

**“HC GoodSports Coaches’ & Administrator Registry Governing Bylaws
(Version 2018 07)**

1.0 Sponsorship & Purpose

- 1.01 Howard County Recreation and Parks (HCRP) sponsors and administrates the *HC GoodSports Coaches’ & Administrator Registry* that provides educational and background standards for youth sport administrators and coaches utilizing Howard County facilities.
- 1.02 *HC GoodSports Coaches’ & Administrator Registry* members in good standing are eligible for consideration for coaching assignments and administrative roles with HCRP and affiliated sport organizations.
- 1.03 Administrative roles are limited to Executive or Volunteer Program / Advisory Board Officers, Age Group / Sport Commissioners, Team Representatives / Administrators or as otherwise defined in the Volunteer Sports Administrator job description.
- 1.04 The *HC GoodSports Coaches’ & Administrator Registry* responds to the
 - 1.04.1 Public concerns for safety in sports and the challenges local youth leagues face in implementing criminal background checks.
 - 1.04.2 Coaches / Administrators concerns who are involved with multiple sport organizations thus requiring multiple background checks.
 - 1.04.3 Organizations concerns with having volunteers involved in background screening process of fellow volunteers
 - 1.04.4 Combines a nationally accepted coaching education requirement with a nationally endorsed background check requirement.
 - 1.04.5 Concern with non-approved volunteers being involved in coaching activity (resolved with Registry ID Card mandate).
 - 1.04.6 Complies with the County “Healthy Howard” campaign to assure a healthy and safe Howard County.
- 1.05 The program makes the safety of all participants, particularly the most vulnerable groups a top priority.
- 1.06 Provides a tool to better ensure that county and community sport organizations with keeping people who have a history of inappropriate behavior or are unqualified from a leadership role with a children’s sport program.
- 1.07 The vast majority of youth sports occur on/in public facilities. This program does not eliminate, but reduces the potential for crimes against children in sport programs offered on/in public facilities through the department and those participating sport organizations.
- 1.08 The program allows for sport organizations to require membership in the *HC GoodSports Coaches’ & Administrator Registry* as a prerequisite before consideration for coaching and administrative positions.

2.0 Membership Benefits

- 2.01 *HC GoodSports Coaches' & Administrator Registry* card is accepted by EYO, Hero's Lax, and WHBSL as evidence of coach / administrator credentials.
- 2.02 Discounted enrollment fees for their child's registration when assigned a coaching or administrative position within Recreation and Parks.
- 2.03 Affiliated organizations benefit from efficiencies on background investigations.
- 3.0 *HC GoodSports Coaches' & Administrator Registry* Administration
 - 3.01 Administration of the program is under the direction of the assigned HCRP Sports Manager.
 - 3.02 HCRP will administrate the program on a fee based system.
 - 3.02.1 First time coaches may join independently or be initially sponsored the first year by an affiliated organization.
 - 3.02.2 Annual renewal memberships may be at the expense of the member or the member sponsor (HCRP, affiliate organization, ...).
 - 3.02.3 If necessary an organization can provide coaches / administrators a substantial discount price to offset this membership price for their children when serving as coach / administrator.
 - 3.02.4 Affiliate organizations may choose to pay a retainer fee to cover their sponsored members.
 - 3.03 Decisions regarding criminal backgrounds will be made in accordance with standard practice using NRPA guidelines by HCRP staff that provides the professional oversight of background reviews.
 - 3.04 Non – approved candidates may request a review by the Sports and Adventure Services Division Superintendent.
 - 3.05 Distribute photo identification badge to all approved members. New member must show official government ID (Driver's license / Passport) to receive badge.
 - 3.06 HCRP will notify members 60 days prior to membership expiration of procedures for renewal.
 - 3.07 Membership is annual with specific Expiration Dates tailored to the member. Continued membership requires a background check each calendar year.
 - 3.08 HCRP staff involved in the screening process will black out all social security numbers (if applicable) upon receiving a background investigation report.
 - 3.09 Information received by the Department through the background check screening component will not be disclosed outside of the Department and will be shared within the Department on a strict need to know basis.
 - 3.10 Badges shall be durable consisting of hard plastic card stock and include current photograph, County and/or Club watermark, first and last name, date of expiration, county and state, badge number and agency return address.
 - 3.11 Badges shall have distinguishing colors and be changed on an annual basis to assist in detecting any unauthorized use of discarded or outdated badges.
- 4.0 Membership Prerequisites

4.01 Educational Standards

4.01.1 Each new prospective member must successfully complete the Coaching Essentials ASEP coaching education course with a passing grade or equivalent course (as approved by HCRP).

4.01.1.1 Each returning member may be required minimum of hours of coaching continuing education annually as regulated or organized by the Department.

4.01.2 Each new prospective member must submit evidence of successfully completion of an approved online concussion course (NFHS or CDC).

4.01.3 Each prospective member must acknowledge receipt of information on Sudden Cardiac Arrest.

4.01.4 Applicants wishing to submit substitute basic coaching course as the educational component is responsible for submitting justification and evidence suitable to the department that their program qualifies as a substitute program. HCRP review requires 30-day period to consider. The program will not consider any formal degrees of higher institution as substitutes. Below are samples of criteria required.

4.01.4.1 Must require a written test and include passing guidelines.

4.01.4.2 Must include the following educational components and applicant should require a minimum of 30 days for department to review the evidence.

4.01.4.3 Child / Athlete -centered philosophy based on children's sports.

4.01.4.4 Provide lessons on motivating and understanding children with regards to sports.

4.01.4.5 Provide guidelines on developing and conducting practices including assessing the practice location for dangers.

4.01.4.6 Include basic risk management tools and techniques to assure a safe environment for children

4.01.4.7 Include time management techniques for coaches.

4.01.4.8 Provides guidance / tools for parent management.

4.01.4.9 Includes basic information on training and exercise planning.

4.01.4.10 Adequate covers basic first aid principles with priority on establishing limits as to what the coach handles him / herself, importance of documentation, situations when medical assistance should be immediately sought, etc.

4.02 Criminal Background Check Standards

4.02.1 The program follows the *Recommended Guidelines for Volunteer Background Screening in Park and Recreation Settings* as determined by the National Recreation and Parks Association as to what constitutes an unacceptable

criminal background check <https://www.nrpa.org/parks-recreation-magazine/2018/may/recommended-guidelines-for-credentialing-volunteers/>

- 4.02.2 All prospective and returning members will go through a county approved computerized state and national criminal background check annually.
- 4.02.3 Employees in addition will go through the CJIS background check protocols for their first-year background check. Subsequent calendar year renewals will follow 3.02.2 above.
- 4.02.4 Criteria for Exclusion
 - 4.02.4.1 All Sex Offenses – Regardless of the amount of time since offense. Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation indecent exposure, etc
 - 4.02.4.2 All Felony Offenses – Regardless of the amount of time since offense. Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
 - 4.02.4.3 All Felony Offenses other than violence or sex within the past 10 years. Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.
 - 4.02.4.4 All misdemeanor violence offenses within the past 7 years. Examples include: simple assault, battery, domestic violence, hit & run, etc.
 - 4.02.4.5 All misdemeanor violence drug and alcohol offenses within the past 5 years of multiple offenses in the past 10 years. Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
 - 4.02.4.6 Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the function of that volunteer. Examples include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.
 - 4.02.4.7 Any prospective or returning cardholder who has been charged for any of the disqualifying offences or for cases pending in court will be denied a program card until the official adjudication of the case.
- 4.02.5 Communication / Reporting of Background Check
 - 4.02.5.1 Applicants disqualified due to criminal background screening results shall be provided the following documents.
 - 4.02.5.2 Fair Credit Reporting Act –summary of Rights (if disqualified due to background results)
 - 4.02.5.3 Letter of disqualification
 - 4.02.5.4 Copy of actual screening report (results) or (test)

4.03 Membership Conduct Standards - Members must conduct themselves in accordance with coaching guidelines provided through the educational component of the Registry and individual program rules of conduct. Members not in good standing must return *HC GoodSports Coaches' & Administrator Registry Card* until Good Standing is reacquired.

5.0 *HC GoodSports Coaches' & Administrator Registry* Membership Terms

5.01 Membership includes a photo identification badge accepted by HCRP and affiliated organizations.

5.01.1 This photo identification badge provides assurance that the holder is qualified and authorized to provide leadership to children as coach or league / program administrator.

5.01.2 Members must wear this badge anytime they are performing tasks within the scope of their coaching / administrative duties.

5.01.3 Badges must be worn between shoulder and waist with photo clearly visible while on their coaching assignment. Badge holding arm bands are permitted in sports where member is actively engaged in movement based instruction.

5.01.4 Badges are property of the *HC GoodSports Coaches' & Administrator Registry* and must be rescinded upon completion of service, term of office, or termination.

5.02 A member who desires to continue his / her career beyond the one year term and is in good standing must complete a new background check investigation card at least 30 days prior to the termination date of their badge to assure no disruption in membership.

5.03 Members agree to abide by all rules, regulations, standards, policies codes of conduct and any sanctions imposed by the department or any HCRP affiliated sports organizations.

5.04 To maintain "good standing", members must perform their duties in compliance with their job description, coaching code of conduct, attend training, meetings and maintain conduct consistent with the county *GoodSports* philosophy.

5.05 HCRP and its affiliated organizations reserve the right to counsel, put on probation or suspend any member. HCRP has the right to terminate membership at any time and rescind any badge as deemed necessary to protect children from potential harm.

6.0 Affiliated Organizations

6.01 HCRP encourages sport organizations to participate with the Department in this program. Interested programs must agree in writing annually to adhere to all program policies within this document such as but not limited to:

6.01.1 Informing the Department of any on the job-related behavior that could, does or should result in discipline action by department or participating organization officials.

- 6.01.2 Monitor and enforce all provisions including the wearing of the photo identification badges during all assignments. Agree to assist in badge collection if deemed necessary.
- 6.02 Affiliated organizations agree annually to honor the discipline sanctions as approved by the Department from the Mid Atlantic Recreation and Sports Alliance.
- 6.03 Affiliated organizations recognize that this program does not guarantee full protection to their organization and customers from poor coaching practices or inappropriate actions by members.
- 7.0 Travel Sports / Non-League Tournament Concerns
 - 7.01 HCRP recognizes that affiliated organizations and members may be involved with select or travel programs that involve teams and organizations outside of Howard County. During these contests and events, it is expected that teams representing affiliated organizations conduct themselves in accordance with the *HC GoodSports Coaches' & Administrator Registry* governing bylaws.
- 8.0 Mandatory Discipline Actions
 - 8.01 Any member who strikes, shoves, pushes, bumps or otherwise physically or verbally threatens an official, a member of his/her team or any other team or spectator shall automatically have their badge rescinded for a minimum of three years from the date of the incident.
 - 8.02 Any member using vulgar or profane language is subject to have their badge rescinded for a minimum of one year from the date of the incident.
 - 8.03 Any member removed from the game as the result of technical or flagrant fouls are subject to a minimum one game suspension. League Coordinator will review reports to determine if further sanctions are necessary.
 - 8.04 All affiliated organizations shall abide by the discipline actions
- 9.0 Program Review
 - 9.01 Each February the Department will complete a review of the *HC GoodSports Coaches' & Administrator Registry* governing bylaws with affiliated organizations and members.
 - 9.02 The Department will conduct a public hearing regarding any proposed changes before implementation.