

# VOLUNTEER COACHING PACKET

All Foley Parks and 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
- Communicable Disease Waiver
- Practice Policy
- Travel/Recreational League Interaction Policy
- Coach Safely Training

## **Foley Parks and 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 Foley Parks & 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 Parks & 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/facilities 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/facilities 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, 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 Parks & 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 Parks & Recreation events. This will also include any violation of the Parent Code of Conduct.*

**I have read, understand, and agree to comply with the FOLEY PARKS & RECREATION COACHES 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 3/19/25**

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/647573201>

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

## Communicable Disease Waiver

We are monitoring any developments regarding communicable diseases including but not limited to the coronavirus and are preparing for any changes that will need to be made during each sport's season. We reserve the right to change or modify any of the terms and conditions contained in the **Communicable Disease Waiver** to better protect the health and safety of our community and surrounding cities.

In consideration of participating in any way with Foley Parks & Recreation Programs, I hereby acknowledge for myself and my family members that:

1. Participation includes possible exposure to and illness from infectious and/or communicable diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist, and it is impossible to eliminate the risk that my family and I 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 communicable and infectious disease guidelines set by the Alabama Department of Public Health (ADPH) and local government during Foley Parks & Recreation events;
4. I agree to screen myself and my family for infectious symptoms such as excessive runny nose, coughing, fever, and shortness of breathe before coming to ANY AND ALL practices or games. If, however, I observe any unusual or significant hazards during my and my family's presence or participation, I will remove myself and my family from participation and bring such to the attention of the nearest official immediately; and,
5. I, for myself and on behalf of my family members, hereby release and hold harmless Foley Parks & 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;
6. By clicking "I accept Waiver," I confirm that I have read the terms and conditions, that I understand them, and that I agree to be bound by them.

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

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Printed Name

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Signature

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Date

## Foley Parks & 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.
7. Practices or scrimmages cannot be conducted at any location not approved by the coordinators.

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 Foley Parks & Recreation department will be subject to disciplinary action determined necessary by the Foley Parks & Recreation department.

**I have read, understand, and agree to comply with the FOLEY PARKS & 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 Parks & 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 Parks & 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 Parks & 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 Parks & Recreation league shall take priority. No outside league participation may interfere with the Foley Parks & Recreation 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 Parks & Recreation teams cannot participate in any travel ball games or tournaments. In addition, no Foley Parks & Recreation teams may be entered in any tournament without the administration's permission.

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

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

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Printed Name

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Signature

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Date



# WIN WITHOUT LOSSES

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 Foley Parks & 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