



Town of
Apple Valley

PARKS & RECREATION

*Youth Sports Volunteer
Application Manual*



Our Parks and Recreation

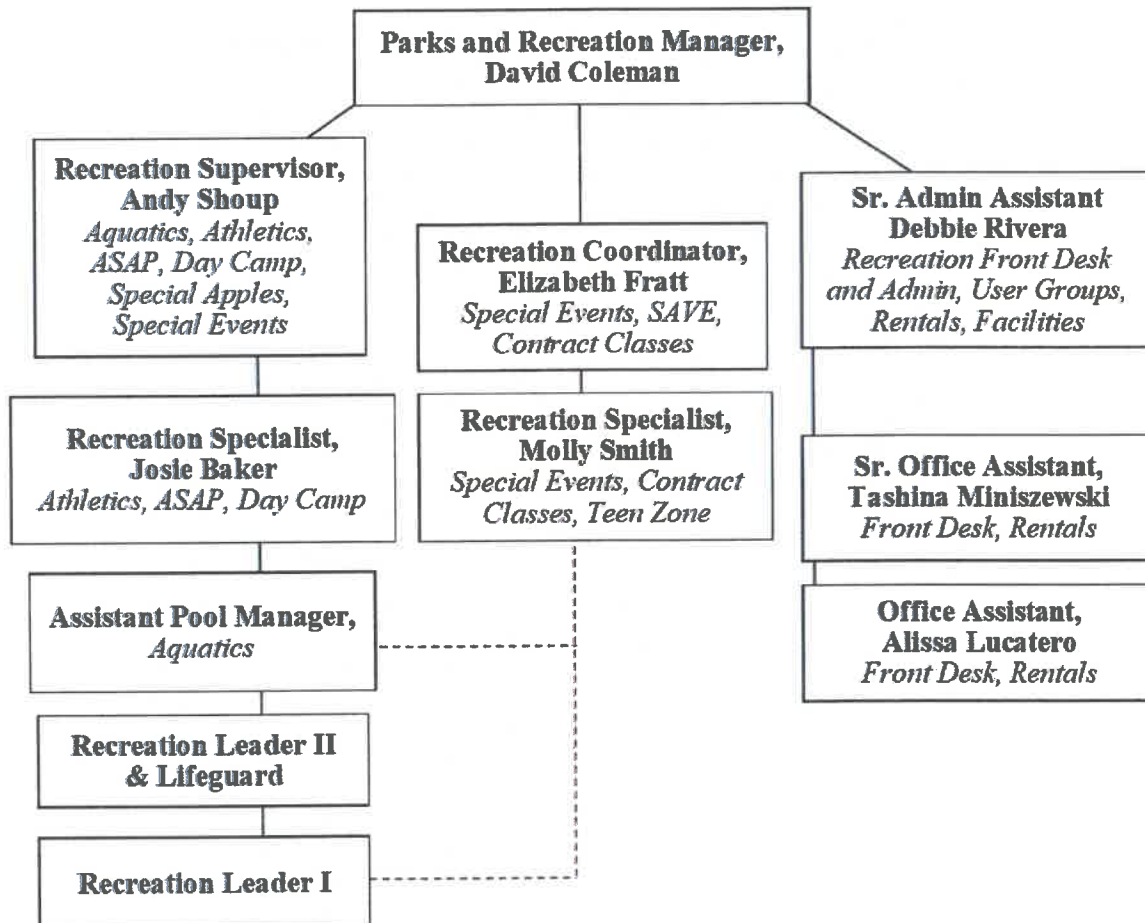
Our Mission:

Providing a Better Way to Live and Play.

Our Vision:

We envision an interconnected and sustainable system of safe, attractive parks, premier recreation facilities, and diverse special events and programs that preserve our community's character, support our health and economy, foster opportunities for all ages, and promote "A Better Way of Life"

Parks and Recreation Staff:





Town of Apple Valley
Parks and Recreation Department
Youth Sports Volunteer Application Manual

Introduction

Thank you for your interest in volunteering with the Town of Apple Valley Parks and Recreation Department! Volunteers are crucial to the delivery and success of our Youth Sports leagues; without your support, these programs would not be possible.

As a recreation department, we work to provide our residents with the best possible experiences in our parks, our facilities, and our programs. In Athletics, our primary goal is to ensure that every child, regardless of their abilities, has an opportunity to have a positive youth sports experience; we strive to introduce children to various sports and allow them to become enamored with these sports in general. As such, standings are not kept, and no champions will be crowned. The focus should be teaching the fundamentals, then building on them to create well rounded players and people. It is important to keep in mind that these are children, who just want to have fun! Our role is to help them grow as people first, and player's second.

The purpose of this Youth Sports Volunteer Application Manual is to provide guidance to all potential volunteers in the application process, as well as to outline the volunteer expectations. All volunteers must also attend the season's kick off coaches meeting.

Volunteer Responsibilities

The Recreation Department uses volunteers for a variety of purposes within youth sports, including Coaching, Assistant Coaching, Scorekeeping, and Officiating. It is the combination of hard work by all positions that allow the department to fulfill its mission of Providing a Better Way to Live and Play. Below is a brief overview of the specific volunteer positions available:

- **Head Coach:** Responsible for leading the team and ensuring the Town's Youth Sports Philosophies are carried out. Head Coaches preside over all team activities, explain the rules of the game, teach effective game strategies, and promote teamwork, fair play, and sportsmanship. Must attend coach meeting at beginning of each season.
- **Assistant Coach:** Support the Head Coach in carrying out team responsibilities. Lead the team during games and practices in the absence of the head coach. Each team may only have one (1) Assistant Coach.
- **Scorekeepers:** Responsible for recording game results in the scorebooks, operate scoreboard, and ensure games are run smoothly.
- **Officials:** Officials must understand all of the rules of the game, and ensure the game is being played safely and the rules enforced fairly. The Town's Youth Sports Leagues are primarily learning leagues, so effective communication between officials and players are a vital component.



Volunteer Recruitment and Screening Process

The well-being of the children in our programming is paramount, and as such, the Town of Apple Valley follows a five-step process to thoroughly screen all volunteer applicants. Following this process, the most qualified applicants will be selected for a volunteer position.

Step 1: The Application Form – An application form is required for all volunteer positions. These forms list the applicant’s name, address, contact information, and references.

Step 2: Information and Reference Check – All of the information provided on the application form will be verified by the Recreation Department, and all listed references will be contacted.

Step 3: Applicant Interviews – The program supervisor will conduct a brief interview with the applicant, either during the registration process, or over the phone after application submittal.

Step 4: Criminal History Background Check – After conditional approval of a volunteer application, the Recreation Department will conduct a Live Scan Criminal Background Check, which will review both State and Federal Criminal Records.

Step 5: Compare Background Check Results Against Disqualifiers – Upon receiving the results of the Live Scan, the Town of Apple Valley Human Resources Department will compare the results to the exclusionary criteria. This criteria abides by the recommendations set forth by the National Parks and Recreation Association, and includes: all sex offenses, crimes against children, felony and misdemeanor violence, as well as non-violent and non-sexual offenses within the last 5 – 10 years, depending on the offense.

Once the applicant has successfully completed the five-step process, they will be offered a volunteer position for the desired league and season.

Steps 1 – 3 must be completed by every volunteer applicant, for every league and season for which they are volunteering. Steps 4 – 5 must be completed on a yearly basis, or whenever a break in service occurs, whichever comes first.

The Town of Apple Valley shall not unlawfully discriminate for or against any person based on race, creed, color, religion, national origin, ancestry, sex, age, political opinion, physical handicap, medical condition (cancer or genetic characteristics), marital status, physical or mental disability, gender identity or sexual orientation.



Player Assessments and Team Selections:

All divisions from 3rd grade – High School participate in the Player Assessment and Team Selection Process, as outlined below.

- **Coach's Children:** The children of Head Coaches and Assistant Coaches will automatically be added to that coach's team, to a maximum of three players; no additional players may be added to reach the maximum of three. The rest of the team will be filled by Recreation Department staff.
For situations in which a coach does not have a child playing in the league, they may add one player to their team, with written permission from the player's parent or guardian.
- **Player Assessments:** Each league season will kick off with a player assessment date, separated by divisions. During these assessments, Recreation Staff will run drills which will highlight the players current skill level and assign a point value to each skill tested. It is highly encouraged that all coaches attend assessments for their division to assist with assigning assessment scores; the more coaches who attend, the more accurate the scores will be, which will lead to well-balanced teams.
- **Siblings:** The Town will guarantee that siblings playing in the same division, and living in the same household, will be assigned the same team. No other team preference guarantees will be made.
- **Team Selections:** After completing the assessment each player will be assigned an overall score, based on the average scores listed from all Staff and Coaches during the assessment. Recreation Staff will then use these scores when filling the remaining slots on each team, being sure to balance the teams as much as possible.

Team assignments for players who do not attend assessments will be handled as follows:

- The Town will use assessment scores from the most recent season
- If the player did not participate in the most recent season, they shall be assigned randomly, while ensuring each team has a balance of age, grades, gender, and size (jersey sizes will be used to gauge player size)



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Volunteer Application

Once again, thank you for your interest in volunteering for the Town of Apple Valley Parks and Recreation Department!

The Youth Sports Volunteer Application can be found on the next page; please be sure to complete all sections of the form and submit to the Recreation Office. This can be done in person in our Town Hall Office, or via email to ashoup@applevalley.org

A member of the Youth Sports program team will contact you to discuss your application and the next steps in the process.

If you have any questions, please contact the recreation office at (760) 240 – 7880



Town of Apple Valley
Parks and Recreation Department
Youth Sports Volunteer



Sport: BASKETBALL VOLLEYBALL HOCKEY Season/Year: _____

Division: Boys / Girls

Age Group: 3-4 (Pee Wee); 5-6 (Hot Shot); 2nd; 3-4th; 5-6th; 7-8th; High School

Circle One: Head Coach or Assistant Coach. If assistant coach, for whom: _____

Name: _____ T-Shirt Size: _____

Name of child(ren): _____

Address: _____
Street City Zip Code

Daytime Phone: _____ Evening Phone: _____

E-Mail Address: _____

Please list any experience you have with coaching desired sport(s):

Please list any additional volunteer experience:

The Recreation Department will review all Volunteer Coach Applications and select the most qualified applicants for a coaching position. All coaching selections are contingent upon a successful Live Scan Background Check and brief interview with the program supervisor.

Upon receiving the results of the Live Scan, the Town of Apple Valley Human Resources Department will compare the results to the exclusionary criteria. This criteria abides by the recommendations set forth by the National Parks and Recreation Association, and includes: all sex offenses, crimes against children, felony and misdemeanor violence, as well as non-violent and non-sexual offenses within the last 5 – 10 years, depending on the offense.

Once the background check process is complete, the program supervisor will schedule a league-wide new coach orientation and coaches meeting with all league coaches, officials, and staff.

(Please see page two for the Release of Liability, Assumption of Risk and Photo Release)

RELEASE OF LIABILITY, ASSUMPTION OF RISK, AND PHOTO RELEASE

The Town provides a full spectrum of recreation, sport, educational and equestrian programs for children, teens, adults and families to help create "A Better Way of Life." In consideration for the Town, permitting me, my children, or children for whom I have capacity to contract ("Participant(s)") to engage in Town recreation programs on and off Town facilities, I understand and agree to the following:

RELEASE OF LIABILITY. I hereby release, indemnify, defend, and hold harmless the Town of Apple Valley, its elected and appointed officials, its officers, clients, employees, agents, and volunteers ("Released Parties"), from any and all liabilities, claims, demands or causes of action (including attorneys' fees) that Participants may hereafter have for injuries and damages arising out of participation in any activities held at Town facilities or as part of a Town recreation program including, but not limited to, losses caused by the acts or omissions of the Released Parties or of obvious or hidden defects or dangerous conditions in Town facilities or Town recreation programs. This release shall release the Released Parties from related activities not conducted on Town property, including travel and off-site activities.

ASSUMPTION OF RISK. I understand that use of Town facilities and recreation activities may involve risks and dangers to Participants that no amount of care, caution, instruction or expertise can eliminate. I expressly and voluntarily assume all risk of injury or illness to Participants from any activity held at Town Facilities or as part of Town recreation programs. The Town is not responsible for any loss, theft or damage to personal property or Town equipment, articles, or facilities while Participants use said equipment, articles and/or facilities. I am aware that special interest classes are conducted by independent contractors, not Town personnel.

PHOTO RELEASE. I understand that from time to time Town representatives may photograph Participants at Town facilities and recreation programs. I acknowledge that by using Town facilities or participating in Town recreation programs, I authorize the Town of Apple Valley to take photographs of Participants and use or publish the photographs in the Town's publications, including its flyers, videos, or on websites. I understand that I will not receive any compensation for such use.

This release shall remain in effect until revoked and shall extend to all Town facilities and recreation programs that Participants may participate in. A copy of this release may be used to the same extent as the original. I certify that I have read and understand this release as it applies to me and to any minors for whom I am responsible (who are listed below).

Signed: _____ (Printed Name: _____)

Date: _____

On behalf of (list name of minors): _____