

# PCR Processes and Guidelines

Last Updated: 11/01/2013

## 1. Coaches

### a. Selection Process

PCR is a volunteer driven organization. On the registration forms, parents have the option to volunteer as a head coach or as an assistant coach. The PCR Director and Commissioner then work on pairing up head coaches and assistant coaches for each team (in-house or traveling). It is strongly encouraged that each parent attempts to participate. Without volunteers, PCR would not be able to operate.

#### i. Not Enough Head Coaches

PCR will contact each assistant coach to see if one of them would like to step up as a head coach. If no interest is shown, PCR will contact all parents who have signed their child up for the particular sport expressing the need for a head coach. If there are still not enough head coaches, PCR reserves the right to take any other necessary steps to resolve the situation, including cancellation as a last resort.

#### ii. Not Enough Assistant Coaches

PCR will contact all parents that have signed up their child to play that particular sport expressing the need for assistant coaches. If there are still not enough assistant coaches, PCR reserves the right to take any other necessary steps to resolve the situation, including cancellation as a last resort.

#### iii. Multiple Head Coach Candidates (Traveling)

In the rare event that PCR has more than one head coach candidate for a traveling team, the PCR Director will meet with each person individually. There will be an informal discussion with each candidate, where the questions can range from prior experience to whether the interested candidates can work together. Ideally, we would like to retain both (or all) interested volunteers on staff in some way. PCR understands the need and the value of volunteering, so every effort will be made to have the coach's work together. The PCR Director will use other resources to make this decision, such as (but not limited to) confiding with the Commissioners and the Athletic Director, and viewing previous Survey Feedback about each coach. The PCR Director will make the final decision on who will be the Head Coach, with the goal of retaining all interested coaches involved in some way.

### b. Coaches Responsibilities

Coaching is one of the most important roles within PCR. These volunteers have the hands-on experience with our youth and have an opportunity to make a significant impact on their experience and their lives. Coaches are responsible for teaching the basic fundamentals of a particular sport in a **positive** and **informative** manner. They will be asked to attend one or more coach's clinics hosted by our high school coaches, so all teams can teach the same basic fundamentals. Coaches should make a concerted effort to hold as many practices as needed and collaborate with other coaches within PCR with the intention to continually improve the team as well as improve themselves as a coach.

#### i. Code of Conduct Policy

All coaches will be required to sign a [Coach's Code of Conduct](#) prior to the start of the season. Failure to sign or comply with this policy can result in appropriate action taken by the PCR Administration.

## 2. Commissioners

### a. Selection Process

If there is no Commissioner for a particular sport, PCR will advertise for the position at registration dates, on the registration forms, on our Facebook page, and perhaps in the Prescott Journal if needed. If multiple people are interested in the position, an evaluation will be done by the PCR Director and the PCR Board Members. In the case that there is already a commissioner and someone else is interested in taking over, as long as the current commissioner has no previous issues and is still interested in keeping the commissioner job, they will. Commissioners will hold a three year term. At the end of that term PCR will advertise for the opening. If we are unable to find another interested candidate, PCR will ask the current commissioner to hold the position for another term or until an interested candidate is found.

## 3. Team Selection

### a. General Process

All kids who sign up for a PCR sport will be placed on a team. No children shall be denied the right to participate in PCR, as long as he or she has had no prior behavioral issues in PCR. Behavioral issues are determined by, but not limited to, the [Player's Code of Conduct](#).

### b. Player Selection - Multiple Teams

#### i. In-House

For In-House sports, the kids will be split up equally by skill into as many teams as possible. Typically, this is done at the coach's meeting. Often times at the younger grade levels, the kids' skill-set is unknown. The coaches, along with the PCR Director and Commissioner will make every attempt to ensure the teams are evenly matched to the best of their knowledge with the intention of making it a positive/enjoyable experience for all.

#### ii. Traveling

If there are enough kids to make multiple teams, PCR will hold evaluations and have the teams divided up by skill level. Whether the teams are divided up into equally balanced teams, or into an A and a B team, will be determined on a case by case basis, based on league requirements and/or skill sets. The high school coaches will assist with the evaluation process. For a current listing of what grades are traveling for each sport, please visit [Traveling Sports Policies](#), or contact the PCR Director.

### c. Player Shortages

#### i. In-House

Time permitting, PCR will run another sign-up and contact those that played the previous year and may have missed the sign-up. In-house sports have the ability to modify the sport to accommodate smaller numbers so there is more flexibility in order to continue the season. Therefore it is unlikely that a season would be cancelled for In-House.

#### ii. Traveling

Time permitting, PCR will run another sign-up and contact those that played the previous year and may have missed the sign-up. If we still do not have enough players to form a legal team (defined by league rules), PCR will take whatever measures it can to get them into a program where they could join a team or another league. PCR reserves the right to cancel. For more information on this, please visit [Traveling Sports Policies](#), or contact the PCR Director.

## 4. League Selection - Traveling

### a. General Process

League selection is determined by Commissioner with help from the Program Committee and PCR Director, with the goal of placing the kids in a league that meets their skill-set as close as possible. League selection will be reviewed on an annual basis by the Program Committee.

### b. Developmental vs. Competitive Sports

At parent meetings, the league guidelines will be discussed as to whether it is developmental or competitive. For developmental leagues, teams will be split equally. For competitive leagues, teams will be split either equally or into an A and a B team (*see 3.b.ii*).

## 5. Feedback and Communication Policy

### a. Parent/Coach Conflict Resolution

Conflicts between parents and coaches should first be brought to the attention of the Program Commissioner. If the Commissioner is unable to resolve the issue, the issue will be brought to PCR Director and a decision will be made at that level. If necessary, the conflict will be brought to the attention of the PCR Board and Athletic Director for review and discussion. However, the PCR Director has the final ruling on any decision that needs to be made.

#### i. Code of Conduct Policy

All Parents and Players will be required to sign the corresponding [Parent's Code of Conduct](#) and [Player's Code of Conduct](#) prior to the start of the season. The policy will also be included in the registration packet. Failure to sign or comply with this policy can result in appropriate action taken by the PCR Administration.

### b. Parent Feedback Process

At the end of each season a short on-line survey will be sent out to all parents/guardians to submit their feedback about that particular season, using the primary email address on the registration form. Sensitive information in the comments will be kept confidential by the PCR Director, Athletic Director, and School Board Representative of PCR. This information can be used in determining future coach and commissioner selections if deemed appropriate by the PCR Administration.

The Program Committee will be presented with a rolled-up analysis of the survey results done by a 3<sup>rd</sup> party. The Program Committee will use this information to make changes to improve the program or resolve any strategic issues. The rolled-up results may also be shared with the PCR Board if deemed necessary.

An annual rolled-up report of all the surveys will be presented to the School Board, which will be delivered at the start of the upcoming school year.

As always, parents/guardians can contact the PCR director at [pcrdirector@prescott.k12.wi.us](mailto:pcrdirector@prescott.k12.wi.us) at any time throughout the season.

### c. Recommending Program Changes

If a parent or a group of parents would like to suggest changes to a program, they should contact the PCR Director first. The PCR Director will work with the leader(s) of the parent group to set up a time to meet with the Program Committee in the off-season. If a strong enough case can be made to make changes that **fall within the PCR Mission**, then the Program Committee can make a recommendation to the PCR Director for the program change. Although the PCR Director retains authority on all program changes, the PCR Director is recommended to side with decisions made by the Program Committee if the PCR Mission is withheld.

### d. If PCR Processes and Guidelines Are Not Followed

Guidelines are essential to continue the creation of strong and positive athletic programs. If

any of these guidelines are not met by parents, Coaches, or Commissioners, the PCR Director will address them with those specific people.

If guidelines are not met by the PCR Director, the Athletic Director will be called upon to investigate and take appropriate action.

## **6. Crisis Situations**

PCR will abide the Prescott School District's [Crisis Management Policy](#) for protocol on all crisis situations.