

New York Road Runners Youth Programs

Dear Prospective Volunteer,

Greetings! My name is Rick Hoffman, and I am the Volunteer Coordinator and Youth Events and Training Administrator for New York Road Runners Youth Programs. I work part-time. My typical hours of work are Monday 1:30-5:30, Tuesday 1:00-5:00, Wednesday 1:00-6:00, Thursday 11:00 – 5:00, and Fri. 10:00 – 4:00.

On behalf of the entire staff, I would like to thank you for your interest in volunteering with New York Road Runners. Once you complete and pass the screening process you will be off and running with us – *literally*. As a youth service organization, we must ensure that each volunteer is adequately screened through a thorough background check. This will help us provide high-quality volunteers and, most importantly, help secure the safety of our children.

The National Center for Safety Initiatives (NCSI) handles all our screening procedures and background checks. NCSI is a leading provider of these types of checks specifically for the youth serving community. NCSI screening process includes the following:

- Criminal Background Checks through two independent, screened and selected national databases
- Dual National Sex Offender Registry search
- Social Security Number verification
- Fair Credit Reporting Act (FCRA)* Notification Letter in accordance with Federal law
- Annual and Bi-annual checks

In order to administer these background checks properly, we need the following information: your first and last names, social security number, date of birth, address, and daytime phone number. We anticipate you might be hesitant to provide us with your social security number, but please be assured the number will remain private in a secure database and only be used for the purpose of background checks.

Please fax, mail, or email (as scanned document) the **filled-out portions of the forms**. If you have any questions regarding this background check process or New York Road Runners Youth Programs in general, please contact me at 646.758.9675.

Thank you in advance for your cooperation, and thanks for helping to give youth a running start.

Rick Hoffman

Volunteer Coordinator / Youth Events and Training Administrator

New York Road Runners Youth Programs

845 Third Avenue, 11th Floor

New York, NY 10022

646-758-9675 (direct line)

917-677-8939 (fax)

rhoffman@nyrr.org

NEW YORK ROAD RUNNERS YOUTH PROGRAMS

<http://www.nyrrf.org>
845 Third Avenue, 11th Floor New York, NY 10022
Phone: 646-758-9675 Fax: 917-677-8939
Email: rhoffman@nyrr.org

VOLUNTEER APPLICATION

PLEASE WRITE LEGIBLY

NAME (Mr. / Ms.) _____ TODAY'S DATE / /
ADDRESS _____ APT _____ CITY _____ STATE _____ ZIP _____
PHONE (Day) _____ PHONE (Cell) _____ EMAIL _____
BIRTHDATE ____ / ____ / ____ NYRR Member? Y ___ N ___ # _____
T-SHIRT SIZE? Small ___ Medium ___ Large ___ X-Large ___ FOREIGN LANGUAGES? _____
EMERGENCY CONTACT (NAME, RELATIONSHIP & PHONE) _____
AVAILABILITY? Weekdays ___ Weekends ___ Both ___

SELECT YOUR AREAS OF INTEREST WITH AN X OR CHECK MARK

1. RACE BUDDIES

Race Buddies participate in designated NYRR races and the special events described below and are paired with a **Young Runners (our after school youth running program)** school. The coach then pairs you with a runner who may need that extra push to get them across the finish line. **Most of the races are on the weekend.**

2. VOLUNTEER COACHES

Volunteer Coaches help the head coaches run efficient and fun practices. The programs are in schools throughout the boroughs and practice 1-3 days/week from approx. 3:30pm - 5:00pm. If you have **1+ days/ week** available during the time stated for at least three months, please consider becoming a volunteer coach. We highly encourage that you attend one of our free "**After the Basics**" trainings, where you will learn drills, techniques and the tools to help the coach manage a great practice.

3. SPECIAL EVENTS

Throughout the academic year NYRR holds special events for our youth, such as **Youth Jamborees**, spring **Friendlys**, and **Run with Champions**. At these events, we need help with **clerking, registration, assisting officials, data entry for the results, crowd control, organizing the kids, being a cheerleader, handing out water, and assisting coaches of the bigger schools. These are mostly on the weekends but sometimes during the week.**

4. FITNESS FAIRS

Frequently, organizations invite NYRR to participate in their health fairs, cultural festivals, sports expos, and other events. This, like the special events, is very *hands-on* and consists of helping to run relays with kids and other fun activities. **These are mostly on the weekends but sometimes during the week.**

5. TEAM FOR KIDS (TFK)

TFK members are adult runners who pledge to raise funds for NYRR Youth Programs as they train for and compete in premier NYRR races, including the ING New York City Marathon and the New York City Half-Marathon. Since 2002, almost 5,000 TFK members have raised more than \$14 million for the children served by NYRR programs. Volunteers are **needed in the field during weekend long training runs to staff water stops, direct people on course and watch baggage; however, there is also vital office work available (primarily data entry).**

6. ADMINISTRATIVE

Last but certainly not least is helping out at our office at 845 Third Avenue (btwn 51st and 52nd Streets). This includes (but is not limited to) **making calls, helping with mailings, data entry, and making copies. The time is usually typical business hours (Mon – Fri 9-5).**

Other skills/areas/items not listed above: _____



CONSENT FOR BACKGROUND CHECK AUTHORIZATION/WAIVER/INDEMNITY

I hereby give my full consent and permission to

New York Road Runners

in order to obtain information relating to my criminal history and any other applicable records through National Center for Safety Initiatives LLC and their agents. The records as received by the reporting agencies may include but not limited to arrest, conviction, social security verification and/or driving records as well as plea bargains, deferred adjudications, and delinquent conduct committed as a juvenile. I understand that this information will be used in part to determine my eligibility for a volunteer or staff/board position within this organization. I also understand that as long as I remain in such capacity here, the above mentioned record checks may be repeated at any time. I understand that I will have an opportunity to review the records as received by

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and a procedure is available for clarification, if I dispute the records that have been received. I also understand that the records received could contain information presumed expunged.

I, the undersigned, do for myself, my hires, executors and administrators, hereby remise, release, and forever discharge and agree to indemnify National Center for Safety Initiatives LLC and

New York Road Runners,

each of their officers, directors, employees, volunteers and agents and hold them harmless from and against any and all causes and actions, including but not limited to: suits, liabilities, costs, debts, and sums of money, claims, and demands whatsoever (including claims for negligence, gross negligence, and/or strict liability) and any and all related attorney's fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to serve.

Applicants from Minnesota & Oklahoma:

Please check this box if you wish to receive a copy of a consumer report if one is obtained by the company.

Applicants from California:

By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.

I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE CONSENT FOR THE ABOVE RECORD CHECKS AND THAT I ACCEPT AND SIGN THIS FORM VOLUNTARILY.

Applicant's Legal Name Including First, Middle, Last Name and Suffix:

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Applicant's Aliases / Maiden Names:

Social Security Number:

Date of Birth:

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Enter Again for Verification:

Social Security Number:

Date of Birth:

Gender:

				<input type="checkbox"/> Male	<input type="checkbox"/> Female
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Current Address:

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City:

State:

Zip:

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Signature:

Date:

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A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4367 (Toll-Free)
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW

Employer (the “Company”) intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for employment purposes. Thus, you can expect to be the subject of “investigative consumer reports” and “consumer credit reports” obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency (“ICRA”), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer (as that term is defined under California law) will be:

National Center for Safety Initiatives
21403 Chagrin Blvd, Ste 200
Beachwood, OH 44122
(866) 833-7100

The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRA's complying with requests for certified mailing shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's.

“Proper Identification” includes documents such as a valid driver's license, social security number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

New York Road Runners Youth Programs

CHILD ABUSE PREVENTION POLICIES

Prevention of Child Abuse Policy

It is the policy of New York Road Runners Youth Programs (NYRRYP) to ensure a wholesome, safe environment, and to train all staff and volunteers in the recognition and prevention of child abuse.

Employee and Volunteer Recruitment and Hiring

NYRRYP takes steps to ensure that staff members and volunteers do not have histories of child abuse or endangerment. NYRRYP generally takes the following steps in this regard:

- All applicants seeking employment with NYRRYP must notify NYRRYP whether or not they have been convicted of a crime;
- Hiring managers will speak to, or receive written correspondence from, at least two references before any job offer is extended to any prospective employee;
- All staff and volunteers are screened by National Center for Safety Initiatives, an organization that reviews criminal records and child abuse and molestation records from virtually all 50 states in the country, including New York.
- As a part of an initial orientation conducted within two weeks of hiring for staff, or active involvement as a volunteer, all new staff members and volunteers working with children must participate in a documented orientation which clearly indicates there is “zero tolerance” of any type of child abuse.
- Documentation of orientation regarding Abuse Prevention Policies are certified by the staff member or volunteer signing a form stating they have received and read these policies and that they attended a meeting in which these policies were reviewed.

Procedures In the Event of Suspected Child Abuse

External Procedures

If an employee suspects in good faith that a child in one of NYRR's youth programs has been abused, the employee must immediately report the suspicion to the executive director or program director, who will then call the abuse registry and all authorized investigative agencies.

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Prevention of Child Abuse: Procedures

Violation of any of the following procedures is a terminable offense.

- No staff member is to be alone with any child at any time without a justifiable reason pertaining to the child's well-being.
- Senior management will initiate necessary communication with parents regarding information on accidents, illnesses, and injuries.
- Employees and volunteers are not permitted to socialize or interact with program participants who are under the age of 18 for non-programmatic reasons, including but not limited to, baby-sitting and taking weekend trips.
- Employees and volunteers are prohibited from disciplining children through use of physical punishment or by withholding necessary care.
- Profanity, inappropriate jokes, the sharing of intimate details of one's personal life, arguing, and harassment of any kind are prohibited in program sites.
- Pre-school children (including kindergarten) must be accompanied to the restroom or locker room by a staff member, volunteer, or the child's parent or guardian. Staff members or volunteers accompanying children will stand in the doorway while children are using the restroom. If they need to assist a child, a stall door must remain open. This policy allows for as much privacy as possible, without the staff member being alone with the child. Children in first grade through age 12 must be sent in pairs to the bathroom.
- Staff members and volunteers shall not abuse children including the following:
Physical abuse - strike, spank, slap, kick, punch, or otherwise cause trauma to a child;
Verbal abuse - humiliate, degrade, threaten, insult;
Sexual abuse – inappropriate touching, fondling, exposure, display of pornography;
Mental abuse – shaming, cruelty;
Neglect – withholding food, water, and basic care.
- Staff members or volunteers must always respect the right of children not to be touched in ways that make them feel uncomfortable and the child's right to say no.
- Staff members and volunteers are not to transport children in private vehicles without clearance from a senior staff member (Executive Director, Program Director, Program Manager).
- Staff members and volunteers will respond to children with respect and consideration, and will treat all children equally, without regard for gender, race, religion, disability, culture, ethnicity, or citizenship.

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I have read and understand the written materials on New York Road Runners Youth Programs Child Abuse Prevention Policies.

_____ (date)

_____ (signature)

_____ (print name)