



VOLUNTEER POSITION DESCRIPTION

Position Title Howard County Recreation and Parks Sports Coach (“Coach”)

Description The “Coach” refers to Head Coach, Assistant Coach, Manager, etc. and is intended to develop in players a positive image of themselves, their teammates, coaches, game officials, and opponents and provide a good role model for players. The “Coach” works with parent and extended family members and friends of families to foster the best possible GoodSport environment for sport participation. The “Coach” focuses on developing each player’s skills, aptitude, attitude, and knowledge of the specific sport. Work is performed under the supervision of the assigned Manager / Head Coach or League / Division Commissioner.

Qualifications & Requirements: Must have / meet:

- Certification, Training & Screening
 - Achieve and maintain membership in the Howard County Coaches and Administrators “Registry” throughout the completion of the volunteer assignment. Specific sports may require additional certification (ex. “HeadsUp Football”)
- Additional Required Acknowledgements – Compliance and adherence with
 - Howard County Volunteer Manual
 - Specific sport or league bylaws, playing rules, and protocols.
 - Other sport specific requirements as shared prior to or during the volunteer assignment.
- Additional skills, knowledge and ability –
 - To communicate effectively with all children regardless of skill level.
 - To effectively work with and manage parent(s). The ability to successfully guide sport parent(s) and players’ family members to achieve the program athlete-first / child-centered objectives.
 - To handle minor accidents and injuries including generating the necessary reports and notifications. Ability to orchestrate more serious medical response as required. Appropriate knowledge of sport activity assigned. Where provided, the ability to implement and carry out a specific program of instruction.
 - Ability to understand and to adhere to the Howard County Department of Recreation and Parks rules and guidelines regarding youth sports.
 - Prior coaching experience helpful, but not required.
 - Must be 16 years of age or older. 16 & 17 year-olds must be directly supervised by an adult coach at all times. This adult coach must have

completed all of the requirements for coaching in order to supervise the minor.

- Adhere to the Coaches Code of Ethics document.

Duties

Include:

- Identification, Safety, Protection, Risk Management –
 - For the league solidarity, security, safety and protection of all players' and parents' comfort, coaches must wear their "Registry" badge at all practices and games. No parent or other person may assist a player at any time before, during or just after a practice or game until all are released to their families.
 - Carry out practices and games **ONLY** at assigned practice and / or game locations.
 - Assess injuries, handling minor injuries and orchestrating appropriate emergency or medical personnel when necessary. Following up with required reporting and notification of parent(s) and program leadership.
 - Strictly adhere to the Department's Concussion and Sudden Cardiac Arrest Plan.
 - Maintain the two-adult rule at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during Howard County Department of Recreation and Parks-sponsored activities.
- Administrative Duties
 - Collect and review completed and signed participant information forms for each child prior to first practice. Keep these forms in his/her possession close by during all practices and games.
 - Attend coaches meeting(s) before the season begins and during when scheduled.
 - Attend uniform/equipment distribution prior to a season to receive team uniforms, team equipment, etc.
 - Arrange for game day parent assistance as necessary. Examples might be chain gang, minimum play monitoring, equipment duties (non-coaching), head injury monitor, etc.
 - Support and cooperate with the Howard County Department of Recreation and Parks, and any applicable league/governing body on all League and coaching matters.
 - Carryout or delegate other team activities as necessary (ex. equipment return, snacks, picture day)
- Parent Management
 - Conduct a formal parent-orientation meeting prior to the season. This may be handled league-wide when feasible.
 - Work with parent(s) to gain support of program objectives and to assist children in their development. Communicate pertinent information to parents.

- If necessary, manage parent behaviors initially; and when necessary keep immediate supervisor (commissioner, etc.) aware for their support, assistance, etc.
- Communicate pertinent information to parents. This includes but not limited to changes in games, practices, child’s behavior concerns, any injury (including formal documentation of injuries requiring sitting out extended periods to medical response).
- Supervision of Athletes –
 - Shared responsibility amongst coaching staff as determined by “Head Coach” / “Manager” for the safety and general welfare of the program and participants. This includes General Supervision during pre-game, bench, timeouts, and post-game and specific supervision during athlete activity periods.
 - Plan, organize, implement and supervise practice sessions in accordance with the ASEP Coaching Essentials Course (ex. Age appropriate, logical progression, etc.)
 - Organize, strategize and supervise game situations working with game officials, opponent coaching staff and league administrators to ensure optimal GoodSport experience.
- Examples of Duties **outside of job description include:**
 - Transportation of self, athletes, coaches or other team personnel is not a duty of this job.
 - Arranging or providing end of season events or any event outside of program defined by Howard County Department of Recreation and Parks literature.
 - Authority to arrange additional practices or changing locations, games, or entering leagues or tournaments.
 - Not authorized to determining return to play of possible concussed athletes.

Locations Games, practices, meetings and trainings as scheduled. Some independent work as needed (lesson plans, emails, etc.)

Time Commitment Varies depending on sport or activity and facility allocations granted to the program.

Contact Youth Sports Program Manager, Supervisor, Coordinator or Designee