

**TOWN OF BUCKFIELD
RECREATION COMMITTEE
VOLUNTEER COACHING POLICY**

Purpose

The purpose of this Policy is to outline the process for selecting volunteer coaches and assistant coaches and to provides the minimum expectations for volunteer coaches for the Recreation Committee's sports programs.

Policy

A. Application

1. All individuals wishing to coach, including prior year coaches wishing to coach again, shall submit to the Recreation Committee an application in writing for each coaching position. All applicants shall be subject to a background check.
2. All individuals wishing to be an assistant coach shall submit to the Recreation Committee an application in writing for consideration by the Committee. All applicants shall be subject to a background check.
3. In the event that more than one person applies for the same coaching position, the subcommittee for that sport shall make a coaching recommendation to the Recreation Committee. The Committee shall then vote on the recommendation at a duly called Meeting. All applicants shall be notified at least seven (7) days prior to the Meeting.

B. Complaints

1. All complaints shall be in writing and signed & dated by the individual filing the complaint.
2. If a complaint is received about a coach and/or assistant coach, the coach and/or assistant coach shall be notified at least seven (7) days prior to a duly called Meeting of the Recreation Committee. The complaint shall be discussed in executive session with the coach or assistant coach present before any action is taken by the Committee. Any actions taken by the Committee shall be taken in open session and shall be progressive in nature and shall serve to improve the coach's performance, however the Committee may vote to suspend or remove a coach if an infraction was severe.

3. If the coach or assistant coach is not satisfied with the action of the Committee, he/she may file with the Town Manager a written appeal addressed to the Select Board within five (5) days of the Committee's decision. If no written appeal is filed within five (5) days to the Town Manager, the coach forfeits his/her right to an appeal.
4. Complaints shall be taken into consideration by the Committee before any coaching position is assigned

C. Expectations

1. All coaches shall be expected to take a CPR/First Aid course at the expense of the Town of Buckfield, or shall to show provide proof of valid certification.
2. All coaches and assistant coaches shall abide by the League rules.
3. The use of tobacco products is not allowed by coaches or assistant coaches at any time during practice or games.
4. No vulgar or foul language shall be allowed.
5. Coaches and assistant coaches shall not be under the influence of drugs and/or alcohol at any function that is associated with the Recreation Committee.
6. All coaches and assistant coaches shall make sportsmanship and team play a top priority, and shall represent the Town of Buckfield in a positive manner.

Enactment

We, the undersigned Select Board, do hereby enact this Policy this 20th day of August, 2019.



Tina Brooks



Dona Grant



Cheryl Coffman