

**VILLAGE OF BLISSFIELD'S  
COACHES HANDBOOK**



## **Introduction**

This Handbook was developed after consulting with many coaches on what improvements we need most as a Recreation Department. The major concern is that we as a staff of volunteer coaches and Program Directors are on different pages with regards to rules and expectations when dealing with our program participants. We, as Program Directors and volunteer coaches, need to come together and speak the same language on key issues to avoid confusing the program participants.

We, the Program Directors and staff of volunteer coaches, are very different people. We each have different personalities and styles which mean that we develop different types of relationships with our program participants. But, we can still come together as a family of coaches to lessen the confusion and raise the expectations of all the recreation program participants.

Remember this thought as you read this handbook.



## **Administration**

The Village of Blissfield Parks and Recreation Department will operate all recreation programs. The Recreation Coordinator will oversee, coordinate, and manage the programs.

## **Purpose of Athletics//Objective**

The basic goal of the Recreation Department athletic programs is to provide the opportunity for every individual to participate, learn, and grow from their recreational experience. Through athletics, individuals will develop athletic skills for individual sports plus develop team membership skills such as teamwork, dedication, overcoming adversity, and sportsmanship. Encouraging participation and skill development must be emphasized at this level. Competition, and winning, is only a part of what the Recreation Department is trying to teach.

## **Philosophy of Coaching**

The coach is the leader of the team. Coaches should demonstrate leadership in appearance, professional pride, enthusiasm, enjoyment of the sport, and attitude. Remember that a coach leads by example. Coaches should provide the guidance for team play and instruction for all participants. Coaches should also approach their recreational experience as a positive and enjoyable one for their players and themselves. Coaches must make certain they communicate effectively with program participants, parents, and the Recreation Coordinator.



## **Program Director**

Stay in contact with the Recreation Coordinator concerning your program.

The Program Director is responsible for all equipment issued to the volunteer coaches and for maintaining the safety of that equipment. Broken equipment will be repaired or replaced by the Recreation Coordinator when needed.

The Program Director, along with the Recreation Coordinator, will determine who will be selected to be coaches for the individual recreational programs.

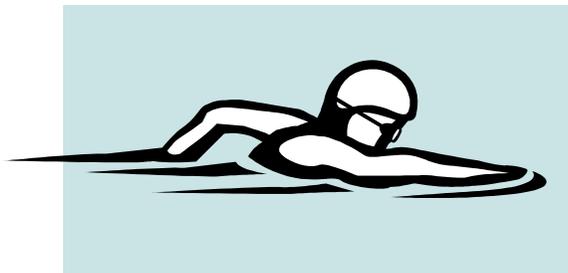
The Program Director will assemble the program teams by a team selection process at the organizational meeting with the volunteer coaches present. \*Siblings, or certain individuals, will be placed on the same team at the request of parents in writing at the discretion of the Recreation Coordinator.

The Program Director will not make purchases for his individual program. Only the Recreation Coordinator has the authority to purchase program needs. If an item is needed for the Program, contact the Recreation Coordinator.



## **Responsibilities of all Coaches**

1. Coaches are responsible for all equipment issued to them and to maintain the safety of that equipment. Broken equipment will be repaired or replaced by the Recreation Coordinator when informed. Coaches are responsible to turn in all equipment issued to them as soon as possible following the last game.
2. Develop respect by example in appearance, manners, behavior, language, and conduct. Model behavior which reflect the values of good sportsmanship, fair competition, and ethical behavior while actively coaching
3. Maintain effective individual and team discipline by being fair, understanding, tolerant, empathetic, and patient with team members.
4. Develop rapport with the other volunteer coaches and parents in a manner that is productive to the team and recreation department.
5. Be the first to arrive and the last to leave for every practice and game.
6. Coaches are responsible to ensure that all participants of the recreation programs get equal practice and playing time.
7. Coaches always need to have the safety of the players in mind.
8. Coaches shall not come to any practice or game under the influence of alcohol, intoxicants, or illicit drugs.
9. Coaches are prohibited from smoking or using smokeless tobacco in the playing area during practices or games.
10. Coaches have an obligation to make certain that practices are structured and organized.



### **Parent Meeting – Preseason**

Consider it a very strong suggestion that all Program Directors hold a preseason parent meeting. This gives the parents of new players to the recreation program a chance to meet the volunteer coaching staff and gives the Program Director a chance to go through program rules and expectations. At this time, the Program Director has the opportunity to discuss playing time policy, practice times, game dates, player equipment needs, etc.

### **Budgets and Purchasing**

Each recreation program has a budget based on the finances available. The budget is the responsibility of the Recreation Coordinator. No Program Director, or coach, is to purchase any items needed for their individual program. Only the Recreation Coordinator can make purchases for the Recreation Department. \*\*Any purchase made by a Program Director, or a Coach, will become the responsibility of the individual making the purchase.

### **Fund Raising**

There will be no individual program fund raisers without the permission of the Recreation Coordinator. Types of fund raisers that will be considered are service type activities such as: working at the festival, car washes, working at MIS, etc. Money raised through a fund raiser must be turned in to the Recreation Office within one week of the fund raiser. All money raised is recreation money and must be properly accounted for at all times.

