

# West Allis-West Milwaukee Recreation Department

## Athletic Program Policies & Procedures

1. Coaches must follow youth athletic code of conduct. This document must be signed by coach/assistant approved to coach by the Recreation Department and turned into league coordinator at coaches meeting.
2. To be eligible to coach, a background check must be completed, on file and approved by Recreation Administration.
3. All coaches are required to attend coaches meeting. If unable to attend, coach must meet with league coordinator or supervisor prior to receiving coach's folder and the start of the program.
4. Coaches cannot accept registrations; make additions to team rosters or recruit players for their team without the approval of the Recreation Department.
5. Only players registered for the program are allowed to participate in practices or games.
6. Teams are allotted one (1) weekly practice determined by the Recreation Department. Additional practices are prohibited. Practice days/times cannot be changed once established by the department unless specified by league rules.
7. Coaches are responsible for their teams during practices i.e. No running in the halls, taking care of equipment, cleaning up water bottles and garbage, etc.
8. Coaches must stay with their players at practices and games until all of their players have been picked up.
9. Players are only allowed to play with their own grade level. Players are not allowed to play "up" or "down" or with grade levels other than their own.
10. Players **must** play at least half (1/2) of the game unless specified by league rules.
11. Coaches cannot penalize players for not attending practices or games, by either withholding playing time during games or physical punishment. If you have behavioral issues with players, please work with your league coordinator.
12. All kids and participants are to be treated fairly regardless of skill level, gender, or ethnicity.
13. Coaches must have practice plans ready for all practices.
14. Coaches should work on developing skills at practices and not simply scrimmage each practice.

*As a Coach, I recognize that coaches are role models for their team members and all participants involved in the activity and that sports help to develop a sense of teamwork, self worth and sportsmanship. As such, I agree to abide by the following:*

- A. Place the emotional and physical well being of my players ahead of a personal desire or external pressure to win
- B. Do my best to provide a safe playing environment for all participants
- C. Lead by example by demonstrating fair play and sportsmanship to all involved
- D. Provide a sports environment for my team that is free of drugs, tobacco, alcohol and abusive language and refrain from their use at all sporting events
- E. Respect the game and league officials and communicate with them in an appropriate manner
- F. Be knowledgeable of the league rules and regulations and teach these rules to all players on my team
- G. Encourage my team members to play by the league rules and respect the rights of other players, coaches, fans and officials
- H. Be responsible for my own behavior and also the behavior of my team members, their parents and fans

**I have read, understand, and received all materials included in the coaches packet and will follow all department policies and procedures laid out above.**

**Volunteer Coach Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sport/Program** \_\_\_\_\_ **Grade:** \_\_\_\_\_