

LAFAYETTE RECREATION DEPARTMENT

VOLUNTEER YOUTH SPORTS COACH MANUAL

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CITY OF LAFAYETTE RECREATION DEPARTMENT VOLUNTEER YOUTH SPORTS COACH MANUAL

INTRODUCTION

The youth sports program was created to fulfill the recreational needs and desires of the youth of the Lafayette area. This program will reflect the objectives and philosophies of the Lafayette Recreation Department.

GOALS

The goal of the youth sports program is to provide an opportunity for participation in an enjoyable sports program which promotes the development of good sportsmanship, attitudes and conduct, skills and minimal competition as well as other values attributed to sports participation.

OBJECTIVES AND PHILOSOPHY

The primary and most important objective is that of maximum participation, regardless of skill and ability. Competition has its place in any sports program and all participants should be encouraged to do their best. However, the youth sports program is based upon participation, skill learning, sportsmanship and FUN. The Lafayette Recreation Department feels that these fundamentals take precedence over winning at all times.

YOUR ROLE AS COACH

Know that every action on and off the playing surface is a form of nonverbal communication. This point is emphasized because it is easy to forget quickly that all behaviors communicate, not just the good behaviors.

Perhaps one of the most important things communicated through actions is respect, or lack of it, for people and the sport. How you walk, how you approach others, your gestures, and not only what you say but how you say it, all convey your attitudes about sportsmanship and other people. Young impressionable athletes who hold a coach in high esteem are deeply impressed by everything you do.

Through these actions, a great deal more can be taught than simply the skills and rules of the sport. Lead the way in congratulating the opposing team, regardless of the outcome. Demonstrate to the team how to behave in response to having played well or poorly, to having won or lost. Show them how they should handle situations when the team has been treated unfairly.

Young people are more influenced by what is done than what is said. As the axiom states, "Actions speak louder than words". If you want your athletes to display good sportsmanship, it is not enough to just tell them--you must show them!

YOUTH VOLUNTEER COACH POLICIES AND PROCEDURES

FUNCTIONS:

Under the general supervision of the Recreation Supervisor, this person will perform duties necessary to maintain effective operation of the program.

DUTIES:

1. **Provide an enjoyable recreational experience for all participants.** This is the primary objective of the program. It is expected that this duty is met.
2. Complete background release form and remain in compliance to serve as a volunteer coach for the City during the course of the season.
3. Attend an orientation meeting at the beginning of the season.
4. Attend additional trainings and clinics deemed necessary by Recreation Department prior to coaching. These include but are not limited to:
 - NYSCA online training
 - Practical on-field clinic
 - Concussion training
5. Review and be familiar with all material provided by Recreation Department during the course of the season. All coaches must have a basic understanding of the sport and the rules that govern play.
6. Check out and maintain in good condition all playing equipment from the Recreation Department.
7. Hold a preseason parent meeting to distribute information on coaching philosophy, league rules, and special information on your players and parents.
8. Discuss with and teach your players/parents the following:
 - Sports-specific skills and fundamentals
 - League and sports rules
 - Sportsmanship and accepted conduct and behavior
9. Distribute game schedules and uniforms to all team members.
10. Be in attendance at all practices/games, unless prior arrangements are made.
 - Conduct productive and controlled practices
11. Provide information on any and all complaints and report them to the Recreation Supervisor.
12. Notify the parents and the Recreation Supervisor of any significant injuries by completing an accident report form. (See information below in handling accidents and incidents).
13. Exercise responsible judgment and tact in performance of all duties.
 - **NEVER** leave a child alone and **NEVER** be alone with a child that is not yours
 - Always act in the best interest for general well-being of a child
 - Provide a drug, tobacco and alcohol-free environment
 - Be a positive role model
 - Ensure equal playing time for all participants
14. Collect and return all equipment to the Recreation Department following the end of the season.
15. Perform any other duties deemed necessary by the Recreation Supervisor for effective program operation.

AGE

All head coaches must be 18 years of age or older. Assistant coaches may be as young as 14 years of age provided that they have adequate adult supervision.

APPROVAL

Volunteers must pass a background check which is valid for two years. CPR and First Aid certifications are strongly recommended. Additional training such as concussion training may be required before coaching is allowed.

ABSENCES

In case of illness or emergency, make suitable arrangements with assistant coach and team parent if possible. In the event of a cancellation, notify team members as soon as possible. Practices are subject to coach decision, game cancellations will be decided by Recreation Department staff.

WORK HOURS

Volunteer coaches are responsible for their action before, during and after practice while kids are in attendance. At the end of a session, no child is to be left unattended. Arrive early enough for proper preparation for any scheduled activity.

DRESS

Volunteer coaches will be provided a Recreation Department shirt to serve as a uniform. Clothing suitable for active play (similar in team color if possible) should be worn if uniform is unavailable.

PERSONAL CONDUCT

Volunteer coaches are urged to conduct themselves in a manner which promotes the respect of the general public. Make sure that your conduct, and the conduct of your players and parents is conducive to a wholesome atmosphere.

LANGUAGE

Excessively loud and/or profane language will not be tolerated during activity times (includes coaches, participants and parents).

EQUIPMENT

Volunteer coaches shall make every effort to safeguard equipment from damage or loss. Departmental equipment shall not be used as personal gear.

PRACTICE SITES

Use of school district and City property must be respected. Volunteer coaches must ensure that there is no vandalism, damage or littering on either school or City property. It is equally important to respect the adjacent neighborhood.

YOUTH SPORTS BEHAVIOR GUIDELINES

The following behavior guidelines apply to the Lafayette Recreation youth sports program. The purpose is to create a program in which the children can participate in an enjoyable game without the interference of an irate parent or coach. With the cooperation of coaches and parents, the league can be a learning experience in not only of the game but also in how to handle ones self in situations of anger and disagreement. Good sportsmanship is a must.

Those that feel that the rules do not apply to them and violate the code of conduct established at the beginning of the season are subject to the following:

1. Pre-, In-, or Post-game verbal abuse towards a referee, player, coach or spectator.
 - a. Player - One game suspension or letter of concern to his/her parents/guardians.
 - b. Coach - One to three game suspension (games only).
 - c. Fan/parent - A letter of concern and/or suspension from game attendance.
 - d. Repeat Offender - Second verbal attack results in a suspension of from five games to a complete season.
2. Charging at/attempting or making physical contact with a referee, player, coach or spectator.
 - a. Player - Suspension from one game to full season.
 - b. Coach - Season long banishment (including possibility of permanent coaching ban from all City of Lafayette Recreation programs).
 - c. Spectator - Season long banishment from game attendance.
3. Making physical contact with intent to harm a referee, player, coach or spectator.
 - a. Player - Minimum one year suspension from league (including possibility of permanent ban from all City of Lafayette Recreation programs).
 - b. Coach - Suspension from all youth programs and criminal charges pursued.
 - c. Spectator - Same as b.

Verbal abuse will be determined by the discretion of the referee, the program supervisor or the league organizers. Determination of penalty will be decided by the Recreation Department's league organizers.

Please keep in mind the recreational nature of this league. It is not intended for the purpose of creating elite players or coaches, but to provide learning opportunities for our youth. By setting appropriate examples, we adults can make this learning experience a positive and enjoyable one. The kids see this as a GAME, let's not loose sight of that fact ourselves.

REPORTING ACCIDENTS AND INCIDENTS

- A. If a minor accident occurs during the activity: Apply first aid to the best of your ability. If you do not feel qualified to apply first aid, do not attempt to do so. Try to find qualified assistance. Please use good judgment.
- B. If the accident is severe:
- **Evaluate the injury and respond immediately!** It is best not to move the injured victim. Keep them as comfortable and relaxed as possible.
 - **Ask the assistant coach or parent to telephone the Lafayette Police Department dispatch at 303-665-5571 (or 911 for significant emergency).** If there is no one else available, make the call yourself. Report your location and nature of injury to the police dispatcher, who will notify the Lafayette Fire Department Paramedics.
 - **Secure the safety of other team members.** Youngsters should sit quietly until the situation is under control.
 - **Notify the parents of the injured person.** Refer to the roster for parent/guardian contact information and makes sure they are informed of any injury, no matter how slight.
 - **Notify the Recreation Department office as soon as possible at 303-665-0469.** Identify yourself and leave a message for the Recreation Supervisor if after hours. Indicate how the accident happened, the immediate significance of injury and whether paramedics/family have been notified.

LAFAYETTE RECREATION ADMINISTRATION STAFF

Mark Fitzgerald, Recreation Supervisor
303.661.1479
Mark.fitzgerald@lafayetteco.gov

WEATHER HOTLINE

303.665-0469 ext. 3

Updated only when status of game CHANGES. If message is not updated, assume game is on as scheduled.

VOLUNTEER COACHING LIST OF COMMANDMENTS

1. Always place the player first.
2. Communicate in a positive way.
3. Never be alone with a child or leave a child alone.
4. Make it fun, not work.
5. Realize the player's physical and emotional capabilities.
6. You are teachers first, coaches second.
7. Officials and players will make mistakes.
8. Maintain a structured practice by avoiding lines and having a plan.
9. Each kid is different.
10. Enjoy yourself!

JUST A LITTLE BOY...

He stands at the line with heart pounding fast.
The score is tied; the dyes have been cast.

Mom and Dad cannot help him, he stands all alone.
A score at this moment would send the team home.

The ball leaves the hand; he shoots and he misses.
There's a groan from the crowd, with some boos and some hisses.

A thoughtless voice cries: "Sub out the bum."
Tears fill his eyes; the game's no longer fun.

So open your heart and give a break.
For it's moments like this, a man you can make.

Keep this in mind when you hear someone forget;
He's a boy...and not a man yet.

VOLUNTEER COACHING CONTRACT

I understand that my responsibilities as a youth coach are of great importance and that my actions have the potential to significantly influence the young athletes whom I coach. Therefore, I promise to uphold the following rights of young athletes to the best of my ability.

- I. Right to participate in sports
- II. Right to participate at a level commensurate with each child's maturity and ability
- III. Right to have qualified adult leadership
- IV. Right to play as a child and not as an adult
- V. Right of children to share in the leadership and decision-making of their sport participation
- VI. Right to participate in safe and healthy environments
- VII. Right to proper preparation for participation in sports
- VIII. Right to an equal opportunity to strive for success
- IX. Right to be treated with dignity
- X. Right to have fun in sports

I also promise to conduct myself in accordance with the Code of Ethics for Coaches as given.

1. I will treat each player, opposing coach, official, parent and administrator with respect and dignity.
2. I will do my best to learn the fundamental skills, teaching and evaluation techniques and sport.
3. I will become thoroughly familiar with the rules of my sport.
4. I will become familiar with the objectives of the youth sports program with which I am affiliated. I will strive to achieve these objectives and communicate them to my players and their parents.
5. I will uphold the authority of officials who are assigned to the contests in which I coach and I will assist them in every way to conduct fair and impartial competitive contest.
6. I will learn the strengths and weaknesses of my players so that I might place them into situations where they have a maximum opportunity to achieve success.
7. I will conduct my practices and games so that all players have an opportunity to improve their skill level through active participation.
8. I will communicate to my players and their parents the rights and responsibilities of individuals on our team.
9. I will cooperate with the administrator of our organization in the enforcement of rules and regulations, and I will report any irregularities that violate sound competitive practices.
10. I will protect the health and safety of my players by insisting that all of the activities under my control are conducted for their physiological welfare, rather than for the vicarious interests of adults.

With my signature, which I voluntarily affix to this contract, I acknowledge that I have read, understood, and will do my best to fulfill the promises made herein.

Volunteer Coach

Date