

COACH EXPECTATIONS

North Clackamas Parks and Recreation District (NCPRD) relies on the dedication of volunteers in order to provide quality youth sports programming at an affordable price. NCPRD truly appreciates the commitment required to coach - we couldn't do it without you!

NCPRD recommends and will certify two coaches per team. Below are the requirements to be a certified volunteer coach for a NCPRD youth program along with NCPRD policies and guidelines for coaches to follow.

VOLUNTEER COACH REQUIREMENTS

- Head coaches must be 18 years of age or older
- Assistant coaches may be 16 years of age or older.
- Assistant coaches under the age of 18 must have an adult (21 yrs or older) present during practices if the head coach is not present.
- Coaches age 18 and older must pass a mandatory background check.
- Attend all mandatory NCPRD coach meetings/trainings for the program.
- Coaches must complete an online Heads Up or comparable concussion training and provide NCPRD Sports with certificate of completion.
- Sign and return *the Coach Contract* form to NCPRD Sports.
- Coaches will be issued a Coach ID card to be worn at all practices and games.

COACHING POLICIES

- Coaches are expected to conduct themselves in a professional, law-abiding manner.
- Coaches are expected to be on-time and prepared for all practices and games.
- Coaches should be respectful of all players, parents, referees, staff and facilities.
- Coaches must provide their contact information to their teams. This should be done when initially contacting families or at your parent meeting.
- Coaches may only have players listed on their roster participate in their practices or games.
- Coaches may not add players to their team. All programs registrations must be processed through NCPRD Sports Office before a player can participate with a team.
- Teams may only practice at their assigned time and location. Coaches may not add any additional practices, scrimmages or games to their schedule without NCPRD Sports approval.
- Coaches are not allowed to register their team for non-NCPRD tournaments or events.
- Coaches must remain at the facility until all players have been picked up from practices and games.
- Coaches that are coaching more than one team will be responsible to ensure they have a certified assistant coach to run a practice or game in the case of overlapping times.
- Coaches are expected to understand and adhere to the rules of the program and NCPRD's expectations for a volunteer coach.
- Coaches are required to have at least one certified coach be present for all practices and games.
- Coaches may have parents assist but not participate in drills or scrimmages during practices, but only certified coaches may sit with the players on the team bench during games.



COACHES MEETINGS/TRAININGS

Coaches are required to attend a mandatory coaches meeting. Whenever possible, multiple dates to attend will be offered. The coaches meeting will cover any or all of the following items: review of coach expectations, rules of play, practice selection and/or confirmation, roster distribution, issuing of coach ID cards, concussion awareness, *Parent Handout Materials* and collection of the *Coach Contract*.

- Additional coach meetings or trainings may be required depending on the program.
- Visit the Coaches Information page for the program on our website frequently during the season for updates and new information about the program, meeting and training dates and coach resources.

ROSTERS

When coaches receive their roster they will be given a deadline date for contacting players families. Coaches should make every effort to contact all of the team's families before the deadline, as the players and parents are excited to hear from their coach!

When contacting the families of players, coaches should:

- Provide them with their contact information and preferred method of contact.
- Confirm the parent/guardian's contact information is correct and their preferred method of contact.
- Communicate the team's parent meeting date, time and location; weekly practice schedule including day(s) of the week, start/end time and location.
- Communicate NCPRD's drop off and pick up policy for all participants.
- If unable to contact a family by phone or email after a few attempts, please contact the NCPRD Sports Office or Coach Coordinator right away so we can help and confirm their participation.

**In the event a rostered player does not show up or misses more than 2 consecutive practices without the coaches knowledge, please attempt to contact them to see why, in addition, contact the NCPRD Sports Office or Coach Coordinator to inform them of the situation.

PARENT MEETING

NCPRD strongly recommends coaches hold a parent meeting, ideally just prior to the first scheduled practice. This gives parents and coaches the opportunity to meet and open the lines of communication for the season. The parent meeting is also a great time to recruit an assistant coach, if needed, or a team manager to assist with team communications, snacks, awards or parties.

Suggested items to cover at the parent meeting:

- Creation of a phone list/tree and sharing of personal contact information.
- Share coaching style, experience and expectations for players and parent for the season.
- Distribute *Parent Handout Materials* (provided by NCPRD Sports).
- Discuss Drop Off and Pick Up for Participants and Facility Use Rules.



UNIFORMS

Each player will receive a uniform jersey or t-shirt. This will be each player's uniform to keep.

- If a coach or team wishes to purchase additional uniform pieces it shall be optional and not a requirement for players or families to do so.
- If a coach or team wishes to screen print on the back of the uniform, NCPRD Sports strongly recommends using the team's name or player nicknames for the safety of the participants.
- Uniforms will be delivered to the coach for distribution to players in time for the first game.
- Coaches will be given information on the uniform size ordered by each player. Give each player the size they ordered to start, have all players try on their uniform to ensure proper fit before leaving. This way all sizing issues can be identified right away.
- Whenever possible, it's best to swap sizes among the team to resolve any fitting issues. If uniform size issues cannot be resolved by swapping, coaches should keep the unissued uniform(s) and identify the correct size(s) needed for each player. Do not instruct parent's to contact NCPRD Sports about uniform exchanges.
- Coaches should contact the NCPRD Sports Office right away with detailed information on uniform exchanges needed since it may take several days to get replacements, depending on availability. NCPRD Sports will make arrangements with the coach to exchange the needed uniforms once the replacements are available.

TEAM PRACTICES

League teams will have set practice schedules according to NCPRD's facility use permits with the North Clackamas School District (NCSD). All participants are expected to follow NCSD Facility Use Code of Conduct (Appendix A) when using their facilities.

- Coaches and/or players may not arrive early or stay late to "get in" extra practice time.
- Coaches should be respectful of other teams and staff and finish practices on time. If a team meeting is needed, plan for it to occur within your allotted practice time or hold it in a location which does not interrupt the next practice from starting on-time or a staff member from closing.
- Only currently enrolled players shall participate in practices.
- Siblings are allowed at practices and games, however cannot participate and must be supervised.
- No tape or marking materials may be applied to gym floors without the NCPRD Sports Office approval.
- Coaches should have a backup plan in the event they are running late or cannot make a practice last minute. In such situations, coaches should immediately communicate with their Coach Coordinator and/or NCPRD Sports Office so appropriate action can be taken.
- If there is a valid need to cancel or request a practice to be rescheduled, coaches shall communicate this to their Coach Coordinator as soon as the need arises, so schedules can be adjusted accordingly.
- Coaches may not schedule scrimmages against other teams during regular scheduled practice sessions without advanced NCPRD Sports approval.
- Coaches may not have player vs. parent scrimmages during scheduled practice times.
- Scheduling of additional practices, scrimmages or games by coaches outside of those scheduled by NCPRD are prohibited. All participants of such non-sanctioned activities are exempt from insurance coverage by NCPRD.



GAME SCHEDULES

Game schedules will be available on the NCPRD Sports website. Schedules are subject to change throughout the season, please check game schedules frequently for the most current locations and times.

TEAM PICTURES

Professional team and individual photos are offered for participants to purchase as memorabilia for the season.

- Coaches are responsible for signing up their team for team pictures. Instructions for sign up will be given to coaches along with player picture packets early in the season.
- Coaches should hand out picture packets and communicate the team's picture date and time to all player families.
- Coaches are responsible for organizing the players as requested by the photographer and the supervision of their players on picture day.
- Pictures purchased by the players will be delivered to the coaches. Coaches are responsible for handing them out to the families as soon as possible.
- Coaches and parents should contact the photographer directly with any order issues or questions.

SCHOOL CLOSURES AND CANCELLATIONS

NCPRD Sports will provide a master schedule of planned facility use dates for the season addressing the practice schedule for NCS D school holidays and scheduled closures.

On occasion there are facility cancellations due to school events, inclement weather or other unforeseen circumstances. **NCPRD Sports will notify coaches as soon as possible in the event of such cancellations.** In the event the North Clackamas School District (NCS D) closes a school for any reason, all NCPRD scheduled activities and events at that NCS D facility are cancelled as well.

Advanced notice of facility cancellations will be communicated with the coaches as soon as possible in order to make other arrangements. Coaches will be responsible for communicating these advanced notice schedule changes with the players and their families. If a last-minute cancellation occurs NCPRD Sports will:

- Attempt to contact coaches by phone, text or email.
- Send out an email to all teams and participants affected.
- Post the cancellation on the ncprdsports.com website.

If coaches arrive at the facility and the scheduled practice or game has unexpectedly been canceled, coaches are required to stay at the facility to inform all team members of the cancellation as they arrive. They must also remain until all players have been picked up.

When practices or games are cancelled, NCPRD Sports will make every effort to reschedule the cancelled practice or game. Because of limited space and availability, make-up practices or games may not be possible. Teams may be asked to double-up to accommodate make-up practices.



CODE OF ETHICS

The ethics and sportsmanship of the coaches, parents, players, officials and others associated with the game should be exemplary. Everyone participating should conduct themselves so that he/she is a credit to the sport. Therefore, NCPRD asks for coach cooperation in following, encouraging and upholding this Code of Ethics. I hereby pledge to provide positive support and encouragement for youth sports by following this Code of Ethics:

- I will treat all players, fans, and opponents with respect and dignity and I will insist players treat other players, coaches, fans, and officials with respect.
- I will not physically or verbally abuse any player, fan, opponent or coach.
- I will never verbally or physically abuse an official, regardless of the situation.
- I will encourage good sportsmanship by demonstrating positive support for all coaches, players, fans, opponents, and officials.
- I will place the emotional and physical well-being of all children before any personal desire to win.
- I will do my very best to make youth sports fun for every player.
- I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all youth sports events.
- I will do my best to ensure players are on time and ready for all practices and games.
- I will do my part to maintain clean and safe facilities for youth sports.
- I will respect the rights and property of others.
- I will be responsible for proper supervision of siblings at all times, if attending practices and games.
- I understand that violating this Code of Ethics during the season may have consequences resulting in removal from the premises or other penalties.

GENERAL SAFETY

- Safety of participants is top priority.
- Call 9-1-1 in the case of emergencies. Coaches and NCPRD site monitors will have contacts for non-emergency situations.
- Coaches should always be on the lookout for unsafe conditions. If conditions poses an imminent safety risk and cannot be resolved, coaches should take reasonable action to keep participants safe, including stopping activities if necessary and moving players to a safe area.
- Any and all safety issues or concerns should be reported to the NCPRD Sports Office.
- NCPRD asks that coaches be responsible and considerate when dealing with families personal contact information.
- NCPRD asks all parents/guardians to escort their child/player into the facility and wait with them until a team coach arrives.
- NCPRD requires a coach remain present until all players/participants are picked up.

APPENDIX A

North Clackamas School District **Facility Use Code of Conduct**

FACILITIES AVAILABLE

Designated classrooms, auditoriums, cafeterias, libraries, gymnasiums, and fields will be available for use by the community. Facilities containing fragile or potentially hazardous equipment or confidential records will be made available at the principal's discretion. School facilities are not available for community activities on school days after 10:30 p.m. or on weekends or non school days before 7 a.m. or after 10:30 p.m. Exceptions must be submitted in writing to Community Services Supervisor. Community Services Supervisor will review with appropriate Facility Operations Department staff and the building principal.

PROHIBITED ACTIVITIES

Any activities not appropriate for minor children are prohibited on North Clackamas School District facilities. Activities that fall under this policy include: smoking, consumption of alcohol, use or possession of illegal drugs, possession of weapons, firearms, or explosives, gambling, and operation of potentially hazardous equipment. Activities deemed to be of a dangerous nature must have prior approval of Community Services Supervisor and District Risk Manager. Uses of facilities are restricted to user; **Subletting to other groups is prohibited.**

SUPERVISION:

Facilities need to be left in the same condition they were provided. Groups are responsible for damage or vandalism to the space during their reserved time. All groups using school facilities must provide a supervisor on site, who shall be responsible for the group members and their actions during the time the facility is being used. The supervisor must be at least 21 years of age. For children, the supervisor is responsible to stay until the last child has been picked up. **Children must be supervised at all times (this includes siblings accompanying participants).**

FOOD

No food or drinks are allowed in gymnasiums (Exception for bottle water). Food is allowed in cafeterias. The use of the kitchen facilities for food preparation requires a district food service employee to be present.

PARKING

All facility users are to use the school parking lots and avoid parking on adjacent streets in order to allow for emergency vehicles and neighborhood traffic. In addition, no parking in fire lanes or blocking other emergency access points. Care should be taken for children and other pedestrians in the parking area and all rules for prohibited activities extend to the parking lots. Applicants may be required to provide written plans of how they intend to address potential parking problems. Failure to abide by the parking plan may result in termination of facility use. Applicants are responsible for removing trash accumulated during the event. Failure to remove trash may result in additional charges, unless a custodian is hired.

IMPROVEMENTS OR MODIFICATION TO SCHOOL BUILDING OR FIELDS

Grass removal, lining and chalking of fields, addition of top soil, or removal of weeds, require written approval. Applicants must submit written plans to the Community Services Supervisor who will review the plans in consultation with appropriate Facility Operations Department staff and the building principal.

