

# SANTA CRUZ 66

## CITY JR. LIFEGUARDS

### 2024 CAPTAIN CORPS I



*Captain Corps - Class of 2023*

#### **CAPTAIN CORPS I TRYOUTS -**

**Saturday, April 27, 8:00am check-in @ LGHQ. Tryouts at 8:30am**

**Second tryout: Monday, May 6, 4:30pm check-in @ LGHQ. Tryouts at 5:00pm**

**Prerequisite** – Minimum 1 year as a SC City Jr. Guard member

**Physical Test** - *Wetsuits are permitted but no swim fins.*

- 500-meter swim/ 10 minutes or less
- 200-400-200 meter Run/Swim/Run \*time will determine additional points towards interview
- 500 meter paddle \*time will determine additional points towards interview
- Interviews on **April 28 or May 12** - scheduled upon passing the physical test.

Additional application packets available online [www.cityofsantacruz.com/guards](http://www.cityofsantacruz.com/guards) or at the Parks and Recreation Office, 323 Church Street, Santa Cruz CA 95060, M – F, 8am – 12pm & 1pm – 5pm.

**TURN IN APPLICATION PACKET AT TRYOUTS or RETURN TO:**  
**PARKS AND RECREATION, Attn: DC Lawson-Thomas, 323 Church St. Santa Cruz, CA 95060**  
**Phone: (831) 420-5270**



**BRING a complete CityServe Jr. Volunteer application packet to tryouts!**

## **CAPTAIN CORPS I**

### **VOLUNTEER JR. GUARD PROGRAM FOR 15–17 YEAR OLDS**

Captain Corp volunteers function as role models for Junior and Little Guards participants and assist instructors with aquatic safety through participation, education and creating a positive learning environment.

#### **Requirements:**

- Captain Corps I – Minimum of 1 year as a SC City Jr. Guard member
- Must attend five mornings a week and volunteer three afternoons a week per session (dependent upon school year schedule.)
- Uniform provided (t-shirt and sweatshirt). Black trunks or swimsuits required by participant.
- Completed Captain Corps application packet due at tryout check in.
- Applicants **MUST be registered** as a morning Jr. Guard A or AA in the session you are available to volunteer to be eligible to tryout. Successful candidates will receive a refund if selected as a Captain Corps I. Applicant must be available to volunteer for at least one session.

#### **► CAPTAIN CORPS I 15–17 YRS (1 yr. min exp. as a SC City Jr. Guard or returning Captains only)**

Applicants **MUST be registered** as a morning Jr. Guard A or AA in the session you are available to volunteer to be eligible to tryout. Successful candidates will receive a refund if selected as a Captain Corps I. Applicant must be available to volunteer for at least one session.

#### **TRYOUTS**

- **Saturday, April 27 (Can tryout on second date if you didn't pass on 4/27)**
  - Check in: 8:00 am at LGHQ • Physical test: 8:30 am
  - 500-meter ocean swim in 10 minutes or less.
  - 200-400-200 meter Run/Swim/Run \*time will determine additional points towards interview
  - 500 meter paddle \*time will determine additional points towards interview

Captain Corps packet due at tryout.

- **Monday, May 6: Check in at 4:30pm at LGHQ, Physical Test at 5:00pm**

**INTERVIEWS** - Candidates who successfully pass the physical test will be scheduled for an interview.

• Interviews will be scheduled after tryout and will be held on either **Sunday, April 28** or **Sunday, May 12** at 323 Church Street

#### **MANDATORY TRAINING**

- **TRAINING DATES** Week of June 3

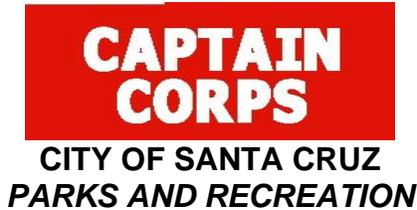
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# CAPTAIN CORPS

## Captain Corps application packet checklist

*Bring required documents listed to tryouts.*

- Physical/Ocean Test Waiver** signed by parent or guardian – *mandatory for all Captain Corps candidates trying out. **Must bring Capt. Physical/Ocean Test Swim Waiver to tryouts – NO EXCEPTIONS!***
- Copy of valid California DL, California ID card, U.S. passport, or High School photo ID- *mandatory for all Captain Corps candidates trying out*
- Completed **CityServe City of Santa Cruz Jr. Volunteer Application** - *New Captain Corps applicants only.*
- Completed **CityServe Release of Liability & Volunteer Agreement** - *New Captain Corps applicants only.*
- Completed **CityServe Volunteer Contract Agreement** - *New Captain Corps applicants only.*
- At least one letter of recommendation from a non-family member who has knowledge of your capabilities and character - *New Captain Corps applicants only.*
- Capt. I's only** (*returning & new applicants*) – **proof of registration in morning Jr. Guard A's or AA's required for the session you prefer to volunteer.**



## Capt. Corps Physical/Ocean Test Waiver

**Must come to tryouts with a signed waiver to be eligible to tryout – NO EXCEPTIONS!**

### RELEASE OF CITY OF SANTA CRUZ FROM ALL CLAIMS OF LIABILITY

I, \_\_\_\_\_ (print name), certify I have no previously incurred injuries that would be aggravated by my participation in the agility events of the Santa Cruz Captain Corps Lifeguard Service physical agility testing or training process.

I understand the above testing or training process for Captain Corps, Beach Lifeguard, or Marine Rescue Unit may include one or more of the following events: running on the beach, long distance ocean swimming and paddle boarding, lifting and dragging heavy objects, participating in ocean rescue simulations, jumping from heights of 25 feet or greater into the ocean, climbing, jumping and swimming in and around ocean cliffs and rocks and participating as a crew member of a motorized rescue boat.

I understand the above-listed activities involve considerable exertion and may present a significant danger to life and limb. Hazards include but *are not limited to*: impact with beach debris, rocks, boats and other objects; marine life including sharks, jelly fish and seals; unpredicted currents, high surf and may result in injury or death by drowning or other cause.

I waive any and all rights of redress and claims I or my heirs may have against the City of Santa Cruz or any of its agents or employees for any and all injuries or my death which may result in any manner from the above-described testing or training process or from the use of City facilities, areas or equipment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parents or guardian's signature on behalf  
Of participant, if under 18

\_\_\_\_\_  
Date



**Dear Potential Captain Corps Volunteer:**

Thank you for your interest in working as a Captain Corps volunteer with CitySERVE and the City of Santa Cruz. Please complete the paperwork to begin the application process.

Please submit the following required documents at tryouts:

- Physical/Ocean Test Waiver** signed by parent or guardian – *mandatory for new and returning Captain Corps candidates (no exceptions!)*
- Copy of valid ID: California DL, California ID card, U.S. passport, or High School photo ID - *mandatory for new and returning Captain Corps candidates trying out*
- Completed **CityServe City of Santa Cruz Jr. Volunteer Application** - *New Captain Corps applicants only.*
- Completed **CityServe Release of Liability & Volunteer Agreement** - *New Captain Corps applicants only.*
- Completed **CityServe Volunteer Contract Agreement** - *New Captain Corps applicants only.*
- At least one letter of recommendation from a non-family member who has knowledge of your capabilities and character - *New Captain Corps applicants only.*
- Capt. I's only (new & returning applicants)** – **proof of registration in morning Jr. Guard A's or AA's required for the session you prefer to volunteer.**

Supplemental Information:

Fingerprinting Procedure (relevant only if you will be working with 'money, minors or confidential documents')

CitySERVE Insurance Overview (a summary of the insurance coverage offered to all of the City's volunteers while performing volunteer duties)

You may email, fax or hand deliver the required documents.

If you have any further questions, please feel free to call or email.

DC Lawson-Thomas  
Recreation Supervisor, City of Santa Cruz  
Dlawson-thomas@Santacruzca.gov

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PLEASE COMPLETE ALL FOUR PAGES (TO THE BEST OF YOUR ABILITY)
CITY OF SANTA CRUZ JR. VOLUNTEER APPLICATION

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

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

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

What school are you attending? Elementary/Jr. High: \_\_\_\_\_ High school: \_\_\_\_\_

Length of commitment you agree to make: [ ] 3 Months [ ] 3-6 Months.

Why are you interested in serving as a City of Santa Cruz Jr. Volunteer?

What type of volunteer position are you interested in?

Special skills, training, interests, or hobbies:

Present or previous volunteer experience:

Do you have Community Service Hours assigned by the Court? [ ] Yes [ ] No

Have you ever been convicted of a sex crime, drug crime or crime of violence? [ ] Yes [ ] No

Emergency Contact Information:

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

Work phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

I hereby certify that all statements made in this application are true, and I authorize investigation of all matters contained in this application. I am aware that fingerprinting is required for all volunteer assignments related to children and in certain other departments. I understand that this is a non-paid position with no promise, expressed or implied, of consideration for future employment.

I understand that as a CitySERVE volunteer I am covered while volunteering by CitySERVE's Volunteer Insurance and am not covered under the City of Santa Cruz's Worker's Compensation policy. I further understand that the insurance provided by CitySERVE is excess insurance and is secondary to my existing insurance, should I have insurance.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian if Volunteer is a Minor: \_\_\_\_\_ Date: \_\_\_\_\_

The following information is voluntary, and it will help the CitySERVE Program evaluate its recruitment practices and compile required statistical reports. The information will be kept confidential and will not be used to discriminate against or give preference to any individual in any volunteer position.

How did you hear about CitySERVE? [ ] Newspaper [ ] Website [ ] Flyer [ ] Other: \_\_\_\_\_

Sex: [ ] Male [ ] Female

Ethnic Origin: [ ] Caucasian [ ] African American [ ] Latino/Latina [ ] Asian / Pacific Islander [ ] Amer. Indian or Alaskan [ ] Other [ ] Decline to State

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**RELEASE OF LIABILITY & VOLUNTEER AGREEMENT**

CitySERVE is a volunteer program created by the Volunteer Centers of Santa Cruz County (“Volunteer Centers”) and the City of Santa Cruz (“City”) in order to provide volunteer opportunities to the community while improving the city. Participation with CitySERVE is strictly voluntary and bound by the terms of this Agreement. No person may volunteer with CitySERVE prior to CitySERVE’s receipt of this completed Agreement.

- 1. By signing this Agreement I, \_\_\_\_\_, acknowledge that I am not an employee of the City or the Volunteer Centers and that my performance of voluntary services will be uncompensated. I agree to cooperate with my volunteer supervisor and always adhere to the policies of the CitySERVE program in the performance of my volunteer services. I agree that I will not use power equipment or stand on any object taller than two (2) feet tall, or otherwise engage in dangerous activities while volunteering with CitySERVE. I will not drive any City automobile in connection with my volunteer services.
- 2. I hereby agree to release and hold harmless the City, its officers, agents, employees, and volunteers for any claim for personal injuries and damage to property that I, or anyone claiming under me or on my behalf, may incur arising out of or in any manner related to the performance of my voluntary services or participation with CitySERVE. I further agree to indemnify, hold harmless and defend the City, its officers, agents, employees, and volunteers from any and all claims, demands, actions, judgments, costs, attorney’s fees and damages of any kind for liability which the City may incur arising out of or in any manner related to the performance of my voluntary services or participation with CitySERVE.
- 3. While participating as a volunteer with CitySERVE, I hereby authorize the taking of my picture, by photograph, movie, or videotape or otherwise („pictures”) for use by the CitySERVE program. I hereby irrevocably consent to and authorize the use and reproduction of such pictures for use by CitySERVE without compensation.
- 4. As a CitySERVE volunteer, you are covered by the Volunteer Center's Volunteer accident and personal injury insurance should you be injured while volunteering in assigned duties that are consistent with the safety rules outlined in this agreement. Please report any injuries immediately to your supervisor or call the CitySERVE office at 420-5403.

Name: \_\_\_\_\_ CS Department/Project/Event: \_\_\_\_\_  
Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Emergency Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IF VOLUNTEER IS UNDER 18, PARENT OR GUARDIAN MUST SIGN BELOW**

I, \_\_\_\_\_ on behalf of my child, myself, and our representatives, do hereby consent to allow my child, \_\_\_\_\_, to participate as a volunteer with CitySERVE, subject to all of the terms and conditions above. I further expressly agree on behalf of my child, myself, and our representatives, to all of the terms and conditions above, including but not limited to paragraphs 1, 2, 3 and 4.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



## JR. VOLUNTEER CONTRACT AGREEMENT

*Contract must be completed before volunteer begins assignment!!*

Volunteer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Volunteer Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Department/Division: \_\_\_\_\_ Address/Rm: \_\_\_\_\_

Project Title: \_\_\_\_\_ Volunteer Title: \_\_\_\_\_

### **VOLUNTEER SUPERVISOR RESPONSIBILITIES**

- Complete any legal requirements (fingerprinting, background etc.) before volunteer begins assignment (fingerprinting needs to be arranged through CitySERVE).
- Provide initial and ongoing training and supervision.
- \* Complete contract with volunteer and return to CitySERVE program coordinator
- \*Inform the CitySERVE program coordinator of any injuries occurring while the vol. is on assignment
- Contact CitySERVE program coordinator regarding any problems during the contract period.
- \*Inform CitySERVE program coordinator if volunteer vacates position

### **VOLUNTEER RESPONSIBILITIES**

- Log in volunteer hours on timesheets provided.
- \*Report volunteer hours to the CitySERVE program coordinator each month
- Arrive to assignment on time; inform supervisor if you will be late or absent.
- Fulfill time commitment, as listed below.
- Contact CitySERVE program coordinator regarding any problems during the contract period.
- \*Inform supervisor of any injury occurring while on volunteer assignment
- \*Contact CitySERVE program coordinator when (or before) leaving position

**WORK SCHEDULE: M - F Start Date: June 2024 End Date: AUGUST 2024  
Estimated Hours Per Month APPROX. 96**

*I understand that as a CitySERVE volunteer I am covered while volunteering under CitySERVE's Volunteer Insurance and am not covered under the City of Santa Cruz's Worker's Compensation policy. I further understand that the insurance provided by CitySERVE is excess insurance secondary to my existing insurance, should I have insurance. Furthermore, I understand and agree to the responsibilities expected of me while volunteering.*

Volunteer Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature : \_\_\_\_\_ Date: \_\_\_\_\_

*I understand and agree to the responsibilities expected of me as a volunteer supervisor and understand that volunteers are covered under volunteer insurance purchased by the Volunteer Center.*

Volunteer Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Phone: (831) 420-5270**



## Important Information for Volunteers What you should know as a CitySERVE Volunteer

- I. **CitySERVE is provided as a partnership** between the Volunteer Centers of Santa Cruz County and City of Santa Cruz. However, the program is fully funded by the City of Santa Cruz.
- II. **Insurance:** All volunteers registered with the CitySERVE Volunteer Program are covered by the Volunteer Centers' Volunteer Insurance.
  - a. Volunteers ARE NOT covered under the same Worker's Compensation policy as paid City staff, and CitySERVE does not provide professional liability insurance.
  - b. If you are hurt or have an accident while on assignment, please inform your supervisor immediately. Complete the **CitySERVE Accident Report Form** with your supervisor and send it to the CitySERVE office.
  - c. The three types of insurance CitySERVE carries are as follows: **Personal Accident Insurance, Liability Insurance, and Excess Automobile Insurance.**
  - d. **Volunteers are not allowed to drive City vehicles.** Volunteers who drive as part of their volunteer assignment are required to carry their own automobile insurance; the volunteer will be covered by the Volunteer Centers' excess liability automobile insurance. All volunteers are provided with this excess auto insurance.
- III. **Prohibition Against Discrimination:**
  - a. The Volunteer Centers of Santa Cruz County provide you protection against discrimination. This nondiscrimination policy states that "No person shall, on the grounds or race, color, religion, age, disability, national origin, sex, sexual preference, marital status, ancestry or medical condition, veteran status, physical size or characteristics, be excluded from participation in, be denied benefits of, or be subjected to discrimination in any program conducted or funded by the Volunteer Center". If you feel you have experienced discrimination of any sort, please contact the program coordinator @ 420-5403 or Executive Director of the Volunteer Centers of Santa Cruz County @ 427-5070.
- IV. **Fingerprinting:**
  - a. Some volunteers need to be fingerprinted before beginning their volunteer position. Please confirm with your supervisor whether or not you need to be fingerprinted.
  - b. In the event that you are required to be fingerprinted, your volunteer supervisor will need to fill out the appropriate fingerprinting form and submit it to the Human Resources Department with your CitySERVE Volunteer Paperwork. At this time, a fingerprinting appointment will be set up.
- V. **Reporting Volunteer Hours:**
  - a. CitySERVE Volunteers are required to report their volunteer hours every month. This applies to ALL volunteers and interns.
  - b. Volunteer hours are important for a couple reasons:
    1. Volunteers often like to have a record of their hours for future reference in their endeavors.
    2. Our insurance requires that all insured volunteers report their activity.
    3. We must report how many hours our volunteers perform quarterly to the City Council.
  - c. You may report your hours the following ways:
    1. Hard copy timesheet
    2. Some departments use group time rosters. In the event you are a volunteer in a program that uses group time rosters, you should get instructions from your volunteer supervisor on reporting monthly hours.
  - d. If you have questions about reporting your volunteer hours, contact the CitySERVE office. **Please remember you must report your volunteer hours for each month as a requirement of the program.**
- VI. **End of Volunteer Position:**
  - a. Please make sure your supervisor is aware that you will be ending your volunteer involvement.
  - b. Please notify the CitySERVE coordinator that you have concluded your volunteer position, either through an email, phone message, or in person, so that we can keep our database up to date.
- VII. **CitySERVE Office:**
  1. Office hours: Monday -Thurs (8:00-11:00AM) Friday (1:00-4:00PM)
  2. The office is in the Parks & Recreation at 323 Center Street, Santa Cruz
  3. The CitySERVE Coordinator can be reached at 420-5403 or at [cityserve@cityofsantacruz.com](mailto:cityserve@cityofsantacruz.com)



## VOLUNTEER INSURANCE INFORMATION

*While the CitySERVE Program has an excellent safety record for its volunteer programs, it is important for you to understand the types of volunteer insurance you are covered under as a CitySERVE volunteer.*

Each volunteer is eligible for three kinds of insurance. These policies provide coverage for you while participating in volunteer activities as a CitySERVE volunteer.

The insurance policy certificates are held by the Volunteer Centers of Santa Cruz County. This is not a substitute for any insurance you may now carry, and only applies while you are performing your assignment as a volunteer in the program and while on your way to and from your volunteer site. Complete information regarding volunteer insurance is available from the CitySERVE office.

### **Accident Insurance:**

Our volunteer insurance provides **excess medical coverage** up to \$25,000 per occurrence over and above any other existing insurance. This excess medical coverage is meant to ensure that you, as a volunteer, do not have any out-of-pocket expense due to a volunteer related injury. Our insurance works with your insurance to cover any deductibles or co-pays so that you do not experience out of pocket expenses. If you do not have any other insurance, our insurance becomes primary for volunteer related injuries.

### **Liability Insurance:**

All CitySERVE volunteers are provided with Personal Liability Insurance at a limit of \$1,000,000 per occurrence. This policy provides protection for a personal injury or property damage liability claim arising out of the performance of your volunteer duties. This coverage is in excess and non-contributing with any other valid or collective insurance you may have. This policy excludes injury or damage arising out of the use of an automobile. It also excludes errors or omissions in connection with the registered volunteer's professional services.

### *Excess Automobile Liability Insurance*

***\*\* You are not automatically covered for auto insurance – to be covered you must fill out a separate auto insurance form\*\****

This coverage protects the registered volunteer driver, while driving their personal vehicle, for bodily injury or property damage claims arising out of their volunteer activities. This policy does not apply to volunteers who are driving City owned vehicles. The liability policy is written at a combined single limit as respects bodily injury and property damage of \$500,000 for each accident. This policy excludes property damage to property owned or transported by the registered volunteer driver, or in their care, custody, or control.

## Fingerprinting

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All fingerprinting requests are the responsibility of each department and volunteer supervisor. However, if a volunteer/intern is working with **ANY** of the following groups/categories they are required to be fingerprinted and **MUST** pass/clear the background check:

- Any Group/Individuals aged 18 or under
- Any position(s) in which the volunteer/intern is handling money.
- Any position(s) in which the volunteer/intern is exposed to confidential information.

## The Fingerprinting Process

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- Department volunteer liaison notifies CitySERVE regarding which volunteer they want fingerprinted.
- CitySERVE will contact/notify the volunteer to receive the “Live Scan Fingerprint Packet” from the CitySERVE Coordinator
- Volunteer goes to a Live Scan fingerprinting office:
  - Santa Cruz County Building - Sheriff
  - Santa Cruz County Office of Education
  - Cabrillo College Campus Police
- City of Santa Cruz pays for the costs for fingerprinting.
- Volunteer/Intern returns carbon copy (Yellow) of Live Scan form to City HR
- Live Scan office notifies City HR regarding approved clearances and background check.
- HR notifies CitySERVE regarding pass/fail background check.
- CitySERVE notifies the Department Volunteer Liaison
- Volunteer receives notification of volunteer status/clearance.

If you have any questions, please contact the CitySERVE Office at:  
(831) 420-5403 or [cityserve@cityofsantacruz.com](mailto:cityserve@cityofsantacruz.com)