



**HUMBLE GIRLS SOFTBALL LEAGUE (“HGSL”)  
2009-2010 HUMBLE COBRAS SELECT TEAM  
Coach Application & Information**

**Head Coach Job Description**

**Volunteer Position Title:** Head Coach for Humble Cobras Select Team (“HCST”)

**Sport:** Girls’ Fast-Pitch Softball

**Reports to:** HGSL Tournament Director or his/her designate

**Position Summary:** Each Head Coach for a HCST will be approved by the HGSL Board of Directors and be expected to organize, prepare, and provide technical and administrative support to the athletes and coaches of their respective team, from the time of their selection through the final game of the softball year. Head Coaches are also responsible for ensuring that all of their athletes are training with appropriate supervision. Each Head Coach is to ensure the athletes and coaches of the HCST experience the athletic, physical, cultural and social benefits of participating in a Select Team.

**Qualifications**

All HCST Head Coaches MUST have:

- 👉 Minimum two (2) years coaching experience in girls fast-pitch softball
- 👉 Valid Level 1 ACE certification in girls’ fast-pitch softball
- 👉 Technical knowledge obtained through experiences beyond girls’ league fast-pitch softball
- 👉 Exceptional leadership abilities
- 👉 Excellent communication, organizational and administrative skills
- 👉 An ability to work as a team member within the management structure
- 👉 The ability to work with and support athletes of varying ability levels
- 👉 Additional training / certifications are an asset
- 👉 A current Volunteer Background Screening with the HGSL

**Essential Responsibilities (include but are not limited to the following):**

**Non-Games:**

- 👉 Ensure that all HCST athletes within your team are taught / trained appropriately.
- 👉 Work within the lines of communication set by HGSL to provide and receive information. This includes checking email regularly for communication from Tournament Director or his/her delegate, as well as contact and forwarding the information to your Assistant Coaches and or Team Manager.
- 👉 Actively prepare for and participate in two (2) HGSL Skills Training Camps to be held in during the fall and spring of the 2009 -2010 softball year.
- 👉 Actively participate in all scheduled meetings and conference calls as needed
- 👉 Provide an open line of communication between yourself and all assistant coaches. This may include, but is not limited to, emails, conference calls, and mailings to meet the different needs of your assistant coaches.
- 👉 Participate in the HGSL Head Coach Mentoring Program
- 👉 Active participation in all HGSL scheduled work days
- 👉 Act as a role model and conduct yourself as a professional while representing your HCST and HGSL by following the HGSL Coach Code of Conduct.

**Games:**

- 👉 Ensure that during competition, rules are being enforced appropriately and that athletes within your HCST are treated with respect and dignity.



# HUMBLE GIRLS SOFTBALL LEAGUE

[www.humblesoftball.com](http://www.humblesoftball.com)

2310 Atascocita Rd.  
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- 👩🏫 Represent HGSL as the lead spokesperson for your HCST on-the-field activities. This includes giving training and technical leadership while communicating with coaching staff regarding any on-the-field issues during games.
- 👩🏫 Serve as the HCST lead spokesperson in case of on-the-field protests and reports of any rule discrepancies.
- 👩🏫 Act as a role model and conduct yourself as a professional while representing your HCST and HGSL.
- 👩🏫 Assist with chaperoning athletes as necessary to ensure the appropriate supervision of all athletes.
- 👩🏫 Promote ambassadorship in representing your HCST and HGSL

## ***Time Commitment***

- 👩🏫 Serve and fulfill responsibilities from the time of their HCST appointment through the completion of girls' fast-pitch softball season (typically July or August).
- 👩🏫 Games-time – All Head Coaches will be expected to travel with your HCST and coach each game
- 👩🏫 HGSL Skills Training Camps – attend and participate in two (2) HGSL Skills Training Camps to be held in during the fall and spring of the 2009 -2010 softball year.



**HUMBLE GIRLS SOFTBALL LEAGUE (“HGSL”)  
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Coach Application Information**

**Assistant Coach Job Description**

**Volunteer Position Title:** Assistant Coach for Humble Cobras Select Team (“HCST”)

**Sport:** Girls’ Fast-Pitch Softball

**Reports to:** HCST Head Coach

**Position Summary:** Each HCST Assistant Coach will be selected by the HCST’s Head Coach to provide technical assistance and chaperoning support to the athletes and coaches of their respective team, from the time of their selection through the final game of the softball year. Assistant coaches are also responsible for ensuring that all of their athletes are training with appropriate supervision. Each Assistant Coach is to ensure the athletes and coaches of the HCST experience the athletic, physical, cultural and social benefits of participating in a Select Team.

**Qualifications**

All HCST Assistant Coaches MUST have:

- 👉 Prior years coaching experience in girls fast-pitch softball.
- 👉 Valid Level 1 ACE certification in girls’ fast-pitch softball.
- 👉 Technical knowledge obtained through experiences beyond girls’ league fast-pitch softball.
- 👉 Exceptional leadership abilities and willingness to see the needs of the team above the needs of the individual.
- 👉 Excellent communication, organizational and administrative skills.
- 👉 An ability to work as a team member within the management structure.
- 👉 The ability to work with and support athletes of varying ability levels.
- 👉 Additional training / certifications are an asset.
- 👉 A current Volunteer Background Screening with the HGSL.

**Essential Responsibilities (include but are not limited to the following):**

**Non-Games:**

- 👉 Ensure that all HCST athletes within your team are taught / trained appropriately.
- 👉 Work within the lines of communication set by HGSL to provide and receive information. This includes discussions, phone calls, and checking email regularly for communication from Head Coach.
- 👉 Actively prepare for and participate in two (2) HGSL Skills Training Camps to be held in during the fall and spring of the 2009 -2010 softball year.
- 👉 Actively participate in all your HCST scheduled meetings and coaches / parent conference calls as needed
- 👉 Active participation in all HGSL scheduled work days.
- 👉 Provide an open line of communication between yourself and all coaches and Team Manager. This may include, but is not limited to, emails, conference calls, and mailings to meet the different needs of your HCST.
- 👉 Act as a role model and conduct yourself as a professional while representing your HCST and HGSL by following the HGSL Coach Code of Conduct.

**Games:**

- 👉 Work with your HCST Head Coach to ensure that during competition, rules are being enforced appropriately and that athletes within your HCST are treated with respect and dignity.



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- 👧 Represent HGSL as an assistant spokesperson for your HCST on-the-field activities. This includes giving assisting the HCST Head Coach with training and technical leadership while communicating with coaching staff regarding any on-the-field issues during games.
- 👧 To ensure athletes assemble on time for all activities (competitions, special events, etc.).
- 👧 Act as a role model and conduct yourself as a professional while representing your HCST and HGSL.
- 👧 Assist with chaperoning athletes as necessary to ensure the appropriate supervision of all athletes.
- 👧 Promote ambassadorship in representing your HCST and HGSL.

## ***Time Commitment***

- 👧 Serve and fulfill responsibilities from the time of their HCST appointment through the completion of girls' fast-pitch softball season (typically July or August).
- 👧 Games-time – All Assistant Coaches will be expected to travel with your HCST and assist the Head Coach each game.
- 👧 HGSL Skills Training Camps – attend and participate in two (2) HGSL Skills Training Camps to be held in during the fall and spring of the 2009 -2010 softball year.



**HUMBLE GIRLS SOFTBALL LEAGUE (“HGSL”)  
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Coach Application Information**

**Application Process**

All applicants must complete and attach the following materials:

- 👉 Application Form (signed and dated)
- 👉 Questionnaire
- 👉 Copy of two (2) forms of identification that meet the following requirements:
  - Valid Texas Driver’s License with photo
  - Valid Social Security Card, Birth Certificate or current utility bill
- 👉 Two personal references with whom you have volunteered during the past two (2) years.
- 👉 All application materials must be submitted to the HGSL Tournament Director or his/her designate by Friday, July 20<sup>th</sup>, 2010.
- 👉 All application materials will be reviewed prior to the scheduled interviews scheduled July 25<sup>th</sup>, 2010.

**General Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Gender:  Male  Female Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Day Phone: ( \_\_\_\_ ) \_\_\_\_\_ Eve. Phone: ( \_\_\_\_ ) \_\_\_\_\_

Cell Phone: ( \_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Have you ever been convicted of a crime?  Yes  No If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Do you currently have any outstanding charges against you? Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_



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Personal References (those whom you have actively volunteered with during the past two (2) years)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Volunteer Association (explain relationship):  
\_\_\_\_\_  
\_\_\_\_\_

Volunteer Association (explain relationship):  
\_\_\_\_\_  
\_\_\_\_\_

The facts set forth above in my application for coach are true and complete. I understand that if selected to coach a Humble Cobras Select Team, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative agencies or bureaus of your choice.

In making this application for coach, I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request within a reasonable time period to receive additional, detailed information about the nature and scope of any such investigative report that is made.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**RELEASE STATEMENT**

I hereby authorize any investigator of Humble Girls Softball League bearing this release, or copy thereof, within one year of its date, to obtain any information in your files pertaining to my: Education, Law Enforcement Records and Previous Employment History.

I hereby direct you to release such information upon request of the bearer. Further, I hereby release you as the custodian of such records, and any law enforcement agency, school, college, university, or other educational institution, including officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. This release is executed in full knowledge and understanding that the information is for the official use of Humble Girls Softball League. Consent is granted for Humble Girls Softball League to furnish information described above the third parties in the course of fulfilling official responsibilities.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Social Security # \_\_\_\_\_



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**Coaches Questionnaire**

I am applying to be:  Head Coach  Assistant Coach  Either

Do you have valid ACE Level 1 Certification in girls’ fast-pitch softball? Yes  No

Please detail your coaching experience in amateur girls’ fast-pitch softball:

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Please detail your experiences in Select / Tournament girls’ fast-pitch softball (if any):

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What qualities do you have to support the overall success of your requested team?

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Please list other training or certifications that will be helpful or assist you in coaching your requested team :

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Please list your team’s win / loss record from your previous three (3) years coaching experience of girls’ fast-pitch softball (league and / or Select) if any:

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What technical skills will you and / or your coaching staff be utilizing to improve your athletes competitive abilities and development?

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What athlete selection criteria / methodology will be utilized to recruit / build your team?

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From a demographic viewpoint, list the potential areas (Houston suburbs or cities) where your athletes will be commuting from and the number of athletes per area:

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How do you and your Team Manager plan on handling the financial aspect of the team?

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Please describe your accomplishments as a girls' fast-pitch softball coach:

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Please describe your team goals and objectives for your team:

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Do you understand a current Volunteer Background Check is required to complete your application?  Yes  No

Do you understand the process for selecting the Head Coach and Assistant Coaches for a Humble Cobras Select Team?  Yes  No

Can you meet all Non-Games, Games and Time Commitment requirements described in the Head Coach Job Description?  Yes  No




Are you able to commit to participating in two (2) HGSL Skills Training Camps to be held in during the fall and spring of the 2009 -2010 softball year?  Yes  No



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-  I have read and understand the job description and general expectations of this position and that the information I have given to HGSL is true and complete. I understand HGSL may remove me from the position if I fail to meet the requirements of the job description or act outside the Code of Conduct.
-  I have attached a copy of two (2) forms of identification as required by the Application Process.
-  This form needs to be signed by you below to confirm HGSL's endorsement of your application. If it is not signed, the application will not be accepted.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_