

# PenMet Parks Youth Sports Manual

## Coach Information

- Coaches are responsible for **all** portions of the Youth Sports Manual, regardless of whether it was covered in the coaches meetings and training sessions.
- Coaches are responsible for meeting with parents to go over the practice and games schedules, photo packets, and uniforms.
- Participants **cannot** take part in any portion of a practice or game until the coach has written notification from PMP Staff. (Registration receipt or official roster).
- No **other** children can take part in any part of practice or games without PMP Staff approval (friends, sibling, etc.). If a child is visiting a participant, the child's parents will need to sign a medical release/waiver on a limited basis.
- Coaches are responsible for their players **before and after** practices. Safety is always a priority of our players and in our leagues.
- Coaches should stay with their participants until all have left the practice/game area. Contact PMP Staff if problems with certain kids continue.
- Coaches will not coordinate, collect money for, encourage or be in any way responsible for **acquiring uniforms** other than those purchased through the Recreation Department.
- League Awards/Parties- Certificates will be awarded to every player at the end of the season. PMP strives to offer affordable sports programs for the community. We do not expect families or our volunteer coaches to pay for supplemental awards. If coaches/parents decide to hand out supplemental awards they are asked to not hand them out in front of other teams. If you have any questions or concerns please call the Recreation Manager.

## GETTING STARTED

1. Prior to the first practice, you will need to meet with assistant coach(s). (If Applicable)
2. **Please contact parents' right after the coaches meeting to let them know when the first day of practice will be.** Most teams will practice two times per week on consistent days. (If applicable. Some leagues will not practice)
3. Sit all of the children down and have the coach call off their name on the roster. Any children that are not on a roster should not participate in practice and notify the manager immediately.
4. When you meet with your team talk about rules, team guidelines, and practice/game schedules. Let them know how much you are looking forward to coaching them.
5. Schedule a parent meeting, make sure you review the concussion information and have parent complete form and return to Recreation Manager. Review the rules and let parents know they can find a copy of the rules on the PMP website.
6. Prepare your practice/game plan. Set objectives that compliments the goal. (Allow your players to have input in setting some team rules and goals at the first practice.) Prepare your session to end on a high note, so the kids are looking forward to returning.
7. **Be at your practices and games at least 15 minutes early,** and do not leave until all your participants have left.
8. Take your roster with you to the activity as it will have parent contact information on it. Any roster additions must be approved by PMP staff and registration must be completed before they may participate in the activity.
9. Remember to review your practice and game schedule with the participants at the activity. Game schedule will be on the Team Sideline website.
10. Review the rules and regulations with the participants. Know and complete your other responsibilities.

## **DEPARTMENT POLICIES**

### **1. Registration**

All participants are required to register with PenMet Parks prior to participating in the activity. All individuals (parents must register for children

18 and under) shall sign a registration and hold harmless form.

## 2. Attendance

If for any reason you will not be able to attend, please find a coach, assistant, parent to cover the practice/game.

## 3. Dress Code

All coaches (head or assistant) are responsible for their **attire** (clothing: watch for vulgar or rude language, beer ads, etc.). Clothing should be sport appropriate.

## 4. Field Scheduling: Sehmel Park

PMP schedules all field requests at Sehmel Park. Please review your practice schedule; either on the Turf or Field #1. If another league/team is on the field please let the other coach know that flag football is scheduled for the turf. Weekly schedule will be post at turf to avoid confusion.

## 5. Field Scheduling: Other Locations

Teams from the Key Peninsula can schedule practice with KeyPen Parks at Volunteer Park.

## 6. Game Schedules

Games are scheduled by PMP staff and are posted online. Your coaches will have this information to pass on to each parent on their team. If there is any schedule requests please submit them when signing up.

## 7. Inclement Weather Policy

Inclement weather does not always justify closure of a program. However, if there is any question, all participants are urged to call **253-858-3400** for program cancellations due to weather conditions. This is a recorded message, updated in the afternoons appropriate to the activities.

**You can call after 4:00 p.m.**

If a game is cancelled due to weather or other unforeseeable circumstances, all efforts will be made to reschedule that game. However, due to time restraints and/or field usage conflicts, some games may not be made up. It will be the decision of PMP staff when and if the games are made up. Special circumstances may be taken into consideration.

## 8. Emergency Procedures

Use first aid procedures as deemed appropriate. In the case of life-threatening or severe injury, call the emergency number (DIAL 911) first, and then contact the parents(s). First aid supplies are at the activity site: **An accident report must be completed for any accident requiring medical attention or in which injury/damage occurs.** Notify the office within 24

hours from the time of emergency. If transportation of an injured person to a doctor's office or hospital is necessary, use a parent's vehicle or the ambulance if at all possible. **Do not transport in your own vehicle.**

#### **9. Safety**

Coaches should be on the continuous lookout for hazardous conditions or vandalism to PMP equipment or facilities. This is why as coaches it is important to walk the playing area prior to the beginning of any game or practice. Report immediately to the Recreation Manager any damage or hazardous conditions you may come across. Keep players in designated areas and watch for strangers or unusual events. Safety should be your first and number one concern.

#### **10. Refund Policy**

A processing fee and credit card transaction will be deducted from all refunds and credits. Full refunds will be issued if PenMet Parks cancels a class due to insufficient registration. Refund requests need to go through the Recreation Manager.

#### **11. Contact with Attorneys and /or Investigators**

If asked for information concerning a PMP policy, program, or event, which may have involved PMP or PMP property in some way, advise Recreation Manager first before making any comment. PMP may then consult with other members of the Parks staff and/or the Parks Attorney, if necessary. You will be advised whether or not you should provide such information, and under what conditions. Under no circumstances should an employee state his or her conclusion that PMP is liable for damages or that PMP will pay to repair or replace property damaged or other similar language indicating a responsibility or a liability on the part of PMP to do so.

### **PHILOSOPHY AND SPORTSMANSHIP:**

1. PMP's philosophy is to provide a wholesome recreational activity for the children of this community. The most important aspects of this program are that every child has fun, that every child has an equal chance to play, and that every coach tries to teach good sportsmanship and team spirit. The need to compete and win at the expense of these above goals will not be stressed nor tolerated by the department. All programming decisions are based with this philosophy in mind.

2. Coaches have the authority to remove disruptive players or spectators at any practice or game for violating rules in the **Code of Conduct**.

3. Each coach is responsible for the actions of team members and parents. It is the coach's responsibility to inform and implement all league policies,

regulations, and pass on information to players and parents. Coaches are responsible to actively support policies and regulations of the league to their players and team followers on and off the play area.

4. The game may be forfeited at any time if the spectators, coaches, players, etc. are violating rules in the **Code of Conduct**.

Our goal for youth sports is that children shall enjoy their experience in the sport by their development physically, psychologically and socially through the activity. A quality experience can be achieved if the coach or leader applies four principles of **participation, sportsmanship, team play, and teaching the fundamentals of the activity**.

A word about winning: To create the most valuable experience for young athletes, adults should help them understand that there is more to benefit from sports than just a winning and losing record. If children leave your team with a great experience with their coach and teammates, feeling better about themselves, having improved their skills, and looking forward to future sports participation, you have accomplished something far more important than a winning record or a league championship. Winning is part of the game and should not be removed. However, we do de-emphasize winning. **There are no league championships, post season tournaments, and no win-loss records are kept.**

### **NEGLIGENCE/SAFETY**

As a coach, you are responsible for the care and well being of those participating under your guidance. Recent court decisions have added to the definition of negligence such terms as ~~%failure to warn+~~ and ~~%failure to instruct+~~. Not teaching youth baseball players how to slide into a pegged base is a common example of how failure to adequately instruct could lead to an ankle injury and a successful lawsuit. The first question in such a case would be, ~~%Did the coach instruct the players how to slide into a pegged base?+~~ The second questions would be, ~~%Did he let his athletes know they were playing on a field with pegged bases?+~~

The purpose of discussing youth sport coaching negligence is not to scare you from coaching, but to make you aware of the responsibility you have as a coach. Your number one duty as a coach is the safety and well being of the group. It is your duty to be constantly alert to the possible dangers that may cause injuries. The following list may give you some guidelines to help you prevent negligence and unnecessary injuries:

1. Be prepared; have a practice/game plan and review it. Ask yourself if you are knowledgeable enough to teach each skill properly and safely.
2. Check facility/field for obstacles such as water, dirt, any liquid material, glass

or other objects.

3. Make sure all benches and chairs are moved away from the playing area and stored properly. Keep balls in bags/basket when not in use
4. You must supply leadership and supervision at you designated location as indicated (i.e., practices and games). You are in charge of the participant's well being during the designated activity times listed. Do not leave your team unsupervised.
5. Be aware of any strangers just hanging out and watching your practices. Don't be afraid to confront and ask if you may help. That will deter them from sticking around.
6. Never give a participant a ride in you personal vehicle. This may only occur during a special event when you have a written permission form from a parent or guardian and/ or the Recreation Manager.
7. Seek and attend all possible training programs and meeting. Find and read information regarding the activity, and ask questions of others.
8. Emergency Procedures:  
Use first aid procedures as deemed appropriate. In the case of life-threatening or severe injury, call the emergency number (DIAL 911) first, and then contact the parents(s). First aid supplies are at the activity site: Check with the Recreation Coordinator, game official, and/or Field Supervisor to replace supplies that are utilized. ***An accident report must be completed for any accident requiring medical attention or in which injury/damage occurs.*** Notify PenMet Parks within 24 hours from the time of emergency. If transportation of an injured person to a doctor's office or hospital is necessary, use a parent's vehicle or the ambulance if at all possible. ***Do not transport in your own vehicle.***

## **PARKS & RECREATION COACHES AGREEMENT**

- 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 emotional and physical development for the same age group.
- I will provide a safe, fun, and positive environment for all participants.
- I will 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 players.
- I will lead by example in demonstrating leadership, fair play, and sportsmanship throughout the season.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol and will refrain from their use at all youth sports events.
- I have received the rules and regulations for the sport league which I am coaching and I will be knowledgeable of these rules and teach them to my players.
- I will remember that I am a youth sports coach and that the game is for the children and not the adults.
- I am responsible for the actions of my players, coaches, parents, and fans during all PenMet Parks events and understand that disciplinary action may be taken against me for their behavior.
- I will communicate with my teamsqparents, players, and the PenMet Park District on all issues that arise throughout the season and will work to resolve these issues in a way that is beneficial to the youth participating.

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NAME

SIGNATURE

DATE

### **Volunteer Orientation and Youth Sports Manual**

I have attended PenMet Parksorientation for youth sports volunteer and have received and reviewed PenMet Parks Volunteer Youth Sports Manual. I agree to abide by the procedures and protocols outlined in the manual.

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NAME

SIGNATURE

DATE