

Department of Parks and Recreation
427 Monroe Street
Jefferson City, Missouri
Fax (573)634-6489

Kerri Gates, CPRP
Recreation Specialist
Phone (573)634-6482
E-mail: kgates@jeffcitymo.org

Dear Prospective Youth Baseball/Softball Team Manager/Coach:

Thank you for your interest in managing/coaching a youth baseball and/or softball team. Approximately 1200 children participate in our mini-league, summer baseball and softball programs each summer and are able to do so because of your willingness to help as a volunteer staff member.

Attached, you will find the youth sports manager/coach job description, program objectives, the role of volunteer staff members, volunteer staff application, and a volunteer screening and criminal background check consent form. Returning managers will receive first preference until 5 p.m., February 27, 2009. If you are a returning manager, you can not be added to the manager list for this program until this application is received and accepted by the Program Supervisor. **If possible, all applications need to be returned by 5 p.m., Friday, March 13, 2009.**

Attached, you will find forms to complete in order to better serve the young players, their families and the Jefferson City community at large. For your safety as well as the players, we will be conducting background checks on all managers/coaches. It is essential to screen all volunteers to show that the Department of Parks and Recreation is committed to providing safe sports experiences for all participants and to demonstrate that Parks and Recreation acts reasonable and prudent in the recruitment of all volunteers. New and returning coaches that have not had a fingerprint check done in the past year will need to take **pages 11-14** directly to the Highway Patrol.

If you are approved as a volunteer staff member, you will receive a letter detailing information for the upcoming season as well as be contacted for an interview. At the time of the interview, you will be assigned a practice field and review the rules for the league you signed up to manage/coach.

If you have questions or would like further information, please feel free to contact me at 634-6482.

Sincerely,

Kerri Gates
Recreation Specialist

Angie Toebben
Recreation Supervisor

**JEFFERSON CITY DEPARTMENT OF PARKS, RECREATION & FORESTRY
YOUTH BASEBALL/SOFTBALL LEAGUE**

VOLUNTEER STAFF JOB DESCRIPTION

TITLE: Youth Sports Manager/Coach **TERM:** One Season

REPORTS TO: Kerri Gates, Recreation Specialist

PURPOSE:

Assist the Park and Recreation employed staff in carrying out program goals and objectives established by the Parks and Recreation Commission; instructing, guiding, and assisting youngsters in developing skills while promoting the enjoyment of the sport the youth participate in; to help the youngsters involved grow, mature, and develop a healthy attitude toward recreation programs and sports; to foster a positive atmosphere of mutual respect and dignity, and placing the self-esteem of the youth(s) as the highest priority. Failure to effectively carry out objectives and responsibilities will result in disciplinary action up to and including termination from the voluntary recreation staff.

QUALIFICATIONS:

1. At least 18 years of age (parent of a program participant preferred, but it is not necessary);
2. Certification in the National Youth Sports Coaches Association (NYSCA) Program or ACE (ASA) Coaches Certification Program (softball);
 - All new baseball/softball managers must attend one of the "Introduction to Coaching Youth Sports" clinics held prior to the season. Benefits include four issues of Youth Sports Journal, certification card and \$1,000,000 excess liability insurance.
 - If you are currently a member and need to renew your membership, please sign the coach's code of ethics and drop off the renewal form (which you should receive in the mail) to me so the Department can pay your \$20 fee.
 - For more information please call 634-6482;
3. Understanding and acceptance of Parks and Recreation objectives for youth sports;
4. Attendance at the coaches training session & rules meetings scheduled for **6-8 p.m., Tuesday, April 7 at the City Hall Council Chambers;**
5. Ability to work effectively with parents and youngsters. You must display a genuine interest in youth and acceptance of them as they are;
6. Time necessary to carry out all duties;
7. ALL managers must be patient, fair-minded, understanding, and willing to put the personal growth of the participants ahead of personal desires to win games;
8. Personal and professional history must be devoid of any record which would cast doubt on your ability to properly deal with children;
9. Experience as a player in the sport in which you wish to coach is highly desirable but not required;
10. Certification in first aid and CPR is preferred, but it is not mandatory.

DUTIES:

1. Communicate with players/parents to properly organize team;
2. Organize and administer practice sessions in which the safety and well-being of the participants is the highest priority;
3. Effectively teach the fundamental skills of the sport you are coaching to **all** of the youth on your team;
4. Provide an equal opportunity for **all** team members to experience success and enjoyment;
5. Respect game officials and provide a positive example of sportsmanship for your players;
6. Arrange team sponsorship and communicate with the sponsor to ensure that team uniforms and equipment, especially as related to player safety, are appropriate;
7. Properly caring for **all** equipment and returning **carefully cleaned equipment** immediately at the end of the season to the parties from which you borrowed the equipment (i.e. the team sponsor or the Parks and Recreation Department);
8. Remain drug, alcohol, and tobacco free at any and all activities involving your team and ensure that assistant coaches do the same;
9. Accept responsibility for the behavior of your players and fans and do everything within your power to insure that sportsmanship is a high priority among **all** concerned;
10. Insure that personal dignity of each of your players is maintained and is a high priority for everyone associated with your team;
11. Work as a team with other volunteer managers/coaches to assure a positive atmosphere and learning experience for both winning and losing teams.
12. Carry out all rules concerning player rotation.
13. Control your intensity levels: Although, intentions are good, they can be overshadowed by demonstrating levels of high intensity resulting from self-induced pressures to win. Remember, if you are tense, you're not having fun and neither are the participants.

THIS JOB DESCRIPTION IS FOR YOUR FILES

**JEFFERSON CITY DEPARTMENT OF PARKS, RECREATION & FORESTRY
YOUTH BASEBALL AND SOFTBALL
2009**

Mission Statement:

"It is the mission of the Parks and Recreation Youth Sports programs to serve young players, their families and the Jefferson City community at large by providing fun, safe and enjoyable youth sports experiences by recognizing each player's physical and emotional well-being, by teaching skills development, by treating them with respect and dignity, by encouraging positive parent involvement and by enriching young lives with meaningful recreation and socialization."

Program Objectives:

The Jefferson City Parks and Recreation Commission has established the following objectives for its youth sports program. It is our hope, our goal, and our responsibility to see that youth sports will be approached by all concerned as programs which will:

- 1) provide enjoyment for the participants, coaches, and parents;
- 2) contribute to the mental, emotional, physical, and social development of the children;
- 3) foster character by teaching participants how to win and how to accept defeat, while continually placing emphasis on fair play and fun;
- 4) provide an opportunity for parents and children to participate in a common leisure interest;
- 5) provide all children, regardless of skill level, the right to participate as a child with competent, caring adult leadership and guidance;
- 6) treat all children with dignity;
- 7) provide adults with an opportunity to teach children the importance of sportsmanship, mature behavior, and the fun of participation in sports.

The Role of Volunteer Staff Members:

You have generously volunteered to assist with a youth sports program offered and conducted by Parks and Recreation Department. The Department appreciates your willingness to help.

As a volunteer staff member, it is imperative that you understand our expectations for this position, in effect, your job description. This begins with the explanation that these programs are designed to provide all participants with an opportunity for fun and success; an occasion for youngsters to improve their physical fitness, their social talents, and their attitudes towards exercise and sports while developing skills. These programs must be a positive learning experience for all children who wish to participate.

You, therefore, are now a Teacher. As with all teachers, the expectations are demanding. If you are good at instructing sports skills and the children perceive you to be a fair person, they will respect you greatly. You have a wonderful opportunity to enrich their lives by setting an example of sportsmanship and personal integrity.

Your job is to instruct, guide, direct, and assist youngsters in developing skills and enjoying the

sport; to help the youngsters grow, mature, and develop a healthy attitude toward recreation and sports; and to foster an atmosphere of mutual respect with the dignity and self-esteem of the children as the highest priority.

It is expected that you will provide safe, well-organized practice sessions (classes); that you will communicate constructively with the youngsters and their parents; that you will effectively teach the fundamental skills of your sport; that you will know and abide by all league rules; that you will respect game officials and provide a positive example of sportsmanship for your team; that you will properly care for all equipment and return it in good condition immediately after the season, and that you will remain drug, alcohol, and tobacco free at any and all activities involving your team and will assure that your assistants do the same.

Teaching is a hard job. The children are watching all the time. We cannot let them down.

Agreement:

As a volunteer staff member responsible for teaching youth sports and all it involves, I understand my role as described herein, the nature of the program and its objectives. I pledge to fully comply with the expectations of the Department of Parks and Recreation and agree to willingly relinquish this position if program supervisors feel that my performance does not meet these requirements.

Please return pages 7-13 to:

Jefferson City Parks and Recreation
Attn: Kerri Gates, Recreation Specialist
427 Monroe Street
Jefferson City, MO 65101

**JEFFERSON CITY PARKS, RECREATION & FORESTRY
YOUTH BASEBALL AND SOFTBALL VOLUNTEER STAFF APPLICATION
HEAD COACH PERSONAL INFORMATION 2009**

"Please Print and Complete All Information"

Full Name: _____ **Date of Birth:** _____

Home Address: _____ (street, city, state, zip code)

Work Phone #: _____ **Home Phone #:** _____

E-Mail: _____ **Driver's License #:** _____ **State:** _____

Present Employer: _____ **Date of Employment:** _____

Position: _____ **Name of Supervisor:** _____

Work Address: _____
(street, city, state, zip code)

Past Employer: _____ **Date of Employment:** _____

Full Address: _____ **Reason for Leaving:** _____

References: (list 3 not related)

Name _____ **Address & Phone #:** _____

Name _____ **Address & Phone #:** _____

Name _____ **Address & Phone #:** _____

Have you ever been arrested, charged or convicted of a crime other than a minor traffic violation? _____

If yes, please explain details: _____

Have you ever been involved in an incident involving child abuse or neglect? _____

If yes, please explain details: _____

Have you ever sought treatment for drug and/or alcohol dependency either voluntarily or as required by court order? _____

If yes, please explain details: _____

Discuss reasons for your interest in this position. _____

Have you ever had a formal complaint against you while volunteering in any youth program? _____

If yes, please explain details: _____

Describe your prior experience working with children. _____

Describe your coaching experience including the names of the organizations, dates and sports you coached.

List any formal training that you have received in coaching including the names of the organizations, dates and sports for which you received training _____

List any formal training that you have received in first aid including the names of the organizations, dates of training and any certifications you have been awarded. _____

List any formal training that you have received in teaching children or parenting including the names of the organizations, dates of training and any certifications you have been awarded. _____

Are you currently NYSCA or ASA certified? Yes No Membership #: _____
If you indicated yes to NYSCA, which sport(s) are you currently NYSCA certified in?

Baseball Softball Football Basketball Volleyball

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for disqualification from the selection process or dismissal from the position for which I have applied. I authorize the Department of Parks and Recreation to conduct background checks, including police record checks, Missouri Highway Patrol Criminal Records, and the Missouri Division of Family Services Criminal Registry (and/or the service provided through the National Alliance for Youth Sports) as deemed necessary to determine my appropriateness for this position.

As a volunteer staff member responsible for teaching youth sports and all it involves, I understand my role as described herein, the nature of the program and its objectives. I pledge to fully comply with the expectations of the Department of Parks and Recreation and agree to willingly relinquish this position if program supervisors feel that my performance does not meet these requirements.

Printed Name: _____

Signature: _____

Date: _____

Please Circle the League(s) in Which You Are Planning to Manage. Remember that all children play as of their grade in the fall of 2009:

Youth Baseball

Mini-League:	3 rd grade will have Major League Baseball uniform shirts and equipment provided by the Department of Parks and Recreation.		
	3 rd grade		
Pitching Machine:	4 th – 5 th grade will need uniforms, first aid kit, and practice balls supplied by the sponsor. Equipment will be provided by the Department of Parks and Recreation for 4 th – 5 th grade baseball teams.		
	4 th grade	5 th grade (live pitching also)	
Live Pitching:	6 th – 12 th grade will need uniforms, first aid kit, and practice balls supplied by the sponsor. Equipment will be provided by the Department of Parks and Recreation for 6 th – 12 th grade baseball teams.		
	6-7 th grade	8-9 th grade	10-12 th grade/18 and under

“A” & “AA” Youth Softball

Pitching Machine:	“A” teams will need uniforms, first aid kit, and practice balls supplied by the sponsor. Equipment will be provided by the Department of Parks and Recreation.			
	3 rd Grade	4 th Grade		
Live Pitching:	“A” teams will need uniforms, first aid kit, and practice balls supplied by the sponsor. “AA” teams will have professional softball uniform shirts, first aid kit and practice balls provided by Parks and Recreation (included in registration fee). Equipment will be provided by the Department of Parks and Recreation.			
	5 th Grade	6 th Grade	7 th Grade	18 and under “Open”
	10 and under “AA”	12 and under “AA”	14 and under “Open”	

* All coaches will need to provide an equipment deposit of \$150 if using Parks and Recreation Equipment.

Team Sponsorship Information (“AA” softball teams will not need a sponsor)

Team Sponsor: _____

Sponsor Contact Person: _____

Home Phone #: _____ **Work Phone #:** _____

Returning managers will receive first preference until 5 p.m., Friday, February 27, 2009.

If you are returning manager, you can not be added to the manager list for this program until this application is received and accepted by the Program Supervisor.

*** New coaches need to take this form and the Highway Patrol form directly to the Highway Patrol!*
Returning coaches that have not had a background check conducted in the past year need to fill out
this page only. (if you have had a fingerprint check conducted in the past year, please initial here
_____ and turn in with your application to the Parks and Recreation office!**



City Of Jefferson

320 East McCarty Street
Jefferson City, MO 65101

Phone: 573-634-6529
Fax: 573-634-6522

AUTHORIZATION TO INVOICE **BACKGROUND SEARCH REQUEST**

Name _____ Date _____

Date of Birth: _____ Social Security #: _____

Department: Parks and Recreation Division: Youth Sports

Supervisors please ensure the appropriate boxes below are checked.

Purpose:

Type of Search Requested:

Report Results:

Volunteer

Fingerprint

Please mail

Individuals should report to the Missouri State Highway Patrol, Criminal Records and Identification Division, 1510 East Elm Street, Jefferson City, MO between the hours of 8:00 AM and 4:00 PM, excluding holidays.

Individuals required to submit to a fingerprint check must show a valid Drivers License or Personal Identification picture ID to the Missouri State Highway Patrol.

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I request the Missouri State Highway Patrol provide my complete criminal history open and/or closed records to the City of Jefferson. I authorize such release by my signature.

Signature

Date

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Highway Patrol: If the report results section is checked "Please mail" the record check should be mailed to City of Jefferson; Human Resources; 320 E. McCarty Street; Jefferson City, MO 65101. If the report results section is checked "Will pick up" the City of Jefferson will pick up the results at the Public Window. For questions, call 573/634-6529 or 634-6310. A copy of this form should be attached to the completed Criminal Record Check. The original form should be retained for the Accounting Department.