



## 2018-19 COACH Application

Kittery Community Center 120 Rogers Road, Kittery ME 03904

We would like to briefly take this opportunity to thank you in advance for volunteering your time to be a coach for our Sports Programs! We want to remind you that the Community Center only endorses a recreational format with all of our programs. We firmly believe that sport programs are 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 skills as well as interpersonal communication skills.***

Please remember the KCC has a strict policy on displaying good conduct and sportsmanship. This concept must be incorporated into your coaching style, the facilitation of your practices, and overall team behavior. We take this code of conduct seriously and will not permit any infractions or displays of inappropriate behavior, attitude, or poor sportsmanship.

Please be sure to fill out the attached Coach Application Form and return it to the Community Center.

**Questions: Contact Kyle Cook, Sports Coordinator at 207-439-3800 or [kcook@kitterycommunitycenter.org](mailto:kcook@kitterycommunitycenter.org).**

# 2018-19 COACH Application

Kittery Community Center, 120 Rogers Road Kittery, ME 03904

*Please complete this form and return to the KCC.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: State: Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth (for background check purposes): \_\_\_\_\_

Drivers License (for background check purposes): \_\_\_\_\_

Please list which you prefer: **COACH / ASST. COACH** \_\_\_\_\_

Please list the name of the child you will be coaching: \_\_\_\_\_

The best way to reach me is: phone/text/email \_\_\_\_\_

Have you ever coached for the Kittery Community Center before? \_\_\_\_\_

Have you been convicted of a crime of child abuse, neglect or unlawful sexual behavior? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

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, please explain as a conviction does not necessary disqualify an applicant from volunteering. Please provide the charge/conviction date(s). Please give all the facts so that a decision may be rendered: \_\_\_\_\_

If a volunteer is found to have a criminal record, volunteer application/relationship may be terminated or denied. We conduct criminal background checks on all program volunteers.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **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 Recreation programs and services. In order to coach and/or volunteer in any capacity for the Recreation Department, the following criteria must be met:

- Submission of a completed Program Coach /Volunteer Application
- 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 Kittery Community Center shall submit a completed coach application and undergo a criminal background check. Background checks will be coordinated by the KCC 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 KCC. The Community Center reserves the right to screen, select and refuse individuals/applicants from coaching and volunteering.

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 Kittery Community Center 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 Recreation Department. If this information is not disclosed, the coach / volunteer will be removed from the program.

### **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 Kittery Community Center. 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 Coaches Code of Conduct. Any violations and/or inappropriate behavior and conduct are not acceptable, nor will it be tolerated. Foremost, the KCC'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 Kittery Community Center; thus, all departmental rules, policies & procedures are applicable to the individual. If any of these rules are violated, the Kittery Community Center 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 KCC 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 KCC will not condone nor ignore any such infractions or violations after proper review, investigation and documentation. In implementing a detailed code of conduct, the KCC 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 Kittery Community Center 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 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 Kittery Police Department as well as the KCC.

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 KCC'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 KCC 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 KCC Sports Coordinator and, if necessary, to the Kittery 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 KCC 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 KCC 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 coordinator. If a parent or spectator has questions pertaining to rules or KCC policy, they are encouraged to talk/ discuss with the team coach and/or Sports Coordinator.

18. Coaches are responsible for relaying pertinent information and review rules, policies and procedures as established, modified and endorsed by the Kittery Community Center.

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 Kittery 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 Kittery Community Center 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 Kittery Community Center 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 Kittery Community Center has the right terminate any volunteer relationship at anytime, 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 Kittery, Kittery Community Center, 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 Kittery Community Center will be notified of any such special needs or sensitivities in writing prior to enrollment in this program.

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

Volunteer/Coach/Assistant Coach Signature:

\_\_\_\_\_ Date:\_\_\_\_\_