

# Jefferson City Parks and Recreation



## Youth Sports Coach's Manual 2018

*This manual has been prepared by the Jefferson City Parks and Recreation Department as a tool to assist you in teaching sports skill and techniques to youth. It may not have all the answers but please use the Parks and Recreation Department as a resource.*

- A. MISSION STATEMENT AND OBJECTIVES**
- B. VOLUNTEER STAFF MEMBERS**
- C. COACHES CODE OF CONDUCT**
- D. VOLUNTEER STAFF JOB DESCRIPTION, RESPONSIBILITIES AND TIPS**
- E. SPORTSMANSHIP**
- F. RIGHTS AND RESPONSIBILITIES IN YOUTH SPORTS**
- G. PARENTS**
- H. FIRST AID AND CPR INFORMATION**
- I. CHILD ABUSE IN YOUTH SPORTS**
- J. COACHING CHILDREN WITH DISABILITIES**
- K. OUTDOOR SPORT AND ACTIVITY SAFETY**
- L. PARKS AND RECREATION STAFF**

## A. MISSION STATEMENT AND OBJECTIVES

### Youth Sports Mission Statement:

"It is the mission of the Parks and Recreation Youth Sports programs to serve young players, their families and the Jefferson City community at large by providing fun, safe and enjoyable youth sports experiences by recognizing each player's physical and emotional well-being, by teaching skills development, by treating them with respect and dignity, by encouraging positive parent involvement and by enriching young lives with meaningful recreation and socialization."

### Youth Sports Objectives:

The Jefferson City Parks and Recreation Department has established the following objectives for youth sports programs. It is our hope, our goal, and our responsibility to see that youth sports will be approached by all concerned as programs which will:

- 1) provide enjoyment for the participants, coaches, and parents;
- 2) contribute to the mental and emotional growth of the participants;
- 3) contribute to the physical growth and development of the participants;
- 4) foster character by teaching participants how to win and how to accept defeat, while continually placing emphasis on fair play and fun;
- 5) provide an opportunity for parents and children to participate in a common leisure interest;
- 6) allow all children the right to participate as a child with competent, caring adult leadership and guidance;
- 7) treat all children with dignity;
- 8) provide adults with an opportunity to teach children the importance of sportsmanship, mature behavior, and the fun of participation in leisure activity.

## **B. VOLUNTEER STAFF MEMBERS**

### Steps to Volunteering:

1. Complete Volunteer Coaching Application
2. Attend coaches training/rules meeting
3. Complete the National Alliance for Youth Sports (NAYS) on-line coach training clinic
  - i. Cost is covered by the Parks and Recreation Department
4. Complete background check through the Parks and Recreation Department
5. Sign Coaches Code of Ethics

### Role:

You have generously volunteered to assist with a youth sports program offered and conducted by Parks and Recreation Department. The Department appreciates your willingness to help.

As a volunteer staff member, it is imperative that you understand our expectations for this position, in effect, your job description. This begins with the explanation that these programs are designed to provide all participants with an opportunity for fun and success; an occasion for youngsters to improve their physical fitness, their social talents, and their attitudes towards exercise and sports while developing skills. These programs must be a positive learning experience for all children who wish to participate.

You, therefore, are now a Teacher. As with all teachers, the expectations are demanding. If you are good at instructing sports skills and the children perceive you to be a fair person, they will respect you greatly. You have a wonderful opportunity to enrich their lives by setting an example of sportsmanship and personal integrity.

Your job is to instruct, guide, direct, and assist youngsters in developing skills and enjoying the sport; to help the youngsters grow, mature, and develop a healthy attitude toward recreation and sports; and to foster an atmosphere of mutual respect with the dignity and self-esteem of the children as the highest priority.

It is expected that you will provide safe, well-organized practice sessions (classes); that you will communicate constructively with the youngsters and their parents; that you will effectively teach the fundamental skills of your sport; that you will know and abide by all league rules; that you will respect Parks and Recreation staff and provide a positive example of sportsmanship for your team; and that you will remain drug, alcohol, and tobacco free at any and all activities involving your team and will assure that your assistants do the same.

Teaching is a hard job. The children are watching all the time. We cannot let them down.

## C. COACHES CODE OF CONDUCT

### Coaches Code of Ethics

I hereby pledge to live up to my certification as a certified coach by following these Coaches Code of Ethics:

- I will place the emotional and physical well being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for all of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.

---

Coaches Signature

---

Date

## Coaches Code of Conduct and Procedures

This Code of Conduct defines the expectations for adults serving as coaches in youth sports. This Code of Conduct provides the tools to be used by the community, when necessary, to check behavior and to respond with resolve to protect all children from the psychological, emotional, physical, or social abuses that can be perpetrated against them by youth sports coaches.

1. I Will Place The Emotional And Physical Well-Being Of My Players Ahead Of A Personal Desire To Win.

*Expected Behavior:*

- Using appropriate language in appropriate tones when interacting with players, league officials, game officials, parents, and spectators.
- Include all players in team activities without regard to race, color, sex, sexual orientation, body type, national origin, ancestry, disability, ability or any other legally protected classification.
- Treating all players, league officials, parents, and spectators with dignity and respect.
- Playing all players according to the equal participation rules established by the league and the spirit of those rules.
- Encouraging youth to participate in other sports and activities to promote all aspects of their development.
- Allowing reasonable absences from practice.

2. I Will Treat Each Player As An Individual, Remembering The Large Range Of Emotional And Physical Development For The Same Age Group.

*Expected Behavior:*

- Recognizing the differences of each child and treating each player as an individual while demonstrating concern for their individual needs and well being.
- Encouraging all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.
- Recognizing that some physical tasks, drills, and demands are not appropriate for all youth.
- Recognizing that youth may vary greatly in physical, social, and emotional maturation and considering these factors when setting up competitions and when interacting with youth.

3. I Will Do My Best To Provide A Safe Playing Situation For My Players.

*Expected Behavior:*

- Maintaining a high level of awareness of potentially unsafe conditions.
- Protecting players from sexual molestation, assault, physical, or emotional abuse.
- Correcting or avoiding unsafe practice or playing conditions.
- Using appropriate safety equipment necessary to protect all players.

- Seeing that the players are provided with adequate adult supervision while under the coaches' care.
4. I Will Promise To Review And Practice The Basic First Aid Principles Needed To Treat Injuries Of My Players.  
*Expected Behavior:*
- Keeping basic first aid supplies available in all practice and game situations.
  - Recognizing and administering proper first aid to an injured player.
  - Demonstrating concern for an injured player, notifying parents, and cooperating with medical authorities.
  - Protecting the players' well being by removing them from activity when injured and not returning them to activity if they are compromised by the injury.
5. I Will Do My Best To Organize Practices That Are Fun And Challenging For All My Players.  
*Expected Behavior:*
- Establishing practice plans that are interesting, varied, productive, and aimed at improving all players' skills and individual abilities.
  - Devoting appropriate time to the individual improvement of each player.
  - Conducting practices of reasonable length and intensity appropriate for the age and conditioning of the players.
6. I Will Lead By Example In Demonstrating Fair Play And Sportsmanship To All My Players.  
*Expected Behavior:*
- Adopting the position, teaching, and demonstrating that it is our basic moral code to treat others as we would like to be treated.
  - Abiding by and supporting the rules of the game as well as the spirit of the rules.
  - Providing an environment conducive to fair and equitable competition.
  - Using the influential position of youth coach as an opportunity to promote, teach, and expect sportsmanship and fair play.
7. I Will Provide A Sports Environment For My Team That Is Free Of Drugs, Tobacco, And Alcohol, And I Will Refrain From Their Use At All Youth Sports Events.  
*Expected Behavior:*
- Being alcohol and drug free at all team activities or in the presence of players.
  - Refraining from the use of any type of tobacco products at all team activities or in the presence of your players.
  - Refraining from providing any type of alcohol, drug, or tobacco products to any of your players.
  - Encouraging parents to refrain from the use of tobacco products at team activities.
8. I Will Be Knowledgeable In The Rules Of Each Sport That I Coach, And I Will Teach These Rules To My Players.

*Expected Behavior:*

- Becoming knowledgeable, understanding, and supportive of all applicable game rules, league rules, regulations, and policies.
- Teaching and requiring compliance of these rules among players.

9. I Will Use Those Coaching Techniques Appropriate For Each Of The Skills That I Teach.

*Expected Behavior:*

- Teaching techniques that reduce the risk of injury to both the coach's own players and their opponents.
- Discouraging illegal contact or intentional dangerous play and administering swift and equitable discipline to players involved in such activity.

10. I Will Remember That I Am A Youth Sports Coach, And That The Game Is For Children And Not Adults.

*Expected Behavior:*

- Maintaining a positive, helpful, and supportive attitude.
- Exhibiting gracious acceptance to defeat or victory.
- Exhibiting your authority/influence to control the behavior of the fans and spectators.
- Accepting and adhering to all league rules and policies related to the participation of adults and youth.
- Fulfilling the expected role of a youth coach to adopt a "children first" philosophy.
- Placing the emphasis on fun and participation.

YOUTH BILL OF RIGHTS

- Right to participate in sports.
- Right to participate at a level equal with each child's maturity and ability.
- Right to have qualified adult leadership.
- Right to play as a child not as an adult.
- Right of children to share in the leadership and decision making of their sport participation.
- Right to participate in a safe and healthy environment.
- Right to proper preparation for participation in sports.
- Right to an equal opportunity to strive for success.
- Right to be treated with dignity.
- Right to have fun in sports.

## **D. VOLUNTEER STAFF JOB DESCRIPTION, RESPONSIBILITIES AND TIPS**

### PURPOSE:

Assist the Park and Recreation employed staff in carrying out program goals and objectives established by the Parks and Recreation Commission; instructing, guiding, and assisting youngsters in developing skills while promoting the enjoyment of the sport the youth participates in; to help the youngsters involved grow, mature, and develop a healthy attitude toward recreation programs and sports; to foster a positive atmosphere of mutual respect and dignity, and placing the self-esteem of the youth(s) as the highest priority. Failure to effectively carry out objectives and responsibilities will result in disciplinary action up to and including termination from the voluntary recreation staff.

### QUALIFICATIONS:

1. At least 18 years of age (parent of a program participant preferred, but it is not necessary).
2. Certification in the National Youth Sports Coaches Association (NAYS) Program;
3. All new coaches must take the "Introduction to Coaching Youth Sports" training online prior to the season. Benefits include four issues of Youth Sports Journal, certification card and \$1,000,000 excess liability insurance.
4. All returning coaches must participate in the continuing education program.
5. For more information please call 634-6493.
6. Understanding and acceptance of Parks and Recreation objectives for youth sports.
7. Attendance at the coaches training session & rules meetings.
8. Ability to work effectively with parents and youngsters. You must display a genuine interest in youth and acceptance of them as they are.
9. Time necessary to carry out all duties.
10. ALL coaches must be patient, fair-minded, understanding, and willing to put the personal growth of the participants ahead of personal desires to win games.
11. Personal and professional history must be devoid of any record which would cast doubt on your ability to properly deal with children.
12. Experience as a player in the sport in which you wish to coach is highly desirable but not required.
13. Certification in first aid and CPR is preferred, but it is not mandatory.

### PROHIBITION TO COACHING:

1. No person shall serve as a youth sports coach if that person has been found guilty of, or pled guilty to, any of the following offenses when a child was the victim (all references are to the Revised Statutes of Missouri):

- a. A felony violation of section 566.030, 566.032, 566.040, 566.060, 566.062, 566.064, 566.067, 566.068, 566.070, 566.083, 566.090, 566.100, 566.111, 566.151, 566.203, 566.206, 566.209, 566.212, or 566.215;
  - b. A violation of section 568.020;
  - c. A violation of subdivision (2) of subsection 1 of section 568.060;
  - d. A violation of section 568.065;
  - e. A violation of section 568.080;
  - f. A violation of section 568.090; or
  - g. A violation of section 568.175.
  - h. For all other violations of offenses in chapters 566 and 568 not specifically listed in subdivision (1) of this subsection or for a violation of an offense committed in another state when a child is the victim that would be a violation of chapter 566 or 568 if committed in Missouri, the court may exercise its discretion in awarding custody or visitation of a child to a parent if such parent or any person residing with such parent has been found guilty of, or pled guilty to, any such offense.
2. No person shall serve as a youth sports coach if that person has pending criminal charges, whether felony or misdemeanor, involving a minor.

#### COACHES RESPONSIBILITIES:

- Call your players as soon as possible!
  - Provide each team member with the following, leave a voicemail with this info if needed.
    - Your name & phone number
    - Date & time of parent meeting
    - First practice date, time and location
    - Verify each player's age to make sure the player is in the correct league.
- Conduct a parent meeting- preferably 10-15 minutes prior to the first practice.
- Coach's responsibility that the equipment remains in good and safe condition.
- To ensure their team is on time and ready to play.

#### HELPFUL HINTS FOR SUCCESSFUL COACHING

- Learn all the kid's names on your team.
- Ask one of the parents to be an assistant coach to help fill in case you cannot attend.
- Have extra copies of practice/ game schedule.
- Encourage parents to be prompt when dropping off and picking up kids.
- Recruit a team mom or dad, they can help with emails, phone calls and snacks.
- Establish team rules. Have the players assist in developing the team rules.
- Have FUN at practice.
- End each practice with a team cheer.
- Encourage players to bring water bottles to games and practices.

## PRACTICE TIPS:

- Plan your practice
- Start practice on time
- Make practice fun and productive
- Work on improving weaknesses instead of strengths
- Make it clear what is expected in practice and games
- Know the difference between correction and criticism
- Try not to have too many players waiting in line

## Ten Ways to Motivate Your Athletes

### 1. Recognize achievement

The majority of junior athletes will develop self confidence and the motivation to try harder upon receiving recognition for their efforts, especially when it comes from someone they respect, such as a coach, parent or senior player. Recognize athletes' achievements in a variety of areas in addition to those related to performance or skill development. These might include:

- Positive social behavior
- Regular attendance
- Caring for equipment
- Assisting the coach, official or younger athletes

### 2. Set Goals

Success or failure should not be determined by the scoreboard, nor by the number of competitions won.

Provide opportunities for all your athletes to experience success by setting goals in both the short term and long term. Goal setting can have a dramatic positive effect on both motivation and skill development.

You can set specific performance goals that can, where possible, be measured. For example:

- In this activity see how many times you can use only one hand.
- This season try to miss only two training sessions.

An essential feature of goal setting is giving frequent feedback. Otherwise, the tracking of progress may become difficult and minor improvements may not be obvious.

### 3. Self motivation

The feeling of pride and self-confidence that arises from success and the feedback gained from the coach and significant others may be more important than the

achievement itself. It encourages the development of self-motivation, hence reducing a young person's need for reinforcement.

4. *Provide leadership opportunities*

Providing opportunities for leadership and expecting your athletes to assume (not too great) responsibilities are very important. Acknowledging their efforts through leadership motivates further success.

5. *Be consistent and enthusiastic*

Young people are often heard to say 'I hope the coach is in a good mood today'. This indicates that the mood of the coach affects how young people enjoy their sport.

The environment a coach creates, what they say and how they say it, should be consistent, caring and enthusiastic. The coach's behavior towards all young people, regardless of their sporting ability, should be the same.

6. *Provide Challenges*

Don't underestimate the motivational value of small-sided competitive activities or seemingly frivolous challenges.

7. *Vary your practice programs*

A variety of practice routines and activities will reduce the possibility of boredom.

8. *Be organized*

Make sure there is enough equipment for the session. Nothing bores or frustrates young people more than waiting in long lines or watching more talented athletes dominate the equipment.

9. *You can make practices fun*

Regardless of the level of competition or the ability of the participants, most young people take part in sport for enjoyment and fun. Ensuring that young people have fun encourages them to maintain their involvement.

10. *Punishment*

Punishment may or may not be an effective deterrent to undesirable behavior, but it does nothing to indicate to young people what alternative behavior is acceptable, nor how they can modify their behavior. The threat of punishment can also increase the amount of pressure under which a young person performs, often leading to a mistake as a result of the fear of the consequences of making an error.

## COMPLAINTS CONCERNING COACHES

1. If the Department of Parks and Recreation receives a complaint concerning any coach in the program from a parent or guardian of a player on his/her team regarding his/her disregard for the objectives of the program, the coach will be notified by mail or phone, detailing the specifics of the allegation(s).
2. The coach involved must then contact the Recreation Supervisor, Darus Brondel, to respond to the accusations.
3. The Department of Parks and Recreation will, to the best of its ability, attempt to determine the validity of the allegation by randomly contacting other parents of the team's participants.
4. If it is determined that the coach is in violation of the objectives of the program his/her involvement with the sports program will be terminated and revocation of NAYS certification will be pursued.
5. Decisions may be appealed to the Recreation Committee of the Parks and Recreation Commission.

## **E. SPORTSMANSHIP**

### SPORTSMANSHIP

- Sportsmanship is a major part of this league. It is expected that coaches will exhibit good sportsmanship at all times. It is the coach's responsibility to see to it their players, parents, and spectators show proper sportsmanship.  
**Unsportsmanlike conduct will not be tolerated.**
- Teams will shake hands with the opponents after every game.
- Sportsmanship goals:
  1. Accept official/umpires/referees decisions. Mistakes will be made... stay focused on the game.
  2. Keep sideline conduct under control and make positive comments.
  3. Cooperate with staff.
  4. Avoid arguing calls or any other unsportsmanlike conduct.
  5. Respect your opponents.
  6. Do not criticize.
  7. No trash talking. Players, coaches, and spectators are to refrain from using harsh, derogatory, or abusive remarks. Trash talkers will be warned once and then risk a possibility of being removed from the game.
  8. Any player, coach or parent/ spectator out of control will be asked to leave the field/court.

## F. RIGHTS AND RESPONSIBILITIES IN YOUTH SPORTS

What are Rights and Responsibilities in Youth Sports? Rights are what you can expect to happen in youth sports. Responsibilities are what others can expect from you. Everyone in youth sports has rights and responsibilities – Administrators, Coaches, Parents, Young Athletes, Officials, and Fans. By understanding them, we can keep sports safe and fun. Communicating these Rights and Responsibilities is an essential element in keeping youth sports safe and fun.

### Administrators

#### Rights:

- To lead the program.
- To have control of the program.

#### Responsibilities:

- To define and implement programs across all lines.
- To oversee responsibilities to all parties.
- To clarify philosophy, rules, policies, and procedures.
- To create written policy that is clear and understood by participants, including compliant and enforcement procedures.
- To understand your organization insurance policy as it relates to child abuse issues.
- To get training needed for administrators.
- To screen, train, and supervise all staff and volunteers.
- To create an emotionally, physically, and sexually safe environment.
- To motivate with praise and specific instruction.
- To keep games free from put-downs, trash talk, and profanity.
- To provide leadership which protects the entire organization, prevents child abuse, and promotes a child's healthy development in and through sports.
- To provide support for all participants.
- To fairly review or investigate all concerns, complaints, and allegations.
- To be familiar with local child abuse resources, including an attorney.
- To be prepared to address the concerns and needs of children who are abused.
- To offer "restorative measures" (e.g. mediation, conferencing, meetings) to help settle disputes or conflicts and to restore order to all parties and the organization.
- To provide a safe and fun environment.

### Fans and Spectators

#### Rights:

- To be free from abuse.
- To enjoy the fun and entertainment of being a spectator at a sporting event.

#### Responsibilities:

- To behave in a non-abusive manner.

- To address others who are behaving abusively or inappropriately.
- To let someone in a position of authority know about abusive behaviors.
- To adhere to drug, alcohol, and tobacco-free standards at all sporting events.

### Coaches

#### Rights:

- To have support from the administration.
- To know what is expected for him/her.
- To have a fair complaint procedure.
- To have ample opportunities for training on child abuse in youth sports.

#### Responsibilities:

- To provide accurate background information to the league.
- To get needed training.
- To understand intervention and reporting procedures.
- To abide by a code of ethics.
- To be an advocate of the program's philosophy.
- To set expectations for the season.
- To look at the special needs of each athlete, gifted and not gifted.
- To limit physical interaction while conducting instructions.
- To provide appropriate and caring touch.
- To never touch out of anger.
- To keep games free from put-downs, trash talk, and profanity.
- To motivate with praise and specific instruction.
- To not use physical punishment.
- To learn effective ways to channel frustrations and anger.
- To communicate respectfully to parents, athletes, officials, and administrators.
- To provide a safe and fun environment.

### Young Athletes

#### Rights:

- To have sports be a safe experience, free from abuse and violence.
- To have fun learning, trying new things, and being able to practice and play.
- To participate in a variety of youth sports opportunities.

#### Responsibilities:

- To follow rules.
- To tell parents or another trusted adult, about any abuse.
- To try your hardest and best.
- To learn the values in good teamwork-helping and supporting one another.
- To learn ways to deal with pressure.
- To care about what happens to others.
- To settle conflicts without saying or doing things that hurt others.
- To treat officials and coaches with respect.

- To treat others as you want to be treated.
- To be a good sport (how you talk to others and how you behave).
- To let your parents and coach know what you need.

### Parents

#### Rights:

- To have a safe and fun experience for your child.
- To have accurate and comprehensive information about the program.
- To be part of a quality program.
- To be protected from revenge if a complaint is filed.

#### Responsibilities:

- To have a part in the supervision of the child.
- To bring forward valid complaints.
- To be a good spectator.
- To educate your child about abuse.
- To help each child find the right sport and program for his/her needs.
- To access the philosophy of the coach and organization to make sure it matches your child's needs.
- To provide each child with the physical and emotional nurturing and guidance they need to thrive.
- To be an advocate for each of your children and support the child.
- To equally support your sons and daughters as athletes.
- To understand that all children are gifted but not in equal ways.
- To support the individual needs and interests of children.
- To provide unconditional love and support, not based on performance.
- To pay attention to see if your children are having fun, learning, and improving as opposed to just winning.
- To create a safe and fun environment.

### Officials

#### Rights:

- To be treated with dignity and respect.
- To be free from abuse.
- To have the support of the administration.

#### Responsibilities:

- To get training on child abuse.
- To set the tone for everyone to be a good sport.
- To be fair and impartial.

- To set limits and boundaries by not allowing abusive behavior on the part of the coaches, players, parents, or fans (e.g. racial or sexual harassment, obscene language, threats, physical violence, etc.).
- To take an active role in child protection during youth sports.
- To provide a safe and fun environment.

## **G. PARENTS**

### Parents Code of Ethics:

*I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents' Code of Ethics:*

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
- I will place the emotional and physical well being of my child ahead of my personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and will refrain from their use at all youth sports events.
- I will remember that the game is for youth - not adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.

### Players Code of Ethics:

*I hereby pledge to become positive about my youth sports experience and accept responsibility for my participation by following this Players' Code of Ethics Pledge:*

- I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice by demonstrating good sportsmanship.
- I will attend every practice that I can.
- I will expect to receive a fair and equal amount of playing time.
- I will do my very best to listen and learn from my coaches.
- I will treat my coaches, other players, officials, and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.
- I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!
- I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.
- I will do my very best in school.

- I will remember that sports are an opportunity to learn and have fun.

Parents are not allowed in the dugout, on the bench or sideline unless they are an assistant coach. Parents are under the same sportsmanlike conduct rules as the coaches and players are. Please encourage them to cheer and support **all** teams in a positive way.

Parents like to be informed. Please clearly communicate information to them. A suggestion is to have a coach-parent-player meeting. This meeting can take place at the Info Meeting or at the first practice. Here is a check list of what to go over:

- Introduce yourself and give parents your contact information.
- Explain your goals for this season.
- Have the team introduce themselves and introduce their parents.
- Recruit an assistant coach and/or a team mom or dad. Discuss a calling tree.
- Distribute all practice and game schedules.
- Go over any rules you have as a coach.
- Establish rules as a team.
- Distribute and discuss league rules, use the summary sheet as a guide for the important rules to cover.
- Address any concerns or questions they may have.
- Provide the date and time for pictures.

## H. FIRST AID AND CPR INFORMATION

As a youth sports coach it is recommended that you get your First Aid and CPR certification. If you are not a medical professional or do not have your certification, it is very important that you are aware of what you should and should not do when it comes to first aid and CPR.

1. If there is an emergency (heat stroke, heart attack, stroke, broken bone, exposed bone, deep cut, embedded object, etc.): call 9-1-1 or have someone call for you. Clear the area of any dangers. If in doubt, do not move the injured player/person.
2. Do not administer any internal or topical medication (this includes Tylenol, Neosporin, etc.).
3. If there is a minor wound: Stop the bleeding. Wear gloves (provided in the first aid kit or at any Parks and Recreation concession stand). Clean the wound with soap and water. Bandage the affected area. Administer ice if needed.
4. If there is minor bruising and/or swelling, administer ice to wounded area. Wrap if needed.
5. **BLEEDING/BLOOD** - A player or coach who is bleeding or who has blood on his/her uniform shall be prohibited from participating further in game or practices until appropriate treatment, including bandaging as necessary to prevent recurrence, has been administered. If medical care is needed, the player must terminate participation until the problem situation has been resolved! Uniforms should be cleaned with a 70% isopropyl alcohol for disinfecting skin and uniforms. If saturated, the uniform must be changed. All affected areas must be thoroughly cleaned before this individual is allowed to continue participating. All participants should bring extra shirt/pants/socks in the event that the umpire/field supervisor should determine that the participant must change before continuing to participate. Coaches/sponsors should acquire the cleaning kit that will be needed for their teams.
6. Do not administer first aid if you have an open wound unless you wear protective gloves. It is recommended to wear protective gloves at all times when administering first aid.

## I. CHILD ABUSE IN YOUTH SPORTS

### What Is Child Abuse In Youth Sports?

Sports are an excellent way for boys and girls to improve their physical abilities, social skills, self-esteem, confidence, understanding of competition, cooperation and leadership abilities. When the people who should be guiding young athletes are instead emotionally, physically, or sexually abusive; it becomes a hostile, destructive environment that erodes self-esteem, confidence, and trust. The child is not only assaulted by the immediate behaviors, but is often robbed of the potential life-long benefits that sports participation offers.

### You may be saying:

- “But this isn’t a problem here.”
- “Abuse doesn’t happen in this program”
- “We don’t have THOSE people in OUR organization.”

### But, consider the following examples:

- Benching the less skilled athletes
- Grabbing a player by the facemask
- Wrapping a young athlete in plastic wrap to force weight loss to make a weight limit
- Cursing, yelling or using “put-downs” that demean a child
- Using physical training techniques to punish or discipline young athletes. For example, run laps, do sit-ups or push-ups
- Name-calling: clumsy, stupid, klutz, un-coachable, troublemaker, wimp, etc.
- Not allowing a young athlete to take a break or come out of a game when they need to
- Depriving a young athlete of water
- Throwing equipment at a player
- Grabbing or shaking a player in a fit of anger
- Using racial slurs
- Using sexual put-downs (you’re playing like a girl)
- Stereotyping (overweight athlete as catcher, worst player in right field, slowest player at goalie, tallest player at center, etc.)
- Paying special attention to only the best players, casting aside the less talented
- Cutting young athletes from the team
- Hurtful comments and/or participation denial to persons with physical or mental disabilities
- Demanding unrealistic expectations, perfect performance, no losses, no mistakes, etc.
- Teaching and expecting players to taunt, cheat, intimidate, demonstrate poor sportsmanship, fight, trash talk, disrespect opponents, or win-at-all costs
- Inappropriate sexual contact between an adult and a child

Some of these are “inappropriate” some are “abuse”. Either way, if any of these things are occurring, they are a problem for the young athletes, your organization, and your community.

### Definitions of Child Abuse

Many definitions are associated with child abuse and maltreatment. The *National Committee to Prevent Child Abuse* (NCPCA) defines physical abuse as a pattern of injuries to a child that is non-accidental. Child abuse includes: non-accidental physical injury, physical neglect, sexual abuse, and emotional abuse.

**Physical Abuse** is non-accidental physical injury and may include severe beatings, burns, human bites, strangulation, or immersion in scalding water, with bruises and welts, broken bones, scars, or serious internal injuries resulting.

**Physical Neglect** is the withholding of or the failure to provide a child with the basic necessities of life: food, clothing, shelter, medical care, attention to hygiene, or supervision needed for optimal physical growth and development.

**Sexual Abuse** is the exploitation of a child for the sexual gratification of an adult. It may range from exhibitionism and fondling to intercourse or use of a child in the production of pornographic materials.

**Emotional Abuse** is a pattern of behavior that attacks a child’s emotional development and sense of self-worth. Examples include: constant criticizing, belittling, insulting, rejection and providing no love, guidance, or support.

## **J. COACHING CHILDREN WITH DISABILITIES**

### **NAYS Youth Sports Journal Initial Issue**

Children with disabilities can be included on any team and experience the joy of playing. The Americans with Disabilities Act says that we are not only obligated to include all kids but that we have the right and responsibility to provide individual accommodations, support, and/or adaptations for the child to help them experience success.

- A coach's responsibility includes helping children accept the differences of children with disabilities and to be supportive and answer questions.
- A coach must demonstrate to the team that accommodations for athletes with disabilities aren't an advantage.
- With some creative thought any child should be able to participate in a meaningful way (ask for your players' help, kids can offer some great suggestions).
- If a cruel remark is made react immediately and handle it in a non-embarrassing way for both the child who has the disability and the person who made the remarks.
- Make sure the team rallies around the child with the disability who heard a cruel remark directed at them to immediately reinforce that no one agrees with the remark.

### **NAYS Introduction to Coaching Youth Sports video**

"Well kids with special challenges are special challenges, and they're special challenges that ought to be accepted by the coach and not pushed off onto somebody else. And I believe that because it is with these special challenge kids that you can probably make your most impact, greater than any other. Well when you take all of the neurological disorders together it measures up to about 1 in 15, maybe as low as 1 in 10. So the chances are one out of ten, one out of fifteen. If you coach for very many years, you're certainly going to have somebody. Identify which ones have this neurological disability. Accept the fact that some of their disturbing behavior comes from that disability and not just from being a mean and ornery kid. Realize that the kid may have a lot of different types of internal energy, excitement, electrical tension within themselves that they may have to have more fidgetiness and bouncing all over the place in order for them actually to feel comfortable enough to learn and listen. Know that their attention span is going to be short bursts, so structure your coaching experiences in short bursts. Give frequent breaks.

Build on the part that these kids want to have a good relationship with their coach and important people around them. Put them in a helper role. Have them do an errand for you at the point in time that they may need a break. Ask the kid if he'll run over and get your clipboard. It may take him three, four, five minutes to get back to the practice, but during that time he's recouped himself and is then able to reintegrate himself back with practice. Other players, even perhaps that player, may not even know that the coach has just done something pretty smooth. These disabilities are incurable, they are a lifetime

condition, and they are going to have some of the difficulties throughout life. They will mature a little bit and that will make it easier for them." - Jack Southwick  
www.joshuacenter.com

### **NAYS Gold Coach Information**

Children with disabilities should always be welcomed, included and accommodated in any sports program in which they wish to participate. This is not only the right thing to do but under the Americans with Disabilities Act, it is the law. There is a multitude of available recourses to assist a coach in accommodating children with varying disabilities. The coach just needs to be willing to make it a priority. It is important to remember that children with disabilities are children first, and foremost. All children, regardless of ability or disability must be granted full access to the values of youth sports participation.

## **K. OUTDOOR SPORT AND ACTIVITY SAFETY**

### **L. LIGHTNING**

#### **An Approaching Thunderstorm: When Should I Seek Safe Shelter?**

Lightning can strike as much as 10 miles away from the rain area in a thunderstorm. That's about the distance you can hear thunder. When a storm is 10 miles away, it may even be difficult to tell a storm is coming. IF YOU CAN HEAR THUNDER, YOU ARE WITHIN STRIKING DISTANCE. SEEK SAFE SHELTER IMMEDIATELY! The first strike of lightning is just as deadly as the last. If the sky looks threatening, take shelter before hearing thunder.

#### **The 30-30 Rule**

Use the 30-30 rule where visibility is good and there is nothing obstructing your view of the thunderstorm. When you see lightning, count the time until you hear thunder. If that time is 30 seconds or less, the thunderstorm is within 6 miles of you and is dangerous. Seek shelter immediately. The threat of lightning continues for much longer period than most people realize. Wait at least 30 minutes after the last lightning flash before leaving shelter. Don't be fooled by sunshine or blue sky!

#### **Outdoor Activities: Minimizing the Risk of Being Struck**

The greatest number of lightning deaths and injuries in the United States occurs during the summer months when the combination of lightning and outdoor summertime activities reaches a peak. During the summer, people take advantage of the warm weather to enjoy a multitude of outdoor recreational activities. Unfortunately, those outdoor recreational activities can put them at greater risk of being struck by lightning. Those involved in activities such as boating, swimming, fishing, bicycling, golfing, jogging, walking, hiking, camping, or working out of doors all need to take the appropriate actions in a timely

manner when thunderstorms approach. Where organized sports activities are taking place, coaches, umpires, referees, or camp counselors must protect the safety of the participants by stopping the activities sooner, so that the participants and spectators can get to a safe place before the lightning threat becomes significant. To reduce the threat of death or injury, those in charge of organized outdoor activities should develop and follow to a plan to keep participants and spectators safe from lightning.

### Lightning Safety Outdoors

Each year, about 400 children and adults in the U.S. are struck by lightning while working outside, at sports events, on the beach, mountain climbing, mowing the lawn or during other outdoor activities. About 80 people are killed and several hundred more are left to cope with permanent disabilities. Many of these tragedies can be avoided. Finishing the game, getting a tan, or completing a work shift is not worth death or crippling injury.

- All thunderstorms produce lightning and are dangerous.  
Lightning kills more people each year than tornadoes.
- Lightning often strikes as far as 10 miles away from any rainfall.  
Many deaths from lightning occur ahead of the storm because people try and wait to the last minute before seeking shelter.
- You are in danger from lightning if you can hear thunder.  
If you can hear thunder, lightning is close enough that it could strike your location at any moment.
- Lightning injuries can lead to permanent disabilities or death.  
On average, 20% of strike victims die; 70% of survivors suffer serious long term effects.
- Look for dark cloud bases and increasing wind. Every flash of lightning is dangerous, even the first. Head to safety before that first flash. If you hear thunder, head to safety!

### The Single Most Dangerous Place

Outdoors is the most dangerous place to be during a lightning storm. When lightning is seen or thunder is heard, or when dark clouds are observed, quickly move indoors or into a hard-topped vehicle and remain there until well after the lightning storm ends. Listen to forecasts and warnings through NOAA Weather Radio or your local TV and radio stations. If lightning is forecast, plan an alternate activity or know where you can take cover quickly.

The U.S. lightning season is summer but lightning can strike year round! The Fourth of July is historically one of the most deadly times of the year for lightning. In summer, more people are outside, on the beach, golf course, mountains or ball fields. Outdoor jobs such as construction and agriculture, and outdoor chores such as lawn mowing or house painting are at their peak, putting those involved in danger.

## Safety Rules

1. **Postpone activities promptly. Don't wait for rain.**  
Many people take shelter from the rain, but most people struck by lightning are not in the rain! Go quickly inside a completely enclosed building, not a carport, open garage or covered patio. If no enclosed building is convenient, get inside a hard-topped all-metal vehicle. A cave is a good option outside but move as far as possible from the cave entrance.
2. **Be the lowest point. Lightning hits the tallest object.**  
In the mountains if you are above treeline, you ARE the highest object around. Quickly get below treeline and get into a grove of small trees. Don't be the second tallest object during a lightning storm! Crouch down if you are in an exposed area.
3. **Keep an eye on the sky.**  
Look for darkening skies, flashes of lightning, or increasing wind, which may be signs of an approaching thunderstorm.
4. **Listen for the sound of thunder.**  
If you can hear thunder, go to a safe shelter immediately.
5. **If you see or hear a thunderstorm coming or your hair stands on end, immediately suspend your game or practice and instruct everyone to go inside a sturdy building or car.**  
Sturdy buildings are the safest place to be. Avoid sheds, picnic shelters, baseball dugouts, and bleachers. If no sturdy building is nearby, a hard-top vehicle with windows closed will offer some protection. The steel frame of the vehicle provides some protection if you are not touching metal.
6. **Listen to NOAA Weather Radio.**  
Coaches and other leaders should listen for a tone-alert feature during practice sessions and games.
7. **If you can't get to a shelter, stay away from trees.**  
If there is no shelter, crouch in the open, keeping twice as far away from a tree as it is tall.
8. **Avoid leaning against vehicles.**  
Get off bicycles and motorcycles.
9. **Get out of the water. It's a great conductor of electricity.**  
Stay off the beach and out of small boats or canoes. If caught in a boat, crouch down in the center of the boat away from metal hardware. Swimming, wading, snorkeling and scuba diving are NOT safe. Lightning can strike the water and travel some distance beneath and away from its point of contact. Don't stand in puddles of water, even if wearing rubber boots.
10. **Avoid metal!**  
Drop metal backpacks, stay away from clothes lines, fences, exposed sheds and electrically conductive elevated objects. Don't hold on to metal items such as golf clubs, fishing rods, tennis rackets or tools. Large metal objects can conduct lightning. Small metal objects can cause burns.

11. **Move away from a group of people.**

Stay several yards away from other people. Don't share a bleacher bench or huddle in a group.

**Important:**

The umpire(s) on your field will make the official call if games are canceled due to weather. Each field has different umpires and these umpires may cancel at different times. Please be respectful of their decision. If at any time, the staff does not cancel a game and you feel your safety or your child's safety is in danger, please feel free to leave the complex and take shelter. If you feel staff is being negligent, please talk to the umpire and they can call the Recreation Supervisor.

## Suggested Heat Index Policy

Jefferson City Parks and Recreation uses the following heat index policy for all of our outdoor practices/games. This policy is separate from any other weather (rain, lightning, etc.) that may also occur. Heat index for each game or practice will be determined 1 hour before the scheduled start time.

Parents/guardians are expected to know their child better than the coach. Parents/guardians are responsible for communicating with the coach about their child's susceptibility to heat related illness, and to take other precautions that the parents/guardians believe are appropriate if they believe that weather or heat conditions place their child at risk of heat related illness or other danger, including withholding their child from participation.

HEAT INDEX	RECOMMENDATIONS
<b>80-88 DEGREES</b>	Few Concerns; Activities will remain on
<b>89-94 DEGREES</b>	<ul style="list-style-type: none"> <li>• Provide ample amounts of water (water should always be available)</li> <li>• Optional water breaks every 30 minutes up to 5 minutes in duration</li> <li>• Watch/Monitor athletes carefully</li> </ul>
<b>95-99 DEGREES</b>	<ul style="list-style-type: none"> <li>• Provide ample amounts of water (water is always available)</li> <li>• Athletes are allowed to take in as much water as desired</li> <li>• Recommended water breaks every 30 minutes for 5-10 minutes in duration</li> <li>• All equipment must be removed during these water breaks (helmets, gloves &amp; catcher's equipment)</li> <li>• Recommend catchers only be allowed to catch 2 consecutive innings</li> <li>• Watch/Monitor athletes closely</li> </ul>
<b>100-104 DEGREES</b>	<ul style="list-style-type: none"> <li>• Provide ample amounts of water (water is always available)</li> <li>• Athletes are allowed to take in as much water as desired</li> <li>• Mandatory water breaks every 30 minutes for 10 minutes in duration (shade recommended during)</li> <li>• All equipment must be removed during these water breaks (helmets, gloves &amp; catcher's equipment)</li> <li>• Recommend catchers only be allowed to catch 1 consecutive inning</li> <li>• Game or practice time can be shortened by 15-30 minutes by team's so desire</li> <li>• Monitor athletes and actions closely</li> </ul>

## **M. PARKS AND RECREATION STAFF**

### Field/Gym Supervisor

The department will have at least one supervisor on site for each sport. The supervisor will be the coach's point on contact for any incidents that take place on the night of the event if the program manager is not on site. The supervisors have direct contact to all program managers. All Parks and Recreation staff will be in department staff shirts.

### Youth Sports Program Manager

Darus Brondel  
Program Manager- Youth Sports  
573-634-6493  
dbrondel@jeffcitymo.org