

**Warren County Parks and Recreation Department
WARREN COUNTY YOUTH SOFTBALL ASSOC. – COACH/ASST. COACH/TEAM MOM APPLICATION**

Circle one: Coach Asst. Coach Team Mom Date: _____

Circle one: 4 under 6 under 8 under 10 under 12 under 14 under 16 under 18 under

Circle one: Coach Pitch Slow Pitch Fast Pitch Daughters Name and Age: _____

If you are completing this prior to team assignments, you may leave the first line blank.

If you are applying for Asst. Coach or Team Mom, name of head coach(if known): _____

NAME: _____ BIRTH DATE _____ AGE _____

(MUST BE 21)

Other Names (Maiden, Alias, Etc.) _____

Address _____ City _____ State _____ ZIP _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

Elementary school district you live in _____

Did you head coach in last spring season? _____ If yes, what league/age and team _____

Social security number(last 4 digits only) XXX – XX - _____ Driver's license number _____

Employer _____ Supervisor _____

Address _____ Date Hired _____ Work Phone _____

References

NAME	ADDRESS	PHONE
------	---------	-------

List Three

NAME	ADDRESS	PHONE
------	---------	-------

Not Related

NAME	ADDRESS	PHONE
------	---------	-------

Please answer the following questions(If more room is needed, continue on separate sheet)

Ever been arrested and /or convicted of a violation? If yes, please explain _____

Ever been involved in an incident involving abuse or neglect? If yes, please explain _____

Ever had or do you have a problem with drugs and/or alcohol? If yes, please explain _____

Reason for wanting to volunteer? _____

Experiences and/or training you have had in coaching. (Clinics, last years team, etc.) _____

List any other training you have had that would benefit children. (First aid, teaching, etc.) _____

Are you the HEAD COACH of ANY other team? _____

By signing this document, you insure that all information is correct and accurate and that you have read and understand the coaches requirements on the back of this application. Any discrepancies found on this application can be used to revoke this application. I grant the league permission to run a criminal background check

Signature **X** _____ Print Name _____

OFFICIAL USE ONLY: INTERVIEW DATE _____ EQUIPMENT DEPOSIT \$250.00 YES or NO DATE: _____
SPONSORSHIP FEE: \$125.00 YES or NO DATE: _____ COMMISSIONER: _____
COMMENTS _____
Original turned in for background check

Warren County Parks and Recreation Department
GIRLS YOUTH SOFTBALL
COACH TO DO LIST

- Complete coach application form as provided by the league
- Attain a completed application form from all assistant coaches and team mom(s) that will be assisting the coach in their duties and turn those in to your commissioner
- Attend a coach interview with Board of Directors
- Provide a deposit of \$250.00 to the Warren County Girls Youth Softball for equipment provided by the league and return said equipment at time chosen by league, at which time your check will be returned
- Select team name and jersey color with team
- Oversee team practices and games
- Attend coaches meetings and clinics as described by the league
- Attain a team sponsorship of \$125.00(not required in the fall league)
- Provide the league with jersey sizes from players and distribute the jerseys to the team
- Provide the league with any additional team jersey sizes for parents and coaches that are ordered and collecting payment for the same(jersey's not provided in the fall league)
- Be responsible for the actions and behavior of any person associated with their team
- Inform team members of any cancellations or changes in the schedule
- Coordinate practice times and locations with a park supervisor as directed by league
- Distribute all awards
- Notify commissioner if you are not going to have enough players for a game

By signing the Coaches Application, you agree to all above statements.

Warren County Parks and Recreation Department
Code of Ethics

Conduct of all coaches, supervisors, sponsors, participants, players, sports officials, parents and spectators.

Article I. A coach, supervisor, sponsor, participant, player, sports official, parent or spectator shall not:

- A. Curse(malicious or otherwise, verbally, written or electronically/e-mail communication or by physical gesture) another coach, supervisor, sponsor, participant, player, sports official, parent or spectator of the Warren County Parks and Recreation Department Youth Sports Program.
- B. Push, hit, strike or threaten (verbally, written or electronically/e-mail communication) a coach, supervisor, sponsor, participant, player, sports official, parent or spectator of the Warren County Parks and Recreation Department Youth Sports Program.
- C. Be drinking or under the influence of alcohol or controlled substance while on park or school premises; before, during or after an event.
- D. Act in an irrational manner, make a public spectacle or nuisance of oneself before, during or after a scheduled event of the Warren County Parks and Recreation Department while on park or school premises.
- E. Violate the rules and regulations of the activity or program they are involved.
- F. Any act that undermines league policy or procedures.
- G. Instigate with proof of two (2) witnesses an infraction listed in Rules A, B, C, D, E and F.
- H. Be dismissed from the Warren County Parks and Recreation Department or sponsoring league scheduled game or contest.

*When one violates Article I,D the League Board of Directors may implement the Zero Tolerance rule resulting in the child or children of the individual violating the rule being dismissed from the sponsored program for one year of the infraction. No Appeal.

Article II. Penalties

Violation of Rules: A

- A. First Offense
Dismissal from the sponsoring program for the remainder of the season and post season activities. Violation of the rule in the latter part of the program, twenty percent or less of the season or post season, the penalty shall carry over to the next season of the sponsoring program. No Appeal.
- B. Second Offense
Dismissal from the Warren County Parks for one (1) year.
- C. Third Offense
Permanent dismissal from all Warren County Parks and Recreation Department Youth Sports Program.

Violation of Rules: E, F, G

- A. First Offense
 1. Players, coaches, and umpires: Dismissal for three (3) weeks.
 2. Spectators: Dismissal from all Warren County Parks for one (1) month.
- B. Second Offense
Dismissal from Warren County Parks for one (1) year.
- C. Third Offense
Permanent dismissal from all Warren County Parks and Recreation Department Youth Sports Program activities.

Violation of Rules: B, C, D

- A. First Offense
Dismissal from Warren County Parks for one (1) year.
- B. Second Offense
Permanent dismissal from Warren County Parks and Recreation Department Youth Sports program activities. If deemed necessary by Warren County Parks and Recreation Department or League Board of Directors, legal action may be taken against the individual violating the Code of Ethics.

Violation of Rule: H

- A. First Offense
Dismissed for one (1) game and one (1) week from the dismissal, no contact with the team until suspension is lifted.
- B. Second Offense
Dismissal from the sponsored program for the remainder of the season.

The Warren County Parks and Recreation or Warren County Girls Youth Softball will not be held responsible for any injuries.
Revised 1/9/12 TT

******* All pages must be completed and turned in *******

WARREN COUNTY YOUTH SOFTBALL COACH/ASST. COACH/TEAM MOM APPLICATION

WARREN COUNTY PARKS DEPARTMENT APPLICANT BACKGROUND CHECK GUIDELINES

Goal

It is the goal of the Warren County Sheriff's Office to check the background of each of the named applicants participating in the Warren County Parks Department. The applications must be supplied, in paper form, by the Warren County Parks Department to ensure the safety of the children and citizens involved in the sports that are conducted in our Warren County Parks.

Information Exchange

The Warren County Parks Department shall be responsible for bringing the applications to the Warren County Sheriff's Office Records Section for the background checks to be completed. They shall be hand delivered, not faxed. It shall be understood that the background checks are second priority to the normal function of the WCSO Records Section. The Warren County Parks Department shall be responsible for making sure that the applications are legible and have the appropriate identifiers on the application for the background check. For a thorough check through AOC records, the applications must have a name, any maiden names/previous names, address, and date of birth. If the forms are not legible, the WCSO records section will not be able to review or check records on that particular application. WCSO is only utilizing the AOC's Court Net program, Kentucky State Police Sex Offender Registry and local warrant database when checking backgrounds on the Warren County Parks Department applicants. We are not permitted by KSP / FBI security regulations to run a III criminal history. In this agreement, the applicant is giving consent for the WCSO to disclose information resulting from the background check with the parks director.

Reasons for Denial

Reason for denial of parks applicants can be but may not be limited to any of the following reason where the applicant has been ***charged with*** any of the following offenses. This is not to say that the applicant has been convicted of this offense, merely that they have a charge on their record. Again, it is up to the park's director to decide if any applicant can be accepted once the WCSO records section has denied the application. Another reason that an applicant could be denied would be for falsifying any information on the application to the Warren County Parks Department or any related paperwork.

The applicant can not have any of the following on their record:

- Any active or outstanding warrants or arrest
- Any felony offense
- Any offense involving a minor
- Any offense involving any type of violence or assault

*******All pages must be completed and turned in*******

- Any offense involving the carrying of a concealed deadly weapon (handguns, knives, brass knuckles and any other item that is covered by KRS)
- Any offense involving eluding or attempting to elude police
- Any offense involving possession, use, intoxication of, selling of or promoting illegal drugs or drug making materials
- Any offenses involving theft, burglary, or robbery
- Offenses involving alcohol within the last 24 months (these situations shall be reviewed on a case by case basis by the parks director)

Accepted / Approved Applications

Applications that have been reviewed and appear to be in compliance with the standards of the background process will be stamped with “WCSD RECORDS” in the bottom right corner.

Denied / Rejected Applications

Applications that have been reviewed and appear to be out of compliance with the standards of the background process will be stamped with “REJECTED WCSD RECORDS” in the bottom right corner.

Appeal Process

Any applicant that was denied by the WCSO during background check may choose to appeal the denial. The denied party shall contact the Warren County Circuit Court Clerk’s Office to obtain information regarding the reason for which the application was denied once the circumstances have been revealed. Once appropriate paperwork is obtained by the denied party, the Warren County Parks Director will reconsider the approval of the application. This process is reviewed and conducted by the parks director. Denied parties should correspond with the Warren County Parks Department and not the Warren County Sheriff’s Office.

I have read and understand the agreement between the Warren County Sheriff’s Office and the Warren County Parks Department regarding the process for background checks. By affixing my signature and attaching my Warren County Parks Department application, I hereby grant consent for background check to be completed by the Warren County Sheriff’s Office. I further consent and grant the release of my information to the parks director for discussion when considering my pending application. I also understand by not signing this release, I will be unable to coach, manage, or serve on the board of any league within the Warren County Parks Department. Additionally, I understand that weapons are not allowed on Warren County Parks Department premises.

******* All pages must be completed and turned in*******