



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA YOUTH SPORTS



COACH'S HANDBOOK

ABOUT THE Y

The Hastings Family YMCA has been an essential part of the community for more than 135 years. As a diverse, non-profit organization, all members, volunteers, staff, contributors, supporters and participants are joined together by the shared commitment to nurturing the potential of every child, promoting healthy living and fostering a sense of social responsibility.

The Y strives to provide safe, affordable and quality programs to meet your family's wants and needs.

We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That's why, through Youth Sports programs, in particular, we provide a wholesome, values-oriented atmosphere that provides developmentally appropriate, values-based instruction designed not only to help children develop sports skills, but social skills in an environment that emphasizes and rewards character as much as physical development. This goal ensures opportunities to learn, grow and develop.

As a leader in offering such programs, the Y discourages winning-at-all-costs and instead encourages fun, skill development, fitness, teamwork, fair play and family involvement. The purpose of Y Youth Sports is not only to teach skills more effectively, but also to teach young people to become more effective adults. Hundreds of youth play soccer, flag football, basketball, volleyball and other sports each year through the Y.

Other programming includes everything from swimming lessons and summer camp to weight loss programs and personal training. The Y also partners with a wide variety of non-profit organizations, businesses and government entities to promote youth development, health living and social responsibility.

The Y is a mission-centered, cause-driven, nonprofit dedicated to positively impacting the people in the communities we serve everyday through programming that builds a healthy mind, body and spirit for all.

OUR PHILOSOPHY

YMCA Core Values

Caring
Honesty
Respect
Responsibility

We encourage all parents and coaches to incorporate the four values of the YMCA into practices, games, and at home. We are not just teaching our children how to play sports, but how to be good people and adults.

Seven Pillars of Y Youth Sports

Everyone Plays
Safety First
Fair Play
Positive Competition
Family Involvement
Sport for All
Sport for Fun

Goals of YMCA Sports and Programs

1. To build self-esteem
2. To teach social skills, values, communication, team work
3. To teach physical skills-fitness and health
4. To develop responsibility and decision making skills
5. To enhance leadership skills in youth and adults
6. To build relationships among peers and between parent and child
7. To support and strengthen family life
8. To create fun experiences for coaches, children and their families

VOLUNTEER COACHING

Our volunteer coaches are vital to the success of our youth sport programs. We want to thank you for your time and talents to the Hastings Family YMCA. Throughout the years, committed and talented volunteers have impacted the lives of many children within our community through our youth programming. The Y greatly appreciates every volunteer coach each season.

Keys to Being a Good Coach

Have Fun- Make sure that smiles are your main focus. If each of your participants walk away everyday excited about coming back, you know you accomplished your goal.

Be Enthusiastic- Kids know when you're going through the motions.

Be Prepared- come to practice ready to go and make the most of your time.

Be A Role Model- Your players will have a tendency to copy your actions and moods. Show the players at all times how to act and carry themselves in the proper manner.

Be Positive- Stress everyone's strengths and good points. It will also help to make each situation, whether positive or negative, a learning experience.

Be A Friend- Give encouragement, take the time to talk, and listen to the kids.

Everyone Plays- Every player must play at least one half of every

Volunteer Responsibilities

- Follow the Y policies and procedures.
- Have the best interest of the kids ,families, and communities the Y serves.
- To abide by the commitment that you make.
- To speak up, ask questions, and share ideas. Open communication is vital.
- To offer constructive criticism, seeking to understand before judging.
- To treat every participant, parent, official, and community member with kindness regardless of age, income, ability, background, gender, or religion.
- To seek joy in your volunteer service. Having fun is an essential part of volunteering at the YMCA

POLICIES AND PROCEDURES

Game Cancellation and Make-up Games

Games may be cancelled because of excessive rain and wet fields.

Games will not be cancelled because of heat, but games may be shortened and water breaks will be given.

Cold weather game decision will be evaluated depending on the duration of cold air and wind chill.

If programs or games can be moved inside, that will be our 1st option before we cancel.

For updated Youth Sports Game information please use the following methods.

1. Call 402-463-3139
2. If games are cancelled a notice will be posted on Facebook: Hastings YMCA Youth & Adult Sports page and our Hastings Family YMCA mobile app.
3. Coaches will be notified first and are expected to contact parents on their team.

Sportsmanship and Conduct

Sportsmanlike behavior is expected from all coaches, players, and spectators at all times. If an individual is asked to stop their unsportsmanlike conduct and they fail to comply, they will be asked to leave the facility.

Examples of unsportsmanlike conduct include, but are not limited to: intimidating officials, players, and/or coaches, arguing, taunting, swearing, pushing, and fighting.

No Tolerance Spectator Code

To help teach our philosophy to kids, we ask for parents' cooperation and coach enforcement with our Y SPECTATOR CODE:

1. Remember children play organized sports for their own fun. They are not there to entertain you and they are not miniature pro athletes.
2. Be on your best behavior. Don't use profane language or harass players, coaches, or officials.
3. Applaud good plays by your own team AND the opposite team.
4. Never ridicule or scold a child for making a mistake during a game or practice. They are still learning the game.
5. Respect the officials' decisions.
6. Encourage players to always play according to the rules.

Zero Tolerance Policy

The Hastings YMCA has implemented a Zero Tolerance policy throughout our sports programs. Coaches are asked to encourage their players in a positive fashion and avoid verbally harassing game personnel.

No trash talking, obscene gestures, spiking the ball or other unsportsmanlike behavior will be tolerated. The Y Staff reserves the right to suspend any coach for unsportsmanlike behavior during games or practices.

Coaches who demonstrate this type of behavior will be required to meet with the Sports Director and other staff deemed necessary for the situation. Players or Parents will be removed from the game for a period deemed necessary by Y staff.

Lightning/Thunderstorm Procedures

Any lightning that is visible or detected within "1-5" mile radius of the game site will immediately result in stoppage of play.

In some cases lightning may be far away, in which the "30 second flash-to-bang method" will be used. If there is less than 30 seconds between the lightning and the thunder then lightning is a danger. Stoppage of play will occur immediately.

YMCA on-site staff will notify officials/coaches when lightning is too close. During stoppage of play due to lightning, everybody must go to their vehicles or indoors and wait for decision by YMCA Staff. The approved time to resume play after the last thunder heard or lightning seen is 15 minutes.

Site supervisors and referees will notify all participants when it is safe to resume play or if the games have been canceled for the day due to the weather.

***Coaches should enforce this policy during ALL practices!**

INJURY AND EMERGENCY PROCEDURES/RESPONSIBILITIES

As a volunteer coach you are responsible for the health and safety of your players. You should be aware of any issues that may occur.

Your General Responsibilities

- Be aware of any situation that may cause injury or an accident and take steps to prevent injury or accidents from happening---- inspect safety of equipment and playing areas, provide proper skill/sport technique, and have a warm up and cool down to every practice and game.
- Carry a cell phone in case of emergencies.
- Keep your team roster with you at all times to contact the child's parents in the event of an emergency.
- Know the exact location and address of the location in which you are practicing and playing games.
- Contact the YMCA Sports Department, 402-463-3139 to report ALL serious incidents/accidents.
- If you are unsure of a situation contact the child's parents or 911 immediately. Use your best judgment!

First Aid

First aid will be available at game sites. Our first aid kits have bandages, gauze pads, rubber gloves and ice packs.

Concussions

All coaches are HIGHLY RECOMMENDED to complete the "Head's Up: Concussion in Youth Sports" online training. You should become aware of the signs and symptoms of a concussion. Please refer to page 3 for the link to the training. If your athlete has been diagnosed with a concussion by a doctor, medical clearance MUST be reported to the coach and the YMCA before they are allowed to practice and play in games.

"If in doubt, sit them out!"

Treatment for sprains and strains: R.I.C.E

Rest: No weight bearing.

Ice: Use a layer of material between ice and skin.

Compression: Wrap with an elastic bandage to minimize swelling.

Elevate: The injured part to control swelling. It is most effective when the injured part is raised above the level of the heart. For example, for an ankle sprain, the foot should be propped up on one or two pillows.

Injury Prevention

Know the risk factors for specific activities that the children are participating in. Ensuring that all participants have the appropriate protective equipment will prevent injury. Inspect their equipment on a regular basis and teach them the proper way to wear it.

Warm Up and Cool Down: It is important to teach the children the importance of a proper warm up and cool down. Warm up activities should include exercises to increase body temperature, heart rate, and respiration. (High Knees, Butt Kicks, Warm-up lap, Dynamic Exercises)

Supervision: Your attention and supervision is required at all practices and games. Supervise all activities and teach your players to observe game rules at all times. "Horsing around" is a common cause of injuries.

Weather/Dehydration: Be aware that heat exhaustion or stroke may occur in extreme heat conditions. Make sure participants are allowed adequate rest periods and water breaks—every 15-20 minutes. Fluids should be caffeine free. Water is the best choice to rehydrate.

CHILD ABUSE PREVENTION

Purpose

We have established some guidelines and procedures to raise awareness of child abuse and to minimize the potential for abuse / neglect occurring within our programs and facilities.

Strategies to Prevent Child Abuse

1. The Y has in place a pre-employment screening procedure to screen out staff and volunteers not suited for working with children.
2. The Y will take any allegation or suspicion of child abuse seriously.
3. Staff and Volunteers understand their legal obligation to report suspected abuse.
4. Coaches should monitor the release of participants on their teams to ensure a child is never left alone or picked up by a stranger.
5. Profanity, inappropriate jokes and any other type of harassment is prohibited.
6. Staff and Volunteers understand what practices may be considered abusive and the difference between what may be considered appropriate and inappropriate touch.

COACHES MEETING

Reporting Child Abuse

- When you suspect that a child has been abused, whether at or outside of the Y, you must report the information immediately to the Sports Department.
- Do not discuss the situation with anyone except the Sports Department.
- You will be asked to write down the facts or assumptions you have made.
- The Sports Department will make the appropriate calls to the Police Department or Social Services.

Remember, you are not making the determination that child abuse has actually occurred. You are reporting that you suspect child abuse.

EQUIPMENT AND UNIFORMS

Participants are encouraged to bring their own balls, gloves, etc. to team practices. Below is an outline of what basic equipment is needed for each sport and what will be provided to coaches for practices and on game day.

Flag Football – Each player needs to have tennis shoes or rubber cleats (no metal) and shorts or pants. Mouth guards are highly recommended. A bag of balls and flags will be provided to coaches at coaches meeting. Team jerseys will be given to coaches to distribute to their players before first game.

Volleyball – Each player needs to have non-marking tennis shoes and shorts or pants. Knee pads are recommended but not mandatory. The YMCA will provide team jerseys for games and balls for coaches to use during practice and games.

Soccer – Shin guards are highly recommended.. Each player should have tennis shoes or rubber cleats (no metal) and shorts or pants. Balls and cones will be made available for practices and games. Jerseys will be given to coaches to distribute to their players.

Basketball – Each player needs to have non-marking tennis shoes and shorts. The YMCA will provide team jerseys for games and balls for coaches to use during practice and games.

*Items checked out to coaches **MUST** be returned at the end of the season .

Please make your best attempt to attend this meeting. During the meeting you will receive your roster, game schedules, sign up for practice, league rules will be reviewed, and other important season information will be discussed. If you absolutely cannot make the meeting a separate meeting with the Sports Department may be scheduled to receive your team information.

Steps to Take After the Coaches Meeting

1. Contact any assistant coaches listed and introduce yourself. Divide responsibilities and talk about the season.
2. As soon as you get your roster call your team!! Parents want to know who their coach is and want information about the season (Practice night, first games, etc.) An informational email is also a good idea but always call them for the first contact!
3. Schedule and conduct a parent meeting. This can be held before the first practice.

During the Parent Meeting

- Review your expectations, your coaching philosophy and the Y core values.
- Recruit parent volunteers to assist you if needed
- Stress the importance of practices! Practices are where the kids learn the skills and are just as important as games.
- Ask for questions! Keep good communication between you and the parents throughout the season.
- Ask for parent volunteers to sign-up to bring snacks and drinks–optional.
- Make sure parents know who to contact you (email, phone, text, etc.)

PRACTICES

Practices are a VITAL part of the Y sport experience and league! It is where children learn and improve sport skills. Parents should be conveyed this message. The importance of attendance of practices should be emphasized to parents as well. Tips for running an effective practice:

- ◆ Learn everyone's name!
- ◆ Make sure to contact each parent to notify them of practice times and locations. Try to keep it consistent to avoid confusion from week to week. Communication is KEY!
- ◆ Get to practice early to set up equipment, be prepared, and greet all players.
- ◆ Cross check your roster to the players that are present. Additions to a roster can only be made with the approval of the Sports Director or Coordinator.
- ◆ Explain your "team rules" and expectations.
- ◆ Create team unity by talking with all players, having players run drills with different partners and encouraging high-fives and positive comments.
- ◆ Schedule warm up and cool down exercises for each practice (see Injury Prevention for more information).
- ◆ During each practice players should learn:
 - * **Positions:** Each position and its role should be explained.
 - * **Basic Skills:** Use drills to teach the skills of each sport. Simplify them to accommodate to the age you are coaching.
 - * **Strategy:** Teach and demonstrate plays, offense, and defense.
- ◆ Refer to sample practice plans given.
- ◆ Demonstrate skills as much as possible and explain the purpose of them. Think of multiple ways to show each skill.
- ◆ Have scrimmages in which players are rotated positions. Stop the scrimmage to instruct and explain.
- ◆ Provide positive feedback.
- ◆ Never use physical activity or exercise as a form of punishment!
- ◆ Remind all players of upcoming practice and game times.
- ◆ Be enthusiastic!
- ◆ Have FUN!!

Team Circles

Team circles should be incorporated into your cool down during practice.

- Incorporate the Y core values with your players at a team circle either at the beginning or the end of practice.
 - o Caring
 - o Honesty
 - o Respect
 - o Responsibility
- Describe a situation in a practice or game in which these values are demonstrated or not demonstrated and how your team should respond.
- Examples: Helping an opposing player to his/her feet after stumbling in a game, picking up your team bench or sideline after a game is over, an opponent pushing a teammate, an opponent talking badly about the team, thanking officials, or a parent yelling at your team or individual player.

GAME DAY

The Sports Director, Sports Coordinator or Site Supervisor will be present during game day. We are here to assist coaches, players and spectators. We will help with the following:

- Ensure locations are respected by spectators, games run smoothly and on time, and that spectators are safe and act in accordance with Y policy.
- Ensure spectators, coaches and players are in accordance with the YMCA philosophy. This includes inappropriate comments or actions toward officials, staff, participants, or coaches.
- Evaluate coaches and officials
- Questions regarding rosters, game schedules, and rules.
- Site supervisors may collect or handout necessary paperwork on a game day.

First Aid Kits will be available. Please find the site supervisor or referee if an injury occurs.

Facilities/Fields should be left in the same or better condition than which they were found before the activity. Please be respectful of the gyms, fields, and parking lots that the Y utilizes. Encourage your team to pick up ALL belongings and trash after games!

Parking: Please park in designated parking areas only. Arrive early to accommodate for longer walks to playing area. Encourage carpooling!

Tips for Coaches on Game Day

Games are held to reward players of their hard work during practices. Games are to be a positive experience regardless of win or loss.

Before the Game:

- Arrive early and gather your team.
- Explain who will be playing each position.
- Recruit volunteers to help monitor game time and to help sub players in and out (if needed).

During the Game:

- Be enthusiastic.
- Be positive.
- Substitute players allowing everyone to play half of the game
- When players come out explain skills to work on and also congratulate what they did well.
- Encourage players who are sitting out to watch their teammates and learn from them.

After the Game:

- Always line up to congratulate opponent of a good game.
- Always display good sportsmanship.
- Talk to your team about positives and what to work on for the next time.
- Clean up sideline/bench of belongings and trash.

SPORTSMANSHIP: WINNING & LOSING

Coping with winning and losing is, of course, an essential part of playing sports. Ideally kids first learn about how to deal with victories and defeats from their parents even before the youngster's lace up their first pair of sneakers. But as the coach, it is up to you to reinforce the appropriate behavior for winning and losing.

When They Win

Every player will tell you that it is more fun to win than it is to lose. But as the coach you should strongly remind your team that "winning with class" is how you expect them to play. As such, if you spot one of your players taunting or humiliating an opponent when your team is way ahead in the game, simply call "time out" and have the player sit the bench next to you. Explain to him or her that such behavior will not be tolerated by you and unless they can learn to control themselves, they will not be allowed back into the game. The ultimate fun is in playing and the child will quickly modify their ways to get back into the action. If they do happen to repeat the offensive actions again, put them back on the bench until the lesson is learned. Make sure the parents are aware of why the child was on the bench and spend time in your next practice talking about appropriate behaviors with your team.

When They Lose

Many times, especially for younger kids, a loss will be accompanied by tears of disappointment. As the coach, understand that losing is for many players a new and painful experience. Console them, praise them for their efforts, but never embarrass them. Tears are a normal reaction for young players who have just felt the sting of defeat. Your job is to reassure them that today "Just wasn't our day," and that "We played well, but the other team played a little better." Those are the kind of thoughts you want your team to hear.

Kids are resilient and for most players the bitterness of a loss and the tears that go with it often disappear quickly. Within minutes they will bounce back and be asking about what their next activity for the day will be. **The best guideline to follow is to always remember that good sportsmanship starts with you! Players quickly watch, monitor, and copy their coach's behavior.** How you handle and react to a loss or victory will affect how your team does the same

COMMUNICATION

Working with Parents

Coaching a youth league should be exciting and rewarding. From time to time, you may experience difficulty with parents. Some parents may question some of your judgments as a coach. This is normal, so do not feel that you are alone if this happens. Here are a few thoughts to remember when dealing with parents:

1. Always listen to their ideas and feelings. Encourage parents to communicate with you. It is always best to get concerns out in the open. You should express appreciation for their interest and concern.
2. Handle any confrontations one-to-one, and not in a crowd situation. Try not to be defensive. Do not argue with a parent. Listen to their viewpoint and thank them for it, then give them your response. If they have an issue that you cannot resolve, refer them to the Sports Director or Sports Coordinator.
3. No coach can please everyone. Do not try. Give the parents a response to their concerns but do not feel like you need to give a lengthy justification for every decision you make.
4. Know what your objectives are and do what you believe to be of value to the players and the team.
5. If you treat all players equally you will gain their respect.
6. Always remember that you are dealing with all types of children and parents with different backgrounds and ideas. One of your main challenges as a coach is to deal with these differences in a positive manner so that the teams' season will be an exciting and enjoyable experience for all.

COMMUNICATION

Working with Parents

Coaching a youth league should be exciting and rewarding. From time to time, you may experience difficulty with parents. Some parents may question some of your judgments as a coach. This is normal, so do not feel that you are alone if this happens. Here are a few thoughts to remember when dealing with parents:

1. Always listen to their ideas and feelings. Encourage parents to communicate with you. It is always best to get concerns out in the open. You should express appreciation for their interest and concern.
2. Handle any confrontations one-to-one, and not in a crowd situation. Try not to be defensive. Do not argue with a parent. Listen to their viewpoint and thank them for it, then give them your response. If they have an issue that you cannot resolve, refer them to the Sports Director or Sports Coordinator.
3. No coach can please everyone. Do not try. Give the parents a response to their concerns but do not feel like you need to give a lengthy justification for every decision you make.
4. Know what your objectives are and do what you believe to be of value to the players and the team.
5. If you treat all players equally you will gain their respect.
6. Always remember that you are dealing with all types of children and parents with different backgrounds and ideas. One of your main challenges as a coach is to deal with these differences in a positive manner so that the teams' season will be an exciting and enjoyable experience for all.

Working with Officials

Youth Sports officials are usually high school or college students. Most of these people are learning how to officiate through practical experience. They officiate because they enjoy being around sports and around kids—same reason as most of you. Coaches and parents should try to be sympathetic rather than critical of the official's role.

1. It is inevitable that officials will occasionally miss calls. Please be respectful and understand that mistakes happen.
2. If you have a concern please wait until halftime or until the game is over to express your concerns.
3. Most officials want to improve and appreciate constructive criticism when it is given in a positive and respectful manner.
4. Please communicate any problems with officials to the Sports Director in a respectful and timely manner.

Communication with Staff

If there is an issue on site, please contact the site supervisor. Any emergencies should be brought to the attention of the site supervisor as well as the Sports Director.

The Sports Department welcomes questions, comments, and concerns that may come up over the course of the season about practices, coaches, games, etc. Please communicate them clearly and on a timely manner. Issues can only be resolved when Y staff is notified!

E-mail Ty LeBar at sports@hastingsymca.net or Landon Arnold at sportscoordinator@hastingsymca.net or call the Y at 402-463-3139.

Hastings Family YMCA Website

All sport dates, times, and game schedules are posted on our website at hastingsymca.net. Schedules will also be posted on our YMCA mobile app.

E-mail

If you have volunteered to coach, please check your email OFTEN for updates and important information about the season.

Please check your email OFTEN for notifications of dates, times, and locations of coaches meetings, equipment handout, etc!