

Youth Athletics

Volunteer Management Manual

Lafayette Consolidated Government
Parks and Recreation Department



500 Girard Park Drive
Lafayette, LA 70503
337-291-8362

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Introduction

The Recreation and Parks Department for the Lafayette Consolidated Government in Lafayette, Louisiana has eight (8) divisions with more than 1300 acres of parkland and 150 full time and seasonal employees.

Under the leadership of Director, Gerald R. Boudreaux, the Recreation and Parks Department is dedicated to providing every opportunity possible for the citizens of Lafayette Parish to enjoy the ability to play, laugh, grow and learn while enriching their lives through recreation and recreational opportunities. Through partnerships with the community the Department continues to flourish in offerings and with inclusion despite restrictions placed on it through budgets. Annually the Department provides quality of life services and opportunities for more than 500,000 guests and citizens.

Lafayette is a diverse community of more than 200,000 residents built around the University of Louisiana at Lafayette, the oilfield industry, a rich philanthropic and inclusive way of life and full of recreational options. With 35 parks maintained including 3 golf courses Lafayette is the Heart of Cajun Country!

Included within the Department are the following divisions:

Administration

Aquatics

Athletic Programs

Centers and Programs

Golf Courses

Operations and Maintenance

Tennis

Therapeutic Recreation

Welcome

The Lafayette Recreation and Parks Department welcomes you as a volunteer and wants your association with the volunteer program to be a rewarding experience. This volunteer manual is designed to acquaint you with the many facets of the LRPD and serve as a guide to LRPD policies and procedures.

As you master the responsibilities of your specific volunteer assignment feel free to ask questions. Our Staff is always happy to assist you. It is your commitment and that of volunteers like yourself that allows LRPD to more effectively serve the citizens of Lafayette Parish through Youth Athletics.

LRPD Mission

The Lafayette Recreation and Parks Department exists to provide the citizens of Lafayette Parish the opportunity to participate in a wholesome environment in which they can experience a leisure time that is diversionary in character, and to assist in promoting entertainment, pleasure, relaxation and other physical and mental development.

Volunteer Program Purpose

The Lafayette Recreation and Parks Department provides many opportunities for individuals to volunteer in support of Youth Athletics to offer their knowledge, talent, expertise and energy toward improving the quality of life in our Parish throughout each year.

Our Department recognizes and welcomes volunteers as an integral partner in Youth Athletics, a partner the citizens of Lafayette cannot do without.

LRPD Athletics Phone and Email Directory

Greg Gautreaux, Manager	291-8371	gguatreux@lafayettela.gov
Frank Wittenberg, Athletics Supervisor	291-8375	fwittenberg@lafayettela.gov
Bill Verret, Recreation Coordinator	291-8368	wverret@lafayettela.gov
Danny Cook, Recreation Coordinator	291-8380	dcook@lafayettela.gov
Earl Leger, Maintenance Supervisor	291-5560	eleger@lafayettela.gov

Recruitment

Volunteers are recruited through one of the seven (7) Youth Associations that Youth Athletics are offered with which are recognized by LRPD.

Application

It is the policy of the LRPD to consider applicants for volunteers based on qualifications without regard to race, color, religion, gender, national origin, age, disability or any other legally protected status.

Completion of the LRPD Volunteer Candidate Information and background check form is required before applicants can be considered for volunteer services. Candidates who are authorized for volunteer service through the background check process must also complete any and all other LRPD requirements before being assigned as a volunteer. Upon successful completion of all requirements volunteers will be issued a Volunteer ID card. This Volunteer ID card must be worn at all times during your volunteer service.

The first contact with LRPD is through the Volunteer Youth Athletic Associations where an application to volunteer is collected. Completed approval forms for background screenings are submitted online or to LRPD for screening. LRPD gives careful consideration to experience, skill, aptitude, reliability and character of applicants. Those who coordinate volunteers through the Youth Athletic Associations make the final decision regarding volunteer assignments after all requirements have been met successfully by the candidates.

Background Checks

A criminal records background check is required for all applicants. Anyone wishing to volunteer through the Lafayette Recreation and Parks Department Youth Athletics must be 18 years of age or older. All Background Screenings will be handled through Global Data Fusion, LLC in Lafayette.

Other Volunteer Requirements

All volunteer applicants for coaching must successfully complete an ASEP Coach's course once every three (3) years.

All volunteer applicants for coaching must successfully complete the CDC Concussion Awareness course online per Louisiana State Law once per year.

All volunteers are expected and required to live up to the Coaches' Code of Conduct and support both the Parents Code of Conduct and the Players Code of Conduct as stated in the LRPD Youth Guide for Athletics.

Once approved as a volunteer coach by LRPD, upon completion of the preceding listed requirements, a Volunteer ID Badge will be issued to the coach. This Volunteer ID badge must be worn at any and all times the volunteer is performing duties as an approved LRPD Volunteer Coach during league and post-season play in and amongst LRPD sanctioned teams and events. Approved Coaches are also required to have with them a Government issued photo ID for verification of identity. Background screenings must be completed once per year. Any volunteer who is arrested or charged with a crime after successfully completing a background screening are REQUIRED to notify their Youth association and the LRPD Staff immediately. The LRPD Staff will determine the volunteer's eligibility to continue. Failure to notify promptly will automatically void any previous approvals to volunteer.

Limitations on Service

Volunteers serve the Lafayette Recreation and Parks Department at the sole discretion of the agency. Volunteers may leave the volunteer program at any time.

Injury/Incident Reports

Volunteers who are involved in, a witness to or made aware of any incident related to any LRPD program which has the possibility of needing medical treatment away from the facility or park must complete or confirm completion of a LRPD Injury Report form. This completed form must be submitted to LRPD no later than 24 hours after the incident along with any other statements collected. The LRPD Injury Report Form is available from LRPD.

Safety and Conduct

All volunteers are expected and required to abide all safety rules and policies explained to them in the performance of their volunteer roles. All volunteers are expected and required to use all proper safety procedures to help ensure a safe environment for the participants.

Unacceptable behavior by a volunteer may result in disciplinary action from the Youth Association the volunteer is working with and/or by LRPD. The use of any tobacco products and/or alcohol products in the vicinity of the participants before, during and after a sponsored, sanctioned LRPD Youth activity is strictly prohibited. Volunteers are expected to behave in a controlled and civil manner when around the participants at all times. This demonstrates good behavior and proper attitudes in youth recreational sports

Background Investigation Authorization and Instructions

In connection with your application as a volunteer for the Lafayette Recreation and Parks Department, you have agreed to authorize a background investigation. To ensure that your rights are protected, this investigation will be conducted by the following Consumer Reporting Agency:

Global Data Fusion, LLC
1106 Coolidge Blvd.
P. O. Box 53889
Lafayette, LA 70505-3889

Phone: 337-205-3007

This investigation will be conducted in compliance with federal law, which provides specific protections to you, as stated in the following document: Summary of Your Rights Under the Fair Credit Reporting Act (FCRA) prepared pursuant to 15 U.S.C. Section 1681-1681u.

During this application process, you will be asked to sign an FCRA Compliant GENERAL RELEASE form authorizing this background investigation by Global Data Fusion, LLC. Failure to complete this process will disqualify you from consideration as a volunteer. If you have any questions about the process or your rights in this matter, please contact the Lafayette Consolidated Government, Recreation and Parks Department directly.

To complete your background screening please go to the LRPD website and use the links provided and follow the instructions. Otherwise, please provide the following information, sign the release and submit both documents to your Sport Coordinator.

Neighborhood Youth Association: _____

Name (First, Middle, Last): _____

Street Address: _____

City, State, Zip: _____

SSN: _____

DOB: _____

DL# and State: _____

Cell Phone Number: _____

Email Address: _____

BACKGROUND INVESTIGATION DISCLOSURE QUESTIONNAIRE

I, _____, understand that in connection with the vetting process, **LCG – Parks and Recreation**, hereinafter referred to as “*The Company*”, will request that Global Data Fusion, LLC, conduct a background check (*consumer report*) on me.

I AUTHORIZE THE COMPANY ITS EMPLOYEES, REPRESENTATIVES AND AGENTS TO INVESTIGATE MY BACKGROUND AND TO OBTAIN A CONSUMER REPORT AND/OR INVESTIGATE CONSUMER REPORT FOR CLIENT SCREENING PURPOSES. I FURTHER AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE COMPANY ITS AGENTS, ITS EMPLOYEES, REPRESENTATIVES AND AGENTS, TO FURNISH INFORMATION REQUIRED IN CONNECTION WITH THE PREPARATION OF A CONSUMER REPORT OR INVESTIGATIVE CONSUMER REPORT.

My signature below indicates I have carefully read and understand this notice and consent to the release of a consumer report to *THE COMPANY* for applicant screening purposes. I understand my consent remains in effect indefinitely until it has been revoked in writing.

BACKGROUND INVESTIGATION/CONSUMER REPORT AUTHORIZATION

Signature & Date: _____

Email Address: _____

BACKGROUND INVESTIGATION DISCLOSURE QUESTIONNAIRE (cont.)

The information provided by me will be the basis for the search of public records, which may include, but not be limited to, a search for criminal arrests, convictions, warrants, civil filings, social security number trace, past employment, bankruptcies, department of motor vehicle records, business filings, educational confirmation, articles of incorporation/limited partnership records, and drug test.

I indemnify and hold harmless, *THE COMPANY*, any of its agents, and any person providing the requested information, from any liability and all damages whatsoever, resulting from the acquisition, use, retention, or disclosure of any such information. I will not hold *THE COMPANY*, or their employees, or agents responsible for errors or inaccuracies in the acquisition or transmittal of information pertaining to the verification of my background.

If any adverse decision is made with regard to my application (if any) based entirely or in part on the information contained in the background report, I understand I will be notified as to the basis of that decision and given a copy of the report, as well as a summary of my applicable rights.

Race: _____

Gender: _____

I have provided complete and truthful information to *THE COMPANY* and fully understand that any misrepresentations or material omissions concerning the information provided will be grounds for denying my application, or immediate discharge.

Applicant Initials: _____

Signature and Date: _____