

YMCA of Greater Charlotte
VOLUNTEER APPLICATION



*** Please allow 5 business days to process application after Volunteer Orientation**

PERSONAL (please give your FULL, LEGAL name)

Last Name First Name Middle Initial			Home Phone: () ___ day ___ evening	
I prefer to be called:			Alternate Phone: () ___ work ___ cell ___ other	
Street Address:			Email Address:	
City, State, Zip:			Best time to reach you:	
Volunteer position you're applying for:			Are you a YMCA Member?: Yes ___ Branch:	
Other areas of interest:			No ___	
Ethnicity: ___Caucasian ___African American ___Hispanic ___Asian ___American Indian ___Other			Date of Birth: ___/___/___ Gender: ___Male ___Female	
Emergency Contact Name:		Relationship:	Phone number:	
(Please list someone OUTSIDE your home – in the event of an emergency; we would automatically contact your home first, then this backup contact.)				
Have you been convicted of, or plead guilty to, any criminal offense (other than a juvenile offense now expunged from your record) or released from prison in the past ten years? Have you ever been convicted of, or plead guilty to, a felony?				
Yes ___ No ___ If Yes, describe in full:				

STUDENT VOLUNTEERS

Are you looking to fulfill a school requirement or will you receive school credit for your service? Yes ___ No ___	
IF YES, name of school:	Is this a Service-Learning experience? Yes ___ No ___
Number of Hours needed:	Deadline to Complete Hours:

COMMUNITY SERVICE VOLUNTEERS

The YMCA of Greater Charlotte has chosen not to accept court ordered community service. If you need hours to satisfy a judgment due to criminal offense please seek opportunities elsewhere.

RELATED BACKGROUND

Have you previously volunteered for or been employed by another YMCA? Yes ___ No ___ If Yes, please list all YMCAs and dates:				
<u>YMCA:</u>	<u>City, State:</u>	<u>Dates worked</u>	AND/OR	<u>Dates volunteered</u>
1)	1)	1)		1)
2)	2)	2)		2)
Have you previously volunteered for other organizations: Yes ___ No ___ If yes, Organization name/duties: _____				
Current/most recent employer:			Location:	
Position:			How long:	
Current/most recently attended school:			Location:	
Current year in school/highest level completed:			Date completed (or graduation date):	
Certifications held (include date of expiration):				

REFERENCES

For the safety of our participants, staff and volunteers, we complete at least 2 reference checks on every program volunteer. References may include supervisors, co-workers, faith leaders, teachers or school counselors. Please do not list relatives/ household members.

1	Name: Relationship to you:	Phone number: Email:
2	Name: Relationship to you:	Phone number: Email:
3	Name: Relationship to you:	Phone Number: Email:

Conditions of Volunteer Participation and Release from Liability

The YMCA of Greater Charlotte's desire is to build a community where individuals, especially the young, are encouraged to develop their full potential in spirit, mind and body. As a volunteer, I will cooperate in the fulfillment of this mission.

Background Certification: I certify that all of the information provided on this application is true and complete. I authorize the YMCA of Greater Charlotte ("YMCA") to investigate and verify any and all of the information I have submitted. Because the YMCA strives to provide a safe environment for children and youth, I understand that the YMCA may order a criminal history check, and I authorize this investigation.

Volunteer Terms: I agree to abide by the YMCA's policies, procedures and Code of Conduct. I understand the YMCA does not provide any health benefits (i.e. medical, dental, workers compensation, etc.) or any accident insurance for me as a volunteer; I understand it is my responsibility to provide this coverage. I understand that the YMCA of Greater Charlotte does not provide volunteer compensation or trade volunteer services for membership or program fees.

Property Loss: I understand the YMCA is not responsible for my personal property lost, damaged or stolen while participating in YMCA volunteer activities.

Medical Treatment: I give permission for YMCA representatives to provide or arrange for emergency care for me, and to arrange for transport to an emergency center for treatment. I consent to medical treatment deemed immediately necessary or advisable by a physician if I am unable to act on my own behalf. I further understand that the YMCA is not responsible for payment for such medical treatment.

Photograph Permission: I give permission for the YMCA to use, without limitation or obligation, photographs or other media that may include my image or voice to promote or interpret YMCA programs.

Release from Liability: I understand that accidents may occur during my volunteer activities. By signing below, I release the YMCA, its agents, directors, consultants, and employees from all liability based on any damage, loss or injury, whether it is the result of ordinary negligence or otherwise, caused to me or my dependent from participation as a volunteer.

Volunteer Applicant Signature

Date

I also give permission for my dependent to participate in YMCA volunteer activities.

Parent or Guardian, if Applicant is under age 18

Date

For YMCA of Greater Charlotte Staff Use Only

Branch/Site: _____ Program Placement(s): _____

Program Director/Supv: _____ Approximate Start Date: _____

Intake Process Completed (date): _____ Special Event Interest: _____

Follow-up (dates): _____ Background form faxed (if applicable): _____

AS400 Data entry completed: _____

Total Screening Solutions, LLC

All the answers at your fingertips

4724-A Park Road / Charlotte, NC 28209
Tel: 704.561.0081 / Fax: 704.561.0801

PERSONAL INFORMATION RELEASE FORM

Company Name

Last Name

First Name

Middle Name

Maiden Name / Other Names / Alias

Sex / Race

Date Of Birth

Social Security Number

Drivers License Number

Current Street Address

City

State

Zip Code

PLEASE LIST ANY ADDITIONAL ADDRESSES IN THE LAST 7 YEARS (MOST CURRENT FIRST).

Street Address

City

State

Zip Code

Street Address

City

State

Zip Code

I, _____, hereby authorize Total Screening Solutions LLC, and all their associated agencies, partners, or other entities (hereafter referred to as TSS) to secure any and all personal information from any source of record that they deem necessary in order to perform a background checks and/or drug tests on me. I further authorize TSS to release said information to any person and/or company with which this form as been filed, including their agents, and release all of the aforementioned companies, agents, and entities from any and all legal liability for collecting, furnishing or otherwise reporting the personal background information of the applicant/employee/candidate above.

Applicant / Employee / Candidate Signature

Date

**YMCA of Greater Charlotte
2010 Youth Sports
Coach Information Sheet**

Please Print

Name: _____

E-Mail: _____

Player's Name(s): _____

Work Phone: _____

Home Phone: _____

Cell Phone: _____

Please pick your first choices for practices days/times:

	1st Choice	2nd Choice	3rd Choice
Day			
Time			

League I Would Like To Coach	Assistant I Would Like to Coach With	Day I Absolutely CAN NOT Coach

I would be interested in attending a coaches' clinic to learn more on how to be a better coach

- Yes
- No

The best time for me to attend this clinic would be:

- Weekday evening
- Weekend afternoon

I Want to Sponsor My Own Team

- YES
- NO

(If yes, we will contact you shortly with more information)



Handout 10—Code of Conduct

(for YMCA Staff and Volunteers)

1. To protect YMCA staff, volunteers, and program members, at no time during a YMCA program may a staff/volunteer be alone with a single child where he or she cannot be observed by others. As staff/volunteers supervise children, they will space themselves in such a way that other staff/volunteers can see them.
2. Staff/volunteers will never leave a child unsupervised.
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the restroom while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age, will ever enter a bathroom alone on a field trip or at other off-site location. The “rule of three” will be followed, taking more than one child to the restroom at a time.
4. Staff will conduct or supervise private activities in pairs—diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff will be positioned so that they are visible to others.
5. Staff/volunteers will not abuse children in any way, including:
 - physical abuse—striking, spanking, shaking, slapping
 - verbal abuse—humiliating, degrading, threatening
 - sexual abuse—touching or speaking inappropriately
 - mental abuse—shaming, withholding kindness, being cruel
 - neglect—withholding food, water, or basic careNo type of abuse will be tolerated and may be cause for immediate dismissal.
6. Staff/volunteers must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff/volunteers will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.
7. Staff will conduct a health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, burns, and so on. Questions or comments will be addressed to the parent or child in a nonthreatening way. Staff/volunteers will document any questionable marks or responses.
8. Staff/volunteers will respond to children with respect and consideration and treat all children equally, regardless of sex, race, religion, culture, economic level of the family, or disability.
9. Staff/volunteers will respect children’s rights not to be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
10. Staff/volunteers will refrain from intimate displays of affection toward others in the presence of children, parents, and staff/volunteers.
11. Staff/volunteers are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
12. Staff/volunteers must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Possession or use of any type of weapon or explosive device is prohibited.
16. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is prohibited.

17. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or staff is prohibited.
18. Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.
19. Staff/volunteers must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert will be consulted.
20. Staff/volunteers will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.
21. Staff/volunteers will not give excessive gifts (e.g., TV, video games, jewelry) to youth.
22. Staff/volunteers may not date program participants who are under the age of 18.
23. Under no circumstances will 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).
24. Staff/volunteers are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.
25. Staff/volunteers are 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.
26. Staff/volunteers will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.

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

Employee or volunteer signature	Print Name	Date
Supervisor signature	Print Name	Date

YMCA Child Abuse Prevention Training

YMCA of the USA

Child Abuse Prevention Training for Front-Line Staff

Handout 11—Child Abuse Reporting Procedures

The YMCA promotes a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, striking, biting, kicking, squeezing, shaming, withholding food or rest-room privileges, confining children in small locked rooms, or verbal or emotional abuse.

Affectionate touch and the warm feelings it brings are important factors in helping a child grow into a loving and caring adult. YMCA staff and volunteers, however, need to be sensitive to each person's need for personal space (i.e., not everyone wants to be hugged). The YMCA encourages appropriate touch; at the same time, however, it prohibits inappropriate touch or other means of sexually exploiting children.

In the event of an accusation of child abuse, the YMCA will take prompt and immediate action as follows:

1. At the first report or allegation that child abuse has occurred, the employed staff person it has been reported to will notify the program director, who will then review the incident with the YMCA executive director or his or her designate. If the program director is not immediately available, this review by the supervisor cannot in any way deter the reporting of child abuse by the mandated reporters. Most states mandate that all teachers and child-care providers report information they have learned in their professional roles regarding suspected child abuse. In most states, mandated reporters are granted immunity from prosecution.
2. The YMCA will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved. (Note: YMCA staff should find out about reporting requirements before the occurrence of any incident.)
3. In the event the reported incident involves a program volunteer, employed staff, or YMCA member, the executive director will immediately, without exception, suspend the volunteer or staff person from the YMCA until an investigation is complete. Accused should be suspended immediately and removed from the program in which the allegation occurred.
4. The parents or legal guardian of the child or children involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency. If more than one set of parents is involved (e.g., child-on-child abuse), the YMCA's responsibility is to keep the names and contact information of those involved confidential. People may learn that information some other way, such as through other children, but YMCA staff and volunteers should not provide it. The YMCA needs to protect itself from disclosing information on a minor.
5. Whether the incident or alleged offense takes place on or off YMCA premises, it will be considered job related (because of the youth-involved nature of the YMCA).
6. Reinstatement of the program volunteer, employed staff person or YMCA member will occur only after all allegations have been cleared to the satisfaction of the executive director or his or her designate.
7. All YMCA staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and therefore should discuss the incident only with the executive director or his or her designate.
8. All full-time and part-time employees and program volunteers must read and sign this policy.

Signature

Date

Print Name

YMCA of Greater Charlotte

Volunteer Job Description

Position: Youth Sports Coach

Date: 2010

Department: Sports Department at your Branch

Reports To: Sports Director/Coordinator

Purpose:

To coach the specific sport emphasizing the YMCA's Christian Mission, Character Development, fundamentals of the sport, fair play and sportsmanship.

Qualifications:

1. Thorough knowledge and understanding of the rules of the game.
2. Knowledge of court/field positioning.
3. Ability to communicate effectively with children and adults/parent.
4. Enthusiastic, patient, and always wearing a smile.
5. Minimum of one (1) Team Representative from your team **MUST** attend the Pre-Season Coaches meeting & relay the information to the other team members and coaching staff

Principle Activities:

1. To coach games as well as teach participants the fundamental skills needed to be successful in the sport they are coaching.
2. Regular communication with all parents and players.
3. Maintain a positive attitude & encourage sportsmanship.
4. Invest more in the well being and interest of players than in the win/loss record.
5. Remember that children play for fun and enjoyment and winning is only a part of it.
6. Never ridicule or yell at a child for making a mistake – **remember positive coaching.**
7. Help children develop respect for the opposing team as well as officials and opposing coaches.
8. Teach the rules of the game in an understandable manner.
9. Involve players' families in practices and games.
10. Plan each practice and game to include all players with maximum participation.
11. Provide equal playing time and the opportunity to start for all players regularly attending practices and showing good effort.
12. Serve as a positive role model for children.
13. Follow proper conduct for all coaches as put forth by the YCommunity Sports Department.
14. Assist officials in initiating a prayer prior to each game.
15. Attend the coaches' pre-season trainings sessions.
16. Wear the required coaches' shirt to **ALL** games and/or follow **ALL** dress code policies at your branch.
17. Help your players develop character and build leadership skills.
18. Make each child's sport experience FUN!

Supervision: Provided by the Sports Director/Coordinator

Location: YMCA facilitates and facility locations to be determined.

Volunteer Signature

Date

Revised: 06/2010