

Edenton-Chowan Recreation Department  
Application for Youth Coaches

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

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

Address: \_\_\_\_\_  
(Complete Address) City State Zip

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

**\*\*\*\*\*Coaches must be 18 years of age or older\*\*\*\*\***

Where are you currently employed? \_\_\_\_\_

Have you coached with Edenton-Chowan Recreation Department before? \_\_\_\_\_

Have you been certified in youth sports? \_\_\_\_\_

If so, what sport(s) and how many years? \_\_\_\_\_

What is your philosophy of recreation?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have experience, skills or qualifications which will be of special benefit in the field of coaching? If so, explain: \_\_\_\_\_

\_\_\_\_\_

Personal References (Not former employers or relatives) Name/Address/Phone Number

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

If you have coached before, please list the number of years that you have coached and what sports.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The information contained in this application correct to the best of my knowledge. I hereby authorize Edenton-Chowan Recreation Department/Chowan County and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas; verification of social security number; current and previous residences; and criminal history records from any criminal justice agency in all federal, state, county jurisdictions; driving records, birth records and any other public records.

I further authorize and individual, company, firm, corporation or public agency to divulge any and all information, verbal or written, pertaining to me, to Edenton-Chowan Recreation Department/Chowan County or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation or public agency may have, to include information or data received from other sources.

Edenton-Chowan Recreation Department/Chowan County and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to addresses, social security numbers and dates of birth.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

I understand that my phone number may be given out to team participants and/or other coaches.

\_\_\_\_\_  
**Coach's Signature**

The Edenton-Chowan Recreation Department expects our coaches to set a good sportsmanship example at all times!! Failure to do so could result in suspension from coaching with our department

**Chowan County/Town of Edenton  
Criminal Record Search  
Release Form**

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

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

Any previous or maiden name: \_\_\_\_\_

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

Complete address	City	State	Zip
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Date and previous addresses during the past ten (10) years:


Have you ever been convicted of anything other than minor traffic offenses? \_\_\_\_\_

If so, please list: \_\_\_\_\_


Social Security Number: \_\_\_\_\_

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

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

Date of Birth: \_\_\_\_\_

I, \_\_\_\_\_, hereby consent to release of information regarding my criminal history to Chowan County/Town of Edenton. I understand that this information will be kept confidence by Chowan County/Town of Edenton and will not be released to any outside party and may be checked at any time.

<b>Applicant's Signature</b>	<b>Date</b>
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<b>Witness</b>	<b>Date</b>
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**AUTHORITY FOR RELEASE OF INFORMATION  
State Access Only  
Name Check Access**

I authorize the North Carolina Department of Justice through the State Bureau of Investigation to perform a North Carolina name-based criminal history record information check in connection with my application for employment, my employment or volunteer services with CHOWAN COUNTY GOVERNMENT pursuant to NC ORDINANCES - STATE ONLY.

(type or print clearly)

Last Name	First	Middle	Maiden
_____	_____	_____	_____
Social Security Number (Optional*)	Date of Birth	Sex	Race
_____	_____	_____	_____

I understand that the North Carolina State Bureau of Investigation, officials and employees shall not be held legally accountable in any way for providing this information to the above named agency, and I hereby release said agency and persons from any and all liability which may be incurred as a result of furnishing such information. I further understand that the above named agency cannot provide a HARD COPY of the results of this criminal history record check to me.

\*Disclosure of social security number is entirely voluntary and not required. If disclosed, the social security number will be utilized to assist with accurate identification/exclusion of possible criminal history records.

Applicant's/Employee's/Volunteer's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

This form must be maintained on file with the above named agency for one year. UPON COMPLETION OF THIS FORM, MAIL A PHOTOCOPY TO THE ADDRESS INDICATED BELOW:

State Bureau of Investigation  
Criminal Information and Identification Section  
Attn: Applicant Unit  
Post Office Box 29500  
Raleigh, North Carolina 27626-0500

**ORI # GOV000046 - CHOWAN COUNTY GOVERNMENT**

GOV000046



# Edenton-Chowan Recreation Department

## Discipline Policy

*This policy applies to all ECRD facilities and programs, including off-site and staffed events.*

Edenton-Chowan Recreation Department (ECRD) welcomes everyone to use County recreational facilities as resources for social, educational, leisure and recreational uses. Chowan County recreational facilities accommodate a wide variety of activities varying from indoor meeting and conference rooms to parks and athletic fields. An individual or group whose conduct is disruptive, compromises safety, damages/destroys property, or is otherwise incompatible with the intended use of a facility prevents others from enjoying and using the facility.

Therefore, it is necessary that everyone who uses County recreational facilities follow this policy in order to:

- Afford appropriate respect for other visitors and staff
- Provide an appropriate level of maintenance and safety
- Ensure public access and use of facilities by everyone
- Facilitate success in programming

## General Information

Chowan County by and through its Recreation Department reserves the right to have any individual removed from County recreational facilities and/or programs if there is a discipline issue. **Refunds will not be given for anyone asked to leave any facility or program for disciplinary reasons.** Chowan County reserves the right to suspend future access to facilities in cases of disciplinary actions.

Notification will be given to a participant's parents or legal guardian upon issuance of disciplinary action if that individual is under 16 years of age. All suspensions begin immediately; however, the next business day will be considered day one of the suspension.

When the participant has served suspension time, upon return to the facility or program he or she will have a meeting with the Director about behavior expected in the future. It will be mandatory for a parent or guardian to be in this conversation if the individual is under 16 years of age. The County reserves the right to make a parent conference mandatory before the participant will be allowed to return to any Chowan County recreational facility or program.

The ECRD Director may review any suspension and may overturn a suspension if special circumstances warrant a participant's return before the participant's suspension has been served.

Each site coordinator or staff member will document each incident and records will be kept at the ECRD main office. Staff members will complete an incident/accident form for each different occurrence. Any complaint received by a spectator, coach, or official should be documented and investigated by staff and reported to the Director. Severe or multiple offenses will be punished accordingly, at the discretion of the Director.

Any participant suspended from a County recreational facility or program is suspended from all County recreational facilities and programs. Suspensions shall be immediately reported to the main office, and a current list of suspensions and dates of reinstatement will be faxed to each facility on a regular basis.

## **Appeal Process**

The County, by and through the Director of the Edenton-Chowan Recreation Department, may ban an individual from the use of County parks, facilities, and programs, without appeal, for a period up to thirty (30) days by informing the individual in writing that they have failed to adhere to the General Park Rules and Regulations. Individuals banned from programs, parks, or facilities for a period of more than thirty (30) days shall be notified in writing within five (5) business days of the decision to ban the individual from participation and use of facilities. The individual will have five (5) business days from the time of receipt of the notification to appeal the disciplinary action in writing stating why the individual should not be banned. Such a request for appeal must be sent to the Director of the Edenton-Chowan Recreation Department at P.O. Box 1030, Edenton, NC 27932.

An appeal may be granted provided that there are other facts or information that has come forward that were not present at the time of issuance of the disciplinary action. An appeal will not automatically delay the Director's decision; disciplinary actions shall take effect immediately unless stated otherwise by the Director.

The Director shall hold a due process hearing on any timely appeal of a ban of more than thirty (30) days. There is no right to a due process hearing before the Recreation Advisory Board in any other disciplinary action which is a thirty (30) days or less ban from facilities or programs, but the Director may hold a hearing on any disciplinary measure.

A due process hearing shall be held within ten (10) working weekdays before the Recreation Advisory Board. Decisions shall be based upon a review of evidence presented. The due process hearing shall be based upon the grounds specified in the written notice of proposed disciplinary action sent to the individual when the discipline was initially imposed. This notice shall describe the conduct of the individual which forms the basis for the proposed disciplinary action and shall specify how such conduct varies from that required by Recreation Department Rules. The individual shall be entitled to present witnesses, exhibits, and argument. A decision in an appeal may result in the reduction or an increase in the disciplinary penalty. A majority vote by the Recreation Advisory Board is required to change any disciplinary penalty issued by the Director.

# Discipline Levels & Consequences

## Level 1

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*Offenses to include but not limited to:*

- Inappropriate language/actions
- Violation of Rules
- Disrespectful Behavior
- Violation of Parental Code of Conduct

**Staff to enforce consequences:** Any staff member may enforce 1<sup>st</sup> and 2<sup>nd</sup> offenses. For the 3<sup>rd</sup> offense suspension, the responsible full-time staff member shall impose the consequence.

### Consequence:

1<sup>st</sup> offense: verbal warning and correction of behavior

2<sup>nd</sup> offense: 7-day suspension

3<sup>rd</sup> offense: 14-day suspension

4<sup>th</sup> offense: 30-day suspension (Level 2 1<sup>st</sup> offense)

## Level 2

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*Offenses to include but not limited to:*

- Roughhousing/horseplay, wrestling or verbal fights
- Severely inappropriate language/actions (continuous cursing)
- Severe violation of rules (such as tobacco use by a minor)
- Fourth or greater Level 1 offense

**Staff to enforce consequences:** Director or responsible full-time staff member, and the staff member witnessing the incident shall impose the consequence.

### Consequence:

1<sup>st</sup> offense: 30-day suspension

2<sup>nd</sup> offense: 90-day suspension

3<sup>rd</sup> offense: 180-days suspension (Level 3 1<sup>st</sup> offense)

### Level3

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*Offenses to include but not limited to:*

- Fighting that does not require police involvement
- Minor cases of vandalism or theft that do not warrant police involvement
- Severely disrespectful behavior (refusal to follow staff instructions)
- Fourth or greater level 2 offense

**Staff to enforce consequences:** Director or responsible full-time staff member, and the staff member witnessing the incident shall impose the consequence.

**Consequence:**

1<sup>st</sup> offense: 180-day suspension

2<sup>nd</sup> offense: 365-day suspension

3<sup>rd</sup> offense: Level 4 1<sup>st</sup> offense

### Level4

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*Offenses to include but not limited to:*

- Misdemeanor, such as theft or vandalism of less than \$500.00, simple assault, or violation of weapon, drug, or alcohol policies. Offender does not have to be arrested, charged or convicted of the misdemeanor to be subject to discipline pursuant to this policy.

**Staff to enforce consequences:** Police will be called to the scene and proceed with normal protocol. Additionally, the Director shall impose the consequence.

**Consequence:**

1<sup>st</sup> offense: 365-day suspension from programs and facilities

2<sup>nd</sup> offense: Indefinite suspension at the discretion of the Director (2 year minimum)

### Level5

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*Offenses to include but not limited to:*

- Felony, such as theft or vandalism of \$500.00 or more, or aggravated assault (serious bodily harm or use of weapon). Offender does not have to be arrested, charged, or convicted of the felony to be subject to discipline pursuant to this policy.

**Staff to enforce consequences:** Police will be called to the scene and proceed with normal protocol. Additionally, the Director shall impose the consequence.

**Consequence:**

1<sup>st</sup> offense: Indefinite suspension (2 year minimum)

2<sup>nd</sup> offense: Permanent ban from all ECRD programs and facilities at the discretion of the Director.



# Edenton-Chowan Recreation Department

## Coaches Code of Conduct

Coaching is a privilege. The individual participants are the focus of recreation level sports. No player is more important than another. In addition to the Parent's Code of Conduct, as a coach I will:

- Remember children learn best by example and strive to be a good role model for all players and participants; I will remember that the game is for the children and not adults
- Treat every player as an individual, and remember the wide range of emotional and physical development of my players
- Provide an environment that is safe for my athletes, free of drugs, tobacco, alcohol, and/or profanity, and I will refrain from use at all youth sport events
- Do my best to organize practices that are fun and challenging for ALL my players
- Exercise good sportsmanship at all games and practices
- Remember These Are Kids, This Is A Game, Coaches Are Volunteers, Referees Are Human, and This Is Not the World Cup or World Series!

With my signature, which I voluntarily affix to the Code, I acknowledge that I have read, understand, and will do my best to fulfill the promises made herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Cell Phone