

COACH PACKET

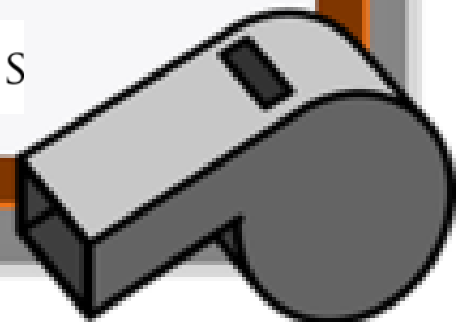


SPRING SPORTS

Basketball
Volleyball
Soccer

**COACH - Fill out forms
located in the back of this packet.**

TULSA  PARKS



You volunteered to be a Youth Sports Coach — CONGRATULATIONS!

You now have the opportunity to impact many children's lives, not just your own child's!

Ask yourself, what type of impact do you want to make? Will you be the coach who players request to play for next year? Or will you be the coach that the league administrators ask not to come back? Maybe you'll end up somewhere between those two options. Either way, YOU control the outcome!

Many years from now most players will not remember if they won or lost, but they will remember if they had a good coach or not!

Ask yourself why you are coaching:

- Are you coaching to spend more time with your child?
- Are you coaching because you love the game your child has chosen?
- Are you coaching to help other kids learn the game you love?
- Maybe your league was short coaches and you stepped in at the last minute?
- Maybe you had a coach as a youth who you remember fondly and now you would like to give back to the sports community?
- Maybe you want to make a contribution to your local community?
- Maybe you're coaching because you've heard so many "horror stories" about coaches, and you want to prevent your child from that.

These are some of the reasons you should be coaching!

Your success at the youth level is NOT measured by wins and losses.

Your success is measured instead by the way you coach the kids to: learn the game; deal with adversity; respect their teammates; respect their coaches; respect the officials; and most importantly, have FUN playing the game.

- Excerpt from The Sports Family Club website



Spring 2020 Youth Sports League Coordinators

Basketball League

League Coordinator: William Ballard – (918) 596-1470; wballard@cityoftulsa.org

Soccer Leagues

Kindergarten/1st Grade League Soccer Coordinator:

Grace Hasler (918) 596-1525; ghasler@cityoftulsa.org

2nd/3rd Grades Soccer League Coordinator:

Tarah Moutray – (918) 596-1444; tmoutray@cityoftulsa.org

4th-6th Grades Soccer League Coordinator:

Sarah Gund – (918) 596-1525; sgund@cityoftulsa.org

Volleyball Leagues

League Coordinator: Kathy Carlson – (918) 596-1520; kcarlson@cityoftulsa.org

Program Planner: Marci Joha, (918) 596-2527; marcijoha@cityoftulsa.org

WEATHER INFORMATION

Posted on Facebook. Look for the Tulsa Parks' Sports page and "LIKE" us to receive updates on cancellations.



CITY OF
Tulsa
A New Kind of Energy™

EXPECTATIONS OF COACHES

CONGRATULATIONS! Whether you are a first-year coach or a seasoned veteran, the children on your team will remember you and their youth sports experience for the rest of their lives. Tulsa Parks is committed through guidance and training to assist you in developing a sports team that provides the following benefits:

- Building Self-esteem
- Team Spirit
- Offer a Positive Outlet for Competitive Drive
- Healthy Physical Activity
- Social Interaction Through Sports
- Emphasis on the Importance of Good Sportsmanship
- Learning Sports Skills

GETTING STARTED:

1. Collect your **Team Roster** and **Liability, Medical & Emergency Treatment player form** from your League Coordinator. Complete and submit the Tulsa Parks' Coaches Application and the Background Check form.
2. **Call your parents ASAP.** Schedule a meeting with the parents and players of your team, if possible, before your first practice. Schedule practices. Tulsa Parks' fields are first come, first serve and cannot be reserved for practices.
3. You'll need to get a National Youth Sports Coaches Association (NYSCA) certification or renew your current certification. The online clinic is located at www.nays.org. Go to the Coaches' section and click on NYSCA Online Clinics. The cost is \$20. Additional sport certification can also be completed at this website.
4. Submit a completed background screening release form to Marci Joha, program planner. Forms are available online at www.tulsaparks.org.
5. Contact your league coordinator if you need to check out equipment. Equipment deposit fee is \$30.
6. All head coaches should attend the coaches meeting. Coaches meetings will be TBA.

General Information

Registration: Registration for all sports will be January 13 through February 21. Registration form and fee are due at time of enrollment. Checks should be payable to "City of Tulsa" in the amount of \$45. Officials fee will be paid to the coach. Once games begin there are no refunds. After February 21, parents wishing to register can contact the league coordinator and request to be placed on a waiting list. If child is placed on a team, there will be an additional \$5 late fee. Once games begin there are no refunds.

Team Assignments: After the registration deadline, league coordinators will place individual players on a team and secure coaches. Players will be assigned to a team according to their grade and play in the selected sport. A coach will receive the list of players and phone numbers. It is the coaches' responsibility to contact the parents of all the players, schedule a parent meeting and notify you of practices. If parents have not heard from a coach by March 15th, contact your League Coordinator.

Pre-formed Teams: **PLEASE contact your League Coordinator** as soon as possible. Pre-formed teams may enter our leagues. Registration forms and fees are due at time of registration. League Coordinators reserve the right to add players to any pre-formed roster.

Rosters: Basketball rosters are limited to 10 players. Coed Soccer rosters are limited to 14 players for Kinder/1st grade, 16 players for 2nd/3rd grade leagues and 18 players for 4th-6th grade league, maximum. Volleyball rosters are limited to 12 players. *Please note: if not enough players register for volleyball, clinics will be held instead of league play.

Age: The accepted minimum age for these leagues is 5 years old. Players registering for Soccer must be 5 years old by May 31. While Tulsa Parks does not require a copy of the birth certificate upon registration, if the age or grade of the child is called into question, we reserve the right to ask for proof of age or grade. **Players wishing to play up a grade/league should submit a written request to marcijoha@cityoftulsa.org. Players are not allowed to play down in a league.**

Tryouts: Tryouts are not allowed in any Tulsa Parks' leagues.

Practices: Pre-season practices: Teams are limited to two practices per week, 2-hour maximum per practice. During season practices: Once games begin, teams are limited to one, 2-hour maximum, practice per week. Practices will be the responsibility of the coach. Each coach will schedule days, times and locations of your practice.

Games: Each league will play a 6-8 game season beginning or after April 4. Soccer games may be played at the following locations: Whiteside Park or Reed Park Basketball games will be played at Lacy Park. Volleyball games will be played at Hicks Park.

Equal Play: Tulsa Parks requires equal playing time for all players.

Official Fees: Each coach will collect official's fees from their team parents. At the start of every game the coach is expected to pay for the official. Referee fees will be paid by each team for the following leagues:

- Soccer and Basketball Leagues — \$20 cash per team per game when two officials are assigned.
\$15 cash per team per game when one official is assigned.

Forfeits: If a team forfeits, that team will be responsible for the entire fee. This forfeit fee must be paid **BEFORE** the next game or the team will be dropped from the league.

Field Size and Number of Players on Field:

Kinder/1st Grade Soccer Leagues – 30 x 50 yards, 7 players maximum, including goalie.

2nd/3rd Grade Soccer Leagues - 40 x 65 yards, 8 players maximum, including goalie.

4th-6th Grade Soccer Leagues – 40 x 80 yards, 9 players maximum, including goalie.

Game Shirt: A Tulsa Parks game shirt will be provided for each player and must be worn in each game.

Altering or adding logos to the game shirt is not allowed. Teams altering the game shirt will be dismissed from the league. Sweatshirts, jackets, coats or long-sleeved shirts must be worn **under** the game shirt and tucked into the players' shorts or pants. Each NYSCA certified coach, up to three, will receive a free game shirt.

Player Equipment: No jewelry or bracelets (unless medical), plastic or metal hair ties or barrettes may be worn. Tape over pierced ears will not be allowed. We recommend players wear safety glasses. The game official shall decide any question regarding the legality of a player's equipment or uniform.

- Soccer - All soccer players are required to wear shin guards. Players can wear athletic shoes. Soccer shoes are not required but, if worn, must have rubber cleats and **cannot** be baseball or softball spikes. The league will provide practice and games balls. Kinder/1st Grade Leagues will use a size 3 soccer ball; 2nd/3rd and 4th-6th Grade Leagues will use a size 4 soccer ball. Coaches can check out the soccer equipment through their league coordinator.
- Volleyball - All volleyball players will need to provide their own knee pads

Scoring: Game scores and league standings will not be kept.

Trophies: No place trophies will be given. All players will receive a participation award at the end of the season.

NYSCA/Background Check: Coaches are required to be NYSCA certified. All coaches must also successfully pass a background check. Background screening forms and coaches packets are available on our website or your nearest community center.

Sportsmanship: Coaches and parents are expected to demonstrate good sportsmanship and encourage all players to do the same. The purpose of our league is to teach the basic fundamentals of the sport. Disciplinary actions taken for players, parents, coaches, or spectators displaying unsportsmanlike conduct can be as simple as a verbal warning and as harsh as expulsion from the league and all games.

Inclement Weather Policy: In the event of thunder or lightning, all games or practices in progress should be stopped immediately. The field should be cleared of all participants for a period of not less than 30 minutes. If during that 30-minute period another occurrence of lightning or thunder happens, a new 30-minute clock shall be started. Play shall not resume until a complete 30-minute time period has passed with no occurrence of thunder or lightning. Unsafe areas include all nearby outdoor metallic objects like flag poles, fences, gates, metal bleachers, high mast light poles. Avoid trees, water and open fields. Although you may be much safer in a car if lightning strikes, if a tornado approaches, you should abandon them immediately. If no suitable structure is nearby, lie flat in the nearest ditch or depression and use your hands to cover your head.

Weather Information: When in doubt, parents should contact their coach after 4p.m. during the week and after 8:30 a.m. on Saturdays. Please note that if schools are dismissed that does NOT mean games will automatically be cancelled. Information may also be posted on Facebook on the "Tulsa Parks' Sports" page.

Committee Decisions: Failure to adhere to the Tulsa Parks Youth League Rules as outlined will result in forfeiture or expulsion from the league. All Tulsa Parks Youth League Committee decisions are final.

Coaches: We rely on volunteer coaches to make our leagues successful. If you are interested in coaching, please pick up a coach application packet and notify your league coordinator. No more than three coaches are allowed on the sideline.

NO SMOKING & NO CHEWING TOBACCO: Tulsa Parks is a tobacco-free zone. Smoking or chewing tobacco is **NOT** permitted at any practice or game. Parents should remain in their cars if they must smoke or chew tobacco.

Youth Sports Leagues

Purpose, Philosophy, Liability and Background Screening

PURPOSE

The general purpose of the Tulsa Parks youth programs is to provide an opportunity for sportsmanship, socialization, skill improvement and physical fitness. It is also designed to bring area youth closer together through recreational competition and to keep the welfare of the youth first and foremost.

The specific purposes are:

1. To acquaint the participants with the basic fundamentals of the sport while exercising the body and mind through an enjoyable activity.
2. To inspire players with good habits while in fellowship with other players and to encourage and promote respect for officials and coaches.
3. To promote safety-first play.

PHILOSOPHY

It is our desire that all participants enrolled in youth sports have the guaranteed right to fair play in every game regardless of skill level. As a result of this guiding philosophy, rules and regulations governing play, eligibility and sportsmanship have been developed. However, it must be understood that sportsmanship and cooperation within a team are important aspects of the game. **Individuals who display poor sportsmanship or regularly miss practices may be kept from play in regular games.** It is always the duty of the coach to inform the Parks and Recreation Department of adverse conduct or any disciplinary situations.

1. Every participant shall be able to play and have fun.
2. Sportsmanship and gamesmanship will be a requirement of the players, coaches and parents.
3. The program shall be enjoyable for all teams and players. Poor sportsmanship, foul language and injurious play will be disciplined.
4. The department will make every attempt to provide equity of play within the entire program with the hope of allowing all teams an equal opportunity to compete.

Be it understood that by registering for this program, you accept the purpose, direction and philosophy of the program.

LIABILITY

Tulsa Parks program coordinators; league directors, coaches, game officials or any other supervisory personnel are not responsible for injuries to persons or damages to property. We encourage all participants to obtain insurance for player protection. This is entirely the responsibility of the person participating (players, coaches, managers, parents, and spectators), all of which participate at his or her own risk.

BACKGROUND SCREENING

All background checks remain confidential and will be valid for 1 year. The guidelines, which will be used for the background check process, involve reviewing the information provided by law enforcement records such as: Charges, arrests, convictions, offenses, and traffic violations. **If there are any 1) outstanding warrants, 2) criminal felony or criminal misdemeanor charges within the last five years, 3) any child abuse charges ever or 4) any charges ever regarding a sexual offense, you will not be eligible to coach in our league.** Forms are available on our website.

Conduct

Tulsa Parks will not tolerate the following by a coach, player or spectator:

1. **Smoking, drinking of alcoholic beverages or chewing tobacco:** Shall not be allowed by parents or coaches at any time during a game or practice. Alcohol on coaches' breath will be subject for review. It has no place in youth sports especially with respect to our coaches. Spectators are asked to refrain from smoking and chewing tobacco and absolutely no alcoholic beverages are allowed.
2. **Obscene, racist, sexist or abusive language:** Defined as language that is offensive to acceptable standards of decency or modesty or anything insulting. Should anyone have a question about the use of a word, it should not be used.
3. **Sportsmanship:** Any coach, parent, player or spectator verbally abusing or exhibiting negative behavior towards a game official, staff, opposing coach, or any player will be subject to disciplinary action by the game officials or Tulsa Parks' staff. A coach can be removed from coaching at any point during the season.

Officials and Tulsa Parks Staff have the right to remove a coach, parent, player or spectator from the game if the above incidences occur during a game.

Filing a Protest: First, review the Tulsa Parks Information Packet to identify specific violations of our policies and guidelines for youth sports. Tulsa Parks fully support the "National Standards for Youth Sports" and "NYSCA Code of Ethics" for coaches, players and parents. This information is located at www.nays.org. If a pledge is violated, we want to be informed. Secondly, a written incident report should be filed with the League Coordinator and NYSCA Chapter Director. We encourage anyone with a concern to file a written report. Documentation is vital in any review process. Any questions or concerns please contact:

Marci Joha NYSCA City of Tulsa Chapter Director
175 E. 2nd Street, Suite 490
Tulsa, OK 74103
(918) 596-2527 fax (918) 699-2808
marcijoha@cityoftulsa.org

PARENT RULES FOR KIDS SPORTS

1. Make it FUN!
2. Set a GOOD example!
3. Cheer for EVERYONE!

NATIONAL STANDARDS FOR YOUTH SPORTS

The National Alliance for Youth Sports (NAYS) is pleased to release this revised edition of the National Standards for Youth Sports. The original version was released in 1987 and served as the blueprint for how thousands of recreation professionals have conducted their youth sports programs through the years. In December 2007, a dedicated group of professional youth sports administrators convened during the International Youth Sports Congress in Orlando, Florida to re-examine the Standards in relation to the current youth sports environment. This new edition reflects the consensus of this group and addresses a variety of topics that currently affect the delivery of youth sports programs.

Standard #1 Quality Sports Environment

Youth sports programs must be developed and organized to ensure, as well as to enhance, the emotional, physical, social and educational well-being of children.

Standard #2 Sports Participation Should Be Fun and a Portion of a Child's Life

Youth sports are only one portion of a child's life that must be balanced with other social and educational experiences and activities.

Standard #3 Training and Accountability

Adults involved with youth sports must receive training and important information about the program and must be held accountable for their behavior.

Standard #4 Screening Process

To ensure the safety and well being of children in youth sports, individuals with regular, repetitive access or contact with children must complete the screening process.

Standard #5 Parents' Commitment

Parents/guardians must take an active and positive role in their child's youth sports experiences.

Standard #6 Sportsmanship

Everyone involved in youth sports programs should exhibit positive sportsmanship behavior at all times.

Standard #7 Safe Playing Environment

Youth sports programs must provide safe playing facilities and equipment, healthful playing situations and proper first aid applications, should the need arise.

Standard #8 Equal Play Opportunity

Parents, coaches, and league administrators must provide equal sports play opportunity for all youth regardless of race, creed, sex, economic status or ability.

Standard #9 Drug, Tobacco, Alcohol and Performance Enhancer Free Environment

Parents, coaches, officials, fans, players and administrators must be drug, tobacco and alcohol and performance enhancer free at youth sports activities.

COACHES CODE OF ETHICS

I hereby pledge to live up to my certification as an NYSCA member coach by following the NYSCA Coaches' Code of Ethics.

- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice the basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.
- I hereby pledge to adhere to the NYSCA Coaches Code of Ethics and fully understand if I do not uphold them I will be held accountable for my behavior, leading up to revocation of my membership, as outlined in the Accountability and Enforcement Policies enforced by the local chapter of the National Alliance for Youth Sports.



The Code of Ethics listed in the above text and next page are the standards by which Tulsa Parks strives to run its youth sports leagues. Players, parents and coaches are all expected to adhere to the standards and ethics set forth by the National Alliance for Youth Sports (NAYS). Players and parents will be asked by the coaches to sign a pledge form, and players and parents should expect the coach to adhere to the above-mentioned ethics.

PLAYERS CODE OF ETHICS

I hereby pledge to provide positive attitude and be responsible for my participation in Youth Sports by following this Code of Ethics.

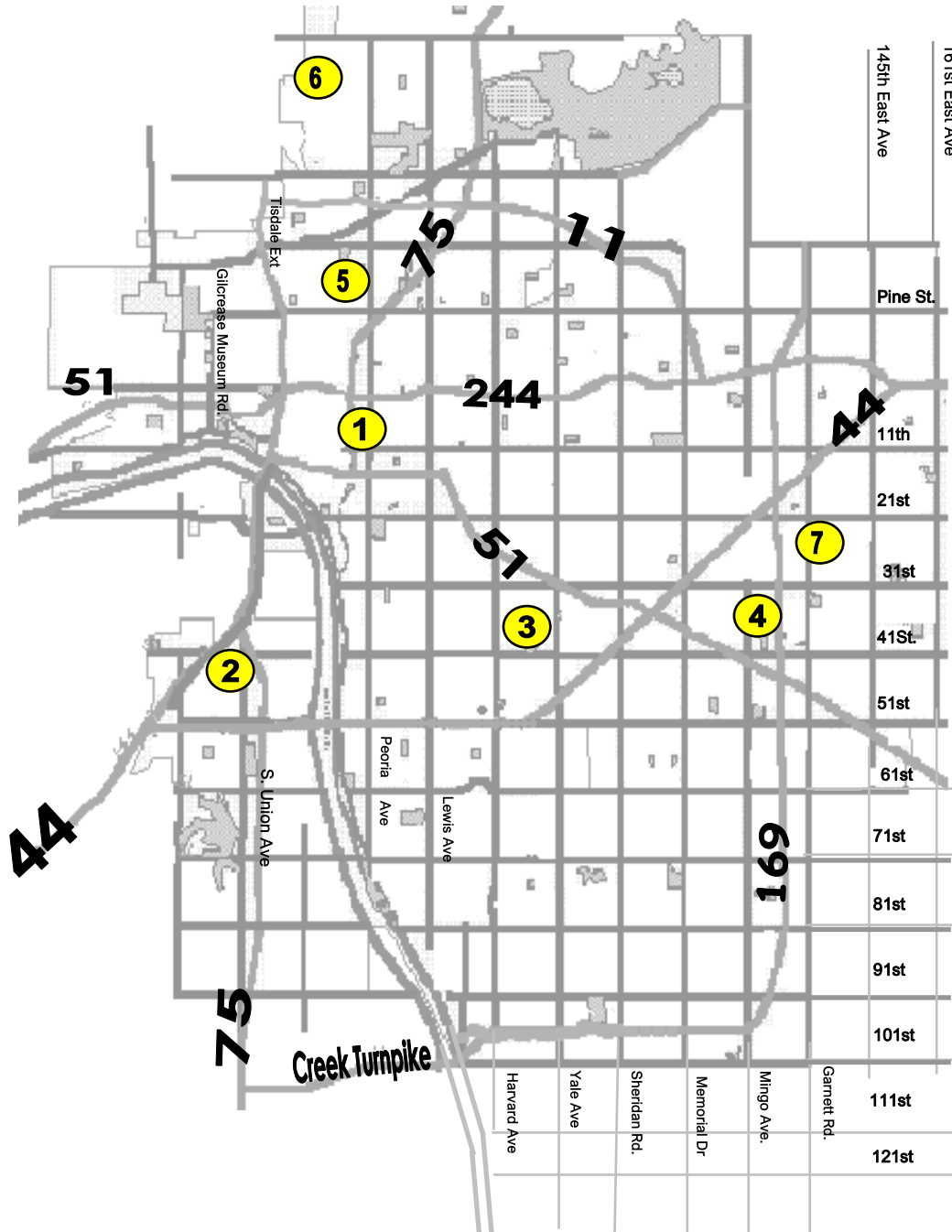
- I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice.
- I will attend every practice and game that is reasonably possible and notify my coach if I cannot.
- I will expect to receive a fair and equal amount of playing time.
- I will do my very best to listen and learn from my coaches.
- I will treat my coaches with respect regardless of race, sex, creed or abilities and I will expect to be treated accordingly.
- I deserve to have fun during my sports experience and will alert parents or coaches if it stops being FUN!
- I deserve to play in an alcohol, tobacco and drug free environment and expect adults to respect that wish.
- I encourage my parents to be involved with my team in some capacity because it's important to me.
- I will do my very best in school.
- I will remember that sports is an opportunity to learn and have fun.

PARENTS CODE OF ETHICS

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this Parents' Code of Ethics.

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
- I will place the emotional and physical well-being of my child ahead of a personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events.
- I will remember that the game is for youth – not for adults.
- I will do my very best to make youth sports fun for my child.
- I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan or assisting with coaching.
- I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
- I will read the National Standards for Youth Sports and do what I can to help all youth sports organizations implement and enforce them.

TULSA PARKS



1. Central Center - 1028 E. 6th St.; (918) 596-1444
2. Reed Recreation Center - 4233 S. Yukon; (918) 591-4307 *Soccer game location
3. Whiteside Recreation Center - 4009 S. Pittsburg; (918) 746-5040 *Soccer game location
4. Hicks Recreation Center - 3443 S. Mingo Road; (918) 669-6355 *Volleyball game location
5. Lacy Park - 2134 N. Madison Ave; (918) 596-1470 *Basketball game location
6. Jane A. Malone Center - 4940 N Frankfort Ave; (918) 591-4155

Submit completed application to LEAGUE COORDINATOR

BASKETBALL COORDINATOR:

William Ballard 918-596-1470, wballard@cityoftulsa.org, 918-596-1569 (fax)

SOCCER COORDINATORS:

Kindergarten/1st - Grace Hasler, 918-596-1525, ghasler@cityoftulsa.org, 918-596-1524 (fax)

2nd/3rd Grade - Tarah Moutray, 918-596-1520, tmoutray@cityoftulsa.org, 918-596-1521(fax)

4th-6th Grade - Sarah Gund, 918-746-5040, sgund@cityoftulsa.org, 918-596-1524 (fax)

VOLLEYBALL COORDINATOR

Kathy Carlson 918-596-1520, kcarlson@cityoftulsa.org, 918-596-1521(fax)

COACH APPLICATION

Date of Application_____

CIRCLE THE SPORT YOU WISH TO COACH

Basketball **Soccer:** Kinder/1st 2nd/3rd 4th-6th **Volleyball:** 4th/5th 6th-8th

Please Circle: Head Coach Assist. Coach

Team Name (if known): _____ Print

Name: _____

T-Shirt Size: _____

Home Address: _____

City

State

Zip Code

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Fax: _____

E-mail Address: _____

Is Your Child on Team? No Yes Child's name: _____

Why Did You Volunteer? _____

Did you submit a background screening form? Yes No

No guarantees, but, are there times your team cannot play games?

If so, what dates?

SPORT: _____

GRADE: _____

AmericanChecked Inc.



DISCLOSURE AND AUTHORIZATION 2.0

DISCLOSURE AND AUTHORIZATION FOR CONSUMER REPORTS

In connection with my application for employment (including contract or volunteer services) or application to rent a dwelling with _____, I understand consumer reports will be requested by you ("Company"). These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, judgments, bankruptcy proceedings, evictions, criminal records, etc., from federal, state, and other agencies that maintain such records.

In addition, investigative consumer reports (gathered from personal interviews, as applicable, with former employers or landlords, past or current neighbors and associates of mine, etc.) to gather information regarding my work or tenant performance, character, general reputation and personal characteristics, and mode of living (lifestyle) may be obtained.

If I am hired, I understand that my employer can use this disclosure and authorization to continue to obtain such consumer reports throughout my employment, contract period or volunteer service.

Authorization

I hereby authorize procurement of consumer report(s) and investigative consumer report(s) by Company. If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for Company to procure such reports at any time during my employment, contract, or volunteer period. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information.

This authorization is conditioned upon the following representations of my rights:

I understand that I have the right to make a request to the Consumer Reporting Agency: AmericanChecked Inc., 4870 South Lewis Avenue, Suite 120, Tulsa, OK 74105; telephone: 800-975-9876 ("Agency") upon proper identification, to obtain copies of any reports furnished to Company by the Agency and to request the nature and substance of **all information** in its files on me at the time of my request, including the sources of information, and the Agency, on Company's behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any investigative consumer report(s). The Agency will also disclose the recipients of any such reports on me which the Agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to Company obtaining the above information from the Agency. I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the Agency. I may view the Agency's privacy policy at their website: <http://americanchecked.com/privacy-policy>. I understand that if the Company is located in California, Minnesota or Oklahoma, that I have the right to request a copy of any report the Company receives on me at the time the report is provided to the Company.

By checking the following box, I request a copy of all such reports be sent to me. Check here: ☐

**DISCLOSURE AND AUTHORIZATION 2.2**

As a California applicant, I understand that I have the right under Section 1786.22 of the California Civil Code to contact the Agency during reasonable hours (9:00 a.m. to 5:00 p.m. (CST) Monday through Friday) to obtain all information in Agency's file for my review. I may obtain such information as follows: 1) In person at the Agency's offices, which address is listed above. I can have someone accompany me to the Agency's offices. Agency may require this third party to present reasonable identification. I may be required at the time of such visit to sign an authorization for the Agency to disclose to or discuss Agency's information with this third party; 2) By certified mail, if I have previously provided identification in a written request that my file be sent to me or to a third party identified by me; 3) By telephone, if I have previously provided proper identification in writing to Agency; and 4) Agency has trained personnel to explain any information in my file to me and if the file contains any information that is coded, such will be explained to me.

I understand that if I am applying for employment in New York, that I have the right to receive a copy of Article 23-A of the New York Correction Law _____ (initial if this applies).

I understand that if the report is provided to an employer in the State of Washington, that I can contact the following office for more information regarding my rights under Washington State Law in regard to these reports: State of Washington Attorney General, Consumer Protection Division, 800 5th Ave, Ste. 2000, Seattle, Washington 98104-3188, (206) 464-7744.

In connection with my application for employment/licensure (including contract or volunteer services) or application to rent a dwelling, I direct the following regarding my current employer: (please check one). Yes, my current employer may be contacted _____ / No, my current employer cannot be contacted _____

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the Summary of Rights _____ (initials).

First Name _____ Middle Name/MI _____ Last Name _____

Signature _____

Date _____

For identification purposes:

Address _____

Social Security No. _____ Date of Birth _____

Driver License No. _____ State of Issue _____