



PenMet Parks

Parks For All. Parks For Life.

YOUTH SPORTS COACHES MANUAL

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Purpose of the Coaches Manual

The purpose of this manual is to provide every volunteer coach with the necessary knowledge and resources to consistently provide the positive and encouraging kind of experience that we can all be proud of.

Introduction

Youth sports is so important because it teaches our athletes the importance of physical fitness, sportsmanship, practice, teamwork, and dependability. We hope that every player will leave this program with the advancement of skills, new friends, and a love for sports. This manual will help prepare you for your journey as a youth coach by providing you with resources to help guide your team to success.

Mission

The mission of Peninsula Metropolitan Park District is to enhance the quality of life by providing parks and recreation opportunities for our community.

Philosophy

PenMet Youth Sports Philosophy embodies three core principals. These principals reflect in the types of programs PenMet Parks focuses on offering to the community and the style of implementation. Our goal is to get kids playing, be physically active, and to build community through engaging youth sports opportunities.

PenMet Parks Youth Sports Philosophy



Everybody Plays

PenMet Youth Sports offer opportunities for all to participate regardless of income or athletic ability. We ask our adult leaders to encourage and appreciate the diversity of children in our society and to encourage the kids and their parents/guardians to do the same. All players should receive equal practice time and play at least half of every game.

The Joy of Being Active

PenMet Youth Sports focuses on building character, building community, and creating memorable experiences. Adults should make decisions that prioritize player development over winning games. Participants should learn to be engaged citizens when they participate in PenMet Parks youth sports.

Building Community Through Sports

PenMet Youth Sports programs are more successful when everyone is engaged: kids, coaches, staff, and parents/guardians. We encourage parents to be involved appropriately in their child’s sports programs. In addition to parents being helpful as volunteer coaches, officials, and timekeepers, we encourage them to be at practices and games to support their child’s participation.

Coach Communication and Planning:

Rosters

All participants must be registered in a PenMet Youth Sports program based on their current grade. Coaches are not allowed to make any changes or additions to their rosters. All roster changes/additions/deletions must be done by PenMet staff members. Before each season officially starts, PenMet Parks will provide all coaches with a roster. PenMet Parks strives to create rosters based on skill levels, friends, coaching requests, and groupings by schools. Most sports will have a roster size set at about 12 kids per team.

Communication

PenMet Parks is the official agent for communicating about the sports program and is supported closely by volunteer coaches working with their individual teams.

Before the beginning of the season, PenMet Parks will communicate with all parents to provide details for the upcoming season, formally introduce coaches to their teams, and establish practice schedules and locations. Once introduced to their teams, coaches will be supplied rosters with each player's contact information and will communicate with parents to introduce themselves, share when/where to meet for practice, what to bring, and work with parents to comprehensively support the team.

PenMet Parks will reach out to coaches and parents throughout the season to check in on how things are going from their perspectives and clarify any questions. There will also be an end of season communication as well as a short survey for coaches and parents to fill out to provide feedback on the sports program.

Coaches should copy PenMet Parks staff on emails or texts to parents. Doing so helps keep communication aligned between all parties, allows PenMet Parks to help where needed, keeps the district abreast of how things are going for each team.

We're here to help you and your team succeed, so please don't hesitate to reach out directly to us! For any questions from parents that the coach does not have the answer to, please have them reach out to the Sports and Fitness Coordinator directly.

Assistant Coaches and Volunteers

Coaches will find it helpful when communicating with their team to identify specific roles they would like assistance with and inquire with parents/guardians for support in those roles.

Assistant Coaches: Assistant coaches not only help run practices, but they can also serve as a sounding board for the coach and players.

Team Parents: Team Parents can be responsible for providing snacks, keeping score, or planning an end of season get together.

Practice / Game Schedules

PenMet Parks staff will develop the schedule and locations for team practices and games. Practices must be held at the locations PenMet Parks assigns. Coaches will have the opportunity to select their practice day and time. Coaches are expected to communicate with players' parents/guardians about scheduling details and communicate with PenMet Parks if adjustments need to be made. Adjustments may include shortening a practice due to weather and environmental conditions or shifting locations due to field/facility reasons.

Once established, game schedules rarely change. This allows coaches and participants to plan appropriately. PenMet Parks reserves the right to change schedules based on needs. Such changes may occur due to weather/environmental conditions, field/facility concerns, or staffing/coaching conflicts.

All game schedules can be found on our team sideline page: [PenMet Parks \(teamsideline.com\)](https://teamsideline.com)

Equipment & Uniforms

Equipment

PenMet Parks will provide each coach and their team with a set of equipment. Coaches will pick up their team's equipment at the PenMet Parks Administrative Office prior to their first practice. Coaches should keep all equipment for the duration of the season and are responsible for bringing equipment to and from all practices and games. Please contact us if you have defective equipment or any specific requests.

Equipment Provided by PenMet Parks

- Team jerseys
- Sports relevant equipment
- First aid kit and Ice packs

Equipment Provided by Participants

- Athletic Shoes/Cleats
- Athletic clothing
- Water bottle

Uniforms

Each team will receive jerseys in the form of long sleeve or dry-fit t-shirts. Colors are decided when rosters are finalized. Coaches will be handed their teams uniforms and will oversee distributing them to their team. A list of sizes for each player will be included with the jerseys. Each coach will also receive a coach jersey and are expected to wear them to all games.

If extra uniforms or alternate sizes are needed, reach out to the Sports Coordinator right away. A second uniform order will be placed after the first week of games, if needed.

Code of Conduct

Coaches, parents, staff, and volunteers serve as role models for our youth, and it is expected they bring their best selves to each practice and game. Be supportive before, during, and after the game – win or lose.

Coaches

- Coaches are responsible for instructing their players to utilize quality sportsmanship and play in a safe manner.
- Winning is a consideration, but not the only one, nor the most important one. Care more about the participant than winning the game. Remember, players are involved in youth sports for fun and enjoyment, and to learn new skills.
- Be a positive role model to your players. Display emotional maturity and be alert to the physical safety of players. Tell them when they're doing well and make sure they're having fun.
- Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach.
- Adjust to personal needs and problems of players; be a good listener; never verbally, emotionally, or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach players the basics.
- Maintain open communication with parents. Explain the goals and objectives of the program.
- Be focused on the overall development of players.

Parents/Guardians and Players

Coaches will distribute the parent and player code of conduct at their first team meeting. Parents and players are to read through it, sign their code of conduct and return it to the coach at the first practice. Once the coach has received every signed code of conduct, they can hand it to a PenMet Parks staff member.

Consequences

The severity of consequences is dependent upon the action that breaches the code of conduct. For a minor infraction a verbal or written warning will be given by PenMet staff. For a severe breach of the code of conduct the person will be asked to leave the event and will not be allowed to attend future events until attending a meeting with PenMet sports staff. Failure to return a signed copy of the code of conduct will result in the inability to participate in games.

Risk Management/Player Injuries

Coaches are to alert PenMet Parks staff on any injuries or incidents that happen at practice or during the games. An incident report will be filled out by PenMet Parks staff with the assistance of a coach or witness to the injury or incident.

Prevention: the first line of defense in the treatment of athletic injuries is to prevent them. This is accomplished by a well-planned program, competition among athletes with equal ability and size, proper warmup, and adherence to the laws of the game. Some other factors that lead to the prevention of injuries include

- A. Proper use of equipment (no jewelry, etc.)
- B. Continuous upkeep of playing surfaces
- C. Proper fitting shoes
- D. Ample water supply and breaks for players
- E. Full rehabilitation of initial injury prior to returning to play
- F. Use proper preseason screening program by qualified personnel
- G. Stretch properly before practices and games.

It is recommended that the coach follows up with a phone call immediately after the game to the parents as well as alert PenMet staff regarding any type of injury, if the parents did not attend the game

Care: The care of an injured athlete begins the moment that an injury occurs. Immediate care will reduce the severity of the injury and the possibility for long-term disability. The coach upon seeing an injured player should:

- A. Determine if the player is conscious and breathing. If unconscious and not breathing, begin CPR and call 911 immediately.
- B. Ask how the injury occurred: "where did you get hit?" "Did you twist your ankle?", etc.
- C. Ask the player where it hurts
- D. If the player is unable to continue, he should be checked to determine the extent of the injury

After determining that the injury IS NOT life threatening, the nature of the injury can be further determined:

- A. Note the position of the injured part
- B. Look for immediate swelling and deformity
- C. Compare with opposite side
- D. Ask the player and or teammates what happened

After all injuries, report them to a PenMet staff member, and make sure an incident report is filled out.

Treatment should be as follows: **(RICE)**

- Rest- remove player from the game.
- Ice- apply ice to the injured area.

- Compression- apply pressure to the area.
- Elevation- elevate injured body part above heart if possible.

**Rice treatment is the only first aid treatment that is safe to use without professional advice*

Rule of thumb when handling an injured player:

- Avoid panic
- Check for consciousness, bleeding, deformation, discoloration, and breathing
- Depending on nature of injury avoid moving injured player
- Inspire confidence and reassure player
- Use common sense
- Call 911
- Always err on side of caution
- Contact the parents
- It is recommended that if a player has had medical attention, he/she must have written permission from a Medical Doctor to return to activity.

Resumption of Activity Following Injury

The player must not be able to return to play in practice or games until the following criteria have been met:

- The player should be able to run straight without pain; run and turn in figure eights without a sign of a limp
- Should be able to support weight with the injured part. If the injury is an ankle or knee, they should be able to do a toe raise on the injured side without being supported
- The player should have practiced with the team before competition
- There should be no pain or swelling or disability following activity

Concussions

For Information and procedures regarding concussions please review the [CDC Youth Sports Concussion Protocol](#)

