



Dear Prospective Coach,

Thank you for your interest in becoming a coach in a BVRC youth sports program. Attached you will find several documents that must be completed, signed and returned to the BVRC.

The BVRC will be conducting criminal background checks on all coaches. In order for us to conduct a criminal background check, we must comply with numerous guidelines as outlined in the Fair Credit Reporting Act (FCRA). Please know that we will be requesting information only as it relates to a person's criminal background. We will not be requesting any information as it relates to a person's financial background.

The BVRC will be conducting criminal background checks for the following reasons:

- 1) To keep the safety of our children a top priority.
- 2) To make an unwelcome environment for anyone who doesn't put children's needs first.
- 3) To keep people who have a history of inappropriate behavior or who are unfit to work with children out of our organization.
- 4) To select the "best" volunteers to coach.

Coaches will be notified if they have been selected to be coach. If you have any questions or comments, call the BVRC Sports Department at 913-685-6030.

Thank you again for your commitment to youth sports.

**Please return all forms to:
Blue Valley Recreation, Sports Division
9701 W. 137th St., Overland Park, KS 66221
Telephone: (913) 685-6030
Fax: (913) 685-6031 www.bluevalleyrec.org**



**BLUE VALLEY RECREATION
YOUTH SPORTS VOLUNTEER JOB DESCRIPTION**

TITLE:

Volunteer coach for Blue Valley Recreation

DESCRIPTION:

Coach of male or female athletes between the ages of 5-17.
You will be considered a role model for 8-17 (depends on season) young athletes assigned to your team.
Sportsmanship, fair play, and full participation are mandatory.

RESPONSIBILITIES:

Plan and supervise games, practices, and events.
Supervise assistant coaches, managers, or team parents.
Teach the young athlete the fundamentals of the sport.
Encourage the involvement of the parents in the sport.
Schedule and conduct parent and other necessary meetings.
Provide a safe and fun environment for the children.
Learn and follow all league rules, policies, and procedures.
Give each player equal playing time.
Put the feelings of the players ahead of your desire to win.
Attend all league functions and participate in league activities.

QUALIFICATIONS:

Successfully complete the application procedure and pass a background check.
Attend any scheduled coaching interviews or meetings.
Successfully complete the National Youth Sports Coaches Association (NYSCA) Certification Program prior to the beginning of the season.
Attend at least one coaching clinic.
Be enthusiastic.
Not want to win at all costs.
Must be patient, especially with children.
Be organized.
Be dependable.

INFORMATION: As a volunteer coach, you are treated by local, state, and federal law as being an unpaid employee of the agency in which you are associated 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 Blue Valley Recreation.

I agree that I have read and understand the above job description for a youth sports league coaching position, and that I accept the terms of the job description.

Applicant Signature: _____

Name (Printed): _____

Date: _____ **Grade** _____ **Boys or Girls Team** _____

Please note: Failure to sign this page will render the application incomplete and unacceptable.



YOUTH SPORTS COACHES APPLICATION

All questions must be answered

Sport Coaching _____ Boys Girls

Your Child's School _____

Grade Interested in Coaching _____ (current school yr.)

Head Coach Assistant Coach for _____ Either
(Name of Head Coach)

Name _____ Date _____

Address _____
Street _____ City _____ State _____ Zip _____

Telephone (Home) _____ (Work) _____ (Cell) _____
(Fax) _____

E-mail Address (please print clearly) **THIS WILL BE OUR MAIN FORM OF COMMUNICATION WITH YOU.**

I, _____, give permission for the BVRC to put the following on their website and on hard copy to be distributed to participants, in order to assist in the formation of teams and communication between coaches: (Check choices below)

Your Name Home Phone Number Email Address None

Are you NYSCA (*National Youth Sports Coaches Association*) certified in this sport?
Yes No

Years Certified _____

The Head Coach must attend the up coming NYSCA (National Youth Sports Coaches Association) clinic.

Briefly describe your coaching experience/background (all sports)



TO: Prospective Coach
FROM: Jim Chladek, Administration Manager
DATE: January 1, 2007
SUBJECT: Background Screening & Disclosure Form

Thank you for your interest in the Blue Valley Recreation Commission. Effective with the release of our Employee Handbook on December 20, 2004, the BVRC has established a “Child Safety Policy” that calls for background checks on all staff and volunteers.

The Fair Credit Reporting Act (FCRA) requires that we obtain signed authorizations and disclosure statements to conduct criminal background check from every person that we intend to research. Please know that we will be requesting information only as it pertains to a person’s criminal background and will not be requesting information as it relates to a person’s financial background.

Please read and sign the attached documents and return them to my attention at the Activity Center at your earliest convenience. These documents, and the subsequent background reports received from Southeastern Security Consultants, Inc. (SSCI), will be secured in a confidential file located in my office. You will only be contacted if a charge or conviction is discovered that could disqualify you from consideration for employment with the BVRC. Any negative information will be confirmed and you will have an opportunity to respond to it before any punitive actions are taken.

If you have any questions related to this policy and the specific procedures to be followed, please contact me directly at 685-6002. Thanks for your prompt attention to this request.



**Authorization to Conduct Background Check
Coach**

I authorize the Blue Valley Recreation Commission to make whatever inquiries it may deem necessary in connection with my association with the Blue Valley Recreation Commission as a volunteer. As part of such inquiries, the Blue Valley Recreation Commission has my permission to contact persons who may have information regarding my suitability to volunteer for the Blue Valley Recreation Commission and to secure consumer reports (including investigative consumer reports).

I authorize and instruct any person or agency contacted to participate or conduct inquiries at the Blue Valley Recreation Commission's request, to compile information, and to furnish any information obtained as a result of such inquiries.

I further authorize the Blue Valley Recreation Commission, in its sole discretion, to furnish copies of this authorization and my application to any person and/or consumer-reporting agency in connection with above purposes.

This authorization is given pursuant to the Fair Credit Reporting Act, 15 U.S.C. 1681b(b)(2)(B).

Name (Printed): _____

Signature: _____

Date: _____

Social Security Number _____ DOB ____/____/____



**Disclosure Statement
Coach**

Information contained in reports obtained by Blue Valley Recreation Commission in accordance with the above authorization may include information pertaining to your character, general reputation, police record, personal characteristics, and mode of living.

You have the right to request that the Blue Valley Recreation Commission completely and accurately disclose to you the nature and scope of all investigations requested. Such a request must be made in writing to the organization within a reasonable period of time.

If the Blue Valley Recreation Commission obtains a consumer report about you from any consumer reporting agency and, based on information contained in that report, takes any adverse action against you, you will be provided the name and address of the party who prepared the report, a copy of the report, and a copy of a notice outlining your rights under the Fair Credit Reporting Act before such action is taken.

This disclosure is made pursuant to the Fair Credit Reporting Act, 15 U.S.C. 1681b(b)(2)(A).

I hereby acknowledge that I have read the above disclosure statement and have understood it. Accordingly, I authorize the Blue Valley Recreation Commission to obtain a consumer report about me from a consumer reporting agency, and to use said reports in connection with its volunteer related decisions.

Name (Printed): _____

Signature: _____

Date: _____

Social Security Number _____ DOB ____ / ____ / ____