



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# PARENT & COACH HANDBOOK

## Spring 2021 SOCCER & VOLLEYBALL



### **SALINA FAMILY YMCA**

570 YMCA Drive  
Salina, KS 67401  
785.825.2151

Kathy Nelson, Sports Director  
knelson@salinaymca.org  
785.404.4033

### **TIMELINE FOR SEASON**

**Registration Deadline:** March 1, 2021

**Coaches Meeting:** YMCA Meeting Room

Volleyball: Tues. March 9 2021 @ 6:00

Soccer: Wed. March 10, 2021 @ 6:00

**Coach/Parents Meetings:** Week of March 15th

**Practices Begin:** Week of March 22nd

**Six Saturday Games:** April 10—May 15

# WELCOME TO YMCA YOUTH SPORTS!

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## LETTER TO PARENTS:

The Salina Family YMCA welcomes you to the Youth Sports Program! Our goal is for all youth sports participants, both parents and children, to have an enjoyable sporting experience. Skill development is the main component of all YMCA Youth Sports Programs. Non-competitive games are a part of every season, and each child will play an equal amount of time in every game or as close as possible over the course of the season considering the team size. Of course, a FUN and friendly environment is characteristic of all YMCA programs.

Please take a few minutes and read the information inside this handbook. This material may answer some of your questions, as well as give you the Youth Sports Philosophy and YMCA Mission Statement.

Youth Sports Programs are only possible through the dedication of Volunteer Parent Coaches. Many volunteers put in several hours of work to make the YMCA programs a success. Thank you to all of the YMCA volunteers who invest time and energy into the lives of young people today. If you are interested in future volunteer opportunities, please contact us.

Families are very important to the Salina Family YMCA! Please take an interest in your child by participating with him/her during the practices and games. Also, time spent with your child at home in sports skills development builds confidence and parent-child relationships.

Thank you for your participation. We look forward to serving you and your child in our Youth Sports Program. If you have any comments or questions, please call Kathy Nelson at 785-825-2151.

Sincerely,  
Kathy

## YMCA MISSION

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

## YMCA CHARACTER DEVELOPMENT

The YMCA believes that character development, focusing on the values of caring, honesty, respect, and responsibility is an essential element of all its programs.

### CARING

Demonstrate a sincere concern for all others, for their needs and wellbeing.

### HONESTY

Have integrity, make sure that one's actions match one's values through participation in sports.

### RESPECT

Treat others as I would want them to treat me, value the worth of every person, including oneself, one's teammates, opponents, coaches, and officials.

### RESPONSIBILITY

Do what is right, be accountable for my choices of behavior and obligations.

## SPORTSMANSHIP

The Salina Family YMCA Youth Sports Program is not only dedicated to teaching sports fundamentals but also good sportsmanship. Everyone involved in the sports program has a role to play in teaching youth good sportsmanship. Good sportsmanship is synonymous with respect. The most important way we teach is by being a good role model.

## SALINA FAMILY YMCA SPORTS PLEDGE

“Win or lose, I pledge before God to do my best to be a team player; to respect my teammates, opponents, coaches, parents, and officials; and to improve myself in Spirit, Mind and Body.”

# ABOUT OUR PROGRAM

## THE YMCA PHILOSOPHY OF YOUTH SPORTS

YMCA Youth Sports is not just another sports program. We have a mission, and that mission is stated in our Seven Pillars of YMCA Sports.

**Pillar One-Everyone Plays.** We do not use tryouts to select the best players, nor do we cut kids from YMCA Youth Sports. Everyone who registers is assigned to a team. During the season everyone receives equal practice time and equal playing time.

**Pillar Two-Safety First.** Although kids may get hurt playing sports, we do all we can to prevent injuries. We've modified each sport to make it safer and more enjoyable to play. Coaches make sure the equipment and facilities are safe, and constantly supervise their players and stop any unsafe activities.

**Pillar Three-Fair Play.** Fair play is about playing by the rules-and more. It's about coaches and players showing respect for all involved in YMCA Youth Sports. It's about coaches being role models of good sporting behavior and guiding their players to do the same.

**Pillar Four-Positive Competition.** We believe competition is a positive process when the pursuit of victory is kept in the right perspective. The right perspective is when adults make decisions that put the best interests of the players before winning the contest. Learning to compete is important for youngsters, and learning to cooperate in a competitive world is an essential lesson of life.

**Pillar Five-Family Involvement.** YMCA Youth Sports encourages parents to be involved appropriately in their child's participation in our 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.

**Pillar Six-Sport for All.** YMCA Youth Sports is an "inclusive" sports program. We offer programs to all youngsters regardless of their race, gender, religious creed, or 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 to do the same.

**Pillar Seven-Sport for Fun.** Sports are naturally fun for most kids. Sometimes when adults become involved in children's sporting activities they over organize and dominate the activities to the point that it destroys kids' enjoyment of them. If we take the fun out of sports for young athletes, we are in danger of the young athletes taking themselves out of sports.

## HOW SPORTS TEAMS ARE FORMED

Several factors are taken into consideration as the Sports Staff creates teams. First of all children are categorized by grade and gender. Secondly, parents will be able to make three requests and prioritize their requests. The three categories of requests are:

- **School Request-** You may request your child be placed with other kids from their school. We are aware that some schools may not have many children going out for a sport or there may be several kids from one school; in which case they may not necessarily all be on the same team.
- **Coach Request-** You may request your child be placed on a specific coach's team. Coaches must complete the application, background check, and documentation before they can receive a team roster. If the coach you request is not coaching we will look at your next request.
- **A Mutual Friend Request-** You may request your child be placed on the same team as one of their friends. That friend must in turn request your child as their friend request.

Requests are **NOT** guaranteed, but are taken into great consideration according to your priorities. Unfortunately with the number of participants in the Salina Family YMCA Youth Sports program all requests will not be met.

\*Age divisions may be combined due to the number of children signed up.



# THINGS TO KNOW

## RULES AND SCHEDULES

The rules and schedules can be found at [www.salinaymca.com](http://www.salinaymca.com)

## DOWNLOAD THE APP TO STAY INFORMED!



## WEATHER INFORMATION/ CANCELLATIONS

In case of severe weather conditions cancellations will be made through the Salina Family YMCA APP. Select the Notifications you wish to receive in the Notification Settings. Cancelled practices may be made up at another time if the practice schedule allows. It is the responsibility of the coach to notify the Sports Department and all of their team families if they are cancelling a practice or need to reschedule a game. If making up a cancelled practice Coaches must contact the Youth Sports Department first to see what is available. Games will only be cancelled by the YMCA staff for inclement weather or extenuating circumstances. In order to best serve the majority of our participants please adhere to our Saturday game schedule.

## TOBACCO

The Salina Family YMCA is a drug, tobacco and alcohol free campus during all events at all times. This includes all sports fields and parking areas.

## PETS

We love pets; however, only service dogs are allowed at practices and games.

## KIDS GYM

The Kids Gym is available for children 6 weeks to 9 years old for coaches during their practice or game time not to exceed 2 hours. Members may use the Kids Gym option as part of your YMCA membership package. If you are not a member of the YMCA, but would like to utilize the Kids Gym while coaching here are your options:

- Single Visit - \$5.00
- Punch Card for 10 Visits - \$30.00

Kids Gym hours in the evenings are:

- Mon. – Thur.: 3:15p.m. – 8:00p.m.
- Fri. – 3:15p.m. – 7:00p.m.
- Sat.—9:00a.m.—2:00p.m.

## OUR COMMITMENT TO SAFETY

### COACH REQUIREMENTS

All Coaches are required to:

- Apply each season
- Complete a full background check every two years
- Complete and return the Coaches' Agreement found on the last page of this handbook by the registration deadline.
- Attend the Coaches Meeting held in the YMCA Meeting Room which includes training on child abuse recognition and reporting
- Report suspected abuse of any form (new federal law that makes our sports volunteers mandated reporters)

In addition, the Salina Family YMCA:

- Screens all coaches and volunteers and our database for registered sex offenders.
- Observes practices and games.
- Responds quickly to any potential concerns regarding coaches and team volunteers.

### CHILD ABUSE PREVENTION POLICIES AND PROCEDURES

To protect our children and our volunteers, we have the following policies in place. If you feel any of these policies are being violated by a volunteer or staff member, please contact Kathy Nelson, Sports Director.

Coaches and Staff are not permitted to:

- Be one on one with a child (unless it is their own). Please stay and observe practices and games.
- Provide rides to children that are not their own\*\*
- Have any social media contact with children. This includes texting or calling. All communication should be done with the parent.

### SAFETY

All sporting activities will be monitored by YMCA staff that is trained in CPR and First Aid.

# PARENT INFORMATION

## PARENTS

As a PARENT, please...

- Read and use all printed material provided by the YMCA.
- Make sure your player arrives on time to all practices and games.
- Ensure your child has the required equipment for the sport in which they are participating.
- Stay at practices and games whenever possible and support your player and team.
- Volunteer to help the coach whenever possible; perhaps supervising players.
- Inform the coach if your child is unable to attend a practice or game.
- Encourage your child and team; and the other team. Encourage good sportsmanship towards all.
- Acknowledge the other team's accomplishments.
- Support and not criticize the coaches and referees.

## PARENT CODE OF CONDUCT

- I hereby pledge to provide positive support, care and encouragement for my child participating in YMCA Youth Sports.
- I will encourage good sportsmanship by demonstrating positive support for all players, instructors, coaches and officials at every game, practice or other youth sports event.
- I will support the Sports Staff, coaches, instructors and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I understand the Salina Family YMCA campus is a drug, tobacco, and alcohol free environment for my child and will refrain from their use at all YMCA Youth Sports events.
- I will ask my child to treat players, coaches, officials, and fans with respect.
- I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectable fan or assisting the coach.
- I will strive to fulfill the mission of the YMCA and demonstrate and adhere to the YMCA Youth Sports philosophy.

## FOOD AND DRINKS

ONLY BOTTLED WATER IS ALLOWED IN GYM. Snacks and drinks can be held at the Membership Services Desk. After the games teams can enjoy their snacks and drinks in the lobby or other social areas.

### Snacks\*

- Fruits and Vegetable such as Sliced apples, orange wedges, carrot sticks or sliced cucumbers.
- Proteins such as nuts, cheese, yogurt, graham crackers or trail mix.

\* Always be aware of potential allergies.

### Recommended Drinks:

- Water
- Diluted 100% Juice
- Juice Spritzers
- Water Flavored with fruit slices or frozen fruit.

### Why not soda or sports drinks?

They often contain sugar, caffeine, phosphorus and artificial sweeteners. These may slow down fluid absorption by the body, and acid in the juices can cause stomach upset. Sports drinks are helpful only for highly intense activity that lasts longer than 1 hour.



**“Ability may get you to the top, but it takes character to keep you there.” – John Wooden**

# COACHES ARE VITAL TO OUR PROGRAM

## VOLUNTEER COACHING

The success of our YMCA Sports Program depends on Volunteers. All Parents are asked to help in some way to help the success of their child's team. Please consider Coaching/Assistant Coaching for your child's team. There are several advantages to being a Volunteer Coach.

- Guarantee your child has a coach early for the season.
- Choice of team practice day/time.
- Contact with YMCA staff to make this a fun and positive experience.
- Getting to enjoy and bond with your child as you spend time learning something new together.

## VOLUNTEER OPPORTUNITIES

Volunteers are the KEY to YMCA Youth Sports! Without the help of volunteers, youth sports programs would not exist! You don't have to be a coach to volunteer in YMCA Youth Sports. Some of the things parents can do include:

- Assist the Coach with drills and helping children with skills.
- Supervising during practices and games.
- Act as "Team Mom or Dad" to assist with team activities (i.e. coordinate snacks, make calls, etc.)
- Help organize game and practice organization and rotations
- Help distribute information to team parents



## COACHES MEETINGS

All Coaches are required to attend the Coaches Meeting held in the YMCA Meeting Room. New Coaches will meet for an additional 30-45 minutes.

Volleyball Coaches' Meeting  
Tues. March 9, 2021 at 6:00pm

Soccer Coaches' Meeting  
Wed. March 10, 2021 at 6:00pm

If you are unable to make your designated coaches' meeting, plan to come to the other meeting and let the Sports Director know, please.

On-line courses are available:

<http://training.ymca.net>

## COACHES MUST APPLY ONLINE EACH SEASON.

Volunteer to be a Youth Sports Coach/Assistant Coach:

- Please go online [www.salinaymca.org](http://www.salinaymca.org) and click on "Careers" at bottom of page.
- Apply for Coaches-Volunteer – New or Returning.
- An email will be sent with the background check link. You must submit the background check link within 72 hours. This Background Check must be completed by February 22, 2021 in order to receive a team roster at the Coaches Meeting.
- Sign the Coaches Agreement/Practice Request Form on page 9 of this Parent & Coach Handbook and return to the Sports Department no later than March 1, 2021.
- Coaches that have completed these steps during the Early Bird Registration will be the first to secure their practice requests and receive their practice schedule, game schedule, rules, and team rosters at the Coaches Meeting.

**"All kids need is a little help, a little hope, and somebody who believes in them." – Magic Johnson**

# COACHES' AGREEMENT

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Thank you for considering being a coach for our YMCA Sports programs. We could not do it without you!

## COACHES RESPONSIBILITIES

1. Submit your Coaches Agreement/Practice Request Form on page 9 of this Parent & Coach Handbook returned no later than March 2, 2020.
2. Set up practices through the Sports Coordinator.
3. Coach should instruct players on basic concepts and rules of the sport.
4. Read the rules and be able to explain them to your players and parents. On the court/field, rules keep the game running smoothly and fairly for everyone, and keep everyone as safe as possible. It's everyone's job to obey the rules. Officials make sure the players follow the rules. The coaches teach and review the rules during practices and games. YMCA officials are there to help the players learn the game and have a fun experience. Treat them with RESPECT at all times. Players and coaches who do any of the following may be ejected from the game and must leave YMCA property.
  - Tell the players not playing to pay attention, be ready, and to cheer for both teams.
5. Use of profanity, rude or derogatory words or actions, yelling, shouting or any behavior not representing the values of the YMCA are strictly prohibited.
6. Be prepared for each and every practice. Come early enough to make sure all equipment is ready. As players arrive they should be able to begin a low-organized activity that does not require much instruction or supervision from you. This will allow you the freedom to greet each player and even be able to build relationships with parents.
7. Make sure that you are communicating with all the parents effectively and that they are able to communicate with you and your assistant coach.
8. Make sure that you are teaching, giving constructive feedback, encouraging, and praising all of your players.
9. As the weeks and games go by make sure that every player is getting an equal number of times to start the game and start the 2<sup>nd</sup> half. Remember that everyone plays at least half of every game. Playing more than half a game should be divided equally over the season as well. Make sure that players know who is starting the game prior to game day. Make sure the starters know where you want them positioned to start the game. Keep a record of your practice and game position assignments and playing time.
  10. Remind the family responsible for game day snacks before game day!
  11. Always be cordial and friendly with other coaches as your kids take their cues from you. Coaches and all players will meet at center court/field with the YMCA officials to cover ground rules and recite the YMCA Sports Pledge before each game.
  12. If you are unable to be at a scheduled game, please ask a parent to step in for you so that the game schedule may be adhered to and notify the Sports Department. If this is not possible, the second option is to communicate with the opposing coach and see if a practice time will work out for both teams to play a make up game. Notify the Sports Department before you make such arrangements and verify.

## COACHING GUIDELINES

1. Be a positive role model for players, parents and anyone attending the game; setting a good example for everyone to follow.
2. Make sure each child knows all the rules. Always be positive in your coaching. Make the kids feel good about their participation.
3. Keep the interest of the kids throughout the practice time. Make sure every child is doing something constructive during practice, limiting the down time.
4. Encourage players from both teams. Always congratulate the opposing team when they score or make a good play; do not show disappointment! Your players will take their cue from you.
5. Plan your practices and know how you will organize each drill in advance.
6. The coach should make sure no player participates with any type of injury.
7. The coach should be teaching players how to play hard and competitively while maintaining the highest level of good sportsmanship rather than a win at any cost attitude.
8. Only registered players that are on your roster may play on your team. Only the Sports Staff may add or change a player on the team rosters.

# COACHES' TIPS FOR SUCCESS

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## PLANNING

If you have an assistant coach you need to meet together before the season practices begin to discuss goals for the season. Meet before each practice as well to discuss the practice plan, and divide up the responsibilities. You don't want to spend the players' practice time planning!

## ORGANIZATION

By taking a little time in the beginning, you can increase the chances of having a fun and successful season. The roster contains the player's name, parent's name, and contact information. It is important that everyone, including the coaches, verifies their information. YMCA teams must play with the players that are on the playing roster. If any corrections need to be made, be sure to contact the Sports Coordinator. Players cannot be changed or added except by the Sports Director or Sports Coordinator. To keep track of all the information about players, practices, games, snacks, pictures and awards, it helps to have a structured record keeping system. You may ask a parent to be a volunteer manager that can help you with these responsibilities.

## CONTACT PARENTS

This is a very important interaction because it will set the tone for the entire season. Make sure your contact is reciprocated! Make sure they have your name, team name and grade, and your contact information! What follows are most of the points that you will want to make in the first call to the parents:

- Introduce yourself as the child's volunteer coach from the YMCA. Welcome the player and family to be on your team. Give them your contact information.
- Coach's First and Last Name
- Phone Number
- Team Name and Grade
- Verify the parents' names, the player's name, contact information, and t-shirt size.
- Tell them when and where the first Parent & Coach meeting will take place.
- If you have to leave a message, be sure to give them your name and contact information and **ask them to call you back to verify that they received your message!**
- If you do not receive a call back within 48 hours please call our Sports Department so that we can check the contact information right away!

## PARENT & COACH MEETING

It is important that you set up a Parent & Coach Meeting before you begin your practices. You can set your meeting for the same day, time and location that you will be having your practices. Make sure you cover all of the following information and any additional information that you want to cover to begin your season.

- Welcome and Introductions
- Invite parents to come to every practice and help with supervision, organizing the players, setting up and helping out with drills, etc.
- Timeline for Season
- YMCA Mission
- YMCA Character Development
- Sportsmanship & the Salina Family YMCA Sportsmanship Pledge
- The YMCA Philosophy of Youth Sports
- How Sports Teams are Formed
- Weather Information/Cancellations -Download our Salina Family YMCA App and select the Notification Categories you wish to receive in the Notification Settings.
- Tobacco-entire campus tobacco free
- Pets-only service dogs permitted on campus
- Our Commitment to Safety
- Parent Information
- How to become a Coach/Assistant Coach
- Rules
- Game Schedule
- Photographs – Each team makes their own arrangements
- Special Events

## THANK YOU COACHES!

The Salina Family YMCA thanks you for coaching. It is important that our Salina area youth have good leadership when they are young so that they may make the best decisions for themselves and for those whom they will lead in the future. If you have any questions or concerns please feel free to contact our Sports Staff. Thank you for partnering with us on behalf of all the Salina area youth. Let's make it a GREAT SEASON!





# SALINA FAMILY YMCA COACHES' AGREEMENT

## Head Coach:

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Coach Shirt Size:** \_\_\_\_\_

**Sport:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Team Name Request:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have received a copy of the Parent and Coach Handbook, and acknowledge and agree to abide by the Salina Family YMCA's "Coaches' Agreement." I understand that any violation may result in termination.

## Assistant Coach:

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Coach Shirt Size:** \_\_\_\_\_

**Sport:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have received a copy of the Parent and Coach Handbook, and acknowledge and agree to abide by the Salina Family YMCA's "Coaches' Agreement." I understand that any violation may result in termination.

## Practice Request:

Please list your top 3 requests; listing them from 1 to 3.

If your team practice falls on a holiday please make arrangements with the Sports Staff for an alternate practice. Reminder: Many players are involved in Wednesday evening Church Activities.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	
5:00-6:00					
5:30-6:30					
6:00-7:00					
6:30-7:30					
7:00-8:00					
7:30-8:30					