving cruelty to animals? If yes**, give city, state, date** and explanation: _____ _____	YES	NO
Are you a sex offender registrant? If yes**, give city, state, date** and explanation: _____	YES	NO

Should we be aware of any other situations that may hinder us from moving forward with a background check? If yes, please explain: _____

_____

Attention: This statement must be signed:

POLICY: Coaching / Volunteer Criteria

Purpose: This policy defines the procedures and criteria for screening and approving qualified candidates/individuals for assuming any volunteer or coaching position within all Parks & Recreation programs and services. In order to coach and/or volunteer in any capacity for the Derry Parks & Recreation Department, the following criteria must be met:

- Submission of a completed Program Coach /Volunteer Application
- Submission of a signed coach/volunteer code of conduct
- Completed criminal background check

Criteria for Background Checks

In an effort to protect our youth and the greater community, all volunteers for the Town of Derry Parks & Recreation Department shall submit a completed coach application, a signed code of conduct and undergo a criminal background check. Background checks will be coordinated by the Parks & Recreation Administration and remain confidential. Individuals are not permitted to volunteer until the applications and results of the background check are received and evaluated by the Town of Derry Parks & Recreation Department. The Parks & Recreation Department reserves the right to screen, select and refuse individuals/applicants from coaching and volunteering. Moreover, the Division has the right to terminate any volunteer relationship at any time, with or without advanced notice.

An individual / applicant shall be disqualified and prohibited from volunteering if he/she has been found guilty of any of the crimes listed below. "Guilty" is hereby defined as a finding of guilty following a trial, entry of a guilty plea, or a plea of no contest accompanied by a court ruling of guilty. The Parks & Recreation Department has established the following minimum standards for coaches/volunteers using the following criteria as a guide:

- Individuals shall be disqualified from volunteering / coaching if they were ever convicted of any of the following {regardless of the amount of time since the offense}
    - Any sexual offense
    - Any crimes against children, to include abuse and neglect
    - Any felony crimes involving violence, assault, manslaughter, murder, etc.

- Individuals shall be disqualified from volunteering / coaching if they have been convicted of any of the following crimes within the past ten (10) years:
    - Any felony conviction
    - Any felony drug related conviction

- Individuals shall be disqualified from volunteering / coaching if they have been convicted of any of the following crimes within the past five (5) years:
    - Misdemeanor offenses involving acts of violence
    - More than one (1) misdemeanor alcohol or drug related conviction within the last five (5) years.

    - Any other misdemeanor that would be considered a potential danger to children who might be in contact with the functions of the coach/volunteer.

- Pending Cases: Anyone who has been charged for any of the above disqualifying offenses/crimes in a pending case shall not be permitted to volunteer until a final adjudication of the case has been established and documented. In the event that any of the above charges is brought against an active coach / volunteer while a program or service is underway, the individual shall be suspended from coaching or volunteering until such time as the charges have been cleared and/or dropped. Volunteers/Coaches are expected to be truthful in completing all applications and report any pending cases to the Parks & Recreation Department. If this information is not disclosed, the coach / volunteer will be removed from the program.
- Obligations When Investigative Consumer Reports are Used: Investigative consumer reports are a special type of consumer report in which information about a consumer's character, general reputation, personal characteristics, and mode of living is obtained through personal interviews by an entity or person that is a consumer reporting agency. Consumers who are subjects of such reports are given special rights under the FCRA. If a user intends to obtain an investigative consumer report, Section 606 requires the following:
    - The user must disclose to the consumer that an investigative consumer report may be obtained. This must be done in a written disclosure that is mailed, or otherwise delivered, to the consumer at some time before or not later than three days after the date in which the report was first requested. The disclosure must include a statement informing the consumer of his or her right to request additional disclosures of the 00nature and scope of the investigation as described below, and the summary of consumer rights required by Section 609 of the FCRA. (The summary of consumer rights will be provided by the CRA that conducts the investigation.)
    - The user must certify to the CRA that the disclosures set forth above have been made and that the user will make the disclosure described below.
    - Upon the written request of a consumer made within a reasonable period of time after the disclosures required above, the user must make a complete disclosure of the nature and scope of the investigation. This must be made in a written statement that is mailed of otherwise delivered, to the consumer no later than five days after the date on which the request was received from the consumer or the report was first requested, whichever is later in time.

Volunteer / Coach Definition:

1. Volunteer Coaches and Assistant Coaches are to be held to a high standard and must be screened and approved by the Parks & Recreation Department. They are responsible for onsite coordination of team sports or activities and pledged with instructing our youth in a positive and professional demeanor. The goal of coaching and/or instructing any recreational athletic program is to not only teach the fundamentals of the game, but to instill good sportsmanship. This is done through coaching, leadership, and interacting with all participants in a positive and constructive manner. Coaching and personal conduct is essentially leading by example, and not focusing on winning, but on learning, building self-confidence and developing skills.
2. Coaches are expected to follow and abide by the Department's Coaches Code of Conduct. Any violations and/or inappropriate behavior and conduct are not acceptable, nor will it be tolerated. Foremost, the Department's primary concern is to provide a safe, educational and relaxing environment for our players to learn and have a positive experience. Displays of violence and unruly

behavior toward any individual will automatically revoke coaching privileges and cause expulsion from this program immediately.

Coach / Volunteer Code of Conduct:

All volunteers, coaches, assistant coaches, and spectators shall abide by a Code of Conduct, which will include the following provisions and overall guidelines. It is important to note that any individual who voluntarily accepts a coach, assistant coach, or volunteer position becomes a representative of the Town of Derry Parks & Recreation Department; thus, all departmental rules, policies & procedures are applicable to the individual. If any of these rules are violated, the Town of Derry Parks & Recreation Department reserves the exclusive right and maintains the authority to remove a volunteer for any infraction and/or violation of the following standard rules outlined specifically for this code of conduct. It is the position of the Parks & Recreation Department to facilitate quality programming. This must remain free from problematic behavior and conditions that may prove to be detrimental to the youth participants enrolled in a given program and to the overall integrity of the recreational athletic program. The Department will not condone nor ignore any such infractions or violations after proper review, investigation and documentation. In implementing a detailed code of conduct, the Town of Derry Parks & Recreation Department is striving to instate a universal set of standards and guidelines for all volunteers and coaches to adhere to in order to ensure and facilitate a safe, educational, recreational, and enjoyable program for all concerned, including the participants, parents, spectators, volunteers, and other coaches and assistant coaches.

1. All coaches/volunteers must be screened, submit to a criminal background check, and be approved/endorsed by the Parks & Recreation Department based upon its volunteer criteria and code of conduct.
2. Coaches/Volunteers shall not smoke or use any tobacco product on facility grounds and/or in the presence of children.
3. Coaches / Volunteers shall not consume or possess alcohol and/or any other illicit or mind altering substances while serving in this capacity at any time during the course of the program and/or in any volunteer capacity. Coaches/volunteers shall not show up under the influence of any substance, including alcohol and/or drugs at any time. Coaches suspecting that a spectator is visibly under the influence, consuming any of the prohibited substances listed above, or engaging in any sort of illicit behavior are encouraged to intercept and report this behavior. If warranted, the incident should be reported to the Derry Police Department as well as the Parks & Recreation Department.
4. Coaches / Volunteers are not permitted to possess weaponry of ANY kind within the confines of the program and/or facilities.
5. Coaches are not permitted to utilize nor distribute any players/family's personal information, including addresses, telephone/cell phone numbers to any individual/entity/organization/corporation. This information is to be used by coaches EXCLUSIVELY for relaying pertinent, relevant and essential program information regarding any of the Town of Derry Parks & Recreation Department's programming or services.
6. Coaches and volunteers shall not criticize players and/or other participants/spectators overtly, but should provide constructive ways of improving skill in a positive manner. If a problematic situation should arise, a volunteer should address the situation with the player/participant/spectator away from the playing field/facility and not directly in front of other team participants or players.
7. Coaches/Volunteers shall not criticize, taunt or degrade the opposing team by means of words, hands, or other negative gestures.
8. Coaches/Volunteers shall strive to make the program a training ground for life by posing as a positive role model, reinforcing good behavior, sportsmanship, and self-confidence. In doing so, the program

can form a strong foundation for good mental and physical health, while reinforcing that athletics and/or recreational activities are a safe alternative activity and a deterrent to crime and/or illegal behavior.

9. Coaches/Volunteers shall not interfere with the course of a game and/or approach referees and/or any sanctioned official to dispute calls, scores, etc. Any verbal or physical dispute or confrontation is unacceptable.
10. Together with other volunteers, and Department intervention if necessary, volunteers/coaches are to be jointly responsible for the conduct of players/participants and spectators. Any individual who becomes disruptive, unruly, and vulgar and/or is under the influence of mind altering substances will be asked to leave the premises immediately. Volunteers are asked to report any such incident to the Parks & Recreation Office and, if necessary, to the Derry Police Department.
11. Profanity and/or abusive language of any sort will not be tolerated.
12. Coaches/Volunteers are not to physically or inappropriately touch or handle any given player/participant or spectator.
13. Coaches/Volunteers are to instill good sportsmanship and not incite unsportsmanlike conduct.
14. Coaches/Volunteers are to abide by all rules & regulations established by the Parks & Recreation Department as it pertains to the particular activity, event, sport, age division and ability level.
15. Coaches/Volunteers are expected to be fair, unbiased, and treat all participants universally in the same respectful, compassionate manner. Coaches are to be encouraging and supportive, while taking ample time to provide and facilitate instruction, guidance, and knowledge of the particular athletic activity.
16. Coaches/Volunteers are responsible for any equipment issued at the commencement of the season, if applicable, and it must be returned to the Parks & Recreation Office at the conclusion of the program.
17. If coaches have questions regarding rules, policies, procedures, various techniques, or are in need of additional training or guidance, they are encouraged to speak with the program commissioner(s). If a parent or spectator has questions pertaining to rules or Department policy, they are encouraged to talk / discuss it with the team coach and/or Program Commissioner.
18. Coaches are responsible for relaying pertinent information and to review rules, policies and procedures as established, modified and endorsed by the Town of Derry Parks & Recreation Department.
19. Coaches / Volunteers must understand that any and/or repeated violations of the Code of Conduct and/or Program Rules may be grounds for immediate removal as a volunteer.

I hereby certify that all of the statements made on this volunteer application are true and complete to the best of my knowledge. I understand that any false or incomplete answers or omissions are grounds for not permitting me to volunteer or dismiss me after the program has begun. I understand that all the information contained in this application is subject to verification. I hereby authorize the Town of Derry to conduct a criminal history/background check. These reports, when obtained, may include information as to my character, general reputation, suitability to volunteer, or other information. Due to the nature of our programming/services, the Parks & Recreation Department adheres to a strict volunteer criteria and code of conduct. Please give all the facts so that a fair decision/assessment can be made.

I understand that the Town of Derry Parks & Recreation Department has the right to screen, select and refuse volunteers from coaching or volunteering in any of its programming and related services. In addition, I understand that the Parks & Recreation Department has the right to terminate any volunteer relationship at any time, with or without advanced notice.

I also understand that participation in this sport/activity may involve risk of injury. As a parent/guardian/participant I am aware of these hazards and of the ability to participate. In consideration for participation in this program, I hereby for myself, my heirs, executors, and administrators waive and release all rights and claims again the Town of Derry,

Derry School District, its officers, employees, agents, volunteers, supervisors from all losses, injury, damages, fees and other expenses, arising out of or in connection with participation in the activity/sport. The above named cannot be responsible for any aggravation or injury caused as result of pre-existing physical disabilities; including but not limited to allergies. The Parks & Recreation Department will be notified of any such special needs or sensitivities in writing prior to enrollment in this program. **I understand the cancellation/refund policy of the Parks & Recreation Department. The Department encourages you to carefully consider your schedule prior to registration**

I have read, understand and by my signature, consent to these statements and the terms outlined above.

_____

Volunteer/Coach/Assistant Coach Signature Date