

Sparta Youth Baseball Association (SYBA)

HEAD COACHING POLICY

Section 1. Purpose

This Policy establishes the standards, procedures, and requirements governing the selection, evaluation, eligibility, responsibilities, and conduct of head coaches within the Sparta Youth Baseball Association (“SYBA”).

Section 2. New Head Coach Eligibility and Application Process

2.1 Posted Openings. Openings for a Head Coaching position must be posted on SYBA social media and/or website.

2.2 Eligibility Criteria. Candidates for a head coaching position posted on SYBA social media and/or website shall demonstrate:

- Prior youth coaching or volunteer experience.
- Positive conduct and sportsmanship.
- Reliable communication and availability for the season.
- Ability to work respectfully with players, parents, coaches, and volunteers.
- Commitment to fostering a safe, fun, and instructional environment.

2.3 Application Process. Candidates interested in a head coaching position posted on SYBA social media and/or website must complete and submit application form. See Appendix A.

2.4 Committee Review & Interview. Eligible applicants will be interviewed by the Coaching Selection Committee using a standardized process.

2.5 Final Board Approval and Notification. Committee recommendations are forwarded to the Board for final selection and approval. Candidates will be informed within a reasonable period of selection and approval.

Section 3. Head Coach Continuity and Return Eligibility

3.1 Eligibility to Return. A coach who has previously served as head coach within SYBA that is in “good standing” shall be eligible and encouraged to return as a head coach for the subsequent season.

3.2 Succession of Age Groups. A returning head coach shall be afforded the opportunity to coach the next age group in succession to the age group coached in the prior season. *Example:* A head coach of the 11U competitive team in 2024 shall be encouraged to coach the 12U competitive team in 2025.

3.3 Priority Consideration. Returning coaches in good standing will be given “priority consideration” for head coach roles in the next age group, subject to Board approval. The returning head coach shall be permitted to select either the developmental or competitive team (or any other named team hereafter mentioned), unless both/any positions are already occupied by returning head coaches. In such cases, the returning coach in good standing shall retain priority consideration only for the team previously coached or newly designated team name for such age group.

3.4 Consideration of Tenure. Multiple consecutive years of coaching within SYBA may be considered a favorable factor when determining a coach’s standing and suitability; however, tenure shall not supersede coaching evaluation results or Board discretion.

Section 4. Good Standing Criteria

4.1 Evaluation Requirement. Following each season, or as otherwise deemed necessary, the SYBA Board shall conduct a Head Coach Evaluation for each head coach.

4.2 Evaluation Review. Coaches will be given the opportunity to review evaluation feedback within 30 days of the completion of the Board’s evaluation.

4.3 Scoring System.

- a) The evaluation shall consist of seven categories, each scored on a scale of 1 to 5, for a maximum total score of 35 points.
- b) A minimum score of 21 points shall be required to be deemed “in good standing.”
- c) Evaluations shall be completed by no fewer than five Board members, and the average score shall be used as the official result.

4.4 Evaluation Categories.

- Commitment Level
- Communication with Parents/Player Representative
- Baseball Knowledge
- Leadership & Managing Assistants
- Trustworthiness & Character
- Player-First Coaching Approach
- Availability

4.5 Failure to Meet Minimum Score.

- a) A head coach scoring below 21 points shall not be considered in good standing.

- b) The head coach position shall then be opened to assistant coaches from the previous season, with priority consideration given to assistants from the most recent season.
- c) If multiple assistants express interest, candidates must submit Coaching Application (Appendix A) and go through the New Head Coach interview and selection process.
- d) If no assistants are willing or available, the position shall be opened and posted to SYBA social media and/or website to other qualified volunteer candidates.

4.6 Grounds for Dismissal. SYBA reserves the right to remove a coach at any time for serious misconduct, unsafe behavior, or violation of SYBA policy.

Section 5. Appeals Process

5.1 Right to Appeal. A coach who disputes their evaluation score (below 21 points) may submit a written appeal to the SYBA Board.

5.2 Submission Deadline. Appeals must be submitted within **seven (7) days** of the coach's receipt of evaluation results.

5.3 Appeal Requirements. The written appeal shall:

- a) Identify the specific areas of concern;
- b) Provide any supporting information or context the coach wishes the Board to consider.

5.4 Board Review. The Board shall review the appeal and issue a written response within a reasonable period. The Board's decision following the appeal review shall be final.

Section 6. Background Checks and Conduct Requirements

6.1 Background Checks. All head coaches, assistant coaches, and volunteers shall pass an annual background check prior to participating in SYBA sanctioned activities. Background check results will remain confidential and used only for eligibility decisions.

6.2 Conduct Standards. Coaches and volunteers shall not use or be under the influence of alcohol or illegal substances during any SYBA practice, game, tournament, or sanctioned activity.

6.3 Enforcement. Failure to comply with Section 6 may result in immediate removal from the coaching position.

Section 7. Definitions

“Head Coach” The individual designated as the primary coach responsible for the leadership, management, and direction of a specific SYBA team. Only one head coach may be assigned per team.

“Assistant Coach” A volunteer who supports the head coach in practices, games, and team operations.

“Good Standing” A status achieved by earning a minimum evaluation score of 21/35, complying with SYBA conduct requirements, and fulfilling coaching responsibilities. Multiple years of service may positively influence this status but shall not override evaluation results.

“Priority Consideration” means returning coaches in good standing will be considered first for available roles, subject to Board approval.

“Developmental Team” A team focused on foundational skill development, instruction, and broad player participation.

“Competitive Team” A team focused on advanced skill development, competitive play, and tournament participation.

“Coaching Selection Committee” shall consist of Board-appointed members for the purpose of reviewing, interviewing, and making a selection recommendation to the Board for approval.

“Evaluation Period” The timeframe following each season during which the SYBA Board conducts formal evaluations of all head coaches.

“Appeal” A written request submitted by a coach within seven (7) days of receiving evaluation results, seeking reconsideration or review of the evaluation.

Section 8. Responsibilities of Coaches

8.1 Responsibilities of Head Coaches

Head Coaches shall be responsible for the leadership, administration, and day-to-day management of their assigned team. Each SYBA team shall have one, and only one, designated head coach.

Duties shall include, but are not limited to, the following:

- a) Serving as the primary point of contact for the team, parents, and SYBA.
- b) Managing and maintaining all team-issued equipment.
- c) Booking and securing practice facilities in accordance with SYBA procedures.
- d) Ensuring all tournaments are selected, registered, and scheduled in a timely manner.
- e) Working collaboratively with two to three assistant coaches and incorporating their input into practice plans and game strategies.
- f) Demonstrating a willingness to assist with SYBA-approved offseason programs.
- g) Maintaining minimal absences from practices and games during the April–August season.
- h) Communicating clearly and consistently with parents, players, and assistant coaches.

- i) Scheduling and conducting a preseason parent meeting to review expectations, season plans, and answer questions.
- j) Coordinating with and/or assigning a Parent Player Representative to assist with parent-to-coach communications and to help organize volunteer efforts required throughout the season.

8.2 Responsibilities of All Coaches

All coaches, including head coaches and assistant coaches, shall share responsibility for the development, safety, and positive experience of SYBA athletes. Duties shall include:

- a) Assisting in the planning and execution of practices two to three days per week from April through May, typically lasting 1.5 to 2 hours, with limited absences.
- b) Attending games twice per week and at least one practice per week from June through August, with limited absences.
- c) Working cooperatively as part of a coaching team of two to three individuals.
- d) Contributing to practice planning and skill-development activities.
- e) Assisting in scheduling practices and coordinating facility usage.
- f) Assisting in the scheduling of three to six tournaments per season.
- g) Participating in team communication through TeamReach or other SYBA-approved platforms.
- h) When available, assisting with the operation of SYBA home tournaments outside of their own team's assigned tournament.

Document Version Control

Version	Date Approved	Summary of Change	Approved by
1.0	02/02/2026	Initial Policy Implementation	SYBA Board

Appendix A — New Head Coach Application

Sparta Youth Baseball Association Head Coach Application Form

Applicant Information

Full Name: _____

Phone Number: _____

Email Address: _____

Address: _____

Season: _____

Division / Age Group Applying For: _____

1. Coaching or Volunteer Experience

Please list any previous youth coaching, volunteering, or leadership experience.

Experience Summary:

2. Your Coaching Approach

Provide a brief description of your coaching philosophy and how you support player development, teamwork, and sportsmanship.

Coaching Philosophy (3–5 sentences):

3. Communication & Collaboration

Describe your approach to communicating with parents and working with other volunteers.

Response:

4. Availability

I can reliably attend the majority of:

- **Practices:** Yes No
- **Games:** Yes No
- **Team meetings / logistics:** Yes No

If no, please explain:

5. Conflict-Free Environment

Do you foresee any issues that could affect your ability to work collaboratively with parents, assistants, volunteers or SYBA board members?

- No**
- Yes** — If yes, please explain:

6. References

Please provide two references and/or letters of reference who can speak to your character, reliability, or coaching/volunteer experience.

1. **Name:** _____ **Phone/Email:** _____

2. Name: _____ Phone/Email: _____

7. Background Check (if applicable)

I understand that I may be required to pass a standard background check before final approval.

Yes No

Applicant Signature

I certify that the information provided above is truthful and complete. I understand that submitting an application does not guarantee a head coaching position.

Signature: _____ Date: _____

How to Submit Your Application

- Please e-mail completed application to: spartayouthbaseball@gmail.com

Appendix B — Head Coach Evaluation Form

Sparta Youth Baseball Association (SYBA)

Coach Name: _____

Team/Age Group: _____

Evaluator: _____

Date: _____

Scoring Scale (Used for All Categories)

5 – Excellent: Consistently demonstrates the behavior at a high level; proactive; no concerns.

4 – Above Average: Usually demonstrates the behavior; minor inconsistencies.

3 – Meets Expectations: Adequate; acceptable for a head coach.

2 – Below Expectations: Noticeable gaps; concerns about reliability or consistency.

1 – Poor: Does not demonstrate the behavior; significant concerns.

Evaluation Categories (Score 1–5)

Commitment Level: ____

Communication With Parents: ____

Baseball Knowledge: ____

Leadership & Managing Assistants: ____

Trustworthiness & Character: ____

Player-First Coaching Approach: ____

Availability: ____

Total Score (out of 35): ____ / 35

Comments / Notes:

Appendix C — Scoring Rubric

1. Commitment Level

5: Always attends practices/games; proactive planning; communicates schedule early. Doesn't miss an offseason workout. Creates plans for club level activities.

4: Reliable with rare conflicts; communicates well, creates plans for team level activities.

3: Usually attends SYBA functions; occasional conflicts; communication rarely late.

2: Frequent conflicts; inconsistent planning.

1: Unreliable; poor attendance; poor planning.

2. Communication With Parents

5: Weekly updates; responds within 24 hours; calm conflict handling; sets expectations early.

4: Communicates well; usually timely; handles issues appropriately.

3: Communicates but inconsistently; sometimes reactive.

2: Slow responses; unclear messaging; occasional tension.

1: Poor communicator; creates confusion or conflict, maybe communicates excessively but with tension and abrasiveness apparent.

3. Baseball Knowledge

5: Teaches fundamentals clearly; age-appropriate drills; strong understanding of rules; safety-focused.

4: Good understanding; can teach effectively; solid practice structure.

3: Basic understanding; can run practices but limited depth.

2: Struggles with teaching or rules; inconsistent instruction, relies solely on assistants for practice plans.

1: Lacks understanding of fundamentals; unsafe or ineffective teaching.

4. Leadership & Managing Assistants

5: Delegates well; sets roles; keeps assistants aligned; positive sideline presence.

4: Good leader; minor inconsistencies.

3: Works with assistants but lacks structure.

2: Disorganized; unclear roles.

1: Assistants are confused or disengaged.

5. Trustworthiness & Character

5: Fair, transparent, respected; follows rules; strong judgment.

4: Generally strong character; minor concerns.

3: Trustworthy but inconsistent judgment. Leans on others for guidance.

2: Concerns about fairness or decision-making.

1: Complaints, favoritism, or rule issues.

6. Player-First Coaching Approach

5: Development-focused; equal reps; positive environment; avoids drama.

4: Strong developmental focus; minor inconsistencies.

3: Mostly developmental but sometimes inconsistent.

2: Unequal reps; inconsistent tone.

1: Win-at-all-costs; negative environment.

7. Availability

5: Fully available; no known conflicts.

4: Minor conflicts but manageable. Always organizes help or a replacement when unavailable.

3: Some conflicts; acceptable. Prepares team & assistant coaches.

2: Frequent conflicts; may impact team. Doesn't prepare team & assistant coaches.

1: Significant conflicts; unreliable. May blame others for lack of availability.