

# Waterford Parks and Recreation Youth Coaching Information

## **ALL COACHES AND ASSISTANT COACHES**

### **Background Checks**

Each **head coach and assistant coach** is required to submit a background check every two years. If you are unaware if you need a background check, please email me and I can inform you if your last one has expired or not (sfr frederick@waterfordmi.gov). This is a new company that we are working with and eliminates the form that has been filled out in the past. We will not be able to see your Social Security number anymore and there will be no more paper trail, so this is much more secure! Here is the link (this will only take two minutes):

[https://ssci2000.secure-screening.net/escreening/OApp\\_LoginEntrance.asp?mode=direct&code=738500](https://ssci2000.secure-screening.net/escreening/OApp_LoginEntrance.asp?mode=direct&code=738500)

### **Concussion Training**

Under state law, each **coach and assistant coach** is required to go through concussion training one time in their life. The link provided will bring you to the training video. This training will last about 45 minutes (again, you only have to do this once!). Once you have completed the training please take a screen shot of the certificate or save it as an Image/PDF and email it back to me. We keep all certificates on record. If you are unsure if you have completed this training please email me and I can let you know if you have completed it or not.

<http://www.cdc.gov/concussion/HeadsUp/Training/index.html>

### **Volunteer Agreement Form**

Each **head coach and assistant coach** is required to submit a volunteer agreement form. The agreement form is included in this packet. The agreement must be signed and returned before any practices start.

**Team Photos:** Will always be the second week of the season. Photo packets will be passed out at the coaches meeting and teams are required to be at their game one hour before start time to take team photos.

**Plaques:** Each team will receive one free plaque with the league name, year, coach(es) names and team name if wanted. Any additional plaques may be purchased through the parks and recreation office for \$20.00 each/

## **Spring Soccer**

1. We ask that all coaches register their child by the first week in March so that we can start forming the teams.
2. To indicate that you are wanting to coach or be an assistant coach please register your child and indicate at the time of registration that you are willing to coach. No paperwork will be needed to fill out to secure your spot as a coach. We will mark off in our system that you are willing to be a head/assistant coach. If you are interested in being a coach but do not have any children in the program, please email Sara Frederick at [sfr frederick@waterfordmi.gov](mailto:sfr frederick@waterfordmi.gov) to pass along your information.
3. Coaches must attend the coaches meeting set before the season starts to receive information on rules, rosters, practice permits, photography packets, and other information. **Wednesday, April 10 6:00 PM @ Recreation Center**
4. Coaches will be provided with a goalie jersey. Participants are required to bring a ball and purchase their own shin guards for the league.

5. Jerseys are for sale in the Waterford Parks and Recreation Office for \$15 each. They are a reversible red and blue jersey that all participants wear each game.

## Girls Spring Softball

1. We ask that all coaches register their child by the first week in March so that we can start forming the teams.
2. To indicate that you are wanting to coach or be an assistant coach please register your child and indicate at the time of registration that you are willing to coach. No paperwork will be needed to fill out to secure your spot as a coach. We will mark off in our system that you are willing to be a head/assistant coach. If you are interested in being a coach but do not have any children in the program, please email Sara Frederick at [sfrederick@waterfordmi.gov](mailto:sfrederick@waterfordmi.gov) to pass along your information.
3. Coaches must attend the coaches meeting set before the season starts to receive information on rules, rosters, practice permits, photography packets, and other information. **Wednesday, April 12 6:00 PM @ Recreation Center**
4. If you had a team registered in our league last year and would like your roster e-mailed to you, please contact Sara at [sfrederick@waterfordmi.gov](mailto:sfrederick@waterfordmi.gov)
5. Schedule Request: a schedule request form will be emailed to coaches prior to the coaches meeting. The form must be turned in at the mandatory coaches meeting
6. Equipment Pick up: Equipment pick up dates will be available to coaches at the coaches meeting
7. **GET SPONSOR & ORDER UNIFORMS** – You want to do this soon! Chose one of the following: 1) Find a sponsor to cover the cost of a hat and shirt for players. 2) Parents can split the cost amongst themselves and purchase a hat and shirt for players. 3) Have each player purchase a Youth Sports Jersey from the Parks and Recreation Department for \$15.00 if they don't already own one. These are the same jerseys we use for our youth soccer league, some children may have one already.

If you are looking for a sponsor, I suggest first, contacting a shirt/hat vendor and getting a price (hat & shirt for each player). Then, you can approach potential sponsors with the exact amount you will need. We've compiled a vendor list and it is included at the end of this packet. Several of these vendors are extremely busy during the spring/summer so please allow enough time for your order to be fulfilled. A letter for your sponsor can be requested by e-mail from Sara Frederick [sfrederick@waterfordmi.gov](mailto:sfrederick@waterfordmi.gov) you must provide the following information: Sponsor name, address, contact name and dollar amount sponsored.

## Boys / Girls Summer Ball

1. We ask that all coaches register their child by the first week in April so that we can start forming the teams.
2. To indicate that you are wanting to coach or be an assistant coach please register your child and indicate at the time of registration that you are willing to coach. No paperwork will be needed to fill out to secure your spot as a coach. We will mark off in our system that you are willing to be a head/assistant coach. If you are interested in being a coach but do not have any children in the program, please email Sara Frederick at [sfrederick@waterfordmi.gov](mailto:sfrederick@waterfordmi.gov) to pass along your information.
3. Coaches must attend the coaches meeting set before the season starts to receive information on rules, rosters, , photography packets, and other information. **Wednesday, May 24 6:00 PM @ Recreation Center**
4. Schedule Request: a schedule request form will be emailed to coaches prior to the coaches meeting. The form must be turned in at the mandatory coaches meeting
5. **CONTACT PLAYERS ON ROSTER** – Please do so as soon as you receive your team roster. **Parents were told that they should be contacted by their coach by 5/31/2017.** Tell them who you are and give them your phone number. Tell them when and where you will be having practice. Ask if they have any sponsor ideas and verify t-shirt sizes. Doing these things on the first phone call saves you time and calls as well as the office.

6. **GET SPONSOR & ORDER UNIFORMS** – You want to do this soon! Chose one of the following: 1) Find a sponsor to cover the cost of a hat and shirt for players. 2) Parents can split the cost amongst themselves and purchase a hat and shirt for players. 3) Have each player purchase a Youth Sports Jersey from the Parks and Recreation Department for \$15.00 if they don't already own one. These are the same jerseys we use for our youth soccer league, some children may have one already.

If you are looking for a sponsor, I suggest first, contacting a shirt/hat vendor and getting a price (hat & shirt for each player). Then, you can approach potential sponsors with the exact amount you will need. We've compiled a vendor list and it is included at the end of this packet. Several of these vendors are extremely busy during the spring/summer so please allow enough time for your order to be fulfilled. A letter for your sponsor can be requested by e-mail from Sara Frederick [sfrederick@waterfordmi.gov](mailto:sfrederick@waterfordmi.gov) you must provide the following information: Sponsor name, address, contact name and dollar amount sponsored.

7. **END OF SEASON AWARDS/TROPHIES** –The Parks and Recreation Department does not provide players with end of season awards/trophies. If you as the coach would like to purchase a trophy for each player on your team feel free to do so. Some sponsors will even cover this cost too. Another option would be to check with each parent on the team and see if they will pay for their child's trophy, then you can order them for the players and collect money from the parents
8. **PICK-UP EQUIPMENT** – When you pick up equipment check it over before you leave to make sure you have all the things you need. Keep track of the equipment throughout the season. Other coaches may mistake it for theirs and when the time comes to turn it in, you may be missing equipment. Equipment pick up dates will be provided at the coaches meeting.
9. **ARRANGE PLACE AND TIME FOR PRACTICE – NO PRACTICE PERMITS ARE ISSUED TO TEAMS IN OUR SUMMER BALL LEAGUE.** Due to the large number of summer softball teams that participate in various leagues through the Parks and Recreation Department there aren't enough fields to give each team a practice permit. Therefore, we do not issue permits to Parks and Recreation teams for regular practices through the summer months. Please keep in mind that you may run into teams that do have field permits who participated in our spring leagues, their permits will be ending on 6/5/17. These permits take precedence and if you should encounter a team with one you will need to relocate. You may practice at a local park in a grassy area, practice with another team or see if you can find an open field. The fields are first come, first serve, **no practice field permits are issued to coaches in the summer months**. You may move to a grass area or even practice with another team.
10. **SOLICIT PARENT VOLUNTEERS (FOR HELP AT GAMES)** – Have your parents rotate to help you out during games. What could these parents help out with? Here are some ideas: 1) Getting the kids lined up in batting order. 2) Keeping track of who's up to bat next. 3) Telling players their fielding position. You may have a parent that would like to become your assistant coach and help you out at practices or games – this parent will need to first complete a Background Check through the Parks & Recreation Department. You can refer him/her to contact our office to do so.
11. **DESIGNATE PARENTS TO BRING AFTER-GAME SNACK/DRINK** – It's a good idea to assign parents to a date(s) that they will need to bring a snack/drink for the players after the game. Make a list of who brings the snack/drink to each game. Make copies of the list and pass it out at the first game or at one of the practices before the season. If a parent can't do it on their assigned day, encourage them to swap with another parent. There are trash barrels at each game location so please be sure to leave the field clean for the next team

## Girls Summer Fastpitch

1. We ask that all coaches register their child by the first week in May so that we can start forming the teams.
2. To indicate that you are wanting to coach or be an assistant coach please register your child and indicate at the time of registration that you are willing to coach. No paperwork will be needed to fill out to secure your spot as a coach. We will mark off in our system that you are willing to be a head/assistant coach. If you are interested in being a coach but do not have any children in the program, please email Sara Frederick at [sfrederick@waterfordmi.gov](mailto:sfrederick@waterfordmi.gov) to pass along your information.
3. Coaches must attend the coaches meeting set before the season starts to receive information on rules, rosters, practice permits, photography packets, and other information. **Wednesday, May 24 7:30 PM @ Recreation Center**
4. If you had a team registered in our league last year and would like your roster e-mailed to you, please contact Sara at [sfrederick@waterfordmi.gov](mailto:sfrederick@waterfordmi.gov)
5. Schedule Request: a schedule request form will be emailed to coaches prior to the coaches meeting. The form must be turned in at the mandatory coaches meeting
6. Equipment Pick up: Equipment pick up dates will be available to coaches at the coaches meeting
7. **GET SPONSOR & ORDER UNIFORMS** – You want to do this soon! Chose one of the following: 1) Find a sponsor to cover the cost of a hat and shirt for players. 2) Parents can split the cost amongst themselves and purchase a hat and shirt for players. 3) Have each player purchase a Youth Sports Jersey from the Parks and Recreation Department for \$15.00 if they don't already own one. These are the same jerseys we use for our youth soccer league, some children may have one already.

If you are looking for a sponsor, I suggest first, contacting a shirt/hat vendor and getting a price (hat & shirt for each player). Then, you can approach potential sponsors with the exact amount you will need. We've compiled a vendor list and it is included at the end of this packet. Several of these vendors are extremely busy during the spring/summer so please allow enough time for your order to be fulfilled. A letter for your sponsor can be requested by e-mail from Sara Frederick [sfrederick@waterfordmi.gov](mailto:sfrederick@waterfordmi.gov) you must provide the following information: Sponsor name, address, contact name and dollar amount sponsored.

# SHIRT & HAT VENDORS

<u>COMPANY</u>	<u>CITY</u>	<u>PHONE NUMBER</u>	
All Star Awards	Waterford	(248) 618-9711	(Trophies)
Arrow Printing	Waterford	(248) 738-2222	
Art Box Design	Waterford	(248) 461-2555	
Austin, Inc.	Milford	(248) 684-2404	
Bean Brothers Trophies	Eastpointe	(586) 775-2433	(Trophies)
Coach's Corner	Waterford	(248) 623-2414	
Diamond Sport Gear	Fenton	(810) 629-0718	
Earth-To-Earth	Pontiac	(248) 335-7015	
KDA	Waterford	(248) 357-1424	(Trophies)
#Midwest Graphics & Awards	Ann Arbor	(734) 769-4700	(Shirts & Trophies)
OCTees	Pontiac	(248) 858-9191	
One Stop Shop	Ortonville	(248) 627-7866	
Parrotwear	Clarkston	(248) 623-7140	
Robbie's Trophies & Gifts	Waterford	(248) 706-3525	(Trophies)
Tri-County Custom Sports	Pontiac	(248) 335-6600	
The Impressive Type	Waterford	(248) 673-1020	

This list represents companies that Waterford Parks and Recreation Department has done business with, sponsored teams in our programs, and/or have solicited our department to be included on this list. We do not endorse or promote any specific organizations over another nor is this list complete. There are several other companies listed in the phone book. As with all orders, we suggest comparison shopping and requesting references (*updated December 2015*).

*#This company is currently under contract with the Waterford Parks and Recreation Department to provide t-shirts for its programs.*