



Youth Sports Coaches Background Check Policy

- It is a policy of the City of Norman Parks and Recreation Department to complete a background check on every volunteer head coach participating in our Youth Sports programs.
- Each volunteer background check shall be good for a period of one year, beginning in July and ending in June.
- All head coaches must submit a City of Norman Parks and Recreation youth sports coaches application which includes a code of ethics, back ground screening and criteria for exclusion.
- The Norman Parks and Recreation Department can request a background check on any other coach assisting in a Norman Parks and Recreation program.
- Any information that is returned on a coach through the Background Screening process is subject for review. The City of Norman Legal Department will review background information and may recommend that certain applicants be excluded from coaching.



Youth Sports Coaches Application

Last Name _____ First Name _____

Sport Coaching _____ Age/League(s) _____

Childs Name _____ School _____

Address _____ City _____ Zip _____

Phone _____ Alt Phone _____ Email(s) _____

CIRCLE ONE OF THE FOLLOWING

Head Coach or Assistant Coach

Are you parent of a participant? **Yes or No**

Have you ever been convicted of a crime? **Yes or No**

Do you have any pending court cases? **Yes or No**

Code of Ethics

The coach must be aware that he or she can be either a positive or a negative influence upon the development of the athlete. In all of his or her personal contacts with athletes, officials and parents, coach shall strive to set an example of the highest ethical and moral conduct. In keeping with that goal, the following ethical guidelines should be observed by all adults coaching in a Norman Parks and Recreation Program

The coach shall never place the value of winning above the value of instilling the highest desirable ideals of character.

The coach must always consider the personal safety of the athlete.

The coach shall be thoroughly acquainted with the rules and regulations of competition, and shall be responsible for their interpretation to team members. The coach shall not try to seek an advantage by circumventing the spirit or letter of the rules.

Game officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite the players or spectators against the officials. Public criticism of the officials or players is unethical.

The coach should respect his opponents, display gracious behavior during competition and require his or her players to conduct themselves in similar fashion. Before and after the contest, opposing coaches should meet and exchange friendly greetings to set the correct tone for the event.

Coaches shall actively use their influence to enhance sportsmanship by spectators.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse, and shall, under no circumstances authorize their use.

I understand that, as a coach for the Norman Parks and Recreation Department I must go through a background check on a yearly basis. Also, regardless of previous appointments, the City of Norman Parks and Recreation Department is not obligated to appoint me as coach. I have also read the Code of Ethics and agree to abide by them. Failure to abide by the Code of Ethics may be cause for dismissal of coaching in the Norman Parks and Recreation Youth Sports Leagues. I understand that the Norman Parks and Recreation Department also reserves the right to dismiss a coach at any time for any reason.

Print Name: _____ Date: _____

Signature: _____



National Background Screening Consent Form

Applicant's **Legal** Name (printed) _____

Social Security Number _____ Date of Birth _____

Applicant's Address _____

City _____ State _____ Zip _____

I, _____, authorize and give consent for the above named organization to obtain information regarding myself. This includes the following:

- Local & National Criminal background records/information
- All 50 State Sex Offender Registries
- Full Address Trace
- Social Security Verification

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

By signing this document, I am providing the above named Organization my consent for an initial background check as well as any subsequent background checks deemed necessary throughout the length of my assignment with this Organization.

Print Name: _____ Date: _____

Signature: _____



Criteria for Exclusion

A person may be disqualified and prohibited from serving as a volunteer if the person has been found guilty of any of the following crimes:

For purposes of this policy; Guilty shall mean that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilt (regardless of adjudication), or received court directed programs in lieu of conviction.

SEX OFFENSES

- **Any Sex Offense** – *Regardless of the amount of time since offense.*

Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

- **All Felony Violence** – *Regardless of the amount of time since offense.*

Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.

- **All Felony offenses** other than **violence** or **sex** within the past 10 years.

Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

- **All misdemeanor violence** offenses within the past 7 years

Examples include: simple assault, battery, domestic violence, hit & run, etc.

- **Two or more misdemeanor drug & alcohol offenses** within the past 7 years.

Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

- **Any other misdemeanor** within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.

PENDING CASES

It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.