



## Volunteer Coaches

**Description:** Act as Head Coach and/or Assistant Coach in ACC's Athletic Programs

**Charter:** The Coach facilitates all aspects of the particular team activities to include:

- Notifying Sports Manager, Manager on Duty or Director immediately upon learning that you are unable to show up for a volunteer coaching assignment as outlined below
- Establishment of practice times and schedules in conjunction with Sports manager and around availability
- Direct contact with team participants to ensure that all parents and players are aware of practice/game times and locations
- League format/rules execution and communication
- Regular communication with Sports Manager or designee as to how staff can help in the operation
- Communicate any problems or issues with regard to participants directly with Sports Manager or Manager on Duty as is appropriate

**Requirements:**

All volunteers must:

- Complete, and update biannually, a Volunteer Service Agreement to be kept on file.
- Complete, and update biannually, a Volunteer Registration Card to be kept on file.

Background checks will be required for persons who volunteer for the ACC, including but not limited to:

- Volunteer coaches and other persons working closely with children
- Persons assisting in areas where guests may be vulnerable, such as in close proximity to dressing rooms, etc.
- Others as determined by the ACC

**Dress Code:** Shorts and athletic attire are permitted for sports volunteers. Attire should be conservative in nature and appropriate for the activity.

**Check In/Out Procedures:** Upon arrival all coaches should notify the front desk of their presence. Upon completion of the activity all equipment should be properly stored and the area should be monitored for any personal items or waste. All found personal items can be given to the front desk for lost and found.

**Communications/Issue Reporting:** If a volunteer becomes aware of inappropriate conduct on the part of any other volunteer, resident or other party, the incident should be reported to the staff liaison.

Volunteers are not paid, and are not employees of the ACC.  
Volunteers will not receive any economic benefit from the ACC for serving as a volunteer.