

MISAWA YOUTH SPORTS

COACHES



HANDBOOK



MISAWA YOUTH SPORTS PROGRAM COACHES INFORMATION

Contact Information

The Youth Sports office is open from 1000-1700 M-F and various hours on Saturday depending on what activities are scheduled. You can also contact us at the following numbers:

Lunney Youth Center office: 226-3220

Youth Sports office: 226-3882

Youth Sports Director: 226-2347

Youth Sports Director e-mail: mari.hosch@misawa.af.mil

Youth Sports Assistant e-mail: megan.deheck@misawa.af.mil

Program Philosophy

- ☐ The Misawa Youth Sports program follows the AF Guidelines and the National Standards for Youth Sports developed by the National Alliance for Youth Sports and develops programs consistent with the philosophy outlined in these standards.
- ☐ The program places emphasis on involvement, personal best and team effort. The program places less emphasis on winning and losing.
- ☐ Through youth sports, children can develop an enthusiasm for participation which can become the foundation for life long interests in being active and fit.

Program Mission

- ☐ To provide safe, fun, and high quality recreational sports activities for the dependents of active duty personnel and DoD civilians associated with Misawa AB, Japan
- ☐ The Program is dedicated to promoting sportsmanship, the development of fundamental skills, teamwork and the support of the athletic and recreational needs of the youth community.

Installation Record Checks

All volunteer coaches are subjected to an Installation Record Check and DCII Name check before they are permitted to work with children within the Youth Sports Program. Any reported information that is perceived as derogatory will disqualify volunteers from coaching.



Coaches Responsibilities

- a. Coaches are required to become members of the National Youth Sports Coaches Association. Coaches are required to participate in the NYSCA clinic.
- b. Coaches are required to participate in a sports specific clinic held before each seasonal sport.
- c. Provide a sports environment that is free of drugs, tobacco and alcohol and assist in ensuring parent, officials, spectators, parents, coach's, and players refrain from there use at all youth sports events.
- d. Contact parents on team rosters as soon as possible to identify yourself as their child's coach. This cuts down on telephone traffic at the Youth Center.
- e. A parents meeting must be held to inform parents of practice times, game schedule and what is expected of parents & players. This is the time when coaches should recruit team parents.
- f. Follow a published schedule.
- g. Coaches are required to implement the "**Must Play Rule**" which states that all players are required to have equal playing time during all games.
- h. Inform the Youth Sports Director and parent if any discipline action is taken on any player.
- i. Refrain from intentionally running up scores during games.
- j. Ensure that players clean up after themselves during practices and games.
- k. Must have an assistant coach or parent available to coach the team if the coach is delayed or will be absent due to duty commitments.
- l. With the Youth Program and Youth Sports Director, utilize reasonable accommodation for varied abilities to include children with disabilities.
- m. Responsible for being the child advocate for identifying, reporting and preventing child abuse. Any reports can be submitted via the Youth Center or Family Advocacy at 226-2123
- n. Maintain CPR and First Aid certification.
- o. No child is left behind – must stay at practice/game until all children are picked up by their parents.

Emergency Procedures During Practice and Games

- a. The Youth Sports program will provide first aid kits to every coach. Each coach is responsible to bring both to practices and games.
- b. Coaches are required have player contact numbers at both games and practices.
- c. During practices, Youth Sport staff members will be at the Youth Center but not always at practice locations. In the event of an incident requiring a child to be taken to the emergency room during practice, coaches should: 1) contact parent 2) call 911 and 3) contact the Youth Sports office at 226-3882.
- d. During games Youth Sports Staff will be on hand to handle any emergencies.
- e. Coach's are not allowed to transport children in their personal vehicles at any time.

****Note: If you suspect limbs are broken or head injury, do not transport; contact professional emergency personnel.***



Conduct During Games and Practices

- a. Any player or coach ejected before, during or after a game will be suspended for the next scheduled game. If any player or coach is ejected for a second time, he/she will be dismissed for the remainder of the season. Technical fouls, red cards, major violations or unsportsmanlike conduct violations by any player or coach are equivalent to an ejection.
- b. All coaches are to refrain from profane and/ or abusive language toward players, officials and spectators during games and practices. The same behavior will not be tolerated by players or parents and should be brought immediately to the attention of the Youth Sports staff member on-site and then the Youth Sports Director.
- c. **Team bench areas are for the players and coaches only. Parents should be asked remain in the spectator areas if they are not directly assisting the coach.**
- d. Coaches and parents not upholding the Youth Sports code of ethics will be given one warning. If misconduct continues the individual will be removed for the remainder of the season. Each incident will be taken on a case by case basis for additional action.

Disciplining players

- a. If a player continually misses practice, the coach should contact the parent to inquire about the reason for the missed practice and the coach should explain the importance of attending each practice. Conversely, there are provisions for excused absences through parental request for family, school and religious activities. If unexcused absences from practice become a problem, no disciplinary action should be taken without first contacting the Youth Sports Director and then the parent.

Game Cancellation and Inclement Weather Policy

- a. Although the official is responsible for the game once the game begins, the Youth Activities Director or the Youth Sports Director have the authority to cancel or discontinue any game for the safety of the participants. All other rulings are the sole responsibility of the official once the game begins. Youth Sports Program acknowledges no protest.
- b. The Youth Sports office makes the call to cancel games due to inclement weather. No games or practice are conducted in conditions unsafe such as lightening or darkness.
- c. It is the coaches' responsibility to contact the Youth Center to verify game cancellations due to weather. There will be someone in the Youth Sports office one hour before the start of games on Saturday mornings. All calls will be made by 3pm for weekday games.
- d. If the schools are closed due to inclement weather, all practices or games are cancelled.
 - ☐ All canceled game will be made up (only if they haven't met there 7 game maximum for the season), but make up practices are the responsibility of the coaches, but they must be scheduled through the Youth Sports Staff.
 - ☐ It is the coaches' call to cancel practice. In an effort to preserve our fields we highly encourage participants to refrain from using them if they are soaked with rain water or muddy. Please contact your coach or team parent for details about practice and games.

Teams Parents

- a. Each coach should recruit a team parent to assist with non-coaching tasks. The Youth Sports Program encourages parental participation to assist with tasks such as:
 - making phone calls/e-mails to parents about schedule/practice changes and cancellations
 - ensure that equipment and uniforms are returned
 - ensure that everyone is informed of all dates, such as, opening or closing ceremonies, etc.

Positive Guidance

- a. Volunteers must demonstrate the use of positive guidance techniques and require that parents assisting them in the conduct of practices and games also use positive guidance techniques. Positive guidance techniques help the youth develop self-control, self-esteem, and respect for the rights and property of others. Techniques include talking with the youth, helping the youth use negotiation to resolve conflicts, temporarily removing the youth from the situation for a few minutes, and limiting the youth's participation in the activity. Over-coaching (yelling, criticizing and providing extensive direction) during games or practices is not permitted. Spanking, slapping, shaking, intimidating, humiliating, or damaging a youth's self-esteem/self-confidence will not be tolerated. Under no circumstances will coaches or players attempt to inflict punishment (physical, psychological, or emotional) by excessive physical contact or by purposely running up a score to humiliate the other team.) In addition, no coach will punish a player by forcing him or her to run, exercises, or do physically exerting activities as means of punishment.

Sportsmanship

- a. Everyone involved in youth sports programs should exhibit positive sportsmanship behavior at all times. Children will follow the example of adult role models, positively or negatively. Children will copy or imitate sports behaviors witnessed, including the development of values based on that behavior. Adults must be a positive role model exhibiting sportsmanlike behavior at games, practices, and at all times while giving positive reinforcement to the children and supporting their coaches, staff and other volunteers. If the youth sports experience is to be a positive one for each child, adults must demonstrate sportsmanlike behavior as a fan, coach, and/or league administrator. They need to encourage fun, guide with positive reinforcement and give praise for successes along the way. When a child makes a mistake, separate the mistake from the child. Adults need to encourage peer support and give positive verbal support to team members, opponents and coaches of their child.

Closing Ceremonies/Awards/Certificates

- a. Closing ceremonies will be held at some point after the season or during the last game. Services will provide food and beverages. Or Banzai Bucks will be handed out to the coach's to conduct their own end of season party with their own team.
- b. All participants will receive the same participation awards. Awards will be given out during closing ceremonies.

Team Pictures

- a. **Team pictures are the responsibility of each team.** Team parents come in handy when needing to set up. Photo sessions can be set up at the beginning or end of practice or before or after games.

Uniforms and Equipment

- a. All participants are required to wear a uniform issued by the Youth Sports Program. Uniforms issued, in most cases, will be a jersey and shorts/pants.
- b. All uniforms must be returned during the closing ceremonies.
- c. If equipment is issued to coaches, it should be returned in a timely fashion.
- d. All jewelry must be removed before games and practices. This includes stud earrings and hard hair claps.
- e. No jeans allowed in practices or games.
- f. Shin guards are **mandatory** to be worn during practices and games. They must be worn underneath the sock.
- g. For baseball – catchers must wear a cup – **mandatory** for all practices and games.

