



YMCA COACHES LEADERSHIP GUIDE



EMPOWERING OUR YOUTH & DEVELOPING OUR FUTURE LEADERS



YMCA COACHES LEADERSHIP GUIDE

INTRO TO YMCA SPORTS

The YMCA is helping all children reach their full potential by supporting each of their unique youth development journeys.

- Our volunteer coaches are vital to the success of our youth sport and recreation programs.
- Throughout the years, committed and talented volunteers have made positive impacts on the lives of many children within our community through our youth programming.

We want to sincerely thank you for volunteering your time and talents to the Norm Waitt Sr. YMCA.

GOALS OF YMCA SPORTS & RECREATION PROGRAMS

- Learn & demonstrate the YMCA core values of: Caring, Honesty, Respect & Responsibility.
- To develop athletic skills and sport specific skills in an educational, supportive and fun environment!
- Develop critical-thinking skills & participate in cognitive thinking activities.
- Get comfortable with failure and trying again
- Learn to work successfully in teams.
- Develop self-confidence & work towards completing goals.
- To build relationships & strengthen our families and our community.

SEVEN PILLARS OF YMCA YOUTH SPORTS

To help achieve these goals, we withhold the seven pillars of YMCA Youth Sports:

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

STEPS TO BECOME A VOLUNTEER COACH

Certificate completion of YMCA online training:

Go to <http://training.ymca.net> and complete the following trainings:

- See the next page in this packet for guidance.

To receive 50% off of your next sport registration fee/program credit:

- At end of the trainings, please send your certificates via e-mail, or hand in a copy at the YMCA.

Before your first practice:

- Complete pertinent online training
- Complete this Coaches Leadership packet
- Complete a background check sent to you by Verified First - sent to you via email or text.
- Attend a Coaches Meeting: Virtually, or in person with Sports & Rec Leadership Team, to ensure you are on the path to success.

Before you reach out to parents/guardians for the first time:

Please ensure the above bullet points are completed - this is especially important for brand new coaches!



NEXT STEPS TO SUCCESSFUL COACHING

VOLUNTEER COACH & STAFF/VOLUNTEERS TRAININGS [HTTPS://TRAINING.YMCA.NET/](https://training.yymca.net/)

Core Courses (Please take these courses in the order provided)

1. **YMCA Youth Sports Programs**
<https://training.yymca.net/programs1/>
2. **Volunteers Make the Team**
<https://training.yymca.net/volunteers/>
3. **Safety and Emergency Action**
<https://training.yymca.net/safety/>
4. **Coaching YMCA Youth Sports**
<https://training.yymca.net/coaching/>



Scan QR code with camera app to take you to the website with all trainings, or copy and paste the links into your browser.

Coaches courses:

5. **Coaching YMCA (Click the sport you will be coaching)**
BASKETBALL <https://training.yymca.net/basketball/>
T-BALL | SOFTBALL | BASEBALL <https://training.yymca.net/baseball-softball/>
FLAG FOOTBALL <https://training.yymca.net/flag-football/>
SOCCER <https://training.yymca.net/soccer/>
VOLLEYBALL <https://training.yymca.net/volleyball/>

Once trainings are completed, please notify the Sports & Recreation Leadership Team:

Cailee Conlon-Trudo	Olivia Draves
Sports & Rec Director	Sports & Rec Coordinator
ctrudo@nwsymca.org	odraves@nwsymca.org

DIRECTOR OR COORDINATOR SIGNATURE:

Today's date: _____

I have reviewed and understand that by completing the Volunteer Coach training steps. that I am providing a quality sports experience for my team, their guardians, and for myself. Upon completion I understand that the Sports & Rec department will credit 50% off my player's registration fee to my account, to use for next season registration fees.

I will review each page of this document and ask the Sports & Rec team if I have any questions.

Coach's name Coach's signature

Supervisor's name Supervisor's signature



NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: Volunteer Youth Sports Coach

Status: Non-Exempt

Reports to: Sports & Rec Director

Department: Sports & Rec

Revision Date: August 16, 2022

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Volunteer Youth Sports Coach at the Norm Waitt Sr. YMCA serves others by intentionally welcoming, connecting, and supporting them and inviting them to get involved and give back to the community.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing: we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS - Expectations of Volunteer Coaches

1. To teach sports through the use of games approach and through effectively planned practices at a level appropriate for each member of the team.
2. To conduct a preseason parent orientation meeting to inform the parents of practice/game times and location, rules, equipment requirements, schedules, game cancellation procedures, and to encourage parent involvement.
3. To be aware of the differences in each child's physical and emotional maturity, personality, backgrounds, and motivation.
4. To supervise the players before, during, and after practices and games.
5. To provide a safe and enjoyable environment for all players, giving each child an equal opportunity to participate.
6. To communicate with officials to promote proper sport specific techniques.
7. To teach players multiple playing positions of the sport and ensure equal playing time in each game.
8. To communicate with the Sports and Recreation Director with any questions or concerns.
9. To serve as a positive role model to the players, parents, officials, and fellow coaches by following all rules, demonstrating good sportsmanship, and coaching consistency with the Y Sports and Rec philosophy.
10. To communicate good health and fitness principles and positive character development concepts to players, parents, and spectators.

LEADERSHIP COMPETENCIES:

- Developing Self & Others
- Inclusion
- Program/Project Management



QUALIFICATIONS:

- Must be responsible and of good character.
- Successfully passes a background check conducted by the NWS YMCA & Verified First.
- Complete the online coaches training found at <http://training.ymca.net> prior to the first game of the season; And review every page in the Coaches Leadership Guide packet.
- Attend the coaches training meeting virtually or in person, and let the Sports & Recreation Director know .you are ready to coach successfully prior to the seasons start date.
- CPR / First Aid Certified (Recommended, not required).

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by a sports coach to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to plan & lead sports practices.
- Ability to perform all physical aspects of the position, including leading sport practices, walking, standing, bending, reaching, and lifting.

SIGNATURE:

Today's date: _____

I have reviewed and understand this job description.

Coach's name

Coach's signature

Supervisor's name

Supervisor's signature

Norm Waitt Sr. YMCA Volunteer Coach Background Check Authorization

Every volunteer coach is required to go through a background check. You will receive an email and a text message with the link to the online background check authorization. Please make sure to fill it out, which will allow the YMCA to proceed with the background check. The YMCA pays for the background check.

Look for an e-mail or text from portal@verifiedfirst.com to complete your background check.

All background checks are provided by:





POLICIES & PROCEDURES

AS A YMCA PROGRAM LEADER

We value caring, honesty, respect, and responsibility, and everything we do stems from these core values.

- It's essential that we convey our pride in our work through all of our touch-point communications: visual and vocal as well as the way we interact with others, our programs, staff/volunteers and our actions.
- We must communicate in ways that demonstrate that we are determined, genuine, welcoming, hopeful, and nurturing.
- When our Y staff members and volunteers create a welcoming, fun, and safe environment, members and participants love coming to the Y and feel comfortable in their participation.
- Every day with the Y, we want to make sure that everything is in order, and we always put our best foot forward to the people who choose us. By doing so we can bring our mission to life – that is, make a real positive impact on our participants & members while at the same time serving others by getting involved and giving back.

BEHAVIOR MANAGEMENT

On the first day of practice, or programming we will set our expectations. Players will be reminded about the Golden Rule: TREAT OTHERS THE WAY YOU WANT TO BE TREATED. This applies to the coaches & parents/guardians as well; We can guide the players in a respectful manner and speak to them as we would like to be spoken to.

- We will use cues to redirect the team and address problem behavior. When you say, "YM" players say, "CA" and that's how the players know the coach needs their attention. You may also blow your whistle to redirect or refocus your team back to you.
- Redirecting problem behavior: If a player engages in problem behavior, utilize the Q-1-2 method.

Q= Saying, "No thank you." Identify and explain why the behavior is unwelcome.

1= Players get a warning that they will sit out for 5 minutes and must exit their time-out by explaining why what they are doing isn't proper & how they will fix it. This also allows players to have a break to think by themselves.

2= Let the players know that a note will be sent home with their guardian addressing the problem behavior if it happens a third time. Director may be contacted for additional support, as needed.

- For team-building & sports activities: Encourage player cooperation, compromise & understanding. Have students work in partners small groups as much as possible, as group work offers an exposure to real-life problem solving. Ideally, each person brings their own perspectives and talents to the process, and the results reflect the strengths of those human resources. Multiple perspectives encourage thoughtful debate, boost critical thinking skills, and allow students to make informed choices.
- Help players appreciate the value of their work: It's important for our youth to know that their effort, no matter how small, is significant. Assure players that every action counts.



POLICIES & PROCEDURES

CHILD ABUSE PREVENTION CODE OF CONDUCT

This Child Abuse Prevention Code of Conduct is reproduced with permission from YMCA of the USA and adapted to work for all youth-serving organizations. It should be signed by all leaders to help protect staff, volunteers, members, guests and program participants.

1. In order to protect organization staff, volunteers, and program participants – at no time during an organization program may a Staff/Volunteers person be alone with a single child where they cannot be observed by others. As Staff/Volunteers supervise children, they should space themselves in a way that other Staff/Volunteers can see them.

2. Staff/Volunteers shall never leave a child unsupervised.

3. Restroom supervision: Staff/Volunteers will ensure:

- The restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities.
- Children are with an adult Staff/Volunteers member and proceed in groups of three or more (e.g. 1 Staff/Volunteers and 2 children or 2 Staff/Volunteers and 1 child) when using the bathroom.
- Either 'line of sight' or 'line of sound' supervision is maintained while children are using the facilities.
- If staff/Volunteers are assisting younger children, doors to the facility must remain open.

4. Staff/volunteers should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff/volunteers should be positioned so that they are visible to others.

5. Staff/Volunteers shall not abuse children including:

- physical abuse – strike, spank, shake, slap;
 - verbal abuse – humiliate, degrade, threaten;
 - sexual abuse – inappropriate touch or verbal exchange;
 - mental abuse – shaming, withholding love, cruelty;
 - neglect – withholding food, water, basic care, etc.
- Any type of abuse will not be tolerated and may be cause for immediate dismissal.

Child Abuse Prevention
for Volunteers- Intro Video



6. Staff/Volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff/Volunteers will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.

7. Staff/Volunteers will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.

8. Staff/Volunteers respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.

9. Staff/Volunteers will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.



POLICIES & PROCEDURES

CHILD ABUSE PREVENTION CODE OF CONDUCT - CONT.

"Our hope is that this training will prepare your volunteers for the important duty of protecting the children in their care. And to ensure that they are not only aware of the rules—but are also ready to report fellow staff members, volunteers or patrons who do not adhere to them." - Redwoods Group

10. Staff/Volunteers will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
11. While the organization does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the organization.
12. Staff/Volunteers must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.
16. Staff/Volunteers must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff/Volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. Staff/Volunteers may not be alone with children they meet in organization programs outside of the organization. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
19. Staff/Volunteers are not to transport children in their own vehicles.
20. Staff/Volunteers may not date program participants under the age of 18 years of age.
21. Under no circumstance should Staff/Volunteers release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the organization).

Staff/Volunteers are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.

I understand that any violation of this Code of Conduct may result in termination:

Coach's name

Coach's signature

Supervisor's name

Supervisor's signature

The Redwoods Group thanks and acknowledges the cooperation of the YMCA of the USA in helping to develop this critical personnel management tool.



POLICIES & PROCEDURES

CONGRATS VOLUNTEER COACH!!

Steps to take after you have completed this packet, and attended a coaches meeting:

1. Contact your parents/guardians:

- If it helps, you can copy and paste this message and send it to your parents – just add your name and the sports you are coaching:

Hello,

I am *insert name* the head coach of your child's *insert sport* team! I am looking forward to coaching your players this season. To ensure a successful season, please read this message at your earliest convenience:

YMCA Sports & Rec Program Goals:

- Learn & demonstrate the YMCA core values of: Caring, Honesty, Respect & Responsibility.
- To develop athletic skills and sport specific skills in an educational, supportive and fun environment!
- Develop critical-thinking skills & participate in cognitive thinking activities.
- Get comfortable with failure and trying again.
- Learn to work successfully in teams.
- Develop self-confidence & works towards completing goals.
- To build relationships & strengthen our families and our community.

For parents & players to know:

- For parents & guardians new to YMCA sports, please take this short eLearning: <https://training.ymca.net/parents/>
- Practice equipment is provided by the YMCA, but players may choose to bring additional practice equipment, if approved by their coach.
- Water bottle and athletic shoes. Some sports have personal protective equipment for players: mouth guards, knee pads, mitt, etc. Parents may rotate bringing game day snacks.
- Does everyone know how to get the game location? If you have never been to the game day location, I encourage everyone to drive to the game day location once to help alleviate confusion.

Our next steps as a team:

- To establish a parent/guardian meeting at our first team practice
- Practice times, days and location: What days and times work for our team?

2. Schedule a parent/guardian meeting:

At the parents meeting (Which can be done at the first team practice)!

- Welcome everyone! Ask them to introduce themselves.
- Review your expectations, your coaching philosophy and the Y core values.
- Stress the importance of practices! Practices are where the kids develop their skills and prepare them to succeed in games.

3. Plan out your practice plan for the season:

To develop our team, let's build our practices!

Planning out your coaching season helps alleviate stress and provides a more enjoyable experience for you and your team.

- Use the QR code here to open Coaches Corner or type on the link below
- <https://www.nwsymca.org/coaches-corner>
- Click your sport. click the practice builder worksheet – plug in the warm-up, fitness concept, skills & drills (games) and team circle activities.

