

**Brown County Parks & Recreation Department**  
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## **Volunteer Policy and Procedure Handbook**

**Purpose:**

The Brown County Parks & Recreation Department (hereafter BCP&R) values the safety of those who use our park and facilities and take part in our programs, either as participants, employees, or volunteers. To this end, we will take sound measures to attempt to protect our employees, volunteers, and those we serve from potential harm.

We have special regard for children, who trust in our ability to provide them with wholesome and safe recreational experiences. One specific measure will be to perform background checks on all volunteers who have the potential for regular or intermittent contact with children. There are several standards a volunteer must meet to be considered suitable as a volunteer with BCP&R.

**Policy:**

It is the policy of the BCP&R to conduct background checks on all volunteer coaches, assistant coaches, or any other volunteer position that have or may have contact with children enrolled in any of our programs. All volunteers will be required to sign a release form allowing BCP&R to collect this information.

Background checks will include:

- Social Security Verification
- Address Trace
- Statewide Criminal Record Check for misdemeanors and felony convictions
- Criminal Record Check, as appropriate, in other states
- State Sex and Violent Offender Registry Check

Checks will **not** be performed on volunteers under the age of 18 since criminal records are not available for juveniles. Any volunteer under the age of 18, may be required to provide to procure a letter from the Brown County Circuit Court stating that they do not have delinquency record in Brown County.

Persons convicted of any of the following offenses automatically will be disqualified from any volunteer positions within the BCP&R:

- Murder or attempted murder
- Voluntary manslaughter
- Assault/Battery
- Reckless Homicide
- Rape
- Child Molestation
- Child Solicitation
- Child Seduction
- Sexual Battery
- Incest
- Arson
- Child Neglect
- Felony Drug Crimes

- Kidnapping
- Armed Robbery

Other potential disqualifiers to be determined on an individual basis:

- Driving under the Influence/Driving while Intoxicated – if there are several instances within the past two years.
- Misdemeanor drug charges – if there are several instances within the past two years.

If a record of criminal conviction is found, the volunteer will be given a copy of the criminal history report and asked if it is accurate prior to any final decision. If the volunteer disagrees with the accuracy of the report, it will be up to the volunteer to provide any or all documentation to support his or her claim.

The final decision regarding volunteer service will be made by the Director of the BCP&R in conjunction with the BCP&R Board of Directors.

Once a volunteer is accepted and continues service with BCP&R programs, follow-up background checks will be performed at least every two years.

**Procedure:**

1. The volunteer will complete a Volunteer Information sheet to be kept on file at the BCP&R office.
2. The volunteer must complete a background check consent/release form and return to the BCP&R office. In case of a youth under the age of 18, the parent must also sign for a check thru the Brown County Probation Department for juvenile delinquency.
3. The individual cannot start a volunteer service until the check has been completed.
4. If the check comes back showing no criminal history, the volunteer may assume his/her duties.
5. If there is a criminal history, it will be reviewed by the Director of the Parks Department and/or the BCP&R Board of Directors. The volunteer will be notified of his/their decision within 5 days of receipt of the report.
6. All coaches must sign a Coaches Agreement to be kept on file at the BCP&R office.
7. All coaches will be trained by BCP&R personnel using materials provided by the NYSCA and must sign a Code of Ethics Agreement.
8. All volunteers will be required to sign an Adult Behavioral Expectations Agreement.

Every volunteer will receive a position description, copy of the Code of Ethics and Behavioral Expectations Agreement and will be provided training by the staff of BCP&R using materials provided by the NYSCA.

**Privacy:**

The privacy of the information obtained by the BCP&R through the background check will be respected and not distributed or posted unless required by law. Information may be shared with the BCP&R Board of Directors or outside legal counsel as the need arises.

## **Brown County Parks & Recreation**

### **Position Title: Coach**

#### **Position Description:**

A Brown County Parks & Recreation (hereafter BCP&R) Coach will work under the direction of the BCP&R Director and the Committee for the youth sport involved, and the established Volunteer Policy and Procedure. The overall function is to teach, encourage and support all children involved on your team.

#### **Duties & Responsibilities:**

The following are normal for this position:

- A commitment to remain in this coaching position for one season. If you find it impossible to continue, please give the BCP&R Director as much as advanced notice as possible, preferably at least two weeks.
- Provide an appropriate number of practice sessions.
- Answer promptly all correspondence from the BCP&R office, either in writing or by personal contact.
- Attend as many work-training meetings as possible. Treat your leadership as a trust and uphold the high ideals of the BCP&R program.
- Keep your participants informed of all activities, programs, etc.
- Encourage participation by all youth regardless of race, religion, color, sex, national origin, age, or handicap.
- Maintain appropriate conduct befitting a person in a role model situation for youngsters.
- Retaining composure under pressure and handling conflict situations calmly is of the utmost importance.

As a coach, you are supported by the professional staff of the BCP&R and its Board of Directors. You can expect the staff to:

- Keep you informed of all activities, programs, and resources.
- Plan and conduct appropriate training for you.
- Encourage community support of the BCP&R in Brown County.
- Act as a liaison person between you, as a coach, and other workers, and the BCP&R Board of Directors.
- Be available to help with specific problems you may encounter as a coach.

## **Brown County Parks & Recreation**

### **Position Title: Assistant Coach**

#### **Position Description:**

A Brown County Parks and Recreation Department (hereafter BCP&R) assistant coach will work under the direction of the coach, the BCP&R Director, the Committee for the youth sport involved, and the established Volunteer Policy and Procedure. The overall function is to support the coach as needed and to teach, encourage, and support all children involved on your team.

#### **Duties & Responsibilities:**

The following are normal for this position:

- Assist the coach as needed or requested, and assume the duties of coach in his/her absence.
- A commitment to remain in this position for one season. If you find it impossible to continue, please give the coach as much advance notice as possible, preferably at least two weeks.
- Attend as many work-training meetings as possible. Treat your leadership as a trust and uphold the high ideals of the BCP&R program.
- Encourage participation by all youth regardless of race, religion, color, sex, national origin, age, or handicap.
- Maintain appropriate conduct befitting a person in a role model situation for youngsters.
- Retaining composure under pressure and handling conflict situations calmly is of the utmost importance.