

**2018-19 ATHLETIC COACH VOLUNTEER APPLICATION**

PLEASE PRINT CLEARLY

SCHOOLS YOU WANT TO VOLUNTEER AT: \_\_\_\_\_

PLEASE INDICATE WHICH SPORT YOU WOULD LIKE TO COACH: \_\_\_\_\_

HAVE YOU VOLUNTEERED IN A PREVIOUS YEAR?: YES: \_\_\_\_\_ NO: \_\_\_\_\_

**SECTION 1: VOLUNTEER PERSONAL INFORMATION**

NAME: \_\_\_\_\_  
LEGAL FIRST MIDDLE LAST

MAIDEN/BIRTH NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
(Required) (Required) Month/Day/Year

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME/CELL PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
(Required)

YOUR EMERGENCY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN WA: \_\_\_\_\_ DRIVERS LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_

DO YOU SPEAK ANY LANGUAGES OTHER THAN ENGLISH? PLEASE LIST: \_\_\_\_\_

**SECTION 2: STUDENT INFORMATION (if applicable)**

PLEASE LIST ALL CHILDREN WHO ARE ENROLLED IN NORTH THURSTON PUBLIC SCHOOLS:

| STUDENT NAME | SCHOOL | GRADE | TEACHER |
|--------------|--------|-------|---------|
|              |        |       |         |
|              |        |       |         |
|              |        |       |         |

YOUR RELATION TO THE ABOVE LISTED STUDENTS: YOUR RELATION TO THE ABOVE LISTED STUDENTS:

PARENT  FAMILY MEMBER  GUARDIAN  COMMUNITY MEMBER

**SECTION 3: SUPPLEMENTAL INFORMATION:**

DO YOU HAVE A CURRENT FIRST AID/CPR CARD? \_\_\_YES \_\_\_NO

If yes, please list: Instructor \_\_\_\_\_

Date of Class \_\_\_\_\_ Expiration Date \_\_\_\_\_

Completed the mandatory concussion/brain injury training? \_\_\_YES \_\_\_NO

Please list past coaching experiences: (Additional page may be attached)

*WIAA member schools shall ensure that all coaches (paid or volunteer) are educated in the nature and risk of concussion or head injury prior to the first practice/competition. This education shall include signs and symptoms of concussion/brain injury. This education is available at no charge to coaches via the sports specific WIAA online rules clinic.*

| PROGRAM | SPORT | POSITION | YEAR(S) |
|---------|-------|----------|---------|
|         |       |          |         |
|         |       |          |         |
|         |       |          |         |

**Required Signatures:** COACH APPROVAL ATHLETIC DIRECTOR APPROVAL

Sign Here 

 Continued on

**SECTION 4: CRIMINAL HISTORY & BACKGROUND CHECK INFORMATION**

**ALL VOLUNTEERS MUST COMPLETE CRIMINAL HISTORY AND HAVE CLEARED A NATIONAL BACKGROUND CHECK**

**APPLICANT DISCLOSURE PURSUANT TO RCW 43.43.830**

1. Have you ever been convicted of **ANY crime**? (Convicted includes **ALL** instances in which a finding of guilty or nolo contendere is the basis of conviction and/or all proceedings in which a sentence has been suspended or deferred.).....  YES  NO
2. Have you ever been convicted of a crime relating to sexual abuse, exploitation or physical abuse? .....  YES  NO
3. Have you ever been convicted of any crimes relating to drugs? .....  YES  NO
4. Have you ever been convicted of any crimes relating to financial exploitation, including extortion, theft, robbery or forgery?.....  YES  NO
5. Do you currently have any outstanding criminal charges or warrants against you in WA or in any other state or country? .....  YES  NO
6. Have you ever been convicted of domestic violence or assault? .....  YES  NO



*If you have answered **YES** to any of the above questions, **please attach a supplemental sheet with a brief explanation of the conviction** and send in a sealed envelope to the address below or email it to [jdimico@nthurston.k12.wa.us](mailto:jdimico@nthurston.k12.wa.us). You will not be considered for volunteer placement until interviewed and approved by North Thurston Public Schools.*

All volunteers must be cleared through WATCH and CRIS National Background Check service. By signing the application below you are authorizing NTPS to conduct a criminal history background check.

**REQUIRED INFORMATION FOR WSP BACKGROUND CHECK:**  Male  Female Race \_\_\_\_\_

**SECTION 5: DECLARATION**

- *I understand I must answer this application truthfully and completely. Any falsification or deliberate misrepresentation, including omission of a material fact, and/or failure to notify NTPS if disclosure information provided changes, can be grounds for denial of volunteer placement or continued volunteer service.*
- *I also understand this time is spent in a volunteer capacity only. Employees of North Thurston Public Schools may not, as volunteers, perform the type of services they are employed to perform by the district. (Fair Labor Standards Act)*
- *I certify under penalty of perjury according to the laws of the state of Washington that the foregoing is true and correct.*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SECTION 6: SUBMISSION STEPS**

**Volunteers who assist with any sports team must adhere to the following NTPS volunteer screening process and guidelines:**

- Verify all portions of application are completed and signed.**
- Obtain Head Coach's signature on page 1 of application.**
- Submit application to the school *Athletic Director (AD)* or designee for approval and signature on page 1 of application..**
- Signed application should be delivered or forwarded to the Human Resources Office – 305 College St. NE, Lacey, WA 98516**
- Human Resources will contact the Athletic Director, principal or designee when criminal screen has been completed.
- AD will contact the Head Coach.
- AD must receive confirmation from Human Resources before a volunteer coach can have contact with students.
- Volunteer Coaches report to the Head Coach, and are supervised by a paid staff person at all times.
- Volunteer applications for volunteer coach positions must be completed **each school year.**

For questions or more information about the application process, please contact:

**Jeannie Dimico, Volunteer Specialist, Human Resources 360-412-4451, [jdimico@nthurston.k12.wa.us](mailto:jdimico@nthurston.k12.wa.us)**

For questions or information about NTPS Athletics Programs, please contact:

**Kevin Reimer, Athletic Director, 360-412-4890, [kreimer@nthurston.k12.wa.us](mailto:kreimer@nthurston.k12.wa.us)**



## VOLUNTEER CODE OF CONDUCT AGREEMENT

Thank you for your interest in volunteering in North Thurston Public Schools. This information is provided for your safety as well as for the protection of the children with whom you will be working. Please review it carefully and ask any questions that may arise. We want the time you spend volunteering in a North Thurston school to be a positive experience for all.

**Relationships:** For the protection of all, the relationship between you and all students you with whom volunteer must be kept appropriate at all times. Continuing your volunteer relationship through out-of-school contact, such as phone calls, home visits, or invitations to your home, social events, office, vehicle, or activities is not permitted without a specific directive from a teacher and/or prior written parental permission. This prohibition, of course, would not restrict out-of-school contact with students who are family friends or known to you through other community contacts.

**Appropriate touching:** Handshakes, "high five's", an arm or hug around a shoulder are the only safe and friendly ways to touch a child when you are volunteering. For some children, or for some cultures, even these gestures may be unwelcome. No child should be subject to unwelcome touching no matter how well intended. If a child ever inappropriately touches you, please inform a staff member right away.

**Communication:** You are a role model. Your conversations with students and staff should demonstrate respect for others and avoid language that may be perceived as discriminatory, profane, sexist, or offensive. No student or staff person should ever be treated differently, spoken to disrespectfully or denied services on the basis of race, religion, disability, age, national origin, or marital status. In addition, school personnel or volunteers cannot encourage or promote religious beliefs by class activities, comments or invitations to their place of worship.

**Confidentiality:** As a volunteer, you must respect and maintain confidentiality in regard to personal information obtained regarding a child or his/her family with certain exceptions. Reasonable suspicion of abuse, neglect, sexual abuse, illegal or dangerous activities should be shared with staff. Be assured they will follow up on the information.

**Discipline:** Any discipline of a student should be left up to a staff member. Physical punishment is never permitted.

**School safety plan:** In the event of an emergency while you are on site (fire, earthquake etc.) you need to be familiar with the Safety Plan of the building in which you volunteer. Each school will provide their Safety Plan to volunteers at orientation and training sessions.

**Check in/out:** All visitors, including volunteers, are required to sign in at the main office in the school and wear an identification badge while on campus.

**Volunteer orientation & training:** All volunteers will receive orientation to general building procedures, including an understanding of school policies, rules, and expectations; a tour of the campus; and instructions on what to do in the event of an emergency while you are on site. Specific training for the program you will be working in and instructions on how you will communicate with the assigned staff member should also be provided.

A more comprehensive guideline for conduct and school procedures can be found in the volunteer handbook, which can be found here: <https://www.nthurston.k12.wa.us/volunteer>. As a volunteer, you are required to review the handbook before volunteering.

\_\_\_\_\_ I have read and understand the code of conduct required for all volunteers in North Thurston Public Schools.  
(Initials)