



COMMUNITY SERVICES DEPARTMENT

# COACH HANDBOOK



City of Peoria Community Services  
 9875 N. 85th Avenue, Peoria AZ 85345

(623) 773-7137

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[www.peoriaaz.gov/sports](http://www.peoriaaz.gov/sports)

[SPORTS@PEORIAAZ.GOV](mailto:SPORTS@PEORIAAZ.GOV)

**SCHOOLS (Peoria Unified School District)**

- A. Alta Loma School (9750 N. 87th Ave.)
- B. Apache School (8633 W. John Cabot Rd.)
- C. Centennial High School (14388 N. 79th Ave.)
- D. Cheyenne School (11806 N. 87th Ave.)
- E. Cotton Ball School (8540 W. Butler Dr.)
- F. Country Meadows School (8409 N. 111th Ave.)
- G. Coyote Hills School (21180 N. 87th Ave.)
- H. Desert Harbor School (15585 N. 91st Ave.)
- I. Frontier School (21268 N. 81st Ave.)
- J. Ira Murphy School (7231 W. North Ln.)
- K. Lake Pleasant School (31501 N. Westland Rd.)
- L. Liberty High School (9621 W. Speckled Gecko Dr.)
- M. Oakwood School (12900 N. 71st Ave.)
- N. Oasis School (7841 W. Sweetwater)
- O. Parkridge Elementary School (9970 W. Beardley Rd.)
- P. Paseo Verde School (7880 W. Greenway Rd.)
- Q. Peoria Elementary School (11501 N. 79th Ave.)
- R. Peoria High School (11200 N. 83rd Ave.)
- S. Santa Fe School (9880 N. 77th Ave.)
- T. Sky View School (8624 W. Sweetwater)
- U. Sun Valley School (8361 N. 95th Ave.)
- V. Sundance School (7051 W. Cholla Ave.)
- W. Sunrise Mountain High School (21200 N. 83rd Ave.)
- X. Terramar School (7000 W. Happy Valley Rd.) - DVUSD
- Y. Vistancia School (30009 N. Sunrise Pl.)
- Z. West Wing School (26716 N. High Desert Dr. SW) - DVUSD
- AA. Zuni Hills School (10851 W. Williams Rd.)



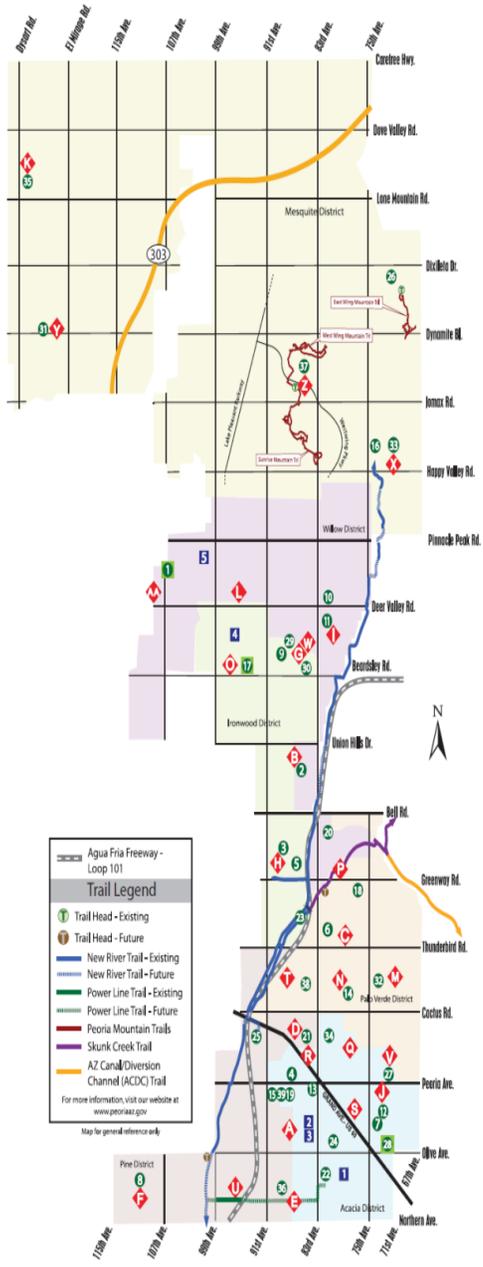
City of Peoria  
 Parks, Recreational and School Facilities

**PARKS AND RECREATIONAL FACILITIES**

- 1. Alta Vista Park (10631 W. Williams Rd.) - includes Dog Friendly Area
- 2. Apache Park (8515 W. John Cabot Rd.)
- 3. Arrowhead Shores/Cove Park (8801 W. Paradise Ln.)
- 4. Braewood Park (10950 N. 87th Ave.)
- 5. Calbrisa Park (8957 W. Tumblewood Dr.)
- 6. Centennial Swimming Pool (14388 N. 79th Ave.)
- 7. Clarence B. Hayes Memorial Park (9845 N. 75th Ave.)
- 8. Country Meadows Park (11098 W. Butler Dr.)
- 9. Deer Village Park (21217 N. 88th Ln.)
- 10. Fletcher Heights North Park (7877 W. Hillcrest Blvd.)
- 11. Fletcher Heights Park (8135 W. Lone Cactus Dr.)
- 12. Ira Murphy Park (7230 W. Cheryl Dr.)
- 13. Johnny E. Osuna Memorial Park (10510 N. 83rd Ave.)
- 14. Kwanan Park (12687 N. 78th Dr.)
- 15. Monroe Park (8820 W. Monroe St.)
- 16. Palo Verde Park (26200 N. 73rd Dr.)
- 17. Parkridge Park (9734 W. Beardley Rd.) - includes Dog Friendly Area
- 18. Paseo Verde Park (7694 W. Greenway Rd.)
- 19. Peoria Community Center (8335 W. Jefferson St.)
- 20. Peoria Sports Complex (16101 N. 83rd Ave.)
- 21. Peoria Swimming Pool (Peoria H.S. - 11200 N. 83rd Ave.)
- 22. Pioneer Community Park (8755 N. 83rd Ave.)
- 23. Rio Vista Community Park (8866 W. Thunderbird Rd.)  
 Rio Vista Recreation Center (8866-A W. Thunderbird Rd.)
- 24. Roundtree Ranch Park (81st Ave. & Olive Ave.)
- 25. Scotland Yard Park (9251 W. Scotland Ave.)
- 26. Sonoran Mountain Ranch Park (Sonoran Mtn. Ranch Rd. & Miner Tr.)
- 27. Sundance Park (11091 N. 71st Ave.)
- 28. Sunnyslope Park (9280 N. 71st Ave.) - includes Dog Friendly Area
- 29. Sunrise Family Center (21303 N. 86th Dr.)  
 Sunrise Swimming Pool (21321 N. 86th Dr.)
- 30. Sunrise Park (20441 N. Fletcher Way)
- 31. Sunset Park (12458 W. Sunset Pl.)
- 32. Sweetwater Park (7460 W. Sweetwater Ave.)
- 33. Terramar Park (6900 W. Happy Valley Rd.)
- 34. Varney Park (11730 N. 81st Ave.)
- 35. Westland Park (31565 N. Westland Rd.)
- 36. Westgreen Park (8555 N. 87th Ave.)
- 37. West Wing Park (27100 N. West Wing Parkway)
- 38. Windrose Park (12850 N. 83rd Ln.)
- 39. Woman's Club (10381 N. 84th Ave.)

**MUNICIPAL FACILITIES**

- 1. Municipal Operations Center (8850 N. 79th Ave.)
- 2. Peoria Municipal Complex (8401 W. Monroe St.)  
 - City Hall, Main Library, City Council Chambers, Centennial Plaza  
 - Development and Community Services Building (9875 N. 85th Ave.)  
 - Municipal Court Building (10100 N. 83rd Ave.)
- 3. Peoria Public Safety Administration Building (8351 W. Cinnabar Ave.)
- 4. Sunrise Mountain Library (21109 N. 98th Ave.)
- 5. Pinnacle Peak Public Safety Facility (23100 N. Lake Pleasant Rd.)



Graffiti Hotline: Call 623-773-7094 or e-mail [graffithotline@peoriaaz.gov](mailto:graffithotline@peoriaaz.gov)

Dear Coach:

Thank you for volunteering to coach with the City of Peoria Youth Sports Program. The role of a youth sports coach can be very rewarding and challenging at times. We have included helpful information in this handbook to assist in making this an enjoyable season for you and your team.

Please remember you are dealing with children, playing a child's game, where the best motivation of all is positive reinforcement of individual and team success. If the experience is fun for you, it will also be fun for the players on your team.

Please take the time and effort to do the best job you possibly can. If for any reason you are unable to complete the season, or have any issues while coaching, please do not hesitate to contact us. The Sports Staff is here to assist you in order to make the season a success for everyone involved.

Thanks again for your efforts.

Sincerely,

**City of Peoria Community Services Staff**

Stacy Beadle, Recreation Superintendent  
Alicia DiJulio, Recreation Coordinator  
Franz Fuhrmann, Recreation Coordinator  
Taylor Snell, Recreation Coordinator  
Andrea Collica, Recreation Programmer

To contact the sports department email us at  
**SPORTS@PEORIAAZ.GOV**

volunteer coach.

- I understand that my child's coach is a volunteer and that they are taking time out of their schedule to give back to the community.

**5. I will ensure that my child treats other players, volunteer coaches, and staff with respect regardless of race, sex, creed, or ability.**

**EXPECTED BEHAVIOR**

- I will hold my child accountable to the Peoria Youth Sports participant code of conduct.
- I will do my best to ensure that my child attends all games and practices throughout the season.
- I will establish a good line of communication with my child's volunteer coach.

**6. I will familiarize myself with the rules of the sport that my child is playing in.**

**EXPECTED BEHAVIOR**

- I will ensure that my child follows the rules and policies of the league for the safety of all players.
- I can find all youth sports rules on the Peoria Sports website: [www.peoriaaz.gov/youthsports](http://www.peoriaaz.gov/youthsports)

**Enforcement of Code of Conduct**

*Enforcement of the code of conduct will vary based on severity of the issues and complaints up to and including immediate suspension or removal from the league.*

*Any parent or spectator who is removed from the league due to violation of code of conduct is not eligible for a refund.*

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- as it reflects poorly and can be hurtful.
- I will not swear, bully, taunt, make fun of, harass, or use noisemakers at any time.
- I will respect the referees and their decisions during games. I will never question, argue, or confront referees at any time.

## 2. I understand that this is a **RECREATIONAL** sports program that focuses on positive emotional and physical development, teamwork, and sportsmanship.

### **EXPECTED BEHAVIOR**

- I understand that scores and standings are not recorded (excludes competitive basketball league).
- I will place the emotional and physical well-being of my child ahead of a personal desire to win.
- I will do my best to make sure that youth sports is a FUN and POSITIVE experience.

## 3. I will demand a safe and healthy youth sports environment for my child.

### **EXPECTED BEHAVIOR**

- I will demand an environment that is free from drugs, tobacco, and alcohol.
- For the safety of the players and myself, I will remain at least three feet behind sidelines at games.
- I will only spectate from the sidelines and will not stand behind goals, nets, hoops, etc. during games.

## 4. I will refrain from shouting instructions or coaching from the sideline.

### **EXPECTED BEHAVIOR**

- I understand that shouting instructions to my own child causes confusion between players and the

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# **VOLUNTEER COACH DESCRIPTIONS/EXPECTATIONS**

The City of Peoria Youth Sports Department counts on volunteers to coach teams in our leagues. We are always looking for new coaches and appreciate the time and effort put forth by our volunteers.

## **PRE-SEASON EXPECTATIONS**

- Complete Coaches Application
- Complete Online Validity Check
- Complete Fingerprint Process
- Complete and Pass FBI Background Check
- Attend City of Peoria Youth Coaches Meeting
- Conduct Pre-Season Parent Meeting

## **TIME COMMITMENTS**

- Call/email parents and schedule first team practice/meeting
- Schedule practices, at least one time (possibly twice) per week
- Attend games, one per week

## **END OF SEASON**

- Return equipment
- Complete Coach Incentive Form
- Distribute awards (provided by City of Peoria)
- Complete evaluations

## **GOALS**

- Coach and provide instruction to a roster size of approximately 10-12 children
- Work to increase team unity
- Emphasize fun, skill development, and safety
- Adhere to the City of Peoria's Rules and Regulations
- Adhere to the Coaches Code of Conduct

prior to your first practice (can be same day as your first practice).

## **SAFETY**

Parents should be aware that you are a coach and not a babysitter. Encourage parents to attend all practices and games and to notify you if they are not able to make an event. Also emphasize the importance of keeping the children hydrated before, during and after events. The City of Peoria encourages coaches to be trained in basic first aid and CPR. Always make sure to have a plan in case of an emergency. Report all serious injuries to the City of Peoria Community Services Staff immediately (sports@peoriaaz.gov).

## **ASSISTANT COACH**

It is up to the head coach to determine who will be the assistant coach for the season. However, only the head coach is eligible for the coach incentive.

## **TEAM PARENT**

Although not required, several teams select a "Team Parent" to help with the administrative aspects of coaching. They take care of things such as snack schedules, calling team members, and end of the season party plans.

# **CITY OF PEORIA YOUTH SPORTS PARENT AND SPECTATOR CODE OF CONDUCT**

- I. I will display good sportsmanship and positive support for all players, coaches, and staff.**

## **EXPECTED BEHAVIOR**

- I will help censor inappropriate behaviors of others

Additional required equipment includes\*:

- Soccer = Shin guards
- T-Ball & Machine-Pitch Baseball = Glove

*\*If a player does not have the resources to provide the shin guards or glove, please contact the office and we will work with the player.*

## **AWARDS**

The City of Peoria provides awards (either a medal or trophy) for each registered participant. Awards will be distributed after the final game when equipment is returned. Coaches and parents are advised not to solicit any funds for the purpose enhancing awards. Please inform your parents of our philosophy.

## **TEAM PICTURES**

Your picture schedule is listed online with your game schedule at [QuickScores.com/peoriaaz](http://QuickScores.com/peoriaaz). The vendors for our pictures are as follows:

Basketball, Soccer, T-Ball = Life Touch Photography  
[lifetouchsports.com](http://lifetouchsports.com)

Flag Football = Manhattan Photography  
[manhattanstudio.net](http://manhattanstudio.net)

## **PARENT INFORMATION**

### **PRE-SEASON MEETING**

You will receive your roster during the coaches meeting. Each player's name, main contact name, e-mail and phone number will be included on the roster. Coaches are required to hold a pre-season meeting with parents to go over parent code of conduct, league information, and goals/expectations. Parents are required to sign the meeting form and coaches then submit the form before 1st game. We suggest emailing/calling each of the parents and setting up the meeting

## **CITY OF PEORIA YOUTH SPORTS COACHES' CODE OF CONDUCT**

### **1. I will place the emotional and physical well-being of my players ahead of a personal desire to win.**

#### **EXPECTED BEHAVIOR**

- Use appropriate language in a respectful manner when interacting with players, referees, and staff.
- Understand that Peoria Youth Sports is a recreational program that emphasizes equal playing time, teamwork, respect, and having fun.
- Include all players in team activities without regard to race, religion, color, sex, or any other legally protected classification.
- Treat all players, officials, coaches, parents, and spectators with dignity and respect.

### **2. I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.**

#### **EXPECTED BEHAVIOR**

- Be aware that youth may vary greatly in physical, social, and emotional maturity.
- Understand that some skills, drills, and demands are not appropriate for all youth.
- Be aware that a child may need additional support depending on behavioral, emotional, or physical disability.

### **3. I will do my best to provide a safe playing situation for my players.**

#### **EXPECTED BEHAVIOR**

- Report any safety hazards to City of Peoria Staff.
- Protect players by removing them from play if injured and will communicate all player injuries with parent/guardian and City of Peoria Staff.
- Keep all players' personal information confidential and only use it for league purposes.

**4. I will do my best to organize practices that are fun and challenging for all my players.**

**EXPECTED BEHAVIOR**

- Understand that communication with parents is important regarding schedules and will do my best to inform parents about any changes in schedules.
- Realize that players may have absences from practices or games due to reasons beyond my control.

**5. I will lead by example in demonstrating fair play and sportsmanship to all my players.**

**EXPECTED BEHAVIOR**

- Do my best to encourage, teach, and expect good sportsmanship from my players and their parents.
- Play all players equally. This includes both playing time and playing each position.

**6. I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.**

**EXPECTED BEHAVIOR**

- Be alcohol, tobacco, and drug free at all Peoria

during your game please see the site supervisor/official. The site supervisor/official is also equipped with a first aid pack and emergency telephone for accidents and incidents. All accidents and incidents are documented and reported back to the Community Services staff.

Please demonstrate respect to all supervisors/officials and encourage your players to do the same (as outlined in the code of conduct). If you have concerns please inform the staff at an appropriate time and not in front of the participants.

**RAIN OUT LINE: (623) 773-7575**

Fall & Spring Sports Leagues Only

Call After 4:00pm on the day of your practice

Call After 7:00am on the day of your game.

**UNIFORMS**

T-Shirt uniforms will be provided for all registered participants. Team uniforms (players and coaches) must be worn at every game for identification purposes. A variety of sizes are given based on each age division. Please do your best to distribute the shirts appropriately to your players. Contact the Sports Staff with any concerns or to order additional uniforms.

Additional uniform pieces include:

- Hats = Tee Ball and Machine-Pitch Baseball
- Socks = Soccer
- Mouth Pieces = Flag Football

**EQUIPMENT**

The City of Peoria provides the necessary equipment for teams to participate in our leagues. If equipment is broken and/or unsafe for use, please contact us and we will replace it as soon as possible. Please see sport specific rules for exact equipment provided and field/court dimensions.

the team.

Indoor practices are available at a limited number of Peoria Elementary Schools for volleyball and basketball. City of Peoria Sports Staff will assign practice times based on requests and availability. Please do NOT contact the school directly.

We are guests in the school facilities. Please be sure to clean up after your practices and leave the facility looking better than when you got there. **If there is any missing/damaged equipment please contact the City of Peoria Sports Staff immediately.**

## **GAMES**

Game sites are determined based on the availability of fields and gyms. Please keep in mind that every effort is made to make the location convenient for a majority of our participants, but it is sometimes impossible to satisfy everyone.

Game times are normally scheduled for Saturday mornings, with exceptions for certain leagues and during the Summer Season (based on facility availability). Certain special events may require times to be altered during the season.

## **EQUAL PLAYING TIME**

The City of Peoria strictly enforces equal playing time for each child, regardless of age or ability. We strongly encourage you to write out line-ups prior to the games to help with the substitution process. For exact guidelines please see sport specific rules.

## **SITE SUPERVISORS/OFFICIALS**

Each site is provided a Site Supervisor or Official who is identified by a LIME GREEN City of Peoria Staff shirt. This supervisor/official will act as your liaison to the Community Service Staff. If you have any issues

Youth Sports activities.

- Remind parents/spectators to refrain from use of alcohol, tobacco, or drugs while at Peoria Youth Sports activities.

## **7. I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.**

### **EXPECTED BEHAVIOR**

- Encourage parents and players to read the rules and answer any questions they may have.
- Teach and require compliance of the rules from my players.

## **8. I will remember that I am a youth sports coach representing the City of Peoria. I understand that the game is for children and not adults.**

### **EXPECTED BEHAVIOR**

- Maintain a positive and respectful attitude.
- Accept and adhere to all league rules and policies.
- Be responsible for the behavior of my parents and spectators.

### **Enforcement of the Code of Conduct:**

Enforcement of the code of conduct will vary based on severity of the issues and complaints. Immediate suspension or removal from the league can occur without a written or verbal warning.

As a City of Peoria Volunteer Coach, I acknowledge and agree to the established coaches' code of conduct. I understand that my position as a volunteer is a privilege and not a right. Any violation of this code of conduct can lead to suspension or removal of volunteer status and

forfeit of coach's credit.

**For your protection and that of the children on your team...**

- Never be alone with child.
- Do not leave a child unattended.
- Ask another parent to stay with you until that child is picked up.
- Talk to the parents about staying at the practice or picking the child up on time.
- Never give a child a ride.
- Always encourage other parents to be present and assist you with anything you are planning with the participants.
- If any assistance is needed please contact our Sports Staff cell phone at 602-736-0072 or 602-736-0074.

**COACH INCENTIVE PROGRAM**

As a token of our appreciation, and to reward you for your efforts, the City of Peoria offers the Coach Incentive Program. If you were selected or appointed as a **Head Coach**, and successfully complete your duties throughout the season, you will be eligible for a credit back of up to \$60. Credits are only given if a coach completes the entire season and fulfills the following requirements:

- Completed Application**
- Fingerprinted and Background Check**
- Agree to and Adhere to our Coaches Code of Conduct**
- Attended Coaches Meeting**
- Return All Practice Equipment**

Credits can be processed in person or over the phone, or donated to the City of Peoria Youth Scholarship Fund. The City of Peoria Youth Scholarship Fund is used to assist children in our community who would otherwise not be

able to participate in our programs.

**Credits are only applied to an account when requested by the coach, and expire within 12 months of the end of the season where the credit is earned.**

**LEAGUE INFORMATION**

**REGISTRATION**

Registration for youth sports generally begins 10-12 weeks prior to the start of the season. Participants are encouraged to register early and are given a discount on early registration. Details and deadlines can be found at [www.peoriaaz.gov/youthsports](http://www.peoriaaz.gov/youthsports).

**TEAM FORMULATION**

Following the deadline, teams are formed based on a number of criteria. Order of priority is as follows:

- Coaches Family Members
- Player Special Requests
- Closest Elementary School
- Gender/Age Equity Among Teams

Special requests are taken before the deadline and every attempt is made to accommodate these requests. Players may request a coach, but a coach may not request a player (besides their own child). If teams are not full, late registrations may be taken. Please make sure you do not allow players to participate before they are registered with the City of Peoria.

**PRACTICES**

Practice times and locations are requested by volunteer coaches and assigned by the staff. Since teams are formed based on schools, the desire is for a coach to select a practice location convenient for a majority of