

# Volunteer Coaches Application



Thank you for your interest in being a volunteer youth coach for South Portland Parks & Recreation Department. Criminal background checks are required for volunteers who may have unsupervised contact with program participants. This process is designed to help South Portland Parks & Recreation provide a safe and secure environment for children, youth and adults who participate in our programs and use our facilities.

## Volunteer Coach Requirements

- Complete Volunteer Application
- Pass background check.
- Sign of on City of South Portland Sexual Harassment Policy
- Attend the pre-season coaches meeting

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Sport/Program you are interested in coaching: \_\_\_\_\_

Level/Ages or Grade you are interested in coaching: \_\_\_\_\_ Boys or Girls (please circle)

Do you have a child participating in this program? Yes/No If yes, what is their name? \_\_\_\_\_

Have you ever coached for the South Portland Recreation Department? Yes or No (please circle)

If yes, when and what sport? \_\_\_\_\_

Have you ever coached youth sports in another community? Yes or No (please circle)

If yes, when, where and what level? \_\_\_\_\_

What are the main reasons that you are interested in coaching this season?

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Please list three references that are familiar with your character as it pertains to working with youth.

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

READ THESE STATEMENTS CAREFULLY BEFORE SIGNING

Public Law 91-508 requires that the City of South Portland advise you that an investigation consumer report, which provides information concerning your character and general reputation, may be used in the processing of your application. Upon written request, information as to the nature and scope of this report, if one is requested, may be provided. I hereby authorize: The City of South Portland and its representatives to make any legal investigation of my background deemed necessary to the City of South Portland.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

I hereby certify that all of the information provided on this application form is truthful, accurate and complete. I understand that if I omit or misrepresent information that is requested in this application I will not be considered as a Youth Volunteer Sports Coach. I also understand that if after I have been given a Volunteer Sports Coach position this information is found to be incorrect my position will be terminated. I acknowledge that a volunteer coach's position is temporary and the City, for any reason, can terminate my services at any time.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## BACKGROUND INVESTIGATION CONSENT

I, \_\_\_\_\_, hereby authorize the City of South Portland and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal or police records, for the purpose of confirming the information contained on my application and/or obtaining information which may be material to my qualifications for employment as a volunteer coach for the City of South Portland.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

**Please Print Clearly**

\_\_\_\_\_  
**First Name**

\_\_\_\_\_  
**Middle Name**

\_\_\_\_\_  
**Last Name**

\_\_\_\_\_  
**Maiden name or other names**

**Date of Birth** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_

**State:** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**For out of state checks, we need the following:**

**Social Security #:** \_\_\_\_\_

**Out of state address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## For Volunteers and Vendors of the City of South Portland!

We want you to be aware of the city's Sexual Harassment policy and provide some safety information to you as a Volunteer/Vendor with the City. Please acknowledge receipt of this information by signing below. We are available for questions regarding these policies or you may always speak with your contact within the department or our Human Resources Representative, the City's Employee Relations Manager at 207-347-4109.

### **We pride ourselves on having a productive and safe environment for everyone who provides services to the City.**

Since we constantly aim for a comfortable and safe working environment for all, it is important for you to know:

#### Regarding Harassment:

- The City does not tolerate harassment in our programs or at our facilities sexual or otherwise.
- We aim to keep you safe from harassment from employees, participants, parents, vendors and suppliers: everyone within the work environment.
- Please notify your department contact immediately if you feel uncomfortable with the actions of another staff person, a participant, or others around you.
- We will take action and respond appropriately to all reports of harassment.

#### Regarding Safety:

- We seek a safe physical environment for everyone involved in our programs at all times!
- Please assist in whatever way you can towards keeping our environments safe and notify your department contact of unsafe equipment or situations.
- In the event of a building crisis (fire) or participant incident (aggressive behavior) you may defer to our full time or year round employees for direction and if unavailable, do all that is necessary to get yourself and those around you to safety. If someone is criminally aggressive, or severely injured, please **call 911 and engage appropriate public safety and medical personnel.**
- We have a binder of Safety Data Sheets available if you have any questions regarding chemicals in the work environment. These are available upon request.
- The City of South Portland is a drug-free and smoke free workplace. Any impairment on the job is prohibited.

L. Workplace Violence Policy

The City has a zero tolerance policy toward violence or the threat of violence by its employees, customers and the general public and/or anyone who conducts business with the City. It is the intent of the City to maintain a safe work environment free from intimidation, threats, physical attacks, harassment, domestic violence, property crimes, or any other violent attacks. A complete copy of the City of South Portland's Workplace Violence Policy is attached as Appendix D.

**XIII. POLICY AGAINST DISCRIMINATION AND HARASSMENT**

A. Non-Discrimination Policy

In order to provide equal employment and advancement opportunities to all individuals, the City does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, physical or mental disability, national origin, age, sexual orientation, disability, ancestry, genetic information, or any other classification protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any employees with questions or concerns about any form of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Director. Employees can raise concerns, make reports and file claims without fear of reprisal or retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

B. Sexual Harassment Policy

Sexual harassment is a form of illegal discrimination and is prohibited. An employee who believes that he or she has been harassed on the basis of sex, or believes that he or she has observed harassment of another employee on the basis of sex, should follow the reporting policy contained in the City's Reporting Policy outlined in Section D below.

Harassment on the basis of sex and harassment based on all other protected classifications is illegal under State and Federal law. Employees may refer to the "Annual Written Notification of Harassment Policy" provided in January.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a condition of employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions; or
- Such conduct has the purpose or effect of substantially interfering with an employee's work performance, or creating an intimidating, hostile, or offensive work environment.

The following are examples of illegal sexual harassment:

- Unwelcome sexual advances
- Sexual or lewd remarks
- Unwanted hugs, touches, kisses
- Requests for sexual favors
- Retaliation for complaining about sexual harassment.

Sexual harassment can take the form of other types of conduct as well.

All reports of unlawful sexual harassment will be investigated immediately. Any employee whose conduct is found to constitute sexual harassment or other unlawful harassment will be disciplined. Discipline may include verbal or written warning, suspension without pay, or termination, depending upon the particular circumstances.

C. Other forms of harassment.

In addition to sexual harassment, harassment of an applicant or employee based on any protected status is a form of discrimination and is illegal. Examples of behavior which may be considered harassment include, but are not limited to, slurs, negative stereotyping, jokes, or hostile acts related to race, color, gender, religion, sex, sexual orientation, age, national origin or physical or mental disability, genetic information, or harassment of an employee for engaging in legally protected activities, e.g. for bringing a whistle-blowing complaint. An employee who believes that he or she has been harassed, or believes that he or she has observed harassment of another employee on the basis of a legally protected status or activity, should follow the reporting policy contained in the City's Reporting Policy outlined in Section D immediately below. All reports of these forms of harassment will be investigated immediately and any employee whose conduct is found to constitute illegal harassment will be disciplined, which may include verbal or written warning, suspension without pay, or termination, depending upon the particular circumstances.

D. Reporting Policy

Any employee of the City who believes that he or she has been discriminated against in employment on the basis of race, color, religion, national origin or ancestry, age, sex, sexual orientation, physical or mental disability, genetic information or veteran status, has been denied any employment benefit on that basis, or has been harassed based on any of the above noted reasons, is expected to report the behavior as provided below. The City takes allegations of discriminatory treatment very seriously. The City will investigate every allegation of discrimination promptly and take whatever action is necessary to stop unlawful discrimination and remedy any effects of unlawful discrimination.

An employee who feels that he or she has been discriminated against or harassed or believes he or she has witnessed discriminatory treatment or harassment of another employee, should report the conduct to one or more of the following individuals:

- The employee's supervisor
- The employee's Department Head
- The Human Resources Director
- The City Manager

An employee can report discriminatory treatment or harassment verbally or in writing. Supervisors should bring any complaints to the attention of their Department Head immediately, who in turn shall report it to the Human Resources Director.

An employee's report will be investigated immediately by a person (other than the person complained against) designated by the Human Resources Director or City Manager.

E. The Maine Human Rights Commission

In addition to the City's internal reporting and investigation policy, an employee may file a complaint with the Maine Human Rights Commission. Any complaint must be filed with the Commission within 300 days of the act

of harassment. The Maine Human Rights Commission may be reached at State House Station #51, 19 Union Street, Augusta, Maine, 04333 or by telephone: 207 289-2326; fax: 207-624-8729; TTY: 1-888-577-5590

F. Anti-Retaliation

Under the law, an employee may not be punished or penalized in any way for reporting, complaining about, or filing a claim concerning unlawful harassment, regardless of nature or category, or for cooperating with or testifying in any proceeding brought by anyone else. If any employee feels they have been retaliated against for opposing or reporting what they reasonably believe to be unlawful harassment, or cooperating in any investigation of the same, please follow the same internal reporting/complaint procedure set forth above. The City will not tolerate any act of unlawful retaliation against employees who have reported, complained about, or filed a complaint of unlawful harassment.

**Acknowledgement of Harassment Policy for The City of South Portland.**

I acknowledge that the City of South Portland policy on Discrimination and Harassment applies to me when I am on site as a volunteer/Vendor. This policy is always available for a print copy upon request and on the city website at: [www.southportland.org](http://www.southportland.org) > Departments > Human Resources > Personnel Policies, Forms... > Non Union Personnel Policy...

I have received, understand, and have had a chance to have my questions answered regarding the following information and policies of the City of South Portland.

Letter Regarding Safety and Harassment  
Workplace Violence  
Policy Against Discrimination and Harassment

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Signature of Vendor/Volunteer

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Printed Name

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Date

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Department & Position