

**DEPARTMENT OF PARKS AND RECREATION  
SPORTS MANAGEMENT/ATHLETICS  
4001 DAM NECK ROAD  
VIRGINIA BEACH, VA 23456  
PHONE: (757) 385-0458  
[www.VBgov.com/Sports](http://www.VBgov.com/Sports)**

**Youth Sports League Volunteer Identification 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. Locations for obtaining identification cards will be clearly advertised prior to each sports season.

**Any adult** (age 18 and over), recognized by a recreation association as a prospective volunteer/coach, is required to submit the following documents to the Sports Management Office:

- VOLUNTEER COACH BACKGROUND CONSENT/RELEASE FORM (attached)
- Bullying Prevention Training Certification ([www.nays.org/resources/bullying.cfm](http://www.nays.org/resources/bullying.cfm))
- Concussion Training Certification ([www.nays.org/Resources/concussions.cfm](http://www.nays.org/Resources/concussions.cfm))
- CWS5692: Mandated Reporters: Recognizing and Reporting Child Abuse and Neglect Certification (<http://www.dss.virginia.gov/abuse/mr.cgi>)

Upon successful completion of this screening process, the volunteer/coach will be notified of a date/time/location 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 a recreation association as a prospective volunteer/junior assistant coach, is required to submit the following documents to the Sports Management Office:

- 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/resources/bullying.cfm](http://www.nays.org/resources/bullying.cfm))
- Concussion Training Certification ([www.nays.org/Resources/concussions.cfm](http://www.nays.org/Resources/concussions.cfm))

Upon successful completion of this screening process, the volunteer/junior assistant coach will be notified by the Area Recreation Association of a date/time/location 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) in order to remain eligible and in good standing.

### **Responsibility and Authority**

Every youth sports league volunteer/coach shall be issued an identification card to be worn at all times while acting in a volunteer/coach capacity on City and/or school property. Identification cards must be worn above the waist with the volunteer/coach photograph, full name, and recreation association visible. Failure to obtain and wear an 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 must obtain a new identification card if any of the information contained on the card changes (i.e., change of name, recreation association). 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 or credit card only – NO CASH). Subsequent replacements within a 12-month period will cost \$10.00 per card.

Effective 6/20/18



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**Sports Management/Athletics**  
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## VOLUNTEER COACH BACKGROUND CONSENT/RELEASE FORM

Area Recreation Association:	Age Group:
Sport:	Team Name:

Applicant's Full Legal Name (PLEASE PRINT): \_\_\_\_\_ (check one):  Male  Female

Last	First	Full Middle	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: \_\_\_\_\_

REVISED JUNE 2018

<i>OFFICE USE ONLY</i>	Bullying Prevention _____	Child Abuse/Mandated Reporter _____	Concussion _____
DATE REC'D _____	STAFF INITIALS _____		

## 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.