



**COCHRAN BLECKLEY RECREATION DEPARTMENT  
COACHES APPLICATION PACKET**

Dear Potential Coach:

I want to take this opportunity to thank you for considering coaching with the Cochran Bleckley Recreation Department this season.

Cochran Bleckley Recreation relies heavily on the contribution of program volunteers, particularly in youth Athletics for the facilitation of youth sports programming. Specifically, program volunteers are enlisted to provide coaching support and team management for the following activities:

Baseball/Tball/Softball/Soccer/Flag Football/Tackle Football/Cheerleading/Basketball

In order to volunteer as a youth sports coach for Cochran Bleckley Recreation:

Every coach must submit an application to coach a team. They must declare their desire to head coach or assist, and identify the age group with which they would like to help. Every coach receives a copy of the CBRD Coaches' Code of Ethics. He or she must sign the code, acknowledging receipt thereof. Every coach is subject to both a local and a national background check, coordinated through and facilitated by the local Police and Sheriff's Departments, respectively. Candidates are automatically disqualified for offenses identified in the "CBRD Athletics Criteria for Volunteer Exclusion." Each coach must attend an on-field/court clinic, which covers position play, tips, drills, and sport-specific coaching points.

All coaches must attend a class with the Athletics Coordinator & Recreation Director on team management. In this class they learn the philosophy of the Cochran Bleckley Recreation Department, and they are informed of the departments expectations of them as coaches. They are instructed on practice planning, depth charts, time management, conflict resolution, and risk management.

Cochran Bleckley Recreation staff are responsible for ensuring that all coaches volunteering have completed all phases of certification prior to working with children. All coaches who have obtained their required credentials will then be allowed to coach. Only coaches who have fulfilled all the requirements (background checks, coaches training etc.) will be allowed on the sideline or in the dugout. **NO EXCEPTIONS!**

The CBRD Director and Athletics Coordinators are the on-site supervisors of all volunteer coaches, managing the daily operation of the Cochran Bleckley Recreation Department. The Director and Athletic Coordinator ensure that department procedures are followed and that established standards are met. Also, program participants complete an end-of-season survey which evaluates the effectiveness of each volunteer and provides some feedback to the Director & Athletic Coordinator, who consider their input when deciding to retain or dismiss volunteers. All volunteers are evaluated by the Director & Athletic Coordinator at the conclusion of their service term.

Previous service to the Recreation Department will be taken into consideration when coaches are being selected but in no way guarantees a team in any age group.

Thanks for your willingness to volunteer!

Andy Brand

Recreation Director

## OVERVIEW OF YOUTH ATHLETICS PHILOSOPHY

The Cochran Bleckley Recreation Department has created and implemented a new unique philosophy regarding youth athletics.

Our new Curriculum Based Recreation Development (CBRD) program focuses more on player development and providing an experience that is enjoyable as well as beneficial to the development of each athlete. While the score winning and losing are not the main focuses in our program they do play a role in the social development of the young athlete. Each child will be taught how to win with humility, lose with grace and do both with dignity. During the season the main goal is to see each player get better. We have worked closely with local Middle School, High School, and College coaches to develop a curriculum based on fundamentals and player development that fit the physical abilities and psychological needs of each age group.

Each coach will receive a list of fundamentals that will be taught for their respected age group. Each coach will be instructed on how to teach the skills in the correct way by a local MS, HS or College coach. Coaches will also receive help in setting up a practice plan that maximizes time and enables each player the opportunity to receive the max amount of repetitions for each skill. Stations will be used to help ensure that this goal is met. The Rec Department will help provide any information, equipment etc. to help make sure that these goals are met.



## Cochran Bleckley Recreation Department Athletics Volunteer Coach Job Description

### Mission Statement:

The Mission of the Cochran Bleckley Recreation Department is to create recreational opportunities for the growth, enhancement, and development of diverse services and programs that promote citizen involvement and a strong sense of community while striving to increase the social, cultural, and physical well being of its residents and visitors.

### Statement of need:

The Cochran Bleckley Recreation Department needs volunteers to coach youth sports teams in its Youth Athletics programs. The Cochran Bleckley Recreation Department provides recreational and competitive opportunities for youths who have an interest in soccer, cheerleading, flag football, tackle football, basketball, softball, baseball. Volunteer coaches are expected to assist, collaborate and support a safe and wholesome environment where participants are encouraged to learn and feel empowered to participate. The measure of success is not by the score but the development of our youth.

### Job Description:

Volunteer Youth Sports coaches will teach children sport-specific skills and game concepts. They will promote sportsmanship, teamwork, and physical fitness. Volunteers will manage training and practice activities, and they will lead youth sports teams in league-sponsored competitions. Volunteer coaches are expected to lead a team of youth participants for the selected sport by following the established coach's guidelines which include, but are not limited to:

Attending and actively participating in coaches' clinics and meetings. Establish communication channels with administrators, parents and participants. Comply with all safety requirements. Assist with distribution and collection of equipment, uniforms, pictures, trophies and other inventory as needed. Follow and support Cochran Bleckley Recreation rules, regulations and policies.

### Qualifications:

Volunteer coaches must be adults who can pass a criminal history background screening, according to the criteria set forth by the Department. Volunteers must have basic knowledge of the sport for which he or she is applying to coach (coaching exams maybe issued to determine knowledge or rules). Additionally, volunteer coaches must:

Exhibit a positive attitude. Work well and communicate with children in one-to-one and group situations and have a commitment to empathy, dignity, self-esteem, and skill building. Display an energetic, enthusiastic, dependable, honorable, trustworthy, and friendly personality. Present a neat, orderly, and appropriate appearance. Be organized and prepared for all activities and events

## Experience and Training:

Volunteers who wish to serve as head coaches with the Cochran Bleckley Recreation Department must be at least eighteen years old. Assistant coaches who wish to serve may be 16 years old as long as all background checks and training is completed. Head Coaches are responsible for their assistant coaches.

## COACHING DUTIES:

**DESCRIPTION:** Coach of a sports team between the ages 5 thru 18 years of age. You will be a role model for all athletes assigned to your team and other players in the league 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 the young athlete the fundamentals of the sport as set forth in the Curriculum for each age appropriate sport.

Encourage the involvement of the parent(s) in the sport.

Schedule and conduct necessary meetings, i.e., parent meeting, end of season activities, etc.

Provide a safe and fun environment for the children.

Learn and follow league rules, policies, and procedures.

Ensure the minimum playing time for each participant.

Put the feeling of the participants ahead of the desire to win.

Attend all league meetings and training

**QUALIFICATIONS:** Successfully complete all necessary paperwork.

Attend all schedule meetings and required training.

Complete all required training

Be enthusiastic

Be able to put winning in its place, after the needs and wants of the players.

Be patient

Be organized

Be dependable

**INFORMATION:** As a volunteer coach of the Cochran Bleckley 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.



COCHRAN-BLECKLEY RECREATION DEPARTMENT

COACHING APPLICATION

NAME: \_\_\_\_\_

DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

BEST CONTACT # \_\_\_\_\_

EMAIL: \_\_\_\_\_

SPORT: SOCCER    BASKETBALL    BASEBALL    SOFTBALL    TEE BALL    FOOTBALL    CHEERLEADING

HEAD COACH \_\_\_\_\_    ASSISTANT COACH \_\_\_\_\_    AGE GROUP \_\_\_\_\_

COACHES AGREEMENT

I UNDERSTAND THAT THE COCHRAN BLECKLEY RECREATION DEPARTMENT IS DESIGNED FOR THE DEVELOPMENT OF OUR YOUTH.

I RECOGNIZE THAT AN IMPORTANT PART OF MY COACHING RESPONSIBILITY IS TO TEACH AND DEMONSTRATE TO ALL PARTICIPANTS (PLAYERS & PARENTS) GOOD SPORTSMANSHIP, DISCIPLINE, SELF CONFIDENCE, TEAMWORK AND COOPERATION. IT IS MY RESPONSIBILITY TO COMMUNICATE ALL PRACTICE AND GAMES WITH ALL PARENTS & PLAYERS.

I UNDERSTAND THAT COACHES ARE SELECTED ON A SEASON BY SEASON BASIS & HAVING COACHED IN THE PAST DOES NOT GUARANTEE ME A COACHING POSITION IN ANY SPORT OR AGE GROUP. I ALSO UNDERSTAND THAT I WILL BE REQUIRED TO ATTEND MANDATORY COACHES MEETINGS AND TRAININGS PRIOR TO THE START OF THE SEASON, WHERE THE CBRD STAFF WILL COVER RULES, POLICIES/PROCEDURES, JOB DESCRIPTIONS ETC. BY NOT ATTENDING ANY MANDATORY MEETINGS OR TRAININGS I FORFEIT MY RIGHT TO COACH FOR THAT SEASON. I AGREE TO ADHERE STRICTLY TO ANY REGULATIONS, GUIDELINES, AND DECISIONS MADE BY THE RECREATION DIRECTOR OR ATHLETIC COORDINATOR.

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE

**Name-Based Criminal History Record Information Consent/Inquiry Form**

I hereby authorize Bleckley County Sheriff's Office to conduct an inquiry for  
Agency/Company  
 the purpose(s) listed below and receive any Georgia and/or national criminal history record information  
 as authorized by state and federal law.

Full Name (print)			
Address			
Sex	Race	Date of Birth	Social Security Number

- This authorization is valid for \_\_\_\_\_ days from date of signature.
- I, \_\_\_\_\_, give consent to the above-named  
 entity to perform periodic criminal history background checks for the duration of my employment.

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Attorney for Individual (Pur E and U Only) Bar Number Date

Date of Inquiry: \_\_\_\_\_ Time of Inquiry: \_\_\_\_\_ Operator's Initials: \_\_\_\_\_

Purpose Code Used: (check all that apply)

<input type="checkbox"/>	E - Employment
<input type="checkbox"/>	<b>J - Civilian Criminal Justice Employment (State &amp; Ill Info Received)</b>
<input type="checkbox"/>	M - Working with Mentally Disabled
<input type="checkbox"/>	N - Working with Elderly
<input type="checkbox"/>	P - Public Records
<input type="checkbox"/>	U - Personal Copy
<input type="checkbox"/>	W - Working with Children
<input type="checkbox"/>	<b>Z - Sworn Criminal Justice Employment (State &amp; Ill Info Received)</b>

The inquiry resulted in the following: (check all that apply)

<input type="checkbox"/>	No Criminal Record Available
<input type="checkbox"/>	Criminal Record (Attached/Released)
<input type="checkbox"/>	No NCIC/GCIC Warrant
<input type="checkbox"/>	Possible NCIC/GCIC Warrant (List Wanting Agency Below)

Wanting Agency Name: \_\_\_\_\_

Wanting Agency Telephone: \_\_\_\_\_

\_\_\_\_\_  
 Agency Designee Signature and Title Date