



**Department of Parks and Recreation
Sports Management Office
Princess Anne Athletic Complex
4001 Dam Neck Road
Virginia Beach, VA 23456
Phone: (757) 385-0458
Fax: (757) 430-7402**

YOUTH SPORTS LEAGUE VOLUNTEER ID SYSTEM

Purpose

The purpose of this system is to:

- Ensure the safety and well-being of children in youth sports.
- Establish an understanding of the steps necessary for individuals with repetitive access or contact with children in our Parks and Recreation programs and activities to become an authorized youth sports league volunteer/coach.
- Provide a visual means of identifying authorized volunteers/coaches.

Procedure

Only identification cards issued by Parks and Recreation/Sports Management meet the requirements of the Youth Sports League Volunteer Identification System. ID cards are only issued at the Sports Management Office, 4001 Dam Neck Road, Virginia Beach, VA 23456.

Documents may be submitted to the Sports Management Office via email (cwathletics@vbgov.com), fax, or postal mail.

Any adult (age 18 and over), recognized by an Area Recreation Association as a prospective volunteer/coach, is required to submit the following documents to the Sports Management Office (**partial/incomplete submissions will not be accepted**):

- VOLUNTEER COACH BACKGROUND CONSENT/RELEASE FORM (attached)
- Bullying Prevention Training Certification (www.nays.org/bullying-prevention-training)
- Concussion Training Certification (www.nays.org/concussion-training)
- CWS5692: Mandated Reporters: Recognizing and Reporting Child Abuse and Neglect Certification (<https://www.dss.virginia.gov/abuse/cps.cgi>)
- Youth Sports Coaches' Code of Conduct (attached)

Upon successful completion of this screening process (to include background check cleared, 3 training certificates on file, and youth sports coaches' code of conduct signed), the volunteer/coach will be notified by Sports Management for identification card pick-up. Cards will be valid for a period of up to 3 years.

Should a prospective volunteer/coach be reported as "disqualified" based on the background screening disqualification criteria established by the City of Virginia Beach, an identification card will not be issued.

Any minor (under the age of 18), recognized by an Area Recreation Association as a prospective volunteer/junior assistant coach, is required to submit the following documents to the Sports Management Office (**partial/incomplete submissions will not be accepted**):

- Letter of intent to serve as a volunteer/junior assistant coach, signed by the prospective volunteer, the head coach of the respective team, and the Area Chair (or designee)
- Bullying Prevention Training Certification (www.nays.org/bullying-prevention-training)
- Concussion Training Certification (www.nays.org/concussion-training)

Upon successful completion of this process, the volunteer/junior assistant coach will be notified by Sports Management for identification card pick-up. Cards will be valid for a period of up to 4 months.

Should an active volunteer/junior assistant coach become 18 years of age during the season (4 month validation period), a VOLUNTEER COACH BACKGROUND CONSENT/RELEASE FORM (attached) must be submitted along with the Mandated Reporter Training Certification (CWS5692: Mandated Reporters: Recognizing and Reporting Child Abuse and Neglect Certification), and the Youth Sports Coaches' Code of Conduct (attached). Upon successful completion of this screening process, the volunteer/coach will be notified by Sports Management for new identification card pick-up. Cards will be valid for a period of up to 3 years.

Responsibility and Authority

Every youth sports league volunteer/coach who successfully completes the above process shall be issued an identification card to be worn at all times while acting in a volunteer/coach capacity (practices and games) on City and/or school property. Identification cards must be worn above the waist with the volunteer/coach photograph, full name, and expiration date visible.

Virginia Beach Parks & Recreation/Sports Management requires that all Recreation Association volunteers obtain this identification card. This requirement is in place for all programs at all age groups, including leagues operated by Sports Management as well as Farm Leagues and out-of-season leagues operated by Recreation Associations.

Failure to obtain and wear this identification card, the use of an expired card, the use of another coach's card, or any other such abuse of this identification system will result in suspension and/or termination of volunteer/coach privileges. Sports Management staff and Recreation Association representatives are responsible for enforcement.

The coach shall report lost or stolen identification cards to his or her Area Chairman immediately. The Area Recreation Association is responsible for the \$5.00 replacement cost, payable to the City of Virginia Beach (check, money order, or credit card only – NO CASH). Subsequent replacements within a 12-month period will cost \$10.00 per card.

Effective 07/2020



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VOLUNTEER COACH BACKGROUND CONSENT/RELEASE FORM

Area Recreation Association:	
Sport: <input type="checkbox"/> Tackle FB <input type="checkbox"/> Flag FB <input type="checkbox"/> Volleyball <input type="checkbox"/> Basketball <input type="checkbox"/> 7v7 FB <input type="checkbox"/> Softball <input type="checkbox"/> Baseball <input type="checkbox"/> Cheering	
Position: <input type="checkbox"/> Board Member <input type="checkbox"/> Head Coach <input type="checkbox"/> Assistant Coach <input type="checkbox"/> Manager <input type="checkbox"/> Team Parent <input type="checkbox"/> Photographer	
Age Group:	Team Name:

Applicant's Full Legal Name (PLEASE PRINT):

(check one): ☐ Male ☐ Female

Last	First	Full Middle (or N/A)	Maiden
Address:		E-Mail address:	
City:	State:	Zip:	Phone:
Date of Birth(MM/DD/YY):		Social Security Number:	

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

- Criminal background records/information
- Sex Offender Registry checks
- Addresses
- Social Security verification

I 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.

Print Name:

Date:

Signature:

Wet (pen to paper) or DocuSign signatures only. Others will not be processed.

OFFICE USE ONLY			
Bullying Prevention_____	Concussion Awareness_____	Child Abuse/Mandated Reporter_____	Code of Conduct_____
DATE REC'D _____		STAFF INITIALS _____	

REVISED 12/2022

Volunteer Background/Police Checks

A background check/screening will be required of all volunteer coaches prior to participation in any Parks and Recreation sponsored program.

Purpose:

To ensure the safety and well-being of children in youth sports, individuals with regular repetitive access or contact with children in our Parks and Recreation programs and activities must complete the screening process. We believe that volunteers are crucial to the delivery of youth sports programs and we desire to provide a safe environment for our participants.

Confidentiality:

To protect the privacy of the volunteer, the screening process results will not be disclosed outside of the Parks and Recreation Department, except on a “need to know” basis with other City agencies (i.e. City Attorney’s Office, Risk Management, City Manager’s Office, Police). Consent/Release forms will be kept in a secure location and available to only authorized personnel.

DISQUALIFIERS:

If the volunteer has been found guilty or entered a plea of guilty or no contest, regardless of the adjudication, for any of the disqualifying offenses.

ALL SEX OFFENSES

- **Regardless of the amount of time since offense.**
 - *Examples include: 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 and run, etc.*
- **Multiple Misdemeanor Drug and Alcohol offenses within the past 10 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.**
 - *Examples include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if the person is handling money, etc.*

PENDING CASES

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.



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YOUTH SPORTS COACHES' CODE OF CONDUCT

Congratulations, you have been selected to Coach, Manage or Assist in one of the Virginia Beach Parks & Recreation Youth Sports leagues and Area Recreation Association programs. One of your first responsibilities is to read and sign this Code of Conduct with Virginia Beach Sports Management. This Code of Conduct will be kept for permanent record with Virginia Beach Sports Management.

1. I will remember that I am a youth coach, and that the game is for the children, not adults.
2. I will place the emotional, mental, and physical well-being of all participants ahead of my personal desire to win.
3. I understand that my approval to coach is based upon the results of my background screening.
4. I will remember to treat each player as an individual, remembering that each child develops (emotionally and physically) at his/her own rate.
5. I will attend the seasonal mandatory coaches clinic and meeting for each sport that I am coaching.
6. I will not publicly question or criticize an official's judgment and will encourage parents and players to do the same.
7. I promise to review and practice the necessary first aid principles needed to treat injuries of participants in my care.
8. I will use appropriate coaching techniques and organize practices that are fun and challenging for all my players.
9. I will lead by example in demonstrating fair play and sportsmanship to all my players.
10. I understand that the use of alcohol, tobacco, and drugs are prohibited at all youth sports events. I will not attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.
11. I will ensure that I am knowledgeable in the rules of each sport that I coach, and I will teach these rules to all my players.
12. I will abide by the established policies, rules and regulations, putting first the safety and well-being of all who participate.

As a Virginia Beach Parks & Recreation Volunteer, I acknowledge and agree to the established Youth Sports Coaches' Code of Conduct, and understand that volunteering is a privilege and not a right. A violation of the Code of Conduct shall be just cause for my removal as a volunteer.

Print Name:

Date:

Signature:

Wet (pen to paper) or DocuSign signatures only. Others will not be processed.