

# ***Coaches Information Booklet***



## COACHES' CODE OF CONDUCT

All coaches are required to abide by an explicit Code of Conduct. Each recreation department may provide wording as they deem appropriate, but a Code of Conduct should provide the following elements:

- A. The coach will place the emotional and physical well-being of their players ahead of a personal desire to win.
- B. The coach will lead by example in demonstrating fair play and sportsmanship to all players.
- C. The coach will treat each player as an individual, remembering the appropriate range of the player's emotional and physical development.
- D. The coach will do their best to provide a safe playing situation for players.
- E. The coach will promise to review and be familiar with the basic first-aid practices used by their league.
- F. The coach will do their best to organize practices that are fun and challenging for all players.
- G. The coach will provide a sports environment for their team that is free of drugs, tobacco, and alcohol, and will refrain from their use while fulfilling their role as coach.
- H. The coach will be knowledgeable in the rules of their sport, and will patiently teach these rules to their players.

## COACHES RESPONSIBILITIES

- A. Attend all coaches meetings
- B. Call players and parents following the coaches meeting in a timely manner
- C. Complete the required Coaches Certification (NYSCA)
- D. Organize one parent/coach meeting before the start of practices
- E. Organize and complete at least one practice per week
- F. Distribute information supplied by League Administrator to parents and players
- G. Organize team pictures for players

**Title:** Youth Sports Coach

**Service Area:** Various City Parks/Recreation Centers

**Purpose:** Provide instruction, leadership and supervision to children ages 5-12 in a variety of sports, including soccer, and basketball. To coordinate all aspects of the youth sport league and to work cooperatively with all personnel in maintaining a quality program within the policy framework of the City of North Las Vegas.

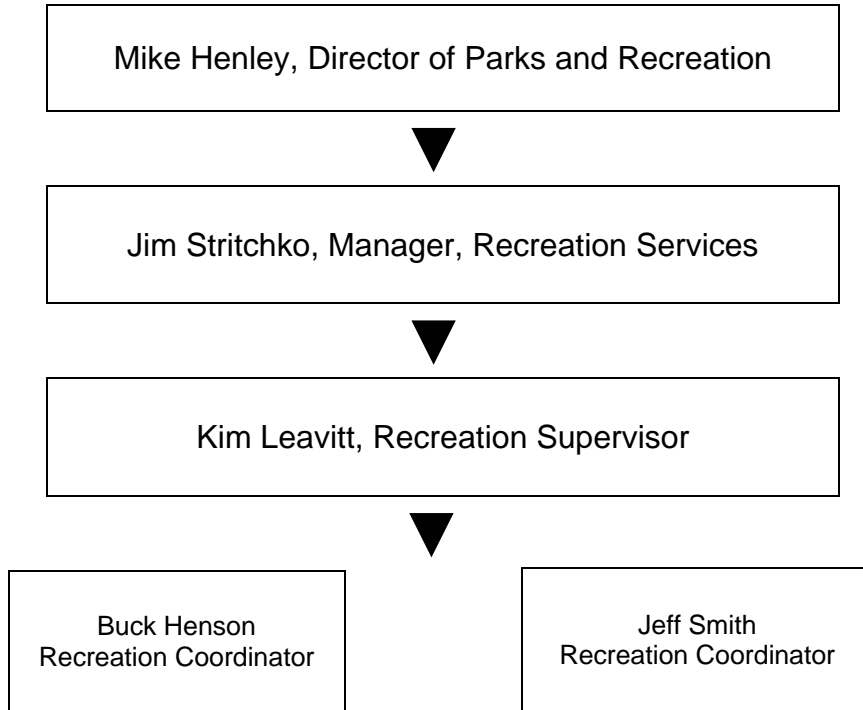
**Duties:** Plan, organize and supervise practice sessions; organize and supervise game situations; communicate with parents information regarding their child's athletic experience; work closely with Sports Section staff to ensure all department rules and policies are being observed, teaching sports techniques, playing rules, strategies and playing tactics, conditioning athletes appropriately for activities requiring endurance, strength and agility, supervising and conducting practices and contests safely teaching sportsmanship, cooperation, work ethic and responsibility to one's team

**Qualifications:** Ability to work well with children of various age; basic knowledge of the sport or activity to which they are assigned; willingness to learn and follow department rules and guidelines regarding youth sports; prior coaching experience helpful but not required.

**Time Commitment:** Usually 2-4 hours weekly, depending on practice and game schedules. As a general rule, practices are held on weekdays after school, games are held on Saturdays.

**Reports To:** Recreation Coordinator, Sports Section

## NLVPRD Organization Chart



### **PHONE LIST FOR VOLUNTEER COACHES**

Sports Office (9:00 am – 5:30 pm, Mon-Fri):	633-2558
Parks Maintenance (Office):	633-1256
Parks Maintenance (After Hours):	249-0948
City of North Las Vegas Police, Fire, Emergency Services:	911

## **CNLV WEBSITE**

You may also check the website at [www.cityofnorthlasvegas.com](http://www.cityofnorthlasvegas.com) for more league information. Please navigate to the Parks and Recreation page, and click Sports Leagues.

## **RAIN/ INCLEMENT WEATHER/ LIGHTNING**

Please call the Sports Office at 633-2558 **after** 4:30pm to get an up-date on the playing status of games when inclement weather exists. The City of North Las Vegas Parks and Recreation Department and game officials will determine if a game is rained out. **However, a good rule of thumb is “when in doubt, dress out.”**

Lightning is the most consistent and significant weather hazard that may affect outdoor activities. We have developed procedures to help insure the safety of participants and spectators. When a game or practice is suspended due to lightning, there are procedures in place that must be followed in order to resume play and the City of North Las Vegas, Parks and Recreation Department staff is aware of these procedures.

## **TEAM MOM/DAD**

Many coaches have found it to be advantageous to have a team mom or team dad, volunteer to help with the team in other ways besides coaching. You are a volunteer and like many of us probably have limited time to devote to coaching. It is a great benefit for someone else to keep the other parents informed and updated with information such as games and practices, but also to help out with organizing who is providing refreshments at the end of each game, organizing car pooling with the other parents to help with transporting the players and helping to make phone calls to team members in case of a change in the game or practice schedule.

## TIPS ON BECOMING A MODEL YOUTH SPORT PARENT

The majority of today's youth sports parents are a supportive and caring group, but there's an increasing number who are disrupting youth sports with their negative words and out of control behavior. These less than sportsman-like actions have emerged as a rapidly growing phenomenon on America's playing fields. What parents must remember is that **youth sports are for the children and not the adults.**

1. Remember that where we practice and play games is like your child's classroom – respect the classroom.
2. Make only positive, encouraging comments to the players on both teams.
3. Remember, making mistakes is part of the learning process – don't criticize.
4. Discuss your concern with the coach away from the players and, in particular, away from your child.
5. Respect the staff and officials.
6. Focus on fun and participation rather than winning and losing.
7. Ask your child if they had fun. Then ask why or why not?
8. Control your emotions.
9. Get interested in your child's sports/activities.
10. Learn the rules of your child's sport.
11. Make every effort to get your child to games and practices on time.
12. Let the coach know if your child will be missing practice or a game.
13. Reinforce the coach's instruction when practicing with your child at home.
14. Remember, positive reinforcement is the key to improvement.
15. Don't undermine team morale.
16. Refrain from tobacco or alcohol use at all youth sports events.
17. Participate in team activities.
18. Remember, this is your child's activity so please don't live your sports experiences vicariously through your child.
19. Don't go behind the coach's back by suggesting a better way to do it at home or by shouting instructions from the bleachers or sidelines.
20. Abide by all the league rules and bylaws

## JEWELRY

Jewelry such as, but not limited to, rings, earrings, bracelets, etc., is not allowed and must be removed prior to playing in practices or games. Game officials will be more than happy to tell you before the game what will and will not be allowed. When in doubt, ask an official and/or a program supervisor.

## **ANIMALS/PETS AT FACILITIES**

It is the policy of City of North Las Vegas, Parks and Recreation Department that pets are not allowed on any athletic ball field at any time. Violators will be asked to leave. Due to the number of small children and the excitement surrounding practices and games, we strongly recommend that you do not bring the family pet, regardless of size and temperament of the pet, to games or practices.

## **AWARDS**

All participants in our Recreational Basketball or Recreational Soccer programs will receive participation trophies. In the other age groups/leagues regular season team trophies will be given for the champion and runner-up. Individual trophies will also be given to the regular season champions. All leagues will be awarded team trophies for the post-season tournament champions and runners-up. Post-season individual champion and runner-up trophies will be awarded also.

## **ADDITIONS/DELETIONS TO TEAMS**

All deletions and additions to the team rosters will be made by the Sports Office, not by coaches or parents. Any coach who adds or removes players will be suspended from coaching. No trades will be allowed. Players cannot participate unless registered with the City of North Las Vegas Parks and Recreation Department.

## **NOT PLAYING A PLAYER**

A coach may hold a player out of the game for only the following reasons: injury, sickness or disciplinary actions. The coach must notify the Program Supervisor before the game begins and make a note on the line-up card if any players that are dressed out to play will not be playing or not meeting the minimum playing requirements.

## **PLAYER/COACH EJECTION**

Any player or coach ejected from a game by the game official must leave the area immediately or the game may be forfeited. Any player or coach that is ejected will automatically be suspended for the next game. The Recreation Coordinator will determine if further action is necessary.

**Coaches Information**

Please fill these out and give them to the players and parents at your first meeting:

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Name: \_\_\_\_\_

Practice Day: \_\_\_\_\_ Practice Time: \_\_\_\_\_

Practice Location: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Email: \_\_\_\_\_  
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Name: \_\_\_\_\_

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## CITY OF NORTH LAS VEGAS RECREATIONAL SPORTS COACHES' CODE OF CONDUCT

- ★ 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 do my best to provide a safe playing situation for my players. \_\_\_\_
- ★ I will do my best to organize practices that are fun and challenging for all my players. \_\_\_\_
- ★ I will lead by example in demonstrating fair play and sportsmanship to all my players. \_\_\_\_
- ★ I will provide a sport environment that is free of drugs, tobacco, and alcohol, and refrain from their use at all youth sports activities. \_\_\_\_
- ★ I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to the best of my knowledge. \_\_\_\_
- ★ I will remember that I am a youth sports coach, and that the game is for the children and not adults. \_\_\_\_
- ★ I will not make any changes to my roster without prior consultation with the appropriate staff. \_\_\_\_
- ★ I will address all coaches, players officials and staff with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly. \_\_\_\_

I hereby acknowledge that I have read and understand the above and agree to be held bound by the Coaches' Code of Ethics. If I fail to act as described in the Coaches' Code of Ethics, I fully understand that my children and I can be asked to leave the City of North Las Vegas Parks and Recreation recreational sports programs.

In consideration of participation in this sport as a coach, I hereby indemnify and hold harmless and release the City of North Las Vegas, its agents and employees, from any and all liability for any injury suffered by myself arising from or connected with this program and I assume all risk for any injury assumed. I also authorize the adult agents and employees of the City of North Las Vegas in charge of this program to consent to any XRAY, EXAMINATION, ANAESTHETIC, MEDICAL DIAGNOSIS, or TREATMENT AND HOSPITAL CARE to be rendered to myself under general or special supervision and upon advice of a physician and/or surgeon licensed in the State of Nevada, and agree to be responsible for all costs incurred. By signing this agreement, I am agreeing to release photo rights and I agree to relieve the City of North Las Vegas of liability for personal injury, wrongful death or property damage except as may be caused by the active negligence of the City of North Las Vegas.

\_\_\_\_\_  
Print Coach's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coach's Signature



City of North Las Parks and Recreation  
Consent/Release Form

Applicant's Name (printed) \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Applicant's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I, \_\_\_\_\_, authorize and give consent for the above named organization to obtain information regarding myself. This includes the following:

- ★ Criminal background records/information
- ★ Sex Offender Registry Checks
- ★ Addresses

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my volunteer application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_