



## CITY OF LA PORTE PARKS & RECREATION DEPARTMENT Volunteer Coach's Handbook

### Introduction

Thank you for your interest in becoming a volunteer coach with the City of La Porte Parks and Recreation Department. We are excited about the possibility of working together to reach our common goals and to serve our community.

The Parks and Recreation Department is dedicated to building strong families through the provision of recreational opportunities. We believe that the benefits of participating in recreational programs, classes and events are more important than the activity itself. The participants receive opportunities for personal development, experience, technology usage, and community awareness. These are just a few of the benefits inherent in recreational activities.

We are especially excited about activities that bring families and neighbors together. We believe that strong families will lead to strong neighborhoods, which in turn will lead to strong communities. Therefore, we are working to offer programs, classes and events that require families and neighbors to participate together in the same activity.

The Parks and Recreation Department utilizes volunteer coaches to provide services in the areas of safety, sports, health and fitness. Services may be designed for preschool age children, school age children, teens, adults and families.

### How it Works

The Parks and Recreation Department enters into an agreement with you, the volunteer coach, in order to provide a service to our community. The process begins with the volunteer coach filling out the volunteer application.

The League/Program Coordinator will review the application and assess whether the coaching candidate meets the City's criteria.

### Contact Information

City of La Porte  
Parks and Recreation Department  
1322 South Broadway, La Porte, Texas 77571  
(281) 470-7275 FAX: (281) 470-1361  
[www.ci.la-porte.tx.us/gov/parks](http://www.ci.la-porte.tx.us/gov/parks)

### Coaching Requirements

Criminal Background Checks: Background checks are mandatory of all volunteer coaches on a yearly basis. (The City does reserve the right to perform additional background checks if deemed necessary. All background check information is confidential.)

## Volunteer Coaches Benefits

Discounts: A discount exists only for your immediate child(ren) if they are enrolled in the program you are coaching. Coaches in good standing will receive a 50% refund of their child's program fee after the completion of the season.

## Disciplinary Action

Each volunteer coach of the Parks and Recreation Department, although not a City of La Porte employee, is expected to abide by certain rules and regulations to ensure safety, continuity of the recreation program and enjoyable experience of the patron. The following actions will result in disciplinary actions, up to and including the termination of your services.

1. Tardiness.
2. Cancellations and absences at practice and games in excess of three per season.
3. Violation of City of La Porte Parks and Recreation Department policies and/or procedures.
4. Working under the influence of alcohol or other non-prescription drugs.
5. Use of or possession of tobacco and/or alcohol on City property.
6. Leaving your practice/game while kids are in attendance.
7. Leaving children unattended.
8. Misconduct toward or with a child.
9. Theft and/or misuse of facilities or department equipment.
10. Rudeness or other unprofessional behavior towards children, parents, officials, and employees.
11. Gross negligence of duties or responsibilities.
12. Failure to attend mandatory coaches meeting, unless Recreation Superintendent is otherwise notified.
13. Violation of conditions of probation.
14. Committing, attempting to commit, incite or aid others in committing any acts of misconduct.

If a volunteer coach violates a rule or regulation of any City of La Porte recreation program and is suspended from participation because of that violation, the coach must meet with the League/Program Coordinator to determine if further disciplinary action is warranted.

## Policies

Representing the City through Professional Conduct: Though not "employees" of the City of La Porte, volunteer coaches do represent the City. To some participants, the volunteer coach may be the only representative of the City that they come in contact with. Volunteer coaches must conduct themselves in a professional manner including dressing and speaking professionally, and supporting policies and decisions made by the City.

Communication: We maintain an open door policy. Open lines of communication are imperative to an excellent working relationship between you and the League/Program Coordinator, as well as to an enjoyable experience for the patrons participating in the recreation program.

Releasing of Minors from Course/Activity: At the end of a practice or game, the volunteer coach must not release children to anyone other than the authorized parent, guardian, or to an individual authorized by the parent. Never release a child to someone who is unknown to the child or to whom the child expresses fear or uncertainty. The volunteer coach must stay until all participants have left the facility.

Volunteer Coach Relationship with Children: The volunteer coach must not be alone with a single child unobservable by other staff, parents or participants at any time. Parents should be invited and encouraged to remain at program sites at all times and do not need to ask permission to do so.

Safety of Participants: The volunteer coach's primary responsibility is to ensure the safety of all participants involved at all times. Visually inspect the programs and facilities you are working in. If any aspect of the area appears to be unsafe, it is your responsibility to notify the League/Program Coordinator and to take actions that will ensure participant safety.

First Aid Provisions: It is the volunteer coach's responsibility to know where the first aid kit is located for all facilities in which they are providing services. For serious accidents, DO NOT MOVE the injured participant, follow proper emergency procedures and notify the parent/guardian immediately if a child is involved.

Discrimination and Harassment: The City of La Porte has a strong policy against any form or type of discrimination and harassment by, among, or to its representatives and/patrons. Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Volunteer coaches are responsible for their own actions/conduct and must never engage in discrimination or harassment.

## Automatic disqualifiers from becoming a volunteer coach

The City of La Porte Parks and Recreation Department will automatically disqualify any individual from coaching for the following reasons:

1. Arrest for and/or conviction of any felony.
2. Required registration as a sex offender.
3. Dishonorable discharge from the United States Armed Forces.
4. Arrest for and/or conviction of any Class A or B misdemeanor.
5. Conviction of any crime, including Class C misdemeanor, involving children.
6. Termination for either a paid or voluntary position due to misconduct involving a child.
7. Misrepresentations or false statements during selection process.
8. False statements on volunteer's application.

## Potential disqualifiers from becoming a volunteer coach

The following disqualifiers may, after review, render an individual ineligible from coaching:

1. A physical or mental disability that would substantially impair an individual's ability to perform his/her coaching duties.
2. Any discharge other than honorable from the U.S. Armed Forces.
3. Conviction of a Class C Misdemeanor.
4. Displaying any type of conduct that tends to disrupt or jeopardize the Parks and Recreation Department's athletic programs.

## Child Abuse, Neglect & Criminal Activity Statement

The City of La Porte Parks and Recreation Department has the highest regards for safety, especially that of our children. We do not tolerate abusive and/or criminal behaviors. We take an active role to prevent any type of abuse or possible criminal activities from being present in our program. Background checks are mandatory of all of our coaches on a yearly basis. We take all allegations of misconduct relating to abuse, neglect and/or criminal activity seriously, and refer all allegations to the necessary law enforcement agencies.

**City of La Porte**  
**Parks and Recreation Department**  
**1322 South Broadway**  
**La Porte, TX 77571**  
**Phone: (281) 470-9891 Fax: (281) 470-1361**  
**Visit us on the web at [www.ci.la-porte.tx.us/gov/parks](http://www.ci.la-porte.tx.us/gov/parks)**  
**VOLUNTEER COACH'S HANDBOOK**







## Applicant Notification / Release of Information

In connection with my application for employment, I understand that investigative inquiries on my background, in accordance with the Fair Credit Reporting Act and all state and federal laws, are to be made on me, including information as to my personal character, abilities, work habits, mode of living, residency, general reputation, performance, experience, and other qualities pertinent to my qualifications for employment, including reasons for termination of past employment.

I understand that prospective employer and/or First Check may make inquiries but not limited to my consumer credit history, education, professional licensing, and criminal history and driving history. Furthermore, I understand that prospective employer and/or First Check may request information from various federal, state and other agencies that maintain records concerning my past driving history, credit history, criminal history, military history, civil and other experiences.

I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my perspective employer from a Consumer Reporting Agency. Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and the scope of the investigation as well as the name of the reporting agency or sources of information.

I authorize without reservation, any party (including, but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by prospective employer and/or First Check to furnish any or all of the above mentioned information. In addition, I hereby release First Check and prospective employer from any and all liability for damages arising from the investigation and disclosure of the employees and other persons, who, in good faith provide to prospective employer and/or First Check the above mentioned information as requested, in order to successfully complete a background investigation for my application of employment. I will allow a photocopy of this authorization to be as valid as the original.

Print Full Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ \*Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Current Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

\*\*Prospective Employer: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

\*\*Notary Signature: \_\_\_\_\_

\*\*State \_\_\_\_\_ County \_\_\_\_\_ Commission Expires \_\_\_\_\_

\*Date of birth is being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for discriminatory purposes.

\*\*Only when requested.

**Please list all misdemeanor and felony criminal matters, other than minor traffic safety violations for which no arrest was made, in which you were convicted, served probation, participated in deferred adjudication or other program to avoid a conviction, or made restitution or participated in pre-trial diversion or other program to avoid prosecution. If none, write 'None'.**

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