

Procedures for Volunteer Coaches with Youth Athletic Leagues

The following procedures are to be followed concerning Youth Athletic Leagues Volunteer Coaches.

Volunteer Management

Volunteers who work in Youth Athletic Leagues are managed by league management, including the Program Manager, Program Supervisor, and Youth Athletics Coordinator.

Volunteer Recruitment

E-mail or other form of correspondence will be use to contact the following in order to recruit volunteer coaches:

- All parents/guardians of youth participating in the league
- All volunteer coaches who participated in the previous season and abided by the Coach's Code of Ethics and received a satisfactory volunteer evaluation at the end of the season

Volunteer Application & Selection

Anyone interested in coaching with a Youth Athletic League must:

- Be at least 18 years of age and a high school graduate
- Complete a Volunteer Coach Application
- Submit to and pass a background check
- Commit to coaching for an entire season

After all requests to serve as a volunteer coach have been received, league management will base coach selection off of the following criteria:

- Prior satisfactory experience coaching with the Park District's Youth Athletic Leagues
- Ability to attend pre-season coach's training

Orientation & Training

If selected, the volunteer coach will be contacted by the Program Supervisor to confirm and will be given information regarding the required pre-season coach's training. Some coaches may be assigned to a team as an assistant coach. All volunteer coaches must sign and abide by the Coach's Code of Ethics throughout the entire season.

Reporting

A monthly report of volunteer names, duties and hours must be made to the Park District of Oak Park.

Youth Athletic League management of volunteers will follow the Park District of Oak Park's approved organizational procedures for volunteers in all other matters