



YAP COACH'S MANUAL

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INTRODUCTION

Program Mission Statement:

“The City of Fort Worth Youth Athletics Program is designed for young children and teens to involve them in recreational sport activities in order to promote sportsmanship, fair play and to educate participants on the importance of being involved in positive, healthy physical activity.”

This program has been established to:

1. Introduce youth to a healthy, positive, athletic experience;
2. Provide year round, sports activities;
3. Promote teamwork, unity, cooperation and a sense of belonging;
4. Give ALL children the opportunity to engage in sports activities

WHAT WE PROVIDE

1. Seasonal sport leagues at a nominal fee
2. Game officials and site staff.
3. Sports facilities.
4. Uniform shirts.
5. Practice and game equipment.
6. Background checks for all volunteer coaches.
7. Participation awards

REGISTRATION

A “***Sports Registration/Waiver Form***” must be signed by the youth’s parents or guardians. This form must be on file with the PARD Recreation/Neighborhood Center at which the child is registered before the child is allowed to participate. All registration fees must be turned in at the time of registration.

After registering at a specific center, a child may not register at any other center during the same sports season. The only exception to this will be if the child changes residence. Proof of a change in residence will need to be provided prior to the new registration.

Players may be permitted to play up one age group at the discretion of the parent/guardian. Age is determined as of the date of the first game of the season.

In the event that there are not enough players to make a full team at the original center of registration, a child can be transferred to another team at a different center by staff. For this reason, it is important that a second choice of center be given during registration.

A registration fee of \$20.00 per child/per season, at the time of program registration is required to participate in the Youth Athletics Program. This fee goes towards offsetting the cost of the program.

MEMBERSHIP CARDS

Any child participating in the Youth Athletics Program must have a center membership card (\$20 per child).

Volunteer coaches will be issued a free membership card upon completion of the following requirements:

- Background check completed by the PACS Administration on ALL coaching staff
- Attendance at the mandatory coaches meeting by at least one coaching representative of each team

ROSTERS

If a team is not at its maximum roster size, a coach **must** add players off of the waiting list up to the CLASS roster maximum established at the start of the season at the request of PARD staff. Players will be added by the length of time they have been on the unassigned/waiting list and not by the request of the coach.

DROPPING OR ADDING PLAYERS

Dropping or adding players may not be done at will. Coaches wishing to drop players must fill out a **“Player Release Form”** and submit to their center staff, who will then contact the player’s parent/guardian to verify add/drop status. Only if done properly and with good cause will coaches be able to replace dropped players with players on the center waiting list. PARD center staff will then assign replacements once the drop has been confirmed.

COACH’S DUTIES

1. Should be of good moral character
2. Must deal with children, assistant coaches, parents, game officials, city officials, and league administrators in a positive manner
3. Responsible for equipment issued by the YAP staff.
4. Required to return all equipment in good condition at the end of the season. **NOTE:** A hold will be placed on the coach’s account and that coach will not be permitted to participate in any CFW Parks and Recreation Department programs if equipment is not returned or if is returned in unacceptable condition. If a piece of equipment fails (a ball loses air, etc.), the coach must return the faulty equipment during the season for replacement or at the end of the season with the rest of their equipment.
5. Responsible for team’s actions, including parents and fans.
6. Represents the team in communication with the officials and opposing team before, during and after games.
7. Must appoint a representative with a criminal background check on file with YAP to replace them if they are unable to be present.
8. Only CFW approved coaches and players may occupy the player benches or be on the field of play. To become approved, a coach must submit and pass a criminal background check, sign a verification form stating they have received all league materials and agree to review and abide by rules and terms, and one coach from each team must attend a coach’s meeting.
9. Must attend practices and games. **NOTE:** Any coach that leaves their team while their game is still in progress will be subject to disciplinary action up to permanent expulsion from the league.

10. Coaches should arrive to the facility 30 minutes prior to game time in order to get their roster filled out and back to the scorekeeper 15 minutes prior to game time. List all players who are not at the game. Any changes made to the book after the game starts will constitute a technical foul.
11. Coaches must wear the City issued coach's shirt at all times during their game and have their City issued center ID card upon request. IDs must be presented upon request to ensure that the coach for the team is the same coach that has been approved as a volunteer for YAP.
12. It is the responsibility of the home team's coach to supply a score board operator. Of no scoreboard operator is provided, the score clock will not be used.

MANDATORY COACH'S MEETING

A volunteer coach from each team or a team representative is required to attend a mandatory coach's meeting prior to each sports season in order to comply with the mission of the program and review league rules. **Coaches will have 2 opportunities** in order to obtain all information as it pertains to the program and to complete all necessary forms.

The purpose of the coach's meeting is to gather all of the coaches in one room and go over all aspects of the sport season. Important information is shared and any questions that coaches or parents may have can be answered. Coaches receive copies of the Parents Guide to be distributed to parents and all adults involved in the program. This is the time that the official rules are passed out to all coaches. Coaches can also finish any paperwork that needs to be completed as well. All coaches must sign a verification form at these meetings to be kept on file with PACS Athletics prior to the season to acknowledge that they have read and will abide by Youth Athletics program rules and regulations.

BACKGROUND CHECK

All coaches *MUST* complete a background *check* form and pass a criminal background check PRIOR to any coaching assignment. Coaches must also provide a copy of a driver's license and social security card. Coaches must have a valid P.A.C.S. Membership card (to be issued after the background check is passed). Failure to comply will result in an indefinite suspension.

COACH'S RELATIONSHIP WITH GAME OFFICIALS

1. Officials must be treated with respect. Treat officials as you would wish to be treated. Officials are expected to treat all volunteers with mutual respect.
2. Only head coaches and League Administrators are permitted to speak to game officials.
3. A decision based on an official's judgment should not be questioned. If there is a question regarding a rule interpretation, officials should be addressed courteously. The case should be explained in a way that does not jeopardize the role of the officials. Officials are instructed to answer a coach's question, if submitted courteously and according to any rules that may apply to the situation as long as the question does not disrupt the flow of the game.
4. Coaches should remain off the playing field/court unless a time-out is requested to discuss the situation with the officials.
5. Players should not be permitted to question an official's decision.
6. The coach should discourage parents and spectators from addressing the officials.

COACH'S RELATIONSHIP WITH SPECTATORS

1. Set a proper example for the spectators.
2. Convey the mission of the Program to spectators.
3. If needed, meet with spectators to remind them of the Program's mission.
NOTE: Many times a word from the coach to a spectator that is out of line has a better effect than intervention any by P.A.C.S. staff.

COACH'S RELATIONSHIP WITH PARENTS

1. Develop and maintain a good working relationship with parents.
2. Convey the mission of the Program to parents. The spirit of "team play" must be emphasized rather than singling out anyone as a star player.
NOTE: Parents will be more supportive if they understand what you are trying to accomplish.
3. Hold a pre-season parent's meeting.

Topics for pre-season parents' meeting should include:

- The mission of the Program.
- The responsibility players have to the team, coaches and themselves.
- The coach's role as the leader of the team.
- The role the parents have in seeing that their children attend all practices and games.
- Parents should not interfere at practices and games.
- Parents should not punish children for performance in a game.

Various jobs needing to be handled may be discussed and volunteers recruited to perform them. Assistant coaches and "Team Moms/Dads" should be recruited at this time.

Often friendships develop between volunteer coaches and parents, sometime continuing throughout the entire year and for years to come. The practice of having family, league or team potluck dinners, barbecues, picnics and other social events during the season does much to strengthen the relationships between coaches and parents.

COACH'S RELATIONSHIP WITH PARD YOUTH ATHLETICS STAFF

1. If you need help or have a problem that arises, please speak with a representative from YAP. Staff is always willing to assist in any way possible in an attempt to make your season enjoyable.
2. *If you have a complaint please let the YAP Recreation Programmer know as soon as possible..*

COACH'S RELATIONSHIP WITH PLAYERS

1. Children are individuals that possess certain characteristics common with other children but are each different in many ways. Successful coaches deal with their players as individuals.
2. It's about progress, not perfection. Concentrate on fundamentals. Be a teacher.
3. Children thrive with consistency. Make sure that you are consistent in areas like practice, games, and discipline.

4. Coaches who display genuine liking and regard for children accomplish the best results with them. Be firm, considerate, sympathetic, approachable, and respect the dignity of each individual. SMILE!
5. Scolding, sarcasm, nagging, taking away privileges, and restricting a youth's behavior often intensifies the very conditions, which give rise to problems. Humiliating children in front of others is especially harmful.
6. Children agree that the coaches who helped them the most are kind, considerate, cooperative, democratic, patient, and respect their opinions. Being rigid, quarrelsome, and commanding will increase conflict.
7. Children are not small adults and do not feel, think, or react as adults do. Coaches must accept behavior which seems foolish, strange, unreasonable or immature. They don't think like adults, thus it is generally unsuccessful to treat them like adults.
8. Team rules are helpful, such as "being on time for practice," proper care of equipment, etc. Coaches must use good judgment in selecting the items of behavior to highlight. A small number of rules/expectations should be discussed. Players must realize that violations might result in punishment.
9. Coaches must make practice sessions as interesting and appealing as possible. "All work and no play" is not natural for children.
10. Volunteer coaches should insist upon players' proper attitudes toward games; officials, coaches, spectators, opposing teams, etc. They should be encouraged not to voice disagreement.
11. Children can become better individuals and learn valuable lessons in getting along with others. Some of the positive qualities of personality and character, which can be acquired in sports, are ultimately of much more value than the technical aspects of the sport.

In conclusion, the concerns of successful volunteer coaches should not be the win-loss record. Successful coaches are those who affect the character and attitude of players in a positive way. Success depends on the social and moral lessons, which the players have acquired. **"POOR COACHES ARE ONLY INTERESTED IN WINNING GAMES."** Good coaches are interested in winning games, but they also strive to have their players come out of the athletic experience as better individuals. A coach should not sacrifice the team, rules, or the spirit of fair play, just to win a game.

PRACTICE RESERVATIONS

In order for children to learn the proper fundamentals of their sport, they need a place to practice. For outdoor sports such as soccer, softball and baseball, the City of Fort Worth Athletics Section allows each team an opportunity to reserve a field for practice, free of charge, once a week. In order to reserve a field, the coach must contact Haws Athletic Center at 817-392-7690. The fields reserved are subject to availability and are on a first come first serve basis. To be consistent with our field rental policies, coaches can only reserve a field for the current week. For example, they are not allowed to come in one time and reserve a field for the entire season.

For indoor sports such as basketball and volleyball, teams have traditionally practiced at the recreation and neighborhood centers in which they represent. Practice times should be made available to these teams per center guidelines.

NOTE: Centers are only obligated to give teams **one (1) hour of practice time a week on a half (1/2) court.**

ORGANIZING PRACTICE SESSIONS

Coaches should have a plan and know what they intend to do during practices. Early workouts should be devoted to placing children in proper formation and physical conditioning. Coaches can work on particular skills or play later. Follow a time schedule for each workout.

The following is an outline of a practice session:

10 minutes	Warm-Up (running, stretching, exercising, etc.)
10 minutes	Review Session (what was learned at last practice and what will be covered this practice)
15minutes	Skill Session (practice new skills)
20 minutes	Inter Squad Scrimmage
5-10 minutes	Conditioning (run for speed/agility)

DISCIPLINARY RULES

1. Players guilty of fighting on City property will receive a minimum of a two game suspension. All such matters should be promptly reported to a City staff member. The severity will determine the extent of the sanctions.
2. Coaches or spectators guilty of making physical contact with another person or fighting on City property during a Youth Athletics event will be banned from the program indefinitely and may receive further sanctions.
3. Players/Coaches/Spectators guilty of using profanity or making threatening gestures (including gang signs), either by word or sign, against others on City property shall receive an immediate suspension, length determined by Youth Athletics Administration.
4. Players/Coaches/Spectators who are found in possession of or under the influence of alcohol or drugs will be automatically banned from the league permanently.
5. City of Fort Worth Youth Athletics reserves the right to issue penalties different from those listed above in situations deemed necessary.

EJECTIONS AND SUSPENSIONS

Any coach spectator ejected from a game will be suspended for the remainder of the sports season and placed on written probation for one (1) calendar year. The suspension will equal a ***minimum*** of four (4) games depending on the severity of the infraction. If the coach/spectator is ejected a second time during this probationary period, he/she will be suspended indefinitely at the discretion of Youth Athletics. The ejected coach/spectator must leave the facility, including the parking lot, before play resumes.

Players ejected from a game will receive a minimum of a one game suspension . An ejected player must leave the facility (including the parking lot) before play resumes. Any attempt to stay in the facility will result in a forfeit and further disciplinary action.

APPEAL PROCESS

1. If the ejected party wishes to appeal the decision regarding any disciplinary action that has been taken, a ***written appeal*** must be submitted to the PARD Youth Athletics Office located La Gran Plaza, 4200 S. Freeway, suite 2200, Fort Worth, TX. 76115 within 72 hours of the disciplinary action.
2. The Athletic Coordinator has the final authority regarding all disciplinary measures. All persons involved will be informed of the final decision in writing.

OFFICIALS' RESPONSIBILITIES

1. Officiate games
2. Interpret and enforce rules and regulations
3. Pre-game inspection of field/court and game equipment
4. Discuss matters in question with the Head Coach
5. Referee **all scrimmages and forfeits** as if they were regular games.

RECREATION/NEIGHBORHOOD CENTER RESPONSIBILITIES

1. Take registration & registration fees
2. Issue refunds
3. Issue receipts & membership cards
4. Maintain records of receipts, rosters, etc.
5. Book practice times for indoor sports
6. Conduct add/drop for teams
7. Provide staff to supervise centers
8. Host indoor league games

YOUTH ATHLETICS PROGRAM RESPONSIBILITIES

1. League Administrative processes (schedules, etc.)
2. Meetings
3. Uniforms and equipment
4. Staffing games
5. Program supervision
6. On-site operations

GAME SCHEDULES and RESCHEDULING

Schedules will be in accordance with the number of teams in each division, facilities available for use, and length of season. The Athletics website will have the game schedules available online at www.fortworthathletics.com.

Youth Athletics will make every effort to schedule a minimum of four (4) and a maximum of six (6) games per team for each sports season offered. The number of games per season per team will be dependant upon inclement weather and unusual circumstances.

1. Schedules will be posted one week prior to the first day of the season.
 - A. All games will be played as scheduled. Games will only be rescheduled in cases of extreme inclement weather or unforeseen circumstances. Such decisions on game status will be determined by the league administrator.
2. Revised schedules will be posted on www.fortworthathletics.com and sent out via e-mail to center staff no later than 48 hours prior to game time with an internal goal of 72 hrs.
3. In case of inclement weather, ***please call (817)392-7690*** after 4:00pm on weekdays and after 8:00am on weekends.
4. You can also follow us on Twitter at ***CFWYAP*** and Facebook at <https://www.facebook.com/AthleticsCFW>

In leagues where teams drop out, Youth Athletics will attempt to find opponents to fill those vacated times. In the event that an opponent cannot be found, coaches will be encouraged to use the forfeited game time as practice time or to conduct scrimmages.

GENERAL RULES

1. All players must be listed on an “**Official CLASS Roster**” before taking part in a league game. All rosters will be frozen on the 2nd Saturday of scheduled league games (this is the end of the “drop/add” period).
2. After assigned to a team, players may not re-register at another center. The only exception will be if a player changes residence and proof is provided.
3. **A player can only play on one team, NO EXCEPTIONS.**
4. Game time is forfeit time.
5. No league standings will be kept.
6. No score will be kept for the 6U age division.
7. No player will be permitted to participate with blood flowing in any manner.
8. A player’s mandatory playing time may only be interrupted for injury.
9. Coaches playing ineligible players will automatically be suspended for the remainder of the season and be eligible for further disciplinary action.
10. Coaches found not giving players their mandatory playing time will be subject to suspension, length to be determined by Youth Athletics.
11. Coaches willfully taking actions to prevent any player from participating will be suspended, length to be determined by Youth Athletics.
12. Uniform shirts **MUST** be worn and **NOT** altered (names added, etc). If the uniform is altered, the player will not play until the uniform is replaced.
13. Shirts must be tucked into bottoms.
14. Bottoms must be pulled up to waist line and string tied.
15. Finger nails must be clipped short in order to help with game safety.
16. No Jewelry or hair beads/hard barrettes will be permitted during play.
17. Appropriate shoes must be worn and molded rubber cleats only outdoors
18. Youth Athletics reserves the right to issue penalties different from those listed above in situations deemed necessary.

SAFETY

The safety and well-being of the players must be of prime concern. Every precaution should be taken to prevent injury. The facility, equipment, discipline, and environment (including spectators) are all important aspects of safety in athletics.

Facilities

1. Facilities should be inspected by officials, and coaches throughout the day.
2. Facilities should be kept free of hazards. Concerns should be reported immediately to Youth Athletics Staff so that the issue can be addressed.

Equipment

1. Any unsafe or compromised equipment should be reported immediately to Youth Athletics Staff.
2. It is the duty of the person using the equipment to report if it fails. If a piece of equipment is faulty, it must be returned to Youth Athletics Staff so that a piece of replacement equipment can be issued.

Discipline

1. Accidents may occur when horseplay is involved. Well-disciplined athletes are less likely to be injured or cause incident.
2. The Park and Recreation Department's philosophy is "Safety First".
3. Spectators often contribute to the safety and enjoyment of an event.
4. Strangers/unidentified persons are also part of the environment. Please report any suspicious people to Youth Athletics staff immediately.

Health

1. Make sure athletes stay hydrated by drinking plenty of water.
2. Injuries should be attended to immediately and injured players should not be permitted to continue to play.
3. Always watch for lightning.

Safety is a team game. The vast nature of facilities and equipment paired with environment, athlete health, and discipline create a recipe for disaster. It is only through the vigilance of staff and volunteers that we will be able to provide a safe and fun experience for the kids that we serve.