

MCBH Youth Sports

COACH'S HANDBOOK

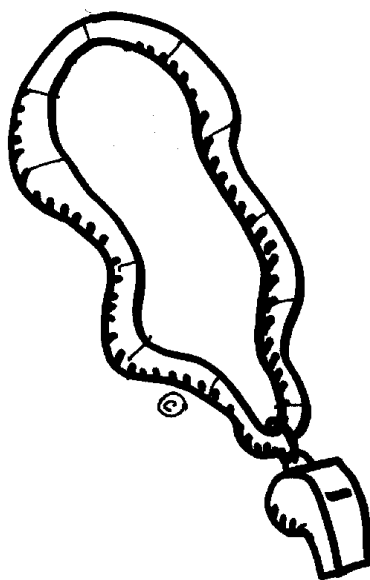


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Welcome to the World of Youth Sports!!

Thank you for volunteering to coach the children of Marine Corps Base Hawaii. We truly appreciate your time and commitment to this vital position. The role of a coach in a child's life can be a very rewarding experience as you can be instrumental in a youth's development.

There are three main objectives that are critical for all sports programs. First, we provide a safe environment that covers the player, coaches and parents. Second, we create an atmosphere where each child can have fun and enjoy the game. Third, while winning a game can be exciting, our program's primary goal is to teach youth the fundamentals of a sport and the enjoyment that comes with playing.

If you have any questions or concerns about the youth sports program, we are always available whether at the game or at the youth center. We will be glad to answer your questions. Again, thank you for volunteering! We look forward to working with you.

Clark Abbey
Youth Sports Specialist

Jeff Anderson
Youth Activities Director

MCBH Youth Sports Mission Statement

The Mission of the MCBH youth sports program is to offer a wide array of organized sports activities for youth to help them develop desirable physical skills and to mature emotionally and socially. Through participation, youth will gain a knowledge of sportsmanship, teamwork, and fair play while developing skills and a lifelong love of sports while having fun in a structured league of play.

We always strive:

- ~ To provide a meaningful experience for all participants through quality instruction, emphasizing good sportsmanship and equal play along with teamwork, respect, dedication, and discipline.
- ~ To provide an atmosphere where each child feels a sense of belonging and achievement regardless of ability.
- ~ To recognize effort and improvement along with achievement to help improve self-esteem and foster a positive self-image.
- ~ To provide guidelines to make each sport age-appropriate and to ensure proper fundamentals are developed and enthusiasm for the sport is fostered.
- ~ To design each sport program to attract and retain every interested player and raise the level of play of each of these players as high as possible.
- ~ To provide the support and training for parents and other interested adults who take on the responsibility of providing, through sports, these positive lifestyle choices for their children.

Program Philosophy

The philosophy of the Youth Sports Program is to provide the best recreational experience to dependent youth of all ages, interest, and skill levels. All programs are operated under the guidelines of the Marine Corps in accordance with the National Alliance for Youth Sports. The program focuses on organizing meaningful play commensurate with the physical and emotional development of each child. Sports opportunities are designed to allow all children equal participation in non-competitive play. The nine standards are as follows:

1. The MCBH Youth Sports Program will provide the proper sports environment for all activities.
2. The MCBH Youth Sports Programs are based on the well being of each child.
3. All MCBH Youth Sports Programs are drug, tobacco and alcohol-free.
4. The MCBH Youth Sports Program must be designed to be part of a child's life.
5. All MCBH Youth Sports Programs participants, coaches and parents will receive sport-specific training.
6. The MCBH Youth Sports Program is designed to provide parents with an active role in his/her child's physical, social and emotional development.
7. The MCBH Youth Sports Program encourages positive role models to include parents, coaches, and teammates.
8. The MCBH Youth Sports Program asks for parental commitment to allow each child positive and supportive experience.
9. The MCBH Youth Sports Program provides a safe playing situation for each child by providing education for coaches and referees and inspecting all playing surfaces regularly.

Concepts and Goals of Youth Sports Program

MCBH Youth Programs

- a. **Fun and enjoyment:** Provide all youth, talented and less talented, ages 5-18, with opportunities for participation, fun and enjoyment.
- b. **Leisure Skills Development:** Provide opportunities for youth to develop lifetime leisure skills.
- c. **Physical Development:** Assists youth with physical development by:
 1. Teaching fundamental and safe sport skills appropriate for their age.
 2. Providing opportunities to improve their physical conditioning.
 3. Teaching sound health habits.
 4. Providing safe playing area and proper supplies and equipment.
- d. **Psychological Development:** Help youth develop psychologically by:
 1. Fostering the development of self-worth and personal identity.
 2. Providing opportunities to express and control emotions.
 3. Creating a learning environment.
- e. **Social Development:** Help youth develop socially by providing opportunities:
 1. To have fun with others.
 2. To learn independence and the importance of teamwork.

3. To learn cooperation and sportsmanship.
4. To develop leadership skills and initiative.
5. To learn how to compete - how to put winning or losing in perspective.

f. **Concept of Winning:**

1. Participants can learn from both winning and losing if winning is placed in a healthy perspective.
2. Winning is not the primary goal. Do not define success as winning.
3. Losing a game or event is not a reflection on their self-worth.
4. Success is related to effort and is found in striving for the best they can do.

Inclusion Policy

Equal sports play opportunities are provided for all youth regardless of race, creed, sex, economic status, or ability.

- Sex/ race stereotyping and prejudice of any kind are prohibited.
- Adult youth sports leaders demonstrate a tolerance of, and respect for, people all abilities, sizes, shapes, colors, cultural, and economic backgrounds.
- Each league has a non-discrimination policy that ensures participation for all youth regardless of race, creed, sex, economic status, or ability.
- There is an active coaching recruitment program to recruit and select qualified women and minorities as coaches.
- Sexual harassment issues should be reported to supervisor on duty. Zero Tolerance!

Additional Information

MCBH Youth Sports Policies and Procedures Handbook and all publications are available for review upon request.



Certification of Coaches

All youth sports coaches must be certified under the National Youth Sports Coaches Association (NYSCA), must be current in CPR & First Aid, and are required to complete NYCSA sport specific training. This training is conducted online and the \$25 membership fee is paid for by MCBH Youth Programs. The Sports Coordinator must create your training account with NAYS.

Code of Behavior for Youth Coaches

A youth coach is perhaps the most significant factor in the quality of a youth sports program. Youth coaches, in addition to participating in the training program for youth coaches, should agree to:

Make practice and games fun.

Teach sport skills to all players, not just gifted ones.

Encourage, reward, and praise the young athletes.

Remember that effort is more important than results.

Set realistic goals with their players.

Ensure playing areas are safe before play.

Permit athletes to share in the leadership and decision making for their team, including team rules.

Be the team leader and continuously set a positive, good sportsmanship example for the youth.

Accept the “youth athletes first, winning second” perspective on youth sports.

Disciplinary Procedures

Unacceptable conduct by an MCBH Youth Sports Coach is handled as follows

- If a verbal complaint is received from a parent, official, or adult, the sports coordinator or youth director will attend the next game or practice to observe the coach and substantiate the complaint.
- In order to follow up on any complaint, the complaint must be submitted in writing.
- The coach is given an opportunity to respond.
- Actions may include:

Verbal Counseling

Expulsion from a game

Suspension from more than one game

Removal as coach

Note: Officials are the final authority for coach’s conduct at a game

Substance Abuse

Drugs and alcoholic beverages are not permitted at any youth practices or games. Any player or coach found guilty of substance abuse will be dismissed from the program. Parents/spectators who consume drugs or alcohol prior to attending youth games will not be allowed on the premises. **YOU WILL BE ASKED TO LEAVE** and security forces will be notified. Youth Center grounds are **TOBACCO-FREE** areas. Coaches, players, and parents are asked to refrain from smoking at youth practices or games

Important Phone Numbers

Please feel free to contact us if you have any questions or concerns.

Youth Sports Coordinator	808-254-7611
Youth Activities Front Desk	808-254-7610
Youth Activities Director	808-254-7612

Minimum Play/ Excused Absences

Equal sports playing time are provided for all youth regardless of ability or game score. Excused absences are permitted and will not be punished in any way, example; by not playing in a game.

Child Abuse Identification/ Prevention/ Reporting

Child Abuse Hotline: 808-832-5300

Definitions

- Child Abuse: Physical injury/emotional disturbance where circumstances indicate this condition may not be the product of accidental occurrence.
- Child Neglect: Acts of omission that could be expected to result in physical or emotional harm to children.

Physical Abuse Indicators

- Major
 - Broken bones
 - Brain damage or skull fractures
 - Internal-injury
 - Poisoning
 - Burn or scald
 - Severe cut, laceration, bruise
- Minor
 - Minor cut, bruise, welt
 - Twisting or shaking

Physical Indicators of sexual abuse include some that you might not notice while routinely caring for young children

- Child's torn, stained, or bloody underclothing
- Bruises or bleeding in or around a child's external genital, vaginal, or anal area
- Child in obvious pain when walking or sitting
- Child scratching the genital area
- Premature sexual knowledge

Neglect Indicators

- Child is not provided with basic needs: physical, educational, or emotional
- When considering whether neglect might be occurring, it is important to look for consistencies. Do the indicators of neglect appear frequently?

Emotional Maltreatment

- Active, intentional berating, disparaging, or other abusive behavior toward the victim that affects adversely the psychological well-being of the victim
- Passive or passive-aggressive inattention to a victim's emotional needs, nurturing, or psychological well being

Prevention

- Training
 - All volunteers and staff will be trained in child abuse prevention, identification, and reporting.
 - Youth Programs will maintain resource materials on child abuse and neglect to assist volunteers and staff in responding to children.
- Facility Control/Supervision
 - All areas of use for youth shall be easily viewed
 - Rooms used by children shall not be completely darkened for any purpose
 - Closed circuit televisions are in use at the youth center.
 - Report any suspicions of child abuse to Youth Activities staff immediately.

Emergency Plan Procedures

Medical Emergencies

In the event of an emergency or accident the following steps should be taken:

1. Assess the situation. **DO NOT PANIC.** Administer first aid only if you are qualified.
2. Have an adult stay with the injured person at all times.
3. If additional assistance is needed and no cell phone available, find the closest phone and **CALL 911** or another pre-determined emergency number. Provide the dispatcher with the following information:
 - Your name and position.
 - Exact location including street access, entry gate, building location
 - Victim's condition.
 - Nature of the injury and circumstances surrounding emergency.
 - Stay on the phone until you are told to hang up.
4. Return to the injury scene in case you are needed for other assistance.
5. Meet the emergency vehicle.

6. Immediately call the parent or guardian and advise them of the circumstances.
7. Report the accident to Youth Activities (254-7610) as soon as possible. Submit written accident report within 24-hours.
 - a. If hospitalization required notify Youth Activities staff immediately.
8. Call the child's parents or guardians to make sure everything is okay the evening of the accident.

REMEMBER:

- At NO TIME should you offer a diagnosis or express personal opinion as to the extent of the injury.
- Coaches are responsible for keeping emergency phone numbers and medical information about their players on hand at all times.

Administering First Aid

<p>Mouth to Mouth Resuscitation</p> <ol style="list-style-type: none"> 1. Place victim on side and remove foreign matter from mouth with finger. 2. Place victim on back. 3. Tilt victim's head back to open airway. 4. Close victim's nostrils with fingers. 5. Exhale until victim's chest expands. 6. Repeat every 1-2 seconds after chest deflates. 7. Keep trying until help arrives. 8. If unable to give breath, check victim for airway obstruction. 	<p>Severe Bleeding and Wounds</p> <ol style="list-style-type: none"> 1. Apply direct pressure on wound. 2. Use clean cloth or hand. 3. Elevate body part. 4. Apply pressure to pressure points if necessary. 5. Add more cloth if blood soaks through. Never remove bandage once applied. 6. Keep pressure on wound until help arrives.
<p>Fainting, Unconsciousness and Shock</p> <ol style="list-style-type: none"> 7. Have victim lie down and rest. 8. Keep victim comfortable, not hot or cold. 9. Place victim on side if unconscious. 10. Ask or look for emergency medical I.D. 11. Treat other injuries as necessary. 	<p>Choking and Airway Obstruction</p> <ol style="list-style-type: none"> 1. If victim is coughing, or able to speak, stand by and allow victim to cough up object. If unable to speak, apply abdominal thrusts (Heimlich Maneuver). 2. If unconscious, check victim's mouth and clear of foreign matter. 3. Give abdominal thrust (Heimlich Maneuver). 4. Continue thrusts until airway is cleared.
<p>Burns, Thermal and Chemical</p> <ol style="list-style-type: none"> 1. Immerse burned area in cold water. 2. Flood chemical burn with cool water for 15 minutes. 3. Cover burn with dry bandage. <ol style="list-style-type: none"> 1. Keep victim quiet and comfortable. 	<p>Poisoning and Overdose</p> <ol style="list-style-type: none"> 12. Determine what substance is involved and how taken. 13. Call Poison Control Center (808-941-4411). 14. Stay with victim and assist as directed by Poison Control.
<p>Infection Control</p> <ol style="list-style-type: none"> 1. Use gloves when making contact with potentially infectious material. 2. Use good hand washing procedures or 	<p>Infection Control</p> <ol style="list-style-type: none"> 5. Use gloves when making contact with potentially infectious material. 6. Use good hand washing procedures or

<p>disinfectant wipes to control contamination from blood or other bodily fluids.</p> <p>3. If exposed to potentially infectious material through a skin puncture or splash to the eyes:</p> <ul style="list-style-type: none"> • Skin Exposure: Vigorously wash affected skin with plenty of soap and water. • Eye Exposure: Wash eyes for at least 10 minutes with large amounts of water, lifting the upper and lower eyelids occasionally. • Notify Environmental Health and Instructional Safety. 	<p>disinfectant wipes to control contamination from blood or other bodily fluids.</p> <p>7. If exposed to potentially infectious material through a skin puncture or splash to the eyes:</p> <ul style="list-style-type: none"> • Skin Exposure: Vigorously wash affected skin with plenty of soap and water. • Eye Exposure: Wash eyes for at least 10 minutes with large amounts of water, lifting the upper and lower eyelids occasionally. • Notify Environmental Health and Instructional Safety.
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Severe Weather Emergencies

When thunderstorms w/lighting or other severe weather patterns are reported within 5 miles:

- If at game time or after game starts the Official and Coaches should make determination whether to cancel game for inclement weather.
- If thunderstorm w/lighting within 5 miles players will exit playing field and seek shelter in cars or dugouts until storm passes.
- During summer weather conditions, the children will not be allowed to play when the temperature and/or heat index is in excess of 100 degrees Fahrenheit.

Youth Sports Safety Plan

The number one priority of the MCBH Youth Sports Program is the safety of all participants. All efforts are made to ensure that a safe environment is maintained at all times.

1. All playing areas are checked before the start of the season and during each season .
2. Adequate safety equipment is made available for each sport.
3. All coaches are briefed on and given a copy of Youth Sports Emergency Plan.
4. Coaches are required to conduct adequate warm up time before each game or practice.
5. Proper clothing is required for each participant according to sport
6. Spectators are required to stand back from playing areas to minimize player distraction
7. If severe weather is sighted within 5 miles of the base games will be suspended

Annual Sports Calendar*

SOCCER	Registration/ April Season/June-August
BASKETBALL	Registration /October Season/January-March

BASEBALL/T-BALL/
SOFTBALL/VOLLEYBALL
WRESTLING

Registration/January
Season/March-May

FLAG FOOTBALL/
CHEERLEADING

Registration/ July
Season/September/November

IN-LINE HOCKEY

Registration/July
Season/September/November

*Schedule subject to change.

Sportsmanship

What is good sportsmanship?

Good sportsmanship occurs when teammates, opponents, coaches, and officials treat each other with respect. Kids learn the basics of sportsmanship from the adults in their lives, especially their parents and their coaches. Kids who see adults behaving in a sportsmanlike way gradually come to understand that the real winners in the sport are those who know how to preserve and to behave with dignity whether they win or lose a game.

Coaches can help their kids understand that good sportsmanship includes both small gestures and heroic efforts. It starts with something as simple as shaking hands with the opponents before the game and includes acknowledging good plays made by others and accepting bad calls gracefully. Displaying good sportsmanship isn't always easy: It can be tough to congratulate the opposing team after losing a close or important game. But the kids who learn how to do it will benefit in many ways.

Kids who bully or taunt others on the playing field aren't likely to change their behavior when in the classroom or in social situations. In the same way, a child who practices good sportsmanship on the field is likely to carry the respect and appreciation of other people into every other aspect of life.

Good Sports Are Good Winners

Ask first or second graders who won the game, and they may answer, "I think it was a tie." It's likely the question isn't of real interest at that age. Kids may be more eager to talk about the hits they got or the catches they almost made. But as they move into older and more competitive leagues, kids become more focused on winning. They often forget to have fun. Without constant reminders and good examples, they may also forget what behavior is appropriate before, during, and after a sporting event.

Kids who have coaches who care only about being in first place and say that anything goes as long as they win, pick up the message that it's okay to be ruthless on the Field. If parents pressure them to play better or second-guess their every move, kids get the message that they're only as good as their last good play – and they'll try anything to make one.

Adults who emphasize good sportsmanship, however, see winning as just one of several goals they'd like their kids to achieve. They help young athletes take pride in their accomplishments and in their improving skills, so that the kids see themselves as winners, even if the scoreboard doesn't show the numbers going in their favor.

The best coaches encourage their kids to play fair, to have fun, and to concentrate on helping the team while polishing their own skills.

Coaches Guide:

Principles of Conduct and Discipline

I. Responsibilities to the League

A. Equipment

1. Maintain and care for issued equipment as if it were your own
2. Insure that only approved equipment is used and that it is used properly
3. Return all equipment promptly after the season ends
4. Inform the Youth Sport staff immediately if there is missing or damaged equipment

C. Certification

1. Ensure that you have been certified and that you retain certification in the National Youth Sports Coaches Association.
2. You are required to know the rules of the sport that you are coaching as well as any local bylaw adaptations that may exist
3. You must attend all coaches meetings that are scheduled.

II. Responsibilities to your players

A. Safety

1. Supervise the physical environment of all playing areas
2. Supervise the wearing and use of proper and approved equipment at all times
3. Supervise the emotional and physical well being of each player

B. Morals and Morale

1. Teach respect for self; others, authority, and equipment
2. Set a good example for players to follow
3. Create positive attitudes
4. Implement discipline during games and practices
5. Abstain from use of alcohol, drugs, and tobacco prior to and during team events
6. Do not use profanity or inappropriate language

C. Fundamentals

1. Teach and demonstrate the skills of the game
2. Teach and obey the rules of the game
3. Help develop techniques to match each player's individual skill level

D. Sportsmanship

1. Show respect toward others and authorities
2. Teach fair play
3. Encourage competitive spirit, yet de-emphasize the importance of winning
4. Support team play
5. Demonstrate self control
6. Conduct of parents of your players is your responsibility during a game.

III. Responsibilities to your player's parents

A. Conduct an Initial Parent's meeting

1. Explain team rules and your philosophy of coaching as well as the overall philosophy of the program
2. Explain proper conduct that must be adhered to at all times, especially at games.
 - a. No smoking within 75 feet of the field
3. Explain that you are not a babysitter.
4. Solicit volunteers to assist with concessions, phone calls, snacks, etc. (Team Parent)
5. Encourage parent involvement
6. Ensure open lines of communication

B. Administration

1. Create a phone chain for easier communication of changes in schedule
2. Ensure all parents receive a team roster

C. Participation

1. Encourage parent attendance
2. Recognize and praise parent involvement
3. Ensure parents have players to events on time as well as pick them up promptly

Coaches Guide

Practice Outline

“It is not the amount of time you spend at practice that counts; it is what you put into the practice”

Eric Lindros

The key to an effective practice is to be prepared. Because you will generally have only one hour to practice, MCBH Youth Activities suggest the following tips to help you to utilize your time more efficiently:

- Encourage your players to arrive a few minutes early. This helps everyone get there for the start and could allow you to accomplish warm up before your time on the field or court begins.
- Ensure that you have a practice plan for each and every practice. A sample is provided below.
- Make the practice as challenging and as fun as possible.

Stages In Organizing A Successful Practice

Typical 1 ½ hour practice

- OBJECTIVES: Know what you plan to accomplish during this practice and how your goals can be measured
- CHECKLISTS: Equipment _____
Field Condition _____
Pre-meeting with Coaches _____
Safety Check _____

Warm-up athletes

Basics—

Teach new skill and allow sufficient time for practice

Practice under game conditions

Cool down

Wrap-up (coach and team comments)

Allow sufficient time for water breaks

Coaches Guide

Parent Orientation Program

An important facet of coaching is getting parents behind you. A well-conducted parent orientation meeting can save you time and potential problems by explaining your objectives and coaching philosophy. The meeting should take place early in the season, e.g., after the first practice session. The choice of location should have a relaxed environment where it would be conducive for group discussions, e.g., your home rather than a classroom. Try to keep the length of the meeting to approximately one hour. During the meeting you should discuss the following topics:

- Your goals and objectives
- League adaptations to the rules of the sport
- Assistance you will be requiring from parents
- How you expect the parents, coaches and children to behave during games (to include reactions to the officials and proper behavior after winning or losing)
- Team rules that hopefully have been developed by the children
- How and when you want parents to give you advice and constructive criticism.
- Your background—why should parents entrust their children to you
- Explain the risk of injury and how parents can reduce possible injury to their child
- Requirement for a medical examination
- Parental responsibility to:
 - notify coaches when their child can return for play after an injury or
 - when parents suspect their child is ill or hurt
- What parents can do at home to help their child's physical development and improve sport skills
- How much time will be spent each week for practice and games
- What equipment will their child need
- How long will the season last, discuss the schedule, playoffs, travel, etc
- How you will decide who will play and at what positions
- Methods you use to teach sport skills
- Your emphasis on winning and the benefits of sports for their children
 - Remind parents that the game is for the kids, not coaches or parents, and that we are not being entertained by miniature professionals
- Team social functions, e.g., picnics, fun day, etc.
- Requirement, if any, for midseason meeting
- How will parents be notified in case of rain, etc.
- End of season players and parents critique of your ability

After you have completed your portion of the meeting, encourage comments or questions. A well-planned meeting also opens doors to future communications.

Volunteer Youth Coaches Job Description

TITLE:

Volunteer coach for MCBH Youth Sports Program

DESCRIPTION:

- Coach male or female athletes between the ages of 3-18
- You will be considered a role model for 10-18 young athletes assigned to your team; therefore sportsmanship, fair play, and full participation are mandatory

RESPONSIBILITIES:

- Plan and supervise games, practices, and events
- Supervise assistant coaches, managers, or team parents
- Teach the young athletes the fundamentals of the sport
- Encourage the involvement of the parents
- Schedule and conduct parent and other necessary meetings
- Provide a safe and fun environment for the children
- Learn and follow all league rules, policies, and procedures
- Give each player equal playing time
- Put the feelings of the players ahead of your desire to win

QUALIFICATIONS:

- Successfully complete the application procedure and pass a background check
- Attend any scheduled coaching interviews or meetings
- Successfully complete the National Youth Sports Coaches Association (NYSCA) Certification Program prior to the beginning of the season
- Be enthusiastic
- Not want to win at all costs
- Must be patient, especially with children
- Be organized
- Be dependable

As a volunteer coach, you are treated by local, state, and federal law as being an unpaid employee of the agency with which you are associated; therefore, you must conduct yourself in the same manner as you would at your own job. In the same respect, you will receive the same treatment, aside from compensation and benefits, as the employees of MCBH Youth Sports Program

I agree that I have read and understand the above **job description** for a **youth sports** league coaching position, and that I accept the terms of the **job description**.

Name (Printed)

Signature

Date

Please note: Failure to sign this page will render the application incomplete and unacceptable.