



Dear Coach,

On behalf of the Redwood City Police Activities League and the Redwood City Parks and Recreation Department, we would like to thank you for your interest in becoming a Volunteer Coach in our After School Sports Program! In order for these programs to develop, we must rely on the members of our community and the time and energy they are willing to devote to the children who participate. With your help and dedication, P.A.L. and the Redwood City Parks and Recreation Department can better service the community and the youth in Redwood City through a variety of after school sports.

The attached packet must be filled out and returned prior to any contact with your team. Please return all forms to Red Morton Community Center (1120 Roosevelt Avenue). Fingerprinting, through the Redwood City Police Department, is mandatory. Fingerprint Form will be given to you after volunteer application has been turned in. Please call 650.780.7100 for an appointment.

Thank you again for you interest coaching in our programs and we look forward to working with you. Please give me a call if you have any questions or concerns at 650.780.7335.

Sincerely,

Officer Dan Smith
Executive Director of PAL
556.1650 x11

Erin Niemeyer
Recreation Coordinator
780.7335



Disclosure Release

As a Volunteer Coach with the Redwood City Police Activities League and the City of Redwood City Parks & Recreation Department, I am willing to furnish information for use in determining my qualifications. In the connection, I authorize release of any and all information that you may have concerning me, including information of a confidential or privileged nature.

I hereby release you, your organization, or others from liability or damage which may result from furnishing the information requested.

I understand that for security reasons a basic clearance check will be conducted and I will be fingerprinted. Further background information will be requested if a specific volunteer assignment calls for a full security check.

I understand that falsifying statements on this application or during the interview process is cause for my immediate dismissal from the volunteer program.

Full Name: (print) _____

Signature: _____

Date: _____



Volunteer Code of Ethics

I recognize the following, as guidelines for what is expected of me as a P.A.L. volunteer.

- ❖ I will not allow any youth to compete when he/she is injured or not in appropriate physical conditions.
- ❖ I will be a positive role model and lead by example in demonstrating fair play and sportsmanship.
- ❖ I will never attempt to embarrass any youth
- ❖ I will never drink or use drugs in the P.A.L. environment and will stress the importance of staying away from drugs, gangs, and criminal activities to each youth in my care.
- ❖ I will have compassion for each youth for their efforts.
- ❖ I will praise all youth for their efforts.
- ❖ I will avoid situations that could bring negative publicity to P.A.L. or the redwood City Police Department.
- ❖ I will respect the rules of the sport I coach.
- ❖ I will not physically discipline or verbally abuse any youth in my care.
- ❖ I will always encourage teamwork, where appropriate.
- ❖ I will stress quality in attitude and performance.
- ❖ I will stress quality in attitude and performance.
- ❖ I will exercise high moral standards.
- ❖ I will stress the importance of education.
- ❖ I will remember that I am a youth coach and that the game is for the children
- ❖ I will instill in youth a respect and understanding for law enforcement officers and the laws they uphold.

As a P.A.L. volunteer and role model to the youth, I promise to uphold this code of ethics.

Volunteer's Full Name (Print)

Date

Volunteer's Signature



CITY POLICIES AS THEY PERTAIN TO VOLUNTEERS

EQUAL EMPLOYMENT OPPORTUNITY:

The City is committed to providing equal opportunity for all volunteers. It is the City's policy to provide a work environment in which volunteers are treated with respect and dignity and which is free from discrimination and harassment. As part of the American with Disabilities Act, we will attempt to make reasonable accommodations for volunteers with disabilities.

EMERGENCY PROCEDURES:

Volunteers should immediately report any emergency to their supervisor and follow his or her instructions. Remember, the emergency number for outside Police, Fire, or Medical services is 911. When using city phones you must dial "9" before "911".

WORKERS' COMPENSATION:

As part of the City's recognition for the dedicated work of volunteers, City of Redwood City volunteers are protected under workers' compensation laws if they are injured while performing their volunteer duties for the City and are registered with our Volunteer Services Program. Volunteers shall report all occupational injuries and/or illnesses immediately to their supervisor.

ALCOHOL AND DRUGS:

The City is committed to having a drug-free workplace. Volunteers must abide by this policy and not come to work "under the influence." A volunteer will be released from his/her volunteer services if he/she is under the influence of alcohol, drugs, narcotics, stimulants, depressants, or hallucinogens (unless prescribed by the employee's/volunteers physician and taken only in accordance with the physician's prescription and instructions); or if found giving, selling, or delivering such items to any other person on City premises or work area; or trafficking for the sale or delivery of such items while on City premises or work areas.

SMOKING:

According to the Redwood City Code of Ordinances, the city has a responsibility to provide a work area free of tobacco smoke. Generally, smoking is prohibited in public area such as conference and meeting rooms, elevators, hallways, restrooms, and in all office settings in which the public is routinely served at a counter or in a reception area.

SEXUAL HARASSMENT:

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and is defined as "unwelcome sexual advances, request favors, and other verbal or physical conduct of a sexual nature." Such conduct is considered to be sexual harassment when it has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. A volunteer who believes he or she has been the subject of sexual harassment should report the incident(s) to the immediate supervisor, department head, Volunteer Services Coordinator, or Human Resources Department.



City of Redwood City Volunteer Application



Volunteer Information

First Name _____ Last Name _____ Gender _____
 Address _____
 City _____ State _____ Zip _____
 Home Phone() _____ Work Phone() _____
 California Drivers License# _____ Class: _____ Exp. Date: _____
 Are you Under the age of 18? Yes No

Emergency Contact Information:

Name: _____ Relationship to Volunteer: _____
 Address _____
 Home Phone () _____ Work Phone() _____

Volunteer Job Preference

IF YOU ARE RESPONDING TO A PARTICULAR VOLUNTEER OPPORTUNITY, PLEASE SPECIFY THE POSITION: _____

PLEASE CHECK YOUR SKILLS AND AREAS OF INTEREST:

- | | | |
|---|---|---|
| <input type="checkbox"/> TOY DRIVE | <input type="checkbox"/> DROP IN CENTER AIDE | <input type="checkbox"/> SPORTS- COACHING (specify) |
| <input type="checkbox"/> TUTORING | | Flag Football |
| <input type="checkbox"/> ADMINISTRATION (specify) | <input type="checkbox"/> SNOW TRIP | Basketball |
| Date Entry | | Street Hockey |
| Filing | <input type="checkbox"/> HOLIDAY CAMP | Soccer |
| Fingerprinting | | Jr. Giants |
| Fundraising | <input type="checkbox"/> SUMMER CAMP | Karate |
| Mass Mailings | | Boxing |
| Database Set-up | <input type="checkbox"/> WORKSHOP PRESENTATIONS | |

Please list other skills, hobbies, certifications, licenses, or professional registration that would help in you volunteer job:

Fluent Languages (other than English): _____ Speak Read Write

Volunteer Availability- Please mark your availability

	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	<i>Sat</i>	<i>Sun</i>	<i>Special Events</i>
FROM								
TO								

1-2 hours 3-4 hours Weekends only Evenings Only On- Call
 Length of Assignment Desired: 3 mos. 6 mos. 6-12 mos. More than a year Special Projects Undecided

If necessary, do you have available transportation to use for a volunteer job? Yes No

What are your present goals for a volunteer job? (e.g. help others, gain work experience, school credit, etc.)

Please list below any previous coaching experience:

Name of Organization/Sport: _____

Year/Age Group Coached: _____

Contact/Phone number: _____

Name of Organization/Sport: _____

Year/Age Group Coached: _____

Contact/Phone number: _____

Name of Organization/Sport: _____

Year/Age Group Coached: _____

Contact/Phone number: _____

Name of Organization/Sport: _____

Year/Age Group Coached: _____

Contact/Phone number: _____