CYP Youth Sports and Fitness

Coaching Handbook 2010-2011

MWR Naples, Italy

NAVY CYP

Child and Youth Programs

Table of Contents

Philosophy 3
Volunteer Coaches 3
Requirements Prior to Becoming a Coach 4
    Background Checks 4
    Training 7
CYP Volunteer Coach Job Description and Requirements 9
Expectations of Coaches 11
NAYS Coaches' Code of Ethics 12
Team Mom/Dad 13
General Information 13
    Parents Informational Meeting/Dates 13
    Practice Days 13
        Times and Locations 13
        Changing Times and Locations/Cancellation for Practices 14
    Game Days 15
        Cancellation for Games/Schedules 15
Child Release and Tardy Parents/Photos/Water 16
End of Season BBQ and Awards/ Uniforms 17
Practice Attire/Safety Equipment/ Support/ Equipment Bag 18
Fit Factor 19
FAQ's 20
Administrative Offices/Contacts 22

PHILOSOPHY

The Child and Youth Programs Naples Youth Sports program is designed to help boys and girls ages 3 to 17 develop into better people through participation in organized and supervised recreation. We believe that through sports our youths can learn good sportsmanship, teamwork, self-reliance and self-discipline. This is why our primary emphasis is on participation rather than winning or losing.

VOLUNTEER COACHES

Like stateside, volunteer coaches are the backbone of our Youth Sports Program. Please consider volunteering to be a coach or an assistant coach during one of our Youth Sports seasons. Due to large participation rates, each season we struggle to recruit coaches for our teams which delays the start of our season; when we do not find a coach, we are forced to cut teams from our program.

To sign up to be a coach, stop by the Support Site Youth Center to pick up a background check packet and to register with us.

REQUIREMENTS PRIOR TO BECOMING A COACH

As a new volunteer coach there are several new CNIC background checks and training requirements that must be completed prior to volunteering with Youth Activities. All of these requirements are in an effort to provide our youth a safe and positive sports experience by providing them with a well informed and trained coach.

Background checks and training may take time, so expedite your registration to at least one month prior to the start of the sports season.

Background Checks

As per OPNAVIST 1700.9E chapter 16, criminal history checks are required for all Youth Sports volunteers. Any adverse information resulting from a background check shall be evaluated by the Naples NSA CYP Quality Review Board (QRB), where a determination will be made of the suitability of the prospective coach. Our chairperson for the QRB is our base Command Master Chief.

Any conviction for sexual offense, a drug felony, a violent crime or a criminal offense involving a child or children is mandatory disqualifying criteria for individuals from a child and youth program services.

The following criteria are considered discretionary for disqualification:

1. Acts that may tend to indicate poor judgment, unreliability or untrustworthiness in working with children.
2. Any behavior, illness or mental, physical or emotional condition that in the opinion of a competent medical authority may cause a defect in judgment or reliability.
3. Offenses involving assault, battery or other abuse of a victim, regardless of a age of a victim.
4. Evidence or documentation of substance abuse dependency.
5. Illegal or improper use or addiction to any controlled psychoactive substances, narcotic, cannabis or other dangerous drug.
6. Sexual acts, conduct or behavior that, because of the circumstances in which they occur, may indicate untrustworthiness, unreliability, lack of judgment or irresponsibility in working with children.
7. A wide range of offenses such as arson, homicide, robbery, fraud or any offense involving possession or use of a firearm.
8. Evidence that the individual is a fugitive from justice.
9. Evidence that the individual is an illegal alien who is not entitled to accept gainful employment for a position.
10. A finding of negligence in a mishap causing death or serious injury to a child or family member entrusted to their care.

Should any of the background checks come back “un-cleared” the report information will then be passed to our CYP Quality Review Board (QRB). All un-cleared checks must be sent to the QRB where a determination will be made of the suitability of the prospective coach. Our chairperson for the QRB is our base Command Master Chief.

In making determination of suitability, the evalutator shall consider the following factors to the extent that these examples are considered pertinent to the individual case:

1. Kind of position for which the individual is applying or employed
2. Nature and seriousness of the conduct
3. Recentness of conduct
4. Age of the individual at the time of the conduct
5. Circumstances surrounding the conduct
6. Contributing social or environmental conditions
7. Absence or presence of rehabilitation or efforts toward rehabilitation
8. Nexus of the arrest in regards to the job to be performed

Prior to the start of every season, all coaches must have on file the following completed and “cleared” items:

~ Substance Abuse Rehabilitation Program (SARP) check
~ Family Advocacy Program (FAP) check
~ Security background check

All of these checks must be conducted annually, and prior to other trainings and requirements.

Additionally, three local references must be provided in addition to the completion of the Volunteer Program form that provides us with previous coaching experience and contact information.

Training

All training listed here are required prior to the start of each sports season and will be provided free of charge to the volunteer coach.

1. A 1 ½ hour in-house training session will be offered by Youth Sports at multiple sites and locations. This training covers applicable regulations and local policies, Child Health and Safety, Child Abuse Awareness and Prevention, Age Appropriate Activities, Guidance and Touch Policy and Fire Safety and Evacuation Procedures.

2. The National Youth Sports Coaches Association (NYSCA) training is also required and is to be completed online (www.nays.org/coaches/). Once completed, turn in your NYSCA training completion certificate to Youth Sports and your $20 training fee will be reimbursed.

What the National Standards for Youth Sports Mean to YOU!

As a volunteer coach you are commended for stepping forward to work with a group of children because there are few endeavors in life more worthwhile. You may be aware that as a coach you are in a special position to impact the lives of children in so many areas. Your influence extends far beyond simply helping them learn and progress in their respective sport, so it's of paramount importance that you take great care to approach your role with diligence.

One of the best ways you can prepare yourself for the season is to review the National Standards for Youth Sports. The Standards place in motion a national policy for children's sports. They serve as a blueprint for all youth sports programs and must be incorporated into the delivery of every youth sports experience to best ensure that the needs of every child are met.

When you volunteer to coach a youth sports team you take on the responsibility to meet the needs of every child under your care. As you review the Standards – which should be customary operating procedure before you gather the children for your first practice of the season – keep in mind that these represent what being involved in youth sports is all about. By making a commitment to abide by these Standards you'll greatly increase your chances of making special connections with your players. This will translate into happy and productive children who will learn and develop skills and likely continue their involvement in the sport for years to come.

Equally important, they'll reflect back on their experiences with you favorably and if they choose to coach someday they'll be more likely to pass along many of the same positive attributes to their players that they gained from their interactions with you.

3. CPR (adult, child and infant with AED) and First Aid training must be completed and will be offered through the Youth Sports Office at no charge to you (Note these certifications normally cost $40). If you already have this certification, please scan your card and email or drop it off to Youth Sports. No online training will be accepted as it is not recognized by the American Red Cross.

CYP NAPLES YOUTH SPORTS AND FITNESS
VOLUNTEER COACH JOB DESCRIPTION AND REQUIREMENTS

Position Title:
Volunteer Youth Sports Coach of coed team between the ages of 3 and 18.

Purpose of Position:
To provide an enjoyable and safe sporting experience for an assigned group of youngsters while they learn individual and team game skills, sportsmanship and fair play. You will be considered a role model for all athletes assigned to your team, therefore, sportsmanship, fair play, adherence to all rules and by-laws and 100% commitment are required.

Responsibilities:
1. Plan, organize and implement practices and games
2. Teach children the fundamentals of the game and be fair and impartial to all players
3. Encourage parent's involvement
4. Distribute the team roster and keep all parents apprised of any schedule changes
5. Provide a safe environment for all children
6. Learn and follow league rules, policies and procedures
7. Ensure all children have equal time
8. Put the feelings of the participants ahead of the desire to win
9. Attend all league meetings and trainings
10. Never hesitate to contact YS if help is needed
11. Be available to devote the necessary time for practice and games
12. Emphasize skill development, safety, fair play, sportsmanship, and fun
13. Be responsible for team equipment
14. Lead by example when dealing with referees, umpires and parents

Qualifications:

1. Completion of the CYP and NYSCA training course
2. Completion of the CPR and First Aid/Sports Injury class
3. Minimum 18 years of age
4. A desire to work with children, patient, mature and dependable, posses good organizational skills, recognized by others of sound character and with strong moral values and personal ethics. Moreover, it is important that you show enthusiasm and positive spirit with a commitment to equal participation: "Every child's a winner…every child plays."

Supervision:
Reports directly to the CYP Naples YS program staff.

Time Commitment:
Generally all that is required is about three hours per week for practices and two hours for games when scheduled. However, there are trainings, clinics and meetings that you may also be asked to attend.

Location:
All league games are played at Carney Park with the exception of the basketball season which plays all games at the Support Site Fit Forum, unless otherwise posted. Please teach our youth to respect our fields and facilities. We also ask you to report any obstacles that pose a substantial risk for the children.

Benefits:
The opportunity to pass to the next generation the same intangible benefits that were given to you; to get to know other parents and leaders in your community; to be involved in the well being of the children in your neighborhood.

EXPECTATIONS OF COACHES

- Disseminate all information expeditiously to your entire team especially schedules.
- Do not use or allow the use of alcohol or tobacco products (including smokeless tobacco) at any Youth Sports event.
- Remind parents of game times and location, opening ceremonies, photo day and the end of season barbecue.
- If there are any game or practice cancellations make sure that Youth Sports and the parents are notified immediately.
- Should a parent approach you about their child joining the team, refer them to Youth Sports. Please do not promise them a spot.
- Inform Youth Sports immediately of any safety hazards, problems, concerns or suggestions.
- Remind parents that the schedules are also posted on the website.
- Enjoy your time with your team, they look up to you and it is a wonderful gift you are giving them.

NAYS COACHES' CODE OF ETHICS

I hereby pledge to live up to my certification as a NYSCA Coach by following the NYSCA Coaches' Code of Ethics:

I will place the emotional and physical well being of my players ahead of a personal desire to win.

I will treat each player as an individual, remembering the large range of emotion-al and physical development for the same age group.

I will do my best to provide a safe playing situation for my players.

I promise to review and practice basic first aid principles needed to treat injuries of my players.

I will do my best to organize practices that are fun and challenging for all my players.

I will lead by example in demonstrating fair play and sportsmanship to all my players.

I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.

I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.

I will use those coaching techniques appropriate for all of the skills that I teach.

I will remember that I am a youth sports coach, and that the game is for children and not adults.

© National Alliance for Youth Sports

TEAM MOM/DAD

Once you have your youth coaching staff, you still will need a lot of help to make the season go as smooth as possible. Team Mom/Dads can be helpful should your team desire to have a coordinated snack at practices. This will go smoother if someone is put in charge of coordinating and assigning parents to their snack day. Please remind our parents that the focus should be on healthy snacks like oranges slices or granola bars. We want to reinforce that a healthy lifestyle includes healthy eating.

GENERAL INFORMATION

Parents Informational Meeting

Prior to each season, Youth Sports holds a mandatory Parents Informational Meeting. This event has been established to inform parents of their child's practice days, introduce coaches, explain policy and procedures, and provide a "Question and Answer" opportunity for everyone. All Parents Informational Meetings will be held at the Fit Forum gymnasium, unless otherwise publicized. Youth Sports coaches are kindly requested to attend this important meeting to meet parents and vice versa.

Parents Informational Meeting Dates
Fall Season: 7 Sep 2010
Winter Season: 6 Jan 2011
Spring Season: 13 Mar 2011

Practice Days

- Times and Locations

All of our practices are held either Tuesdays and Thursdays or Wednesdays and Fridays. Teams will be assigned to a particular field location at the Support Site or Carney Park. Practices are not held when the children are out of school (this includes all federal holidays as well as Spring Break, half days of school, and teacher in-service days).

- Changing Times and Locations

The practice location cannot be changed unless there is a safety hazard at the current location. Notify Youth Sports should a safety hazard be found. A later practice time can be honored if lighting will allow at the Support Site only. Carney Park practice times cannot be altered due to transportation requirements.

- Cancellation for Practices
  ~ Bad weather and military commitment will be the only grounds for cancellations.
  ~ Practice cancellations

How will the decision be made?
The decision to cancel practices will be determined ONLY by the Youth Sports Office unless the coach is experiencing a personal emergency or military commitment. The information will be displayed on the official Naples CYP facebook page at naplesyouthsports.com.

When will the decision be made and who will be notified?
1400 will be the cut-off time for cancelling practices due to inclement weather. In the event of cancellations both schools will be notified to make announcements, the local Youth Center, Teen Center and our Youth Sports coaches will also be notified. If it rains after 1400, the buses will run as scheduled and parents will need to contact the schools if they do not want their children to catch our Youth Sports busses. The reason for this is that some parents may not be prepared to care for their children on such short notice.

Coach cancelling practice: In the event of a cancellation of practice due to military commitment or a personal emergency on behalf of the coach, the coach must inform the team parents/guardians and Youth Sports Office as soon as possible.

Game Days

For fall and spring leagues games are held on Saturdays at Carney Park only unless rainouts have reduced the number of games played. No games will be authorized at the Support Site without Youth Sports approval. Winter league games are held at the Support Site Fit Forum unless otherwise posted. Week day games may be scheduled to accommodate the season's requirements. No transportation will be provided to Carney Park on game days (only practice days).

- Cancellation for Games

How will the decision be made? Game officials and/or the Youth Sports staff will make the determination on site for weekend games. All games and practices will be called off if lightening is within 5 miles of the area, for unplayable fields (water logged), or for inclement weather. Remember that many times the weather in Carney Park can be very different than the weather at the Support Site.

When will the decision be made and who will be notified? The decision to cancel games will be made by 0800 on Saturday. All coaches will be notified should games be cancelled beginning with those with the earliest games. Coaches must then notify all of their team parents/guardians of the cancellation. Unfortunately, due to the size of our programs, Youth Sports does not have the capability to notify individual participants.

- Schedules

Youth Sports is the only authority responsible for scheduling practices and games. In order to distribute the schedules all teams must have a coach or schedules may have to be altered due to teams having to drop out. Coaches are responsible for the distribution of all schedules should they come out after the Parents Informational Meeting. Schedules will also be posted on the MWR website.

Child Release and Tardy Parents

If a child will be picked up by someone other than his/her parents or legal guardian from practices or games, the coach should be notified in advance. Parents are required to pick-up their children promptly. If there is a problem with parents being late please notify Youth Sports so they may speak with the parents directly.

- Support Site: If a parent is excessively late contact the Support Site Youth Center or the Youth Sports representative on the field immediately. They will pick up the child. Never leave the field until all of your children have been picked up.

- Carney Park: If a parent is excessively late contact the Youth Sports representative on the field or the office immediately.

Photos

Teams will be scheduled for a specific day and time. Please ensure your entire team is aware of the date and time and have everyone at the site at least 15 minutes prior so they may complete the order forms and be ready at their scheduled time. Photos will be distributed by the coach. Should you have a photo package that is unclaimed return it to the Youth Sports Office. All unclaimed photos will be available at the Youth Sports Office until the end of the current sports season. At that point Youth Sports will not be responsible for photos.

Water

Water will not be provided by Youth Sports. Make sure your team members come prepared with a bottle of water.

End of Season BBQ and Awards

At the end of each sports season, CYP Youth Sports will hold an end of season BBQ for all youth enrolled and their coaches. Hot dogs, chips and drinks will also be available for all Youth Sports participants and coaches to enjoy. Coaches will be requested to come to the BBQ area themselves and pick up all of the food and drinks for their teams. During the BBQ participation medals will be distributed to all participants. Coaches will be responsible for distribution to their team members. Please make sure that you remind your team that there is an End of Season BBQ so they can be prepared. Also, remind them that the BBQ is only for participants and coaches.

Uniforms

All uniforms are provided by MWR, unless otherwise noted and distributed prior to the opening day. Should a child's uniform not fit properly, please send them to the Youth Sports Office so a better fit can be provided.

- Soccer: Children will receive a team shirt and shorts. Shin guards, socks and shoes are not provided.
- Flag Football: Children will receive a team shirt. Mouth guards are not provided.
- Basketball: Children will receive a team jersey and shorts. Socks are not provided.
- Baseball & Softball: Children will receive a team shirt, baseball pants and a ball cap.

Practice Attire

At all practices children are encouraged to wear sweatpants and a sweatshirt or a t-shirt and shorts, sneakers or cleats (cannot be metal) as the sport and weather warrants. Children are responsible for all of their personal items. All lost and found items will be brought to the Youth Sports Office and disposed of at the end of the sports season. Should you have a child that consistently comes to practices wearing inappropriate attire, please notify Youth Sports.

Safety Equipment

All safety equipment will be provided by MWR for each sport except for mouth guards, shin guards and athletic supporters, which should be provided by parent or guardian. Also, metal cleats are prohibited for all recreational games and practices.

Support

Sports drills and proper technique books are on file at Youth Sports for your use. These are an excellent way to plan your practices and refine your knowledge on the rules of the game. Youth Sports will provide you with all the rules prior to the start of your practices. If you do not receive this, please notify us.

Equipment Bags

- Carney Park Coaches: Equipment bags will be brought out to each field prior to start of every practice by Youth Sports.

- Support Site Coaches: Youth Sports will issue an equipment bag to each coach to utilize throughout the entire season.

Should there be any missing equipment, inadequate sizing or other concerns about the equipment please bring it to the Youth Sports Office attention immediately.

Fit Factor is a Navy Youth Fitness program open to individuals ages 6-17 yrs. It is a computer based program to log all of the activities you do in a day earning points to reach different fitness levels earning you prizes! Each practice and game day earns them points so please help us push this fitness recognition program by reminding the kids to log their fit points after each day.

All new participants should be enrolled, but if they are not, tell them to stop by the Youth Sports Office to get enrolled. Please help us promote this.

FAQ's

Why does Youth Sports not have enough coaches at the start of each season?

We solicit for coaches two months prior to each season, but unfortunately we do not receive enough volunteers to support our teams. Youth Sports, like in the States, relies totally on volunteer coaches to implement each sports season and therefore needs parents and dedicated individuals who want to be involved to volunteer prior to each season.

Why are schedules not distributed promptly?

Delays in schedule distribution are a result of two things:
1. Too few individuals stepping forward to be a coach in advance causing an insufficient number of coaches. An inadequate number of volunteers results in a reduction of teams and requires for children to be re-distributed.
2. Children who do not attend the mandatory Team Assessment Day (this year on 28 August) delay the formation of teams.

How do we get our practice and game schedules?

Practice schedules are distributed at the mandatory Parent Information Meeting scheduled prior to each sports season. Game schedules are distributed via coaches (once all teams have one assigned).

All schedules will be posted on the Youth Sports website located at https://www.cnic.navy.mil/Naples/Recreation/YouthSports/index.htm or can be picked up at the Youth Center located at the Support Site.

Why are other teams practicing and I have never been notified about my child's practices?

The Parent Information Meeting is the best way to get the critical information that you need about your child's team. If your child does not have a coach at the time of this meeting, practices for their team are delayed until a coach is recruited.

Why is the Parent Information Meeting so chaotic?

This meeting is for parents only and bringing children along leads to the chaotic atmosphere. In an effort to reduce the congestion in these important meetings, we kindly ask that only parents come to the meeting. We also ask parents to attend the designated meeting time publicized for their child. Additionally, any problems or concerns should be addressed to our Youth Sports staff allowing our Sports Director to conduct the meeting as scheduled.

Why was my child placed on a Carney Park/Support Site team when I requested Support Site/Carney Park?

The goal of the Youth Sports program in formulating teams is to first and foremost make the teams equitable in player ability and small enough so that every participant gets play time. With these factors in mind, Youth Sports makes every effort to place children at the location requested, however if your child is placed at a different location than requested. It could be a result of two reasons:

1. No space was available on a Support Site or Carney Park team.
2. Your child being placed on a team at the location requested would have given a team an unfair advantage or disadvantage.

Who do I contact with questions?

Youth Sports, 338-736-3720
Youth Activities, 081-811-4722

The Youth Sports program is a division of the
Youth Activities branch of the Morale, Welfare and Recreation department.
Youth Sports practices and games are supervised by Youth Sports staff.

Administrative Offices:

Support Site Youth Center
Mondays – Fridays, 0600-1800
*Cash register closes at 1730
081-811-4722

Carney Park Youth Sports Office (located in lower lot)
Tuesdays – Fridays, 1000-1800
335-640-6365

QUESTIONS OR CONCERNS
Contact the Youth Center at Support Site for any questions or concerns

Gerardo Troiano
Youth Sports Director
331-197-4131

Cathy Knapp
Youth Activities Director
081-811-7456 or DSN 629-7456

https://www.cnic.navy.mil/Naples/Recreation/YouthSports/index.htm