



**Employee/Volunteer Affidavit**  
for ASA/USA SOFTBALL AND AFFILIATES

**ASA's Zero-Tolerance Stance against Abuse**

ASA and its affiliates have a great deal of concern about the safety and abuse of children. As a person who is interested in the well being of children, we believe you are entitled to know how our organization is combating this critical issue. In addition, as an applicant for a volunteer/staff position with our organization, you need to know the defensive measures we employ to protect children in our care, as well as the volunteer/staff from this serious problem.

We will not tolerate the abuse of any child. We are aware that some people apply for positions in the youth services field because they are interested in children sexually. We make an active and, we believe, effective effort to prevent child abuse in our programs. We attempt to screen out molesters through a careful background check. We structure our activities by recommending that volunteer/staff not be left alone with children. We periodically interview children about their experiences in our program, and encourage open discussion of their problems. We take any allegations by children and by others very seriously, and refer all allegations to the local or state law enforcement authorities for investigation in which we fully cooperate.

ASA takes a Zero-Tolerance stance against abuse of children or any participant in our programs. In addition, the safeguards built into our activities protect our volunteers and staff from placing themselves in situations that might be misinterpreted by children and others.

**CONSENT FOR CRIMINAL BACKGROUND HISTORY CHECK  
AUTHORIZATION. WAIVER. INDEMNITY**

I hereby give my permission for the ASA to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and that there is a procedure available for clarification, if I dispute the record as received.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby release and forever discharge and agree to indemnify the ASA and its affiliates and each of their officers, directors, employees, and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer or staff member.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Date



## Employee/Volunteer Application for ASA/USA Softball Teams, Leagues & Affiliates

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

How long at this address? \_\_\_\_\_ *If less than 5 years,  
please list prior residence(s) on the back of this sheet.*

Date of Birth: \_\_\_\_\_

Month Day Year

Position applied for (check all that apply)

Coach

Volunteer

Umpire

Other: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

Do your children participate in this or any other ASA program? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please list the names of their team/league: \_\_\_\_\_

Employment History (5 years – Please attach additional sheets, if necessary)

Current Employer: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position: \_\_\_\_\_

How long with this company? \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position: \_\_\_\_\_

How long with this company? \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Coach/Umpire/Volunteer History (5 years – Please attach additional sheets, if necessary)

Organization Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position: \_\_\_\_\_

Dates Held: \_\_\_\_\_ Director's Name: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Position: \_\_\_\_\_

Dates Held: \_\_\_\_\_ Director's Name: \_\_\_\_\_

Personal References (not relatives)

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

What do you hope to gain by working or volunteering in the ASA Program? \_\_\_\_\_

What group(s) do you prefer to work with? Male \_\_\_\_\_ Female \_\_\_\_\_ Youth \_\_\_\_\_ Adult \_\_\_\_\_

Why? \_\_\_\_\_

**Criminal History:**

1. Have you ever been convicted of a misdemeanor or felony? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Have you ever plead guilty or nolo contendere for any offense in any court of law, in the U.S. or elsewhere?  
Yes \_\_\_\_\_ No \_\_\_\_\_
3. Has any court deferred further proceedings without entering a finding of guilty, or placed you on probation?  
Yes \_\_\_\_\_ No \_\_\_\_\_
4. Have you ever been arrested for, or voluntarily resigned or been removed from a position of authority as a result of charges of dishonesty, moral turpitude or assault? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered YES to any of the preceding four questions, please provide details on the back of this page or on a separate sheet and attach to this application. Affirmative answers and/or conviction of a crime are not an automatic bar to your consideration for employment or volunteer position within this organization. The nature and date of the offense and its relationship to the position for which you are applying will be taken into consideration.

**Statement / Waiver**

I certify that all of the statements in this application, and in any attachments hereto, are true and correct to the best of my knowledge. I also certify that I have not withheld any information that would affect my application unfavorably, if disclosed. I understand that any omission of facts or misrepresentation will result in my elimination from consideration for any volunteer or staff position with ASA or its affiliates or, following acceptance of service, may be cause for the immediate termination of my relationship with ASA or its affiliates. I further certify that I understand that ASA's intent is to deny a position to anyone convicted of a crime of violence or a crime against another person.

I specifically acknowledge that ASA or its affiliates will inquire about, and I authorize them to verify, my prior employment, experience, personal references, background, including criminal background checks which may contain arrest and conviction data. I waive any right to assert that such an investigation or request constitutes an invasion of my privacy. I recognize that such inquiries are in the interest of all persons involved in ASA activities, and I fully consent to such investigations. I release ASA, its directors and officers, employees, affiliates, volunteers, agents and representatives, as well as any third parties that ASA or its affiliates contact, directly or indirectly, regarding my application to, or future services with, ASA or its affiliates, from any liability in connection with the ASA 's investigation, or their contact with third parties.

I further agree to conform to the rules, regulations, and policies of ASA and its affiliates, and understand that my service/employment and compensation, if any, can be modified or terminated, with or without notice or cause, at any time, at the option of either ASA and its affiliates, or at my option. I understand that no representative of ASA has the authority to enter into any agreement for service/employment for any specified period of time, or to make any agreement contrary to the foregoing. I understand and agree that ASA or its affiliates may, in their sole discretion, decline to accept my application for volunteer/staff services with or without cause.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE APPLICATION AND RELEASE, AND THAT I SIGN THIS FORM VOLUNTARILY.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Please Print Name**

\_\_\_\_\_  
**Date**

## Zero Tolerance Policy against Abuse

The \_\_\_\_\_ is committed to providing a safe environment for its members and participants, and to preventing abusive conduct in any form. Every member of this organization is responsible for protecting our participants and ensuring their safety and well being while involved in sponsored activities.

To this end, we have established the following guidelines of behavior and procedures for our staff, volunteers and participants. All members of this organization, as well as parents, spectators and other invitees are expected to observe and adhere to these guidelines.

1. Abuse of any kind is not permitted within our organization. This means we do not tolerate physical, sexual, emotional or verbal abuse or misconduct from our players, coaches, officials, volunteers, parents or spectators.
2. Physical and sexual abuse, including, but not limited to, striking, hitting, kicking, biting, indecent or wanton gesturing, lewd remarks, indecent exposure, unwanted physical contact, any form of sexual contact or inappropriate touching, are strictly prohibited within our organization.
3. Emotional abuse or verbal abuse is also prohibited. These include, but are not limited to such forms of abuse as: yelling, insulting, threatening, mocking, demeaning behavior, or making abusive statements in regard to a person's race, gender, religion, nationality/ethnicity, sex or age.
4. We are committed to providing a safe environment for our players, participants and staff. We do so by appointing all coaches, officials and volunteers – and anyone else affiliated with our organization – as protection advocates. Every member of this organization is responsible for reporting any cases of questionable conduct or alleged mistreatment toward our members by any coach, official, volunteer, player, parent, sibling or spectator.
5. Buddy System: We recommend that every activity sponsored by our program put a Buddy System in place. Each youth participant should be assigned a buddy during sponsored activities. No child should go anywhere – to the bathrooms, locker rooms, or other location – without his or her buddy.
6. To further protect our youth participants, as well as our coaches, officials and volunteers, we strongly advise that no adult person allow him/herself to be alone with a child or with any group of children during sponsored activities. In particular, we recommend that coaches or other adult members of this organization:
  - ◆ Do not drive alone with a child participant in the car
  - ◆ Do not take a child alone to the locker room, bathrooms or any other private room

### ***Zero-Tolerance Policy, cont'd***

- ◆ Provide one-on-one training or individual coaching with the assistance of another adult or the child's Buddy
  - ◆ If you must have a private conversation with a youth participant, do it within view of others, in the gym or on the field, instead of in a private office
  - ◆ Coaches and other adult members of this organization should not socialize individually with the participants outside of sponsored activities
6. Supervision/Chaperone ratio: We recommend that for any sponsored activity, the ratio of adults to youth participants be 1:8 – one (or more) adults for every eight children, with a minimum of two adults for every activity.
  7. When traveling overnight with youth participants, children should be paired up with other children of same gender and similar age group, with chaperones in separate but nearby rooms.
  8. We want to empower our children to trust their feelings and let them know that their concerns, fears and hopes are important by listening to them. Open communication between children and parents, or between children and other adults in the organization may help early warning signs of abuse to surface.
  9. We encourage parents to become as active as possible in sponsored activities, games, practices and other events. The more the parents are involved, the less likely it is for abusive situations to develop.
  10. We will respond quickly to any and all allegations of abuse within this organization. This information will be communicated to the authorities for investigation and will be reviewed by the organization's directors. The alleged offender will be notified of such allegations promptly.
  11. Any person accused of sexual or physical abuse may be asked to resign voluntarily or may be suspended by the board until the matter is resolved. Regardless of criminal or civil guilt in the alleged abuse, the continued presence of the person could be detrimental to the reputation of the organization and could be harmful to the participants. A person who is accused but later cleared of charges, may apply to be reinstated within the organization. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his/her former position.
  12. We promote good sportsmanship throughout the organization and encourage qualities of mutual respect, courtesy and tolerance in all participants, coaches, officials and volunteers. We advocate building strong self-images among the youth participants. Children with a strong self-image may be less likely targets for abuse; similarly, they may be less likely to abuse or bully others around them.