

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

Please Notify in an Emergency: _____ Phone: _____

Special Medical Circumstances: _____

Coaching Background

1. Please check the position you are applying to coach: **Head Coach** **Assistant Coach**

2. Have you previously coached with Raleigh Parks and Recreation? **Yes** **No**

If yes, which District, sport and age group have you coached? _____

3. Please check 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? **Yes** **No**

If **YES**, please fill in the following information on the player(s). (If you have more than 2 players, please use back.)

Player 1 Name: _____ Player 1 League: _____ Player 1 Relationship to You: _____

Player 2 Name: _____ Player 2 League: _____ Player 2 Relationship to You: _____

6. Check 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? **Yes** **No**

If yes, please list approximate date of training: _____

Coach's Agreement

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

_____ 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 & 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 team's parents conduct during a game.

_____ I will set a good example for the players and parents on my team.

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.

Confidentiality Agreement

I understand that associated with my coaching responsibilities with Raleigh Parks and Recreation Department, I may have the right to know certain personal and confidential information regarding participants that I may work with. I agree to hold all information I may have access to confidential and will not discuss or share any information to unauthorized parties. I also agree to provide only information relevant to the specific service requested.

I understand that I am not authorized to take photographs/video of participants and/or staff without prior approval from my league manager, for the sole use of Raleigh Parks and Recreation Department. I understand that if authorized to take photographs/video, I may not share or post the pictures or information regarding any participant and/or staff.

By signing below, I acknowledge that I understand that sharing confidential information to unauthorized parties may subject me to disciplinary action up to suspension and/or dismissal from my coaching position with Raleigh Parks and Recreation Department.

Applicant's Signature: _____

Date: _____



CITY OF RALEIGH PARKS & RECREATION INVESTIGATIVE BACKGROUND CHECK

| | | | |
|--|--|-------------------------------|--|
| TO BE COMPLETED BY APPLICANT'S SUPERVISOR | | <u>PLEASE PRINT</u> | |
| 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 <input type="checkbox"/> No <input type="checkbox"/> | Requires Handling City Funds: | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | Applicant will be: | Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> |

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 for 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 for will be considered.

Yes: No:

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 and 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: ___ No Arrest Record ___ Arrest Record Attached | National Sex Offender Registry Check ___ Negative ___ Positive | NC DOC Incarceration Check : ___ No Incarceration Record ___ Incarceration Record Attached | Out of State Check (If Applicable): ___ State(s) ___ Date Submitted to ABC |
|---|---|---|---|