



## Town of Dallas Parks and Recreation Coaching Selection Process



**All components of the application process are required to be filled out completely. Any incomplete application packages will be removed from consideration.**

**Application:** Aspiring coaches for any of the Town of Dallas' recreational programs will go through an application process. The application will require information that will start the process of verification and potential approval of a coach.

**Background Check:** A third-party background check is required for all coaches. The background check form will be sent to the third-party background check company. Once a background check has been returned, the Town of Dallas Human Resources Director and Recreation Staff will review the results.

**Volunteer Coach Expectations:** It is the goal of the Town of Dallas and the Parks and Recreation Department to provide a safe, fun, and educational environment for all participants in the Recreation programs. To that end, there are certain expectations that volunteer coaches must meet. These expectations are outlined in the *Expectation of a Coach* section. This section must be read and signed as part of the application process.



# Town of Dallas Parks and Recreation

## Volunteer Coach Application Form

(Please Print Clearly)



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

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

City, State, Zip: \_\_\_\_\_

Phone: (CELL) \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

Sport you are applying to coach: \_\_\_\_\_ What age group are you wanting to coach \_\_\_\_\_

A. Have you ever played this sport? Yes \_\_\_\_\_ # of Years \_\_\_\_\_ No \_\_\_\_\_

B. Have you coached this sport? Yes \_\_\_\_\_ # of Years \_\_\_\_\_ No \_\_\_\_\_

C. Shirt Size (Circle one): SM MD LG XL XXL XXXL

Have you ever been convicted of a criminal offense? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain

Have you ever been convicted of a felony? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**\*ALL coaches must turn in a Criminal Background Check Authorization Form with Application\***

I, the undersigned, certify that the information contained herein is correct. I understand that one purpose of this application is to assist the Town of Dallas in providing the best possible programs and leagues for the youth of Dallas and surrounding areas and consequently, I authorize the Town of Dallas or its officers to request any background information necessary to process my application.

\_\_\_\_\_  
Signature of applicant for volunteer position

\_\_\_\_\_  
Date signed



(704) 922-4422  
(704) 922-4020 Fax

**AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION**

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state, local laws and authorities having jurisdiction, I hereby authorize and permit **Town of Dallas** to obtain a consumer report and/or an investigative consumer report which may include, but is not limited to the following:

1. My employment records, work experience and references.
2. Records concerning any driving, criminal history, **credit history**, civil record, workers' Compensation (post-offer only) and drug testing.
3. Verification of my academic and/or professional credentials, and information and/or copies of documents from any military service records.

I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living, which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information.

I agree that a copy or facsimile of this authorization has the same effect as an original.

I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

I understand and acknowledge that under provision of the Fair Credit Reporting Act I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I hereby authorize Town of Dallas and its agents to obtain and prepare an investigative consumer report as set forth above, as part of its investigation of my employment application. This authorization shall remain in effect over the course of my employment. Reports may be ordered periodically during the course of my employment. **NOTE:** Except for those states where an annual release is required, i.e. California (CALIFORNIA - Continuing consent concept is inapplicable and a separate authorization must be requested each time a report is ordered CA Civ. Code 1786.22)

Signed: \_\_\_\_\_

**Personal Data**

Full Name: \_\_\_\_\_  
  First  Middle  Last

\_\_\_\_\_

\_\_\_\_\_

List previous Names used including Maiden Names.

Date of Birth: \_\_\_\_\_ Social Security: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**DRIVER LICENSE NUMBER & STATE ISSUED** \_\_\_\_\_

**TYPE PACKAGE:** Criminal with Alias, SS trace \_\_\_\_\_ Employment Credit \_\_\_\_\_

NC state report \_\_\_\_\_ MVR \_\_\_\_\_ Other \_\_\_\_\_



## Town of Dallas Parks and Recreation

### Expectations of a Coach



The Town of Dallas Parks and Recreation Department only has three (3) expectations from volunteer coaches. 1) Be a Positive Role Model, 2) Make the game enjoyable for all players, 3) Teach your players to the best of your ability.

Being a Positive Role Model – At all times keep the game in perspective. This is a recreation program intended to promote positivity and to teach the fundamentals of sport.

- No tobacco products of any kind are allowed while attending to your coaching responsibilities or while on any public grounds.
- Any coach found to be under the influence, or in the possession of, alcohol or illegal substances on the premises will be terminated immediately.
- Any coach displaying un-sportsman-like or undesirable behavior by either his/her action on the team bench or at practice shall be subject to release of all coaching responsibilities.
- Any coach using profane or vulgar language will be given a warning. If the behavior is repeated, the coach will be subject to release of all coaching responsibilities.
- The behavior of all assistants, players and parents is the responsibility of the head coach.
- If it is found that a coach has willfully discouraged a player from participating in the league, or is otherwise involved in activities that are deemed detrimental, damaging, or against the best interest of the players or the league, shall be subject to immediate dismissal.
- Any coach who is ejected from a game by an official shall be suspended for the next two (2) games. A second offense shall warrant removal of the coach from the league.
- Any coach appointed by the Dallas Recreation Department may be suspended or expelled for willful infractions of the rules and/or policies, including, but not limited to any acts deemed disorderly, injurious, or hostile to the objectives set forth by the Town of Dallas Recreation Department.

#### Making the Game Enjoyable for All Players

- It is the responsibility of the coach to ensure that all players receive their required amount of playing time as set forth in the league rules. If a coach is found to be deliberately denying any of the players their time, he/she will be subject to sanction by the league.
- It is important that each player feels as important to the team as any other player. All players should get a fair opportunity at practice, regardless of their skill level.
- Be patient, especially with the children.

### Teaching Players to the Best of Your Ability

Volunteer Youth Sports Coaches are not expected to know everything about the sport that they are coaching. If you have questions or need resources, please ask the Recreation Department Staff. Try to teach what you know and develop your knowledge of the game, as you develop your players' knowledge.

### Coaches' Responsibilities

- Have a working email address that is checked regularly, as this is the main method of communication from the Recreation Staff.
- Attend officially scheduled meetings.
- Communicate with parents and players about game and practice times, as well as special events such as team pictures and other updated information from the league.
- Participate in all league activities.
- Abide by all league rules.
- Support the policies and procedures set forth by the Town of Dallas Recreation Department.
- The Head Coach is responsible for the care of all league issued equipment and its return at the end of the season. For any equipment not returned, the Head Coach will be charged with the cost for its replacement.
- Ten (10) minutes prior to each game, an official line-up is to be given to the official scorer (if applicable).
- It is the responsibility of the Head Coach to report, in writing, any injury that required medical attention within 24 hours of the incident. If the player will be unable to play in a game because of an injury, it must be reported to the official scorer, the opposing team, and the Recreation Department Staff prior to the start of a game.

I have read and understand the above Expectations of a Coach. I understand and acknowledge that this volunteer position does not entail an employment relationship with the Town of Dallas and accordingly does not afford me coverage under the Town's workers compensation policy. I hereby voluntarily release and waive any claim to such coverage.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Name (Printed clearly)

\_\_\_\_\_  
Date

**NOTE: Failure to sign this page will render the volunteer's application incomplete.**