



Thank you for your interest in serving as a volunteer coach for the Youth Basketball League. Your commitment to providing a quality youth sports experience for area children is to be commended. Coaches are the vital link to ensuring that we provide a high quality and successful program. In our league kids learn the basic skills of the game, but also develop friendships, learn sportsmanship, how to be a good teammate, and responsibility.

Please fill out the following forms and return them to the Recreation Supervisor. Please note that all coaches will undergo a criminal background check and additional screening. Additionally, by completing the application you agree to adhere to all of the department's policies and philosophies.

As a coach, you have certain obligations. Please consider whether the following applies to you:

- You are able to give 3, 1-1.5-hour sessions per week to the sport (see master schedule)
- You are able to attend the coach meeting and skills assessment (see master schedule)
- You are patient, reliable, and good with kids
- You are knowledgeable about basketball and will acquaint yourself with the League Rules
- You are a good role model and will demonstrate good sportsmanship and fair play.
- You can successfully pass a screening process which includes, but is not limited to, a criminal background check.
- You are willing to ensure that facilities are left in excellent condition, thereby maintaining our positive relationship with our hosts.

If you're interested in coaching and can commit to the items above, please submit the coach application, contract, and criminal background check form to SWPRD prior to the Coach Application Deadline. Please note: Submitting an application does not guarantee you a coaching position. Please do not present yourself as a coach to the community until notified that you've been officially appointed as a coach.

Coach application process:

- If you have a child playing, register them ASAP, indicating your coaching preference.
- Submit all coach forms by **Coach Application Deadline: Monday, November 26.**
- Background check and screening approval, and review by coach selection committee.
- Announcement of coach appointments the day before Skills Assessment (by email).

The master schedule is attached. Thank you for your volunteerism.

Sincerely,  
Carrie Monforte  
Recreation Supervisor

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**Email - Fax - Questions**  
Email: [programs@whidbey.com](mailto:programs@whidbey.com)  
Fax: (360) 221-7323  
Questions? (360) 221-6788

**By Mail**  
South Whidbey Parks & Recreation  
5475 Maxwellton Road  
Langley, WA 98260

**In Person**  
SWPRD Offices  
5475 Maxwellton Road  
Langley, WA 98260

## **SWPRD Basketball Mission**

To strive to provide a fun environment which realizes and challenges each participant's playing potential while maintaining the integrity of disciplined and fair "Team Play".

## **Introduction**

SWPRD's objective is to select coaches who best meet the needs of the kids, the parents, officials and administrators of SWPRD's programs. SWPRD will govern the coach selection process with assistance from community members.

## **Coach Selection Process**

SWPRD will determine the timeline for coaching selections. Each candidate, Lead and Assistant Coach, is required to complete an application and sign the coach contract. Once the Coaching Application period is closed SWPRD will review and discuss each applicant, and consider his or her qualifications and determine whether the coach is a good fit for SWPRD and the District's programs. If not enough suitable coaches have been identified, efforts will be made to recruit additional coaches who will also be screened and reviewed. SWPRD will not approve a coach that is not a good fit, simply because more coaches are needed.

## **Coach Application Timeline**

- If prospective coach has a child playing, they must register them prior to coach application deadline
- Submit coach application and contract by application deadline
- SWPRD will utilize Southeastern Security Consultants, Inc to conduct a criminal history background check and will conduct any additional screening
- Review of applicants by an appointed committee
- Prior to the Skills Assessment, accepted Coaches will be notified of their selection by SWPRD by email
- Attend mandatory coach meetings, skills assessments etc. (See master schedule)
- Refunds will be given if selected as a lead coach.

## **Guiding Principles in Evaluating Prospective Coaches**

Coaches are expected to be strong in three areas:

- They must enjoy young people and be able to develop good relationships with them and their families;
- They must be able to coach, teach and train others;
- They must enjoy and have some proficiency at the game of basketball.

These attributes are ranked in order of importance. Appreciation of the sport can be learned; an ability to connect with and develop our children, and foster a positive environment and experience is infinitely more valuable.

## **Coach Selection Criteria**

SWPRD will select Coaches who are the best fit with SWPRD, the program goals, and the players we serve. The following criteria will be considered:

- Interpersonal skills
- Ability to teach, relate and work positively with youth
- Ability to manage relationships with parents, families, referees, and administrators.
- Coaching and playing experience. Less experienced applicants will proactively seek suitable training.
- Strong ambassador for the SWPRD program and the overall goals of SWPRD.
- Communication skills
- Commitment to ensuring that facilities are left in excellent condition.
- Relevant certification or licensing
- Past performance
- Ability to make the time commitment

Meeting these requirements does not guarantee you a coaching position. SWPRD retains sole authority to approve applicants for volunteer coaching. All of these factors will be considered in the decision making process. Excellence as a player does not equate to excellence as a coach. SWPRD is looking for individuals who want to impart life lessons through basketball such as good decision making, fair play, teamwork, and sportsmanship that are applicable in everyday life.



I \_\_\_\_\_, wish to participate in the South Whidbey Parks & Recreation District's (SWPRD) Recreation Programs, as a volunteer coach. I recognize that volunteer coaches serve a vital need in helping provide positive recreation experiences for youth. Further, I understand that serving as a coach, I will be setting examples for the youth I am coaching, and will strive to uphold a high set of ideals and standards. Abiding by all rules, policies and procedures set forth by SWPRD, I agree to:

- 1) Protect the health, and physical and emotional safety of my players. This includes informing my team's parents and spectators of league expectations regarding appropriate behavior.
- 2) Lead by example in demonstrating fair play and good sportsmanship to all players, officials, park staff and coaches at all times. I will model respect and dignity for everyone involved in my sport.
- 3) Strive to always be positive towards my players and treat them fairly, realizing that each player has the right to have fun.
- 4) Learn and teach the fundamental skills, rules and strategies of my sport.
- 5) Place the well-being of players ahead of my personal desire to win and leading by example with the appropriate adult reaction in all situations. I will be aware at all times of my responsibilities as a Mentor in the community where I work and live.
- 6) Uphold the authority of the officials.
- 7) Stress the importance of sportsmanship and fair play while teaching skill development and teamwork.
- 8) Refrain from using, or being under the influence of alcohol or using tobacco products while being associated with this program, including games, practices or league meetings.
- 9) Refrain from using profanity, obscene gestures or comments, or abusive language to players, parents, officials, administrators or any other persons associated with this program.
- 10) Refrain from making any sexual advance, or engaging in other verbal, or physical conduct of a sexual nature with a minor.
- 11) Refrain from non-related one-adult/one-child interaction except in an emergency where following this policy would be dangerous to the child. I will conduct all activity in a public setting rather than behind closed doors.
- 12) Remember that I am a YOUTH COACH in a RECREATIONAL LEAGUE and that these games are about all of the kids having fun and learning team skills, not the adults.

I certify that I do not have a criminal background that prohibits my working or associating with youth, or have displayed any improper conduct that should prohibit my working or associating with youth. I AGREE TO ALLOW A CRIMINAL HISTORY BACKGROUND CHECK BY THE SOUTH WHIDBEY PARKS & RECREATION DISTRICT WITH SOUTHEASTERN SECURITY CONSULTANTS, INC., which requires completing a background check form and giving my social security number. Additional screening including reference checks may be conducted. I hereby release and agree to hold harmless from liability the SWPRD staff, officers, volunteers, and any other person or organization that may provide such information.

I understand that submitting this application, or passing a criminal history background check, do not guarantee me a coaching position and that SWPRD is not obligated to appoint me to a volunteer position. SWPRD retains sole authority to approve or reject applicants for volunteer coaching. If appointed, I understand that, prior to the completion of the season, if I violate any SWPRD policies or principles, or undertake any activity that is deemed by the SWPRD not to be in the best interest of our players or SWPRD, I will be subject to removal by SWPRD. I assume all risks of injury incurred or suffered by me while at or participating in this activity.

I have read this document in its entirety, and agree to abide by all terms of this agreement. My signature below verifies this fact.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Signature of legal guardian (if volunteer is a minor) \_\_\_\_\_ Date \_\_\_\_\_



**VOLUNTEER COACH APPLICATION**

Name (print) \_\_\_\_\_ Date of birth (if under 18) \_\_\_\_\_

Email \_\_\_\_\_ Day phone \_\_\_\_\_

Address \_\_\_\_\_ Evening phone \_\_\_\_\_  
Street City

Cell phone \_\_\_\_\_

Contact Info SWPRD may share with players and their families:  Email  Phone Number(s) \_\_\_\_\_

Desired Role:  Lead Coach  Assistant Coach

Preferred Division: Grade \_\_\_\_\_  Boys  Girls  Coed

*Selected Lead Coaches will receive refunds of their child's registration fees, if applicable. Refunds will be given in the manner in which they were paid. Call if you have questions or don't receive this refund within 1 month of being notified of your confirmation as a coach.*

Do you have a child playing in this league?  No  Yes If yes, name & grade: \_\_\_\_\_

Will you attend these (See Master Schedule for specifics):

Skills Assessment  Yes  No

Coach Meeting  Yes  No

Team Assignments  Yes  No

Team Photo  Yes  No

Are you trained in:  First Aid/CPR  Coaching If yes, certification expiration date: \_\_\_\_\_

Is there any time during the season you will be unavailable to coach? (Vacation, business trips, etc.) \_\_\_\_\_

Experience coaching and/or playing this sport: \_\_\_\_\_

Experience working with youth: \_\_\_\_\_

Experience playing this sport: \_\_\_\_\_

What will you do to become the best coach possible this season (books, training, certifications, goals) \_\_\_\_\_  
\_\_\_\_\_

References (not family):

1) Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_ Phone \_\_\_\_\_

2) Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_ Phone \_\_\_\_\_

3) Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_ Phone \_\_\_\_\_

**REQUIRED: COMPLETE BACKGROUND CHECK FORM ON NEXT PAGE.  
APPLICANTS SHOULD SUPPLY A COPY OF THEIR DRIVER'S LICENSE OR OTHER OFFICIAL  
PHOTO ID. PHOTOCOPIES MAY BE MADE AT THE SWPRD OFFICE.**





## Background Consent/Release Form

Organization Name: South Whidbey Parks & Recreation District

Applicant's Name (printed)

\_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Applicant's Address

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I, \_\_\_\_\_, authorize and give consent for the above named organization to obtain information regarding myself. This includes the following:

- Criminal background records/information
- Sex Offender Registry Checks
- Addresses

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my volunteer application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

Print Name:

\_\_\_\_\_ Date: \_\_\_\_\_

Signature:

\_\_\_\_\_



## Youth Basketball League Master Schedule

**Schedule Subject to Change**

Nov 26	Coach Application Deadline – Processing of background checks, screening
Dec 2	Player Registration Deadline
<del>Dec 3</del>	<del>Coach Meeting</del> (Rescheduled to December 10-17, Below)
Nov 26-Dec 6	Review of Coach Applications
Dec 7	Coach Notification
Dec 8	Skills Assessments @ SWCC Main Gym Grade 1-2 Coed, 11:00am Grade 3-4 Girls, 10:00am Grade 3-4 Boys, 1:00pm Grade 5-6 Girls, 9:00am Grade 5-6 Boys, 12:00pm
Dec 10*	Grade 3-4 Girls Coach Meeting @ SWES North Campus Gym (Coaches Only), 5:00pm
Dec 11*	Grade 3-4 Boys Coach Meeting @ SWES North Campus Gym (Coaches Only), 5:00pm
Dec 12*	Grade 5-6 Girls Coach Meeting @ SWCC Main Gym (Coaches Only), 5:00pm
Dec 13*	Grade 5-6 Boys Coach Meeting @ SWCC Main Gym (Coaches Only), 5:00pm
Dec 17*	Grade 1-2 Coed Coach Meeting @ SWES South Campus Gym (Coaches Only), 5:00pm
Jan 7	Monday/Wednesday Practices Begin
Jan 8	Tuesday/Thursday Practices Begin
Jan 17-18	Times TBD      Photo Day
Jan 19	First Possible Games (Schedule TBD, may start 1 week later)
Jan 25	Falcon Buddies Night @ SWHS Varsity Basketball Games!
Mar 9	End of Season (Subject to change)

\*Coach meetings may be re-scheduled as needed.