



October 11, 2005

Dear Prospective Coach,

Recently Spanish Fork City passed a new policy granting the city a "right of access" to obtain criminal histories for individuals wishing to volunteer as youth coaches in all Spanish Fork Parks & Recreation programs. These background checks will be run through the Utah Bureau of Criminal Information (BCI) and will enable us to better screen prospective volunteers. In today's climate and at the rate the city is growing, we feel it is necessary that we be proactive in this matter to keep the participants in our programs as safe as possible.

All coaches, from this time forward, will be required to fill out and sign an authorization to release their criminal history and a volunteer coach application **BEFORE** they are selected as a youth coach in our program. Coaches that coach from season to season and year to year, will be required to update these forms every three years from the date of their first background check.

Enclosed please find a form which includes the Youth Volunteer Coach Application and the Volunteer Background Check Release. Please read both sides carefully, fill out completely and sign both sides.

Please return the completed, signed form as soon as possible to the Spanish Fork Parks & Recreation Office. This form must be brought in by the prospective coach as picture ID must be verified upon receipt of the form.

Thank you for your willingness to volunteer as a coach in our program and for your cooperation in this matter.

Sincerely,

Karen Bradford  
Assistant Director  
Spanish Fork Parks & Recreation