

Farmville Parks and Recreation Criminal Background Check Release Form

This form is used by the Farmville Parks and Recreation Department to obtain background checks. The information provided on this form will be held in the strictest confidence. Please fully complete all sections in LEGIBLE PRINT so that your paperwork can be processed in a timely manner.

PLEASE NOTE: You must provide your FULL NAME (first, middle, last, and maiden)

Name:

Last: _____

First: _____

Middle: _____

Maiden/Nickname: _____

Driver's License Number _____

Issuing State _____

Date of Birth: _____

Sex: M or F

Social Security Number: _____

Current Address:

Street: _____

City: _____

State: _____

Zip Code: _____

AUTHORIZATION OF A BACKGROUND CHECK:

I hereby certify, by my signature below, that the information I have provided is accurate and true to the best of my knowledge and I authorize the Town of Farmville Police Department to conduct a criminal background check while I am volunteering with the Town of Farmville. I understand that the disclosure of a record will not result in an automatic disqualification from volunteering, but will be considered in relation to the specific position for which I am applying. I also understand that the failure to complete this form or providing false information will result in disqualification of participation.

Volunteer Signature: _____

Volunteer Printed Name: _____

Date: _____

FARMVILLE PRKS AND RECREATION POLICY		
ISSUED: November 5, 2015	EFFECTIVE: November 16, 2015	NUMBER: 15-01
SUBJECT	CANCELS	INDEX AS:
Volunteer/Coaching Policy		Volunteer, Coaching, Background
REFERENCE	AMENDS	
National Recreation and Parks Association, Town of Wake Forest Parks and Recreation, Mecklenburg County Parks and Recreation, Davidson County Parks and Recreation		

This POLICY contains the following numbered sections:

- I. Purpose
- II. Policy
- III. Definitions
- IV. Procedure
- V. Offences
- VI. Effective Date and Authority

I. PURPOSE

The purpose of this policy is to preserve the safety and well-being of all participants involved with the Farmville Parks and Recreation Program.

II. POLICY

It is the policy of the Farmville Parks and Recreation Department to insure that a background check will be conducted on all prospective volunteers (Managers, coaches, assistant coaches, concession workers, etc.).

III. DEFINITIONS

- A. Volunteer - a person who voluntarily offers himself or herself for a service or undertaking without any monetary value. Volunteers contribute to the social value of sports, particularly at the grassroots level. The education, training, recognition and ongoing support for sport volunteers has been shown to improve recruitment and retention rates, as well as the sustainability of any sport.
- B. Coach/Manager - one who is responsible for scheduling and organizing practices, attends all games, provides guidance and teaching skills to the participants, and is the primary contact for parents and Farmville Parks and Recreation staff. The coach will be allowed to be on the playing surface during practices and games.

- C. Assist Coach/Manager - one that attends more than two practices or games a week, offers guidance or skills to participants, is responsible for scheduling practices in the absence of the head coach, and is the secondary contact for the parents and/or Farmville Parks and Recreation staff. Assist Coaches will be allowed to be on the playing surface during practices and games.
- D. Playing Surface - any surface that the actual activity would be played on, to also include: dugouts, sidelines, coach's areas, benches, etc. If you are not a coach or assist coach, you cannot be on the playing surface.
- E. Guilty - a person was found guilty following a trial, entering a guilty plea, entered a no contest plea accompanied by a court finding of guilt

IV. PROCEDURE

Volunteers will be required to sign an authorization form which will provide date of birth, Social Security Number, and current address, authorizing the Farmville Parks and Recreation Department to order an individual criminal background check.

An application to be a volunteer can be picked up in town hall at the Farmville Parks and Recreation office. The application, along with the Background form, must be completed and returned to the Farmville Recreation Director. Completing this form gives the Town of Farmville the right to conduct a criminal background check. Once completed, the recreation director will forward the information to the Farmville Police Department to conduct the criminal background check. This information will remain confidential and will not be given to anyone other than the Farmville Recreation Director or Human Resources.

Once all forms have been completed, a decision will be made on the eligibility to volunteer based on the "offenses" listed below.

All authorization forms and results of screening must be received prior to the start of volunteer duties. This policy will include all volunteers (on an annual basis) who wish to be named coach ("head coach" and/or "assistant coach") that may, in the course of their volunteer service, have the opportunity to be alone with children during any youth programs.

A person shall be disqualified and prohibited from serving as a volunteer if the person has been found guilty of any of the below offenses.

V. OFFENSES

All Sex Offenses (Regardless of the amount of time since offense):

- Examples include but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure

All Felony Violence (Regardless of the amount of time since offense):

- Examples include but not limited to: murder, manslaughter, aggravated

assault, kidnapping, robbery, aggravated burglar, child abuse

All Fraud (Regardless of the amount of time since offense):

- Examples include but not limited to: embezzlement, fraud, larceny and larceny by trick, misrepresent to obtain employment security commission benefits

All Other Felony Offenses or patterns of Offenses within the past 10 years:

- Examples include but not limited to: drug offenses, theft, and child endangerment.

Misdemeanor-Violent offenses within the past 10 years:

- Examples include but not limited to: simple assault, battery, domestic violence, communicating threats, hit and run, assault with a deadly weapon

Misdemeanor-Drug or Weapon Offenses within the past 10 years:

- Examples include but are not limited to: Simple marijuana possession, possession of drug paraphernalia, carrying a gun on educational property, carrying a concealed weapon, discharging a firearm within City limits,

Misdemeanor Offense within the past 10 years that would be considered a potential danger to children, seniors, people with a disability or any other fragile population:

- Examples include but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor.

Should any pending charges described in the "Offenses" section be discovered, or should any charges be brought against a Volunteer during the season, the Volunteer shall be Suspended from serving as a volunteer until such time as the charges have been cleared or dropped. At that point the person shall be reinstated as a volunteer with Farmville Parks and Recreation.

Applicants whose background and/or reference check indicate potentially disqualifying information will be contacted by the Town of Farmville and provided the opportunity to explain or dispute the information.

VI. ACKNOWLEDGEMENT

As a volunteer, I have received and reviewed the Coach/Volunteer Policy 15-01. I have read and understand the Policy and its provisions contained therein.

Volunteer Signature: _____

Volunteer Printed Name: _____

Date: _____