



# Volunteer Application—South Sound YMCA

Volunteers play a critical part in our Y delivering on our mission to provide youth and community an affordable and accessible resource for the positive growth and development of mind, body and spirit. Thank you for your interest in volunteering!

Because of our role as an advocate for children and our responsibility for ensuring the safety and well-being of persons in our organization, our volunteer screening process is extensive. It includes completion of this application, references checks, background checks, and other screening tools. Thank you in advance for your full participation in this process as we work to provide a safe environment.

## PERSONAL INFORMATION

Legal Name: \_\_\_\_\_  
*First Middle Last*

Date of Birth: \_\_\_\_\_ Other Last/Maiden Name(s): \_\_\_\_\_

Drivers Lic#: \_\_\_\_\_ State: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

[A copy of government issued **PHOTO ID MUST BE ATTACHED TO COMPLETE THIS APPLICATION**]

Address: \_\_\_\_\_  
*Street Number & Name City State Zip Code*

Have you lived outside of Washington state within the last three (3) years?  Yes  No

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

1. Have you ever been arrested, charged or convicted of any crime(s) involving or against a minor?  Yes  No
2. Have you ever been investigated for, accused of, or charged with abuse or exploitation of a minor?  Yes  No
3. Have you ever been refused participation in any other youth program(s)?  Yes  No
4. Have you been arrested, charged, or convicted of any criminal offense or released from prison in the past seven years?  Yes  No

Please explain any "YES" answers above including year(s), locations(s), circumstance(s). (Attach additional page(s) if necessary.)

## VOLUNTEER ENGAGEMENT

What volunteer area are you interested in?

- Youth Sports  Administration  Aquatics  Child Care  Health/Wellness  Maintenance  
 Member Services  Teen Programs  Youth Programs  Other \_\_\_\_\_

Please explain why you are interested in volunteering?  
\_\_\_\_\_

Describe training/experience pertinent to the volunteer position you are interested in?  
\_\_\_\_\_

What days/hours best accommodate your schedule?

- Weekdays  Weekends  Mornings  Afternoons  Evenings

Other information about availability?  
\_\_\_\_\_





## Release & Waiver of Liability & Indemnity Agreement

IN CONSIDERATION of being permitted to utilize the facilities, premises, services and programs of the YMCA (or for my children to so participate) for any purpose, including, but not limited to observation or use of facilities, premises or equipment, or participation in any off-site program affiliated with the YMCA, the undersigned, for himself or herself and such participating children and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participating will, inspect and carefully consider such premises and facilities or the affiliated program. It is further warranted that such entry into the YMCA for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgement that such premises and all facilities and equipment thereon and such affiliated program have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation by the undersigned and such children.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION OR USE OF PREMISES, FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH THE YMCA, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

THE UNDERSIGNED ON HIS OR HER BEHALF AND BEHALF OF SUCH CHILDREN, HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the YMCA and all branches thereof; its directors, officers, employees, and agents (hereinafter referred to as "releasees") from all liability to the undersigned or such children and all his personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned or such children whether caused by the negligence of the releasees or otherwise while the undersigned or such children is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the YMCA.

THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any, loss, liability, damage or cost they may, incur due to the presence of the undersigned or such children in, upon or about the YMCA premises or in any way observing or using any facilities, premises or equipment of the YMCA or participating in any program affiliated with the YMCA whether caused by the negligence of the releasees or otherwise.

THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such children due to negligence of releasees or otherwise while in, about or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the YMCA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Parent/Guardian if under 18)

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Date



## Code of Conduct When Working With Children and Youth

1. In order to protect Y staff, volunteers, and program participants, at no time during a Y program may a staff person be alone with a single child where they cannot be observed by others without the consent of the branch executive director. As staff supervise children, they should space themselves in a way that other staff can see them.
2. Staff/volunteer shall never leave a child unsupervised when left in the care of the Y (i.e. Child Care, Kids Night Out, youth sports, Playcare, etc.).
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff/volunteer are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
4. Staff/volunteer should conduct or supervise private activities in pairs—diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff/volunteer shall not abuse children, including: Physical abuse such as striking, spanking, shaking, and slapping; Verbal abuse such as humiliating, degrading, and threatening; Sexual abuse such as inappropriate touch or verbal exchange; Mental abuse such as shaming, withholding love, and cruelty; Neglect such as withholding food, water, and basic care. **Any type of abuse will not be tolerated and may be cause for immediate dismissal.**
6. Staff/volunteer must use positive techniques of guidance including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner, and must be documented in writing.
7. Staff/volunteer will observe a child's physical condition each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the child or parent in a non-threatening way. Any questionable marks or responses will be documented and reported.
8. Staff/volunteer will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, and culture.
9. Staff/volunteer will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering and appropriate spotting touches, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
10. Staff/volunteer will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
11. Staff/volunteer must appear clean, neat, and appropriately attired and must wear a name tag, staff shirt, or other item that will identify them as staff.
12. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
13. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
14. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.
15. Staff/volunteer must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
16. Staff/volunteer will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
17. Staff/volunteer may not be alone with children they meet in Y programs outside of the Y. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation, signed parent permission, and approval by the operating unit executive.
18. Staff/volunteer may not have unauthorized, off-hour contact with children they meet in Y programs. This no-contact policy extends to social media as well as other forms of communication, such as texting and instant messaging. Any exceptions require a written explanation and approval by the operating unit executive.
19. Staff/volunteer is not to transport children in their own vehicles.
20. Staff/volunteer may not date program participants less than 18 years of age.
21. For programs requiring parental release staff will not, under any circumstances, release children to anyone other than the authorized parent(s), guardian(s), or to an individual authorized by parents in writing, including relatives of the child.
22. Staff/volunteer is required to read and sign all policies related to identifying, documenting, and reporting child abuse, and attend trainings on the subject.

I understand that any violation of this Code of Conduct may result in termination.

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Signature

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Printed

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Date



## Child Abuse Reporting Procedures

The Y advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, striking, biting, kicking, squeezing, shaming, withholding food or restroom privileges, confining children in small, locked rooms, or verbal or emotional abuse.

Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving and peaceful adult. However, Y staff and volunteers need to be sensitive to each person's need for personal space (i.e. not everyone wants to be hugged). The Y encourages appropriate touch; however, at the same time it prohibits inappropriate touch or other means of sexually exploiting children.

In the event that there is an accusation of child abuse, the Y will take prompt and immediate action as follows:

1. At the first report or probable cause to believe that child abuse has occurred, the employed staff person it has been reported to will notify their supervisor, the program director, or executive director who will work with the staff to ensure the incident is documented and reported if appropriate.
2. If the supervisor, program director, or executive director is not immediately available, review by the supervisor must not delay the reporting of child abuse. The staff person should make a report immediately to Children's Protective Services (CPS) at 1-888-713-6115 or 1-800-562-5624 (after hours). If the child is in immediate danger, call 911.
3. The Y will make a report in accordance with relevant state and local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved.
4. A branch representative will call the chief executive officer (CEO) of the South Sound YMCA when the suspected abuse involved Y staff, volunteers, other participants, or when the abuse occurs while a child is under our supervision.
5. In the event the reported incident or suspicion involves an employed staff person or program volunteer, regardless of when the alleged incident takes place, it is considered job related and the branch executive or chief executive officer (CEO) will suspend the person from all activities involving the supervision of children while the investigation takes place. At the discretion of the Y, the suspended employee may be assigned to other duties, if available, until allegations are cleared or proven.
6. A decision will be made in consultation with CPS and the program director as to how and by whom the child's parents or legal guardian will be notified of the report.
7. Because of the youth-involved nature of the Y, any incident or alleged offense will be considered job related whether it takes place on or off Y premises.
8. All Y staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and, therefore, should only discuss the incident with appropriate Y staff.
9. All full- and part-time employees and volunteers must read, sign, and abide by this policy.

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Signature

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Printed

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Date



## **ACTION PLAN - WHAT SHOULD A COACH DO WHEN A CONCUSSION IS SUSPECTED?**

**Remove the athlete from play.** Look for the signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head. Athletes who experience signs or symptoms of concussion should not be allowed to return to play. When in doubt, keep the athlete out of play.

**Ensure that the athlete is evaluated right away by an appropriate health care professional.** Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head
- Any loss of consciousness (passed out/knocked out) and if so, for how long
- Any memory loss immediately following the injury
- Any seizures immediately following the injury

Number of previous concussions (if any)

**Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.** Make sure they know that the athlete should be seen by a health care professional experienced in evaluating for concussion.

**Allow the athlete to return to play only with permission from a health care professional with experience in evaluating for concussion.** A repeat concussion that occurs before the brain recovers from the first can slow recovery or increase the likelihood of having long-term problems. Prevent common long-term problems and the rare second impact syndrome by delaying the athlete's return to the activity until the player receives appropriate medical evaluation and approval for return to play.

***If you think your athlete has sustained a concussion... take him/her out of play, and seek the advice of a health care professional experienced in evaluating for concussion.***

By my signature below, I agree that I have received a copy of and reviewed the "HEADS UP – Concussion in Youth Sports" fact sheet and will abide by it.

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Signature

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Printed

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Date



## **HEADS UP: CONCUSSION IN YOUTH SPORTS - A Fact Sheet for COACHES**

### **THE FACTS**

- A concussion is a brain injury
- All concussions are serious
- Concussions can occur without loss of consciousness
- Concussions can occur in any sport
- Recognition and proper management of concussions when they first occur can help prevent further injury or even death

### **RECOGNIZING A POSSIBLE CONCUSSION**

To help recognize a concussion, you should watch for the following two things among your athletes: A forceful blow to the head or body that results in rapid movement of the head AND/OR Any change in the athlete's behavior, thinking, or physical functioning. (See the signs and symptoms of concussion.)

### **SIGNS AND SYMPTOMS OBSERVED BY A COACH**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

### **SIGNS AND SYMPTOMS REPORTED BY THE ATHLETE**

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"