



Thank you for volunteering to be a coach, manager or assistant in one of Montville Township’s Recreation Programs. In order to be considered as a volunteer, you need to complete three items as follows:

1. Youth Sports Coaches Contract (Code of Ethics), Coaches Application Form & Athletic Code of Conduct
2. Disclosure Statement (Background Check)
3. Completion of a Montville Township approved Sports Certification Program

Upon completion of the requirements above, the approval of the Montville Township Recreations Department and the sports organization for which you have applied, you will then be considered as a volunteer. Each coach/assistant must wear an ID Badge. No person will be allowed on the field with the proper ID.

**YOUTH COACHES CODE OF ETHICS**

1. I hereby pledge to live up to my certification as a coach by following the Code of Ethics.
2. I will place the emotional and physical well-being of all players ahead of any personal desires to win.
3. I will remember to treat each player as an individual, remembering the large range of emotional and physical development within a particular age group.
4. I will do my very best to provide a safe playing situation for my players.
5. I promise to review and practice the necessary first aid principles needed to treat injuries of any players.
6. I will do my best to organize practices that are fun and challenging for all my players.
7. I will lead by example to demonstrate fair play and sportsmanship to all players.
8. I ensure that I am knowledgeable in the rules of each sport I coach, and will teach these rules to my players.
9. I will use coaching techniques appropriate for each of the skills that I teach and for the proper age level.
10. I will remember that I am a youth coach and that the game is for the children and not adults.

I, (please print first and last name) \_\_\_\_\_, verify that I have read and understand the Youth Sports Coaches Contract. I agree to abide by all the rules, regulations and policies set forth by the Montville Township Recreation Department and the organization of which I am involved. I also understand if I violate and/or break any of the rules, regulations or policies, I may lose the privilege of coaching, managing or assisting in any programs sponsored by the Montville Township Recreation Department.

Please complete all of the following information neatly and legibly in UPPER CASE letters:

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Phone \_\_\_\_\_

Expiration	_____
Coach ID#	_____

Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTE: Sport organizations will be fined accordingly for coach’s non-compliance of wearing their coach’s ID. FIRST offense \$50, SECOND offense \$75.00 and THIRD offense will be suspension from the season. It is the responsibility of the sponsoring sport organization to ensure that coaches wear their ID cards.



The following is promulgated in accordance with the provisions of the State of New Jersey P.L. 2002, Chapter 74.

**PREAMBLE:** Interscholastic and youth sports programs play an important role in promoting the physical, social and emotional development of children. It is therefore essential for parents, coaches and officials to encourage youth athletes to embrace the values of good sportsmanship. Moreover, adults involved in youth sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect and self-control.

I therefore pledge to be responsible for my words and actions while attending, coaching, officiating or participating in a youth sports event and shall conform my behavior to the following code of conduct.

1. I will not engage in unsportsmanlike conduct with any coach, parent, player, participant, official or other attendee.
2. I will not encourage my child, or any other person, to engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
3. I will not engage in any behavior which would endanger the health, safety or well-being of any coach, parent, player, participant, official or any other attendee.
4. I will not encourage my child, or any other person, to engage in any behavior which would endanger the health, safety or well-being of any coach, parent, player, participant, official or any other attendee.
5. I will not use drugs or alcohol while at a youth sports event and will not attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.
6. I will not permit my child, or encourage any other person, to use drugs or alcohol while at a youth sports event and will not permit my child, or encourage any other person, to attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.
7. I will not engage in the use or profanity.
8. I will not encourage my child, or any other person, to engage in the use of profanity.
9. I will treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, gender, sexual orientation or ability.
10. I will encourage my child to treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, gender, sexual orientation or ability.
11. I will not engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.
12. I will not encourage my child, or any other person, to engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.
13. I will not initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.
14. I will not encourage my child, or any other person, to initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.
15. I will not encourage my child, or any other person, to engage in any property damage.
16. I will abide by any league/organization rules for minimum playing time required for each player.

I hereby agree that if I fail to conform my conduct to the foregoing while attending, coaching, officiating or participating in a youth sports event, I will be subject to disciplinary action, including but not limited to the following in any order or combination, and possibly be banned as described in provision P.L. 2002, Chapter 74:

1. Verbal warning issued by a league, organization or school official.
2. Written warning issued by a league, organization or school official.
3. Suspension or immediate ejection from a youth sports event issued by a league, organization or school official who is authorized to issue such suspension or ejection by a school board or youth sports organization.
4. Suspension from multiple youth sports events issued by a league, organization or school official who is authorized to issue such suspension by a school board or youth sports organization.
5. Season suspension or multiple season suspension issued by a school board or youth sports organization.

**N.J.S.A. 5:17-4 VIOLATION OF CODE OF CONDUCT:** Any student, coach, official, parent or other person subject to the terms and conditions of an athletic Code of Conduct established pursuant to the provisions of P.L. 2002, c. 74 (C. 5:17-1 et seq.) who violates the provisions of the athletic code of conduct, may be banned from attending any subsequent school or community sponsored youth sports event. In the event that any student, coach, official, parent or other person subject to the terms and conditions of an athletic code of conduct is banned from attendance, that person may petition the school board or sports team for permission to resume attendance. Prior to being permitted to resume attendance, the school board or sports team shall require the individual to present proof of completion of anger management counseling through a public or private source.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (Print) \_\_\_\_\_

## New Jersey Universal Fingerprint Form Appointment Instructions

TO REGISTER FOR AN APPOINTMENT ONLINE GO TO <https://uenroll.identogo.com/>

1. PAGE 1: SCHEDULE OR MANAGE APPOINTMENT  
ENTER SERVICE CODE TO GET STARTER: **2F1J3Y**
2. PAGE 2: ENTER THE REQUIRED PERSONAL INFORMATION: LEGAL NAME, DATE OF BIRTH AND METHOD OF CONTACT
3. PAGE 3: AGENCY IDENTIFIERS (CONTRIBUTOR'S CASE #): **P03017**
4. PAGE 4: CITIZENSHIP: COUNTRY OF BIRTH, CITY OF BIRTH, STATE/PROVINCE OF BIRTH AND COUNTRY OF CITIZENSHIP
5. PAGE 5: PERSONAL QUESTIONS: 1) HAVE YOU EVER USED AN ALIAS. 2) IS YOUR MAILING ADDRESS THE SAME AS YOUR RESIDENTIAL ADDRESS
6. PAGE 6: PERSONAL INFORMATION: HEIGHT, WEIGHT, HAIR COLOR, EYE COLOR, PREFERRED LANGUAGE, GENDER AND RACE
7. PAGE 7: MAILING ADDRESS: COUNTRY, ADDRESS LINE 1, CITY, STATE, PROVINCE, POSTAL CODE
8. PAGE 8: SELECT DOCUMENTS THAT YOU WILL BRING
9. PAGE 9: ENTER ZIP CODE FOR LOCATION OF IDENTOGO – **ONLY SELECT NJ LOCATIONS!**
10. PAGE 10: SELECT DATE AND TIME OF APPOINTMENT. IF YOU SEE "0 AVAILABLE APPOINTMENTS", NOTE THAT IT SAYS "IN THE NEXT 7 DAYS." CLICK ON THE LOCATION FOR MORE AVAILABLE DATES TO LOAD IN THE DROP DOWN MENU. **PAYMENT SHOULD BE \$25.38 - ONLY SELECT NJ LOCATIONS – IF YOU GO TO AN OUT OF STATE LOCATION WE CAN NOT REIMBURSE YOU FOR ANYTHING MORE THAN \$25.38!**

Notification Period and Reimbursement - Recreation usually receives notification from the state 7-10 business days after your prints have been taken. (Due to limited staffing during the pandemic, responses are currently taking longer.) To expedite this process once you complete you're fingerprinting please immediately return the receipt and voucher (if not already forwarded) to the Recreation Department. A check reimbursement usually takes 4-6 weeks which will be mailed to your home.

**The youth sports coach contract / ID BADGE form must be completed and returned to the Recreation Director to process a new badge. Once all certifications are met, your badge will be mailed to your home address and must be worn at all practices/games.**

If you have any questions or need help with this process please email [Ldent@montvillenj.org](mailto:Ldent@montvillenj.org) or call 973-331-3344.

