



Jen Cotton, Athletic Program Supervisor

Email: jcotton@burlingtonvt.gov

Work: 802.540.1089

Cell: 617.448.3666

Volunteer Coach Outline

1. Submit Background Check Forms to Jen Cotton and get cleared by Human Resource Dept BEFORE you lead or help with Fun Day or any practices. City policy requires this to be done annually, even if you've helped coach in the past.
2. Complete Online Concussion Training and submit completion certificate to Jen Cotton. Certificate is good for two years.
3. Get Coaches Packet that includes code of conduct, rules, goals and objectives, and Heads Up Concussion fact sheet (either at Coaches Meeting or at the Fun Day.)
4. Select week day Practice Time for your team. Please keep this time for the duration of the season.
5. Use alphaBASKETBALL coaching platform throughout the season. This will include drills/games, teaching points, illustration aids, and a series of weekly coaching packages that have suggestions for skills and drills to focus on for that week.
6. Receive Team Roster from Jen Cotton. Roster will include parent contact information, which you will be expected to use to communicate with parents throughout the season.
 - Team communication with parents is critical; please ensure you are reaching each family. We do our best to have the most updated email/phone number in our system, but at times, we don't, so please double check with parents.
 - ABSOLUTELY NO CHANGES are to be made to the rosters by either coaches or parents. If children have a conflict that prevents them from coming to a practice, he/she will not be penalized for missing practice and will still play in the weekend game and more importantly not play any less due to a missed practice. All players must be placed on a team by Recreation Staff ONLY.
7. Players should not be dropped off for either games or practices and be left alone, prior to staff or coaches arriving.
8. Parents should promptly pick up their children at the end of games and practices. Coaches must wait for parents to pick up their players before leaving.
 - Boys & Girls Club Teams/Coaches Only: We offer bus transportation to all games, so we need minimum of one coach from each team, to ride bus with your team to and from gym.
9. Weather Policy—If we cancel game days due to inclement weather, we ask that the coaches contact families/players to notify them of any cancellations. Athletic Program Supervisor will notify you by email. Note: There will be no practices during the week, if there is a cancellation or an early release from school, due to inclement weather.
10. Keep track of all equipment and first aid kit, issued at beginning of the season. (If you need additional supplies, please contact Jen Cotton.) Return equipment at the end of the season.
11. Fill out Certificates and pass out to your team at the end of the season.
12. Take a team picture with game shirts on and email to your team at end of the season.