

Hillsborough Recreation Department

2600 Ralston Avenue
Hillsborough, CA 94010



ELEMENTARY BASKETBALL VOLUNTEER COACH APPLICATION

Please Note:

1. Type or print in ink. Incomplete or illegible applications will not be considered.
2. All applications are subject to a fingerprint check.

Full Name: _____
Last First Middle

Address: _____
Street City & State Zip Code

Home Phone: _____ Cell Phone: _____

Other Phone: _____ Email: _____

Emergency Contact: _____
Name Address Phone

In what capacity would you like to volunteer coach? _____ Head Coach _____ Assistant Coach

Is there someone you would prefer to coach with? _____

Coached this sport before? YES NO If so, where? _____ How many years? _____

Are you current in CPR and First Aid? Expiration Date: CPR _____ First Aid _____

Briefly list any related work experience/coaching certifications held(volunteer or paid):

What other coaching responsibilities do you have at this time or during the elementary basketball season (Nov.—Feb.)?

If you are not a U.S. Citizen, have you the legal right to remain and work in the U.S.? YES NO

Have you ever been convicted of a felony or misdemeanor (not including traffic violations) or been on parole or probation? If “yes”, please explain fully on the back of this application. List all convictions after your 18th birthday.

YES

(A conviction will not necessarily preclude your from employment; however, failure to disclose felony or misdemeanor convictions can disqualify you from your voluntary position with Hillsborough Recreation.)

NO

Hillsborough Recreation Department is an Equal Opportunity Employer

AGREEMENT

I, the undersigned, desire to volunteer my services to the Hillsborough Recreation Department as a volunteer coach or assistant coach. I agree that my services will be offered at no cost to Hillsborough Recreation or any instrumentality thereof. I further understand that my service as a volunteer coach entitles me to no compensation, either in the form of pay or benefits, and agree that I shall not bring forth any claim against Hillsborough Recreation, instrumentality or employee thereof. Furthermore I agree to be fingerprinted through the Hillsborough Recreation Department and to attend the Burlingame/Hillsborough Recreation League meeting scheduled for Tuesday, November 1st.

Signature: _____ Date: _____

Hillsborough Recreation Volunteer Coach Job Description



GENERAL STATEMENT OF DUTIES

Instructs and teaches the fundamentals and skills needed to play the game of basketball. Responsible for the children on his/her team and the organization of team practices. Responsible for providing a safe and comfortable environment for members of the team as well as offering a positive experience. Serves as a role model for good sportsmanship and provides leadership to all young athletes.

SUPERVISION RECEIVED

Works under the direction of the Hillsborough Recreation Director. General direction is also received from the game-day gym supervisors and, if needed, the officials.

ILLUSTRATED DUTIES

- Oversees and manages the players that are assigned to him/her. This includes never leaving a child alone after a practice or game. You must stay with them until their ride arrives.
- Provides a safe environment for all players.
- Responsible for teaching the basic fundamentals and skills needed to play basketball as well as sportsmanship. You will receive a skills/drills guide which will assist you in mapping out your practices.
- Sets up and attends all team practices. If you have a conflict, you find a replacement coach or cancel.
- Communicates all information regarding the basketball program to players and their parents. This includes cancellations, practice days and times, schedule updates and any important items handed down from the Recreation Director.
- Works supportively and respectfully with Recreation Department officials, site supervisors, officials, parents and other coaches.
- Responsible for any equipment provided to the team (includes but not limited to jerseys and basketballs).

MINIMUM QUALIFICATIONS*

- Ability to work well and communicate with children on a one-to-one basis as well as in a group.
- Must be able to display a positive attitude at all times.
- Competent leadership qualities and skills
- Enthusiastic, energetic, patient, happy, and friendly.
- Ability to establish and maintain an effective working relationship with staff, children, and parents
- Application and Fingerprint clearance on file
- Attends the Coaches Meeting scheduled for Wednesday, November 10, 2021
- **Must be COVID-19 Vaccinated per HCSD's Volunteer Requirements**

As a volunteer coach, you are treated by local, state, and federal law as being an unpaid employee of the agency with which you are associated; therefore you must conduct yourself in the same manner as you would at your own job. In the same respect, you will receive the same treatment, aside from compensation and benefits, as the employees of the Hillsborough Recreation Department.

***Notice that the minimum qualifications don't require a basketball background. Obviously having some basketball coaching background is ideal, but we've found that if our coaches have these qualities, it is an enjoyable experience for all regardless of their knowledge of basketball.**