

CENTRAL BLAIR RECREATION & PARK COMMISSION VOLUNTEER MANUAL

The Central Blair Recreation & Park Commission welcomes you as a volunteer and we thank you for your willingness to partner with us in providing quality recreational programming.

Effective July 2, 2015, all volunteers **MUST ADHERE** to guidelines as described below. **IT IS VERY IMPORTANT TO NOTE THAT YOU CANNOT BEGIN YOUR VOLUNTEER SERVICE UNTIL ALL OF THE REQUIREMENTS LISTED HAVE BEEN COMPLETED.** *Please note that the records will be maintained in a secured area at the Recreation Office.

These clearance must be paid for and obtained by you, the volunteer, before your first day of volunteer service. If you do not have access to a computer, internet or a printer, the Commission will provide a computer for use at the Main Office, 2101 Fifth Avenue, Altoona, PA 16602 from 8 to 4 Monday through Friday.

1. **Volunteer Acknowledgement & Release:** Volunteers must obtain all necessary signatures and return the document to the Recreation Office, refer to page 3.

2. **Volunteer Affidavit:** Refer to page 4

A volunteer may NOT need to submit the Federal Criminal History Record (Fingerprint) if the volunteer submits an affidavit affirming that the volunteer:

- a. Has been a resident of the Commonwealth of PA for the entirety of the previous ten (10) years; and
- b. Has never been convicted of a Reportable Offense in PA or any other state or jurisdiction including foreign jurisdictions.

3. **Reportable Offense Obligation:** Sign and return to the Recreation Office. Refer to page 5.

4. **Child Abuse Training (ACT 126):** Training is required and is available online at www.reportabusepa.pitt.edu. Upon completion, participants will receive a certificate. A copy of the certificate must be submitted to the Recreation Office.

5. **Tuberculin Test:** A negative Tuberculin test must be on-file at the Recreation Office.

When all the application processes have been completed, all forms, certificates and test results must be submitted to the Recreation Office.

CENTRAL BLAIR RECREATION & PARK COMMISSION CRIMINAL CLEARANCES

The Central Blair Recreation & Park Commission welcomes you as a volunteer and we thank you for your willingness to partner with us in providing quality recreational programming.

Effective July 2, 2015, all employees **MUST HAVE** the following on file at the Recreation Office:

Pennsylvania Child Abuse History Clearance	Pennsylvania Criminal History Clearance
Federal Criminal History and Fingerprinting	Reportable Offense Obligation
Child Abuse Training ACT 126 Certificate	Tuberculin Test Results

These clearance must be paid for and obtained by you, the volunteer, before your first day of volunteer work. If you do not have access to a computer, internet or a printer, the Commission has a computer you can use at the Main Office, 2101 Fifth Avenue, Altoona, PA 16602 from 8 to 4 Monday through Friday.

Pennsylvania Child Abuse History Clearance:

Log onto <https://www.compass.state.pa.us/CWIS/public/home>

Click on Create Individual Account. Set up your account and then click finish

An e-mail with a temporary password will be sent. Use this information to finish the account set-up and then login

Click on create clearance application

On Application Purpose screen, choose Volunteer having contact with children. Volunteer category is Other and Agency name is CBRC

Complete the application and sign the e-signature on the Application Payment Screen choose NO and submit your application

An e-mail with your results will be sent to you. Please print and turn in to the Recreation Office or forward the results to your Program Coordinator.

Pennsylvania State Police Clearance:

Log onto <https://epatch.pa.gov/home>

Click New Volunteer Record Check

Accept terms and conditions

Then complete the application

An e-mail with your results will be sent to you. Please print and turn into the Recreation Office or forward the results to your Program Coordinator.

FBI Clearance with Fingerprinting: \$23.85 – only if you have not lived in PA for ten (10) years and you have never been convicted of a Reportable Offense in PA or any other state or jurisdiction including foreign jurisdictions. (Otherwise, please fill-out the Volunteer Affidavit.)

Payment must be made online at the time of registration. You can start the registration process online at by accessing <https://uenroll.identogo.com> • Enter Service Code **1KG6ZJ** for volunteer • Select Schedule or Manage Appointment • Complete each screen, as required • Find fingerprinting location choose: Identogo located at 1600 Valley View Boulevard, Altoona, PA 16602, typically open M-F from 8 to 4 and schedule date/time for fingerprinting • Complete registration and take required document(s) to fingerprinting location, as scheduled. The FBI results will come to your home, when you receive them, please turn into the Recreation Office or forward the results to your Program Coordinator.

VOLUNTEER ACKNOWLEDGEMENT
CENTRAL BLAIR RECREATION & PARK COMMISSION

The undersigned hereby acknowledges that he/she is volunteering to perform services without Compensation on behalf of the Central Blair Recreation & Park Commission and that he/she understands that in the event of any injury to the person or property of said volunteer not directly caused by the neglect of the of the Central Blair Recreation & Park Commission through its servants and employees, the Central Blair Recreation & Park Commission shall have no liability therefore under workers compensation laws, tort law, or any other law. Said volunteer also acknowledges his/her understanding that even as to personal or property damage suffered by said volunteer while in the service of the Commission which is directly caused by the negligence of the Commission, acting through its employees or servants, that the laws of the Commonwealth of Pennsylvania provide that the Central Blair Recreation & Park Commission is immune from liability for damages therefore subject to certain exceptions provided in said law and that even as to said exceptions, where the Commission may be liable, the amount and nature of damages which may be claimed are expressly limited by said law.

In requiring the acknowledgement set forth above, the Central Blair Recreation & Park Commission does not intend to expand or limit its liability to said volunteer as currently provided under Pennsylvania law. The intent of the Commission is simply to provide a clear, concise statement of existing law so that the volunteer may be fully apprised of his or her legal rights with regard to personal injury or property damage prior to volunteering his or her services.

VOLUNTEER NAME (PRINT)

SPORT

ADDRESS

HOME TELEPHONE NUMBER

CELL TELEPHONE NUMBER

PROGRAM COORDINATOR'S SIGNATURE

DATE

VOLUNTEER SIGNATURE

DATE

18-AUG-23

VOLUNTEER CONFIDENTIALITY AGREEMENT
CENTRAL BLAIR RECREATION & PARK COMMISSION

There are federal and state laws that protect the privacy rights of players and families. In a practice or game situation, there are many instances in which confidential information is discussed in order to better understand players and how we can help them. When working as a volunteer for the Commission there may be times when this information is overheard. Our staff will make every effort to prevent this from happening; however, as a volunteer you must agree that if you do hear information, about a players or family, you will not repeat this outside of the field of play. This will ensure the protection of our players' interest and their families, thus creating a better environment for all.

Additionally, three laws govern special education confidentiality. FERPA (Family Educational Rights and Privacy Act), IDEIA (Individuals with Disabilities Education Improvement Act), and Chapter 14 (Pennsylvania Special Education Guidelines). All three bodies of regulations indicate the confidentiality communication with anyone who does not have a right to know is in violation of these laws. A volunteer should not discuss a child's disability with any individual outside of the field of play or staff member. The volunteer should not carry any written or verbal statements outside of the field of play that would divulge the child's disability. In essence, only those who work directly with the student are considered as those with a "need to know." If at any time these terms of confidentiality are violated by a volunteer, termination of volunteer services may occur.

As a volunteer:

- I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work.
- I will keep confidential matters private.
- I also understand that volunteering for the Commission is a privilege and not a right. The Commission reserves the right to deny or remove any volunteer violating confidentiality or any Commission policy.

By signing this agreement I am stating that I will not divulge information about any player or family to any person outside the school setting.

Volunteer Name (Print)

Volunteer Signature

Date

18-AUG-23

Volunteer Affidavit

Central Blair Recreation and Park Commission

(Submitted in Lieu of Fingerprint-based FBI Clearance pursuant to 23 Pa.C.S.A. §6344.2(b.1))

Name: _____

Date: _____

Address: _____

Telephone: _____

Volunteer Position Applied For: _____

I, _____ (Name) hereby attest that all information provided below is correct and current. I understand that if this any false statements can and will be punishable by law.

1. I hereby attest and understand that the volunteer position for which I am applying is an unpaid position.
2. I hereby attest that I have been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period, i.e. from _____ [date ten years prior to current date], to the current date of this application.
3. I hereby swear and affirm that I have not been convicted of any of the following offenses under Title 18 (relating to crimes and offenses), or any offense similar in nature to the crimes listed below, under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

- Chapter 25 (relating to criminal homicide).
- Section 2702 (relating to aggravated assault).
- Section 2709.1 (relating to stalking).
- Section 2901 (relating to kidnapping).
- Section 2902 (relating to unlawful restraint).
- Section 3121 (relating to rape).
- Section 3122.1 (relating to statutory sexual assault).
- Section 3123 (relating to involuntary deviate sexual intercourse).
- Section 3124.1 (relating to sexual assault).
- Section 3125 (relating to aggravated indecent assault).
- Section 3126 (relating to indecent assault).
- Section 3127 (relating to indecent exposure).
- Section 4302 (relating to incest).
- Section 4303 (relating to concealing death of child).
- Section 4304 (relating to endangering welfare of children).
- Section 4305 (relating to dealing in infant children).
- A felony offense under section 5902(b) (relating to prostitution and related offenses).
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
- Section 6301 (relating to corruption of minors).
- Section 6312 (relating to sexual abuse of children).
- The attempt, solicitation or conspiracy to commit any of the offenses set forth in this list.
- A felony offense under the act of April 14, 1972 (P.L. 233, No. 64) known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.

I hereby verify and affirm that I understand that a conviction for any of the offenses outlined above or any similar offense under federal or other state law or former law disqualifies me from approval for service as an unpaid volunteer. I further understand and agree that I have an obligation to submit written notice to the Superintendent or other designated administrator disclosing any future arrest or conviction for any such offenses, and/or any notification that I have been listed as a perpetrator in a founded or indicated report, within 72 hours, of the occurrence of such arrest, conviction, or notification of listing as a perpetrator.

I hereby verify that all statements in the within Affidavit are true and correct to the best of my knowledge, information and belief. I understand that my statements are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities, which provides that if I knowingly make false averments, can and will subject me to criminal penalties.

Signed by: _____

Date: _____

Attest/Witness: _____

Date: _____

REPORTABLE OFFENSE OBLIGATION
CENTRAL BLAIR RECREATION AND PARK COMMISSION

As required by statute, I fully understand that:

1. If I am arrested for or convicted of a Reportable Offense or named as a perpetrator in a founded or indicated report I must provide written notification of the same to the Recreation Office no later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the statewide database.
2. If CBRC has a reasonable belief that I was arrested or convicted of a Reportable Offense or was named as a perpetrator in a founded or indicated report, the CBRC can require me to update my clearances before being permitted to continue to be an employee or Independent Contractor for CBRC.
3. Willful failure to disclose this information is a misdemeanor in the third degree.
4. I must renew my clearances prior to the date of expiration five (5) years from the date of issuance.
5. In order to efficiently select employees or Independent Contractors for events or programs requiring clearances throughout the CBRC, my name, only, will be listed on a CBRC database of persons who have submitted clearances to be used for employee or Independent Contractor selection purposes only. Reports and information contained on the reports will remain confidential to the extent permitted by law.

Print Name

Signature

Date

E-Mail Address

This acknowledgement is being submitted to:

CBRC Representative initials

Date of Receipt