

	City of Waynesville WSR/Youth Sports	SOP #3	1
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Standard Operating Procedure: Coaching Requirements

1. PURPOSE

The purpose of this procedure is to provide eligibility requirements and guide Program Director and Coordinator(s) on selection of volunteer coaches and team parents for the WSR Youth Sports Program.

2. SCOPE

This SOP is intended for the Program Director and coordinator(s) involved in WSR Youth Sports, as well as potential volunteer coaches and team parents. The sports this SOP pertains to include, but are not limited to, basketball, football, volleyball, baseball/softball, soccer, flag football, cheer, and tennis.

Definitions

- coach – see roles & responsibilities
- team parent – see roles & responsibilities

3. ROLES & RESPONSIBILITIES

Coach

- Plan practices, in accordance with WSR Youth Sports practice schedule
- Supervise games, practices, and events
- Inform players/parents about practices, cancellations, and make-ups
- Supervise assistant coaches, team parents, and scorekeepers
- Encourage the involvement of the parents in the sport
- Schedule and conduct parent and other necessary meetings
- Provide a safe and fun environment for the players & parents
- Learn and follow ALL league rules, policies, and procedures, as well as WSR Youth Sports SOPs
- Give each player required playing time, if applicable
- Put the well being of players ahead of your desire to win
- Attend all league meetings, classes, tryouts, and functions

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- Assumes responsibility for equipment that has been provided by WSR Youth Sports
- Discuss and inform any problems with the coordinator on site and, if issue can't be resolved, with the Program Director
- Communicate with league officials regarding any questions or issues that might arise, including information provided to them by other parents that is above their scope of duty
 - Must have a background check done by the Missouri Highway Patrol
 - Must Have a coaching certification for the sport they are coaching. This must be obtained at www.nays.org

Team Parent

- Must have a background check done by the Missouri Highway Patrol
- Facilitate snack signups
- Communicate important information to other parents
- Assist with picture day for their assigned team, if applicable
- Coordinating team party, if desired
- Ensuring a safe environment for participants
- Provide positive feedback to players at opportune moments
- Be a positive role model for players and parents alike
- Not distribute rosters or the personal information of participants, even to their own teams
- Ensure all decisions and actions they make promote inclusion of all participants
- Not create flyers or papers that contain the WSR Youth Sports or City logo, seal, or imitate the style of other WSR Youth Sports or City documents produced by the program
- Adhere to the WSR Youth Sports Parent Code of Conduct
- Ensure all parents involved know that extracurricular activities, such as the team party and snack sign up, are voluntary
- Other tasks similar in nature, as requested by coach, coordinator, or Program Director

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4. REQUIREMENTS & CERTIFICATIONS

Coaches

- Coaching Application
- Background check, paid for by applicant.
- Coaching Certification through Nays, paid for by applicant.
- WSR Youth Sports Coaches Code of Conduct

Team Parents

- Background check, paid for by applicant (non reimbursable)
- WSR Youth Sports Parent Code of Conduct

5. ATTACHMENTS

- Coaching Application
- WSR Youth Sports Coaches Code of Conduct
- WSR Youth Sports Parent Code of Conduct
- MACHS Background Check found at:
<https://www.machs.mshp.dps.mo.gov/MocchWebInterface/home.html>
- Nays Coaching Certification found at: www.nays.org