

ROBINS AIR FORCE BASE

JOB TITLE: YOUTH SPORTS COACH

JOB DESCRIPTION AND REQUIREMENTS

The following job description has been developed for individuals desiring to be a youth sports coach. While the description is not all encompassing, the tasks identified are provided to help the volunteer to be as successful as possible.

DESCRIPTION: Coach of a coed team between the ages of 5 and 18. You will be considered a role model for all athletes assigned to your team, therefore, sportsmanship, fair play, adherence to all rules and by-laws, and 100% commitment are required.

RESPONSIBILITIES:

- Plan, organize, and implement practices and games.
- Direct assistant coaches and team parents.
- Teach children fundamentals of game and to be fair and impartial to all players.
- Encourage parent involvement.
- Schedule and conduct necessary meetings, i.e., parent meeting, end of season party, etc.
- Provide a safe and fun environment for the children.
- Learn and follow league rules, policies, and procedures.
- Ensure all children have equal playing time.
- Put the feeling of the participants ahead of the desire to win.
- Attend all league meetings and trainings.
- Attend mandatory National Youth Sports Coaches Association (NYSCA) training and any other training provided by the Youth Center.
- Never hesitate to contact Youth Activities if help is needed.
- Videos and books are available on how to play and coach the sport.
- Be available to devote necessary time for practice and or actual games.
- Always remember the game is "FOR THE CHILDREN." Do not have a "WIN AT ALL COST" mentality.
- Know the rules of the game and any by-laws or revisions to rules.

QUALIFICATIONS: Volunteer must be at least 20 years of age, be an active duty military member, dependent of active duty member, retired military member or civil servant.
Complete all necessary paperwork (Coach's Application, AF

Form 2040, and Consent to Release Records for IRC).
Have knowledge of game (if never coached must have at least played the game in high school, college, intramural or varsity level).
Coach must not have any derogatory information on file that would be questionable for the member to be associated with youth.
Must attend all scheduled meetings.
Successfully complete the NYSCA coaches' certification training.
Posses a CPR and 1st aid certification.
Be enthusiastic.
Be able to put winning in its place, after the needs and wants of the players.
Be patient.
Be organized.
Be dependable.

TASK TO BE PERFORMED AFTER TEAMS ARE FORMED:

Contact all parents and introduce yourself.
Advise why you volunteered to coach.
Advise of your experience as a coach; if you never coached before inform of your experience as a player.
Advise how you can be contacted.
Inform parents what your philosophy is about the game.
Advise of time, location and dates of practice, the frequency of practice and what will be expected of the child during practice and games – advise what the child should wear to practice.
Inform parents what you need from them (their support, volunteers for team parents, help at practice if you require it, snacks for games, etc.).

INFORMATION: As a volunteer coach of the Robins Youth Sports Program, you are considered an extension of the staff. You must conduct yourself in the same manner as you would your own job. In the same respect, you will receive adequate training to make your experience as a volunteer coach an enjoyable one.



National Youth Sports Coaches Association Coaches' Code of Ethics

I hereby pledge to live up to my certification as a NYSCA Coach by following the NYSCA Coaches' Code of Ethics:

I will place the emotional and physical well being of my players ahead of a personal desire to win.

I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.

I will do my best to provide a safe playing situation for my players.

I will promise to review and practice 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 lead by example in demonstrating fair play and sportsmanship to all my players.

I will provide a sports 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 will use those coaching techniques appropriate for all of the skills that I teach.

I will remember that I am a youth sports coach, and that the game is for children and not adults.



Robins AFB Youth Center Volunteer Application

General Information

Name: _____ Home #: _____ Work #: _____
Cell # _____

Other Names (maiden, etc.) _____ Driver's License #: _____

E-Mail Address: _____
SSAN: _____

Home Address: _____ City: _____

State: _____ Zip Code: _____ County: _____

Emergency Contact: _____ Phone #: _____

Volunteer Interests: (check all that apply)

- Arts & Crafts Dances Drama/Theatre Games Assisting with Homework (Power Hour)
- Chaperone Field Trips/Overnight Functions Front Desk/Gym Tutoring Computer Skills

Volunteering with Sports: (check all that apply)

Groups you would prefer to work with:

- 5-6 7-8 9-10 11-12 13-14 15-17 Girls Only
 Boys Only Coed
- Head Coach Assistant Coach League Commissioner League President Team Parent Team Manager
- Field Maintenance Administration Sports Advisory Board Member
- Tackle Football Flag Football Soccer Cheerleading Basketball
- Baseball Softball Inline Hockey T-Ball Micro T-Ball
 Volleyball
- Operation Night Hoops Summer 3 on 3

Hours and Days of Availability: (check all that apply)

_____ I understand that this is an application only and does not automatically entitle me to coach/volunteer.

_____ I understand that under certain conditions, I can be relieved as a volunteer at any time.

_____ I declare that I have never been arrested or convicted of a crime involving a child.

_____ Also I authorize the collection of information necessary to determine my suitability for coaching/chaperoning or volunteering with youth.

After reading each statement sign below. (Unsigned and incomplete forms will not be processed)

***All volunteers must be at least eighteen (18) years old to volunteer at Robins Youth Program.**

Signature: _____ **Date:** _____

Parent/Legal Guardian Name: _____ **Home Address:** _____

City _____ **State** _____ **IN** _____ **Home #:** _____
Work #: _____

For Staff Use Only.

Date interviewed: _____ **By:** _____

Accepted/Rejected (based upon background check): _____
(revised 01/28/05)

**Robins Air Force Base Youth Center.,
755 Warner Robins St. Robins AFB Ga.31098. Phone #(4780 926-2110.**



NATIONAL STANDARDS FOR YOUTH SPORTS

In accordance with AFM 34-249 the Robins AFB Youth Sports programs will follow the National Standards for Youth Sports developed by the National Alliance for Youth Sports and develop programs consistent with the philosophy outlined in these standards. There are eleven (11) standards, all of which can be reviewed in attachment 3 of AFM 34-249, or review the National Standards booklet maintained by the Youth Sports Director. The standards are as follows:

1. Proper sports environment (minimum play rule for all children , two year age range)
2. Programs based on well-being of child (programs that enhance the emotional, physical, social, and educational well-being of children.)
3. Drugs, tobacco and alcohol-free environment
4. Youth Sports – parents must recognize that youth sports are a small part of a child ‘s life.
5. Training - parents must insist that coaches be trained and certified.
6. Parents must make a serious effort to take an active role in the youth sports experience – provide positive support as a spectator, coach, league administrator and /or caring parent.
7. Parents must be a positive role model – exhibit sportsmanlike behavior at games, practices, and home whole giving positive reinforcement to their child and support theirs coach.
8. Parental commitment-code of ethics.
9. Safe Playing Situation (safe equipment, fields/facilities, modify rules for safe – situations and understanding the physical need for a proper child – oriented conditioning program.
10. Equal play opportunity – provide equal sports play opportunity for all youth regardless of race, creed, sex, economics status.
11. Drug tobacco and alcohol-free adults – refrain from substance abuse to include smoking, alcohol consumption, chewing tobacco and illegal drugs at games/practice and other youth events.

RONALD K. HAYES
Director, Youth Sports & Fitness
Robins AFB Ga.

ROBINS AFB YOUTH SPORTS PROGRAM

TOUCH POLICY

1. It is Air Force Policy to provide standard procedures addressing appropriate touch. Touch is absolutely necessary for the nurturance and development of children. At a minimum, the 78TH Force Support Squadron volunteers will adhere to the following procedures:

APPROPRIATE TOUCH INVOLVES:

- Recognition of the importance of physical contact to child nurturance and guidance.
- Adults respecting the personal privacy and personal space of children.
- Adults responding to the safety and well being of the child (i.e. holding hands to cross the street, assisting when a child has an accident, holding a child gently but firmly in a bear hug when the child may endanger himself/herself or others when upset).
- Modeling of appropriate touching such as high-fives, a quick hug, pat on back of head, handshake or other similar types of contact.
- Children have the option to refuse touch except to ensure the safety of other children.
- When checking on an injury to genital areas, two staff members must be present.
- Staff member's hands will be visible when touching a child.
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INAPPROPRIATE TOUCH INVOLVES:

- Coercion or other forms of exploitation of the child's lack of knowledge.
- Satisfaction of the adults needs at the expense of the child.
- Violation of laws against sexual contact between an adult and child.
- An attempt to change child behavior with adult force often applied in anger.
- Examples of inappropriate touching includes: forced goodbye hugs and kisses, corporal punishment, slapping, striking, pinching, tickling for prolonged periods, grabbing or pulling a child toward you in anger, fondling, or molestation.
- Child may not be touched in covered areas except when a child has soiled clothing.

2. It is always better to be "safe than sorry" when dealing with someone else's children. Always consider what you feel would be appropriate if you saw someone touching your own child.
3. I have read, understand, and agree to abide by the above touch policy.

Print name: _____

Signature _____

Date: _____