

**Cosumnes Community Services District
Parks & Recreation Department**



Youth Sports Leagues

Coach Guidebook

Dear Coach,

Welcome to the Cosumnes CSD Parks and Recreation Department Youth Sports Leagues.

Please take the time to review the following pages, which contain our league guidelines and code of conduct. It is important that you, your team, and your team's parents become familiar with this information.

Should you have any questions, feel free to contact our office at 916-405-5600.

Location & Mailing Address

Cosumnes CSD
Wackford Community & Aquatic Complex
9014 Bruceville Rd.
Elk Grove, CA 95758
(916) 405-5600 Phone

Cosumnes CSD
Main Office
8820 Elk Grove Blvd.
Elk Grove, CA 95624
(916) 405-5300 Phone

Hours

Monday – Friday
8:00AM – 8:00PM
Saturday – Sunday
8:00AM – 5:00PM
Closed holidays

Monday-Thursday
8:00AM – 5:00PM
Fridays
8:00AM – 12:00PM
Closed holidays

General Policies & Guidelines

It is the coach's responsibility to make sure that their players, players' parents, and fans are informed and comply with all administrative and league rules.

Philosophy:

The object of the Cosumnes CSD Youth Sports Leagues is to provide an age-appropriate, positive, and recreational environment for all ages that encourages fitness, social interaction, and fun. Teaching youth the fundamentals of specific sports while focusing on teamwork and good sportsmanship.

Fairness Ruling:

All rules within this handbook are to be taken as a whole. The CSD Staff shall decide any conflicting statements. CSD reserves the right to make rulings in the best interest of the program that may not be specifically stated.

Coaching Requirements:

Every coach is required to complete the following requirements prior to acting in the capacity of a coach:

- *All coaches must get fingerprinted through the Cosumnes CSD, no exceptions! We will receive a notification once your fingerprints have cleared.*
- All coaches must receive and review concussion protocol info that shows you understand concussion protocol.

Once you have completed these steps you will be notified that you are cleared to coach.

- Cleared coaches will receive a Coaches ID badge once they have met all coaches requirements. ID badges and coaches' shirts will be issued upon full clearance of coaching requirements. Only cleared coaches can have their photos taken with their team(s) during picture day. ID badges and coaches shirt's must be worn during picture day; all leagues practices and games; and any related CSD events.
- Only cleared coaches with ID badges and coaches' shirts will be allowed on the player's bench and/or sidelines during league games (see diagrams with sport specific rules). The amount of coaches per team varies for each league:
 - T-Ball – Up to 3 coaches.
 - Youth soccer-Up to 2 coaches prior to and during the draft; one (1) additional coach may be added after the draft. For age groups that do not have a draft, up to 3 coaches are allowed.
 - Youth Flag Football – Up to 2 coaches prior to and during the draft; one (1) additional coach may be added after the draft. For age groups that do not have a draft, up to 3 coaches are allowed.
 - CSD youth basketball – Up to 2 coaches prior to and during the draft; one (1) additional coach may be added after the draft. For age groups that do not have a draft, up to 3 coaches are allowed.

- Only cleared coaches may run a practice or a game.
- Only cleared coaches may assist a child to the bathroom if their parent or guardian is not present.

- Cleared coaches must notify the sports staff one week prior to the event if there will not be a cleared coach present at a practice or game in order to coordinate a proper substitution or alternative. In the event of an emergency please reach out to the league coordinator as soon as possible.
- CSD Staff reserves the right to ask ANY coach at ANY time to show proper photo identification.

Online Resources

- **Game Schedules:**
 - Game Schedules can be found at www.teamsideline.com/cosumnes, game scheduled are released by first practice or earlier. Please be sure that you are advising your parents/guardians of your team name and number as it is listed.

- **Concussion Resources**
 - “Heads Up” provides some excellent resources for both parents and coaches at www.headsup.cdc.gov.

League Fees:

Players must be currently registered in the current season to participate in any league activities. This includes the completion of waiver release forms and code of ethics signed by the player’s parent(s) or guardian(s).

Jewelry, Casts, Etc.:

Participants are not allowed to wear jewelry (with the exception of medical bracelets and stud earrings that must be fully covered), casts or any other items deemed as dangerous by the official(s). Any medical protective devices (i.e., knee braces) made of plastic or including metal parts (hinges, etc.) must be completely covered by at least ½ inch neoprene sleeves.

Weather Policy:

CSD staff will advise all participants of any cancellations of weekday evening youth programs by 3:00pm on the effected day as well as notify any weekend youth sports programs by 8:00am when possible. Please login on to www.teamsideline.com/cosumnes website for the most recent updates.

Outdoor youth programs may be cancelled in advance if temperatures are projected to be above 100 degrees and if the Sacramento Air Quality Index is projected as a spare the air day (AQI 127 or above) programs will be cancelled.

In the event of changing weather conditions – (anticipated increasing temperatures) onsite lead staff will:

On weekends (if we cancel programs once the day has begun it may not be possible to cancel the next hour's games so we have created the following schedule below)

- Continue to monitor the temperature onsite
- If the outdoor temperature is over 100 degrees at anytime games may be cancelled by CSD Staff.

On weekdays

- If outside temperatures are over 100 degrees at 2:30pm, staff will confer with the program supervisor and notify parents if the activities are cancelled by 3:00 pm.

Cancellation Procedures:

CSD will do everything possible to provide up games cancelled due to weather. However, to avoid extending the end date, some games may be played during the week or cancelled (as a last resort).

Postponed or Suspended Games:

Games postponed by CSD for any reason will be rescheduled if possible (either during the week or end of the schedule). CSD reserves the right to schedule make-up games on a different day than that of the league and to postpone or cancel games, if necessary.

Alcohol, Tobacco, and Controlled Substances:

All alcoholic beverages, tobacco, and controlled substances are banned from league events. Officials/referees and CSD staff will enforce this rule. This includes alcohol or tobacco ads on products such as hats, shirts, chairs, umbrellas, or ice chests. Coaches are expected to help enforce and abide by the policy.

Unsportsmanlike Conduct – Team Responsibility:

It is the coach's responsibility to set an example of sportsmanship and fair play. The coach is responsible for controlling the conduct of the team's players, players' parents and fans – before, during and after the game. Remember it is a working relationship between coaches and CSD staff.

Officials and Referees:

Officials and referees are the officials of the game and have the authority to order a player, coach, or spectator to refrain from doing anything that affects or interferes with league rules and policies. Officials have the authority to banish players, coaches, or spectators from the game, the player's bench and the facility (i.e., park or field) for misconduct, delay of game, or for the good of the game. Officials' decisions shall be final.

Accidents & Incident Reports:

CSD Staff will file accident and incident reports within 24 hours of any occurrence. Coaches will be asked to assist in providing any necessary information they may have that pertains to the report.

Litter:

Coaches are responsible for picking up any litter his/her team may have left in the gym, parks or parking lots. Coaches are responsible for having their team clean up their area. CSD appreciates the help even if the litter is not left by your team.

Gym Rules:

- Absolutely **no dunking, hanging on rim, or slapping backboard** is permitted on any CSD court.
- No food or beverages other than water are allowed.
- No profanity allowed.
- No spitting allowed.
- No animals allowed.
- Athletic shoes and attire required when participating in the gym.

Lost & Found:

All lost and found items submitted will be kept at the CSD office. CSD is not responsible for lost or stolen items

Coaches' Information

Contacting your team:

Please contact your team as soon as possible. If the phone number listed on the roster is not working, please refer to league coordinator. This is the first impression that the players and parents have of their coach. Please be prepared to answer questions and provide any necessary information to the player and parents.

Meetings:

- Team Meeting: Coaches should schedule a team meeting to discuss the season expectations, determine practice day for all players if not in a day specific league, get parent volunteers to create snack lists and banners (optional) and any other appropriate information you want to share with your parents.

Player Clinic Day (Youth Sports Leagues):

Each player will check in at the player check in table, receive a number, and join a group. There will be groups of 10-25 players that will run through drills and be assessed by the coaches. Coaches will assess all groups and then go to a room or area where there will be a player draft. Any players that were unable to attend player clinic day will be placed on teams at random. There will be no requests. The player clinic day will take approximately 2 – 2 ½ hours as a coach depending on how many players are registered for that division. The purpose of the player clinic day is to balance out the level of skill on each team so that games are fair throughout the season.

Picture Day:

Coaches would want to arrive 15 minutes prior to the scheduled time. Each player receives an individual picture and a team picture as part of their league registration fee. Additional pictures may be purchased on picture day at the customers expense.

Team Benches, Banners, Snack Lists, Names, etc. (optional, not required):

There are a few details that can help your team players and parents build a good chemistry. It is important to ask your player's parents to volunteer and help out where they can. Before your first meeting with the team, make a list of the items you will all need to work together on. Usually there will be a parent or two who will be willing to put together a team banner or be the lead on having one made. Another option is a team bench. There are many choices. Some coaches use a blanket, carpet squares, wood on top of five gallon buckets, or fold up benches. Talk to another parent about putting together a snack list (see healthy snack options below). It is a good idea to be prepared with a backup snack in case the player in charge of snacks doesn't show up that day. If you wish to name your team, please make sure all players and players' parents come to an agreement on an appropriate team name that does not discriminate. All of these items are optional and not required.

Cosumnes Community Services District

Coaches' Code of Ethics

The function of all coaches is to abide by only the highest level of sportsmanship and conduct. The coach must be aware that he or she has tremendous influence in the development of the participant, and thus, shall never place the value of winning above instilling the highest desirable ideals of character.

- Coaches must be fingerprinted through Cosumnes CSD, complete training through Postive Coaching Alliance and complete Concussion training through the CDC Heads Up program in order to coach in a Cosumnes CSD league.
- A coach fingerprinted through Cosumnes CSD must be present at all practices and matches. If not, a CSD staff needs to be informed 48 hours prior to the event.
- Coaches will provide a positive role model and atmosphere in practices and matches. This includes being courteous, respectful and polite to all players, parents, other coaches, administrators and officials.
- Coaches will work with and develop every member their team.
- Coaches are responsible for taking an active role in education about, and prevention of drugs, alcohol and tobacco abuse.
- Coaches will meet before and after matches and exchange friendly greetings in order to set the correct tone for the players.
- Coaches will treat officials with respect and shall teach their players and spectators to do the same.
- Coaches will confine their discussion to the rules and not challenge official decisions involving judgment.
- The coach shall be thoroughly knowledgeable with CSD rules and is responsible for their interpretation to players and parents.

I hereby acknowledge that I have read and understand the above and agree to be held bound by the Coaches' Code of Ethics. If I fail to act as described in the Coaches' Code of Ethics, I fully understand that I can be relieved of my volunteer coaching duties with the Cosumnes CSD Parks & Recreation programs.

Coaches Name & Signature

Date

Cosumnes Community Services District

Parents' Code of Ethics

- I (we) hereby pledge to provide positive support, care, and encouragement for my (our) child participating in youth sports by following the Parents' Code of Ethics.
- I (we) will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sport events.
- I (we) will place the emotional and physical well-being of all participants above competition
- I (we) will insist that my (our) child play in a safe and healthy environment.
- I (we) will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I (we) will demand a sports environment for my (our) children that is free from drugs, tobacco, and alcohol and refrain from their use at all youth sport events.
- I (we) will remember that the game is for the youth participants – not the adults.
- I (we) will do our best to make youth sports fun for my (our) children.
- I (we) will ask my (our) children to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
- I (we) promise to help my (our) children enjoy the youth sports experience by doing whatever I (we) can, such as being a respectable fan, assisting with coaching, abiding by league rules, or assisting with the league activities.
- I (we) will expect that my (our) children's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.
- I (we) will review the CSD Concussion policy and information sheet and will discuss the dangers of concussions with my child.

I (we) hereby acknowledge that I (we) have read and understand the above and agree to be held bound by the Parents' Code of Ethics. If I (we) fail to act as described in the Parents' Code of Ethics, I (we) fully understand that my (our) children and I (ourselves) can be asked to leave the Cosumnes CSD Parks & Recreation program.

Print Parent (s) or Guardian (s) Name (s)

Date

Signature Parent (s) or Guardian (s)

Date

Cosumnes Community Services District

CSD Sports Coach Attire

As a volunteer and representative of the Cosumnes Community Services District, you represent a large and prominent organization in the community; therefore your appearance is extremely important. Wearing appropriate clothing allows you to participate safely in activities with the children. Remember, you are the person parents see on a daily basis, and the way you dress and represent yourself leaves an impression parents take with them.

As a volunteer, your appearance must present a positive image. Your attire is also important in maintaining your safety while volunteering. The following are the specific dress codes applicable to volunteering with CSD Sports:

1. Coaches' shirts and coaches ID badges **must be worn and visible at all times**. You will be given a coach shirt and ID badge when you are cleared to coach. If you are not wearing your coaches' shirt, please make sure you are in your "team" attire. For example, if you are a coach for t-ball and you are the kingsnakes, the only shirts appropriate other than your CSD Coach shirt would be a kingsnakes shirt.
2. Coach shirts must be kept clean and in good repair.
3. **Closed-toe shoes must be worn at all times.** Absolutely no open-toed shoes are allowed at any time.
4. Pants must fit properly and be in good repair. Pants should be worn on the waist (hips) and tightened properly.
5. Shorts may be worn, but may not be higher than mid-thigh. Shorts must be worn on the waist (hips) and tied.
6. Jewelry worn by a coach on a field or court must be minimal and simple for safety purposes.
7. Piercings and tattoos are requested to be kept discreet.
8. Volunteers must maintain grooming and hygiene that is professional while volunteering.
9. Once cleared coaches have met coaching requirements and have been notified by CSD sports staff, they will receive a Coaches ID badge. ID badges and coaches shirts will be issued when you are cleared.

Cosumnes Community Services District

Sports Code of Conduct Violation

Any coach, participant, parent, or spectator whom is written up for a Code of Conduct violation for any reason must meet with the Recreation Coordinator and/or Recreation Supervisor prior to reinstatement.

Code Violations: (All penalties are subject to CSD discretion)

1. Be physically aggressive toward any player (teammate or opponent), official, coach, scorekeeper, league director, agency representative, or spectator. This includes any unwanted physical contact including, but not limited to, shoving or striking a person, before, during or after a game. If during a game, the player/coach will be immediately ejected.

Minimum Penalty: Immediate ejection, removal from facility.

Maximum Penalty: Suspension for 10 calendar years and probation for 10 additional calendar years.

2. Be verbally abusive toward any player (teammate or opponent), official, coach, scorekeeper, league director, agency representative, or spectator. This includes, but is not limited to, use of profanity and/or racial slurs, harassment, threats, intimidation before, during or after a game, disrespectful conduct. If during a game, the violator will be immediately ejected and removed from the facility.

Minimum Penalty: Immediate ejection, removal from facility and probation for the remainder of the season.

Maximum Penalty: Suspension for 5 calendar years and 5 additional calendar years' probation.

3. Being unfaithful to the character-development missions of the league and not compromise these objectives to achieve sports performance goals. Not placing the emotional, physical and moral well-being of athletes above competition.

Minimum Penalty: Verbal Warning

Maximum Penalty: Removal from participating in the league, coaching, and/or being a spectator for the remainder of the season.

4. Refuse to abide by an official's decision. If you have a major complaint, or if you think the official was unfair, biased, unfit or incompetent, report your opinion to the League Coordinator. Your actions will be taken seriously if they are presented objectively and formally.

Minimum Penalty: Verbal Warning

Maximum Penalty: Removal from participating in the league, coaching, and/or being a spectator for the remainder of the season.

5. Appear in or around the facility of the league under the influence of alcohol or drugs.

Minimum Penalty: Immediate ejection, removal from facility and probation for the remainder of the season.

Maximum Penalty: Suspension for 1 calendar year and 1 additional calendar years' probation.

6. Gaining an advantage through strategies or techniques that violate the rules.

Minimum Penalty: Verbal Warning

Maximum Penalty: Removal from participating in the league, coaching, and/or being a spectator for the remainder of the season.

Any coach, participant, parent, or spectator whom is on probation for a Code of Conduct violation, and is reported for another violation of the Code of Conduct, further disciplinary action as determined by CSD staff. Any probation or suspension included in the penalty for the new violation will run consecutively with the former penalty.



Coach Agreement

I, the undersigned, have read and understand all the policies and procedures as set forth in the Coach Guidebook. I also understand that I am responsible for following as well as ensuring that my team and team's parents are informed and complies with all of the policies and procedures, as they are stated in the Coach Guidebook.

Sport (check one): ☐ CSD Youth Basketball ☐ CSD Youth Soccer
☐ CSD T-Ball ☐ CSD Youth Flag Football

Team Name: _____

Coach Name (Print): _____

Coach Signature: _____

Date: _____