



# CITY OF LINCOLNTON

## PARKS AND RECREATION DEPARTMENT

### JOB DESCRIPTION

POSITION: VOLUNTEER YOUTH SPORTS COACH

#### DUTIES AND RESPONSIBILITIES:

1. Plan, organize and supervise practice sessions.
2. Communicate with parents regarding practices, games, uniforms and emergency information.
3. Teach skills through effectively planned practices at a level appropriate for each member of the team.
4. Communicate with Program Coordinator on all matters of policy.
5. Supervise the players before, during and immediately after practices and games.
6. Responsible for keeping practice periods for his/her sport within the confines of the time specified by the Program Coordinator.
7. Learn and follow all league rules, policies and by-laws.
8. Provide a safe and fun environment for the children.

#### QUALIFICATIONS:

- Must attend a mandatory coaches meeting and clinic.
- Must be willing to submit to a background check.
- Must become certified by the NAYS.
- Must complete "Volunteer Application".
- Must receive training for the City of Lincolnton "Youth Protection Policy".
- Must review and sign "Coach's Code of Ethics".

### BACKGROUND SCREENING PROCESS REVIEW

1. Provide job descriptions for every position.
2. Obtain completed and signed "Volunteer Application" form.
3. Evaluate application, and review references, employers and information to determine if the applicant is suitable for the position.
4. Interview the applicant.
5. Conduct a criminal background check.
6. The Human Resource Department will provide the results of the criminal background checks to the "Review Committee".
7. The "Review Committee" will have the final decision on which applicants are suitable for the position.
8. After positions have been filled, all volunteers must complete training for NAYS certification and the City of Lincolnton "Youth Protection Policy".
9. All volunteers must read and sign the "Coach's Code of Ethics".

## BACKGROUND CHECK DISQUALIFIERS

A conviction of any of the offenses listed below would be considered reasons for an applicant to be denied the right to become a volunteer with the City of Lincolnton Parks and Recreation Department. Also, pending convictions of or arrests for the following offenses should be considered disqualifiers until the City of Lincolnton decides otherwise:

- Any crime, misdemeanor or felony, involving children as either accomplice or victim
- Any sort of abuse or assault/battery – physical or sexual
- Rape
- Any crime of a sexual nature, including possession or dissemination of pornography
- Homicide or manslaughter in any degree
- Attempted murder
- Domestic violence
- Child neglect
- Felony drug crimes
- Animal cruelty
- Theft/robbery
- Forgery/fraud
- Kidnapping
- Arson
- Weapons violations
- Multiple driving citations/accidents within last 15 years
- Misdemeanor drug charges within last 15 years\*
- Petty theft within last 15 years\*
- DWI/DUI\*

If it is your first offense, and you are not currently under probation, you are still eligible. If two (2) or more violations have occurred, or if you are currently on probation, then you are ineligible.

## REVIEW COMMITTEE

The Review Committee will be responsible for deciding which applicants will be chosen to become volunteers with the City of Lincolnton Parks and Recreation Department. The committee will also be responsible for reviewing the background check information, reviewing the list of disqualifiers, deciding eligibility, notifying the potential volunteer, and managing the background screening process. The Review Committee will be comprised of the following individuals from the city of Lincolnton:

- City Manager
- Human Resource Director
- Chief of Police
- Parks and Recreation Director
- Parks and Recreation Program Coordinator

## COACH'S CODE OF ETHICS

1. I hereby pledge to provide positive support, care, and encouragement for my team participating in youth sports by following this COACH'S CODE of ETHICS PLEDGE. I further agree, acknowledge, and understand my position as a role model for participants on my team, as well as others, and accept this role along with all associated responsibilities.
2. I will encourage good sportsmanship by demonstrating positive support for all players, parents, coaches, spectators, and officials at every game and practice.
3. I will place the physical, mental, and emotional well-being of my players ahead of a personal desire to win.
4. I will insist that my players participate in a safe, healthy, and fun-filled environment that is fully supervised and structured at all times.
5. I will support officials and league administrators in order to encourage a positive and enjoyable experience for all and communicate requested information to parents.
6. I will encourage a sports environment for my players that is free of drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events.
7. I will remember, and remind parents, that the game is for the youth, not for the adults.
8. I will do my very best to make youth sports fun for my players and parents and will never take the fun out of the game by over-emphasizing winning.
9. I will ask my players to treat other players, coaches, fans, and officials with respect, regardless of any other factors.
10. I will take every opportunity to teach, train, and develop my players as it relates to the sport that I am coaching, sportsmanship, and teamwork.
11. I will never intentionally break league rules and will willingly abide to change any situation if a mistake is revealed by league officials, referees, or other coaches.
12. I will always use positive reinforcement to motivate my players and will never attempt to do so by use of intimidation, neither physical nor verbal.
13. I will enforce that school studies and activities should be the youth's first priority.
14. I will work with youth participating in school sports allowing each player the same opportunity for participation in the Lincolnton Recreation Youth Sports League program.
15. I acknowledge that my failure to abide by this Code of Ethics will result in my removal as a coach from the Lincolnton Recreation Youth Sports League and for the City of Lincolnton Recreation Department.

## CITY OF LINCOLNTON – ADMINISTRATIVE POLICY

<b>Subject:</b>  <b>Youth Protection Policy</b>	<b>Manual:</b>  <b>Administrative</b>
	<b>Effective Date:</b>  <b>November 15, 2007</b>
<b>Policy Number: 8</b>	<b>Revision:</b>
<b>Issued By:</b>  <b>Tina Hurd, Human Resources Director</b>	<b>City Manager Approval:</b>  <b>Jeff Emory, City Manager</b>

A copy of this policy must be maintained in the City of Lincolnnton’s Administrative Manual for each City department and division.

### Section I. Purpose

The purpose of this policy is to ensure the safety and well-being of youth participating in programs offered by the City of Lincolnnton. This would include any city department whereby employees provide services to or come in contact with minors. This policy is intended to give guidance and protection to our employees and volunteers who work with youth, as well as the children we serve.

### Section II. Youth Protection

The City of Lincolnnton will not tolerate any type of sexual, physical, or any type of abuse of children who are involved in city-sponsored programs or services. The City of Lincolnnton is committed to providing a safe place for children to play, learn and grow and condemns any instance of abuse, sexual or otherwise.

All employees and volunteers have a responsibility to help ensure that we avoid actual or perceived instances of sexual or other abuse in city programs or in positions where employees or volunteers work with or around youth. Employees and volunteers should not:

- Put him or herself in a one-on-one situation involving a child who is not their own; the City of Lincolnnton realizes there could be situations whereby it is necessary for employees/volunteers to be in a one-on-one situation with a child, i.e., law enforcement officials. These factors will be taken into consideration on a case-by-case basis.
- Provide unwarranted gifts, trips, attention and affection to individual children who are not their own;
- Provide private transport in a vehicle unless in an emergency situation;
- Corporal punishment of children is not allowed for any reason.

Employees and volunteers should report any form of abuse to the attention of their supervisor or Human Resources Director. Employees and volunteers may report such situations without reprisal to the person reporting the conduct so long as the report is made in good faith and the information provided is truthful to the best of their knowledge. The City of Lincolnnton will strive to keep complaints, investigations, and resolutions confidential. However, the City of Lincolnnton will fulfill it’s obligation to report instances of sexual abuse or any type of abuse to the appropriate law enforcement authorities.

### Section III. Background Checks

In addition to the criminal background check conducted on individuals being considered for City employment, criminal background checks shall also be conducted on volunteers in positions dealing directly with youth. This shall include researching sexual offender registry records on potential employees and volunteers working directly with youth.

### Section IV. Affirmation

I affirm my commitment to support the City of Lincolnnton as a safe place for children. I acknowledge that I have read and received a copy of the City of Lincolnnton’s Youth Protection Policy. I fully understand the terms of this policy and agree to abide by them. I understand that any violation of this policy could lead to serious disciplinary action or criminal prosecution.

Name (print) \_\_\_\_\_ (ONLINE) \_\_\_\_\_  
 Signature \_\_\_\_\_ (ONLINE) \_\_\_\_\_

Department PARKS & RECREATION  
 Date \_\_\_\_\_ (ONLINE) \_\_\_\_\_

