



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **SPORTS FOR ALL**



**YMCA Youth Sports Coach's Handbook**

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# YMCA YOUTH SPORTS COACH'S PACKET

## Thank you for volunteering as a YMCA Coach!

At the YMCA, sports programs encourage and promote youth development, healthy living and social responsibility by placing a priority on family involvement, healthy competition rather than rivalry, the value of participation over winning, team building as well as individual development, a positive self image and a sense of fair play and mutual respect for others.

YMCA sports are based on the concept that fair play is the very essence of competition. Everybody should have an equal opportunity to compete and a fair chance to win. This fundamental virtue is a special inherent attribute of sport.

The YMCA believes that its sports programs provide an excellent means of developing a predisposition to play fairly. As this virtue develops, it can influence behavior in everyday life.

We appreciate you choosing the YMCA, and look forward to working with your child to help build a healthy spirit, mind, and body.

### YMCA MISSION

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

### AREAS OF FOCUS

**For Youth Development:** At the Y, we believe in nurturing the potential of every child and teen.

**For Healthy Living:** Improving the region's health and well-being is a priority for the Y.

**For Social Responsibility:** Giving back and providing support to our neighbors.

### ABOUT THE Carol Martin Gatton Beaumont YMCA

We are more than just bricks and mortar at the Jessamine County Y. We offer programs around the community for the community, including sports, swimming, classes for adults, school aged child care, arts, music, and we keep growing every day.

### YMCA TEAM PLEDGE

*(said before every game)*

Win or lose  
I pledge before God  
To 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



For Youth Development, For Healthy Living, For Social Responsibility

## COACHING EXPECTATIONS AND CODE OF CONDUCT

- I believe in and agree to honor the Y mission and philosophy.
- I will be responsible by showing up to my team's practices and games on time (at least 20 minutes early). If a practice or game is cancelled, I will contact my parents directly to inform them.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game and practice.
- I will remember the children are here to have fun and that winning is not the main focus.
- I will play every child at least half of the game, in various player positions, and start one half of the games.
- I will not wear or say anything inappropriate or distasteful.
- I understand I am a role model and my actions need to reflect this. I will be respectful of other players, parents, coaches or referees.
- I will handle any behavior problems in a fair and consistent manner.
- I will support the implementation of the Y's four character values of caring, honesty, respect and responsibility.
- I will demand a sports environment for my team that is free from drugs, tobacco and alcohol and will refrain from use during Y sporting events.
- I will do my very best to make sure the youth sports experience is fun for my team.
- I will teach my team to treat other players, coaches, fans, and referees with respect regardless of race, gender, creed or ability.



## THE COACHES ROLE IN YMCA YOUTH SPORTS

- Teach the skills and tactics of the sport. We want you to teach your players the physical skills and tactics to play the sport to the best of their ability. Not all children have the same ability to learn, so we ask that you help them be the best they can be.
- Help your players learn the rules and good sportsmanship. We want you to teach your players the basic rules of the sport while they learn the basic skills through noncompetitive games. Sportsmanship includes courtesy towards the opponent, officials and coaches, being positive winners and losers and recognizing all good plays, regardless of who makes the play.
- Help your players become fit and to value fitness for a lifetime. We want you to help your players be fit so they can play sports safely and successfully for a lifetime. We don't want you to make them do push-ups or run laps for punishment, but make it fun to be fit for a lifetime.
- Help young people develop character. Coaches are to teach the players the core values; caring, honesty, respect and responsibility. We ask you to teach these values to children by demonstrating and encouraging behaviors that express these values at all times.
- Ensure the safety of your players. Make sure the field/court is clear of hazardous objects and the kids do not engage in activities that might injure themselves or others.
- Help each child develop a positive sense of self worth. Teach the players in a way that helps them grow to respect themselves and others.
- Make it fun! Make learning the game a fantastic, positive experience so your players will want to continue playing for many years to come.
- Recruit parent(s)/assistant coaches to help ensure equal play during games and organize the snack schedule.



## PRACTICE PLAN AND PREPARATION

All YMCA coaches should realize the importance of practicing. Outcome of games, development of skills, development of team dynamics and relationships, inter-parent relationships are all forged at practice times. Having a solid plan will determine what kind of YMCA team coaches will end up with.

Check <http://training.ymca.net> for practice planning or [www.ymcahoustontraining.org](http://www.ymcahoustontraining.org) for more information.



### All YMCA sports practices should include:

- A plan including: warm-up, skill sets, team huddle that focuses on character development and parent huddle.
- Stretching before and after practice.
- One-on-one interaction with every player.
- Various stations to keep all players involved and interested.
- Try to limit prolonged waiting time.
- Group game/scrimmage that is fun.
- Rest Breaks & Water Breaks
- Specific positive player reinforcement.

### Game Plan and Preparation

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

- Positive attitude.
- Knowledge of any changes or adjustments to the game.
- Player rotation or system that is fair.
- Knowledge of which court or field the team will use.
- Knowledge of the rules.
- Knowledge of key dates (picture day, awards day, etc.)
- Game strategy.

# YMCA YOUTH SPORTS COACH'S PACKET

## COMMUNICATION

The YMCA Sports Director Elissa Roycraft, will send weekly emails to coaches. Coaches please keep in contact with us if you feel there are things that need to be changed or modified. Please clarify with parents the best method of communication (text, email, phone call.)

If you cannot be at a practice or game, have the assistant in place coach the team. If no other parent is able to help, please contact Elissa as soon as possible.

## INCLEMENT WEATHER PROCEDURE

In inclement weather conditions, sports activities may be cancelled if necessary. If we hear thunder or see lightening, the fields must be cleared for 30 minutes.

The following procedure is used for notifying participants of a cancellation:

- Coaches are responsible for cancelling their own practice and notifying all players. Please let the YMCA know as well so we can answer questions for parents who call our office, and post it on the YGameTime website.
- If the Sports Director must cancel games, we will let you know via:
- <http://www.ygametime.com/branches/beatmont> by 8am on game days. Please check the website or sign up for text alerts through the website during times of inclement weather. We appreciate you understanding this situation.
- Every effort will be made to make-up cancelled games and coaches will be notified of make-up dates as soon as possible.



## RULES OF THE GAME

See rules packet given at coaches meeting

## ROSTERS

We will give you rosters with children's name, phone number, email address (if available), and jersey size.

If contact information is not correct, please try to get correct information from parent at the first practice and give updated information to the Y.



## SCHEDULES

- All schedules are online at: <http://www.ygametime.com/branches/beamont>

## PICTURE DAY

Please notify your team to arrive 1 hour early to picture day in their uniform. Parents may order pictures through the photography company. Pictures will be sent from the photographer to the parents. Check the game schedule for dates.

## EQUIPMENT/UNIFORMS

- Jerseys will be handed out before the first game.
- Equipment you will need:
  - Flag Football: mouth guard,
  - Soccer: shin guards under socks
  - T-Ball: glove

All other equipment is provided for all sports

A YMCA staff member will bring equipment to practices. If a coach is given equipment at the beginning of the season, it is then your responsibility to bring the equipment to practices and return all equipment to the YMCA at the end of the season.

## END OF SEASON CELEBRATION

At the end of the season awards are given to coaches to hand out. Coaches will have the opportunity to praise every player individually. Parents and/or coaches are welcome to bring healthy snacks to help celebrate.

## INJURY PREVENTION IS YOUR FIRST CONCERN

**Importance of Stretching:** Each practice and game should begin with a session to stretch muscles and warm up. Even children need time to prepare for physical activity. We will have a waiver that every parent must sign by the first practice.

### Your Coaching Responsibility:

- Notify the parents about the situation if an injury has occurred
- Inform the Y of any injury that has taken place
- In any situation, it is **always** best to be safe and not sorry
- Listen to what the kids have to say, do not promote the “walk-it off” cure.

## BASIC FIRST AID INFORMATION

The following information is a basic first aid overview of the most common problems you might face as a coach. This is not meant to be all inclusive, please use your best judgment and caution with your players. A coach that maintains a safe practice environment can avoid many injuries. Be aware of activities that might lead to potential player injury. Safety for our children is our first concern.





## CUTS

- Apply direct pressure (3-5 min.)
- Do not release pressure to "look" at the wound, bleeding will only resume
- Cleanse the wound (there should be a degree of agitation)
- Dress the wound with clean gauze and tape

## HEAD, NECK OR BACK INJURIES

- Do not move the athlete when a serious injury is possible.
- Ask them where they hurt
- Tell them to collect their thoughts and reassure them with your presence
- Find out their degree of orientation (Ask: Name, date, place)
- Find out if they can move their legs, feet and arms.

## NOSE BLEEDS

- Never tilt the head back, apply pressure to the area for 3-5 minutes.
- If possible, put ice on the back of the neck to restrict blood flow

## CARE OF SPRAINS

- Feel for tenderness (asks the child where it hurts and if they can move the part)
- If the sprain seems to be severe, splint the effected area.
- Ice the sprain as soon as possible and put ice directly on the skin
- Ice for 20 min. at a time for at least 48 hours
- Icing can be a compress or a massage
- Treatment (I.C.E.): Ice (superior to heat in an early injury), **C**ompression, **E**levation  
Note: If the shoe is taken off then you will not be able to get it back on.

## RECOGNITION AND CARE OF HEAT INJURIES

### SYMPTOMS

- Dry hot skin
- Flushed skin
- Chills
- Dizziness
- Confusion

### TREATMENT

- Remove heavy clothing
- Cool the person down (ice, water, cold compress)
- Have them sip a cool liquid
- If there is no improvement, seek medical help.

Note: Do not gauge how hard an athlete has been working with the amount of sweat they show.

WHEN A CHILD WANTS WATER, GIVE THEM WATER (being aware of the amount of consumption)

## DEFINITIONS OF CHILD ABUSE

There are four types of child abuse. They are defined as:

1. **Physical**: An injury or pattern of injuries that happen to a child that are not accidental. These injuries may include beatings, burns, bruises, bites, welts, strangulation, broken bones or death.
2. **Neglect**: Neglect occurs when adults responsible for the well being of a child fail to provide for the child. Neglect may include not giving food, clothing, shelter, failure to keep children clean, lack of supervision and withholding medical care.
3. **Emotional**: Any chronic and persistent act by an adult that endangers the mental health or emotional development of a child including rejection, ignoring, terrorizing, corrupting, constant criticism, mean remarks, insults, and giving little or no love, guidance and support.
4. **Sexual**: Sexual abuse is the sexual assault of sexual exploitation of children. Sexual abuse may consist of numerous acts over a long period of time or a single incident. Children can be victimized from infancy through adolescence. Sexual abuse includes rape, incest, sodomy, fondling, exposing oneself, oral copulation, penetration of the genital or anal openings, as well as forcing children to view or appear in pornography. The perpetrator keeps the child from disclosing through intimidation, threats and rewards.

In the United States between 1:3 and 1:4 females are sexually abused as children. At least 1:7 to 1:10 males have been sexually assaulted before they reach the age of 18.

In 80% of the sexual abuse cases the child knows the offender and in 50% of all cases, the offender is a member of the child's household.

Abuse crosses all socioeconomic backgrounds.

Two million cases of child abuse are reported each year and of these reported cases, two thousand of the children die.

## STRATEGIES TO HELP PREVENT CHILD ABUSE

Note: These preventive strategies are designated to protect children in the YMCA programs and to protect volunteers from being wrongly accused of incidences of child abuse.

1. Volunteers who have a suspicion of child abuse should report it the child abuse hotline 1-859-245-5258, and please notify a YMCA Director if this should occur.
2. Encourage parents to attend as many games or practices as possible to help with supervision.
3. YMCA volunteers should never be alone with participants in the program and outside of the program itself.
4. YMCA strongly discourages volunteers meeting with participants in the program outside of the program itself.
5. Volunteer coaches are to communicate with all the children in a positive manner. Do not verbally abuse kids by putting them down or humiliating them in front of the team.
6. Volunteers must understand the differences in what is considered appropriate and inappropriate touch.

**To report any abuse or signs of abuse please contact your YMCA Program Director or contact Prevent Child Abuse Kentucky at 1-800-CHILDREN or [www.pcaky.org](http://www.pcaky.org)**



## COACHES CHECKLIST / IMPORTANT INFORMATION

- ◇ Fill out a volunteer application, if you have not coached in the past year.
- ◇ Sign and return the Coaches Code of Conduct.
- ◇ Call all players on your team to introduce yourself. Remind parents of the start of practices and games. Be sure to get any additional contact information like cell phone numbers and email addresses.
- ◇ Have all parents sign the master waiver sheet it at the 1<sup>st</sup> practice.
- ◇ Turn in signed waivers to any YMCA staff member.
- ◇ Give each Parent a Welcome Letter, encourage them to take the e-learning course: "Parent's Role in Youth Sports."
- ◇ Jerseys will be handed out before the first game.
- ◇ Practices will be at your designated location, day & time.
- ◇ Picture day information and weather cancellations at: <http://www.quickscores.com/Orgs/index.php?OrgDir=beaumontcentreyzca>
- ◇ Remind your parents that they can find game schedules.
- ◇ Please have your team arrive 30 minutes early.
- ◇ Have fun! Please contact Elissa at (859) 367-7357, for any questions or concerns.



## E-LEARNING INFORMATION SHEET

To help you with your season, we have developed and provided e-learning lessons for you to complete prior to your second scheduled practice.

Go to <http://training.ymca.net> or refer to your E-Learning information sheet given at coaches meeting.

## Carol Martin Gatton YMCA Information

**Elissa Roycraft, Sports Director**

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**Game Schedule and Weather updates:**

**<http://www.ygametime.com/branches/beaumont>**