



# EYA Parent Participation Program

Last Updated: 12/30/2024

## Overview

The following document will outline the mandatory parent participation policy and expectations Emmaus Youth Association (EYA) has for all volunteers. These expectations have been discussed and agreed upon by a committee consisting of board members and coaches from EYA Basketball, Softball and Baseball.

Beginning January 1, 2025, the Emmaus Youth Association will begin implementing a mandatory volunteering program. All parents will be required to volunteer for a minimum number of events as outlined at the beginning of each season.

There will be an additional fee of \$50.00 added to each family's registration that will be refunded or credited to your account balance at the end of the season if the minimum volunteer requirements are met.

All approved coaches will be exempt from volunteering for additional events beyond their coaching duties as well as being exempt from all fundraising requirements. There will be a maximum of 3 approved coaches (one head coach, two assistant coaches) per team.

Head coaches will receive a full refund at the end of the season or have the full amount of the registration cost added to their account balance if all head coach requirements are met.

Assistant coaches will receive a 50% refund at the end of the season or have 50% of the registration cost added to their account balance if all assistant coach requirements are met.

## Head Coach Expectations

Head coaches must meet requirements defined for the following categories to qualify for the head coach discount:

- Clearances
- Devoted time
- Survey results

## Clearances

This section highlights the clearances that are required to do any work with children on teams in EYA. Passing the clearances is vital so EYA is not liable for any legal issues.

- Pennsylvania Criminal Background Check
- Child Abuse Clearance
- Concussion Course Certification
  - 45-minute course
  - Required annually

## Devoted Time

This section highlights the expectations of the head coach to invest in the team. It is understood this is a volunteer position and is secondary to any full-time employment. The head coach is responsible for scheduling practices, attending coaches' meetings, communicating with the parents, communicating with the sport coordinator, and responsible for maintaining all equipment.

## Practices

It is the responsibility of the head coach to schedule practices at the facilities or fields designated to the team. If the head coach is not able to make a practice, they are responsible for making sure the assistant coaches are able to host practice in their place.

The following are the expectations of how many interactions with the team the head coach is responsible for orchestrating.

There should be at least three interactions per week.

- In the pre-season, these interactions should be scheduled practices.
  - Two practices during the week
  - One practice during the weekend
- After the season schedule is released, three interactions are still expected. These interactions can include games.
  - Practices should still be attempted during the season around the game schedule

It is understood that weather and gym closures could result in the expectations not being met. An effort to meet the expectations must be made and communicated to the team.

Excused exceptions include but are not limited to:

- Illnesses
- Family emergencies
- Weather
- Gym Closures

While occurrences causing the team to not have practice are understood, repetitive missed practices may lead to EYA intervention.

Assistant coaches leading the practice do not count against the head coach as long as the team is meeting.

## Communication

The head coach is responsible for sending communications to the parents about practices and games. It is up to the head coach to establish with the parents how they will be doing the communications. TeamSideline can send emails or texts to all the parents registered with the team is the EYA's preferred method of communication, however, other methods of communication may be used.

These communications should include:

- Practice and game schedule changes
- Policy updates
- EYA updates and events
- Fundraiser information
- End of Season Survey

## Equipment & Field Maintenance

The head coach is responsible for retrieving, maintaining and returning all equipment provided by EYA. This includes notifying EYA about the need for refills, broken equipment and identifying new equipment that will improve the program.

Equipment provided is defined as but not limited to:

- Field Lime
- Balls
- Tractor issues
  - Gas
  - Repairs
- First aid supplies
- Fields or Gymnasiums
- Any field equipment
  - Rakes
  - Drags
  - Bases

**Failure to report low or broken equipment in a timely manner can result in gameday issues and fines for EYA.**

The head coach is also responsible for prepping and maintaining fields. These tasks can be delegated to assistant coaches or parent volunteers, but the head coach is ultimately responsible for ensuring that the tasks are completed.

- Drag fields prior to games
- Line the field in accordance with league rules

## Coaches Meetings

The leagues EYA programs compete in may have coaches' meetings to go over league schedules, policies, rosters, etc. The head coach must attend these meetings or find a proxy to attend and take notes. Attending these meetings is vital to representing EYA in the leagues.

**Many leagues charge fines for lack of attendance.**

## Survey Results

At the end of the season, a survey will be provided for parents to evaluate the coach's involvement with the team throughout the season. This survey will be used to determine what was done well by the coaches and if there are areas for improvement.

If a head coach wants to continue being head coach of a team in the following seasons, this survey must not contain a large amount of negative results. After the first season with negative survey results, EYA will provide a probationary year to make improvements. At the end of the following season, EYA may ask you to step down as head coach if continued negative results are returned.

EYA maintains the right to withhold the probationary year given extreme negative results from the survey.

## Head Coach Discount

Volunteering to be head coach will earn a full refund or an equal credit for any signup with EYA for a following season.

## Assistant Coach Expectations

Assistant coaches must meet requirements defined for the following categories in order to qualify for the assistant coach discount:

- Clearances
- Devoted time
- Survey results

## Clearances

This section highlights the clearances that are required to do any work with children on teams in EYA. Passing the clearances is vital so EYA is not liable for any legal issues.

- Criminal Background Check
- Child Abuse Clearance

- Concussion Course Certification
  - 45-minute course
  - Required annually

## Devoted Time

This section highlights the expectations of the assistant coach to invest in the team. It is understood this is a volunteer position and is secondary to any full-time employment. The assistant coach is responsible for attending practices and games, and filling in for head coach responsibilities as needed.

## Practices

It is the responsibility of the assistant coach to attend practice and provide help to the head coach. If the head coach is unable to make a practice, an assistant coach is responsible for leading the practice.

The following are the expectations of how many interactions with the team the assistant coach is responsible for help.

## Communication

The head coach is responsible for determining the method for communications to the parents about practices and games. While it is understood that the head coach is responsible for all communications to the team, the assistant coaches have the same access to communication in TeamSideline and can send updates in the absence of the head coach. It is also the responsibility of the assistant coach to communicate with the sports coordinators and report any wrongdoing or any requirements not being met by the head coach.

## Equipment

The assistant coach is responsible for maintaining the equipment and facilities with the head coach. This includes notifying the head coach of the need for refills, broken equipment and identifying new equipment that will improve the program.

## Coaches Meetings

The leagues EYA programs compete in may have coaches' meetings to go over leagues and policies. The head coach must attend these meetings. In the absence of the head coach the assistant coach may be asked to attend the meeting as a proxy and take notes. Attending these meetings is vital to representing EYA in the leagues. **Many leagues charge fines for lack of attendance.**

## Survey Results

At the end of the season, a survey will be provided for parents to evaluate the coach's involvement with the team throughout the season. This survey will be used to determine what was done well by the coaches and if there are areas for improvement.

If an assistant coach wants to continue being assistant or head coach of a team in the following seasons, this survey must not contain a large number of negative results. After the first season with negative survey results, EYA will provide a probationary year to make improvements. At the end of the following season, EYA may ask you to no longer coach if continued negative results are returned.

EYA maintains the right to withhold the probationary year given extreme negative results from the survey.

## Assistant Coach Discount

Volunteering to be assistant coach will earn a 50% refund or an equal credit for any signup with EYA for a following season.

## Event Volunteers

The following outlines the minimum expectations for volunteer fee refund that will be awarded when assisting with EYA fundraising events.

Each parent will be required to volunteer at a specified number of events that will be outlined at the beginning of each season. This number will fluctuate based on the number of registrants and the needs of the EYA.

Opportunities to qualify for the event volunteers fee refund are provided during but not limited to:

- Snack Stand
- Field prep and maintenance
- Team Parent
- Annual Wiffle ball tournament
- Cornhole tournaments
- EYA Picnics
- Board Of Directors position
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## Team Parents

Team parents are identified as family members who assist the team with tasks during the season.

The following tasks are available for any family member to assist with during the season that do not require a background on file:

- Field maintenance
- Field game preparations
- Score book
- Scoreboard operator

**A background check is required to be on file with EYA for any adult to work with the children on the team. Anyone working with the children without a background check leaves EYA liable.**

The credit to be awarded for assisting the team will be determined by the committee at a later time.