



# Somersworth Recreation

## *Youth Basketball Volunteer Overview*

Thank you for your interest in volunteering for the Somersworth Rec Youth Basketball Program. We rely on several volunteers to help us facilitate our programs. We appreciate your support and look forward to working with you this season!

### **Steps to becoming a volunteer:**

- Let the Rec Office know if you're interested in the head coach/instructor role, assistant coach, or gym attendant. Review the duties of this position and ensure you can commit to the full duration of the program.
- Complete the background check form and return to the Rec Office (you will only be notified if your unable to coach due to background check restrictions).
- Complete the Volunteer Service Agreement form and return to the Rec Office.
- Meet with the Rec Supervisor and/or phone meeting to discuss your role and responsibilities.
- Confirm your role and commitment with the Rec Supervisor 3 weeks prior to program starting.

### **Basketball Volunteer Descriptions/duties:**

Your role is incredibly important as we rely on volunteers to run most of our programs & events. Without program volunteers we would not be able to offer these wonderful youth programs. We thank you for your time, support, & dedication.

#### **Head Coach/Instructor:**

- Arrive at least 10 minutes prior to the start of your practice time so you are ready to begin on time.
- Instruct players for the 8-week season by developing an age-appropriate practice plan that builds on skills each week. Be prepared prior to each session and allow flexibility in your plans to accommodate our diverse playing abilities. Please be prepared for each practice.
- Work with all coaches and program volunteers to ensure maximum efficiency. Good communication between all volunteers and Rec Supervisor is important.
- Keep each session instructional, fun, fair, and safe for all players. Report any issues (behavioral or injuries) to the Rec Supervisor immediately. If first aid is administered you must let the Rec Supervisor know.
- Emphasize sportsmanship throughout the season and praise players for demonstrating hard work and sportsmanship. Lead by example!!
- Help us keep track of our program equipment. Inform the Rec Supervisor of any items needed such as replacement basketballs, first aid kit items, jerseys, pennies, clipboards, whistles, etc. We will do our best to accommodate requests for items.

#### **Assistant Coach:**

- Assist the head coach with age appropriate practice plans for the duration of the program.
- Assist the head coach on the gym floor with drills, exercises, games, etc. Help keep each session fun, educational, and safe for all.
- Fill-in for the head coach if they're unable to make it to a session.
- Help us keep track of our equipment.
- Report any issues to the Rec Supervisor.

### **Gym Attendant:**

- Assist Rec Supervisor with set-up/break-down of equipment.
- Arrive 10-15 minutes prior to the start of each session to take attendance as players arrive.
- Help distribute jerseys or shirts (when applicable) and record player names and numbers for Rec Office records.
- Help distribute program updates and flyers to parents.
- Inform Rec Supervisor of any issues at the gym (injuries, facility issues, emergency, etc.)
- Serve as a program contact in the event of injury or emergency (know where to access first aid kits, ice packs, incident reports, player registration forms with parent & emergency contact info.
- Learn the facility rules and help enforce them with players, coaches, parents, etc.
- Take pictures to share with the Recreation Office for promotional purposes.
- Inform school custodians for issues regarding restrooms, water spills in the gym, etc.

### **Schedule:**

- Program runs for 8 weeks on Saturday mornings. Volunteers are expected to show up 10-15 minutes prior to the start time of practice. Please inform the Rec Supervisor by email if you can't make it to a session & help us find coverage for your absence. Approved volunteers are expected to show up to all sessions as we can't run practices without you. In the event we can't find coverage, we may need to cancel a session.
- Please note times/dates are subject to change based on participation numbers, weather, and other factors. If there is a change affecting the group you are coaching, we will reach out as soon as possible.
- **Program dates 2022-2023:** 12/10, 12/17, 1/7, 1/14, 1/21, 1/28, 2/4, 2/11 (2/18 is a tentative make-up date if we need to cancel any sessions for weather)
  - No basketball 12/24 or 12/31 for holiday break.
- **Program times/gym location** (based on age group you are coaching):
  - Please note all times, dates, and locations are subject to change based on participation and unforeseen circumstances.

#### **Idlehurst Elementary School Gym:**

- 1<sup>st</sup> grade: 8:00-8:50 a.m.
- 2<sup>nd</sup> grade- 9:00-9:50 a.m.
- 3<sup>rd</sup>/ 4<sup>th</sup> grade girls: 10:00-11:00 a.m.
- 5<sup>th</sup>/6<sup>th</sup> grade girls: 11:00-12:15 p.m.

#### **Somersworth High School Gym:**

- 3<sup>rd</sup>/4<sup>th</sup> grade boys: 8:30-9:45 a.m.
- 5<sup>th</sup>/6<sup>th</sup> grade boys: 10:00-11:15 a.m.

### **Correspondence:**

- The Rec Supervisor will handle any program cancellations. An email will go out to coaches and parents as soon as possible (sometimes morning of so be sure to check email before coming). Coaches in the Rec program do not need to worry about email correspondence with parents.
- The best way to reach the Rec Supervisor is by email M-F 8-4:30. (Rec Supervisor will float between 2 gyms whenever possible)
- Inform the Rec Supervisor of any issues that may arise with players, parents, volunteers, or spectators throughout the season. We will talk over the issue and find the best solution to handle.

### **Basketball Equipment:**

- Coaches and volunteers will be responsible for the equipment in the gym (program related & not)
- All basketballs should be bagged up and counted to be sure we have the same number we started with.
- A first aid kit will be provided each Saturday. Please inform the Rec Supervisor of any instances requiring first aid or if any items in the first aid kit need to be replaced.
- We will provide a roster with player information, parent/guardian name and contact information, and a folder with all player registration forms. This information should be kept confidential. Player registration forms will also have an emergency contact listed in the event we can't reach the parent/guardian.

### **Gym/School Rules:**

- No food or drink is permitted inside the gym. (Water is okay) Help us remind parents and players of this rule.
- Program participants and parents are only permitted to use the gym and restrooms. Please ensure no one is wandering around the school outside of this area. Report any issues to the Rec Supervisor.
- Basketballs are only permitted inside the gym. Please make sure all players and parents understand this important rule. There are glass cases and other items at the school we need to protect. We could lose our gym time if we do not abide by this rule. Please kindly ask any player or children who break this rule to stop and explain why. Let the Rec Supervisor know if you have any issues with this.
- Volunteers are not authorized to handle the hoops or curtain, only custodians on duty.
- Report any facility issues to the custodian on duty & the Rec Supervisor as soon as possible.