



Town of
Apple Valley

PARKS & RECREATION

*Youth Sports Volunteer
Application Manual*



Town of Apple Valley
Parks and Recreation Department
Youth Sports Volunteer Application Manual

Introduction

Thank you for your interest in volunteering with the Town of Apple Valley Parks and Recreation Department! Volunteers are crucial to the delivery and success of our Youth Sports leagues; without your support, these programs would not be possible.

As a recreation department, we work to provide our residents with the best possible experiences in our parks, our facilities, and our programs. In Athletics, our primary goal is to ensure that every child, regardless of their abilities, has an opportunity to have a positive youth sports experience; we strive to introduce children to various sports and allow them to become enamored with these sports in general. As such, standings are not kept, and no champions will be crowned. The focus should be teaching the fundamentals, then building on them to create well rounded players and people. It is important to keep in mind that these are children, who just want to have fun! Our role is to help them grow as people first, and player's second.

The purpose of this Youth Sports Volunteer Application Manual is to provide guidance to all potential volunteers in the application process, as well as to outline the volunteer expectations. All volunteers must also attend the season's kick off coaches meeting.

Volunteer Responsibilities

The Recreation Department uses volunteers for a variety of purposes within youth sports, including Coaching, Assistant Coaching, Scorekeeping, and Officiating. It is the combination of hard work by all positions that allow the department to fulfill its mission of Providing a Better Way to Live and Play. Below is a brief overview of the specific volunteer positions available:

- **Head Coach:** Responsible for leading the team and ensuring the Town's Youth Sports Philosophies are carried out. Head Coaches preside over all team activities, explain the rules of the game, teach effective game strategies, and promote teamwork, fair play, and sportsmanship. Must attend coach meeting at beginning of each season.
- **Assistant Coach:** Support the Head Coach in carrying out team responsibilities. Lead the team during games and practices in the absence of the head coach. Each team may only have one (1) Assistant Coach.
- **Scorekeepers:** Responsible for recording game results in the scorebooks, operate scoreboard, and ensure games are run smoothly.
- **Officials:** Officials must understand all of the rules of the game, and ensure the game is being played safely and the rules enforced fairly. The Town's Youth Sports Leagues are primarily learning leagues, so effective communication between officials and players are a vital component.



Player Assessments and Team Selections:

All divisions from 3rd grade – High School participate in the Player Assessment and Team Selection Process, as outlined below.

- **Coach's Children:** The children of Head Coaches and Assistant Coaches will automatically be added to that coach's team, to a maximum of three players; no additional players may be added to reach the maximum of three. The rest of the team will be filled by Recreation Department staff.
For situations in which a coach does not have a child playing in the league, they may add one player to their team, with written permission from the player's parent or guardian.
- **Player Assessments:** Each league season will kick off with a player assessment date, separated by divisions. During these assessments, Recreation Staff will run drills which will highlight the players current skill level and assign a point value to each skill tested. It is highly encouraged that all coaches attend assessments for their division to assist with assigning assessment scores; the more coaches who attend, the more accurate the scores will be, which will lead to well-balanced teams.
- **Siblings:** The Town will guarantee that siblings playing in the same division, and living in the same household, will be assigned the same team. No other team preference guarantees will be made.
- **Team Selections:** After completing the assessment each player will be assigned an overall score, based on the average scores listed from all Staff and Coaches during the assessment. Recreation Staff will then use these scores when filling the remaining slots on each team, being sure to balance the teams as much as possible.

Team assignments for players who do not attend assessments will be handled as follows:

- The Town will use assessment scores from the most recent season
- If the player did not participate in the most recent season, they shall be assigned randomly, while ensuring each team has a balance of age, grades, gender, and size (jersey sizes will be used to gauge player size)



Town of Apple Valley
Parks and Recreation Department
Youth Sports Volunteer



Sport: BASKETBALL VOLLEYBALL HOCKEY Season/Year: _____

Division: Boys / Girls

Age Group: 3-4 (Pee Wee); 5-6 (Hot Shot); 2nd; 3-4th; 5-6th; 7-8th; High School

Circle One: Head Coach or Assistant Coach. If assistant coach, for whom: _____

Name: _____ T-Shirt Size: _____

Name of child(ren): _____

Address: _____
Street City Zip Code

Daytime Phone: _____ Evening Phone: _____

E-Mail Address: _____

Please list any experience you have with coaching desired sport(s):

Please list any additional volunteer experience:

The Recreation Department will review all Volunteer Coach Applications and select the most qualified applicants for a coaching position. All coaching selections are contingent upon a successful Live Scan Background Check and brief interview with the program supervisor.

Upon receiving the results of the Live Scan, the Town of Apple Valley Human Resources Department will compare the results to the exclusionary criteria. This criteria abides by the recommendations set forth by the National Parks and Recreation Association, and includes: all sex offenses, crimes against children, felony and misdemeanor violence, as well as non-violent and non-sexual offenses within the last 5 – 10 years, depending on the offense.

Once the background check process is complete, the program supervisor will schedule a league-wide new coach orientation and coaches meeting with all league coaches, officials, and staff.

(Please see page two for the Release of Liability, Assumption of Risk and Photo Release)