



BOYS & GIRLS CLUBS
OF THE DIAMOND HILLS



**YOUTH SPORTS
COACH & PARENT**

HANDBOOK



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Welcome Message

Dear Parents, Coaches, and Participants,

The Boys & Girls Clubs of the Diamond Hills welcome you to our youth sports program!

Our goal is for all youth sports participants, parents, and coaches, to have an enjoyable experience this season.

The Boys & Girls Clubs of the Diamond Hills Youth Sports Programs aim to accomplish many goals. We want to build self-esteem, teach social skills and values, improve communication, and promote teamwork.

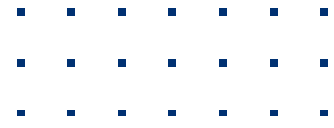
Our sports programs will positively develop responsibility and decision-making skills while building relationships. Leadership skills will be enhanced for both players and coaches. We aim to support and strengthen family life while creating fun experiences for coaches, children, and their families.

BGCDH youth sports programs are made possible by the dedication of our volunteer coaches. Our volunteers put in many hours of work to make the programs successful, investing their time and energy into the lives of young people in our community. If you are interested in coaching, please do not hesitate to contact us!

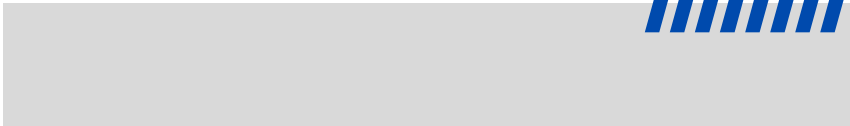
We hope you will take an active role in your children's experience this season. Please support your child by encouraging them, being a positive role model, and maintaining your expectations. The BGCDH environment is meant to be fun, while still building their sports skills.

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 the Boys & Girls Clubs of the Diamond Hills.

Mission

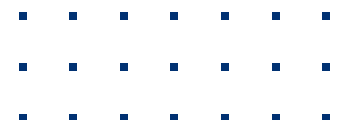


Mission



To enable all youth, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens.

Standards for Youth Sports



Everyone Plays

Everyone who registers is assigned to a team and will have the opportunity to play in practices and games.

Safety First

Our sports programs are designed to be safe and enjoyable.

Fair Play

We play by the rules, show respect to everyone involved and teach our youth about being a role model of good sportsmanship.

Positive Competition

Learning to compete is important for children, and learning to cooperate in a competitive world is an essential lesson in life.

Involved Families

In addition to parents being instrumental as volunteer coaches, officials and timekeepers, we encourage them to be at practices and games to support their athlete's participation.

Sports for Everyone

Our sports are inclusive. We offer sport programs for youth who differ in physical abilities by matching them with children of similar abilities and modifying their sport when necessary.

These sports are for the kids. Our goal is for them to have FUN!

Volunteer Coach Information



Our volunteer coaches are vital to the success of our youth sports programs. Throughout the years, committed and talented volunteers have impacted the lives of many children within our community through our youth programming. The Boys & Girls Clubs of the Diamond Hills greatly appreciates every volunteer coach each season.

Keys to Being a Good Coach

Have Fun – Make sure that smiles are your main focus. If each of your participants walks away every day excited about coming back, you know you accomplished your goal.

Be a Role Model – Your athletes will have a tendency to copy your actions and moods. Show the athletes how to act and carry themselves in the proper manner, at all times.

Be Positive – Stress everyone's good points. It will also help to make each situation, whether positive or negative, a learning experience.

Be a Friend – Give encouragement; take the time to talk and listen to the kids.

Everyone Has the Opportunity to Play – Every athlete will have the opportunity to participate in every game, as the athlete and his/ her fans are expecting participation.

It is important that coaches are aware of BGCDH Sports principles, making certain that positive competition in youth sports is a positive experience for kids, parents, coaches, referees, and spectators. Most importantly, parents and their children are depending on you.

To sign up to be a volunteer coach for the season, please visit our Athletic Director.

All of our volunteer coaches are required to have the following credentials:

- 1) CDC Heads Up Concussion Training
- 2) Background Check
- 3) Child Abuse Prevention Code of Conduct
- 4) Code of Conduct & Expectations
- 5) Heat Exhaustion/ Dehydration Awareness
- 6) Must provide 3 references (No Family Members)

Coaches Responsibilities & Expectations



1. Be welcoming! Contact athletes prior to your first practice to welcome them and confirm practice times/dates/locations.
2. Be accessible and approachable to athletes and parents. Arrive early to help build relationships.
3. Be informative and distribute all printed materials and communicate any changes in the schedule or special announcements, such as Picture Day and tournament information.
4. Take attendance and contact the legal guardian, of any athlete, that has not attended two consecutive games/practices.
5. Promote good sportsmanship and respect for others regardless of race, sex, creed, or ability.
6. Assure safe and fair play at all times.
7. Dress appropriately.
8. Plan practice sessions and game plans.
9. Encourage and be positive in correcting and instructing.
10. Know emergency procedures.
11. Listen to athletes.
12. Know the rules of the game and pass that knowledge on to other athletes.
13. Make it a rewarding and worthwhile experience.
14. Be drug, tobacco, and alcohol-free during all team events.
15. Understand that you are a representative of the BGCDH during all events.
16. Lead by example.
17. Remember you are a role model spiritually, mentally and physically.
18. Have fun!

Administration & Communication



BGCDH sports coaches serve as the go-between for the Club and the program participants. This necessitates some administrative duties. To succeed administratively as a BGCDH volunteer coach, it is important to recruit helpers. Any additional coaches or volunteers must complete all necessary credentials.

All coaches are responsible for parent communication. Parent communication can be in the form of GroupMe messaging, email, or telephone calls. Should you encounter any problems with parents please notify the athletic director. As your administrative staff, we are here to help/assist in any way possible. Please feel free to use us as a resource at any time.

It is the coaches' responsibility to contact the athletes regarding their first practice, season details, uniform/equipment information, and other pertinent information for the season.

Before the first practice, the coach should be prepared with the following:

- Where to find the game schedule and directions to all venues.
- Practice day/times and location.
- A potential assistant coach/team manager/team parent.
- The coaches' expectations of players and parents.
- Rules of the game for parents.
- Answering any questions or concerns.

Practice, plan, and prep...

GAME!



The outcome of games, development of skills, development of team dynamics and relationships, and inter-parent relationships are all forged at practice times. Having a solid plan will help engage your team and make practices more efficient.

All BGCDH coaches should be prepared with the following before **practice**:

1. A safe and practical location
2. Knowledge of the rules
3. Equipment and tools necessary for the practice
4. Any news or information for the practice
5. Knowledge of what components to work on
6. Positive attitude

All BGCDH sports practices should include some of these elements:

1. Stretching before and after practice
2. Some one-on-one interaction with every athlete
3. Various stations to keep players engaged at all times
4. Group game/scrimmage that is fun
5. Breaks
6. Skill set or focus for the week
7. Positive player reinforcement

All BGCDH coaches should be prepared with the following before **game**:

1. Knowledge of any changes or adjustments to the game.
2. Player rotation system or list that is fair.
3. Knowledge of what court/field the team will use.
4. Knowledge of the rules.
5. Knowledge of key dates (picture day, etc.)

Practice, plan, and prep...

GAME!



The Athletic Director, Sports Committee Member, or Unit Director will be present during game day. We are here to assist coaches, athletes, and spectators. We will help with the following:

Ensure locations are respected by spectators, games run smoothly and on time, and spectators are safe and act in accordance with the Boys & Girls Clubs of the Diamond Hills policies. This includes inappropriate comments or actions toward officials, staff, participants, or coaches.

Evaluate coaches and officials.

Questions regarding rosters, game schedules, and rules.

If there is an issue on-site, please contact the Athletic Director. Any emergencies should be brought to the attention of the Athletic Director as well as the Unit Director. The Sports Committee welcomes questions, comments, and concerns that may come up over the course of the season about practices, coaches, games, etc. Please communicate them clearly and in a timely manner. Issues can only be resolved when effectively communicated.

Parent Information



Parent's Responsibilities and Expectations

1. Read and use all material provided for the sports program.
2. Make sure your athlete arrives on time for all practices and games.
3. Ensure the athlete is properly equipped with shoes, shorts/sweats, a uniform, and any other sport-specific equipment.
4. Stay at practices and games whenever possible and support your athlete and team.
5. Volunteer to help the coach whenever possible.
6. Inform the coach if the athlete is unable to attend a practice or a game.
7. Encourage your child and team, and encourage good sportsmanship.
8. Encourage your child to treat others with respect regardless of race, sex, or ability.
9. Spend time at home practicing with your child on his/her skill development.
10. Acknowledge the other team's accomplishments.
11. Support the coach.
12. Support the referees.
13. Be positive at all times!
14. Be drug, tobacco, and alcohol-free during all team events.
15. Be aware of the BGCDH sports policies.
16. Enjoy the games and have fun!

Administration and Communication

BGCDH sports coaches serve as the go-between for the organization and the program participants. All coaches are responsible for parent communication. Parent communication can be in the form of GroupMe messaging, email or telephone calls. Should you encounter any problems with coaches please notify the Director. As your administrative staff, we are here to help/assist in any way possible.

Please feel free to use us as a resource at any time.

Before the first practice, the coach will contact parents with the following information:

- Where to find the game schedule and directions to all venues.
- Practice day/times and location.
- Answering any questions or concerns.

Policies & Procedure

Player Draft



The Boys and Girls Club believes that its Athletic program should and will operate for the benefit of the participant. It is our goal to operate athletic leagues that are fair to each member. The best way to be fair is to have an HONEST draft that will have the well-being of the players foremost in mind.

1. Drafting Sequence
 - a. All new (expansion) teams will draft first
 - i. In the event of multiple new teams, the sequence will be decided by drawing numbers out of a hat.
 - b. Once new teams are placed, all teams will then draw for drafting order.
 - c. Draft order for four or more teams is from top to bottom and from bottom to top (ex. 1,2,3,4,4,3,2,1) Teams with less than four will draft consecutive (ex. 1,2,3,1,2,3)
 - d. The first player in the younger age of the draft will be chosen by the team, following in sequence, the team that chose the last player in the older age.
2. Player Selection
 - a. Each team will draft in as many phases as there are whole ages.
 - b. In PreK through second, girls will be drafted first with the kindergarten and second graders being drafted followed by the PreK and first graders until equal amounts of girls are on each team. This will be followed by the boys in the same order.
3. Returning Players
 - a. Teams with recurring players will have them counted against their earliest draft rounds. They resume their rightful position in the draft in sequence as the other teams have drawn even with them in the number of players.
4. New Players
 - a. All new players will be placed in the draft.
 - i. Entire teams or parts of teams may not be moved up from one division to another.
 - ii. All eligible players will be selected.
5. Siblings
 - a. Siblings are defined as brother and sister, step-brother, and step-sister. Cousins do not count as siblings.
 - b. When a coach picks a player that has a sibling, the sibling will be placed at the bottom of the team's draft sheet so the team will not be penalized for picking siblings and will not be penalized a draft pick. It will count toward the total number of players.
6. Late Registration
 - a. The names of all players who register after the deadline will be placed in a hat and drawn by the teams after the draft is completed. The team that would have been next in the draft will pull first and the names will continue in the same draft sequence.
 - b. Players who register after the draft date will be placed on a team by the league commissioner in the sequence of the draft with consideration of the number of players on each team.
 - c. All eligible players will be selected.
7. Protecting Players
 - a. The BGCDH recognizes that parents want to coach their own children. In order to make that possible, it is necessary to protect Head Coaches' children from the common draft.
 - b. All players that played in the same division that are eligible to return to that age division will be returned to the same team they played for the previous year.

Policies & Procedure



- c. A player's parent may request that their child be placed back into the draft. To do so the parent must explain their reasoning to the Athletic Director. The Athletic Director will decide if the reasons are valid. The following steps will occur:
 - 1. The name of the players who returned to the draft will be placed back into the draft.
 - 2. In no case will a player who has been removed from a team at the parent's request be placed on a team of the parent's choice.
 - 3. A player who has been placed in the draft at the parent's request cannot be drawn by the same team in which they were pulled from.
- d. No coach will have more than one protected player in the draft. (ie.- Assistant Coaches' children have to be placed in the draft.)
- 8. In the event a team with two or more returning players does not have a coach, the league will assume control of the team and take the following steps:

Generally, the league frowns on moving players from one team to another for adult purposes. Players will be moved to enable a team to fill a coaching vacancy only in truly emergency cases and after all other avenues have been exhausted.

- 1. Attempt to secure a coach from the other parents.
- 2. Attempt to secure a coach that does not need to protect a player.
- 3. If all else fails, they will assign a coach and permit another protected player.

Practice and Game Information

Teams will have the opportunity to practice a minimum of once per week. Practices will be no more than 90 minutes in length. The day of the week and time are at the coach's discretion. We understand that family time is important. Coaches will be mindful of scheduling games and practices on Wednesdays and Sundays.

Games will be played on various days and at local and away venues. Please arrive ten to 15 minutes early to allow ample time for parking, finding the correct field or court, and seeing to any last-minute needs prior to the beginning of the game.

Policies & Procedure



Inclement Weather and Cancellations

Games may be canceled because of excessive rain/snow and wet fields. Cold weather game decisions will be evaluated depending on the duration of cold air and wind chill. For updated Youth Sports Game information, please use the following methods:

information, please use the following methods:

- 1) If games are canceled, a notice will be posted on Facebook.
- 2) Coaches will be notified first and are expected to contact parents and their teams.

Injuries

There is always someone trained in first aid at practice sites/games. In the case of an injury please locate a staff person immediately for help. It is up to the discretion of that staff person or the participant's parents on whether or not the participant needs additional medical attention.

Policies & Procedure



Head Injuries

A participant shall be suspected of suffering a concussion or head injury if any of the following symptoms are observed arising from possible blunt trauma, acceleration of force, or deceleration of force:

- Confusion, disorientation, or impaired consciousness.
- Dysfunction of memory.
- Loss of consciousness.
- Other signs of dysfunction include seizures, irritability, lethargy, vomiting, headache, dizziness, and fatigue.

In the case of any of the above symptoms, it is highly recommended that the participant go to the closest medical care facility and get checked out and cleared by a medical professional. Depending on the severity of the injury, it may be required by the Athletic Director that the participant get cleared by a medical professional before resuming activity.

Child Abuse Awareness

We will do our best to give volunteers tools to identify signs of abuse.

WHY TRAIN VOLUNTEERS IN CHILD ABUSE AWARENESS?

- To detect and prevent child abuse.
- To protect volunteers from false claims of abuse
- To send a strong message to all those involved that any abuse of children will not be tolerated.

Sportsmanship and Conduct

Sportsmanlike behavior is expected from all coaches, players, and spectators at all times. If an individual is asked to stop their unsportsmanlike conduct and fails to comply, they will be asked to leave the facility. Examples of unsportsmanlike conduct include, but are not limited to: intimidating officials, players, and/or coaches, arguing, taunting, swearing, pushing, and fighting.

Parents must allow 24 hours to pass after a game before approaching/ contacting a coach. Failure to comply with this standard will result in the child being unable to participate in the program. If 24 hrs have passed and the parent still feels the problem is worth talking about. They will need to contact the club and a meeting will be arranged and mediated by a staff member of the club.

Policies & Procedure



No Tolerance Spectator Code

Remember children play organized sports for their own fun. To help teach our philosophy to kids, we ask for parents' cooperation and coach enforcement with our SPECTATOR CODE:

1. Be on your best behavior. Don't use profane language or harass players, coaches, or officials.
2. Cheer.
3. Never ridicule or scold a child for making a mistake during a game or practice. They are still learning the game.
4. Respect the officials' decisions.
5. Encourage players/coaches to always play according to the rules.

Zero Tolerance Policy

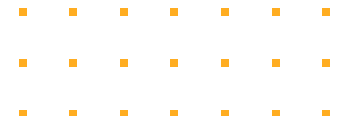
The Boys & Girls Clubs of the Diamond Hills has implemented a Zero Tolerance policy throughout our sports programs.

Coaches are asked to encourage their players in a positive way and avoid verbally harassing game personnel. No trash-talking, obscene gestures or other unsportsmanlike behavior will be tolerated. The BGCDH Staff reserves the right to suspend any coach for unsportsmanlike behavior during games or practices. Coaches who demonstrate this type of behavior will be required to meet with the Athletic Director and other staff deemed necessary for the situation. Players or parents will be removed from the game for a period deemed necessary by BGCDH staff.

YOUTH SPORTS PLEDGE

" I pledge to play the game the best way I know how. I pledge to respect my parents, coaches, officials, and teammates. I pledge to show good sportsmanship. I pledge to follow the rules. I pledge to support my teammates and have a positive attitude."

Contact Information



 479-963-3577

 ad@bgcdiamondhills.org

 410 E. Main St.; Alma, AR

 www.bgcdiamondhills.org



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