

# VOLUNTEER COACHING PACKET

All Foley Recreation coaches are required by law to complete all documents and training certifications listed in this packet. Please return or email all signed documents and certificates to the athletic coordinators.

**Coordinators:**

***Sam Blanquist:*** [shavel@cityoffoley.org](mailto:shavel@cityoffoley.org)

***Rick Lazauskas:*** [rlazauskas@cityoffoley.org](mailto:rlazauskas@cityoffoley.org)

- Code of Conduct & Discipline Policy
- Background Check Instructions
- COVID Waiver
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## **Foley Recreation Coaches Code of Conduct**

I will remember that I am a youth sports coach and that the game is for the children and not the adults.

I will place the emotional and physical wellbeing of my players ahead of a personal desire to win. In doing so, I will refrain from communicating negative comments or threats to my players.

I will refrain from all manner of personal abuse and harassment of others, whether verbal, physical, emotional or sexual and shall oppose such abuse and harassment.

I will treat all coaches, players, officials, and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.

I will do my best to provide safe playing conditions for my players during all games and practices.

I will be knowledgeable of basic first aid principles needed to treat injuries of my players.

I will do my best to organize practices that are fun and challenging for all my players.

I will use positive coaching techniques that are age appropriate.

I will lead by example in demonstrating fair play and sportsmanship to all my players.

I will provide an environment for my team that is free of drugs, tobacco, and alcohol and I will refrain from their use at all youth sports events.

I will be knowledgeable in the rules of each sport that I coach and I will teach these rules to my players.

**I understand that alterations to uniforms will not be permitted including adding names to jerseys.**

I will not seek an advantage by circumvention or exploitation of the rules.

I will exhibit good sportsmanship following each game and exchange a cordial greeting with the opposing team and coaches.

I will not violate the amount of practices allowed in a given week and/or the duration of each practice set forth by the recreation departments practice policy.

I will complete the mandatory concussion training online and will provide proof of training by making a copy of my certificate and submitting it to the Foley Recreation Department to hold on file.

I will complete a satisfactory background check and I understand that if I receive a red-light or failed background, I will remove myself from coaching or volunteering with City of Foley recreation programs.

I understand that if I violate this code of conduct or any part hereinabove, I am subject to being reprimanded as set forth in the discipline policy below.

## Discipline Policy

### Inappropriate Coaching Behavior

Situations involving inappropriate coaching behavior will be handled as follows:

#### **Immediate removal from the ball park and further suspension depending on the severity of the actions:**

1. Cursing, inappropriate language, or inappropriate gestures directed at officials, coaches, players, athletes, or fans.
2. Failure to leave park area or arguing with an official after being ejected from the game.
3. Throwing objects at an official or onto the field.
4. Being under the influence of alcohol or illegal drugs.

#### **Immediate removal from the ball park and suspension from coaching for at least one year:**

1. Striking or pushing an official, coach, athlete or fan.
2. Fighting with other fans or throwing objects at other fans.
3. Verbal threats of bodily harm, injury or death towards an official, coach, athlete, or fan.
4. Inappropriate touching or verbal exchange of a sexual nature.
5. Disclosing privileged information exchanges during preseason draft or all-star selection meetings.
6. Providing false witness or information about coaches, players or parents.

*Extreme behavior or multiple incident reports of a serious nature will result in permanent dismissal from the Foley Recreation program. This will also include any violation of the Coaches Code of Conduct.*

### Inappropriate Fan Behavior

Situations involving inappropriate fan behaviors will be handled as follows:

1. Coaches will be asked for assistance and warned that fan behavior may result in penalty to the team.
2. Officials may request assistance of site supervisor if fan needs to be removed.
3. If the situation persists, the police will be contacted.

Entry fees and admission fees are non-refundable in the event of inappropriate behavior. The offender may or may NOT receive a warning, depending upon the severity of the behavior before required to leave the park/facility.

*Extreme behavior or multiple incident reports of a serious nature will result in permanent dismissal from the Foley Recreation events. This will also include any violation of the Parent Code of Conduct.*

**I have read, understand, and agree to comply with the CODE OF CONDUCT & DISCIPLINE POLICY as outlined above.**

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**Printed Name**

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**Signature**

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**Date**



## Updated Instructions for Applying for a Background Check 9/8/20

In order to apply for your background check you must come to the website and enter your information through the self-Registration portion of the website. Through this process you will be asked to provide personal information as well as authorization and consent to the background check therefore it is important that you submit the information yourself.

Follow instructions on each screen to activate account. Enter any all information requested and click to box to agree to all consents and screenings.

<https://city-of-foley.sportngin.com/register/form/489762303>

Once complete, the coordinators will be notified. No additional tasks need to be taken.

**I have read and understand that I am responsible for completing the mandatory background check outlined above and agree to comply with the MANDATORY BACKGROUND CHECK POLICY as outlined above.**

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**Printed Name**

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**Signature**

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**Date**

## Coaches COVID Waiver

In consideration of participating in any way with Foley Recreation Sports during the COVID-19 pandemic, I, hereby acknowledge for myself and my family members that:

1. The risk to have contact with individuals who have been exposed to and/or have been diagnosed with communicable diseases, including but not limited to COVID-19 does exist, and it is impossible to eliminate the risk that I and my family could be exposed to and/or become infected through contact with or close proximity with an individual with a communicable disease;
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, and assume full responsibility for my and my family's participation;
3. I agree to abide by all current and future COVID-19 guidelines set by the Alabama Department of Public Health (ADPH) and local government during Foley Recreation events;
4. I agree to screen myself and my family for COVID-19 symptoms before coming to ANY AND ALL practices or games by asking the following questions. If the answer is YES to ANY of the following questions, we agree to not attend any Foley Recreation practices or games until symptom-free for 72 hours;

Have we been in close contact with a confirmed case of COVID-19?

Are you or someone in your family experiencing a cough, shortness of breath or sore throat?

Have you or someone in your family had a fever in the last 48 hours?

Have you or someone in your family experienced new loss of taste or smell?

Have you or someone in your family experienced vomiting or diarrhea in the last 24 hours?

I, for myself and on behalf of my family members, hereby release and hold harmless Foley Recreation, with respect to any and all injury, illness, disability, death, or loss or damage to person or property, whether arising from the negligence of the releases or otherwise;

**I have read, understand, and agree to comply with the COACHES COVID WAIVER as outlined above.**

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**Printed Name**

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**Signature**

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**Date**

# Foley Coaches COVID-19 Protocols

We will monitor any developments regarding the coronavirus and will prepare in the event of any changes that will need to be made during each season. We reserve the right to change or modify any of the terms and conditions contained in the COVID waiver to better protect the health and safety of our community and surrounding cities.

The protocols listed in this document are required to be followed during all Foley Recreation Sports at all times. Policies are subject to change as we continue to find the safest practices with our partnering cities.

**Important:** Participants/Volunteers are not allowed to assist teams if they have not completed requirements and have not been approved through coordinators.

## **ILLNESS PROTOCOL**

- **Everyone should stay at home if they are ill or not feeling well or cannot pass the symptoms test below.**
- Parents, players, and coaches must be prepared to answer the following questions:
  - Have you been in close contact with a confirmed case of COVID-19?
  - Are you or someone in your family experiencing a cough, shortness of breath or sore throat?
  - Have you or someone in your family had a fever in the last 48 hours?
  - Have you or someone in your family experienced new loss of taste or smell?
  - Have you or someone in your family experienced vomiting or diarrhea in the last 24 hours?
- Coaches are required to monitor their teams for fevers, reports of illness or exposure, sneezing, coughing, excessive runny noses and address with coordinators.

## **Social Distancing**

- All spectators must practice social distancing.
- No gatherings, congregations, or parties after games and practices in the gyms or parking lots.
- All players, coaches, and spectators must be completely off courts before the next teams may enter.
- Only attend practices or games for your own team.
- Avoid activities that involve high levels of group interaction (i.e. team huddles, single lines).
- Limit activities that involve only single ball use. Official games and scrimmages are the only exception to this rule.
- When conditioning or performing warm-ups, activities should be broken down into smaller groups and must maintain 6 foot distance at all times.

## **Personal and Equipment Sanitization**

- Spectators are recommended remain within six feet of people from other households.
- Avoid general physical interactions such as handshakes, high fives, fist bumps, or elbow bumps.
- No shared team coolers, drinks or snacks.
- All equipment such as basketballs, cones, should be cleaned and prior to the next event.
- Any personal equipment or items should have the child's name written on it.
- All players' clothes and equipment should be washed and sanitized after each use.

**I have read, understand, and agree to comply with the FOLEY COACHES COVID-19 PROTOCOLS as outlined above.**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## Foley Recreation Practice Policy

1. Teams have a limit of three meetings per week. The week is Sunday to Saturday.
  - 3 games = 0 practices
  - 2 games = 1 practice
  - 1 game = 2 practices
  - 0 games = 3 practices
2. The following are restrictions on the practice times:
  - Tee Ball, 5U, 6U – 1 hour maximum
  - 7U, 8U, 9U – 1 hour and 15 minutes maximum
  - 11U, 12U – 1 hour and 30 minutes maximum
  - 14U, 15U, 16U – 1 hour and 30 minutes maximum
3. Kids cannot be punished for missing rec scheduled practices.
4. Kids may NOT be punished for missing an excessive amount of practices without a legitimate excuse. It is the responsibility of the coach to make his/her best effort to contact the player's parents. Any punishment should be reported to the recreation coordinator and to the parents and player involved. Punishments should not invoke physical, emotional, or mental damages. Punishments should be used to address the behavior and not the person. Punishments should not be used to embarrass, berate, or belittle players in front of their teammates.
5. All practices must end by 8:30 pm.
6. All after-game breakdowns and chats should be done before practice time limit has been reached.

All practices will be scheduled through the recreation coordinators and you will be provided with a schedule every week. Please let the coordinators know by Tuesday evenings if you will have any schedule conflicts. Please respect your other coaches and do not make them or a coordinator remove you from the field.

Any coach or team that violates the amount of practices allowed in a given week and/or the duration of each practice set forth by the recreation department will be subject to disciplinary action determined necessary by the recreation department.

**I have read, understand, and agree to comply with the FOLEY RECREATION PRACTICE POLICY as outlined above.**

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Printed Name

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Signature

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Date

## Travel/Recreational League Interaction Policy

Foley recreation wants all participants to understand the potential dangers of allowing a child to participate in programs in which limited rules and regulations may exist – while recognizing our program’s rules are designed to protect players from mental, emotional, and physical injury.

We love competition. However, Foley Recreation is not the place for competitive teams to play. We have established and run this league for the benefit of the recreational player, and it is unfair for them to compete against “travel” teams. Our divisions do not have standings because, while everyone likes to win, winning the division is not what the league is about. When we talk about trying to make our games more competitive, we are referring to the balance of the run of play, not an expectation that the teams will be more competitive. The City of Foley’s goal is to provide a recreational sports experience – with the emphasis on “recreation” and fun.

**OUTSIDE PARTICIPATION RULE.** An athlete who is registered for any Foley Recreation sports and plans to participate (includes practice) in a non-rec league/outside sports activity in the same sport during the same season must notify the recreation department.

If a player is rostered on a travel ball team in the same sport, the Foley Rec league shall take priority. No outside league participation may interfere with the Foley Rec league activities, including practices, games, and team activities.

Private individual instruction is not considered an outside sports activity. Private individual instruction is one-on-one instruction between one athlete and one instructor and cannot be instruction with another player or groups of players.

All Foley Recreation teams cannot participate in any travel ball games or tournaments. In addition, no Foley Recreation teams may be entered in any tournament without the administration’s permission.

All Recreation teams are only allowed 3 travel ball players from rostered on the same teams. All players must be drafted and are not guaranteed.

**I have read, understand, and agree to comply with the FOLEY RECREATION TRAVEL/RECREATIONAL LEAGUE INTERACTION POLICY as outlined above.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## Mandatory Concussion Training

All youth coaches are required by law to take this concussion training course.

### Instructions for Concussion Online Training Course

- 1) Visit: <https://www.train.org/cdctrain/course/1089818/>
- 2) Click on the “Pre-Assessment” icon and complete the questions.
- 3) Once completed, close the current screen and return to main screen where you will click on the “Launch” icon.
- 4) Click “Start Training” and begin the course. You must watch all of the videos and you will not be allowed to skip ahead. You will be asked to answer questions at the end of each video segment.
- 5) Once you have completed the training course, you will need to print or email the certificate that is available at the end. Please make sure you turn it into your coordinator and also keep a copy for yourself. You are more than welcome to take the course at our office or the public library if you do not have access to a computer.

By **Law** all players suspected of having a concussion must be cleared by a physician prior to participation in any aspect of the sport. Below are the **Signs and Symptoms of Concussions:**

#### **Signs and Symptoms**

- 1) Headache, Dizziness
- 2) Vomiting, nausea
- 3) Difficulty balancing

#### **Visual Symptoms:**

- 1) Dilated pupils, Sensitive to light
- 2) Seeing bright lights
- 3) Blurred or double vision

#### **Cognitive and emotional Symptoms:**

- 1) Confusion, Blank stare
- 2) Difficulty focusing, Slurred speech
- 3) Loss of consciousness
- 4) Loss of memory
- 5) Repeating the same questions

#### **Seek emergency care for conditions such as:**

- Loss of consciousness
- Vomiting
- Headache that worsens
- Changes in behavior
- Stumbling or clumsiness
- Disorientation
- Slurred speech
- Dilated pupils
- Seizures

Any symptoms that get progressively worse

**I have read and understand that I am responsible for completing the concussion training outlined above and agree to comply with the MANDATORY CONCUSSION TRAINING POLICY as outlined above.**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



Free #ReturnToPlaySafely resources:  
[www.coachsafely.org/covid19](http://www.coachsafely.org/covid19)



## Coach Safely Training

1. Visit: <https://www.coachsafely.org> for important information regarding volunteer coaching.
2. I understand that I am responsible for understanding and preventing the following:
  - Concussions
  - Heat and Exertion Illnesses
  - Trauma and Overuse
  - Sudden Cardiac Arrest
  - Emergency Action Plan
  - Physical Conditioning- Age-appropriate activities
  - Equipment Usage
3. You are responsible for reading, understanding, and applying the information given in the Coach Safely Training material provided by the recreation department.

I understand that the Coach Safely Act is meant to help in the prevention of mental and physical injuries of youth athletes in high risk activities. I promise, to the best of my abilities, to create the most positive and safest learning environments for all athletes. I understand that if I violate any topics mentioned in this law that I may be subject to limited coaching time and/or other disciplinary action determined by the league coordinator.

**I have read and understand that I am responsible for completing the coach safely training outlined above and agree to comply with the MANDATORY COACH SAFELY TRAINING POLICY as outlined above.**

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Printed Name

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Signature

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Date

