



Coaches Leadership Guide



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YMCA Core Values

Caring

Honesty

Respect

Responsibility

Seven Pillars of YMCA Youth Sports

Everyone Plays

Safety First

Fair Play

Positive Competition

Family Involvement

Sport for All

Sport for Fun

Goals of YMCA Sports and Recreation

1. To build self-esteem
2. To teach good communication skills
3. To develop responsibility and decision-making skills
4. To enhance leadership skills in youth and adults
5. To build relationships among peers and between parent and child
6. To support and strengthen family life
7. To create fun experiences for children and their families

Volunteer Coaching

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

Steps to Become a Volunteer Coach

1. Attend the Coaches Meeting
2. Read and sign the Volunteer Coaching Job Description*
3. Read Volunteer Coach Background Check Authorization information*
4. Certificate completion of YMCA online training. Go to <http://training.ymca.net> and complete the following trainings:
 - a. Coaching YMCA Youth Sports
 - b. Heads up: Concussion in Youth Sports
 - c. Coaching YMCA (insert sport you are coaching here)

**At end of the trainings, please send your certificates
via e-mail, mail or hand in a copy at the YMCA.
Forms will be given to Director
(E-mail to sports@nwsymca.org or ctrudo@nwsymca.org.)**

* These documents will be provided to you at the coaches meeting to sign
and will also be e-mailed to you.

NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Volunteer Youth Sports Coach**

Status: Non-Exempt

Department: Sports & Rec

Reports to: Sports & Rec Director

Revision Date: May 10, 2021

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 Sports Official 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:

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, 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.
- 11.

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.
- Complete the online coaches training found at <http://training.ymca.net> prior to the first game of the season.
- Attend the coaches training meeting prior to the season.
- 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 from portal@verifiedfirst.com to complete your background check.

All background checks are provided by:

VerifiedFirst

Policies and Procedures

Coaches Meeting

Attendance at the coaches meeting is mandatory. ***No coaches meeting at this time***

Steps to take after the coaches meeting:

1. **As soon as you get your roster call your team!!** Parents want to know who their coach is and want information about the season. An informational email is also a good idea but always call them for the first contact! 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!
2. Schedule and conduct a parent meeting. This can be held at the first practice /game.

During the parent meeting:

- Give handouts of rosters, game schedules, and any other important information.
- Recruit parent volunteers to assist you if needed.
- Read out loud the Parent Pledge to everyone (see Parent Pledge at the end of this guide)
- Review your expectations, your coaching philosophy and the Y core values.
- Stress the importance of practices! Practices are where the kids learn the skills and are just as important as games.

Review the league rules. Some of our rules are modified for each age/grade division to allow kids to receive a better understanding

Youth Sports Pledge:

“Win or lose, I pledge to accept and demonstrate the YMCA values of: CARING, HONESTY, RESPECT and RESPONSIBILITY. I will do my best to be a team player, to respect my: teammates, opponents, coaches and officials, and to improve myself in Spirit, Mind and Body.”

Site Supervisors & Officials

A Sports and Rec Site Supervisor and/or Official is staffed at each game location.

- The Site Supervisors & Officials are Y employees and are there to assist you and spectators.

- It is their job to ensure locations are respected by spectators, games run smoothly and on time, and that spectators are safe and act in accordance with Y policies. They enforce the zero tolerance policy!
- Site Supervisors & Officials have the authority to ask any spectator or coach to leave the area if they are not in accordance with the YMCA philosophy. This includes inappropriate comments or actions toward officials, staff, participants, or coaches.
- Site Supervisors wear an orange Y "Site Supervisor" shirt.
- Officials wear a blue Y "Officials" shirt.
- Site supervisors & Officials evaluate coaches and report back to the Sport and Recreation Director/Coordinator, have a list of rosters, game schedules, and rules & may collect or handout necessary paperwork on a game day.
- If there is an issue on site, please contact the Site Supervisor or Official. Any emergencies should be brought to the attention of the Sport and Recreation Director.

Working with Officials

Youth Sports officials are usually parents, high school or college students. Most of these people are learning how to officiate through practical experience. Officials do receive training from the Y but they improve as officials by officiating. Coaches and parents should try to be sympathetic rather than critical of the official's role.

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

Dealing 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:

- 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.
- 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. Remember you do not work for them; you work for the Sports and Rec Department at the YMCA. If they have an issue that you cannot resolve, refer them to the Sports and Rec Director.
- 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.
- Know what your objectives are and do what you believe to be of value to the players and the team.

Team Photos

Bobier Studios will take individual and team pictures. They have been a faithful supporter of YMCA youth sports for many years! Bobier Studios graciously donates a percentage of all youth sport pictures back to the youth sport programs at the YMCA. They will set up a picture schedule based off the game schedule. If you have any questions you can call the studio at 402-494-5192 or e-mail at bobierstudio@gmail.com.

Game Cancellation and Make-up Games

If games are cancelled, you will receive an email and text message from PLAYERSPACE notifying you of the cancellations. Also, you can check for any game cancellations on the YMCA's Facebook page (Norm Waitt Sr. YMCA) or go our website at www.nwsymca.org and scroll to the bottom of the home page to see our Facebook widget with current updates of any game cancellations. The Norm Waitt Sr. YMCA will reschedule games only for bad weather as determined by the Sports and Rec Staff. (A decision will be made one (1) hour prior to the first game of the day.)

Zero Tolerance Policy

No trash talking, obscene gestures, spiking the ball or other unsportsmanlike behavior will be tolerated. The Y Staff reserves the right to suspend any player, coach or parent for unsportsmanlike behavior during games or practices. Coaches who demonstrate this type of behavior will be required to meet with the Sports & Rec Director and other staff deemed necessary for the situation. Coaches, players or parents will be removed from the game for a

period deemed necessary by Y staff. If the situation is serious then the player, coach or parent may never be allowed to participate in Y sports again.

Coaches are reminded that corporal punishment is not permitted. Coaches may not make contact with the player in any scrimmage, game or discipline situation.

Practice Policies

The Y has set practice guidelines for its various age divisions in each respective sport. Coaches will choose the day, location and time for practice which is best suited for the majority of the participants on their roster.

Please adhere to the practice times stated below:

Little Sluggers T-Ball: 30 min practice / 30 min scrimmage on game day *No practice during week

Babe Ruth T-Ball: 1 practice per week (1 hour)

Happy Hoops Basketball: 30 min practice / 30 min scrimmage on game day *No practice during week

K Basketball: 15 minute practice on game day *No practice during week

1st -6th Basketball: 1 practice per week (60 min)

Flag Football: 1 practice per week (1 hour)

Mites Outdoor Soccer: 30 min practice / 30 min scrimmage on game day *No practice during week

Kindergarten Rec Outdoor Soccer: 1 practice per week (30 minutes - 1 hour)

1st – 6th Rec Outdoor Soccer: 1 practices per week (1 hour)

Indoor Soccer: No practices – games only

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.
 - Caring
 - Honesty
 - Respect
 - 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 players.

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 include:

- 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.
- Carry a first aid kit with you to practices.
- Contact the YMCA Sports and Recreation Department, 402-404-8439, 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:

- A game day site supervisor/s will be available to administer first aid. Our first aid kits have bandages, gauze pads, rubber gloves and ice packs.

Child Abuse Prevention

Purpose

In response to an increasing incidence of abuse and neglect being both reported and confirmed locally, but also on a national scale, 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

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

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 and Rec Department.
- Do not discuss the situation with anyone except the Sports and Rec Department.
- You will be asked to write down the facts or assumptions you have made.
- The Sports and Rec 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, Uniforms, Medals

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.

Basketball: Participants will need non-Marking shoes, Y reversible red/white sport jersey.
The Y will provide the game ball.

Flag Football: Participants will need Y reversible red/white sport jersey, required mouth guard, sneakers or soft rubber cleats. The Y will provide flags, game ball and will sell mouth guards (\$1.00) for anyone forgetting theirs. *The Y will provide coaches with a practice bag with cones and balls.*

Soccer/ Indoor soccer: Participants will need Y reversible red/white sport jersey, sneakers or soft rubber cleats, and shin guards with socks to cover them. *The Y will provide goals, corner flags and a game ball.*

T-Ball: Participants will need Y reversible red/white sport jersey, sneakers or soft rubber cleats, and a glove. Participants can bring their own helmet. The Y will provide helmets for all participants. *The Y will provide each Babe Ruth coach with a batting tee and practice balls.*

*Items checked out to coaches MUST be returned at the end of the season or a charge will be assessed. \$25 initial late fee follows by an additional \$50 fee.

Medals/Certificates/Team Recognition

Some coaches choose to give their team medals or certificates of participation. If choose you to do so please follow these guidelines:

- Do not reproduce the Y logo
- Use encouraging words based on participation, fun, and developed skills
- Do not use phrases such as "MVP"; "Undeclared Season"; "Champions"; or "#1"
- Any misuse of team medals or certificates will not be tolerated by the Y.

Facility Use Guidelines

The YMCA greatly appreciates the cooperation and assistance of cities and schools to be able to have space to play sports. Each facility (gym or field) should be treated with the utmost respect by all coaches, players, parents, and spectators.

- Coaches should check with schools before setting up practices to ensure they are OK with having a Y sports team practice on their property.
- Have good communication with school officials/contact person about not having practices, time change, tardiness, etc.
- All facilities used for practices and games should be left in good condition. Please have your players pick up all belongings and trash, replace moved items, and put away equipment.
- Any damage to facilities or equipment that accidentally or intentionally occurs during games or practices will be reported to the Sport and Recreation Department who will in turn notify school officials.
- All children not participating on a team should be supervised by parents. Please do NOT let your children run around unattended during practices or games.

Snack / Drink List

Kids like to have snacks at the end of their games. Here are some healthy snack and drink ideas:

Granola Bars
Cereal Bars
Nutri-grain Bars
Fresh Fruit
Fruit Cups
Baked Chips
Dried Fruit

Water
100% Fruit Juice
Veggies
Yogurt
Wheat Thins
Sun Chips
Fat / Sugar Free Pudding

Please sign up to bring a healthy snack and/or juice pouches or boxes for your child's team. Your son or daughter can pass them out to their teammates after their game! Thank you for your help!

Date	Name	Snack	Drinks

Norm Waitt Sr. YMCA Youth Sports Sample Practice Plan

Date: _____ Practice Session #: _____ Location: _____

Equipment needed: _____

Objectives: _____

Activity	Time	Objectives	Notes
Warm-Up	3 - 4 mins	Create a warm-up activity that loosens muscles and gets the blood pumping. Jogging around the field or court, etc	
Health and Fitness Circle	5 mins	Players should gather in a circle. The coach will lead the players through a series of stretches	
Game 1	10 - 12 mins	Encourages skill development through a fun game	
Practice 1	10 - 12 mins	Practice fundamentals of the game through scrimmage	
Additional games and skill practices as necessary	10 - 12 mins	Encourages skill development through a fun game	
Team circle and wrap-up	5 mins	Include lessons about respect, sportsmanship, leadership, character development etc. Communicate information to players and parents	

*Coaches can include practice ideas found on the online coaches training found at <http://training.ymca.net>

Norm Waitt Sr. YMCA Youth Sports Practice Plan

Date: _____ Practice Session #: _____ Location: _____

Equipment needed: _____

Objectives: _____

Activity	Time	Objectives	Notes

Norm Waitt Sr. Sports and Rec Parent Pledge

I agree as a parent/guardian of a child in the Norm Waitt Sr. YMCA Youth Sports understand my role and responsibility in my child's participation. I agree to adhere to the following:

1. I pledge to have my child to practices and games on time. I will also be on time to pick my child up from practices or games.
2. I pledge to use only positive encouragement with my child's participation in youth sports. Through positive encouragement my child will develop character, learn new skills, make new friends, and ultimately have fun.
3. I pledge to refrain from engaging in any kind of unsportsmanlike conduct such as making negative comments, taunting, or using profane words or gestures toward the coaches, officials, other parents, opposing fans, or players. I will be a role model to teach my child to display respect and sportsmanship.
4. I understand that mistakes are an inevitable part of youth sports and that people learn from their mistakes. I respect that children should be encouraged to continue with their maximum effort, learn and improve on their skills, and not let the fear of making mistakes stop them from participating and having fun.
5. I understand that if I do not conduct myself in a positive and supportive manner that the Sports and Rec Director or an Official may terminate or suspend my involvement as necessary.
6. I understand the goals of Y Sports and Rec:
 - To build self-esteem
 - To teach social skills – values, communication, human relations
 - To teach physical skills, fitness, and health
 - To develop responsibility and decision-making skills
 - To enhance leadership skills in youth and adults
 - To build relationships among peers and between parent and child
 - To support and strengthen family life
 - To create fun experiences for children and their families

I will honor the Norm Waitt Sr. Sports and Rec Parent Pledge.

About The Norm Waitt Sr. YMCA

The Norm Waitt Sr. YMCA has been an essential part of the community for more than 125 years. The Siouxland YMCA was established in April 1886. This 125 year history of service to the area communities has made an impact on tens of thousands of kids and families. The YMCA operated in an old church until the first facility was built in 1892 for about \$50,000.

The YMCA building on Nebraska Street was built in 1956 after a successful capital campaign that raised more than \$700,000. It replaced the outdated YMCA building two blocks away (now where the Pioneer Bank building stands), and included a separate entrance for boys and men and two floors of residence. In 1986 the local Young Women's Christian Association (YWCA) board closed their facility and joined with the YMCA.

In 2003, the Siouxland Y conducted a feasibility study to construct a new facility. The capital campaign followed which raised nearly \$7.5 million. A \$2 million donation by the Waitt Family Foundation earned naming rights to the building which has been named the Norm Waitt Sr. YMCA in honor of their father. The Norm Waitt Sr. YMCA opened January 2, 2008.

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. Thousands of youth play soccer, t-ball, flag football, Itty Bity sports, basketball and other sports each year through the Y.

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

Norm Waitt Sr. YMCA
601 Riverview drive
South Sioux City, NE 68776

www.nwsymca.org