

*"Where Community Begins"*



**Morrisville Parks, Recreation  
& Cultural Resources**

# Youth Coach's Manual

**Town of Morrisville Parks, Recreation and Cultural Resources**

P.O. Box 166

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<http://www.townofmorrisville.org>

### **Morrisville Parks, Recreation and Cultural Resources Mission Statement**

To enrich the Morrisville community by creating quality recreation experiences, celebrating local culture, and enhancing our natural resources.

### **Athletic Division Mission Statement**

Enhancing the quality of life by providing a variety of well organized athletic programs and leagues that emphasize fun, fair play, sportsmanship, and youth skill development in a safe and positive atmosphere.

### **Philosophy of Youth Sports**

- To provide a safe and positive atmosphere in which individuals can participate in recreational programs
- To give every child the opportunity to participate in youth sports, regardless of ability
- To teach the participants the skills and fundamentals of the sport in which they are participating
- To encourage the participants' development of sportsmanship, team play, and leadership
- To teach the participants that competition and winning are not the primary objectives; therefore a strong commitment should be made towards improvement of skills and just having fun
- To encourage coaches to teach children that success does not require winning a game and that losing does not mean failure
- To encourage participants to put forth the maximum effort and strive to succeed to the best of their ability
- To have a mandatory playing rule to guarantee participation opportunities for every child

### **Athletic Division Goals**

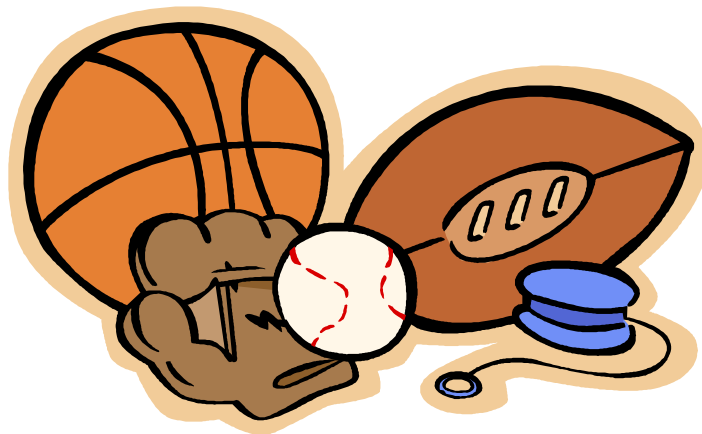
- Create quality athletic experiences for the community.
- To increase diversity in athletic programs and events.
- Develop a strategy to increase participant interaction through surveys.
- Provide an environment that encourages volunteer participation with the department.
- Improve annual athletic equipment inventory procedures.
- Extend the availability of athletic program information.
- Establish liaisons with other agencies to provide youth athletic camps, clinics, and programs.
- Extend service availability through technology that benefits both the community and the department.
- Perform an assessment of facility needs based on current program demands.



## General Information

### League Administration

- A. The Morrisville Parks, Recreation, and Cultural Resources Department (MPRCRD) shall administer all Youth Athletic League registration, formation and implementation (See Appendix A for Athletic Program Registration Policy & Procedures and Appendix B for Guidelines for Establishing Leagues and Teams)
- B. Youth Head Coaches are selected by the Athletic staff according to the established guidelines (See Appendix C for Youth Coach Selection Policy & Procedures)
- C. League rules are established by the Athletic division and will be distributed at the pre-season coaches meetings.
- D. The Athletic staff prepares practice and game schedules for all leagues and distributes them at the pre-season coaches meetings.
- E. The Athletic staff will provide contact information for all head coaches in each league.
- F. The Athletic staff will distribute all team equipment to the head coaches at the leagues; head coaches meeting.
- G. The Athletic staff will hand out participant evaluation forms after the third week of practice and the week of the last games to get feedback on season.
- H. The Athletic staff are responsible for administering all refund request forms as they are turned in (See Appendix D for Refund Request Form)
- I. Morrisville Parks, Recreation, and Cultural Resources Department reserves the right to make any changes deemed necessary.



## Uniforms

- A. The head coach will receive a white polo shirt, while assistant(s) for each team will receive a MPRCRD game jersey as available after teams are outfitted.
- B. Coaches are responsible for distributing the player's uniforms.
- C. Uniforms may not be altered unless approved by the athletic staff.

## Equipment

- A. The MPRCRD will provide the proper team equipment for practices and games.
- B. Coaches should make the department aware of any broken or worn-out equipment.
- C. Coaches will be responsible for providing any other equipment they would like to use during practices.

## Placement

- A. Teams will be comprised of all eligible players who have filled out the proper registration form and paid the registration fee
- B. The Athletic staff will draft teams according to the established guidelines (See Appendix E for Youth Sport Team Draft Policy)
- C. Coaches are to phone all players on their team roster within two days of the draft. Emails may be used as a follow-up to their players to reinforce the information given with regard to team name, coach names and contact information and practices. Emails are not considered by the department to be a good method of initial contact.
- D. The Athletic staff will adhere to the Athletic Player Waiting List policy (see Appendix F)

## Conduct

- A. Players, coaches and spectators are expected to conduct themselves in an appropriate manner for youth recreational sporting events.
- B. Any player, coach or spectator is subject for removal from the game or playing facilities by the officials or area supervisors for unsportsmanlike conduct, profanity, or other objectionable behavior.

## Inclement Weather Policy (see Appendix G)

- A. The Morrisville Parks, Recreation, and Cultural Resources Department will cancel any athletic events due to inclement weather that are deemed necessary. The weather hotline number is (919) 463-6215.
- B. Once a decision has been made, athletic staff will contact the coaches by email or telephone. It is the coaches' responsibility to call the players on their team. If you do not receive a call or email, coaches should assume that practices and games will occur as planned.
- C. Due to uncertainty of weather and field conditions, some athletic events may not be cancelled until right before the game.
- D. Practices and games will be rescheduled as time and space permits.



## Safety

### General Guidelines

- A. All Patrons or participants requiring first aid should report to the athletic staff immediately.
- B. In order to make the facilities and playing areas safer, the following rules have been established.
  1. Players wearing glasses must wear a safety strap during games and practices.
  2. All warm-ups, coats, water bottles etc. must be placed under or behind the team benches during games and practices.
  3. Players not in the game must remain with their team while the game is in progress.
  4. No type of hard cast or jewelry may be worn during practices or games. Earrings and string bracelets may be taped if they cannot be taken out or off.
  5. All bleeding cuts must be covered during play. Players are not permitted to play wearing jerseys with blood on them.
  6. Parents are responsible for supervising their children who attend games and practices as spectators.



### Basic First Aid

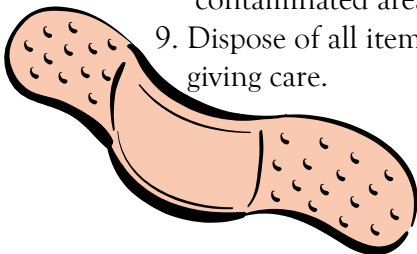
- A. Survey the scene. Be aware of anything in the area that may be harmful.
- B. Survey the victim. Do a Primary survey of the injured to check for life threatening conditions. Do not move the injured player until it is safe to do so.
- C. If you are in doubt of a person's condition, call 911.

### Precautions for Blood Borne Pathogens

To prevent Blood Borne Pathogens, you should always wear latex gloves when treating injuries. The following steps are safety precautions that can greatly reduce your risk of infection. Always give first aid in ways that protect both you and the victim from disease transmission.

#### To reduce the risk of infection while you give care, you should do the following:

1. Avoid being splashed by blood.
2. Place a barrier between you and the victim's blood. This can be done by wearing disposable latex gloves and covering the wound with a dressing or plastic wrap.
3. Cover any cuts, scrapes, or existing skin conditions you have
4. Wash your hands immediately after providing care, even if you wear gloves.
5. Avoid eating, drinking, and touching your mouth, eyes, or nose while providing care or before washing your hands.
6. Avoid handling any of your personal items, such as pens or combs, while providing care or before washing your hands.
7. Avoid touching objects that may have been contaminated with blood.
8. If blood spilled, tell the athletic staff so they can use a chlorine bleach solution to clean the contaminated area immediately.
9. Dispose of all items that were stained with blood in the appropriate bag immediately after giving care.



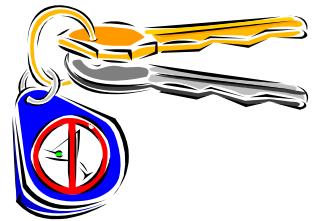
## Department Rules

1. No alcohol or illegal drugs are permitted at any Morrisville Parks, Recreation and Cultural Resources (MPRCR) event or facility.
2. No Smoking is permitted in or around any facility.
3. No Profanity or aggressive behavior is permitted at any MPRCR event or facility. This includes fighting and horseplay.
4. No concealed or displayed weapons are allowed at any MPRCR event or facility.
5. No littering, graffiti, or vandalism is permitted.
6. No harassment of officials, scorekeepers, staff, spectators, coaches, or participants will be tolerated.
7. No running is permitted in the hallways, lobbies, or the area directly surrounding a basketball game.
8. No dribbling or playing with balls is permitted in hallways, lobbies, or the area directly surrounding a basketball game.
9. No personal balls are allowed at any facility unless otherwise stated.
10. No food or drinks are allowed inside the gyms – players are permitted to bring water bottles to practices and games.
11. Parents and spectators must remain in the designated spectator areas



## Coaches' Policies

1. All head coaches must fill out a coach's application (see Appendix H) and complete a background check (see Appendix I) at the start of each season.
2. All head coaches are required to be certified by the National Youth Sports Coaches Association (NYSCA). MPRCR pays the cost of this certification.
3. Basketball Only: Only two coaches are permitted to be on the team's bench while game is in progress. Only one coach may be standing while game is in progress.
4. No member of the coaching staff is permitted to be in possession of or under the influence of or illegal drugs while attending any team related event.
5. No member of the coaching staff is permitted to discriminate against any participant on the bases of race, gender, economic status, religion, or sexual preference.
6. The MPRCR department reserves the right to dismiss a coach at any time.



## Coaches Responsibilities and Duties

- Abide by all of Morrisville Parks, Recreation and Cultural Resources Department Policies and Rules
- Be Prepared. Plan activities and game strategies before practices and games.
- Provide a safe environment for the participants by knowing the safety procedures and policies. Be aware of the location of the first aid kit and how to use the products inside. Report all injuries and accidents requiring first aid to the youth athletic staff
- Remain at the facility until all participants have been picked up. Do not allow a player to leave with an unknown person. If you must leave before a player, have him/her wait with two assistant coaches, parents or athletic staff.
- Be aware of all medical conditions and special needs of the players. Ask parents privately about their child.
- Warn the players and participants of any inherent risks involved with the sport. Even if the risk seems obvious to you, they may not be familiar with the sport.
- Keep the lines of communication open between you, the players, the parents and the athletic department.
- Maintain control of practices and games by supervising participants closely. (see appendix J - Athletic Division Discipline Policy)
- Ensure proper use and care of all equipment. Report and replace any broken equipment to the athletic staff.
- Alert the athletic staff of poor field conditions ASAP - if possible, mark hazards.
- Maintain a completed and current roster at all times. Make the athletic staff aware of any participants who have not been attending practices and/or games.
- Treat all players equally. Do not be persuaded by unfair pressure from parents or natural talent.
- Be a positive role model for all participants and parents by demonstrating good sportsmanlike conduct, honesty, and integrity. Encourage the same from all players and participants.
- Strive to make the season **fun** for the players and you and your coaching staff.
- Teach the fundamentals of the sport.



## Practice Guidelines

Practices, not games, are the time that you have to teach your players the necessary information and skills to have a successful season. These guidelines are to help you make the most of your practices.

***Be Prepared.*** Make plans in writing for each practice ahead of time. Plans should allow for the proper instruction to help players learn the rules and fundamentals of the game. Have an alternate plan available in case the original plans cannot be followed. Meet with your assistant coach(s) before the game to teach him/her the drills you want to use to save time during practice.

***Use positive reinforcement.*** Positive reinforcement is useful in getting players to cooperate. Some types of positive reinforcement that you can use include prizes, fun drills during practices, etc. Punishments, such as extra running, should not be used.

***Prevent discipline problems.*** Minimize lecture and listening time during practices. Keep your players active and under control. Players are more likely to misbehave when they are bored.

***Introduce skills in succession.*** Be aware of the abilities of the participants. Teach skills in reasonable progressions based on your assessments. Teach age appropriate skills. Do not teach complicated skills before players are able to grasp them.

***Be cognizant of skills.*** Recognize that even though players are similar ages, there are still various skills, experience and maturity levels.



### Sample Practice Agenda-

2 minutes	Team meeting: Take attendance. Discuss topics and activities to be covered during practice.
3 minutes	Warm-up: The coach should lead the team in an aerobic exercise that increases the players' heart rates. Some exercises include sprints, jogging, jumping jacks, line jumps, etc.
4 minutes	Stretching: Emphasize PROPER stretching techniques to promote fitness and decrease the risk of injury. Try to create a routine by using the same stretches each practice.
2 minutes	Water break: It is VERY important that the players stay hydrated at all times.
6 minutes	Review the skills learned in previous practices. The coach may want to do drills to re-emphasize skills.
9 minutes	Introduce new skills: Introduce the new skill to the entire group. Reinforce the skill with individual drills in stations. Be sure to visit each player in at least one station.
2 minutes	Water Break: It is VERY important that the players stay hydrated at all times.
9 minutes	Introduce new skills: Introduce the new skill to the entire group. Reinforce the skill with individual drills in stations. Be sure to visit each player in at least one station.
10 minutes	Combine new skills to old skills: Use this time to do group drills that combine the skills learned during practice to previously learned skills.
10 minutes	Scrimmage: Divide players in to two equal teams and allow them to play each other.
3 minutes	Team meeting: Gather team together to review what was learned during practice. Provide participants with any new or additional information. Remember to try to always end practice on a high note.



## Working with Parents

There are many important factors in determining the success of a team. One is the coach's relationship with the team's parents. Here are some guidelines when working with parents:

**Communicate.** Make the parents and the players aware of your philosophy, goals, and rules for the team in writing. Share with them any concerns and praise that you may have. Provide all new and updated information in a timely manner.

**Listen to parents.** Being an active listener is very important. Many times, parents need to be heard. So, listening can prevent many conflicts.

**Be consistent and fair.** Resist the pressure to show favoritism. Also, do not blame the players for their parents' actions. Your relationship with the players should not be based on your relationship with the parents.

**Get Parents involved.** Parents are less likely to criticize what they are a part of. So, ask the parents to organize the drink schedule, plan the end of season party and team photo, purchase the team awards/trophies, or anything else you might need. Thank them publicly for their help.

**Show respect.** Parents are important and deserve your respect. Do not criticize them publicly or to other participants. If there is a conflict, it should be discussed with that person in private. Strive to be constructive and not negative.



## Parent Meeting Guidelines

It is beneficial to have a meeting with the parents prior to the first practice time. This meeting can be used to get to know the parents and let them get to know you. This is also your chance to inform them of your philosophy and objectives, department rules, and game rules. In order to have a successful meeting, plan agenda ahead of time, be to the point, and keep the meeting short.

## Sample Meeting Agenda

- I. Introduce the coaching staff
  - a. Training and certification
  - b. Experience as players and coaches
  - c. Philosophy, objectives, and team rules
- II. Have parents and players introduce themselves
  - a. Go around the room and have parents and players introduce themselves
  - b. Allow players to tell you a few things about themselves, such as age, amount of experience, and the school they attended
- III. Expectations of players and parents
  - a. Timeliness
  - b. Positive role model
  - c. Uniforms and personal equipment
- IV. Department Rules
  - a. Pass out a copy of the rules
  - b. Brief overview of regulations
- V. League Information
  - a. Pass out copies of the rules and policies
  - b. Give a brief overview of league rules
- VI. Safety
  - a. Warn of inherent risks involved with the sport
  - b. Safety rules
  - c. Find out any special needs or health concerns
- VII. Paperwork
  - a. Obtain all the necessary contact information for all the participants
  - b. Give parents you and your assistants' contact information
- VIII. Answer questions



## Working With Youth Sports Officials

Youth sports officials are a necessity of any game. They are there to make the game fair for both teams involved. Coaches play an important role in the treatment of sports officials because it is the coach that sets the tone for the team. Here are a few guidelines for setting a respectful tone for your team.

***Communicate with the officials.*** Before the game begins, introduce yourself to the officials. Then after the game, thank them for their time and effort. If you have any questions, address them in a respectful manner when the game is not in progress.

***Realize that people are watching you.*** Parents, participants and the athletic staff are watching you.

***Understand the rules.*** Youth athletic officials are trained and knowledgeable of all league rules. Review the league rules that are given to you at the beginning of the season. Also, be sure that your players and their parents understand the modified rules of the league. Check with the athletic staff for rule interpretations.

***Be understanding.*** Youth sports officials are striving to be fair to both teams. Remember, they do not benefit from any particular outcome of a game. Unfair pressure only makes their job harder.

***Share their goal.*** Youth athletic officials are regular people. They have feelings just like everyone else.

***Their call is final.*** Whether you agree or disagree, a youth athletic officials' call is final.



*Thank you* for volunteering to be a youth head coach with the Morrisville Parks, Recreation and Cultural Resources Athletics Division. Please feel free to contact any the Athletics Staff with any questions or concerns.

### *Staff*

*Jason Simpson, Athletic Programs Supervisor*  
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*Jason Deans, Athletic Programs Specialist*  
463-7117 [jdeans@townofmorrisville.org](mailto:jdeans@townofmorrisville.org)

### *Facilities*

#### *Morrisville Community Park*

1520 Morrisville Parkway, Morrisville, NC

#### *Cedar Fork Community Center*

1050B Town Hall Drive, Morrisville, NC

#### *Shiloh Park*

922 Church Street, Morrisville, NC

#### *Cedar Fork District Park*

400 Aviation Parkway, Morrisville, NC

***Athletic Weather Hotline: 463-6215***