

Coach Application Checklist

The following items must be turned in when you apply as a HEAD COACH –

Signed and completed “Head Coach Application”.

Signed and completed “Volunteer Waiver and Background Check Authorization Form”. This is called WSP form on the website.

The following will need to be completed prior to the Coaches meeting. You will not receive your roster until this has been completed-

SafeSport training

USA Softball Background Check

USA ACE Certification training

Assistant Coach/Parent Helpers requirements

Signed and completed “Volunteer Waiver and Background Check Authorization Form”. This is called WSP form on the website.

SafeSport training

NOTE – Only Head Coaches need to pay for the USA Softball Background Check. The Association uses a different website to run background checks at no cost to the volunteers.

Note – for Fall Ball, SafeSport, USA Background Check and ACE Cert must be completed prior to first game. These are yearly requirements.



HEAD COACH APPLICATION

Full Name: _____ Date: _____
Last First M.I.

Phone: _____ Email Address: _____

Date of Birth: _____

Please list any coaching experience (Include sport/activity, organization, age level and sex of players)

Have you attended any Fastpitch Softball related coach's clinics and/or training? Please include date(s), sponsoring organization and topics presented.

Have you ever been convicted of, or plead guilty to any crime(s)? If yes, please include date(s), charge(s), and any pertinent information you feel we should know.

Please list 3 personal/coaching references (Include name, phone # and email address)

- 1) _____
- 2) _____
- 3) _____

Have you ever been refused participation in any other youth programs? If so, please explain

Age division you would like to coach: 6U 8U 10U 12U 14U 16/18U

Will you be sponsoring a team? Y N Sponsor Name _____

Will you have a daughter playing on your team? Y N

Daughter's name: _____ Age: _____ School _____

Coach Shirt Size: AS AM AL AXL 2XL 3XL

As the Head Coach I acknowledge I am responsible for:

Initial each item to indicate understanding of your responsibilities

- _____ 1. Selecting my coaching staff, to include 1 assistant coach and 1 scorekeeper, at a minimum.
- _____ 2. Ensuring I and any assistant coach/parent helper has, prior to performing ANY coaching duties:
 - a. completed and submitted the *Tri-Cities Girls Fastpitch Softball Association Volunteer Waiver and Background Check Authorization Form*
 - b. completed SafeSport training
 - c. completed annual USA Softball ACE certification training (Head Coach only)
- _____ 3. Ensuring any assistant coach/parent helper is at least four years older than the oldest player on the team and shall be of good moral character.
- _____ 4. Not allowing any person who has any findings or arrests as a criminal suspect, (based on information provided by the President or Vice President of the Association) access to or contact with my team's practices or games.
- _____ 5. Ensuring there are 2 adults at every practice and/or game.
- _____ 6. Ensuring that all conduct and actions of the coaching staff, myself included, or parent/adult helping with the players are in accordance with current bylaws.
- _____ 7. Directing the team during practices, games, and all other functions in which the team is involved.
- _____ 8. Ensuring that if I am unavailable to coach, there is an approved and trained adult to cover my coaching responsibilities to include:
 - a. Notifying the appropriate age coordinator and/or Player Representative who will be standing in for me during my absence.
- _____ 9. Modeling appropriate behavior, being courteous and displaying a positive attitude toward my players, assistant coaches, opposing team members, officials, and spectators, both on and off the field, while the team is in uniform or any time the team represents the association.
- _____ 10. Ensuring spectators and players are behaving respectfully towards the umpire during the game.
 - a. I understand as a head coach with an unruly crowd, I may be ejected from the game for not keeping my crowd in a good sportsmanship like mind and under control. I understand there will be a verbal warning issued to the head coach. If the bad behavior continues, the coach will be restricted to staying in the dugout with the final step being ejection and forfeiture of the game. The timing between a verbal warning from the umpire to being ejected from the game is left solely to the discretion of the umpire.
- _____ 11. Ensuring I attend the pre-season coach's meeting or send someone in my place. I understand there might be a "test" over the by-laws.
- _____ 12. Preparing a batter's line-up for all games and providing a copy to the opposing team. Information provided on the line up shall include player's name and jersey number.
- _____ 13. Assuring team discipline and safety.
- _____ 14. Assuring proper care and use of all association furnished equipment and uniforms.
- _____ 15. I understand there shall be NO ALTERATIONS TO UNIFORMS.
- _____ 16. Developing and promoting good sportsmanship and team unity.
- _____ 17. Assuring that every player participating in association scheduled games and events are currently registered, paid members of TCGFSA.
- _____ 18. Having a team picture taken by the league-sponsored photographer even if no player intends on purchasing pictures from the photographer.
- _____ 19. I understand that I am required to continue holding practices once games start.

The Board of Directors shall have the authority to suspend any association coach after affording an opportunity to be heard, for any of the following acts:

1. Being convicted of a crime or being determined by the board to be guilty of extreme unsportsmanlike conduct.
2. Carrying players on their team that are not members of TCGFSA.
3. Exerting, or attempting to exert, improper influence upon any registration, player assignment or board member.
4. Failing to adhere to association rules contained in the association's bylaws or vote of the board.
5. Failing to comply with the USA Softball Code of Conduct as contained in the Official Rule book.
6. Being under the influence of drugs and/or alcohol during any league practice or game OR knowingly allowing an assistant coach/parent helper to be involved with a league event while being under the influence.

I have read, understand, and accept the list of responsibilities and duties of Head Coach as printed on the previous pages of this application. As a condition of coaching, I give permission for Tri-Cities Girls Fastpitch Softball Association (TCGFSA) to conduct a background check on me, which may include a review of sex offender registries, child abuse and criminal history records. I understand that if approved, my position is conditional upon the Association receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability TCGFSA, the officers, volunteers thereof or any other person or organization that may provide such information. I also understand that regardless of previous coaching positions, TCGFSA is not obligated to select me for a coaching position. If chosen, I understand that prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of TCGFSA policies or principles.

Signature of Applicant/Date: _____

This agreement is subject to the review, investigation, and approval of the Association's Board of Directors. The appropriate League Coordinator will notify you of the Board's decision.

Board Action / Date: _____

2025 Tri Cities Girls Fastpitch Softball Association
Volunteer Waiver and Background Check Authorization Form
To be Completed by Volunteer

Please complete the entire form in order to register as a volunteer and to have TCGFSA perform a background check.

Name: _____
Last First Middle Initial

Have you ever used another name? (i.e. nick name, maiden name, other last names) Please list below

I am a Coach: _____ **I am volunteering for Coach:** _____
(Insert coach's name)

Date of birth: _____

Gender: _____

Phone: _____
Home Cell

Email: _____

Have you ever been convicted of a crime? YES NO

If you answered yes, please give an explanation _____

I hereby authorize Tri Cities Girls Fastpitch Softball Association to run a Washington State background check on me prior to my volunteering to help in their league. I understand that the information will not be shared with other parties and will only be used in determining my eligibility to help with the girls.

I certify that the statements made by me on this form are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein could keep me from volunteering in this organization.

Signature: _____ **Date:** _____

NOTE – You will only be contacted by the Association if there is a finding that disqualifies you from volunteering.