

AFTER SCHOOL SPORTS VOLUNTEER COACHES PACKET

K-5TH GRADE SPORTS PROGRAMS & 4TH/5TH GRADE SCHOOL SPORTS

Dear Coach,

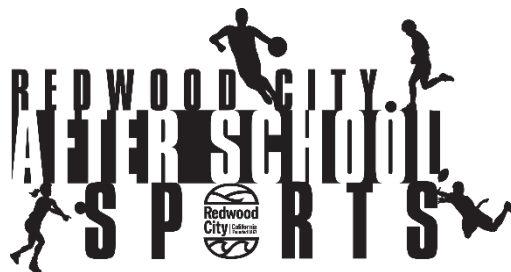
On behalf of the Redwood City Parks, Recreation & Community Services Department, we would like to thank you for your interest in becoming a Volunteer After School Sports Coach!

We provide programs encouraging good sportsmanship, teamwork, positive attitudes, and mutual respect in order to build a strong community within Redwood City. In addition, we promote life skills development by providing a safe place for youth to engage in physical activity, which aids in developing their talents and self-esteem. With your help and dedication, we are able to serve our Redwood City youth through a variety of after school sports opportunities.

The application packet must be completed and all requirements met prior to any contact with your team. Thank you again for your interest in coaching and we look forward to working with you. Please contact us if you have any questions or concerns.

Sincerely,

Michael Smith
Recreation Coordinator
Redwood City Parks, Recreation & Community Services
msmith@redwoodcity.org
650.780.7254



CITY POLICIES AS THEY PERTAIN TO VOLUNTEERS

EQUAL EMPLOYMENT OPPORTUNITY:

The City is committed to providing equal opportunity for all volunteers. It is the City's policy to provide a work environment in which volunteers are treated with respect and dignity and which is free from discrimination and harassment. As part of the American with Disabilities Act, we will attempt to make reasonable accommodations for volunteers with disabilities.

EMERGENCY PROCEDURES:

Volunteers should immediately report any emergency to their supervisor and follow his or her instructions. Remember, the emergency number for outside Police, Fire, or Medical services is 911. When using city land line, in a Parks & Recreation Building, you must dial "9" before "911".

WORKERS COMPENSATION:

As part of the City's recognition for the dedicated work of volunteers, City of Redwood City volunteers are protected under workers' compensation laws if they are injured while performing their volunteer duties for the City and are registered with our Volunteer Services Program. Volunteers shall report all occupational injuries and/or illnesses immediately to their supervisor.

ALCOHOL AND DRUGS:

The City is committed to having a drug-free workplace. Volunteers must abide by this policy and not come to work "under the influence." A volunteer will be released from his/her volunteer services if he/she is under the influence of alcohol, drugs, narcotics, stimulants, depressants, or hallucinogens (unless prescribed by the employee's/volunteers physician and taken only in accordance with the physician's prescription and instructions); or if found giving, selling, or delivering such items to any other person on City premises or work area; or trafficking for the sale or delivery of such items while on City premises or work areas.

SMOKING:

According to the Redwood City Code of Ordinances, the city has a responsibility to provide a work area free of tobacco smoke. Generally, smoking is prohibited in public area such as conference and meeting rooms, elevators, hallways, restrooms, and in all office settings in which the public is routinely served at a counter or in a reception area.

SEXUAL HARASSMENT:

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and is defined as "unwelcome sexual advances, request favors, and other verbal or physical conduct of a sexual nature." Such conduct is considered to be sexual harassment when it has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

PARKS, RECREATION AND COMMUNITY SERVICES

AFTER SCHOOL SPORTS

1120 Roosevelt Redwood City, CA 94061
(650) 780-7254 www.teamsideline.com/redwoodcity

VOLUNTEER COACHES APPLICATION

NAME: <i>Last</i>	<i>First</i> <i>Middle</i>
ADDRESS: <i>Number</i> <i>Street</i> <i>Apt.</i>	<i>City</i> <i>State</i> <i>Zip Code</i>
PHONE: <i>Day</i> <i>Evening</i> () ()	SOCIAL SECURITY NUMBER:
CALIFORNIA DRIVERS LICENSE #: Class: _____ Exp. Date: _____	Are you under 18? <input type="checkbox"/> YES <input type="checkbox"/> NO
EMERGENCY CONTACT:	
Name: _____	Phone: _____
Address: _____	Day: () _____
	Evening: () _____

VOLUNTEER JOB PREFERENCE
<p>If you are responding to a particular volunteer opportunity, please specify the position: _____</p> <p><i>Please check your skills and areas of interest:</i></p> <p><input type="checkbox"/> Basketball (4th/5th Grade) <input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Volleyball (4th/5th Grade)</p> <p><input type="checkbox"/> Soccer (4th/5th Grade)</p> <p>Please list other skills, hobbies, certifications, license, or professional registration that would help in your volunteers job: _____</p> <p>Fluent Languages (<i>other than English</i>): Language(s): _____ <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write</p>

VOLUNTEER AVAILABILITY: Please mark your available times for volunteering:								
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Special Event Only
FROM:								
TO:								
<input type="checkbox"/> 1-2 hours at a time <input type="checkbox"/> 3-4 hours at a time <input type="checkbox"/> Weekends only <input type="checkbox"/> Evening only <input type="checkbox"/> On-call								
Length of assignment desired: <input type="checkbox"/> 3 mos. <input type="checkbox"/> 6mos. <input type="checkbox"/> More than a year <input type="checkbox"/> Special projects <input type="checkbox"/> Undecided								
If necessary, do you have available transportation to use for a volunteer job? <input type="checkbox"/> Yes <input type="checkbox"/> No								
What are your present goals for a volunteer job? (e.g. help others, gain work experience, school credit, etc.)								

VOLUNTEER COACH JOB DESCRIPTION & EXPECTATIONS

DESCRIPTION:

- Coach 4th/5th grade team following league philosophy, goals, and bylaws.
- You are considered a role model; therefore sportsmanship, fair play, and full participation are mandatory.
- Teach rules, fundamentals, and teamwork to your athletes.

QUALIFICATIONS:

- Successfully complete the application process.
- Be enthusiastic. Be positive. Do not coach with a win-at-all cost mentality.
- Be patient, organized, and dependable.

EQUAL EMPLOYMENT OPPORTUNITY:

- Attend all mandatory coaches meetings and trainings. (On site and online).
- Successfully complete online Concussion Training prior to season.
- Distribute and complete Uniform Sheet. Return all extra jerseys to League Coordinator.
- Conduct a parents meeting prior to the start of the season.
- Hold practices 2-3 days/week during preseason and 1-2 days/week during league play.
- Report any issues, concerns, or challenges to league coordinator immediately.
- Supervise all games/meets and practices.
- Teach young athletes the fundamentals of the sport.
- Provide a safe and fun environment for the children.
- Learn and follow all league rules, policies, and procedures.
- Return all equipment after the last game of the season. (Assist in uniform collection, if needed).

IT IS CITY POLICY THAT AS AN AFTER SCHOOL SPORTS COACH YOU DO NOT TRANSPORT PARTICIPANTS TO OR FROM PRACTICES OR GAMES AS A REPRESENTATIVE OF THE AFTER SCHOOL SPORTS PROGRAM AND THE CITY OF REDWOOD CITY.

I agree that I have read, understand, and accept the above job description for a After School Sports coaching position.

Name (Printed) _____

Signature _____ Date _____

T-Shirt Size (Circle one): Small Medium Large X-Large XX-Large

Sport/School: _____ Grade/Gender: _____

COACHES CODE OF CONDUCT

By participating in the Redwood City After School Sports Program, I agree to teach and encourage the proper rules of the game and the league and to comply with the following Coaches Code of Conduct:

- I will attend and complete all necessary meetings and trainings relevant to my work with the Redwood City After School Sports Program. If I cannot attend, I will seek a suitable equivalent training determined by League Coordinator.
- I understand that my role as a coach is to support all players and to create a positive, meaningful, and worthwhile experience for everyone involved.
- I will implement a coaching style that teaches youth the proper way to react to winning or losing. I understand that performance is more important than winning.
- I understand and comply with the bylaws outlined by the After School Sports Program of Redwood City regarding player participation, playing time, and game structure.
- At no time will I use profanity, make any derogatory, insulting, abusive, or offensive remarks to referees, players, or spectators.
- I will respect the officials and their authority during games and will never question, discuss or confront officials or coaches at a game. I will take time to speak with them at an agreed upon time and place.
- I understand I will be accountable for the conduct of parents and spectators supporting our team. If, in the opinion of the official, I have failed to control the sideline/bench, team, parents or spectators, I understand the official can reprimand me in the form of technical fouls, warnings and a yellow or red card.

I understand that if I fail to comply with this Code of Conduct, I will be subject to sanctions by the Redwood City After School Sports Program. These sanctions include, but are not limited to ejection, suspension, and/or removal from any and all coaching duties.

Coach Name

Contact Number

Team/Grade

Coach Signature

E-mail

DISCLOSURE RELEASE

As a coach with the City of Redwood City Parks, Recreation & Community Services Department, I am willing to furnish information for use in determining my qualifications. In the connection, I authorize release of any and all information that you may have concerning me, including information of a confidential or privileged nature.

I hereby release you, your organization, or others from liability or damage which may result from furnishing the information requested.

I understand that for security reasons a basic clearance check may be conducted and I will be fingerprinted. Further background information will be requested if a specific volunteer assignment calls for a full security check.

I understand that falsifying statements on this application or during the interview process is cause for my immediate dismissal from the volunteer program.

Full Name: (print) _____

Signature: _____

Date: _____

COACHING EXPERIENCE

PLEASE LIST BELOW ANY PREVIOUS COACHING EXPERIENCE:

Name of Organization/Sport: _____

Age Group Coached: _____

Length of Service: _____

Contact/Phone Number: _____

Name of Organization/Sport: _____

Age Group Coached: _____

Length of Service: _____

Contact/Phone Number: _____

Name of Organization/Sport: _____

Age Group Coached: _____

Length of Service: _____

Contact/Phone Number: _____