

City of Decatur

Active Living Volunteer Coaches Manual

Decatur Active Living relies heavily on the contribution of volunteers, particularly in the Athletic Department for the facilitation of youth sports programming. Specifically, volunteers are enlisted to provide coaching support and team management for the following activities:

- Baseball
- Basketball
- Cheerleading
- Flag Football
- Soccer
- Softball
- Lacrosse
- Ultimate Frisbee

In order to volunteer with youth sports for Decatur Active Living every coach:

- Must submit an application to coach a team. They must declare their desire to head coach or assist, and identify the age group with which they would like to help.
- Must be certified through NYSCA (National Youth Sports Coaching Alliance). You can complete the certification on line at www.NAYS.Org. Once the certification is complete you can e-mail us your certification number and your method of payment we'll reimburse you the fee.
- Will receive a copy of the Coaches' Code of Ethics. He or she must sign the code, acknowledging receipt thereof.
- Must submit to a local and national background check submitted through the local City of Decatur Police Department.
- Will receive a sport specific packet which will cover rules, positions, tips, drills, and coaching points.
- Who would like to obtain CPR & First Aid Certification, please let us know and we will let you know when training is available to attend.

Decatur Active Living Athletic Staff are responsible for ensuring that all coaches that volunteer have completed all phases of certification prior to working with children. The On-site Supervisors and Staff ensure that all City of Decatur's policies and procedures are followed and the established standards are met.

City of Decatur

Active Living Volunteer Coach Job Description

Mission Statement:

Decatur Active Living's focus on the self-esteem of every participant, while striving to help each child develop fundamental skills, learn sportsmanship, and have fun. We believe all players should feel themselves strongly supported by parents, coaches, and teammates.

Statement of Need:

The Decatur Active Living Department needs volunteers to coach youth sports teams in its Athletics Division. The Athletic Division provides recreational and competitive opportunities for City of Decatur youths who have an interest in soccer, cheerleading, flag football, basketball, softball, baseball, lacrosse, and ultimate frisbee. Volunteer coaches are expected to assist, collaborate and support a safe and wholesome environment where participants are encouraged to learn and feel empowered to participate. The measure of success is not by the score of the game but the development of our youth.

Job Description:

Volunteer Youth Sports coaches will teach children sport-specific skills and game concepts. They will promote sportsmanship, teamwork, and physical fitness. Volunteers will manage training and practice activities, and they will lead youth sports teams in league-sponsored competitions. Volunteer coaches are expected to lead a team of youth participants for the selected sport by following the established coach's guidelines which include, but are not limited to:

- Establish communication channels with administrators, parents, and participants.
- Comply with all safety requirements.
- Assist with distribution and collection of equipment, uniforms, pictures, trophies and other inventory as needed.
- Follow and support Decatur Active Living's rules, regulations and policies regarding incidents, accidents, and emergencies

Qualifications:

Volunteer coaches must be adults who can pass a criminal history background screening, according to the criteria set forth by the Department. Volunteers must have basic knowledge of the sport for which he or she is applying to coach, demonstrated via interview with the Athletic Supervisor. Additionally, volunteer coaches must:

- Exhibit a positive attitude
- Work well and communicate with children in one-to-one and group situations and have a commitment to empathy, dignity, self-esteem, and skill building.
- Display an energetic, enthusiastic, dependable, honorable, trustworthy, and friendly personality
- Present a neat, orderly, and appropriate appearance
- Be organized and prepared for all games, practices, and/or events.

Experience and Training:

Volunteers who wish to serve as coaches with the DAL must be at least in high school (if in high school they must have played the sport). Assistant coaches need no prior coaching experience. At least two years of prior experience leading youth recreational programs and/or athletic teams is preferred for those volunteers applying for head coaching positions. All volunteers must obtain sport-specific training and certification from an accredited agency recognized by the Department. All volunteers must demonstrate an ability to perform the specified duties of a coach and a willingness to learn from those involved in the program.

Benefits:

Volunteer coaches will receive complimentary use of Department-provided equipment. Volunteers will receive a free t-shirt that identifies them as a City of Decatur Youth Sports Coach. Volunteers may receive recognition at Department-sponsored volunteer appreciation events. Volunteers also receive satisfaction in knowing their efforts contribute to the positive development of Decatur Active Living youth.

City of Decatur
Active Living Volunteer Coaches Application

Name: _____ Date of Birth _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____ Sport: _____

Preferred Practice Times Day _____ Time _____

Day _____ Time _____

NYSCA INFORMATION: If you have completed your NYSCA certification, please list the sport(s) and your certification number.

COACH INFORMATION

Please list the number of years you have coached with Decatur Recreation Program. _____

Please list anyone that will assist you in coaching. _____

T-shirt size. _____ Name of child you'll be coaching: _____

Are you CPR/First Aid Certified? Yes/No _____ Age Group to coach: _____

What is your coaching philosophy and style? _____

What specific skills will you teach and what methods will you use? _____

COACHING AGREEMENT

I am willing to coach a team in the Decatur Active Living Youth Sports League. I agree to follow all rules and guidelines as set by the Athletic Department and I will encourage good sportsmanship at all times.

Signature: _____ Date: _____

**AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION,
CRIMINAL HISTORY RECORD, AND DRIVER'S LICENSE HISTORY INFORMATION**

I, _____, do hereby authorize the review of and full disclosure of all records
(print your name)

concerning myself to any duly authorized agent(s) of the City of Decatur, whether the said records are of a public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure of any and all records pertaining to me, including, but not limited to: records of educational institutions; financial or credit institutions; including records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements wherever filed; medical and psychiatric treatment and/or consultation; including hospitals, clinics, private practitioners, and the United States Veterans Administration; employment and pre-employment records, including internal investigations, reports, background reports, polygraph/cvsa exam results, performance appraisal, efficiency or fit-for-duty reports, complaints, or grievances filed by or against me; and the records, 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; and any other document or article of information deemed pertinent for the purposes of assessing my suitability for employment or other service to the City of Decatur.

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 authorization will be considered in determining my suitability for initial hiring and continuing employment or other service by the City of Decatur.

I further specifically release, discharge and exonerate the City of Decatur, its agents, officers, and representatives, and any person, agency, company, organization, or firm furnishing information from any and all liabilities of every nature arising out of the furnishing or inspection of such documents, records and other information, or the investigation made by or on behalf of the City of Decatur.

For the purpose of a personal history background check to determine suitability for initial hiring and continuing employment or other service to the City of Decatur, I hereby specifically waive my rights to privacy of records under the federal Family Education Rights and Privacy Act of 1974, as amended.

I hereby authorize the City of Decatur to receive any criminal history record information and driver's history information pertaining to me which may be in the files of any criminal justice or other governmental agency, to include Georgia and National Crime Information Center files. This authorization shall remain in effect from now through any period of employment or other service to the City of Decatur and I understand that such on-going consent is a condition of employment or other service to the City of Decatur.

I recognize and acknowledge the right of the City of Decatur to treat, at its sole discretion, certain sources of information as confidential, and its right to withhold from me or my agent the names of such confidential informed sources and information obtained from them.

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

Applicant's Signature: _____ Date: _____

Applicant's **FULL** Printed Name: _____
Other names I have been known by or worked under (these would include birth name; names by marriage, divorce, or adoption; or other name changes, etc.):

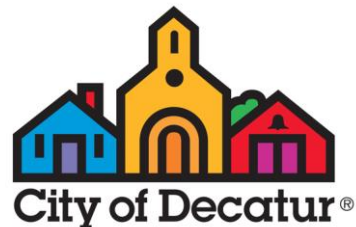
Date of Birth: _____ SSN: _____

EXACT Name on Driver's License: _____

Driver's License Number: _____ State: _____

Home Address: _____

City, State, ZIP: _____



City of Decatur

Active Living Coaches' Code of Conduct

Coaches are a critical element of Decatur's Youth sports Program. You have direct contact with players at every practice and game, and you will be the primary influence on player growth. For most players, coaches are the only adult representatives they know from our league. For these reasons, Decatur Active Living expects that all its head and assistant coaches will be familiar with and agree to follow the league mission, rules, goals and objectives. We would like the reputation and integrity of our parks to be free from the effects of irresponsible conduct of teams, coaches and other parties. The pressure that some teams and coaches feel to win, even at the expense of fair and ethical behavior, produces actions that set a bad example for the players. When such conduct goes without being corrected, pressure mounts on other teams and coaches to respond in kind.

Coaches' Responsibility and Code of Conduct

A coach's most important role is teaching young men and women about life. This involves setting standards and a code of conduct. A coach with Decatur Active Living must agree with the idea of being a role model for the players and their parents. Although it is important to teach young players to be competitive and to help them develop a winning attitude, there is more to the game of youth sports than winning every game. Our coaches will, in both words and deeds, provide players a broader, constructive and positive view of athletic competition. They will emphasize good sportsmanship, teamwork, fair play, and academic responsibility. Coaches are responsible for their own conduct, and for the conduct of their players, parents and fans at all games. Abusive or obscene language, violent play, violent conduct, use of drugs or alcohol, or other behavior detrimental to the game or players will not be tolerated. The failure of a coach to control his or her players, parents and fans will result in action against him or her by Decatur Active Living. Coaches should set the example regarding the officials. Explain to parents that, however the officials may appear, he or she is trained in the rules of the game, and is almost always better positioned than a spectator to see what actually happened. Point out that much of officiating is judgment and that the officials are neutral; while coaches, parents and fans are not. It is your responsibility to set the tone for the conduct of your parents and fans. If a coach, parent or fan becomes abusive in any way and you cannot quiet them, Decatur Active Living staff will ask them to leave. They are all your responsibility from the time you come on to the field until you leave. Coaches will forbid their players from taunting, threatening or harassing any player during league play, at school, or otherwise. Coaches must also understand the need to stay informed of and learn about youth sports coaching techniques, drills, and exercises, both as it relates to safety and player skill development.

Signature: _____ Date: _____