



## Greater Morristown YMCA -- Youth Basketball Volunteer Coach/Referee Application

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Occupation: \_\_\_\_\_

Social Security # \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Special professional training, skills, hobbies: \_\_\_\_\_

Community Affiliations (Clubs, Service Organizations, etc.) \_\_\_\_\_

Previous Volunteer Experience: \_\_\_\_\_

Do you have Children in this Program? Yes ☐ No ☐ If yes, list full name and what level. \_\_\_\_\_

Special Certifications (i.e. CPR, Medical , etc.) \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Have you ever been convicted of or plead guilty to any crime(s): Yes ☐ No ☐

If yes, describe each in full: \_\_\_\_\_

In which In which of the following would you like to participate? (Check one or more)

☐ Coaching ☐ Assistant Coach ☐ Referee List grades if you wish to coach more than 1 grade \_\_\_\_\_

Please list 3 references, at least one of which has knowledge of your participation as a volunteer in a program.

Name \_\_\_\_\_ Phone \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

As a condition of volunteering, I give permission for the YMCA organization to conduct a background check on me, which may include a review of sex offender registries, child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the Greater Morristown YMCA receiving no inappropriate information on my background. I hereby, release and agree to hold harmless from liability the YMCA officers, employees, and volunteers thereof, or any other person or organization that may provide such information. I also, understand that regardless of previous appointments, the YMCA is not obliged to appoint me to a volunteer position. I understand I am subject to suspension, and/or removal for violation of the YMCA policies or code of conduct.

Applicants Signature: \_\_\_\_\_ Date \_\_\_\_\_

Applicants Name (please print or type) \_\_\_\_\_

**Note: The YMCA will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.**

YMCA use only:

Background check completed by \_\_\_\_\_ on \_\_\_\_\_

System used for background check (minimum of one must be checked): Sex Offender Registry ☐

Criminal History Records ☐ Choicepoint\*

*\*Please be advised that if you use Choicepoint and there is a name match in the few states where only name match search can be performed you should notify volunteers that they will receive a letter directly from Choicepoint in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the volunteer.*

*Only attach to this application copies of background check reports that reveal convictions of this applicant.*



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## **GREATER MORRISTOWN YMCA CODE OF CONDUCT**

**The signing of this document acknowledges that you have read this material.**

At all times staff are required to adhere and comply with all written and stated policies of the Greater Morristown YMCA. This includes living up to our mission and our core values of caring, honesty, respect, responsibility.

1. In order to protect the Greater Morristown YMCA staff, volunteers and program participants, at no time, during a YMCA program or while at the YMCA, may a staff person be alone with a single child where others cannot observe them. As staff supervises children, they should space themselves in a way that other staff can see them.
2. All YMCA staff must abide by the standards of conduct set forth by the YMCA.
3. Staff must appear clean, neat and appropriately attired.
4. Using, possessing or being under the influence of alcohol or illegal drugs during working hours or on YMCA property is prohibited. In addition, smoking or the use of tobacco on YMCA property is strictly prohibited.
5. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of staff, children or parents is prohibited.
6. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health.
7. Staff will portray a positive role model for all ages by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
8. Personal cell phones or other personal messaging devices are not allowed to be used or carried during work hours with the exception of management and administrative staff.
9. Staff is not allowed to contact any program participant for non-related YMCA communication via personal contacts, including, but not limited to email, instant messaging, text messaging, cellular/regular phone or other communication vehicles. Staff shall not share their personal contact information with any children participating in YMCA programs.
10. Any and all contact made by the YMCA shall be ONLY via approved YMCA issued communication accounts, such as, but not limited to, phone/cell phone, YMCA email account or website.
11. The YMCA reserves the right to review an employee's individual MySpace/Blog/Facebook, etc. sites. Employees may be subject to termination if the sites are deemed inappropriate and do not reflect YMCA values.
12. Staff should not have outside contact with children they meet in YMCA programs or at the YMCA and should never be alone with children they meet at the YMCA outside the YMCA. This includes babysitting, sleepovers, inviting children to your home and any contact via electronic means.
13. Staff is not allowed to transport children in their own vehicles except for emergencies. If this is necessary, a second person is required to ride along.
14. Staff may not date program participants under the age of 18 years of age.
15. Staff shall never leave a child unsupervised.

16. Restroom supervision: Staff will make sure suspicious or unknown individuals do not occupy the restroom before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows for privacy for the children and protection for the staff (not being alone with a child). If staff is assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip.
17. Staff should conduct or supervise private activities in pairs: diapering, putting bathing suits on, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
18. Staff should not abuse children, including:
  - Physical abuse: strike, shake, slap
  - Verbal abuse: humiliate, degrade, and threaten
  - Sexual abuse: inappropriate touch or verbal exchange
  - Mental abuse: shaming, withholding love, cruelty
  - Neglect: withholding food, water, basic care, etc.
19. All YMCA staff are mandated reporters of any suspicion of child abuse and must be reported to the Department of Children and Families. In addition, you must notify your supervisor if you suspect abuse.
20. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm according to regulations) and must be documented.
21. Staff should report any concerns about a child's physical condition, noting any fever, bumps, bruises, burns etc. to the YMCA management. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented and reported to the YMCA management.
22. Staff shall respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture or marital status.
23. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say "no." Other than diapering, children are not allowed to be touched on areas of their bodies that would be covered by a bathing suit.
24. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA)
25. Staff is required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.

**I understand that any violation of this Code of Conduct may result in termination.**

Employee/Volunteer Name (please print) \_\_\_\_\_

Employee/Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

### Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the YMCA is true, complete and correct, and I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the YMCA's service, whenever it is discovered.  
Initial \_\_\_\_\_

I, expressly authorize, without reservation, the YMCA, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé or job interview. I hereby waive any and all rights and claims I may have regarding the YMCA, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations, organizations for furnishing such information about me. I am aware that I have the right to make a written request for disclosure of the nature and scope of any report that may be ordered.  
Initial \_\_\_\_\_

I understand upon offer of employment, The Greater Morristown YMCA will conduct a criminal background check prior to and during my employment as well as a child abuse registry check and I am subject to random, accident follow-up, and for cause drug testing, as well as post offer drug screening contingent on employment. Initial \_\_\_\_\_  
I am not a child molester, abuser or pedophile; and have not been accused of being a molester or abuser.  
Initial \_\_\_\_\_

I understand that the YMCA does not discriminate in hiring or employment on the basis of race, color, veteran's status, religious creed, national origin, sex, ancestry, or age; or on the basis of a handicap not limiting the applicant's ability to perform satisfactorily the job available. The YMCA will give this application every reasonable consideration. However, in accepting it, the YMCA makes no commitment of employment to the applicant. Initial \_\_\_\_\_

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the YMCA and still wish to be considered for employment, it may be necessary to reapply and fill out a new application.

**Employment with the YMCA is employment at will** which means that employees may end their employment at any time, for any reason; and that the employer (The Greater Morristown YMCA) may terminate employees at any time for any reason, with or without cause. Initial \_\_\_\_\_

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard, and I certify that I have read, fully understand and accept all terms of the foregoing applicant statement.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Do not sign until you have read and initialed the above statements.*