



OYTF Coaching

Standard Operating Procedure

1. Purpose

This Standard Operating Procedure establishes the official processes for selecting, approving, managing, and evaluating volunteer coaches within the Oswego Youth Tackle Football (OYTF) organization. The SOP supports the OYTF By-Laws and ensures a consistent, transparent, and safe coaching environment.

2. Scope

This SOP applies to all individuals who apply for or serve in a coaching capacity with OYTF, including head coaches, assistant coaches, and any volunteer with instructional or supervisory duties.

3. Definitions

Volunteer Coach: Any individual approved to coach an OYTF team.

Board: The OYTF Board of Directors.

Athletic Directors (ADs): Board members responsible for coach review and recommendation.

4. Coaching Application Requirements

- Complete the OYTF coaching application.
- Provide accurate information and references.
- Consent to required background checks.
- Complete all required training.
- Report any legal issues occurring during their volunteer term.

5. Background Checks

OYTF conducts background checks consistent with youth-sports best practices. Checks may include:

- Two multi-jurisdictional database searches (MJD)
- Two sex offender registry searches (SOR)
- Social security number validation; name & address history records
- OFAC and multiple other national watch lists
- All jurisdiction (county) & Federal district court searches within 7 years of address history
- Additional country criminal records search based on MJD results
- One recheck of MJDs and SORs 12 months after full check is completed
- US Olympic and Paralympic Committee compliant

6. Coach Approval Process

1. Athletic Directors review all applications.
2. ADs provide recommendations to the Board.
3. Board votes on applicants per By-Laws.
4. A majority vote is required for approval.

7. Coach Expectations

Coaches must:

- Prioritize athlete safety.
- Model sportsmanship and respect.
- Follow all OYTF standard operating procedures, league rules, & governing bodies.
- Provide an organized, positive developmental environment.
- Maintain appropriate communication with athletes and families.

8. Denial or Removal of Coaches

OYTF may deny or remove a coach at any time if the Board determines there has been conduct deemed inappropriate, unsafe, or concerning that may pose a risk to OYTF, its athletes, parents, or fellow coaches. All decisions are final.

9. Confidentiality and Legal Protections

OYTF is not obligated to disclose the details of information used in eligibility decisions unless required by law. All decisions are made in good faith and protected under the Illinois Volunteer Protection Act.

10. Hold Harmless Agreement

By applying, the applicant agrees to hold harmless and indemnify OYTF, its Board members, officers, and volunteers from any claims arising from eligibility determinations or coaching removal decisions.

11. Annual Review

This SOP is reviewed annually by the Board and may be amended by Board vote