

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Volunteer Consent Form

BURLINGTON AREA YMCA

Criminal Background Check

As a present or prospective volunteer or employee of the Burlington Area YMCA, I understand it is the YMCA's policy to secure criminal history information as part of their volunteer or employee screening process using the information provided below.

Name: _____
Last First Middle

Maiden name or previously used: _____

Address: _____

City: _____ State: _____

How long at this address? _____

Previous Address: _____

How long have you been a resident of Iowa? _____

Birthdate: _____

I authorize the YMCA to utilize the above information for the sole purpose of obtaining a criminal history file search.

Signature: _____ Date: _____

Parent's Signature: _____ Date: _____
(if under 18 years of age)

Dept. _____ Supervisor's Signature _____

PLEASE LIST 2 REFERENCES

Name

Phone #

Office Use Only:
Approved () Denied ()
Raptor check ()

1. _____
2. _____

Code of Conduct

1. In order to protect YMCA staff and volunteers, and program participants—at no time during a YMCA program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.
2. Staff shall 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 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 should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff should not abuse children including:
 - physical abuse – strike, spank, shake, slap;
 - verbal abuse – humiliate, degrade, threaten;
 - sexual abuse – inappropriate touch or verbal exchange;
 - mental abuse – shaming, withholding love, cruelty;
 - neglect – withholding food, water, basic care, etc.Any type of abuse will not be tolerated and may be cause for immediate dismissal.
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
7. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps or bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.
9. Staff will respect children's rights to not be touched 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 will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA.

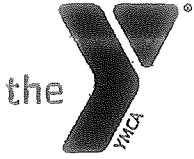
12. Staff must appear clean, neat and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or the use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.
16. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
19. Staff are not to transport children in their own vehicles.
20. Staff may not date program participants under the age of 18 years.
21. Under no circumstances should 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).
22. Staff 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.

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

Volunteer Signature

Supervisor Signature

Date



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CHILD ABUSE REPORTING PROCEDURES

The YMCA advocates 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 restroom privileges, confining children in small locked rooms or verbal or emotional abuse.

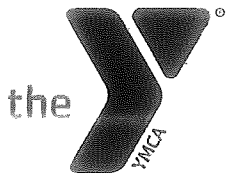
Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving and peaceful adult. However, YMCA staff and volunteers need to be sensitive to each persons need for personal space (i.e., not everyone wants to be hugged). The YMCA encourages appropriate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

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

1. At the first report or probably cause to believe 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/her designate. However, 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 each teacher or child care provider to report information they have learned in their professional role 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.
3. In the event the reported incident(s) involve a program volunteer or employed staff, the executive director will, without exception, suspend the volunteer or staff person from the YMCA.
4. The parents or legal guardian of the child(ren) involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency.
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 or employed staff person will occur only after all allegations have been cleared to the satisfaction of the persons named in #1 above.
7. All YMCA staff and volunteers must be sensitive to the need for confidentiality in the handling of this information, and therefore, should only discuss the incident with the persons named in #1 above.
8. All full time and part time employees and program volunteers must read and sign this policy.

Signature

Date



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Youth Sports Coaching Guidelines

BURLINGTON AREA YMCA

Thank you for volunteering as a head coach for our youth sports programs. Without your knowledge and support, the YMCA would not be able to offer the many programs and services that help build and strengthen our community. With that said, please review the following guidelines about your role and responsibilities as a YMCA volunteer coach.

Your signature at the bottom of this document signifies that you have read and understand our policies, and the penalties associated with each. Our goal is for every child to have the best experience possible, and your number one priority is to ensure that this expectation is satisfied.

YMCA Mission and Cause

The mission of the YMCA is to put Christian principles into practice through programs that build healthy mind, body and spirit for all.

At the Y, strengthening community is our cause. We believe that lasting personal and social change can only come about when we all work together to invest in our kids, our health, and our neighbors. That's why we focus our work in three areas: Youth Development, Healthy Living, and Social Responsibility.

YMCA Youth Sports

YMCA Youth Sports programs are designed to introduce kids to the basic fundamentals of sport, in a friendly, non-competitive environment. As a head coach, it is your responsibility to be a positive role model at all times, helping ensure that every participant has the best experience possible. **WINNING IS NOT THE FOCUS.**

1. Coach's Meeting

- Every coach will be given a coach's packet containing the following information: Volunteer Consent Form (Background Check), Volunteer Code of Conduct, and Mandatory Reporting sheet that must be read, signed, and turned in to the YMCA Youth Sports Director prior to the first game. Coaches will also be given a copy of the team roster, rule sheet, picture information (if applicable), and any parent information to be handed out during the first practice.
- Any additional training information - required or optional - will be handed out at this time and must also be completed prior to the first game. Concussion training is mandatory <https://www.cdc.gov/concussion/HeadsUp/Training/index.html>
- ***FAILURE TO DO SO WILL RESULT IN A LOSS OF COACHING PRIVILEGES.***
- Game schedules will be posted online: www.burlingtony.org > Scroll over "Youth Development" > Click on "Youth Sports" > Click on the select sport program and the schedule will be posted on each page.
- Practice times will be determined at the end of each meeting.

2. Communication

- Coaches are **REQUIRED** to contact the parent(s)/guardian of every player within 24 hours of the coach's meeting.
- Let everyone know that you will be coaching the team this season, when and where practices will be held, and invite them to attend the first practice.
- Coaches are responsible for cancelling practices. Please use your best judgment in terms of weather conditions.
- If you decide to cancel practice, it is your responsibility to contact every player to let them know.
 - Also call the Y front desk (319-753-6734 ext. 0).
 - Let them know your name, team name, and that practice has been cancelled.
- The YMCA Youth Sports Director is responsible for all game day cancellations. Information will be posted on our Facebook page: www.facebook.com/burlingtony, and on all local radio stations: 101.7, 107.3, 93.5, 92.7, 97.3, etc.

3. Practice

- Equipment details: will be given
- Practice time should be utilized to develop fundamental skills and/or improve on existing skills.
- Drills and activities should be designed to include each player on the team regardless of ability.
- Coaches are expected to maintain a positive environment by being a good role model at all times. The best coaches have the ability to give constructive feedback through positive reinforcement.
- If you are new to a particular sport, please do not hesitate to contact the Youth Sports Director for advice, practice plans, or any number of other available resources.

4. Game Time

- Please have all team members arrive approximately 20 minutes prior to game time.
- Coaches are expected to give as close to equal playing time - to all players - as possible.
- Coaches have the freedom to select their own lineups, but are encouraged to mix players as often as possible.
- **REMINDER:** YMCA Youth Sports are not designed to emphasize competition and winning. In sports where score is kept, coaches are expected to keep the Y mission in mind. Demoralizing players in any way - running up the score, minimal playing time, excessive yelling and negative comments - will not be tolerated.

5. Conduct/Sportsmanship

- Coaches should refrain from using inappropriate language at all times.
- Coaches are expected to be positive role models and mentors for every youth who participates in YMCA sports programs.
- Coaches should emphasize good sportsmanship during every practice and game.

- REMINDER: Each team will be given a sportsmanship rating at the end of each game, as determined by the officials. Ratings are on a 1 – 4 scale with 1 being Excellent, and 4 being Poor.
- *Failure to adhere to the Y's Volunteer Code of Conduct will result in an immediate loss of coaching privileges.*

Acknowledgement

- By signing this document, I agree to adhere to the policies and procedures outlined above. My signature acknowledges that I have been made aware of all expectations and will do my best to fulfill my role as a YMCA Youth Sports coach.

Print Name

Coach's Signature

Date