



West Austin Youth Association

Coach's Application

WAYA offers an array of activities in a fun, and safe community environment, providing children with the opportunity to reach their potential.

WAYA General Information

Executive Director: Courtney Houston - chouston@waya.org

Athletic Director: Andy Garrigan - andygarrigan@waya.org

Program Director: Austen Morris - amorris@waya.org

Facility and Fields Policy

- 1) No glass containers allowed at the West Austin Youth Association fields or in the main complex.
- 2) No alcoholic beverages allowed at the West Austin Youth Association fields or in the main complex.
- 3) No pets allowed at the West Austin Youth Association fields or in the main complex.
- 4) No smoking allowed at the West Austin Youth Association fields or in the main complex.
- 5) No noisemakers allowed at the West Austin Youth Association fields or in the main complex.
- 6) Please park in designated areas only and follow all parking lot directions.
- 7) Pick up litter.
- 8) Display good sportsmanship.
- 9) **HAVE FUN!**

Lightning Policy

“If you can see it (*lightning*), flee it (*take shelter*). If you can hear it (*thunder*), clear it (*suspend activities*)”

When you first see lightning or hear thunder, suspend activities and go to shelter. A metal vehicle or a substantial building is a safe place. Wait until 30 minutes after the last observed lightning or thunder before resuming activities.

If play needs to be cancelled the Team Parent and or Coach should contact all of the players' parents to inform them of the cancellation and have them picked up immediately.

Physical Address: West Austin Youth
1314 Exposition Blvd.
Austin, Texas 78703

Mailing Address: West Austin Youth
P.O. Box 50198
Austin, Texas 78763

Phone: 512/473-2528

Fax: 512/477-2926

General Information Email: info@waya.org

Thank you for volunteering to Coach!

All WAYA coaches are volunteers and we appreciate all of the time and effort that our coaches put in to making WAYA a fun place to play. To assist our coaches, WAYA provides each coach with a Coach's Handbook that includes important policies, procedures and valuable skills and practice plans. In addition, WAYA offers coaches' clinics for each sport.

To become a WAYA head coach or assistant coach, please:

1. Complete a Coach's Application
2. Read and sign WAYA's Volunteer Affidavit
3. Become PCA certified by attending a free workshop at WAYA, or by completing the on-line course at www.positivecoach.org

WAYA Zero Tolerance Policy

Players, Coaches and Fans may not criticize other players or referees. Violators will be ejected from the premises and may face additional suspension pending WAYA Board Action.

WAYA Grievance and Conflict Resolution Policy

Statement of Purpose

It is WAYA policy that all WAYA employees, members, visitors, players, coaches, officials, vendors, and the general public shall treat each other with dignity and the utmost respect. Under no circumstances will WAYA tolerate the abuse or mistreatment of its employees, members, visitors, players, coaches, officials, vendors, or the general public.

Policy

If any person is reported to have acted in a rude, inconsiderate, or inappropriate manner in connection with any aspect of WAYA or its operations, the Executive Director or the Executive Director's representative (i.e. Sport Commissioner) is authorized to take appropriate disciplinary action against the affected person, including but not limited to warning the affected person of possible actions that will be imposed if the behavior persists, suspending the person from coaching and/or banning the person from any and all WAYA activities in the future.

If disciplinary action is imposed by a representative of the Executive Director, the action may be appealed directly to the Executive Director who will have the discretion to enforce or modify the disciplinary action. However, during the time period that the disciplinary action is appealed to the Executive Director such disciplinary action shall be upheld until the Executive Director renders a decision regarding the appeal.

If the affected person wishes to appeal the decision of the Executive Director or if at the discretion of the Executive Director the situation dictates an appeal, then an appeal of the disciplinary action may be made to the Grievance Committee. The Grievance Committee shall be selected by the WAYA Board President and shall consist of at least three (3) WAYA board members. The Grievance Committee will hear the appeal within ten (10) days of the request or decision to convene the Grievance Committee. The procedure for the appeal hearing shall be determined solely by the Grievance Committee. The decision of the Grievance Committee shall be final.

This policy has been adopted by the WAYA Board to ensure that WAYA offers a positive, safe environment for all persons associated with WAYA and to ensure that the adults involved with WAYA are appropriate role models for WAYA's youth.

WAYA's Policy against Physical & Sexual Abuse

The West Austin Youth Association is committed to providing a safe environment for its members and participants, and to preventing abusive conduct in any form. Every member of this organization is responsible for protecting our participants and ensuring their safety and well being while involved in sponsored activities.

To this end, we have established the following guidelines of behavior and procedures for our staff, volunteers and participants. All members of this organization, as well as parents, spectators and other invitees are expected to observe and adhere to these guidelines.

1. Sexual and physical abuse of any kind is not permitted within our organization.
2. Sexual and physical abuse including, but not limited to, striking, hitting, kicking, biting, indecent or wanton gesturing, lewd remarks, indecent exposure, unwanted physical contact, any form of sexual contact or inappropriate touching, are strictly prohibited within our organization. Sexual abuse includes both touching and non-touching offenses, as well as exposing a child to sexual or pornographic material, and child exploitation (using a child or child's image for the purpose of pornography).
3. We are committed to providing a safe environment for our players, participants and staff. We do so by appointing all coaches, officials and volunteers – and anyone else affiliated with our organization – as protection advocates. Every member of this organization is responsible for reporting any cases of questionable conduct or alleged mistreatment toward our members by any coach, official, volunteer, player, parent, sibling or spectator.
4. We recommend that no child participant should go anywhere - to the bathrooms, locker rooms or other locations - without another child or teammate.
5. To further protect our youth participants, as well as our coaches, officials and volunteers, we strongly advise that no adult person allow him/herself to be alone with a child or with any group of children during sponsored activities. In particular, we recommend that coaches or other adult members of this organization:
 - *do not drive alone with a child participant in the car;
 - *do not take a child alone to the locker room, bathroom or any other private room;
 - *do not provide one-on-one training or individual coaching without the assistance of another adult or child; and
 - *do not have a private conversation with a youth participant, unless it is within view of others, in the gym or on the field, instead of in a private place.
6. Further, WAYA recommends that all practices and team functions (i.e. parties and gatherings) be held on WAYA properties.
7. We encourage parents to become as active as possible in sponsored activities, games, practices and other events. The more the parents are involved, the less likely it is for abusive situations to develop.
8. WAYA has in place procedures for reporting abuse or suspected abuse, and we will respond quickly to any and all allegations of abuse within this organization. This information will be communicated to the authorities for investigation and will be reviewed by the organization's Executive Director and appropriate Board Committee. The alleged offender will be notified of such allegations promptly.
9. Any person accused of sexual or physical abuse may be asked to resign voluntarily or may be suspended by the board until the matter is resolved. Regardless of criminal or civil guilt in the alleged abuse, the continued presence of the person could be detrimental to the reputation of the organization and could be harmful to the participants. A person who is accused but later cleared of charges, may apply to be reinstated within the organization. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his/her former position.

10. We promote good sportsmanship throughout the organization and encourage qualities of mutual respect, courtesy and tolerance in all participants, coaches, officials and volunteers. We advocate building strong self-images among the youth participants. Children with a strong self-image may be less likely targets for abuse; similarly, they may be less likely to abuse or bully others around them.

Procedures for Reporting Abuse or Suspected Abuse

A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person is **obligated by Texas law** to immediately make a report to a law enforcement agency or to the Texas Department of Family and Protective Services (TDPFS) Child Abuse Hotline (800-252-5400) or secure website at <https://www.txabusehotline.org>. Staff members, volunteers, parents and program participants have a duty to report any incidents of abuse or suspected abuse. All suspected abuse should be reported to Courtney Houston, Executive Director, who shall then contact the appropriate committee from the Board for review.

It is WAYA's commitment to taking immediate steps to investigate and follow up on every complaint or report of abuse. Every person should know that in the event of a complaint of abuse against them, they may be temporarily suspended from their duties while an investigation takes place. Once they are cleared of any charges, they may apply for reinstatement within the organization. However, there is no guarantee that they will be reinstated to their former position.

Positive Coaching Alliance (PCA):

Coaches have the most important role at WAYA. Coaches determine the kind of experience our athletes have with WAYA sports. WAYA is committed to the principles of Positive Coaching. We expect our coaches to be “Double-Goal Coaches” who want to win and help players learn life lessons and positive character traits from sports. The following is what we expect from you during the coming season:

❖ **Model and Teach your players to “Honor the Game”:**

- Teach the elements of ROOTS: Respect for: the Rules, Opponents, Officials, Teammates and Self.
- Share with your players’ parents your desire for them to Honor the Game.
- Drill “Honor the Game” in practice.
- Seize teachable moments to talk with players about Honoring the Game.

❖ **Redefine for your team what it means to be a Winner:**

- Teach the ELM Tree of Mastery: Effort, Learning, and bouncing back from Mistakes.
- Use a “Team Mistake Ritual” to help kids rebound from mistakes.
- Reward effort, not just good outcomes. Recognize players for unsuccessful effort.
- Set “Effort Goals” that are tied to how hard they try.

❖ **Fill your players’ emotional tanks:**

- Use encouragement and positive reinforcement as your primary method of motivating.
- Strive to achieve the 5:1 “Magic Ratio” of 5 positive reinforcements to each criticism/correction.
- Schedule fun activities/drills during practice.
- Develop player coaches by asking for player input and asking rather than telling them what to do.
- Criticize in private and praise in public.

In keeping with WAYA’s affiliation with Positive Coaching Alliance (PCA) and the idea of a “Double Goal Coach” – the first goal is winning and the second, more important goal is teaching life lessons through sports. WAYA requires all coaches to be PCA certified.

All coaches must be PCA certified by the second week of the season in which they are coaching.

In order to facilitate this, WAYA will offer one workshop each year. Once you complete a workshop you are a certified PCA Double-Goal Coach. PCA also offers on-line certification using the following steps listed below. The cost for the online certification is \$15 and you must use the reference code in order to receive the WAYA discount.

1. Go to <http://www.positivecoach.org/CertOnline.aspx>.
2. In the box on the right, click on "Just starting certification."
3. Fill out the Double-Goal Coach Certification Course Registration and Payment page.
4. Enter SOCOOTJS9 when asked for the Reference Code. Use of this code means that you will receive the discounted rate.
5. Fill out the Online Workshop Registration form.
6. Start the course and learn all about Positive Coaching!
7. When you complete the course, email your Double-Goal Coach Certificate to chouston@waya.org.

WAYA Coach's Agreement

As a volunteer coach at WAYA, I agree to the following:

1. I will become PCA certified and strive to be a **“Double Goal” Coach** who shares the goal of winning with the goal of helping young people learn life lessons through the sports experience
2. I will adhere to the **Zero Tolerance Policy** that WAYA enforces and make sure my team and parents are aware and agree to the policy.
3. I will read and follow the guidelines provided in the **Policy against Physical and Sexual Abuse**.
4. I will follow all league rules and do my best to give all players an equal amount of playing time throughout the entire season.
5. I will follow the specific practice time allotted to my team (1 one-hour practice per week).
6. I will not add or remove players from my roster, nor will I promise to add or remove players from my team. (All roster changes will occur through WAYA.)
7. I will take any and all complaints to the Program Director or Commissioner to be handled immediately. I will also report to the Program Director any problems with referees, book keepers, or any other WAYA staff to be handled accordingly.
8. I will wear the red coach's shirt that WAYA provides for me at all games I am coaching.

I understand in full that by violating the coaches' agreement or by not becoming a PCA certified coach I will not be allowed to volunteer coach or represent the West Austin Youth Association in any capacity. Furthermore, should I falsely present to WAYA that I have completed a PCA workshop it will cause me to lose my position as a WAYA volunteer coach.

WAYA Coach's Application

WAYA performs a background check on all volunteers. Please fill out all of the information required below and turn in to the front desk. All information will be kept confidential.

Print Full Name: _____

S.S. #: _____ D.O.B. ____/____/____

Race: _____ Sex: _____

Have you ever been convicted of a felony? Y or N If yes, please explain:

Child's Name (if applicable): _____

Sport and Division: _____

I would like to be (circle one): Head Coach Assistant Coach

Phone: _____ Email: _____

**Please return to WAYA.

WAYA'S Employee/Volunteer Affidavit

WAYA has a great deal of concern about the safety and abuse of children. As a person who is interested in the well being of children, we believe you are entitled to know how our organization is combating this critical issue. In addition, as an applicant for a volunteer/employee position with our organization, you need to know the defensive measures we employ to protect children in our care, as well as the volunteer/employee from this serious problem.

We will not tolerate the abuse of any child. We are aware that some people apply for positions in the youth services field because they are interested in children sexually. We make an active and effective effort to prevent child abuse in our programs. We attempt to screen out molesters through a careful background check. We require our employees and volunteers to read and abide by our **Policy against Physical and Sexual Abuse**. We structure our activities by recommending that volunteer/staff not be left alone with children. We take any allegations by children and by others very seriously.

WAYA takes a zero-tolerance stance against abuse of children or any participant in our programs. In addition, the safeguards built into our activities protect our volunteers and staff from placing themselves in situations that might be misinterpreted by children and others.

Consent for Criminal Background History Check Authorization Waiver, Indemnity

I hereby give my permission for WAYA to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication from the State of Texas or from any other state. I understand that this information may be used to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time.

I, the undersigned, do, for myself, my heirs, executors, and administrators, hereby release and forever discharge and agree to indemnify WAYA and each of its officers, directors, employees, and agents harmless from and against and all causes of action, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer or staff member.

I further agree to read and abide by the **WAYA's Coach's Agreement**, **WAYA's Zero Tolerance Policy**, and **WAYA's Policy against Physical and Sexual Abuse** if I am chosen as an employee or volunteer of WAYA.

Signature of Applicant

Printed Name

Date

**Please return to WAYA.