



# City of Apache Junction Volunteer Application

Name of child coaching: \_\_\_\_\_  
Your shirt size: \_\_\_\_\_  
Sport: \_\_\_\_\_

Volunteer Opportunity Coach Department P&R

Name \_\_\_\_\_

List all other names used (maiden, etc.) \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Telephone Number \_\_\_\_\_ Emergency Contact/Phone \_\_\_\_\_

E-Mail Address (Optional) \_\_\_\_\_

Some volunteer positions have a minimum age requirement. Please mark your age group below:

- age 11-15     age 16-17     age 18-20     age 21 or older

Valid Driver's License  Yes  No Lic. # \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_

Have you ever been employed by the City of Apache Junction?  Yes  No  
If yes, when and what was your title? \_\_\_\_\_

Are you currently employed by the City of Apache Junction?  Yes  No  
If yes, what is your current title? \_\_\_\_\_

Are you related to any City employee or City Council Member?  Yes  No  
If yes, Name \_\_\_\_\_ Relationship \_\_\_\_\_

Have you interviewed or worked for the City for either a paid or volunteer position in the past 5 years?  Yes  No  
If yes, please explain: \_\_\_\_\_

Check highest grade level completed:

- Grade School 6 7 8    High School 9 10 11 12 GED    College 1 2 3 4 MORE

List any education, licenses, certifications, skills, etc. that may be pertinent to the volunteer opportunity you are seeking:  
(Example: Keyboarding, Telephone, Animal care, Bilingual, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Employment/Volunteer History: (May attach a resume)  
\_\_\_\_\_  
\_\_\_\_\_

Day(s) available to volunteer:  Mon  Tues  Wed  Thu  Fri  Sat  Sun    Time available:  a.m.  p.m.

If you are not available year round, what months are you available? \_\_\_\_\_

Why are you interested in volunteering? \_\_\_\_\_

List 3 references (name, title if known, contact information) that can verify information you have provided  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been convicted of a crime other than a minor motor traffic violation?  Yes  No

Have you been convicted of a felony or do you have a felony charge currently pending?  Yes  No

If you answered yes to either of the two questions above, give details including charges, dates and locations.  
(Convictions will not necessarily disqualify an applicant from volunteering).

## Certification of Applicant

Initial	I certify that all statements made on all application materials are true and accurate. I understand that false information (misrepresentation or omission of information) will disqualify me for assignment or cause my subsequent dismissal. I authorize investigation of all statements contained herein. I also authorize the employers and/or references listed to release any and all information concerning my previous employment and/or volunteer assignments and any pertinent information they may have and release all parties from any liability for any damages that may result from furnishing such information.
Initial	I consent to having a background history check, which may include fingerprinting. I have attached the authorization to conduct an investigative background check and consent for release of personal information to this application.
Initial	If assigned a volunteer position, I agree to report any future convictions, other than minor traffic infractions that I receive to the program supervisor.
Initial	I understand that if I am accepted as a volunteer, I am subject to release at any time.
Initial	I understand the City only provides Worker's Compensation insurance for volunteers in Public Safety and will follow the Administrative Procedure regarding any accident, illness or incident.
Initial	I understand and agree that, if I am accepted by the City of Apache Junction as a volunteer, I have no expectation of privacy in desks, files, lockers, computers, vehicles or other property owned by the City.
Initial	I understand that the Smoke Free Arizona Act passed by voters in November, 2006, through Proposition 201, prohibits smoking in most indoor places including restaurants and bars. The definition of enclosed areas includes a "reasonable distance" from any entrances, windows, and ventilation systems. In keeping with the provisions of the Act, smoking is prohibited in any location except those locations specifically identified through posted signage.
Initial	I will keep the Department advised of changes in my address and/or phone numbers or status.
<b>APPLICATIONS WITHOUT REQUIRED INITIALS AND SIGNATURES WILL BE REJECTED.</b>	

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Parent/Guardian Signature (if under 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Phone Number

Please remit completed application to the applicable City Department at:  
300 E. Superstition Blvd.  
Apache Junction, Az. 85119

**NOTE: When advised, reasonable accommodation will be made in order for a qualified applicant with a disability to participate in any phase of the volunteer application process. Please call (480) 474- 2617 or TDD (480) 983-0095 to discuss how your needs may be accommodated**



## City of Apache Junction Parks and Recreation Volunteer Coach Guidelines

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All prospective volunteers shall fill out a volunteer application and submit to the Coordinator in charge of the program area. If approved to volunteer coach with the city you will be assigned a team by the Department. Volunteers are not considered regular employees of the City of Apache Junction. You will perform these services as an independent person, volunteering for the city, and are responsible for the manner and method of providing the services outlined in the league coaches meeting. With this in mind, there are several policies/procedures that volunteers will be asked to follow in order to insure the programs offered by the city are beneficial experiences to our participants and at the same time protect our facilities, equipment, participants, and staff/employees.

### **CRIMINAL BACKGROUND CHECKS**

In accordance with City Ordinance No. 1345, the City shall require a background check of all volunteer coaches for the purpose of obtaining criminal history record information. References will also be checked. Upon successful background clearance you agree to notify the Department of any future convictions other than minor traffic. Once the background check has been initiated, you may begin volunteering for the city. If your background check is returned unsatisfactorily you will be notified and may be asked to cease your volunteer duties.

### **FACILITY**

The City will provide a safe and suitable location to accommodate the league as scheduled under the supervision of Parks and Recreation Department staff. Please notify program staff if there is anything unsafe or unsuitable with the facility. Please make sure that you leave the facility in the same or better condition that you found it. Ask spectators to help keep our facilities clean.

Because of the age of league participants and size of the fields/courts the league will allow the following number of coaches on the field/court from each team during games:

- 4-5 year old leagues: 2 coaches per team (players need extra assistance during games / coaches will officiate)
- 6-8 year old leagues: 1 coach per team (players need less assistance during games / coach will officiate)
- 8-11 year old leagues: 0 coach per team (players need little to no assistance during games / officials provided)

### **ADDING PLAYERS**

A list of all players on your team (Roster) will be given to you at the league coaches meeting. Please do not allow anyone to participate on your team that is not on your team roster. If you need more players please contact the league coordinator. Many times there is a "wait list" of players wanting to participate. All players must be registered in the program through the Parks and Recreation office prior to participation. Your roster will have personal participant information: Name, Age, Sex, Home Phone Number, and Shirt Size. This information is not to be made public. It is intended for communication of team/program information.

### **ACCIDENT/INCIDENT PROCEDURES**

It is important to monitor participants and the facility environment at all times.

If an injury occurs on your team, contact the on-site staff immediately to assess the situation, administer aid and fill out appropriate accident paperwork. Please assist staff in obtaining all pertinent information.

If an incident occurs please immediately notify the staff on-site and then follow the directions of the staff. Staff will fill out an incident report. Please assist staff in obtaining all pertinent information.

## **PUNCTUALITY**

Start and end practices and games on time. Because most practices/games run back to back, it is vital that you end at or before the scheduled time. As a general rule, the Parks and Recreation Department strives to end evening and weekend activities at a safe and reasonable time for our young participants.

**PERSONS WITH DISABILITIES** - The City of Apache Junction strives to make all of its programs, services, activities, and facilities accessible to, usable by and available to qualified individuals with disabilities, and does not discriminate on the basis of disability. If a participant is in need of special accommodations for one of our programs they may fill out a Request for Modification form prior to the start of the program. We will work cooperatively with all contracted instructors to accommodate individuals with disabilities as reasonably as possible. More information about the City's policies, procedures, and forms can be found at [www.apachejunctionaz.gov/ada](http://www.apachejunctionaz.gov/ada).

## **SURVEYS/AUDITS/EVALUATIONS**

Surveys may be given to you periodically throughout the program. Please ask all participants/parents to completely fill out each section. You will be supplied with an envelope to ensure the surveyor's anonymity. These surveys are an important part of evaluating the quality of service in our programs. Periodic audits may also be conducted on programs to ensure quality and safe services for our community.

Coach's performance will be continually evaluated. There is no guarantee of coaching position availability from season to season. Positions are on an as needed basis.

## **EXPECTATIONS OF A VOLUNTEER COACH**

The following is a basic list of what the city expects from volunteer coaches.

- I will follow the NYSCA Coaches' Code of Ethics:
  - I will place the emotional and physical well-being of my players ahead of a personal desire to win. [I will insist the parents/spectators do the same]
  - 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 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 provide a sports environment for my team that is free of drugs, tobacco, alcohol, and profanity, 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 each of the skills that I teach.
  - I will remember that I am a youth sports coach, and that the game is for the children and not adults.
- I will keep it fun and safe for everyone involved.
- I will play all team members as equally as possible.
- I will wear the league issued volunteer coach identifier during practices, games, other league events.
- I will encourage parents/guardians to assist with the team if needed. Note: parent assistants (non-official coach) cannot run a practice/game on their own.
- I will show respect to all players, spectators, coaches, officials, and staff.
- I will communicate league information to the players/parents.
- I will communicate the needs of my team with league staff/coordinator.
- I will only hold team meetings/practices/games during the times, dates, and locations as listed on the league schedule.
- I understand I am a representative of the city and shall act in a respectable responsible manner.
- I will meet with coaches of the opposing team prior to each game to discuss game flow, rules, etc.
- I understand I may be asked to officiate in the game which my team is playing.
- As a volunteer coach under A.R.S. 13-3620 I understand I have the legal responsibility to report suspected abuse/neglect of any player on your team. I will inform league coordinator if that is to be done.
- I understand and will adhere to the philosophy of the league/program.
- I will follow directions given from officials, staff, and/or coordinator.

Please sign and date below acknowledging that you have read and understand the above policies and procedures.

**Volunteer Name (Print)** \_\_\_\_\_ **Sport** \_\_\_\_\_

**Volunteer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



### DISCLOSURE REGARDING BACKGROUND CHECK

The City of Apache Junction, ("the Company") may obtain information about you from a third party consumer reporting agency for employment and/or volunteer positions. Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records").

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by **IntelliCorp, 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355; [www.intellicorp.net](http://www.intellicorp.net).**

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

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



**ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK**

I acknowledge receipt of the separate stand alone Disclosure and certify that I have read and understand it and this authorization. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the City of Apache Junction at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **IntelliCorp Records, Inc., 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355; [www.intellicorp.net](http://www.intellicorp.net)**.

I also consent to have any legally required notices sent electronically.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Signature  
(for searches conducted on minors under  
the age of 18)

\_\_\_\_\_  
Date

PERSONAL DATA

\_\_\_\_\_  
Last Name                      First Name                      Middle Name

\_\_\_\_\_  
Current Address (include street, city, state & zip code)                      Dates Lived Here

Addresses for the Past Seven Years: (include street, city, state & zip code)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Names Used including maiden name)                      Years Name Used

\_\_\_\_\_  
\_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

\_\_\_\_\_  
Email address (may be used for official correspondence)

\_\_\_\_\_  
Printed Name                      Applicant/Volunteer Signature                      Date