



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# YOUTH SPORTS COACH & PARENT HANDBOOK





Dear Parents, Coaches, and Participants,

The YMCA at Pabst Farms and the Watertown Area YMCA welcome you to our youth sports program! Our goal is for all youth sports participants, parents, and coaches, to have an enjoyable experience this season.

The goal of our YMCA Sports and Programs is to 1) 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, and 8) to create fun experiences for coaches, children and their families.

YMCA youth sports programs are made possible by the dedication of our volunteer coaches. Our volunteers put in many hours of work to make the league a success, investing their time and energy into the lives of young people in our community. If you are interested in coaching, please do not hesitate to contact us!

We hope you will take an active role in your children's experience this season. Please support your child by encouraging them, being a positive role model, and maintaining your expectations. The YMCA environment is meant to be fun, while still building their sports skills.

Thank you for your participation! We look forward to serving you and your child in our youth sports program. If you have any comments or questions, please call the YMCA at Pabst Farms or the Watertown Area YMCA.

Sincerely,

Katelyn Lutz  
Sports Director  
YMCA at Pabst Farms  
(262) 468-0479  
[klutz@qlcymca.org](mailto:klutz@qlcymca.org)

Amanda Hoffman  
Youth Program Coordinator  
Watertown Area YMCA  
(920) 262-8555  
[ahoffman@qlcyma.org](mailto:ahoffman@qlcyma.org)



# OUR PHILOSOPHY

## YMCA Mission Statement

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

YMCA Core Values: Caring, Honesty, Respect, Responsibility

## 7 Pillars of Youth Sports

Youth Sports are a great opportunity to teach values such as caring, honesty, respect and responsibility. The Y's youth sports programs help young people become better players and better people by emphasizing skill development over competition. Each program utilizes the Y's seven principles:

- **Everyone Plays:** Everyone who registers is assigned to a team, and receives equal playing time in practices and games.
- **Safety First:** We've designed our sports programs to be safe and enjoyable.
- **Fair Play:** We play by the rules, show respect to everyone involved and teach our youth about being a role model of good sportsmanship.
- **Positive Competition:** Learning to compete is important for children, and learning to cooperate in a competitive world is an essential lesson in life.
- **Family Involvement:** In addition to parents being instrumental as volunteer coaches, officials and timekeepers, we encourage them to be at practices and games to support their child's participation.
- **Sport for All:** Our sports are inclusive. We offer sport programs for youth who differ in physical abilities by matching them with children of similar abilities and modifying their sport when necessary.
- **Sport for Fun:** These sports are for the kids. Our goal is for them to have FUN!

# VOLUNTEER COACH INFORMATION

**Our volunteer coaches are vital to the success of our youth sport programs. Throughout the years, committed and talented volunteers have impacted the lives of many children within our community through our youth programming. The Glacial Community YMCA 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 every day excited about coming back, you know you accomplished your goal.
- **Be a Role Model** – Your players will have a tendency to copy your actions and moods. Show the players how to act and carry themselves in the proper manor, at all times.
- **Be Positive** – Stress everyone’s 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 game. Do not let your beginners sit on the sidelines.

It is important that coaches are aware of YMCA Sports principles, making certain that positive competition in youth sports is a positive experience for kids, parents, coaches, referees, and spectators. Most importantly, parents and their children are depending on you.

To sign up to be a volunteer coach for the season, please visit Volunteer Matters [here!](#) All of our volunteer coaches are required to have the following credentials:

- 1) Coach Concussion Awareness & Responsibility Agreement
- 2) Background Check
- 3) Child Abuse Prevention Code of Conduct
- 4) Code of Conduct & Expectations
- 5) Release, Indemnification and Hold Harmless Agreement
- 6) Volunteering at the Y Agreement

For new volunteers, please view this [video](#), which will walk you through the process of signing up to volunteer on our Volunteer Matters website. Once you sign up to volunteer, an email will be sent to you closer to the start of the season regarding a coaches’ meeting.


## Coach's Responsibilities and Expectations

1. Be welcoming! Contact players prior to your first practice to welcome them and confirm practice times/dates/location.
2. Be accessible and approachable to players and parents before and after practices and games. Arrive early to help build relationships.
3. Be informative and distribute all printed materials and communicate any changes in the schedule or special announcements, such as Picture Day and tournament information.
4. Take attendance and call players who have missed two practices or games in a row.
5. Promote good sportsmanship and respect for others regardless of race, sex, creed or ability.
6. Assure safe and fair play at all times.
7. Dress appropriately.
8. Plan practice sessions and game plans.
9. Encourage and be positive in correcting and instructing.
10. Know emergency procedures.
11. Listen to players.
12. Know the rules of the game and pass that knowledge on to other players.
13. Make it a rewarding and worthwhile experience.
14. Be drug, tobacco and alcohol free during all team events.
15. Understand that you are a representative of the YMCA during all events.
16. Lead by example among program parents to support the duties and responsibilities of the referees and league leadership.
17. Remember you are a role model spiritually, mentally and physically.
18. Be aware of the Youth Sports Philosophy and support it!
19. Have fun!

## Administration and Communication

YMCA sports coaches serve as the go-between for the YMCA and the program participants. This necessitates some administrative duties. To succeed administratively as a YMCA volunteer coach, it is very important to recruit helpers. Any additional coaches or volunteers must complete all necessary credentials in Volunteer Matters.

All coaches are responsible for parent communication. Parent communication can be in the form of Playerspace messaging, email or telephone calls. Should you encounter any problems with parents please notify the director. As your administrative staff, we are here to help/assist in any way possible. Please feel free to use us as a resource at any time.



It is the coaches' responsibility to contact the players regarding their first practice, season details, uniform/equipment information, and other pertinent information for the season. Before the first practice, the coach should be prepared with the following (but not limited to):

- Where to find the game schedule and directions to all venues.
- Practice day/times and location (if applies).
- A potential assistant coach/team manager/team parent.
- The coaches' expectations of players and parents.
- Rules of the game for parents.
- Answering any questions or concerns.

At the team meeting/first practice, the coach should share the YMCA youth sports philosophy and player and parent expectations for the season.

## Practice Plan and Preparation

Outcome of games, development of skills, development of team dynamics and relationships and inter-parent relationships are all forged at practice times. Having a solid plan will help engage your team and make practices more efficient.

All YMCA coaches should be prepared with the following before every practice:

1. A safe and practical location
2. Knowledge of the rules
3. Equipment and tools necessary for the practice
4. Any news or information for the practice
5. Knowledge of what components to work on
6. Positive attitude

All YMCA sports practices should include some of these elements:

1. Stretching before and after practice
2. Some one-on-one interaction with every player
3. Various stations to keep players engaged at all times
4. Group game/scrimmage that is fun
5. Breaks
6. Skill set or focus for the week
7. Positive player reinforcement

## Game Plan and Preparation

All YMCA coaches should be prepared with the following before every game:

1. Knowledge of any changes or adjustments to the game.
2. Player rotation system or list that is fair.
3. Knowledge of what court/field the team will use.
4. Knowledge of the rules.
5. Knowledge of key dates (picture day, etc.)

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.

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/Coordinator. 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!

## Coach Resources

Volunteer coaches can go to <https://www.qcymca.org/coach-resource-locker> for valuable tools and other free coaching resources. Practice plans and drills are available for download along with helpful articles and additional training. YMCA of the USA provides free eLearning at <http://training.ymca.net> including sport specific coaches training. The YMCA highly recommends these trainings for coaches new to the YMCA or any coach wanting to refine their skills or looking for new ideas.

Our goal is provide coaches with the necessary tools to be a successful coach in our leagues. Being a volunteer coach for the YMCA is not just an opportunity to put your athletic experience to work, it allows you to make a difference in the community. Coaches, you make our programs possible by volunteering your time to teach the youth and you cannot be thanked enough!

## PARENT INFORMATION

### Parent's Responsibilities and Expectations

1. Read and use all printed material provided by the Y.
2. Make sure your player arrives on time to all practices and games.
3. Ensure the player is properly equipped with shoes, shorts/sweats, uniform, and any other sport specific equipment.
4. Stay at practices and games whenever possible and support your player and team.
5. Volunteer to help the coach whenever possible, perhaps assisting in practice and sitting on the bench with players.
6. Inform the coach if the player is unable to attend practice or game.
7. Encourage your child and team, and encourage good sportsmanship.
8. Encourage your child to treat others with respect regardless of race, sex, creed or ability.
9. Spend time at home practicing with your child on his/her skill development.
10. Acknowledge the other team's accomplishments.
11. Support the coach.
12. Support the referees.
13. Be positive at all times!
14. Be drug, tobacco and alcohol free during all team events.
15. Be aware of the Youth Sports Philosophy and support it!
16. Enjoy the games and have fun!



### Administration and Communication

YMCA sports coaches serve as the go-between for the YMCA and the program participants. All coaches are responsible for parent communication. Parent communication can be in the form of Playerspace messaging, email or telephone calls. Should you encounter any problems with coaches please notify the Director/Coordinator. As your administrative staff, we are here to help/assist in any way possible. Please feel free to use us as a resource at any time.

Before the first practice, the coach will contact parents with the following information:

- Where to find the game schedule and directions to all venues.
- Practice day/times and location (if applies).
- The coaches' expectations of players and parents.
- Rules of the game for parents.
- Answering any questions or concerns.



## Parent Resources

Parents can go to <https://www.glcymca.org/parent-resource-locker> for valuable tools and resources. YMCA of the USA also provides free eLearning at <http://training.ymca.net> regarding the parent's role in youth sports.

## POLICIES & PROCEDURES

### Quickscores

Quickscores is our league management system that manages team schedules, rosters and parent communication. Prior to the season, you will receive an email assigning your child to a team and asking you to create a log-in (if you do not already have an account). Through Quickscores, you will be able to view your teams' schedule, teammates and be able to communicate with your coach.

You may also download the Quickscores app to readily view your team's schedule. It is very important we have your correct email and mobile number on file to ensure you are receiving communication. If you feel as though you never received a team assignment email or are not receiving updates, please contact your local Sports Director.

### Practice and Game Information

Teams will have the opportunity to practice once per week at the YMCA or area gymnasiums. Practices will be no more than 60 minutes in length. The day of the week and time is at the coach's discretion. Games will be played on Saturdays at the YMCA at Pabst Farms, Watertown Area YMCA, or area gymnasiums. Please arrive ten to 15 minutes early to allow ample time for parking, finding the correct field or court and seeing to any last minute needs prior to the beginning of the game.

### Team Formation

At the YMCA, we believe that every child deserves to play in a fair and balanced environment. To provide such an environment, we try to make our teams as balanced as possible in terms of age and physical ability. Because of this, requests to be placed with a specific coach or teammate may be denied. This is to ensure that the playing field remains as balanced as possible. Requests for team changes due to schedule conflicts with practice/game times will be considered, but are not guaranteed.

## **Inclement Weather and Cancellations**

Games may be cancelled because of excessive rain/snow and wet fields. Cold weather game decisions will be evaluated depending on the duration of cold air and wind chill. For updated Youth Sports Game information, please use the following methods:

- 1) If games are cancelled, a notice will be posted on Playerspace.
- 2) Coaches will be notified first and are expected to contact parents and their team.
- 3) Call the Youth Sports Hotline at (262) 719-0308 (YMCA at Pabst Farms ONLY).

## **Injuries**

There is always someone trained in first aid at practice sites/games. In the case of an injury please locate a staff person immediately for help. It is up to the discretion of that staff person or the participant's parents on whether or not the participant needs additional medical attention.

### **Head Injuries**

A participant shall be suspected of suffering a concussion or head injury if any of the following symptoms are observed arising from possible blunt trauma, acceleration of force or deceleration of force:

- Confusion, disorientation or impaired consciousness.
- Dysfunction of memory.
- Loss of consciousness.
- Other signs of dysfunction including seizures, irritability, lethargy, vomiting, headache, dizziness and fatigue.

In the case of any of the above symptoms it is highly recommended that the participant go to the closest medical care facility and get checked out and cleared by a medical professional. Depending on the severity of the injury, it may be required by the Director that the participant get cleared by a medical professional before resuming activity.

## **Child Abuse Awareness**

**WHY TRAIN VOLUNTEERS IN CHILD ABUSE AWARENESS?**

- To detect and prevent child abuse.
- To protect volunteers from false claims of abuse
- To send a strong message to all those involved that any abuse of children will not be tolerated and we will do our best to give volunteers tools to identify signs of abuse.

## 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

Remember children play organized sports for their own fun. To help teach our philosophy to kids, we ask for parents' cooperation and coach enforcement with our Y SPECTATOR CODE:

1. Be on your best behavior. Don't use profane language or harass players, coaches, or officials.
2. Applaud good plays by your own team AND the opposite team.
3. Never ridicule or scold a child for making a mistake during a game or practice. They are still learning the game.
4. Respect the officials' decisions.
5. Encourage players/coaches to always play according to the rules.

## Zero Tolerance Policy

The Glacial Community YMCA has implemented a Zero Tolerance policy throughout our sports programs. Coaches are asked to encourage their players in a positive way 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/Coordinator 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.

## SPORTS PLEDGE

**"I pledge to play the game, the best I can, to be a team player, to respect my opponents, rules and officials, and to improve myself in mind, body, and spirit."**