



Our pilot project began in Raleigh, North Carolina in March 2005 as a tennis ministry program, and has since expanded to offer basketball, flag-football, soccer, nutritional counseling, educational assistance such as tutoring and mentoring, and spiritual direction. We started with only 5 children in 2005, and now are on pace to serve 75 children in the US alone. We now serve disadvantaged children and youth in Raleigh, North Carolina; Durham, North Carolina and El Paso, Texas. We are scheduled to launch new locations in Houston, Texas, and Atlanta, Georgia in Spring 2018. We also have locations in 7 countries around the world.

SportsWorks provides FREE basketball, soccer, flag football and tennis instruction in a Christian value-based setting for economically disadvantaged children and youth from ages 5 – 18. **SportsWorks International NGO** also provides sports equipment to children from impoverished communities around the world in an effort to provide physical well-being and joy to the children and their families. Currently, our clients are located in India, the Ivory Coast, Malawi, Pakistan, and Uganda. We offer nutritional counselling and educational services such as tutoring, mentoring, homework assistance, an annual reading contest, and a financial literacy curriculum.

Through the years, we have acquired many partnerships to make a greater impact on the quality of life for low income youth. **SportsWorks International NGO** has partnerships with organizations such as the Jr. NBA, NFL Play 60, the United States Tennis Association, First Book, Good Sports, Good 360, The Cooper Institute, Target, The Fellowship of Christian Athletes, Child Evangelism Fellowship, and The Golden Corral Restaurant.

SportsWorks enriches the lives of children in need by giving them the skills and values they need to break the cycle of poverty and realize their full potential for a productive future.

POLICIES

Selection Process:

- All volunteer athletic coaches must complete the online volunteer application that is located on our website www.sportsworks.ngo;
- All volunteer athletic coaches must be approved by management prior to participating in one of our sessions;
- All volunteer athletic coaches must sign a statement that they have read the volunteer handbook carefully and agree to its contents prior to participating in their first session;
- All volunteer athletic coaches must complete and pass a background check prior to participating in one of our sessions;

We appreciate your compliance with this policy and if you have anything we should be aware of, please contact us.

Termination Process:

All athletic volunteer coaches should adhere to the policies and procedures of **SportsWorks International NGO**. At the first violation, the person will receive a warning, on the second violation, their supervisor will write them up and it will go in their file and on the 3rd violation, they will be terminated;

Dress Code:

All volunteer athletic coaches should wear a **SportsWorks** approved uniform to each session; and dress in athletic attire. They should wear a name tag with their first name on the name tag; Clothing that advertises illegal substance, violence and disrespect or that is inappropriate for children may not be worn during the training sessions.

Substance Use:

Consumption of alcohol or smoking on the premises where coaching takes place is strictly prohibited; and request no trace of them be evident on arrival. This is very essential for overall wellness of the entire team.

Safe Sport Policy:

Athletic coaches should not engage in any inappropriate contact or relationship with athletes or other volunteers. Any form of misconduct - physical, emotional or sexual - threatens the safety, and it can happen to anyone and in any sport. For athletes to perform better and soar higher they need to feel safe. All athletic coaches are expected to watch the safe sport video and take the

quiz provided by the HR team in order to be aware on how to recognize the misconduct, how to prevent it and how to take the necessary action.

Cancellations:

Each athletic coach should contact their supervisor, program director, consult the **SportsWorks** website or call a telephone hotline if there are any questions about program cancellations due to weather. If for any reason you are unable to attend a scheduled class you are responsible to contact the head athletic coach or the local program director at least 1- hour prior to the start of the program. We understand that emergencies occur; however please provide at least a 24-hour notice along with a note from the doctor so that we can make necessary arrangements.

Accident Report:

All volunteer athletic coaches must maintain a safe playing environment at all times. If an accident or injury occurs at a **SportsWorks** program, one of the coaches must complete an incident report and submit it to the Executive Director within 24 hours;

Procedures

Session Planning:

There are total of 8 sessions followed by an End-of-the-Season Recognition Event where each child who attends a minimum of 4 out of the 8 sessions will receive a Graduation Certificate, a Meal, a Book, a T-shirt, and an Athletic Ball of their choosing (i.e., basketball, soccer ball, football, or a can of tennis balls.) Depending on the number of volunteers available and their skill sets, the Executive Director and the team will decide who will be coaching which sports (e.g., basketball, flag football, soccer, or tennis.) The team needs to organize and determine who will be attending each session so that each session is adequately staffed. There will be a Bible/Life Lesson taught during the session intermission. The team or ED will decide who will deliver the lesson each week.

Commitment:

Since our program runs for a total of 8 sessions, it is of paramount importance that we have adequate staffing and that a person's teammates are respected; therefore, we require that each athletic volunteer is able to commit to a minimum of 4 out of the 8 total sessions. However, it is not necessary to volunteer for four consecutive sessions but as per the convenience of the volunteers.

Time-Sheet:

All volunteer athletic coaches should keep track of their volunteer hours and submit them to the **SportsWorks** Human Resources Department each week.

Arrival:

Each Athletic Volunteer is expected to arrive no later than 15 minutes prior to the start of the session. The time prior is crucial for setup and preparation or to greet /direct families as they arrive for the session.

Typical Session Schedule:

10 am: Welcome and Opening Prayer
10:05 am: Divide into groups by sport, age, and ability
11 am: Break for healthy refreshments, a Bible lesson and learn life skills
11:50am: Break for prayer requests, announcements
12 pm: Closing Prayer/Benediction

Guidelines

Be Organized:

At times you may be unsure of the lesson plan or how to proceed, but it is necessary to keep calm and reinforce the player's confidence in your leadership.

Be Clear and Concise:

When giving instructions or answering questions be clear and concise. Sportsmanship is a set of learned behaviors that are taught, reinforced and modeled by the athletic coaches.

Be Patient:

The saying "Patience is a Virtue" is relevant in coaching or playing any sport. It is an asset in sports because it makes you better, and it helps you make the right decisions at the right moments.

Be Positive:

Cheer in a positive way and maintain a positive atmosphere at the program. Conduct yourself in a manner that will reflect positively upon you, your team and on **SportsWorks** International NGO.

Be Professional

All volunteer athletic coaches are to conduct themselves in a professional manner at all times and refrain from using coarse language or posting comments on social media that could embarrass **SportsWorks** International NGO or reflect poorly on the **SportsWorks** brand or organization. Treat everyone involved with respect and in dignity at all times.