



Enid Joint Recreation Triad

Minimum Requirements

- A U.S. Citizen above the age of 18
- Have good moral character
- Update social media or webpage with information to include date of preseason activities, deadlines for player and team registration, schedules, scores, standings, and post season activities.
- Assist with all aspects of facility management, operations, and maintenance.
- Coordinate with the City of Enid Parks and Recreation Director as to when the fields are available to play, rain outs and any repairs that need to be scheduled.
- Coordinate committees for the operations of each age group, fundraising, facility upgrades and any other committees that the director deems necessary.
- Select an Umpire in Chief to schedule an umpire clinic and to train new officials and update tenured officials with rule changes. The UIC will interpret rules and regulations in the event the coach appeals the ruling of an umpire. Gameplay challenges may be appealed to the director. The director's ruling on gameplay issues is final.
- Work with the UIC to ensure that all games have officials
- The director will exercise considerable independent judgement, initiative, and creativity within the realm of established policy and procedures.
- Schedule community events (such as tournaments and pre and post season activities)
- Oversee the scheduling of field play
- Create a yearly budget
- Work with the EJRT treasurer to ensure budget requirements are being met
- Coordinate all facility reservations, special events, set-up/break-down within the park
- Establish a Code of Conduct for players, coaches, fans, and parents. Enforce violations based on a preset guideline
- Obtain a Contract for Labor form for each umpire or employee
- Submit payroll to the EJRT treasurer as required

- Submit all expenditures that are not normal operating expenditures over \$500.00 to the EJRT board for approval. This does not include balls, trophies, or any other normal awards
- Ensure proper insurance has been purchased and in full effect
- Hire an assistant director at a contracted pay rate per season. Any other duties as directed by the board of directors.
- Either the director or assistant director will be onsite for all games
- The director must notify the City Parks Department Director and the Concession Director of all game dates and changes to game dates and times with a minimum notice of 48 hours prior to the game.

Selection Process

1. Application turn in process. All applications will be due by a date determined by the EJRT Board of Directors.
2. Application Review. The EJRT Board of Directors will then review the applications.
3. Background Investigation. Applicants remaining after the review will have a background investigation conducted by a third-party vendor in accordance with the EJRT Background Policy.
4. Interview. The Board of Directors will then contact the remaining applicants for an in-person interview.

The Enid Joint Recreation Triad is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, sex, age, handicap, marital status, religion, or any other legally protected status.



Enid Joint Recreational Triad Softball/Baseball/Football Director Application

Name: _____
Last First Middle

Home Address: _____
Street City/Town State

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Employer: _____ Address: _____

SSN#: _____ Email: _____

Social Media Accounts: _____
Platform Username

Platform Username

Platform Username

Civil, Professional, and Community Activities: _____

Certifications (i.e. USSSA, NFHS, ASA, etc.) _____

Sports Organization/Management Experience: _____

Position applying for: _____

References:

Name	Relationship	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

THE STATE OF OKLAHOMA:

Authorization For Release of Personal Information

COUNTY OF GARFIELD:

KNOW ALL MEN BY THESE PRESENTS:

That I, the undersigned _____ do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Enid Joint Recreation Triad, whether said records are of public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of loans; Veteran's Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints, or grievances filed by or against me; and the records and recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release of authorization will be considered in determining my suitability for employment with the Enid Joint Recreation Triad. I also certify that any person(s) who may furnish such information concerning me shall not be held legally accountable for giving this information in any way; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

Any information obtained by or as a result of this background investigation shall be treated as confidential and shall not be released pursuant to the provisions of Title 51, 1986 Supp. 24A7 of the Oklahoma Open Records Act, unless otherwise ordered by a court or competent jurisdiction.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature (Include Maiden Name)

Date of Birth

Address

Social Security Number

Phone (Include Area Code)

Witness



EJRT

Background Check and Standards

EJRT strives to provide a safe environment for youth sports and activities. In order to reach this goal and be in compliance with State of Oklahoma Law, 57 SS 589, EJRT will conduct background checks using a third-party service. All costs to conduct the background check will be the responsibility of the individual applicant and not EJRT. EJRT may elect to pay for all or none of the backgrounds at their discretion. The background must be conducted once a year starting every January 1st or as soon as the individual registers to be a volunteer for EJRT.

The volunteer must fill out a volunteer application and provide all information requested. Failure to disclose any information requested in the volunteer application will be grounds for immediate disqualification from being a volunteer for one (1) year from all EJRT activities.

Volunteers will be disqualified from volunteering for EJRT for the following reasons:

Charged or convicted of any Violent Crime including but not limited to:

- Domestic Violence
- Battery or Assault and Battery
- Assault with Dangerous Weapon
- Robbery

Charged or convicted of any Sexual Crimes including but not limited to:

- Rape
- Sodomy
- Fondling
- Indecent Exposure
- Sexual Battery
- Child Neglect or Abuse, etc.

Convicted within five years prior to the application, crimes including but not limited to:

- Drugs
- Larceny
- Embezzlement
- Animal Cruelty
- Driving Under the Influence or A.P.C.

EJRT reserves the right to review any and all charges and convictions listed or not listed above and decide based on an individual case. In the event a volunteer is charged with one of the crimes listed above, the volunteer will be immediately suspended pending a review of the charged crime. All volunteers must immediately inform their director of any new charges since they completed their background application.