

Name: _____



***City of Atascadero
Recreation Division
Volunteer
Coach's Manual***



Recreation Volunteer Coaching Application

Sport: _____

Please Print Clearly:

Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: Home# _____ Work# _____

Driver's License #: _____ Exp. Date: _____

PLEASE CIRCLE ONE: Head Coach Assistant Coach Either

NAME OF CHILD YOU WILL BE COACHING: _____

LIST PRIOR COACHING EXPERIENCE

Date	Leagues	Duties

Have you been fingerprinted with the City of Atascadero **YES / NO** If so, when? _____

If you have been convicted of a felony you will not be allowed to coach with the City of Atascadero
ALL COACHES WILL BE REQUIRED TO BE FINGERPRINTED AT THE ATASCADERO POLICE DEPARTMENT

*Working with Minors: Public Resources Code Section 5164 prohibits the City from hiring utilizing a volunteer in a position which has disciplinary or supervisory authority over a minor, if that person has been found guilty of certain offenses as defined in PRC 5164, which is included in the Volunteer Coach's Manual. The City of Atascadero is required to inquire as to whether you have been found guilty of any of the crimes referenced in PRC 5164. By signing below and/or by your signature on the form included with PRC 5164 in the Manual, you are certifying that you **HAVE NOT** been found guilty of any of these crimes.*

My signature certifies that all information on this application is true and correct. If I am selected to be a volunteer for the City of Atascadero, I hereby agree to a Livescan fingerprint background check. I further understand and agree that no compensation or benefits are available for volunteer staff. I am, however, covered under the City's Workers Compensation Resolution and coverage, should the need arise. In addition, my signature below hereby authorizes the City of Atascadero to photograph me during the course of my volunteer service, and to utilize and publish such photographs for City related promotional or other purposes, at the City's sole discretion and without further consideration.

Volunteer's Signature: _____ **Date:** _____

If under 18, Parent's Signature: _____ **Date:** _____

First and Foremost - Thank you! We truly appreciate your desire to serve your community as a City of Atascadero Recreation Division Youth Sports Volunteer!

Standards of Conduct

On-The-Job Conduct: As a Youth Sports Coach volunteer, you are a representative of the City of Atascadero. You are the face that the public sees and the voice of our Recreation Division programs. We hope and expect that you take this responsibility with the highest sincerity. Volunteers are expected to exercise self-discipline in the conduct of their duties and responsibilities on the job. Please note that the following conduct will not be permitted:

Conduct that causes conflict; degrades or embarrasses a visitor, a fellow volunteer, intern, participant or employee; conduct that obstructs a facility or park operations, disrupts special events, endangers a fellow volunteer, intern, employee or visitor.

Use of Alcohol and Drugs: The use of alcohol, controlled substances, illegal drugs, prescription drugs or inhalants can impair performance, jeopardize safety and expose the City, employees, volunteers, interns, visitors, participants and members of the public to the risk of injury, property loss or damage. It is the policy of the City of Atascadero to keep our facilities, grounds and work environment free from these substances and their adverse effects on job performance and safety. This policy applies to anyone contracted to perform services for the City of Atascadero. Volunteers are prohibited from reporting to their volunteer assignment while impaired by these substances. Volunteers who violate this policy will be terminated and will not be invited to return to perform duties for the City of Atascadero.

Smoking: Smoking and tobacco use are prohibited inside any City building. Smoking in City park areas, including sports fields, is also prohibited. Per City code, “...it is unlawful for any person to smoke any substance or use any tobacco product within the Charles Paddock Zoo, Outdoor Recreation Areas and public parks or on any sidewalks contiguous to these locations, and within one hundred (100) feet of Sunken Gardens.”

Disciplinary Procedures: All volunteers are subject to disciplinary action including immediate termination for violating the standards of conduct and state law, including:

1. Being under the influence of alcohol or controlled substance on the job, possession, use, sale, distribution or manufacturing of illegal drugs or controlled substance during the performance of volunteer duties or violation of the City’s policy with respect to drugs, alcohol and controlled substances.
2. Conviction of or discovery of a prior conviction for a felony or crime of moral turpitude.
3. Unauthorized carrying or possession of weapons or explosives on the job or on City property.
4. Willful violation of safety rules.
5. Creating or contributing to unsafe or unsanitary conditions.
6. Misconduct: insubordination, misappropriating City owned or controlled property, tools or equipment, concealment of damage to City property or vehicles; rude or threatening behavior toward other volunteers, interns, employees or members of the public.
7. Unexcused absences (including attendance if required at training sessions or meetings).
8. Other serious offenses as determined by the City Manager or his/her designee.

The City of Atascadero reserves the right to terminate the services of a volunteer in compliance with the policies of the Volunteer Manual and City Personnel policies, at any time, for any and for no reason.

Non-Discrimination Policy

The City of Atascadero is an equal opportunity agency. It shall be the continuing policy of this City that the substance, design, and administration of its policies and procedures will assure fair treatment of all volunteers and program participants without regard to age, race, color, national origin, gender, disability, creed, sexual orientation, ancestry, veteran status, medical condition, genetic predisposition, gender identification, pregnancy or religion.

Sexual Harassment Policy

It is the intent of the City that all volunteers are able to work or participate in an environment free from all forms of discrimination and harassment, including sexual harassment. In keeping with this commitment, the City maintains a strict policy prohibiting harassment, discrimination and retaliation.

No volunteer is to be subjected to sexual overtures or conduct, either verbal or physical, or subjected to reprisals for reporting such conduct. No volunteer will engage in behavior that constitutes sexual harassment. Sexual harassment may take several forms, which include:

1. Unwelcome sexual flirtations, gestures, advances or requests for sexual favors.
2. Verbal harassment, such as jokes and innuendoes.
3. Physical contact of a sexual nature.
4. Visual harassment of a sexual nature.
5. Creating an intimidating, hostile, or offensive work environment by such conduct.
6. Making submission to or rejection of sexual conduct the basis for volunteer opportunity decisions affecting the volunteer.

Volunteers who believe they have been the subject of sexual harassment or discrimination should report the offending act as soon as possible to the City of Atascadero Human Resources Division.

Volunteers who have been found to have engaged in sexual harassment may be personally liable for monetary damages. The City of Atascadero will not pay damages assessed against you personally.

Confidentiality

Volunteers are responsible for the security and confidentiality of information in their possession while serving as a volunteer or intern. Personal identifying information concerning an employee, volunteer, intern, visitor, guest or customer registered for sports, facility rental, or special event registration will not be converted for personal use or shared with others for any purpose.

Any volunteer in possession of confidential information who knowingly furnishes information without appropriate authorization to a person not authorized and legally entitled to such information, or who is responsible for misuse of such information, is subject to termination from their volunteer service. Violations may also result in criminal and civil penalties.

Risk Management

1. **Insurance.**
 - a. Liability insurance is provided to volunteers of the City of Atascadero, if the volunteer is acting within the scope and course of the assigned duties.
 - b. Automobile insurance follows the automobile.
2. **Vehicles.**

Youth Sports Coaches volunteering for the City of Atascadero **will not** be allowed to drive a City owned vehicle at any time, for any purpose.

3. **Minors.**

- a. Due to various liability concerns, the City of Atascadero does not encourage the use of volunteers who are under 15 years of age.
- b. The City prohibits volunteers under the age of 15, unless all of the following conditions are met:
 - Prior permission is granted by the City;
 - The volunteer is supervised by an adult;
 - The volunteer is part of an organization or organized effort sanctioned by the City.

3. **Internet Access.**

Youth Sports Coaches volunteering for the City of Atascadero will not be permitted to use and will not be allowed access to City owned computer/IT facilities that would allow access to the internet, for any reason and at any time.

5. **PRC Section 5165.**

California Public Resources Code (“PRC”) Section 5164 prohibits the City of Atascadero from engaging a volunteer to perform services at any park, playground, or recreational center used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, if the applicant has been convicted of any of the offenses specified below:

a) Violation or attempted violation of Sections 220, 261.5, 262, 273(a), 273(d), or 273.5 of the California Penal Code (“Penal Code”), or a sex offense listed in Section 290 of the Penal Code, except for the offense specified in Section 243.4(d) (see attached);

b) A felony or misdemeanor conviction, within the past 10 years, of any offense specified in paragraphs (I) or (II) below:

(I) A felony conviction over 10 years old, if the applicant has been incarcerated within the past 10 years for a violation or attempted violation of Penal Code Sections 207, 208, 209, 210, 211, or 215, where the applicant personally used a deadly or dangerous weapon (as provided in Penal Code Section 12022(b)) in commission of that offense;

(II) A felony conviction over 10 years old, if the applicant has been incarcerated within the past 10 years for a violation or attempted violation of Penal Code Sections 217.1, 236, 240, 241, 242, 243, 244, 245, 246, 247, or 248, or an offense specified in Section 667.5(c) of the Penal Code.

PRC Section 5164 requires that each applicant complete a questionnaire that asks if the applicant has been convicted of any of the specified offenses. That questionnaire is included below and must be signed and returned with the other signature pages of this manual. In addition, applicants must provide fingerprints in order to facilitate a criminal background check.

PRC Section 5164 Supplemental Background Questionnaire

California Public Resources Code (“PRC”) Section 5164 prohibits the City of Atascadero from engaging a volunteer to perform services at any park, playground, or recreational center used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, if the applicant has been convicted of any of the offenses specified below:

1) Violation or attempted violation of Sections 220, 261.5, 262, 273(a), 273(d), or 273.5 of the California Penal Code (“Penal Code”), or a sex offense listed in Section 290 of the Penal Code, except for the offense specified in Section 243.4(d) (**see attached**);

2) A felony or misdemeanor conviction, within the past 10 years, of any offense specified in paragraphs (A) or (B) below:

(A) A felony conviction over 10 years old, if the applicant has been incarcerated within the past 10 years for a violation or attempted violation of Penal Code Sections 207, 208, 209, 210, 211, or 215, where the applicant personally used a deadly or dangerous weapon (as provided in Penal Code Section 12022(b)) in commission of that offense **(see attached)**;

(B) A felony conviction over 10 years old, if the applicant has been incarcerated within the past 10 years for a violation or attempted violation of Penal Code Sections 217.1, 236, 240, 241, 242, 243, 244, 245, 246, 247, or 248, or an offense specified in Section 667.5(c) of the Penal Code **(see attached)**;

PRC Section 5164 requires that each applicant complete a questionnaire that asks if the applicant has been convicted of any of the specified offenses. In addition, applicants must provide fingerprints in order to facilitate a criminal background check. Since you are applying for an employment or volunteer position covered by PRC Section 5164, please answer the following questions:

Question 1

(a) Have you ever been convicted of a crime? **Yes**_____ **No**_____

(b) If your answer is yes, please describe the crime for which you were convicted, the date upon which you were convicted, and the jurisdiction in which you were convicted:

Question 2

(a) Have you ever been convicted of any of the following offenses?

1) Violation or attempted violation of Sections 220, 261.5, 262, 273(a), 273(d), or 273.5 of the California Penal Code (“Penal Code”), or a sex offense listed in Section 290 of the Penal Code, except for the offense specified in Section 243.4(d) **(see attached)**;

2) A felony or misdemeanor conviction, within the past 10 years, of any offense specified in paragraphs (A) or (B) below;

(A) A felony conviction over 10 years old, if the applicant has been incarcerated within the past 10 years for a violation or attempted violation of Penal Code Sections 207, 208, 209, 210, 211, or 215, where the applicant personally used a deadly or dangerous weapon (as provided in Penal Code Section 12022(b)) in commission of that offense;

(B) A felony conviction over 10 years old, if the applicant has been incarcerated within the past 10 years for a violation or attempted violation of Penal Code Sections 217.1, 236, 240, 241, 242, 243, 244, 245, 246, 247, or 248, or an offense specified in Section 667.5(c) of the Penal Code This question includes convictions for violations or attempted violations committed

outside the State of California, if the underlying offense would constitute a crime as defined in the Penal Code statutes referenced above. **Yes**_____ **No**_____

(b) If your answer is yes, please describe the crime for which you were convicted, the date of conviction, and the jurisdiction in which you were convicted:

Question 3

(a) Without in any way limiting the foregoing, have you ever been convicted of any crime involving an assault with intent to commit a felony; any crime against a person involving sexual assault; any crime against public decency and good morals; any crime involving disorderly conduct; any crime involving annoying or molesting a child under the age of 18; or kidnapping, robbery, or carjacking?

Yes_____ **No**_____

(b) If your answer is yes, please describe the crime for which you were convicted, the date upon which you were convicted, and the jurisdiction in which you were convicted.

Question 4

(a) Are you currently released on bail or on your own recognizance for any crime?

Yes_____ **No**_____

(b) If your answer is yes, please describe the crime for which you were charged, the date upon which you were charged, and the jurisdiction in which you were charged:

Question 5

(a) Are you willing to have a Livescan fingerprint check so that the City can screen your criminal background?

Yes_____ **No**_____

(b) If your answer is no, please explain:

PRC 5164 DECLARATION

I HEREBY CERTIFY THAT ALL RESPONSES I HAVE PROVIDED ARE TRUE AND CORRECT. I UNDERSTAND AND AGREE THAT FAILURE TO GIVE COMPLETE AND ACCURATE INFORMATION MAY BE GROUNDS FOR REJECTION OF MY APPLICATION, REMOVAL OF MY NAME FROM AN ELIGIBILITY LIST, OR DISMISSAL FROM MY POSITION IF HIRED.

Volunteer's Name (printed): _____

Volunteer Signature (parent or guardian if volunteer is a minor):

_____ date ____/____/____

PUBLIC RESOURCE CODE 5164 :

(a) (1) A county or city or city and county or special district shall not hire a person for employment, or hire a volunteer to perform services, at a county or city or city and county or special district operated park, playground, recreational center, or beach used for recreational purposes, in a position having supervisory or disciplinary authority over any minor, if that person has been convicted of any offense specified in paragraph (2).

(2) (A) Violations or attempted violations of Section 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or any sex offense listed in Section 290 of the Penal Code, except for the offense specified in subdivision (d) of Section 243.4 of the Penal Code. (B) Any felony or misdemeanor conviction specified in subparagraph (C) within 10 years of the date of the employer's request. (C) Any felony conviction that is over 10 years old, if the subject of the request was incarcerated within 10 years of the employer's request, for a violation or attempted violation of any of the offenses specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code, Section 211 or 215 of the Penal Code, wherein it is charged and proved that the defendant personally used a deadly or dangerous weapon, as provided in subdivision (b) of Section 12022 of the Penal Code, in the commission of that offense, Section 217.1 of the Penal Code, Section 236 of the Penal Code, any of the offenses specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code, or any of the offenses specified in subdivision (c) of Section 667.5 of the Penal Code, provided that no record of a misdemeanor conviction shall be transmitted to the requester unless the subject of the request has a total of three or more misdemeanor convictions, or a combined total of three or more misdemeanor and felony convictions, for violations listed in this section within the 10-year period immediately preceding the employer's request or has been incarcerated for any of those convictions within the preceding 10 years.

(b) (1) to give effect to this section, a county or city or city and county or special district shall require each such prospective employee or volunteer to complete an application that inquires as to whether or not that individual has been convicted of any offense specified in subdivision (a). The county or city or city and county or special district shall screen, pursuant to Section 11105.3 of the Penal Code, any such prospective employee or volunteer, having supervisory or disciplinary authority over any minor, for that person's criminal background.

(2) Any local agency requests for Department of Justice records pursuant to this subdivision shall include the prospective employee's or volunteer's fingerprints, which may be taken by the local agency, and any other data specified by the Department of Justice. The request shall be made on a form approved by the Department of Justice. No fee shall be charged to the local agency for requesting the records of a prospective volunteer pursuant to this subdivision.

PART A: A recreation and park district shall not hire anyone for employment in a position with supervisory or disciplinary responsibility over minors (either for pay or as a volunteer) if the person has been convicted of any violation or attempted violations of Section 220, 261.5, 262, 273a, 273d, or 273.5 of the Penal Code, or any sex offense listed in Section 290 of the Penal Code, except for the offense specified in subdivision (d) of Section 243.4 of the Penal Code. The offenses outlined in this subsection are:

220 Assault with intent to commit mayhem, rape, sodomy, oral copulation, rape in concert with another, lascivious acts upon a child, or penetration of genitals or anus with foreign object (except assault to commit mayhem)
261 Rape
261.5 Unlawful sexual intercourse with a female under age 18
262 Rape of spouse
264.1 Rape or penetration of genital or anal openings by foreign object, etc.; acting in concert by force or use of force
266 Inveiglement or enticement of unmarried female under 18 for purposes of prostitution; aiding and abetting; procuring a female for illegal intercourse by false pretenses
266c Unlawful sexual intercourse, sexual penetration, oral copulation, or sodomy; consent procured by false or fraudulent representations with intent to create fear
266h(b) Pimping a minor
266i Pandering a minor
266j Procurement of child under age 16 for lewd or lascivious acts
267 Abduction of person under 18 for purposes of prostitution
269 Aggravated sexual assault of a child
272 Causing, encouraging or contributing to the delinquency of persons under 18 years
273a Willful cruelty or unjustifiable punishment of child; endangering life or health
273d Corporal punishment or injury of a child
273.5 Corporal injury of spouse or cohabitant of opposite sex
285 Incest
286 Sodomy
286.5 Sexually assaulting an animal

287 Sodomy
288.5 Continuous sexual abuse of a child
288 Lewd or lascivious acts with child under 14
288a Unlawful oral copulation
288.2 Harmful matter sent with intent of seduction of minor (FELONY ONLY)
289 Genital or anal penetration with a foreign object
311.1 Sent or brought into state for sale or distribution; possessing, preparing, publishing, producing, developing, duplicating, or printing within state; matter depicting sexual conduct by minor
311.2 Sending, receiving, printing, exhibiting, distributing materials depicting sexual conduct by a minor
311.3 Depicting by film, photograph, videotape, etc. sexual conduct by a person under 14
311.4 Employment of a minor to perform prohibited acts
311.10 Advertising for sale or distribution materials depicting a person under age 18 engaging in or simulating sexual conduct
311.11 Possession or control of material depicting a person under 14 engaging in or simulating sexual conduct
314 Lewd or obscene conduct, indecent exposure, obscene exhibition
647a Engaging in or lewd or dissolute conduct in a public place or in any place open to the public
647d Loitering in or about a public toilet for the purpose of engaging in or soliciting a lewd or lascivious or unlawful act
647.6 Annoying or molesting a child under 18
This section also includes anyone committed as a mentally disordered sex offender under the Welfare and Institutions

PART B: A recreation and park district shall not hire (either for pay or as a volunteer) anyone for employment in a position with supervisory or disciplinary responsibility over minors if the person has been convicted of any felony or misdemeanor specified in Chapter 3 (commencing with Section 207) of Title 8 of Part 1 of the Penal Code, Section 211 or 215 (if a deadly or dangerous weapon was used, as provided in subsection (b) of Section 12022), Section 217.1 or Section 236 of the Penal Code, any offense specified in Chapter 9 (commencing with Section 240) of Title 8 of Part 1 of the Penal Code, or any offense specified in subdivision (c) of Section 667.5 of the Penal Code within ten years of the date of the employer's request. If the conviction for any specified felony is over ten (10) years old, then a recreation and park district shall not hire (either for pay or as a volunteer) anyone for employment in a position with supervisory or disciplinary responsibility over minors if the person has been incarcerated for the offense within ten (10) years of the date of the request. No record of a misdemeanor conviction will be transmitted, unless the person has a total of three (3) or more misdemeanor convictions, or a combined total of three (3) or misdemeanor and felony convictions, or has been incarcerated for any violation in this section within the preceding ten (1) years.

207 - 210 (+ 12022) Kidnapping
211 (+12022) Robbery
215 (+12022) Car jacking
Section 207-210, 2 1 1 and 2 15 apply only if accompanied by a concurrent finding under Section 12022 that a deadly or dangerous weapon was used in the commission of the crime.
217.1 Assault on public official
236 False imprisonment
237 False imprisonment
240 Assault
241.1 Assault upon custodial officer
241.2 Assault on school property
241.3 Assault against transportation personnel or passenger
241.4 Assault on peace officer of school district
241.7 Assault against jurors
242 Battery
243.1 Battery against custodial officer in performance of duties
243.2 Battery on school property

243.3 Battery against transportation personnel or passenger
243.4 Sexual battery
243.5 Assault or battery on school property
243.6 Assault or battery on process server
243.7 Battery against jurors
244 Assault with caustic chemicals
244.5 Assault with stun gun or taser
245 Assault with deadly weapon or force likely to produce great bodily injury
244.2 Assault with deadly weapon or force likely to produce great bodily injury on transportation personnel or passenger
245.3 Assault with deadly weapon or force likely to produce great bodily injury on custodial officer
246 Shooting at inhabited dwelling house, occupied building or vehicle, or inhabited house, car or camper
247 Shooting at unoccupied aircraft or motor vehicle
247.7 Discharge of laser at aircraft
667.5 Sentencing enhancements for various crimes of violence

Parent Authorization for Emergency Medical Treatment of a Minor Volunteer

In the event of a medical emergency of a minor volunteer, the City of Atascadero will make every effort to contact the parent or authorized adult guardian immediately.

Minor Volunteer's Name: _____ Birth Date: _____

I hereby authorize treatment for my minor son/daughter listed above for examinations and medical treatments necessary for emergency care prior to the time I can be reached to give direct permission.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____

Address: _____

Work Phone: _____ Home/Cell Phone: _____

Emergency Contact Information:

Emergency Notification: In case of accident, serious illness or emergency, please provide the names of persons you wish to be notified:

Emergency Contact # 1. Name: _____
Relationship: _____
Address: _____
Phone: _____ Cell # _____

Emergency Contact # 2. Name: _____
Relationship: _____
Address: _____
Phone: _____ Cell # _____

Emergency Contact # 3. Name: _____
Relationship: _____
Address: _____
Phone: _____ Cell # _____

Service Agreement, Acknowledgement of Risks and Release of Liability

I, the undersigned, agree for myself or for my minor child/ward, to volunteer for City of Atascadero, and understand and agree to the following:

- Service of Volunteers is unpaid. The City of Atascadero accepts services of volunteers with the understanding that such service is at the sole discretion of the department. Volunteers agree that the organization may at any time for whatever reason, terminate the relationship or adjust assignments with or without prior notice. I agree to uphold the mission and policies of the City of Atascadero.
- I will perform my volunteer service to the best of my ability, and will not engage in reckless or dangerous behavior while acting as a volunteer. I understand that as a volunteer I am required to follow the policies, procedures, rules for safety and any other regulations pertaining to the program(s) in which I volunteer. Any actions on my part that may be detrimental to the health and/or safety of employees, members of the public, visitors, guests, participants or other volunteers could lead to immediate termination of my service.
- I understand the City of Atascadero does provide Workers Compensation Benefits coverage to volunteers. I hereby acknowledge that, as a volunteer for the City of Atascadero, I am not an employee of the City, but that I am covered under the City's workers' compensation plan as per City Resolution 107-97, extending workers' compensation coverage to volunteers pursuant to Labor Code Section 3363.5, while performing beneficial services to the City.
- As a volunteer who is covered under the City's workers' compensation plan, I expressly agree and acknowledge that workers' compensation is my exclusive remedy for any injury suffered while performing said volunteer duties, and that I cannot and will not seek to bring any other claim or actions of any type whatsoever against the Agency, its employees, officers, agencies, other volunteers and officials.
- In the event of any emergency, I authorize City of Atascadero officials to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for my immediate care, including ambulance transport. Further, I agree that I will be responsible for payment of any and all medical services rendered to me, and will indemnify and defend the City of Atascadero and personnel from claims, liens, charges, costs, or suits that arise as a result of any medical treatment or assistance I receive.
- I understand that I am working at all times on a voluntary basis, and will not receive any compensation for my services. I realize that by volunteering for the City of Atascadero, I am not employed by, nor am I an employee of the City of Atascadero. I agree to be on time to my assignment, or telephone my designated City staff member in advance if I may be late or must be absent from my assignment.
- I hereby authorize the City of Atascadero to photograph me during the course of my volunteer service, and to utilize and publish said photographs for City related promotional or other purposes, at the City's sole discretion and without further consideration.
- My relationship with the City of Atascadero as a volunteer can be cancelled or terminated at any time by the City or by me, for any and no reason.

Volunteer's Name (printed) _____

Volunteer Signature (parent or guardian if volunteer is a minor)

_____ date ____/____/____

Volunteer Service Statement:

- I have reviewed the Volunteer Coaches Manual in full.
- I know what is required to perform my volunteer duties, and I represent that I have the skill and ability to perform them and know of no reason, medical or otherwise, which would prevent me from performing the duties required.
- I will adhere to the safety and/or other training provided by the supervisor and I hereby assume full responsibility for my own safety.
- I will perform my volunteer service in compliance with the standards and specifications established for my position.

Volunteer's Name (printed) _____

Volunteer Signature (parent or guardian if volunteer is a minor)

_____ date ___/___/___

Acknowledgement of Receipt of Volunteer Manual

By signing below I acknowledge that I have received the City of Atascadero – Recreation Program Volunteer Coaches Manual and I understand that it is my responsibility to read, understand and adhere to all of the policies and procedures set forth in this document.

Any minor's signature must be accompanied by the signature of a parent or legal guardian, whose signature shall constitute consent for said minor to volunteer with the City of Atascadero.

Volunteer's Name (printed) _____

Volunteer Signature (parent or guardian if volunteer is a minor)

_____ date ___/___/___

Livescan Fingerprinting SCAN/NLI Waiver

When an agency is authorized to perform a Livescan fingerprint background check on an individual, that agency then receives notifications from the Department of Justice (DOJ) of arrest information, for as long as that individual is actively employed or performing volunteer service for the agency. When service is terminated with the agency, the agency is required to submit a "No Longer Interested" (NLI) notification to the DOJ so that such notifications are no longer received.

Any agency which submits the fingerprints of applicants for employment or approval to the Department of Justice (DOJ) for the purpose of establishing a record of the applicant to receive notification of subsequent arrests, shall immediately notify the department when employment is terminated or the applicant is not hired.

However, if an NLI has been submitted and that individual then returns to the agency for volunteer service (i.e., volunteers again the next season), the Livescan fingerprint check must be redone and the background check process must begin again.

By signing below, the volunteer hereby agrees to waive the agency's NLI requirement for a period of no longer than 12 months from the date of inactivity or termination of their current volunteer service with the agency. In that manner, if the individual's service is reactivated with the City of Atascadero within a 12 month timeframe, a new Livescan background check would not be required.

Volunteer Statement Waiving NLI Requirement for 12 months (*Voluntary Waiver/Not Required to Volunteer*):

I hereby waive the Department of Justice (DOJ) "No Longer Interested" (NLI) requirement for a period of up to 12 months from the date of the end of my volunteer service with the City of Atascadero. Thereby, if I volunteer again within that 12 month timeframe, I will not be required to have another Livescan background check at that time. If I do not return to volunteer service for the City within a 12 month timeframe, the City of Atascadero will then submit the NLI.

Volunteer's Name (printed) _____

Volunteer Signature (parent or guardian if volunteer is a minor)

_____ date ____/____/____

Volunteer Orientation Check List
Signed Original Forms must be retained by City

Please note the following:

- *A copy of entire Volunteer Coaches Manual must be given to the volunteer;*
- *The original Volunteer Packet with all signed acknowledgement forms must be maintained in a secure personnel file by the CPCC Supervisor;*
- *This checklist must be signed by the City of Atascadero Recreation Division Staff Member who has received and verified the complete packet, and submitted to Personnel in the City Manager's Office.*

___ Signed Volunteer Coaches Application Form

___ Completed and signed PRC Section 5164 Form

___ Emergency Contact Information and Parental Authorization for Treatment of a Minor

___ Signed Service Agreement, Acknowledgement of Risks and Release of Liability

___ Signed Volunteer Service Statement

___ Signed Acknowledgement of Receipt of Volunteer Coaches Manual

___ Signed 12 Month Waiver of Livescan NLI Requirement *(or they may decline to waive)*

___ Completed LiveScan fingerprint application

___ Livescan clearance email from APD (Attach copy)

These forms have been reviewed and received by City of Atascadero Recreation Division Personnel:

Volunteer Name (printed): _____

Staff Member Name (printed): _____

Date: _____

Staff Member Signature: _____