

LaFayette Community Council Policy and Procedure

For

Volunteer Coaches

VOLUNTEER COACH REQUIREMENTS

LCC welcomes any individual who meets specific requirements to become a volunteer coach. Requirements include current certifications for CPR/AED training, First Aid training, coaching certification (either SUNY Youth Sports Institute or an approved equivalent) and an acceptable background check. LCC will sponsor opportunities to acquire required training on an annual basis at no cost and cover the cost of background checks for prospective LCC coaches.

COACH'S APPLICATION AND BACKGROUND CHECK

Any person wishing to be a volunteer coach for an LCC sport program must fill out a LaFayette Community Council Volunteer Coach Application. The coaching application is an information sheet that allows LCC to gather and keep important information about a coach on file and aid in the assignment of coaching positions.

In addition to submitting a coaching application, any person wishing to be a volunteer coach for an LCC sport program must fill out a consent form for a background check. The Criminal Background Check Consent form allows LCC to obtain any and all criminal records. A criminal background check is MANDATORY for ALL coaches and will be conducted annually.

A coaching application form and background check consent must be completed for each sport season no matter how long an individual has coached for LCC in the past. These forms must be submitted during the designated participation registration dates for a given sport.

An individual applicant may be disqualified from the coach selection process if they have been convicted of any of the following:

- A crime against children
- A crime involving violence, including domestic abuse
- A sexual offense
- A crime involving a controlled substance

COACH SELECTION

To minimize confusion during games, there is a limit of three coaches who can actively work with a single team. Extra volunteers are welcome during practices. NOTE: Individuals under the age of eighteen can be considered for a coach or volunteer position at the discretion of LCC.

Individuals who meet all of the eligibility criteria (First Aid, CPR/AED, coaching certification, clean back ground check) will be assigned to a coaching position according to the following prioritization:

- An individual returning as head coach to a team in the same age group and sport will have the first opportunity to be the head coach of that team again.
- An individual who has served as an assistant coach will be next in line to be the head coach for a team (same level and sport) they have previously helped with upon departure of the previous head coach.
- An individual who has coached at a lower age level who is moving up to the next higher level in the same sport.

NOTE: An individual who is the parent of a child on a given team, will be given preference to coach that team.

COACH EVALUATION

All volunteer coaches for LCC will be monitored throughout the season; a written coaching appraisal may be completed.

LCC attempts to ensure that coaches:

- Have knowledge of first aid principles in case an injury occurs
- Organize practices that are fun and challenging for all players
- Demonstrate fair play and sportsmanship
- Have knowledge of rules for the sport they are coaching

LCC COACHES CODE OF ETHICS

- I understand that the game is for the kids, not the adults. The program is solely for the young people participating, not for any coach or parent, and is intended for the participants to develop self-esteem, values and skills.
- I will protect the health and safety of my players at all time. I will insist my team play in a safe and healthy environment.
- I will provide an alcohol, tobacco and drug free environment for the players and parents at all games and practices. I will lead by example!
- I will enforce the rules and regulations of the game.
- I am responsible not only for my conduct and performance, but also that of my assistants, players and player's parents.
- I will provide a positive environment by encouraging good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice and youth event.
- I will plan all games and practices so that all players have an equal opportunity to improve their skill level through equal participation.
- I am responsible for returning team's equipment after last game.
- I will report any situations or unsound practices that violate our Code and Ethics.

DISCIPLINARY ACTIONS FOR COACHES:

LCC maintains the right to suspend the coaching privileges of any individual who they feel is unable to carry out the responsibilities of youth sports coach. Coaches in violation of certain behaviors, as outlined below, will be disciplined.

- a. Language unbecoming (suspension next game and must leave park)
- b. Fighting (suspension indefinitely)
- c. Touching or striking an official (suspension indefinitely)
- d. Un-sportsman like conduct (suspension indefinitely)
- e. Damage to LCC or Town of Lafayette property (suspension indefinitely)
- f. Any other inappropriate behavior/rule violation at LCC discretion

APPEALS PROCESS

This process allows a coach, parent or spectator to appeal an LCC decision regarding probation, suspension or dismissal from a LCC sponsored activity or program.

Any person wishing to appeal a disciplinary decision made by LCC must do so in writing, giving as much detail as possible, within five calendar days of the decision being handed down by LCC. Appeals must be mailed to LCC at: P.O. Box 98, Lafayette, NY 13084.

The LCC Executive Board will review and render a final decision regarding any appeal within two weeks of receiving a written request.

ANY EVENT OR CIRCUMSTANCE NOT COVERED BY THIS POLICY AND PROCEDURE WILL BE HANDLED AT THE DISCRETION OF LCC BOARD AS THE INDIVIDUAL OR GENERAL SITUATION WARRANTS.

FORMS

LCC policies and procedures, the LaFayette Community Council Volunteer Coach Application, and the Criminal Background Check Consent form can be obtained from the LCC web site: www.townoflafayette.com under Community Council; picked up at the registration session for a given sport or by calling 677-7272. All paperwork may be mailed back to LCC at: PO Box 98, LaFayette, NY 13084 or returned to the LaFayette Town Offices, or in person to an LCC member.