

Coach Manual



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248.347.0473

Inspire...

and be inspired!



Novi Parks Youth Sports

Providing positive athletic experiences for youth through programs that offer fundamental skill development in a safe, active and friendly environment.

THANK YOU for volunteering your time as a youth sports coach with Novi PRCS (Parks, Recreation, and Cultural Services). Our programs would not exist without you. The experiences you create for these children will last a lifetime. Whether it is your first time volunteering, or have been involved for many years, it is important to remember the responsibilities you have as a role model for everyone involved in the program.

PRCS staff is here to help you succeed, no matter your experience or skill level. We hope you find the Coach Manual to be a helpful tool and resource guide, but please do not hesitate to ask for support at any time!



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“Do you know what my favorite part of the game is? The opportunity to play.” Mike Sin-

Volunteer Coach Responsibilities

- Complete a criminal background check (required annually for returning coaches)
- Complete online Michigan Youth Sports Concussion Training
- Attend the scheduled coaches meeting with Novi Parks staff (if unable to attend, set a meeting time with the Recreation Supervisor or League Coordinator)
- Familiarize one's self with league rules
- Confirm practice time/day/location
- Contact the families on assigned roster and set a team meeting (start of first practice time often works best)
- Assign duties to any assistant coaches and interested parents
- Pass along game and Picture Day schedules to team members
- Attend all practices and games, unless prior arrangements have been scheduled
- Check email regularly for updates from Novi Parks staff
- Care for the facilities and equipment provided by the City
- Notify Novi Parks staff of any serious injuries, complete an Accident Report and return to the Novi Parks Office
- Report any issues, complaints, comments and suggestions to Novi Parks staff

Parent Expectations



- Learn the rules of the game and teach your children
- Practice with your child to help them learn the fundamentals of the game
- Support the coach
- Promote sportsmanship and team work
- Become an example by showing respect to coaches, officials and spectators
- Focus on FUN and learning - not on **winning**
- Understand that if your behavior is offensive, negative or unsportsmanlike you may be asked to leave the premises

Code of Conduct

- I will treat each coach, player, official, parent and administrator with respect and dignity.
- I will do my best to provide a safe environment for my players at all times.
- I will be knowledgeable in the rules of the sport I coach and will teach these rules to my players.
- I will use coaching techniques appropriate for all my players, remembering the large range of emotional and physical development of players in the same age group.
- I will organize all games and practices so that all players are challenged and have an equal opportunity to participate.
- If coaching my own child, I will treat him/her just like the other players on my team.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment that is free of drugs, tobacco and alcohol, and I will refrain from their use at all youth sports events and practices.
- I will remember that above all, I am a youth sports coach and that this game is for the children, not the adults.

-NYSCA Code of Conduct



Coaching Tips

- Be consistent - in your treatment of all the children
- Be cooperative - with all the players and other volunteers
- Be considerate - be aware of the abilities and emotions of each individual child
- Be creative - continually look for new ways to encourage children to improve
- Clearly state the rules - let them know what you expect and use the three-strike approach when disciplining players
- Model behavior - if you are excited about the game/practice, they will be too
- Plan practices - follow a progression throughout the season according to their abilities and focus on fundamentals first
- Develop a plan for each player - set individual goals and help them achieve them by the end of the season
- Utilize the resources made available by Novi Parks for drills and practice ideas, but also tap into wealth of information available on the world wide web
- Define winning as doing your best and trying
- Teach the importance of being gracious in both victory and defeat
- Support officials in their efforts to control the game
- Take time to point out both good and bad sportsmanship



To prevent injuries, start each game and practice with a warm up for five minutes. Recent studies have found that **gradually engaging your muscles in light movement is more advantageous than stretching** prior to strenuous activity. Consider incorporating conditioning in your practice plan. Disguise the conditioning activity in drills and activities. For example, instead of having the children run laps, break up the players in groups and have them run around cones, play tag or run a relay race. Lastly, be sure to set aside time at the end of practice and games to encourage stretching of all the major muscle groups.

To further your coaching skills, you are encouraged to participate in the National Youth Sports Coaches Association (NYSCA) Certification Program. NYSCA offers extensive training and resources, including interactive clinics, videos, literature and certification. The clinics feature information on the psychology of coaching children, maximizing athletic performance, first aid, nutrition, safety, organizing fun and interesting practices, how to teach fundamentals and other related information. Please visit www.nays.org/coaches/ for more information on the National Alliance for Youth Sports Programs or contact the Recreation Supervisor. 4

Coach Accountability

- Ejection: Any coach ejected from a game by a referee or PRCS staff member will be automatically suspended. A meeting with the PRCS Recreation Supervisor will be mandatory in order to gain coaching privileges back. More than one ejection per season will result in coaching privileges revoked immediately.
- Incidents of verbal abuse, threats, taunting, name calling:
 - Incident should be reported to a PRCS staff member with as much detail as possible. The coach will be required to meet with the Recreation Supervisor before being able to return to their coaching duties.
 - A second incident will result in a year suspension from PRCS sponsored events and activities.
- Missing practices and games without making prior arrangements may result in the dismissal of coaching duties.
- The Recreation Supervisor has the authority to determine the severity of the situation and enforce the appropriate range of disciplinary actions.
- Suspension from a PRCS sponsored event will apply to the adult ONLY. The son or daughter will never be punished for the behavior of a parent.
- Complaints against a coach should be submitted via email to Novi PRCS staff. Please include detailed information and eyewitness accounts to determine if a violation of coach responsibilities has occurred.



Program Procedures PRCS

Registration: After the registration period ends, registrations will only be taken based on availability. If space is available, a late fee will be assessed and Novi Parks will place the child where appropriate. Coaches are NOT to promise kids to be on any teams.

Team Selection: Novi Parks makes every effort to randomly place participants on a team according to their practice night requested. Novi Parks will place children of volunteers on the same team.

Refunds: All refund requests, must be requested through a Novi Parks staff member. If a cancellation occurs before the first day of practices for a league a refund will be issued, minus an administration & uniform fee. If the program is cancelled, the participant will receive a full refund. Refunds may take 4-6 weeks to process. Programs will not be prorated due to missed dates. An effort will be made to schedule a make up date if a game/practice is cancelled due to any causes beyond our control. If this is not possible, no partial refund will be provided. If you have a child on your team that would like to cancel, their parent must call Novi Parks to withdraw from the program.

Uniforms: Participants are required to wear the uniforms issued by Novi Parks. Uniforms may not be modified in any way. Uniforms must be worn outside of sweatshirts and jackets so they can be easily identifiable.

Awards: Novi Parks does not keep standings in any leagues. Participation awards are provided by Novi Parks. They will be distributed to coaches and should be handed out to the participants at the end of the season. *Please avoid purchasing additional awards for your team members.*

Pictures: Photography is an optional service offered by Novi Parks. Information on Picture Day and order forms will be made available by Novi Parks staff at the beginning of each season.

Rules: There are age appropriate rules for each division. As the coach you must read, understand and follow the rules. It is important that you communicate the rules to parents and players. At no time may a rule be modified, unless approved by Novi Parks Recreation Supervisor. Accommodations may be made for a person with special needs.



Severe Weather

Outdoor Facility Closures and Cancellations

As a matter of safety and precaution, all activities must come to a stop if thunder is heard or lightning is seen during practice or a game. All players, coaches, officials, and spectators are to return to their cars. **NO EXCEPTIONS.** Wait 30 minutes from the last sound of thunder or sight of lightning. If the weather clears, 30 minutes after last sound of thunder or sight of lightning, play can be resumed.

- In the event of a weather delay, before deciding to continue play, determine if there is enough time left to complete the game or practice. If conditions persist, practices and games will be cancelled. The discretion of Novi Parks employees, supervisors and officials will be utilized in making such decisions regarding sports and special events.
- After large amounts of rain, the department may close or restrict the use of outdoor facilities.
- Hot/cold weather cancellations or delays may be deemed necessary.

Weekdays: A determination will be made by 4:30pm and placed on the hotline.

Weekends: A determination will be made by 7:30am for field usage and updated on the hotline. After this time, the hotline will be updated hourly if applicable

Hotline: 248.347.0473

Indoor Facility Closures and Cancellations

- During the school year, if Novi Public Schools are closed due to inclement weather, Novi Parks will cancel all activities held at the schools prior to 4pm. The status of evening activities at the schools will be determined by 4pm and updated on the hotline.
- Novi Parks programs at non-school sites may be cancelled for inclement weather when the Parks and Recreation staff deems necessary. Cancellation notices for such activities during the day will be available on the hotline and evening activity cancellations will be determined by 4pm and placed on the hotline.
- A determination for weekend activities will be made by 7:30am and placed on the hotline.

Parents and guardians are encouraged to use their own discretion whether to allow their child to participate under questionable weather-related conditions. *When in doubt, sit it out.*

Accidents / Incidents

As a youth coach, the health and safety of your players must be your number one concern!

Make sure you are considering the following factors at every game and practice:

- Check the playing area surface
- Be aware of your environment and ensure there is adequate supervision and proper equipment
- Teach safe and proper techniques
- **Do not treat water breaks as a privilege.** Hydration is the key to keeping kids safe. Include frequent water breaks during games and practices, especially during hot weather conditions.
- Be ready to administer first aid appropriately
- Know your emergency plan

For minor injuries, think ICE:

An accident that causes any player, manager, coach, official, volunteer or spectator to receive medical treatment and/or first aid must be reported to Novi Parks. Using the Accident Report Form, the accident must be reported to the supervisor on the field or within 24 hours to the Novi Parks office by fax, email or in person.

Ice: The use of ice has two basic purposes. The cooling effect is anesthetic and provides some relief from discomfort. It also provides a constriction of the blood vessels and reduces swelling to the injured area.

Compression: Compression should be applied to the area that's injured to minimize the swelling and to provide comfort along with rest and immobilization.

Elevation: The injured area should be elevated higher than the heart level to minimize the additional of swelling to that area.

Strains/sprains - localized pain, limited range of motion, swelling and possible skin discoloration. Carefully compress ice to the injured area and elevate it about the level of the heart to help reduce swelling and provide an anesthetic effect.

Dislocation/fracture - pain, deformity, and loss of function. Call for emergency medical assistance to transport the player. **Do not move the player.**

Heat related issues are one of the most common concerns in youth sports. This is a medical emergency and can be fatal. Immediately call for medical assistance. Place a player in the shade and cool the body by removing layers of clothing.

Heat cramps - sudden, painful muscle contractions often caused by loss of body fluids.

Heat exhaustion - weakness, dizziness, profuse sweating and/or rapid pulse.

Heat stroke - high body temperature, red hot and dry skin; also rapid pulse, difficulty in breathing, convulsions, and collapsing.

Whenever in doubt, CALL 911!

Child Development Information



Kindergarten - Grade 2

- Interested in individual achievement vs. team play
- Desire to impress leader and peers
- Start at lowest level of sport to encourage interest
- Encourage warm-up games where everyone plays and wins
- Coaches are role models and need to stress consistency and fairness
- Short attention span. Change activities frequently
- Use simple formations: circles, straight lines, U shape, etc.
- Use rules and simple directions.
- Motor development proceeds downward from head to limbs
- Beginning skills - running, dodging, starting, stopping, jumping, throwing and catching

Grades 3 - 4

- Start dealing with winning and losing
- Need to understand the effects of bad behavior
- Selective memory is engaged
- Role models are extremely important
- Directions and rules become more involved
- Competitive spirit develops
- Bodies continue to develop at different rates
- Continue periods of changing activities frequently
- Develop new skills such as hitting, kicking, sticking, and ball handling
- Eye-hand coordination should be developed
- Children enjoy both team and individual

Grades 5 - 6

- Peer pressure is a deciding factor in enjoyment of a sport
- Girls are approximately one year more mature than boys
- Children are more self conscious about their bodies because of the onset of adolescence
- This age looks to sports for social interaction
- Respond to various situations and are becoming more controlled and less impulsive
- Begins to understand the logic behind certain sport skills and more complex plays
- Confusion of values - caught between a child and a teenager
- Activity can be more vigorous and last longer
- Can include more organized and have more complex rules
- Introduce group competition
- Include 2-3 person plays
- Develop a high degree of accuracy, speed and/or distance in throwing, kicking, running, and catching

Grades 7 - 8

- Psychological security is stabilized merely by belonging to a team
- Can perform more specific tasks within the team. Have a better understanding of the game
- Recognition by teammates and coaches of the importance of individual performance in team's success
- Boys and girls distance themselves from adults. Prone to mood swings and inconsistency in their performance
- Receive support from friends and peers
- Rapid physical growth which creates imbalance
- At same time demonstrate greatly improved strength and speed
- Ability to grasp concepts allow for them to be taught more demanding tactics
- Fitness and stamina are improved, primarily through play

The City of Novi THANKS YOU!



