

Youth Baseball/Softball Coach Application

Due on or before *February 19th, 2016.*

Please deliver to Jeff Schroeder, New Holstein Baseball Director, either in person or to the City Clerk's office.

Complete both the volunteer application form and the criminal background check form. Any omission on the background check form may eliminate you as a possible coach (this includes traffic violations, so please be complete).

There will be at least one head coach and one assistant coach chosen for each team.

If you are not selected as a coach, you will receive a denial letter.

Thank you for your interest in sharing your talents for youth baseball and softball in our community.

2016 Head Coach Responsibilities:

(Duties to be shared with Assistant Coaches as desired by Head Coach)

- Keep and maintain equipment during the season. Be accountable for equipment turn-in at the end of the season. Report any equipment problems to Jeff Schroeder immediately, as it may be under warranty or may have parts available to fix. Call if need something in a different size - do not exchange between teams. Check bags at least weekly. Account for equipment at games and practices.
- Keep keys in your possession and be responsible for locking all buildings/fences opened and cleaning up any equipment used, prior to leaving ballpark.
- Keep registration/medical forms on all players, and bring to all games and practices. Contact Jeff Schroeder if new copies are needed. Must turn in all forms at the end of the season, along with equipment, for city clerk to shred.
- Report injuries to parents and Jeff Schroeder promptly. Summons 911 emergency help as needed-send medical form along.
- Maintain player roster and report changes to Jeff Schroeder. May not pull up unless approved.
- Schedule, attend and run practice times. Contact parents/players promptly with any schedule changes.
- Discuss weather issues, game and practice conflicts with Jeff Schroeder. Notify parents/players and opposing team promptly.
- Report scores/standings to League as needed or as required. Little League, Graders and Girls A team coaches will get more information when available on who to contact with scores.
- Attend meetings and clinics when needed. Respond to contacts from League, Baseball/Softball Director, and Baseball/Softball Association promptly.
- Find parents to umpire bases and/or plate prior to game, mark book, scoreboard keepers, and coach bases, pitch/catch, help in dugout as needed, run scoreboard (get controller from concession stand).
- Make sure you have an adequate number of players at each game, or arrange to pull kids up from lower level through Jeff Schroeder as needed.
- Assist with and/or verify field and dugout preparation. Clean up these areas before, during and after game as needed. No personal equipment on fields. Field equipment should not be used by anyone under 18, not trained to use. No extra riders on field equipment.
- Bring 1-2 new game balls for each home game.
- Contact Jeff Schroeder with umpire issues.
- Share special occasion/event information with parents promptly.
- Ensure safety of players at all games and practices-remove them and discuss concerns with parents as needed.
- Report parent complaints or coaching issues to Jeff Schroeder.
- Report damage to park property or vehicles to Jeff Schroeder , so the city clerk's office can be notified.
- Remember that our goal is for the children to have fun, as well as learn the fundamentals of baseball/softball.
- Never leave child alone at practice or game.

2016 Baseball/Softball Volunteer Coaching Application Form

- Number of coaches limited to one head coach and one assistant coach per team.
- All coaches are required to complete a background check with the City of New Holstein every 12 months. Misrepresentation or omission of pertinent facts may be cause for rejection.
- All coaches are required to complete a volunteer coach application prior to the start of each season. Coaches will then be chosen based on qualifications and past coaching experiences. Not all who apply are guaranteed to be chosen.
- The Program Director reserves the right to eject, suspend, terminate, not invite back, prosecute, or render any type of disciplinary action as deemed necessary, due to inappropriate behaviors, poor sportsmanship, and/or for any other reason.
- All coaches are expected to abide by the New Holstein Recreation Department Code of Conduct Policy.
- All coaches are expected to abide by the New Holstein Baseball/Softball Association list of Head Coach Responsibilities.

NAME:		
STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
HOME PHONE:	CELL PHONE:	WORK PHONE:
EMAIL:		

Are you under 18 years old? Yes No

Sport/Level interested in coaching:

Instructional: Little Sluggers

Boys baseball: Rookies Minors Little League Graders

Girls softball: Girls C Girls B Girls A

Why do you want to coach?

Do you have a child participating in this sport? Yes No

NAME:	LEVEL:

List previous coaching experience, including sport and age level:

List any sports you have played, including level:

Check any of the following that apply to you:

- Hold a coaching certificate or have had coach training
- Have attended baseball or softball coaching clinics
- Officiate for WIAA or equivalent.

List sports: _____

- Hold a sports-related degree _____

List 2 people who will provide character references and information to support your coaching skills and sport knowledge:

NAME:	PHONE:
NAME:	PHONE:

INFORMATION RELEASE AUTHORIZATION
Background Check for Official Use by Authorized Persons - City of New Holstein

INSTRUCTIONS TO APPLICANT:

The City of New Holstein requests this information to complete the employment background verification. The information obtained is used exclusively for the purpose of employment consideration. **Failure to complete will result in delayed processing of your application.**

Legal Name: Last, First, Middle	Date of Birth
Resident Street Address	
(Area Code) Home Telephone	(Area Code) Work Telephone
Former Name (If Applicable)	

To Whom It May Concern:

I authorize any authorized official representative of The City of New Holstein bearing or presenting this release, to obtain information and records pertaining to me and my personal background whether such information and records are public, private, favorable, unfavorable, or confidential in nature from any or all of the following sources:

- 1. Military Record Centers
- 2. Any place of business
- 3. Any Court, Police Agency or other location where criminal and misdemeanor records are kept
- 4. Former Employer(s)
- 5. Present Employer(s)
- 6. Any School, College, University or other educational institution including peace officer records
- 7. Credit Bureau(s)
- 8. Any Banking Institution
- 9. Any Local, State, or Federal Governmental Agency
- 10. Any private citizen who has knowledge of individual

I understand that any information obtained by the personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by The City of New Holstein. I fully understand that the refusal to grant this authorization will not, of itself, constitute a basis for rejection of my application. I hereby release any individual or institution, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, including actions brought under s. 895.50, Wisconsin Statutes (the Privacy Act) which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

A photocopy of this release will be as valid as an original.

Applicants Signature: _____ Date: _____
If under 18 years of age a parent must sign.

Parent/Guardian Signature: _____ Date: _____

<p>OFFICE USE ONLY: Background Check Completed By: _____</p> <p>Recommendation on the results of the background check is that this applicant should be (circle one): APPROVED DENIED</p> <p>Denial is recommended based on the following information:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
