Highlands Ranch Community Association
Fitness, Tennis & Therapeutic Recreation Volunteer Application

REVISED: September 2006

Please provide ALL information requested. Incomplete applications will not be considered.

NOTICE: This application must be accompanied by a photocopy of your drivers license and social security card.

Position Applying For: Coach Θ Assistant Coach Θ Program Assistant Θ

Sport / Activity Applying For: _____

Last Name: _____ First Name: _____ Date of Birth: _____
Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: _____
Email Address: _____

Social Security Card *copy provided with application*: _____
Drivers License *copy provided with application:* _____
Acceptance initials: _____

Office use only:
Submitted to Payroll Date: ___ / ___ / ___
Background Check Date: ___ / ___ / ___
Volunteer Approval Date: ___ / ___ / ___

1. Have you coached or instructed this activity before? Yes Θ No Θ

If yes, where?	Age Level	Years Coached/instructed
_____	_____	_____
_____	_____	_____

2. Have you ever been convicted of a crime (other than a minor traffic offense that resulted only in a fine)?

Yes Θ No Θ

If yes, you will be contacted to provide written information regarding the disposition of the charge(s). Note: The HRCA cannot accept you as volunteer if you have a felony conviction on your record.

RESPONSIBILITIES FOR VOLUNTEERS

Volunteers shall abide by the following rules of conduct:

1. No smoking, alcohol or drug usage during the time you volunteer.
2. Volunteers should not criticize participants in front of peers, but offer constructive criticism in private or in the presence of your supervisor only.
3. Take direction from your supervisor. Report any concerns to your supervisor immediately.
4. Understand and respect confidentiality.
5. Volunteers are RESPONSIBLE for safety rules and guidelines of the HRCA while volunteering in its programs.
6. Try to make every activity serve as a training ground for life and as a basis for good mental and physical health.
7. Emphasize teamwork, cooperation and a positive outlook whenever possible.
8. Only members or registered guests are allowed to participate.
9. Refrain from using abusive and profane language.
10. Our goal as volunteers is to provide a positive learning experience for participants.

I recognize that as a volunteer, I am, through my actions, a representative of the HRCA and its philosophy. I will uphold the standard of conduct expected and demanded to the responsibility of this position. Should my conduct, for any reason, be detrimental to the participants, HRCA staff or members, I may be notified by the HRCA and relieved from my duties as a volunteer. I hereby acknowledge that I have read the above information and agree to the stated ethics.

This is a volunteer position. Neither this application nor working as a volunteer program leader, assistant or coach creates a contract of employment. As indicated by the signature below, the applicant agrees to abide by the above rules of conduct. Applicant also grants permission for HRCA, Inc. to conduct a background check with law enforcement authorities.

Signature: **Date:**