For Staff Use Only:

League / Team: _____ **Date Submitted:** _____ **CCBI Cleared:** _____

Raleigh Parks and Recreation Department
Coaching Application Form

Personal Information

Name:_____ Age: _____

Address:_____

City: _____ State:_____ Zip: _____

Home Phone: _____ Cell phone: _____

Business Phone: _____ E-mail Address: _____

Emergency Information

Person to Notify in an Emergency: _____ Phone: _____

Special Medical Circumstances: _____

Coaching Background

1. Please circle the coaching position you are applying to coach: Head Coach Assistant Coach

2. Have you previously coached with Raleigh Parks & Recreation? Yes No
   If yes, which District, sport, and age group have you coached? _____

3. Please circle the sport you are applying to coach:

   Baseball Basketball Cheerleading Football Hockey Lacrosse Softball

4. What age group or grade level are you applying to coach? _____

5. Do you currently have youth participating in the athletic program? _____
   If so, what is the player's name and which league do they participate in? _____

6. Circle personal playing experience: Little League High School College Pro

7. What is your coaching experience? _____
   _____

8. Have you attended the American Sports Education Program (ASEP) training? Y or N
   If yes, please list approximate date of training: _____

Coach's Agreement

I agree that if I am selected to serve as a Head Coach of a team: **(Please initial each statement)**

_____ I will attend all coach meetings or send a representative.
_____ I will attend the ASEP (American Sports Education Program) training during my first season of coaching.
_____ I will read, understand and abide by all league rules and Raleigh Parks & Recreation, Youth Athletic Philosophy and Code of Conduct.
_____ I will be responsible for the return of all equipment and coach badges.
_____ I will be responsible for my team's and coach's conduct on the field/court.
_____ I will be responsible for my teams' parents conduct during a game.
_____ I will set a good example for the players and parents on my team.
_____ I will be responsible for ensuring the safety and accountability of all players on my team until they are released to a guardian or administration.
_____ I understand and will abide by Rule 10.7 in the rule book, which says: No coach shall recruit Raleigh Parks and Recreation Department players to play on teams outside of the Raleigh Parks and Recreation Department leagues, that directly effect attendance in the Raleigh Parks and Recreation Department program.

Please answer the following questions:

1. What is your general coaching philosophy for coaching a recreational youth team?
2. Describe your coaching objectives for the season.

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Applicants Signature_____ **Date**_____

CITY OF RALEIGH PARKS & RECREATION INVESTIGATIVE BACKGROUND CHECK

TO BE COMPLETED BY APPLICANT'S SUPERVISOR ***PLEASE PRINT***

Supervisor Name/Phone#: _____ **Position of Applicant:**_____

Program or Sport: _____ **Work Location:** _____

Briefly describe Position duties and responsibilities (include % of time in contact with children or in supervisory role over participants; % of time left unsupervised by full time staff; other major responsibilities): _____

_____

Driving City/Personal Vehicle: □Yes □No Requires Handling City Funds: □Yes □ No Applicant will be: □ Paid □ Volunteer

Name: _____ _____ _____ _____
Last First Full Middle Maiden

Driver's License Number: _____ Issuing State: _____ Home Phone # or Cell Phone #: _____

Date of Birth: _____/_____/_____ Sex: □Male □Female Race: _____

Social Security Request and Statement of Purpose: To comply with the Confidential Records Law, your Social Security number is requested because you are being considered for employment or volunteer placement with the City of Raleigh Parks & Recreation Department. The Social Security number is required to process a criminal background investigation. ***If you have lived outside of North Carolina within the last 10 years, you must provide your full 9-digit Social Security number.***

Social Security Number (last 4 digits): _____

Address History: Please list residential addresses for the past 10 years. Use back of form or separate sheet, if necessary.

Current Address: _____ _____
Street Address **Length of Time at this Residence**

_____ _____
City **State** **Zip**

Previous Address: _____ _____
Street Address **Length of Time at this Residence**

_____
City **State** **Zip**

Prior Address: _____ _____
Street Address **Length of Time at this Residence**

_____
City **State** **Zip**

Have you ever served time in prison? Note: A "yes" response does not automatically disqualify you from employment. The date and nature of the offense and the type of job for which you are applying will be considered. □ Yes □ No

Have you ever been convicted of a felony? Note: A "yes" response does not automatically disqualify you from employment. The date and nature of the offense and the type of job for which you are applying will be considered. □ Yes □ No

If you answered "Yes" to any of the above questions, please explain the circumstances: _____

_____

AUTHORIZATION FOR BACKGROUND CHECK:

I hereby certify, by my original signature below, that the information I have provided is accurate and true to the best of my knowledge and I authorize the City of Raleigh to conduct a Criminal, Department of Corrections, and Sex Offender Registry check on my background while I am employed or volunteering with the Parks & Recreation Department. I understand that providing false statements or falsification of information will result in disqualification of employment. I understand that the City will routinely perform background checks during the period of employment or serving as a volunteer. Information found and not previously disclosed by me, or information made available which was previously not disclosed, will be used by the City as part of the determination of my eligibility to continue in my capacity with the City. I have read and understand these requirements.

_____ _____
Applicant's Signature **Date**

TO BE COMPLETED BY 608 BUSINESS OFFICE STAFF

AOC Check:	**National Sex Offender Registry Check:**	**NC DOC Incarceration Check:**	**Out of State Check (If Applicable):**
____No Arrest Record	___ Negative	____No Incarceration Record	_____ State(s)
____Arrest Record Attached	___ Positive	____Incarceration Record Attached	_____ Date Submitted to ABC

(Revised 3-31-09)

Examples of Offenses Considered Unacceptable for Employment/ Volunteer with the City of Raleigh Parks and Recreation Department

Persons charged with and found guilty of the following crimes will not be allowed to work with the City of Raleigh Parks and Recreation Department. This listing of examples of criminal convictions is not exhaustive and conviction for other crimes or repeated charges for the same or similar charge(s) may be considered unacceptable as determined by the Parks and Recreation Director.

Manslaughter
Murder
Homicide
Abduction (of child or adult)
Robbery
Carjacking
Extortion
Felony Stalking
Sexual assault/sex offender charges (including incest, crimes against nature, taking indecent liberties with a minor)
Drive by shootings
Child abuse/neglect
Possession of child pornography
Escape from jail
Assault charges (assault on a government official, assault with a deadly weapon with intent to inflict injury, assault on a person)
Prostitution
Rape
Embezzlement
Forgery
Burglary or Larceny
Possession of weapon on school grounds, possession of weapons to cause mass destruction
Resisting a Public Officer
Domestic Abuse
Alcohol Offenses (open container offenses, consumption of beer/wine in public, possession of alcohol on unauthorized premises, possession of alcohol under age 21)
Drug charges (drug possession, possession of drug paraphernalia, maintaining a dwelling for a controlled substance)

3 background searches will be performed on each Candidate/Volunteer:

1: **National Offender Registry Check** = Results available at http://www.nsopr.gov/

2. **NC Department of Corrections** = Results available at http://webapps.doc.state.nc.us/apps/offender_servlets/search1

3. **AOC/CCBI Statewide Record Check** = Criminal, Infraction, and Archived record check conducted using AS-400 system. Results for Wake County charges available at Salisbury Street CCBI office (in Wake County Public Safety Center). Records for other Counties must be obtained from their County Court Records office.