



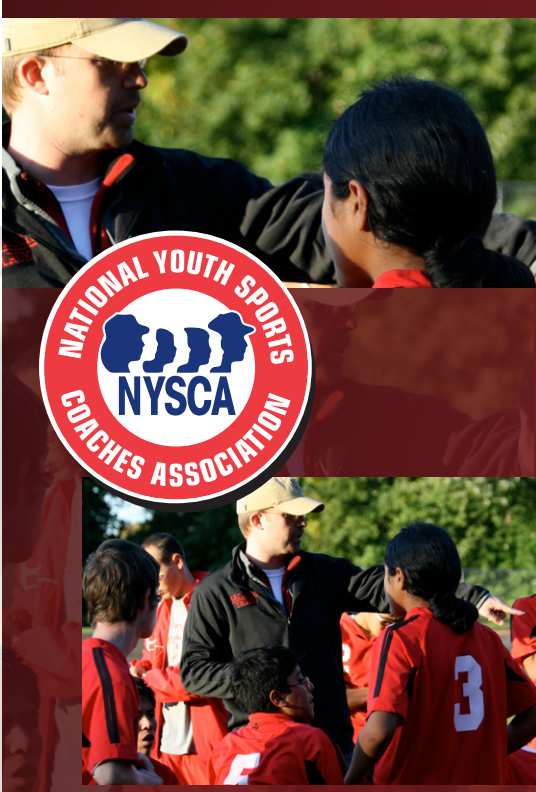
ACCOUNTABILITY AND ENFORCEMENT POLICIES

FOR NYSCA MEMBER COACHES



A PROGRAM OF

National
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For Youth Sports



FOUR-STEP APPROACH

When it comes to running an effective, positive youth sport program, NAYS chapters must take a four-step approach to volunteer coach management:

- ✓ **Screening**
- ✓ **Training**
- ✓ **Evaluation**
- ✓ **Accountability**



COACH ACCOUNTABILITY AND ENFORCEMENT POLICIES

Accountability (along with screening, training and evaluation) is an important step in the process of ensuring that quality volunteers are involved with the children participating in sports programs. The National Alliance for Youth Sports (NAYS) has created the National Youth Sports Coaches Association (NYSCA) Coach Accountability and Enforcement Policies to help local chapters achieve the highest standards for its NYSCA member coaches. The policies listed in this document were designed so that NYSCA members who do not adhere to the NYSCA Coaches' Code of Ethics are held accountable for their behavior.

NATIONAL YOUTH SPORTS COACHES ASSOCIATION

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CHAPTER'S ROLE

THE NAYS CHAPTER'S ROLE

The **NYSCA Coaches' Code of Ethics** is the foundation of NYSCA Membership. It is important for NAYS Chapter Directors and Clinicians who conduct NYSCA coach training and oversee members to fully understand and embody each expected behavior in the NYSCA Coaches' Code of Ethics in order to implement these policies.

In cases where the Code of Ethics has been violated, it is the responsibility of the NAYS Chapter to report the details to the NAYS national office so that an accurate database can be maintained for the protection of other NAYS Chapters using the NYSCA program.

It is recommended that at the start of each sport season NAYS chapters establish a defined method for dealing with complaints about coaches. In the absence of a clearly defined procedure, NAYS recommends establishing a Coach Accountability Committee for the purpose of acting on coach complaints and determining what action should be taken if a coach is in violation of the NYSCA Code of Ethics. (See Organizing an Accountability Committee below for details.)

Note: It is not required that a NAYS Chapter form a Coach Accountability Committee if a method is already in place to deal with coaching behavior issues. However, if a recommendation from a NAYS chapter to revoke a coach's NYSCA membership is appealed by the coach, NAYS will require that a local committee be formed to respond to the appeal at a local hearing.

Recommended: ESTABLISH A COACH ACCOUNTABILITY COMMITTEE

The following are some general guidelines for establishing a Coach Accountability Committee:

1. The committee should consist of 3-5 individuals.
2. The committee should be established at the beginning of each season.
3. Suggested committee members may include members of the recreation Advisory Board, league administrators and parents, among others.
4. A copy of the Code of Ethics, either a printed copy or digital link, should be sent (email, mailed or faxed) to each committee member upon their appointment to the committee.
5. One individual should be appointed as chair to establish appropriate meeting times and be responsible for communicating details with other committee members.



NYSCA

RESPONDING TO A COACH COMPLAINT

There are many ways that a NAYS chapter can receive a complaint against a coach. We recommend that, no matter what the complaint, you require that it be received in writing for proper documentation. An official **NYSCA Coach Complaint Form** is available on the Chapter Management site at www.nays.org under the Coach Accountability link. This form is highly recommended for use with situations which may warrant some type of disciplinary action against a coach.

Whether a coach complaint is filed directly with the chapter or sent by the NYSCA office to the chapter, it is the duty of the chapter responsible for training the coach to respond to complaints lodged against an NYSCA member within 10 days of the complaint.

The chapter has the complete authority to determine the severity of the situation and whether or not the coach has violated the NYSCA Code of Ethics. As stated earlier, if an established method is not already in place for dealing with coach complaints, we recommend establishing a Coach Accountability Committee to make that determination.

If it is determined that a violation of the Code of Ethics has occurred, it is the responsibility of the NAYS chapter to determine the appropriate sanction and report it to the NAYS national office (See Reporting a Violation of the NYSCA Code of Ethics listed on page 4).

When reviewing a complaint and deciding what action is the most appropriate in a given situation, the chapter must take into consideration various possible extenuating circumstances.

Factors that might suggest a more lenient sanction include:

- First offense
- Remorse
- Apparent desire to perform
- Other good coaching attributes

Factors that might suggest a harsher sanction include:

- Child endangerment
- Violation of the law
- Prior complaints
- Lack of remorse
- Number of expected behaviors violated
- Extraordinarily poor judgment around children

Possible actions against a coach include:

- Written warning
- Apology from coach
- Probation (length of probation to be specified)
- Suspension (length of suspension to be specified)
- Recommending revocation of NYSCA membership





REPORTING A VIOLATION OF THE NYSCA CODE OF ETHICS

1. Once the NAYS chapter has determined that a violation has occurred, the chapter must complete and submit to the NAYS national office a Violation of the Coaches' Code of Ethics Form reporting the chapter's findings and the sanction applied to the member. Again, this form should be submitted within 10 days of receiving the initial complaint. The form is downloadable on the NAYS Chapter Management site on www.nays.org under the Accountability link or it can be requested by contacting NAYS Chapter Services at (800) 729-2057 or by email at: chapterservices@nays.org.

IMPORTANT: The chapter director must complete the Violation of the Coaches' Code of Ethics Form for any breach of the Code of Ethics. All violations will be logged in the member's file for future reference. A copy of the form must also be made available to the coach.

2. If the chapter determines the severity of the situation warrants a request for revocation of membership by indicating it on the Violation of the Coaches' Code of Ethics Form, it is up to the NAYS national office to determine if the information provided by the chapter is sufficient to proceed with the request.



REVOCATION OF MEMBERSHIP PROCEDURES

If the NAYS national office accepts the chapter's request for revocation of membership, NAYS will notify the coach in writing of the chapter's request and the coach will be given 10 days from the date of the letter to appeal the chapter's request by notifying NAYS in writing of intent to appeal.

If the coach does not appeal the chapter's request for revocation of membership, the NAYS national office will officially grant the chapter's request for revocation of membership and the coach's membership and all benefits will be discontinued effective the date of the chapter's initial request. A letter will be sent to the coach officially notifying him/her of the revocation of membership. This information will be logged in the member's file.

If the coach submits an appeal, and the chapter did not previously hold a hearing, it will be required for the NAYS chapter to hold a revocation hearing. After the hearing, the Committee will submit its recommendation to NAYS.

The steps for setting up and holding a revocation hearing are as follows:

STEP 1: ORGANIZING A REVOCATION OF MEMBERSHIP HEARING

1. A review committee to hear the complaint will need to be formed, consisting of 3-5 individuals.
2. Suggested committee members may include a member of the recreation Advisory Board, league administrators, clinicians or chapter directors from a different community who understand the Code of Ethics and parents of other children in the league.
3. The individuals serving on the committee should have no bias or involvement with the coach in question. Impartiality is essential when selecting the committee members. *Continued...*

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4. A copy of the Code of Ethics should be sent (email, mailed or faxed) to each committee member upon their appointment to the committee.
5. A copy of the completed Violation of the Coaches' Code of Ethics Form should be sent (email, mailed or faxed) to each committee member upon their appointment to the committee.

STEP 2: HOLDING A REVOCATION OF MEMBERSHIP HEARING

1. The chapter director must notify the coach of the date and time of the hearing and be given reasonable notice to prepare to address the complaint to offer his/her side of the incident.
2. The committee chair is responsible for recording (audio) the meeting. If necessary, NAYS may request the audio tape for review.
3. The meeting is not intended to judge a person's character. The sole purpose of the hearing is to (a) determine whether there was or was not a violation to the Code of Ethics and (b) determine whether the coach's membership should be revoked as a result.
4. Once the committee chair has presented the alleged facts, the coach should be asked to offer his/her side of the incident and the members of the committee can ask about specifics that relate to the reported incident(s).
5. Anyone who can provide direct testimony as to the facts that gave rise to the incident alleged in the complaint should be encouraged to attend and speak at the meeting. However, the hearing only goes to the question of whether or not the coach violated the Code of Ethics. Character witnesses would not be appropriate to the hearing.
6. After the hearing, the committee has the authority to determine whether a violation has occurred and, if so, to determine the appropriate disciplinary action, including revocation of NYSCA membership or a lesser punishment.
7. The committee's determination is to be reported in writing to the local NAYS Chapter, who will submit the findings to the NAYS national office.
8. Once the NAYS national office receives written notice of the local final determination for action against the coach it will notify the coach of the final decision and his/her right to appeal.
9. If the coach appeals, members of the NAYS National Board of Directors will review the record of revocation proceedings.
10. Any recommendation for revocation of a coach's NYSCA membership will be reviewed by the NAYS National Board of Directors with a presumption of correctness and will be granted by NAYS unless the revocation of membership process was not properly followed by the chapter. The NAYS National Board of Directors will not address any questions of fact or substitute its judgment for that of the chapter's in either assessing the seriousness of the offense or the appropriateness of the assigned consequences.
11. The NAYS national office will provide written notification to the chapter and the coach as to its final decision.



COACHES' CODE OF ETHICS



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. Treating all players, league officials, game officials, parents and spectators with dignity and respect. Playing all players according to the equal participation rules established by the league and abiding by the spirit of those rules.

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 regardless if they are close in age. Recognizing that youth may vary greatly in physical, social and emotional maturation and considering these factors when setting up competitions and when interacting with them as a group.

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 including but limited to dangerous weather, inadequate field maintenance, and faulty equipment. Protecting players from sexual molestation, assault, physical or emotional abuse and understanding appropriate means to report such instances when suspected. Seeing that all players are provided with adequate adult supervision while under the coach's care.

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 basic first aid to an injured player and not returning players to activity if they are compromised by injury. Demonstrating concern for an injured player, notifying parents and cooperating with medical authorities for severely injured athletes.

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.

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. Exhibiting gracious acceptance of defeat or victory. Abiding by and supporting the rules of the game and league as well as the spirit of the rules. Using the influential position of youth coach as an opportunity to demonstrate, promote, teach and expect sportsmanship and fair play

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 RELATED 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 public use of tobacco products or alcohol at team activities.

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.

I WILL USE COACHING TECHNIQUES THAT ARE APPROPRIATE FOR EACH OF THE SKILLS THAT I TEACH

Expected Behavior:

Teaching techniques that do not enhance a risk of injury to players and opponents. Discouraging illegal contact or intentional dangerous play and administering swift and equitable discipline to players involved in such activity.

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. Exercising your authority/influence as a coach 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. Placing the emphasis on fun and participation while encouraging children to do their best.





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