

## SAY Volunteer Application Forms and Screening Policy

Effective January 1, 2003, the following procedures need to be implemented by all Districts and Play-in Teams. No exceptions. **The reason SAY North is running this program under these guidelines with SAY National's backing is for confidentiality reasons. We know this takes some of the control away from the Districts. We also know that a single plan needs to be in effect for an area with as many play-in teams as SAY North. We feel this program will run efficiently and effectively under Area jurisdiction. If there are any concerns, please let us know. Thank you for your assistance.**

SAY North Area Volunteer Administrator (AVA) will be Nancy Lehrian. You can contact her at [nlehrian@cinci.rr.com](mailto:nlehrian@cinci.rr.com)

As a District Representative, your responsibility will be to enforce the times two policy. At all practices, games and events involving a SAY North team, two adults (suggested as unrelated) need to be present. The two adults can be any combination of coaches, parents, board members, etc. Please be careful with car-pooling also. This could become an issue.

All coaches, assistant coaches, and volunteers will need to complete a "Volunteer Application Form" prior to being assigned any team responsibilities or duties. This is to consist of all people having access to children including concession stand volunteers that are eighteen years and older. This does not include people who receive monetary reimbursement for their services (i.e. referees).

The district will need to do the following:

- (1) Pass forms out to all volunteers. Each volunteer will need to fill out a form once a year.
- (2) This can be handled at a coaches meeting or given to them in their team packets with a return envelope to the AVA.
- (3) Return them to the AVA before the first practice for coaches and start of the season for the rest of the volunteers. The district can collect them and do a mass mailing or drop them off to the AVA.
- (4) Send an e-mail or letter to the AVA listing all volunteers including coaches with names and addresses to verify that all volunteers have filled out a form. A database will be created by the AVA to be used all year.
- (5) These forms are not to be looked at by the District Representative or anyone else in the organization. They are to be given to the AVA in a sealed envelope. This way you can ensure privacy to your volunteers.
- (6) The National Office or the AVA will notify you if there is a concern with a volunteer in your District.
- (7) These forms need to be filled out by everyone. A statement will need to be issued to SAY National confirming that we have a completed form for each individual. This will be the only way we can qualify for a certificate of liability insurance for the next playing season.