



# Coats Parks & Recreation **Volunteer/Coach Onboarding Packet**

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## **Basketball Winter 2025**



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## Welcome!

Thank you for volunteering to coach with Coats Parks & Recreation! Your time, energy, and dedication to our youth athletes make a huge difference—not just in wins and losses, but in life skills, confidence, and community building.

This packet is your playbook for a successful, safe, and fun season. Please read through each section and reach out with any questions. We are thrilled to have you on board. Let's make this season great!

## Index for Coaching Packet

### **Coach Expectations**

Outlines your weekly responsibilities, team communication tips, and game-day roles.

### **Emergency Plan**

Details on how to respond to injuries, severe weather, and emergencies at the court.

### **Facility Map**

Visual guide of the facilities being utilized this season.

### **Code of Ethics**

Copy of the Code of Ethics which should be reviewed prior to agreeing to be a coach or volunteer.

### **Incident Report Form**

Blank form to use when issues arise during games or practices.

### **Additional Information**

This section will include practice exercises, training videos, workout ideas and more to help make your practices the best they can be.



## Coach Expectations

### Coach Expectations

*Setting the tone for a successful, safe, and supportive season*

As a coach with Coats Parks & Recreation, you're more than a game-day guide you're a mentor, a role model, and a vital part of our mission to build community through youth athletics. Below are the expectations we hold for all volunteer coaches:

### Weekly Commitments

- **One practice per week** (typically weekday evenings)
- **One game per week**, usually held on weekends
- Be punctual and prepared with a game plan and gear for both

### Communication

- Introduce yourself to parents/guardians before the first practice
- Send reminders or updates about practice/game schedules using your preferred communication method (GroupMe, email, text, etc.)
- Notify Parks & Rec staff of any schedule conflicts or behavior issues promptly

### Player Development

- Ensure **equal play time** when possible, especially in younger divisions
- Focus on **skill-building, teamwork, and sportsmanship**
- Be inclusive and encouraging, make every player feel welcome, regardless of ability or experience

### Sportsmanship & Conduct

- Demonstrate respect for referees, parents, opposing coaches, and players
- Maintain a **positive sideline presence** no yelling at officials or arguing calls
- Hold your players to high behavior standards, on and off the field/court

### Safety & Supervision

- Never leave a player unattended at practice or games
- Keep a copy of your team roster and emergency contacts with you
- Adhere to weather policies and injury procedures outlined in this packet
- Use only approved equipment and report field/court issues to staff



## Equipment & Uniforms

- Distribute uniforms and help ensure players wear proper gear
- Return any loaned equipment to Parks & Rec at season's end
- Help maintain clean, trash-free sidelines and dugouts

## Reporting & Documentation

- Complete an **Incident Report Form** (found later in this packet) for any injury, altercation, or unusual situation
- Participate in **coach evaluations** or surveys at the end of the season
- Attend any required **coaches meetings** or training sessions

## At the End of the Day...

Your enthusiasm, encouragement, and leadership set the tone for the entire season. When coaches bring positive energy, fairness, and patience, it shows and players thrive.

We're so glad you're here. Let's have a great season!



## Emergency Plan

### Emergency Plan

As a coach with Coats Parks & Recreation, your players' safety is your top priority. Emergencies may be rare, but being prepared ensures you can respond confidently and quickly. This guide covers what to do in the event of injuries, inclement weather, and other field-related issues.

### If a Child is Hurt During Practice or a Game:

#### Minor Injury (scrapes, bruises, minor sprains):

- Administer basic first aid if comfortable and trained to do so.
- Use supplies from your own first aid kit or request one from the concession stand or Parks & Rec staff.
- Notify the child's parent/guardian at pickup with a brief explanation of what occurred.

#### Moderate to Serious Injury (possible break, head injury, or anything more than mild pain):

- **Stop play immediately** and keep the child still and calm.
- **Do NOT move the child** unless they are in further danger (e.g., heat, lightning).
- **Call 911** if needed.
- Contact the parent/guardian listed on your team roster right away.
- Complete an **Incident Report Form** (included in this packet) and submit it to the Parks & Recreation Department within 24 hours.

Pro Tip: Keep your player contact list and emergency numbers with you at all times paper or digital.

### Inclement Weather Protocol (Ball Fields)

Weather in North Carolina can change fast. Safety comes first even if it means canceling or pausing a game.

If you see or hear thunder/lightning:

- Clear the field immediately. All play must stop, no exceptions.
- Move everyone to a safe shelter:
  - Under the Wooden Pavilion near the upper field



- Inside the Concession Stand area (if open and staffed)
  - **Do not shelter under metal bleachers, trees, or dugouts**
- Wait **30 minutes after the last sound of thunder or flash of lightning** before resuming any activity.

If extreme weather is forecast (high winds, hail, etc.):

- Staff may cancel games or close the fields ahead of time. You will receive communication by phone or email.
- If on-site when a storm arrives, follow the same shelter protocol above.

### **Additional Safety Considerations**

- **Heat Illness:** Watch for signs of overheating—excessive sweating, dizziness, vomiting. Move the player to shade, offer water, and call a guardian.
- **Aggressive Behavior or Conflict:** If a parent, player, or coach becomes hostile or threatening:
  - Stay calm and ask them to step away from the area.
  - Contact Parks & Rec staff or police if necessary.
  - Complete an incident report as soon as possible.

### **Reporting and Documentation**

#### **For any incident involving:**

- Injury
- Behavior issues or ejections
  - ...you are required to fill out an **Incident Report Form** (found later in this packet). These help us track concerns, improve safety, and support you as a volunteer.
- Severe weather delays
- Facility hazards (e.g., broken fences or unsafe equipment)
  - Contact the recreation director at [recreation@coatsnc.org](mailto:recreation@coatsnc.org) to make her aware of changes or hazards.



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## Facility Map

Not relevant for Basketball 2025, everything will be played at Coats Elementary





## Code of Ethics

### Coach Code of Ethics Agreement

The Town of Coats Parks & Recreation Department believes that youth sports should be a positive, character-building experience for all participants. As a volunteer coach, you play a critical role in shaping how young athletes learn, grow, and enjoy the game.

This **Coach Code of Ethics** outlines the standards and expectations we require of all volunteer coaches. Your signature below indicates your commitment to uphold these values throughout the season.

#### As a Coach, I Pledge to:

##### *Prioritize Safety and Well-being*

- Place the emotional, physical, and mental well-being of all players above the desire to win.
- Provide a safe playing environment free from harassment, bullying, or discrimination.
- Be attentive to injuries and follow all safety and emergency protocols.

##### *Model Good Sportsmanship*

- Be a positive role model in behavior, attitude, and language — both in games and practices.
- Treat all players, referees, coaches, and parents with respect.
- Encourage fair play, teamwork, and graciousness in both victory and defeat.

##### *Promote Fun and Development*

- Focus on teaching skills, building confidence, and fostering a love for the game.
- Provide equal opportunities for all players to learn and participate, regardless of skill level.
- Use practices and games as learning opportunities, not just competitions.

##### *Communicate Effectively*

- Maintain open, respectful communication with parents, players, officials, and league staff.
- Address conflicts calmly and privately at the appropriate time — never during games.





- Notify parents and Parks & Rec staff promptly of schedule changes, concerns, or issues.

#### ***Demonstrate Integrity and Professionalism***

- Follow all league rules, guidelines, and policies set by the Town of Coats Parks & Recreation Department.
- Never use alcohol, or drugs at practices or games.
- Encourage respectful behavior from spectators and help manage the sidelines when necessary.

#### ***Commit to Growth***

- Attend any required meetings, training sessions, or coach orientations.
- Seek feedback and continue to learn and grow as a coach and mentor.

#### ***I Understand That:***

- Failure to follow this Code of Ethics may result in verbal or written warnings, suspension, or removal from my coaching position.
- I am a representative of the Town of Coats and will uphold the values and reputation of the Parks & Recreation Department.
- I must complete a background check and be approved before coaching any practices or games.

#### ***Acknowledgment***

By submitting the **Town of Coats Parks & Recreation Coach Application Form**, I acknowledge that I have read, understood, and agree to follow the **Coach Code of Ethics** outlined above.

I understand that this agreement is binding for the duration of the sports season and that failure to comply may result in disciplinary action, including possible removal from my coaching role.

By completing the Microsoft Form, I consent to abide by these standards and serve as a positive representative of the Town of Coats Parks & Recreation Department.



## Incident Report Form

## Incident Report Form

*This form should be completed by a coach, volunteer, or staff member immediately following any incident involving injury, misconduct, behavioral concerns, or property damage. Please return the completed form to the Parks & Recreation Office within 24 hours of the incident.*

### Incident Details

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Location (Field/Court/Park Area): \_\_\_\_\_

Sport/Division: \_\_\_\_\_

Program (Game, Practice, Event, etc.): \_\_\_\_\_

### Individuals Involved

Name(s): \_\_\_\_\_

Role (Player, Coach, Parent, Spectator, etc.): \_\_\_\_\_

Age (if applicable): \_\_\_\_\_

Team Name (if applicable): \_\_\_\_\_

### Description of the Incident

Please provide a detailed description of the incident. Include what led up to the event, what happened during, and how it was handled.

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## Immediate Action Taken

Describe any action you or others took (e.g., administered first aid, called 911, removed individual from area, notified staff, etc.):

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## Witnesses (if any)

Name(s): \_\_\_\_\_

Contact Info (Phone or Email): \_\_\_\_\_

## Report Submitted By

Name: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_



## Additional Resources

### Recommended Drills and Activities

#### Warm-ups & Conditioning

- Jump rope (30–60 sec intervals)
- Defensive slides across the court
- Shuttle runs (short sprints with quick direction changes)
- Core strength: planks, sit-ups, wall sits

#### Skill Drills

- **Dribbling:** Cone weave, weak-hand dribble challenges, speed dribble races
- **Shooting:** Form shooting (close to basket), “Around the World,” free throw pressure challenges
- **Passing:** Partner chest/bounce passes, target passing, 3-player weave
- **Defense:** Close-out drills, one-on-one shadowing, box-out rebounding practice

#### Videos for Inspiration

- Basketball Training Games **6U**
  - [https://www.youtube.com/watch?v=Mb2z3nzOFDE&list=PLaSL84U3HNjD\\_i35oA9SiHpOvIVmowv8-](https://www.youtube.com/watch?v=Mb2z3nzOFDE&list=PLaSL84U3HNjD_i35oA9SiHpOvIVmowv8-)
- Basketball Training Games **8U**
  - <https://www.youtube.com/watch?v=HxecRUGkafc>
- Basketball Training Games **10U**
  - <https://www.youtube.com/watch?v=wOwM4mONQNY>
- Drills for practicing **shooting**
  - <https://www.youtube.com/watch?v=ImLdkaheVAY>
- Drills for practicing **defense**
  - <https://www.youtube.com/watch?v=gQ8GETRH2GY>
- Drills for practicing **passing**
  - [https://www.youtube.com/watch?v=AWVgKM\\_9Yq4](https://www.youtube.com/watch?v=AWVgKM_9Yq4)

#### Workout Options Outside of Practice



- 15–20 minutes light cardio (running, biking, jump rope)
- 10 minutes of shooting or ball-handling at home or on a local court

### Parent Communication Tips

- Primary communication runs through the **Team Sideline app or website**.
- For **team-wide announcements/reminders**, please let the coach know so they can send an official message to everyone.
- Parents can also directly reach the **Director of Parks and Recreation**:
  - Email: [recreation@coatsnc.org](mailto:recreation@coatsnc.org)
  - Phone: **910-897-4130** (for immediate needs)