

# Cornelius & Huntersville Parks and Recreation Departments

## 2009 Youth Lacrosse

### Coaches Application

In order to provide the best possible program, all potential coaches will be required to attend one (1) coaches certification meeting. At this meeting, coaches will receive sport specific training. Upon successful completion, all volunteers will become certified coaches through the National Alliance for Youth Sports.

To provide protection and security for the children of our communities, the Cornelius & Davidson Recreation Departments have selected Southern Security Consultants, Inc. (SSCI) for conducting background checks. SSCI is a corporation specializing in conducting criminal background checks for prospective volunteer youth sport coaches. The background screening includes the following steps:

**Social Security Verification** – This verifies the coach/volunteer’s names against the Social Security number provided. This helps to eliminate the possibility of false names and/or information.

**Address Trace** – This verifies the coach/volunteer’s current address and identifies previous addresses. This information is utilized to determine the jurisdiction in which the background screening is conducted.

**State or County “Smart Check”** – A statewide or countywide (depending on the jurisdiction) criminal record check is performed to capture all misdemeanor and felony convictions in that jurisdiction. Utilizing the “Smart Check,” the search is conducted in the jurisdiction with the longest and most current residency.

**Let’s Check For America** – Provides access through the National Background Directory to criminal data from 37 states where more than 75% of the nation’s population lives (currently over 75 million records).

**Sex Offender Registry** – Search of state and/or county repositories for known sex offenders.

Within 5 –7 days, the Cornelius & Huntersville Parks and Recreation Departments will receive a **Volunteer Profile**. This profile will include all relevant information related to the background screening process. If there is no criminal record found, this will be noted along with the jurisdiction that was searched. If convictions are found, all details including charges, court disputations and sentencing will be provided. If the Volunteer Profile includes any of the disqualifications below, the Cornelius & Huntersville Recreation Departments will be notified immediately via telephone that the employee or volunteer has been disqualified and therefore not allowed any further contact with the youth sports program. The disqualified individual will receive an Adverse Action Notice informing the individual of their disqualification and information on how to dispute the results of the profile and their rights of appeal.

Individual applicants shall be disqualified from positions as a Head Coach, Assistant Head Coach, or volunteer, if they were ever convicted of the following:

- A. Any crimes against children.
- B. Any convictions involving violence.
- C. Any sexual offenses.

In addition, applicants shall be disqualified if they have been convicted of the following within the past ten (10) years:

- A. Any felony convictions.
- B. Any drug related convictions.
- C. Any crimes of moral turpitude, as determined by a majority vote of the full board.
- D. More than one alcohol related conviction.

In addition, applicants shall be disqualified if they have been convicted of the following in the past seven (7) years:

- A. Any Misdemeanor convictions that indicate a lack of integrity and/or character of an applicant.

The Background Check Committee should notify the affected Applicant that a disqualifying entry was reported on the criminal background check and present the background report and FCRA (Fair Credit Reporting Act) letter to the Applicant. In the event the Applicant feels a mistake has been reported in their criminal background check, it is the Applicant’s responsibility to contact the reporting agency and resolve any issues and provide evidence to the contrary before being approved to coach or work with children in any manner. All information obtained in response to the criminal background check or disclosed in the review process will be kept confidential and not disclosed or discussed outside the review process. The Cornelius & Huntersville Recreation Departments are not responsible for errors or omissions that may be reported on background checks. The Cornelius & Huntersville Recreation Departments shall maintain all authorizations and records on reports in a confidential manner.

Division: Girls: \_\_\_2<sup>nd</sup>-5<sup>th</sup> \_\_\_6<sup>th</sup>-8<sup>th</sup> \_\_\_K-1<sup>st</sup> Instructional (girls & boys)

Boys: \_\_\_2<sup>nd</sup>-4<sup>th</sup> \_\_\_5<sup>th</sup>-6<sup>th</sup> \_\_\_7<sup>th</sup>-8<sup>th</sup>

Coach's Name: \_\_\_\_\_ Person you wish to coach with: \_\_\_\_\_

Coach's Date of Birth: \_\_\_\_\_ Coach's Social Security #: \_\_\_\_\_

Coach's Street Address: \_\_\_\_\_  
Street City Zip

Coach's Mailing Address: \_\_\_\_\_  
Street City Zip

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\*\* E-Mail Address #1: \_\_\_\_\_

\*\* E-Mail Address #2: \_\_\_\_\_

\*\*Please note: League administrators will distribute as much information as possible, including league draft information, practice schedules, game schedules, standings, and tournament information via electronic mail and website updates. The use of e-mail should save time, money, and materials, while also providing information faster and more efficiently. If you choose not to receive league related information via e-mail, please check the box below and information will be sent via traditional mail.

Please send all league related correspondence by traditional mail.

How long have you lived at your current address? \_\_\_\_\_

If less than 3 years please list your previous address:

\_\_\_\_\_ Street City Zip

Coach's Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_

Will your child be playing on a Parks & Recreation team? \_\_\_\_\_ Child's Name: \_\_\_\_\_

List past coaching experience: Sport / Division / Sponsoring Agency / Phone #

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

List three references: Name / Relation / Phone #

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

In consideration of the acceptance of this application, I hereby certify that all information contained herein is both accurate and correct to the best of my knowledge and I acknowledge that my participation will be subject to screening by Southern Security Consultants (SSCI). Further, I understand that if selected as a volunteer coach, I am responsible for attending the coach's certification meeting and abiding by the coaches code of ethics. I pledge to put the best interest of our youth ahead of any other factors and understand that I am subject to termination if I fail to do so.

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