

McFarland Recreation and Park District Coaches Job Description

Each year the McFarland Recreation and Park District hires a number of coaches for the community youth program. Applications are reviewed and the coaching position is given to those adults or students that possess a high degree of leadership, communication skills, possess good judgment, sound understanding of the program, and the wisdom that they are coaching to allow the kids on their team an opportunity to have fun and learn the skills of the designated program. The following are requirements that each coach must meet in order to keep in good standings with the recreation and park district,

(INITIALS)

1. _____ **Communication** (talking effectively to your players) is one of the three most important things you can do as a coach. This includes instructing your players in an enthusiastic loud voice, making sure all your players know your practice time and game days, calling players who miss practice and informing them of your next practice, and to constantly instruct your players each minute of your practice.
2. _____ **Dependability** is equally important as communication. This includes making sure you know your practice time and days, game time/days, reporting to practice on time, not leaving early, organizing each practice session in advance as to what you will do since you may be limited on time (1 hour).
3. _____ **Sportsmanship** is the other most important thing for coaches to possess. Each coach is bound by the Coaches Code of Ethics that in essence says that they must observe good sportsmanship at all times. This includes the following:
 - a. Smile and enjoy yourself and your kids will also enjoy themselves
 - b. Be motivated and encourage your kids to always do their best, but do not get carried away with winning. At this level it is far more important to teach skills and have fun than win.
 - c. Never verbally abuse or physically abuse a player or official. Coaches who do will be suspended or expelled as outlined in the Coaches Code of Ethics.
 - d. Never argue with the Officials or use profanity at any time.
4. _____ **Fundamentals** are key. In order for players to progress we must ensure that the basic fundamentals are taught.
5. _____ **Practices** are highly encouraged to be twice a week and once games begin the practice on what game schedule allows.
6. _____ **Games** will be played at 6:15pm, 7:15pm, & 8:15pm. The younger the kids, the earlier they will be playing. Game days should be same but there is a chance of there being a different day so please pay attention to schedule. There may be Saturday game days but not all teams will be scheduled. Please plan accordingly

7. _____ Coaches are to have their players report 10 minutes before game time. Be sure to collect your players and sit with them as a team until the area is available for your team to warm up.
8. _____ Coaches are responsible for warming their team up before the game, completing scorebook roster with each players first and last name and number, and knowing what side to sit on.
9. _____ Never leave your equipment unattended. Coaches are responsible for their issued equipment and must turn them in after the season ends. If lost, you are responsible for replacing or paying the Rec office.
10. _____ Coaches should distribute uniform shirts by what is given in the roster. Parents have given us the sizes for their child so make sure it is correct. If a parent does not like how the jersey fits and another parent is willing to exchange then that is okay but other than that the parent will need to contact our office to order and pay for a replacement.
11. _____ The recreation district will recruit as many adult volunteer coaches as possible. Occasionally more coaches are needed and when this happens, coaching jobs are opened up to high school and college students with a flat fee. Students are paid as follows at the end of the season.
 - a. Very good evaluation \$100 (met all the requirements, responsible, etc)
 - b. Average \$75 (lacked some necessary skills, did not improve)
 - c. Improvement needed \$25 (most likely will not be asked to coach again)
12. _____ If a coach does not correct unsound (negative) coaching habits, they may be suspended or replaced.

By signing below, you have read and acknowledge all that is required and asked of you to be a Volunteer Coach.

Signature

DATE

Supervisor Signature

DATE

Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	
Last Name		First Name	Middle Name
Address	Number	Street	City
		State	Zip Code
Telephone Number (s)		Social Security Number	Date of Birth

If you are under 18 years of age, can you provide the required proof of your eligibility to work? Yes No

Have you ever applied with us before? Yes No
If Yes, give date _____

Have you ever been employed with us before? Yes No
If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full-Time Part-time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

STUDENT EMPLOYMENT QUESTIONAIRRE

To Be Completed By Youth Under 18 years of Age

Name: _____ Age: _____

Phone: _____ Address: _____

Position Applied For: _____

Please answer the following questions to the best of your ability:

1. What is your current GPA (Grade Point Average) _____
2. What are your hobbies and interests: _____
3. List any athletic or club organizations you have joined: _____
4. Have you worked for the Recreation & Park District before? Yes ___ No ___
5. Have you ever been suspended or expelled from school? Yes ___ No ___
6. If yes, please indicate reason for suspension: _____
7. Have you ever been arrested: Yes: ___ No: ___

Students who work for the recreation district are asked to sign the Students Leadership Agreement listed below.

STUDENT LEADERSHIP AGREEMENT

I, _____, do hereby agree to be a positive role-model for the youth of McFarland. To this end, I promise to live a healthy drug-free life, to do my best at all times whether it be in my studies, in helping my family or friends, to lift people up who are down, to inspire the younger students to do their best and live a healthy drug-free life.

(signature)

(date)

MCFARLAND RECREATION AND PARK DISTRICT

Activity Date(s)

Activity Name

VOLUNTEER AGREEMENT, WAIVER, AND RELEASE
INFORMATION TO PARTICIPANT REGARDING RISK OF INJURY

In consideration for being permitted by the McFarland Recreation and Park District to participate in this volunteer assignment/ activity, I hereby waive, release and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in the assignment/activity. This release is intended to discharge in advance the McFarland Recreation and Park District (including its officers, employees, volunteers, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of active or passive negligence or carelessness on the part of the persons or entities mentioned above.

It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs, administrators, executors, and assigns. I agree to indemnify and to hold McFarland Recreation and Park District, (including its officers, employees, volunteers, and agents) free and harmless from any loss, liability, damage, cost, or expense which may arise out of or connected in any way with my participation in the volunteer assignment/activity.

I fully understand that my participation in this volunteer assignment/activity exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses, and/or property damage. I hereby acknowledge that I am voluntarily participating in this activity and agree to assume any such risks.

I certify that all statements on this application are true and correct to the best of my knowledge. I understand that the information I provide may be verified, and I give permission to the McFarland Recreation and Park District to make inquiry of others concerning my suitability to act as a volunteer. I also understand that a criminal background check may be accomplished if that action is deemed necessary. I understand that any false statements will disqualify me from the McFarland Recreation and Park District's volunteer program.

I am aware that the relationship between the McFarland Recreation and Park District and a volunteer is "at will" in nature, and that it may be terminated at any time without cause by either the volunteer or the District. Further, I understand that as a volunteer, I am offering my services of my own free will without any expectation of compensation, health or life insurance, or other employee benefits of any kind. Finally, I agree to comply with all District rules and guidelines as well as all applicable public health rules, regulations, orders, and/or guidance in effect at the time of my participation in this volunteer activity.

Print Name _____

Signature _____