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## **Volunteer Middle School & Travel League Basketball Coach Requirements**

**Howard County Youth Program, Inc. (HCYP)**  
Howard County, MD

The ideal HCYP Basketball head coach candidate will be a strong, energetic person with leadership skills who instills character development and provides direction to student athletes so that they may achieve a high level of skill as well as an appreciation for discipline, sportsmanship and teamwork in basketball.

All HCYP Basketball coaches are volunteers responsible for selecting, coaching and managing their teams. Coaches are selected and confirmed or reconfirmed for each basketball season, which runs from May 1 – April 30 each year. No coach may continue in the capacity as an HCYP Basketball coach until they are confirmed or reconfirmed for the new season.

Below are the requirements of all HCYP Basketball coaches:

### **Mandatory Requirements for Coaches**

- **All Volunteer Coaches Must Apply for Coaching Position Each Year**  
(Applications do not carry over to the next basketball season).
- **All Volunteer Coaches Must pass a background check**  
(or have a current HCYP background check on file).
- **All Volunteer Coaches Must Be Approved by the League Commissioner**  
(No coaches may sit on team bench during games or attend team practice who have not been approved).
- **All Volunteer Coaches Must be 18 years of age or older**
- **All Volunteer Coaches Must have a Valid State of Maryland Driver's License**
- **CDC Concussion Certification**  
(Additional training as outline in the HCYP Coaches Manual).
- **Completed Background Check in Good Standing**  
(Required for League Commissioner Approval).

### **Mandatory Coaches Training**

- Concussion in Sports
- Sportsmanship
- Bullying, Hazing & Inappropriate Behaviors
- Coaching Basketball

### **Essential Responsibilities**

- Establishing relationships with school administrators, parents, maintain constant check of student/athlete's grades and conduct .
- Timely and effectively communicate with the league commissioner, parents, players, and school administrators.
- Develop and promote your basketball program; Organize basketball practice 1-2 times per week during the season.

— more —

- Team management – including scheduling team meetings, schedule tournaments, checking gym permits, and attending all scheduled games on time.
- Supervise assistant coaches, team mom or dad, team managers, and players
- Teach life skills and develop character.
- Post season planning – playoff schedule, all-star game selections, plan post season awards banquet.

### **Administrative tasks**

- Manage collection and submission of all players’ registration forms and fees, including ensuring all eligibility documents are completed and submitted in a timely manner.
- Supervise the ordering, purchasing and issuing of game/practice uniforms and travel gear.
- Work with coaching staff and/or parents with travel coordination.
- Coordinate and host a player/parent team meeting before the first official team practice
- Follow established procedures for reporting all athlete injuries – by completing Incident reports for each occurrence.
- Organize and manage team fundraising.
- Attend Mandatory HCYP Coaches Meeting – **Wednesday, August 28, 2019.**

### **Other Duties**

- Attends staff development meetings, clinics, and other professional activities to Improve coaching performance.
- Maintain a high standard of integrity in all aspects of the team management, foster a culture that promotes the HCYP values
- Intentionally integrate school core values as the framework from which to coach and build the basketball program

### **What You Need to Do**

All interested coaches, including those seeking to return from previous seasons, **must** contact HCYP Middle School & Travel Basketball Commissioner, Robert Worthington, to schedule an interview for consideration for all volunteer coaching positions.

**Robert Worthington**  
*Middle School & Travel Commissioner*  
**Direct:** 443-564-0956 ... **E-mail:** [rworth@hcy pbasketball.com](mailto:rworth@hcy pbasketball.com)

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### **Important Notice for All Coaches!**

***ALL ASSISTANTS TO THE HEAD COACH MUST BE APPROVED  
BY THE MIDDLE SCHOOL & TRAVEL COMMISSIONER***

before they may participate in practices and join the team on the bench in all games. Any violation of this policy shall, after thorough review and confirmation by HCYP Basketball, result in the removal of the head coach and subsequent replacement of the head coach and the team’s coaching staff. The team for which the head coach was responsible shall be unable to participate in any further practices or games as an HCYP Basketball team until the head coach is replaced.

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