



## YOUTH SPORTS VOLUNTEER PROCESS

Thank you again for your interest in volunteering with Chico Area Recreation and Park District! We very much appreciate you wanting to give your time to CARD, but before you can volunteer there are a few necessary steps to complete the volunteer process. We are required to adhere to Public Resources Code 5164 to protect the safety of our participants, thus volunteers must complete a criminal history background check through the California Department of Justice (DOJ) Live Scan service and be cleared by CARD. Volunteers must also be educated on safety standards and the youth sports program philosophy.

**Each step must be completed entirely before going on to the next:**

- Step 1:** **Complete a volunteer application.** Return the application to the CARD Office or fax to 530-895-4721.
- Step 2:** **Complete a background check by doing a Live Scan.** If you are already cleared from previously volunteering with CARD, Kati Crane, Recreation Coordinator will notify you, and you can skip to step 4. All Live Scans must be completed by CARD specifically, as information cannot be transferred between organizations due to confidentiality. A Live Scan Open House will be hosted by CARD. Kati Crane will email you the information. All live scan and background check information is at no cost to the volunteer.

**PLEASE NOTE:** You must clear your background check before any other process can be put into motion! The length of time it takes to clear a background check varies on factors outside of CARD's control. Background checks have taken anywhere from 2 days to 3 months to clear based on how quickly the DOJ returns the Live Scan result to CARD. Infractions including non-criminal infractions such as a traffic ticket may cause a delay in clearance.

Live Scan results are received by Human Resources via a secure email account with the Department of Justice, the fastest result option available. The secure email account is checked on a daily basis. Results are generally communicated to volunteers within 1 to 2 business days of receipt. If you have any questions regarding your background check status, you can email Human Resources at [mniven@chicorec.com](mailto:mniven@chicorec.com). You may not have any contact with players or participants until you clear your background check.

- Step 3:** Once your background check clears, you will need to **attend a new coaches meeting**. This meeting will review the Youth Sports handbook, and expectations and general philosophy that all volunteers are expected to follow. If you are coming on as a volunteer at the beginning of the season, we will email you a date/time for the meeting. If you are coming on mid-season, you will need to make an appointment with Kati by emailing her at [kcrane@chicorec.com](mailto:kcrane@chicorec.com). **DO NOT GO TO THE CARD COMMUNITY CENTER OFFICE** for this meeting unless directed to do so. Most meetings and appointments are held at the Dorothy F. Johnson Center at 775 East 16<sup>th</sup> Street.
- Step 4:** If applicable, and at the beginning of the season, we will host an on-site training to go over coaching fundamentals and hand out rosters. Coaching shirts will be distributed at this meeting. Volunteers coming on mid-season will receive coaching shirts in Step 2.
- Step 5:** Start spreading love of the game!

Should you have any questions during the volunteer process, do not hesitate to email Recreation Coordinator Kati Crane at [kcrane@chicorec.com](mailto:kcrane@chicorec.com) or Recreation Supervisor Erin Gonzales at [egonzales@chicorec.com](mailto:egonzales@chicorec.com). Questions regarding an update to your background check can be directed to Human Resources at [mniven@chicorec.com](mailto:mniven@chicorec.com). Thank you for your patience with this process.