



COACHING HANDBOOK

SJAFB Youth Sports Mission Statement

The mission of Seymour Johnson's 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.

The sports program provides opportunities for children to have contact with other youth, volunteer leaders, and Youth Programs staff. It also provides opportunities for parents and other adults to interact with children while contributing to the Air Force community by serving as Youth Programs volunteers.

Rev. Date Feb 19, 2010

Welcome Coaches to the World of Youth Sports

Thank you for volunteering to coach the children of Seymour Johnson Air Force Base. 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, I am always available whether at the game or the youth center. I will be glad to answer your questions. Again, thank you for volunteering! I look forward to working with you.

Brent Marriner
Youth Sports Coordinator

Important phone numbers

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

Youth Sports Coordinator:	722-0503
Youth Programs Front Desk:	722-0502
Youth Programs Director:	722-0505

We always strive ...

- To provide meaningful experiences 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 life-style choices for their children.

Program philosophy

We offer youth sports programs to provide base youth, ages 5 to 18, with opportunities to experience a wide variety of both team and individual sports in an age-appropriate and safe environment, to help participants develop desirable physical skills and to mature emotionally and socially.

• • • CONCEPTS & GOALS • • •

Each child will play at least 50 percent of every game.

a. Fun and enjoyment:

To provide youth of all skill levels, ages 5-18, with opportunities for participation, fun and enjoyment

b. Leisure skills:

To provide opportunities for youth to develop lifetime leisure skills

c. Physical Development:

To assist youth with physical development

1. Teaching fundamental and safe sport skills that are age-appropriate
2. Providing opportunities to improve their physical conditioning
3. Teaching sound health habits
4. Providing safe playing areas, proper supplies and equipment

d. Psychological development:

To help youth develop psychologically

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

Volunteer Coaching Job Description

TITLE:

Volunteer coach for Seymour Johnson AFB Youth Sports Program

DESCRIPTION:

- Coach male and/or female athletes between the ages of 5-15 years old
- You will be a role model for the 5-18 young athletes assigned to your team, therefore, sportsmanship, fair play and full participation is 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 parental involvement
- 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 feeling of the players ahead of your own desire to win

Every child on my team will play at least 50 percent of the game.

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 laws 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 SJAFB Youth Sports Programs.

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

Name (Printed) _____ Signature _____ Date _____

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

Coaches Guide: Parent Orientation

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 do the following:
 - a. 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 the season will 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.
- How parents will 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.

Guiding Behavior

The DoD prohibits use of discipline strategies that could cause physical or emotional harm.

Prohibited & inappropriate discipline strategies include:

- Any form of physical punishment including but not limited to spanking, slapping, hitting, pinching and shaking
- Any form of emotional abuse, verbal abuse, threats or derogatory remarks about youth and/or his or her family members
- Binding or trying to restrict movement, or placing a youth in a confined space
- Withholding snacks, drinks, clothing or shelter

What are appropriate forms of touch? Physical contact is an important part of nurturing and guiding youth. A reassuring pat on the back tells a youth athlete, "It's okay you missed that shot. You can try again." A hug can reinforce positive behavior. These forms of touch are appropriate as long as the adult first asks permission to touch and respects the youth's response. Appropriate touch never takes place in secret.

Child abuse 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 television are in use at the youth center

Reporting child abuse

Any instances of child abuse or neglect identified shall be reported as required by DoD-Child Abuse and Neglect in Center Settings.

- Youth Programs volunteers and employees will complete an AF Form 1187 (Incident/Accident Report), giving complete details for cause of suspicion. When complete, this form will be hand-carried to the Youth Programs director or supervisor on duty.
- Upon receipt of the report, the Youth Programs director will immediately contact the Family Advocacy officer at the base hospital's Mental Health Clinic and the Family Member Programs flight chief.
- The volunteer or staff will never communicate suspicions with coworkers or parents. All information must remain confidential.
- Volunteers or staff observing or suspecting another staff member or volunteer of abusing children must report their suspicions to the director or supervisor on duty.
- Volunteers or employees accused of child abuse or inappropriate guidance will be removed from the activity immediately. While an investigation is in process, the employee will have no access to youth. Substantiated allegations of child abuse or severe violations of the guidance policy as stated in AFI 34-801 will result in a proposed termination of employment or volunteer services.



Remember the three C's

Check—the scene for your safety and the safety of the victim; check the victim's ABC's (airway, breathing and circulation) and look for life threatening conditions (bleeding, broken bones, wounds, injuries)

Call—decide whether you need to call for immediate medical support (911) or if you can help them up and move them to the sidelines (if you suspect a head, neck or back injury, DO NOT move the victim)

Care—provide first aid/CPR until victim is okay, more help arrives or until emergency medical service arrives

Emergency Plan Procedures

Medical emergencies

Steps to take in case of an accident or emergency:

1. Assess the situation. DO NOT PANIC. Administer first aid only.
2. Have an adult stay with the injured person at all times.
3. If additional assistance is needed and no cell phone is available, find the closest phone and CALL 911 or another predetermined emergency number.

Provide 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 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 Programs (722-0503/0505) as soon as possible. Submit written accident report within 24-hours.
 - a. Youth Flight Accident Report (AF FORM 1187) available at the Youth Center
 - b. If hospitalization is required, notify Youth Programs 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.
- Coaches are responsible for having a first aid kit (supplied by Youth Programs) at all practices and games. Do not rely on others for ice packs, etc. If you're running low on stock in your first aid kit, let the Youth sports coordinator know before it's too late. Regularly check the supplies in the first aid kit.

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. Since you will generally have only one hour to practice, Youth Programs suggests 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 90-minute 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—note: in cold weather, additional time must be used

Basics—of known skills

Teach new skill, allowing sufficient time for practice

Practice under game conditions

Cool-down athletes

Wrap-up—coach and team comments

Always allow sufficient time for water breaks



Excused Absences

Children will not be penalized for missing practices or games. Emphasize that practice benefits players as it is the best way for the child to learn. Encourage parents to call if their child will be absent.

4. Support team play
5. Demonstrate self-control
6. The conduct of your players' parents is your responsibility during a game

III. Responsibilities to your players' parents

A. Conduct an initial parents 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. Ensure each parent signs the Parent Code of Ethics
 - b. NO SMOKING within 75-feet of the field
3. Explain that you are not a baby-sitter
4. Solicit volunteers (Team Parents) to assist with concessions, phone calls, snacks, etc.
5. Encourage parent involvement
6. Ensure open lines of communication

B. Administration

1. Ensure AF Form 1181 is filled out accurately to include emergency phone numbers
2. Create a phone chain for easier communication of changes in schedule
3. Ensure that parents have signed the Parent Code of Ethics and consider players sign the Players Code of Ethics as well
4. 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 picking them up promptly

Parents/Spectators Policy

Spectators are a vital part of the youth sports program. We highly encourage parent and spectator support, however, NEGATIVE comments will not be tolerated. Spectators may be asked to leave the park for verbal abuse towards the players, coaches, or officials. Continued abuse will result in possible suspension from attending any other games. All parents are required to sign a code of conduct policy.

Treatment of injuries

R-I-C-E

R—REST the injured area

I—apply ICE to the injured area

C—COMPRESS to minimize swelling/bleeding

E—ELEVATE injured area



Emergency treatment of athletic dental injuries

- Avoid additional trauma to the tooth. (DO NOT handle by the root, DO NOT brush or scrub the tooth)
- If debris is on the tooth, gently rinse with water.
- If possible, reimplant and stabilize tooth by gently biting on towel or handkerchief (within 30-minutes is best).
- If unable to reimplant, place tooth in milk, under athlete's tongue or in a cup of water.
- Save any broken portions and fragments and transport to the dentist.
- Avoid contact with other teeth, air or tongue.
- Immediately transport injured athlete with tooth to the dentist.

Youth Sports Safety Plan

The number one priority of SJAFB 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. SJAFB Youth Sports Program uses the guidelines in AFM 34-804 8.2 through 8.7.
2. All playing areas are checked with Wing Safety before start of season.
3. Adequate safety equipment is made available for each sport.
4. All coaches are briefed on and given a copy of Youth Sports Emergency Plan.
5. Coaches are required to conduct adequate warm up time before each game or practice.
6. Proper clothing is required for each participant according to sport.
7. Spectators are required to stand back from playing areas to minimize player distraction.
8. If severe weather is sighted within 5 miles, games will be suspended.

Severe weather emergencies

When thunderstorms with lightning or other severe weather patterns are reported within five miles:

- If during the duty day, Base Weather under Adverse Weather warning will call the Command Post and they will notify Youth Programs. A Youth Programs staff member will make the decision to cancel game.
- If at the game time or after game starts, officials and/or coaches should determine whether to cancel the game due to inclement weather.
- If a thunderstorm with lightning is within five miles, players will exit the playing field and seek shelter in cars or dugouts until the storm passes or game is called.

