

### **POLICY #3: COACHING GUIDELINES**

**Purpose:** To establish guidelines for coaches (and assistants) to help them better guide and instruct the participants of all Recreation-sponsored programs.

**Scope:** These guidelines apply to all persons acting in coaching or advisory capacity in any Recreation-sponsored program.

**Requirements / Instructions:**

1. All coaches and instructors must be at least 18 years old.
2. All volunteer coaches will be required to attend the Rutgers Youth Sports Council (RYSC) Certification course for Volunteer coaches before coaching or advising their particular activity.
3. The Recreation Director is responsible for notifying all prospective coaches, assistant coaches, advisors, and any other parent volunteers, that they must become certified through the RYSC.
4. The Recreation Director shall schedule RYSC classes when needed and shall maintain a file of all RYSC certified participants.
5. Approval of coaches will be made by the Recreation Commission, on the recommendation of the Recreation Director and/or staff. Disapproval of coaches or advisors must be justified by the Director or the Commission.
6. Coaches must inform all participants and their parents that they may take any grievance to the Director of Recreation or staff. No grievances will be considered unless in WRITING and signed. The information in regards to the grievance will be kept in strict confidence by the Director and Commission.
7. A written grievance (Incident Report) may be filed by anyone (participant; parent; coach, official, manager, volunteer, spectator, Rec Commission staff, etc.). The grievance will be heard before the Recreation Director and they will determine the outcome of the grievance and impose any discipline. Discipline must be given in the presence of another Recreation Department staff member and/or Commission member. Repeated grievances are subject to the progressive discipline policy. This is defined as written reprimand, 1 game suspension, 3 game suspension. Any additional grievances will need to be heard before the Recreation Commission.
8. Any party against whom a grievance has been filed shall have the opportunity to be heard before the Recreation Commission at its next regularly scheduled meeting to respond to the allegations. Upon conclusion of the hearing, the Recreation Commission shall make a determination on the grievance, which shall be a final decision. The final decision shall be transmitted to the party. Discipline imposed, if any, shall be in accordance with the Recreation Commission's progressive discipline policy.

9. Notwithstanding Number 8 above, in the case of an alleged egregious violation impacting health, safety or welfare of coaches, volunteers, participants, spectators or Recreation Commission staff, the Recreation Director may suspend a coach, manager (volunteer) or official, pending a hearing before the Recreation Commission at the next regularly scheduled Recreation Commission meeting.
10. Any intentional physical abuse, for example punching, shoving, slapping or spitting, by a coach towards a participant, official, or spectator will be grounds for immediate dismissal.
11. Coaches using profanity or verbal abuse against a participant, official or spectator will be reprimanded as outlined in paragraph 6 above.
12. Any volunteer charged with a crime that would disqualify a person from serving as a volunteer to any Borough/Recreation Commission-sponsored program or activity pursuant to Section 3-11.4 of the Borough Code may be subject to immediate suspension pending the outcome of the charges.
13. Coaches must follow the accident/injury procedures as outlined in Policy 6 of the Bound Brook Recreation Commission Policy Guide.
14. All coaches must follow the local rules governing their specific sport or activity. Any specific league rules must also be adhered to.
15. Coaches will be responsible only for the participants on his/her team. Coaches shall not be held accountable for the actions of spectators but should however make best efforts to assist in maintaining proper order.
16. Coaches responsibility for participants on his/her team commences 15 minutes prior to a practice or game, during the activity, and until all the participants are released to a parent or legal guardian.
17. All volunteer coaches are required to comply with this Policy Guide/Rules and Regulations and sign the Coaches Responsibility Agreement (see Appendix C). This signed form is to be kept on file in the Recreation Director's office. As of November 2015 the Policy Guide will be found on the official Borough of Bound Brook website. Hard copies are available upon request.
18. All volunteers to Borough/Recreation Commission-sponsored programs and activities are subject to a criminal background check in accordance with Section 3-11.1 et seq. of the Borough Code.