



**Department of Sports and Recreation**  
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## **YOUTH SPORTS LEAGUE VOLUNTEER ID BADGE SYSTEM**

### **Purpose**

The purpose of this system is to:

- Ensure the safety and well-being of children in youth sports.
- Establish an understanding of the steps necessary for individuals with repetitive access or contact with children in our Sports and Recreation programs and activities to become an authorized youth sports league volunteer/coach.
- Provide a visual means of identifying authorized volunteers/coaches.

### **Procedure**

Only identification badges issued by the City of Lynn Haven Sports and Recreation Department meet the requirements of the Authorized Coach Identification System. ID badges are only issued by the Sports and Recreation Department.

Photos and Documents may be submitted to the Sports and Recreation Department via email ([sports@cityoflynnhaven.com](mailto:sports@cityoflynnhaven.com)).

**Any adult** (age 18 and over), recognized by the Sports and Recreation Department as a prospective volunteer/coach, is required to complete the following **(partial/incomplete submissions will not be accepted)**:

- Registration as a Coach through the Community Pass season for the league wishing to coach.
- Completion of the Background Check consent form through the Averity link emailed after registering through Community Pass as a Coach.
- Email a headshot without wearing any hats or sunglasses.

Upon successful completion of this screening process (to include background check cleared, successful registration through Community Pass, and an approved headshot photo), the volunteer/coach will be notified by the Sports and Recreation Department for identification badge pick-up. Badges will be valid for the duration of the league.

Should a prospective volunteer/coach be reported as “disqualified” based on the background screening disqualification criteria established by the City of Lynn Haven an identification badge will not be issued.

**Any minor** (under the age of 18), who is not a registered participant in the active league, recognized by the Sports and Recreation Department as a prospective volunteer/junior assistant coach is required to submit the following documents to the Sports Management Office (**partial/incomplete submissions will not be accepted**):

- Letter of intent to serve as a volunteer/junior assistant coach, signed by the prospective volunteer and their parents.
- Email a headshot without wearing any hats or sunglasses.

Upon successful completion of this process, the volunteer/junior assistant coach will be notified by the Sports and Recreation Department for identification badge pick-up. Badges will be valid for the duration of the league.

Should an active volunteer/junior assistant coach become 18 years of age during the duration of the league, they must notify a Sports and Recreation Department staff member and submit an Averity Background Check consent form and the Youth Sports Coaches' Code of Conduct (attached). Upon successful completion of this screening process, the volunteer/coach will be notified by the Sports and Recreation department for new identification badge pick-up. Badges will be valid for the duration of the league.

### **Responsibility and Authority**

Every youth sports league volunteer/coach who successfully completes the above process shall be issued an identification badge to be worn at all times while acting in a volunteer/coach capacity (practices and games) on City and/or authorized league property. Identification cards must be worn above the waist with the volunteer/coach photograph, full name, and expiration date visible.

Failure to obtain and wear this identification badge, the use of an expired badge, the use of another coach's badge, or any other such abuse of this identification system will result in suspension and/or termination of volunteer/coach privileges.

If a coach does not have their identification badge and has temporarily misplaced it, they must contact a staff member of the Sports and Recreation and request a temporary badge. In order to receive a temporary badge, the coach must temporarily give an authorized form of identification, such as a driver's license, to the Sports and Recreation Department. The Sports and Recreation department will store this identification safely in a lock box to be returned to the coach when the temporary badge is returned.

The coach shall report lost or stolen identification badge to a staff member of the Sports and Recreation department immediately.

Effective 06/2022