



Geneva Parks and Recreation Department

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COACH & VOLUNTEER MANUAL





STATEMENT

The Geneva Parks and Recreation Department is a department of the City of Geneva that offers educational and recreational programs and activities for people of all ages. The mission of GPRD is to "improve the educational, recreational, and entertainment opportunities for all ages by coordination and cooperation of the City of Geneva, Fillmore Central Public Schools, and the community."

GPRD was founded in 1985 and has been growing ever since. Currently, there are approximately 1,500 people that participate annually in the nearly 30 programs offered by GPRD. More than half of these participants come from outside the city limits and many outside Fillmore County.

The GPRD office is always open to new programs and ideas to keep improving the educational, recreational, and entertainment programs in the community.

APPLICATION

To be considered a volunteer or a coach for any GPRD program/activity, an application must be filled out and a background check will be conducted. This is for Geneva based teams only, out-of-town coaches will be excluded (soccer and youth basketball). The application is available at the GPRD office.

The background checks will be conducted by OneSource and will come back to the GPRD office in 24-48 hours. A felony of any degree will not be acceptable and the applicant will not be approved to coach/volunteer. A misdemeanor will be under the discretion of the GPRD board. GPRD will contact the applicant within 14 days of when the applicant applied to inform them if they can coach.

Any volunteer/coach that is practicing with the kids, must apply and complete the background check. If a volunteer starts to help a team without an application and background check, the head coach will be held responsible for the consequences of not following the application process and any other liabilities.

RATIOS- GPRD appreciates our volunteers and coaches; however, coaching is a privilege, not a right. From past experiences, too many coaches and volunteers for one team can cause confusion and communication errors. There will be a ratio per team and will be as follows:

1-15 kids= 2 adults

16- 30 kids= 4 adults

31- 45 kids= 6 adults

46 - 60 kids= 8 adults

61-75 kids= 10 adults

Who gets to coach will be determined by past experience, and the results on the background check being approved.

If the head coach feels they need more help for their team, it must be approved by GPRD beforehand.

COACHES' MEETINGS

Once coaches have been approved, GPRD will hold a meeting for that particular program/activity with the coaches to discuss this manual, go over rules, and answer any questions the coaches may have.

CHECK-IN & CHECK-OUT

The coaches will be responsible for checking out and checking in equipment, uniforms, and keys to the GPRD office. Equipment, uniforms, and keys will need to be checked in ONE WEEK after the program/activity has ended. Any item missing will need to be paid by the coach. If a key is missing, the doors will have to be rekeyed and the coach will be responsible for the cost of that as well. One set of keys will be given to the head coach, teams will not be given another set. The City of Geneva and the Fillmore Central Public School facilities have keys that cannot be duplicated.

SCHEDULES

The head coach must turn in their schedule to the GPRD office before practice begins. A google calendar has been created so coaches can go on the calendar to see availability first and then create their schedule. Proposed schedules can be emailed or brought into the GPRD office.

GPRD will add the coach's email address and will be emailed the calendar link to access it.

CLAIMS

When a team is in need of equipment, uniforms, etc., these items must be approved by GPRD first. Depending on the program, some things can be purchased through GPRD's program fund, while some may need to be paid by the team itself. It is encouraged when purchasing items, to have GPRD pay for it, that way there is less reimbursements and GPRD is sales tax exempt, so that saves money. The ideal way to handle purchases is: do the research on what items are needed with the cost, bring it to GPRD to be approved and then if there is a website or phone#, GPRD will place the order.

REIMBURSEMENTS

After team equipment, supplies, etc. have been **approved by GPRD**, if the item is pay in store only, does not accept phone orders, or does not have a website to order from and the coach pays for the item themselves, a receipt must be turned into GPRD for reimbursement. GPRD will not be able to issue a reimbursement check without any type of receipt. GPRD claims are due to the City of Geneva by the 10th of each month to allow time to be processed, they are then approved at the Geneva Council Meeting, which is held on the 3rd Monday of each month, and checks will then be mailed out that same week. Reimbursement checks will not be sent out any sooner.

DONATIONS/SPONSORSHIPS

GPRD does not allow fundraisers of any nature for any activity; however, donations and sponsorships are welcome. Fundraisers would involve the selling of items or services in any manner to raise funds for the purchase of equipment, uniforms, or other types of items used in that activity. It does not matter if the activity is done by the coaches, parents, or participants, these types of events are not allowed. Donations and sponsorships are allowed. Typically, this would consist of a one-time payment where no goods or services are received by the donor except for recognition either on a banner or uniform of such contribution. The solicitation of donations/sponsorships **must be approved by GPRD** prior to the commencement of such solicitation. If a team sells t-shirts or other apparel to its players, parents, coaches or supporters, the sale of that apparel and the price (cost and sale price) must be first approved by GPRD.

Examples of what is considered a fundraiser and not accepted:

Concession or Food Stands Selling door-to-door any items, magazine orders, labor auctions

Examples of what is considered a donation or sponsorship and is accepted: A donation from an individual or organization to be towards new equipment A team sponsorship or sponsorship money for a team's uniforms

COACH'S RESPONSIBILITIES

To help with the branches of communication between the GPRD office, the coaches, the volunteers, and the teams, it is asked that only the head coach do the main communication with GPRD. This would include the scheduling process, concerns with participants, equipment requests, etc. The coach's responsibilities include:

- Scheduling practices through the GPRD office.
- Communicating with the GPRD office that all participants have their release and money turned into the GPRD office.
- Any assistant coach
- Ordering equipment/supplies through the GPRD office.

COMMUNICATION

To help with the branches of communication between the GPRD office and the teams, it is asked that only the head coach do the main communication with GPRD. This would include the scheduling process, concerns with participants, equipment request, etc.

COMPLAINTS

Should any individual have a complaint about a coach, volunteer, official or other an individual associated with a GPRD program, GPRD provides complaint forms that must be filled out for the complaint to be considered by GPRD and/or the GPRD board. The person completing the complaint form will remain confidential throughout the process. If a coach receives two written complaints during a single season they coach, the GPRD board will review the complaints to make sure they are valid complaints. If they are valid, the coach will receive a warning. If one more complaint comes in, the coach will be asked to step down and will no longer be able to coach in any GPRD programs for one year without appearing in front of the board to address the prior behaviors and request reinstatement.

COACH CONCERNS

Because our programs and activities would not exist without or coaches and volunteers, GPRD stands behind their coaches. If a problem arises with an individual (parent, fan, another coach or official), GPRD asks that the coach handle it first in a calm and professional manner, especially if it happens at the event. Such issues should be addresses as soon as possible during the time in which the issue arises. If the problem does not resolve, the coach can then bring the issue or situation to GPRD. GPRD, the individual, and the coach will sit down together to discuss the issue and find a solution.

COACH/VOLUNTEER ACKNOWLEDGEMENT FORM

I acknowledge that I have read and understand the material and it is my responsibility to comply with the policies contained in the Geneva Parks & Recreation Department Coach/Volunteer Manual.

VOLUNTEER/COACH'S NAME (PRINTED) _____

VOLUNTEER/COACH'S SIGNATURE _____ DATE _____

Today's Date: _____

Please answer the questions regarding personal information.

Program you are applying to be a volunteer/coach for: _____

Name: _____

Home Address: _____ City: _____

Phone Number: _____ Cell: _____

E-mail Address: _____

Do you have a child participating in this program? Yes _____ No _____

Please answer the questions regarding interests, background and experience.

State the main reasons you would like to volunteer or coach this program/team:

List any previous volunteering/coaching in this program or any other program:

List personal experience in this program or any other program (ex. Youth, recreational, high school, college):

List any youth programs/youth sports certificates you hold or any training you've taken (coaching clinics, volunteer certifications, etc.):

List any special certifications that you hold that may assist you: (CPR, medical training, etc.):

List your personal volunteering/coaching philosophy as it relates to youth and the program you're applying for:

Describe the volunteering/coaching goals and objectives you wish to accomplish as a leader for our youth:

Signature: _____

Date: _____

*Thank you for your interest in being a volunteer with our youth through the Parks & Recreation program.
Your volunteer spirit and willingness to give your time and knowledge is greatly appreciated.*

Matt Frey
Parks & Recreation Director

APPLICANT DISCLOSURE AND AUTHORIZATION FORM

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION] DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Geneva Parks & Recreation Department may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history including current position, worker's compensation injuries, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by [One Source The Background Check Company, PO Box 24148 Omaha, NE 68124, 1.800.608.3645] or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing [Employer] to obtain from any outside organization all manners of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by [One Source The Background Check Company, PO Box 24148 Omaha, NE 68124, 1.800.608.3645], another outside organization acting on behalf of [Employer], and/or [Employer] itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by [Employer] by contacting the consumer reporting agency identified above directly.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

PLEASE PRINT LEGIBLY

Last Name _____ First _____ Middle _____

Other Names/Alias _____

Social Security # _____ Date of Birth (MM/DD/YYYY) _____

Driver's License # _____ State of Driver's License _____

Present Address _____ Phone Number _____

City/State/Zip _____

All Previous Addresses in the Last Seven Years _____

Signature _____ Date _____

*This information will be used for background screening purposes only and will not be used as hiring criteria.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must **give** your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates b. Such affiliates that are not banks, savings associations, or credit unions also should list, In addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552 b. Federal Trade Commission: Consumer Response Center- FCRA Washington, DC 20580 (877) 382-4367</p>
<p>2. To the extent not included in Item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and Insured state savings associations d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>6. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center-FCRA Washington, DC 20580 (877) 382-4357</p>