



City of Novi
Parks, Recreation and Cultural Services
Youth Sport Volunteer Application

Novi Parks | 45175 W. Ten Mile Road | Novi, MI 48375 | 248.347.0400
 Email: noviparks@cityofnovi.org

**Please complete the entire application (both sides in legible printing).
 Incomplete and / or unsigned applications will not be processed.**

Name: (Last) _____ (First) _____ (M) _____

Name previously used: _____

Address: _____ City: _____

State: _____ Zip: _____ E-mail: _____

Phone: _____ Cell Phone: _____

Are you 18 years older? _____ Coach Shirt Size (check one): AS AM AL AXL AXXL

Position applying for: (check all that apply)

Sport: Soccer Flag Football Volleyball Basketball T-Ball
 Coach Pitch Softball Lacrosse Cricket

Season: _____ League / Division: _____

Head Coach Assistant Coach Request to coach with: _____

Does your child participate in the league checked above? ____ Yes ____ No

If yes, Child's name: _____ Current Grade: _____

Preferred practice night: Monday Tuesday Wednesday Thursday Friday

Have you coached here before: ____ Yes ____ No If yes, sport / season: _____

Describe any coaching or teaching experiences / trainings you have had:



Please describe your coaching philosophy in regards to coaching youth sports:

References: those you have known at least one year (no family members please)

Name	Address	Telephone	How they know you:

Sports Code of Conduct and Ethics Policy:

- I will treat each coach, player, official, parent and administrator with respect and dignity.
- I will provide a sports environment that is free of drugs, tobacco and alcohol, and I will refrain from their use at all youth sports events and practices.
- I will do my best to provide a safe environment for my players at all times.
- I will be knowledgeable in the rules of the sport I coach and will teach these rules to my players.
- I will use coaching techniques appropriate for all the players and skills I teach, remembering the large range of emotional and physical development of players in the same age group.
- I will organize all games and practices so that all players are challenged and have an equal opportunity to participate.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will remember that above all, I am a youth sports coach and that this game is for the children, not the adults

Volunteer Waiver:

- I certify that the information in this application is true and complete. I release any person(s) or company(ies) named on this application to provide information regarding me and I release them from all liability in doing so.
- I agree and consent to serve as a volunteer with Novi Parks and further agree that I am not to be regarded as an employee of Novi Parks.

Signing below indicates that you agree to all items in the application and you will uphold the Novi Parks sports philosophy and rules.

Signature of Applicant

Date

Parent/Guardian Signature
(if under 18 years of age)

Office Use Only:

Date Reviewed: _____ Approved () Denied ()

Date Background Check Submitted: _____ Date Approved/Denied: _____



City of Novi
Parks, Recreation and Cultural Services
Criminal Background Screening Policy

Novi Parks | 45175 W. Ten Mile Road | Novi, MI 48375 | 248.347.0400
Novi Senior Center | 25075 Meadowbrook Road | Novi, MI 48375 | 248.347.0414
Email: noviparks@cityofnovi.org

Purpose

The Background Screening Policy is in effect to protect participants being served by volunteers, contracted staff and staff in all programs offered by the City of Novi Parks, Recreation and Cultural Services.

Policy Statement

An annual background screening is mandatory for all independent contractors and volunteers over the age of 16 that work with children (anyone under the age of 19). A volunteer is not authorized to have access to children until a background screening has been processed and approved by the City of Novi Human Resources Department. All information will be confidential and not discussed or discussed outside of the process.

Implementation Process

1. The background screening authorization form must be signed by the contractor or volunteer and submitted to Novi Parks, Recreation and Cultural Services. The forms will be forwarded to the Human Resources Department.
2. The Human Resources Department shall administer all background screening procedures, including a check of the Michigan sex offender registry, and approve/disapprove of the volunteer based upon the results of the background screening.
3. The Human Resources Department will notify Parks, Recreation and Cultural Services of the approval or dis-approval.
4. The Human Resources Department will notify the contractor or volunteer of non-approval via a letter. The volunteer may withdraw their name from consideration or request a review. If a review is requested, the applicant may meet with the Human Resources Department. In the event the contractor or volunteer feels a mistake has been reported in the background screening process, it is their responsibility to contact the reporting agency and resolve the issue.

Background Screening Disqualifiers

1. All crimes against children, regardless of the amount of time since the offense.
2. All sexual offenses, regardless of the amount of time since the offense. Examples include, but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure.
3. All felonies that constitute offenses against a person, regardless of the amount of time since the offense. Examples include by are not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary.
4. All offenses other than those against the person within the past 7 years. Examples include, but are not limited to: drug offenses, theft, embezzlement, fraud, child endangerment.
5. All misdemeanor violence offenses within the past seven (7) years. Examples include but are not limited to: simple assault, battery, domestic violence, hit & run, etc.
6. Any other misdemeanor within the past five (5) years that would be considered a potential danger to children. Examples include but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor, theft - if person is handling monies, etc.
7. Misdemeanor drug and alcohol offense within the past two years. (If the sentence for the offense is completed, and the individual is no longer on reporting probation, the Human Resources Department may approve participation).



**City of Novi
Criminal Background Screening
Consent Form**

Novi Human Resources
45175 W. Ten Mile Road
Novi, MI 48375
(248) 347-0452

As a present or prospective volunteer / employee of the City of Novi, I understand it is the City's policy to secure criminal and / or driving history information as part of their screening process using the information provided below.

Name: _____
Last First Middle

Maiden name previously used: _____

Address: _____

City / State / Zip: _____

Date of Birth: _____ Sex: Male _____ Female _____

*Social Security Number: _____
**only needed if you do not have a Driver's License*

Michigan Driver's License Number: _____

I hereby authorize the City of Novi to conduct, by an individual, a conviction only criminal background history search and sex offender registry search. I hereby consent to this search being conducted and to the disclosure of the result of that search by the individual to the City of Novi. I further hereby release the individual conducting the search, and the City of Novi, from any and all liability, claims and damages, including but not limited to, claims for releasing or using any information revealed as a part of this search. I also understand and acknowledge that false information provided by me on criminal convictions will result in disqualification from employment with the City of Novi or in dismissal from employment if an offer of employment has been made and accepted.

Signature: _____ Date: _____

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

OFFICE USE ONLY:

Requesting Supervisor: _____ Program: _____

Approved () Denied () By: _____ Date: _____