



Juneau Parks and Recreation Volunteer Application

I am applying to volunteer for the Juneau Parks and Recreation Department as a Youth Sport Coach. I agree to follow the direction and supervision of department personnel, and follow all rules and policies. I understand that although the department appreciates my services, I serve solely at the will of the department without compensation or benefits and that I have no authority to act on behalf of the department or the City.

I will sign and submit a consent form to CBJ Parks & Recreation in order for the department to obtain my background check. My background check will be a part of my application as a volunteer, and I understand that this application, any criminal record, and any information received by the department is public and is subject to disclosure as are all public records.

I promise that the following information is accurate and complete, and that I will inform the department of any changes in the information as soon as it occurs. I promise and affirm that I will make my best efforts to keep the participants I work with safe from harm, and that I will promptly inform the department of any safety or other concerns which I may have in regard to my involvement with the department's programs.

Name: _____

Home Phone: _____ Work Phone: _____

Mailing Address: _____

Physical Address: _____

Email Address: _____

Length of residence at current street address: _____

Are you current in CPR/First Aid? Expiration Date: CPR _____ First Aid _____

Sport you wish to volunteer for: _____

Age Group: _____

*Age groups may change due to low enrollment numbers

Please list prior addresses and dates of residence for the past 10 years:

Please list your prior experience working with youth, name of organization, age of youth, and description of activities:

List three references that have seen you work with youth and have knowledge of your character, experience and ability. Please list both phone numbers so we may contact your references.

Name	Relationship	Day/Evening Phone	Email
1)			
2)			
3)			

Have you been convicted of any crimes within the past 10 years? Circle one: Yes No
(A crime is punishable by imprisonment, do not list infractions punishable only by fines.)

Name of Offense **Date of Conviction** **State/City/Name of Court**

Have you been convicted of sexual abuse of a minor? Circle one: Yes No

Name of Offense **Date of Conviction** **State/City/Name of Court**

Have you ever been convicted of any crime where a minor is a victim? Circle one: Yes No

Name of Offense **Date of Conviction** **State/City/Name of Court**

Have you ever been convicted of a crime involving controlled substances? Circle one: Yes No

Name of Offense **Date of Conviction** **State/City/Name of Court**

This record is accurate and complete and I have not committed any crimes in any other state or country.

Signature of applicant

Date

YEAR: _____

I affirm that all information made on or in connection with this application is true and complete to the best of my knowledge and belief and that I have not knowingly withheld any fact or circumstance. I authorize my references to release to the City and Borough of Juneau any information they may have regarding my character and release them from any damage or claim for furnishing information.

Date: _____ Signature: _____

Department Verification:

_____ Address Check _____ Reference Check _____ Criminal Record Date
_____ Offense Check

Comments: _____

Date: _____ By: _____
(Signature and Job Title)

COACH CODE OF ETHICS

There is a standard of conduct expected from every person associated with the Juneau Parks and Recreation Youth Sports program. Game and league rules control participant conduct on the field during league play. Participants, coaches and spectators must also be responsible for their conduct during practices and when not actively participating in a game. Inappropriate conduct can be any of the following, but is not limited to: hitting, pushing, verbal abuse, intimidation, alcohol or drug use prior to or during games/practices and poor sports conduct, including arousing spectators against a referee, player, team or Parks & Recreation staff. The Recreation Staff will deal with persons acting in an inappropriate manner.

I will not yell at officials, coaches, other adults or my child while they are playing

I will not ridicule anyone involved in a youth sporting event

I will not curse or use abusive language

I will not use any form of electronic media (Facebook, Twitter, etc.) to harass, verbally assault or bully any member of the Parks & Recreation program

I will place the emotional and physical well-being of my players ahead of a personal desire to win

I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group

I will do my best to provide a safe playing situation for my players

I promise to review and practice basic first aid principles needed to treat injuries of my players

I will do my best to organize practices that are fun and challenging for all my players

I will lead by example in demonstrating fair play and sportsmanship to all my players

I will not cheat or engage in any form of unethical behavior that violates league rules

I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events

I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players

I will use those coaching techniques appropriate for all of the skills that I teach

I will remember that I am a youth sports coach, and that the game is for children and not adults

Volunteer Coach Job Description

Title

Volunteer coach for the Juneau Parks & Recreation Department

Job Mission

To provide all the youth of Juneau with the opportunity to play in recreational sports in a positive, fun and safe environment with a focus on team building and good sportsmanship that helps children develop new friendships, self-esteem, and life-long healthy habits.

Experience & Training

Head coaches must be 18 years of age. If a high school student wishes to volunteer as part of their community service project, they must be 14 years of age and will be paired with an adult coach. They will work in tandem for the season. Must have an interest in working with children and helping them grow as individuals. Should have some knowledge of the game and be able to perform the basic skills needed to teach.

General Statement of Duties

Teaches and coaches children ages 5-14 the fundamentals of youth soccer (indoor and outdoor), youth basketball and youth volleyball. The volunteer is responsible for creating a safe and comfortable environment for all children to learn and play; is responsible for the children on his/her team during practices and games; offering a positive experience for everyone; and completing the SafeSport training. The volunteer coach acts as a role model for good sportsmanship and fair play, acting as a leader to athletes and their families.

Responsibilities

- Oversees and manages the players and team. This means NEVER leaving a child alone after a practice or game
- Plan and supervise games and practices; occasionally act as a referee if one is not available. If unable to attend a practice or game, find a suitable substitute
- Supervise assistant coaches and team parents
- Organize equal play time for ALL participants
- Works supportively and respectfully with P&R staff, referees, Community School site attendants, other coaches and parents
- Communicates all league information; this includes games, practices, cancellations, news and any information from the Parks & Recreation department
- Provides a safe environment for all players
- Teach fundamentals of the sport to the youth athletes, as well as sportsmanship and proper behavior during games
- Conduct yourself in a good sportsmanlike manner and ensure that all players, assistant coaches and parents learn and model good sportsmanship
- Encourage the involvement of parents; this can include recruiting a "snack person", a communication helper, bench supervisor, timer and score keeper
- Responsible for equipment and jerseys assigned to the team
- Schedule and conduct any necessary parent meeting
- Give each player equal playing time
- Put the feelings of the players ahead of your and the parent's desire to win

Qualifications

- Successfully complete the volunteer application and pass a background check
- Attend any coaching meetings
- Ability to work well and communicate effectively with children on a one-on-one basis and as a group
- Be able to establish positive relationships with parents and children, and with P&R staff
- Must not want to win at all costs
- Must display a positive attitude
- Must be enthusiastic, friendly and patient, especially with children
- Must be organized
- Must be dependable
- Must be able to model good sportsmanship and maintain self-control

I have read and understand the above volunteer job description for the City & Borough of Juneau Parks & Recreation Youth Sports department. Failure to abide by the code of ethics or volunteer job description could result in my removal from the position.

Volunteer Signature

Date