

# Boys & Girls Clubs – Alaska

## 2020 Coaching Staff Handbook

Coach's Name: \_\_\_\_\_



Dear Boys & Girls Clubs Coach,

Thank you for volunteering to be a part of the Boys & Girls Clubs Athletics program. Since 1966, our organization has reached tens of thousands of youth through team sports that promote positive health and growth for every participant.

Being a Coach is like being a musician. Your philosophy, your style comes a lot from your influences and how those influences are interpreted. Some might believe players, especially younger players, should not be coached, but allowed to develop by themselves; other coaches might believe players should be nurtured carefully from an early age to avoid the development of bad habits and particular weaknesses.

A Coach's view (or personal philosophy) is based on how he/she learned to play the game, on his/her present knowledge and his/her future expectations. A coaching philosophy is affected by the Coach's beliefs, attitudes, and motives. These factors influence the reasons for someone wanting to coach and provide the perennial, moral, and ethical principles that guide his/her coaching.

With that, to again the respect of players (and parents) and take reasonable care of them, Coaches need to prepare and organize themselves thoroughly in order to organize their teams effectively and safely.

Therefore the role of a Coach with the Boys & Girls Clubs - Alaska goes well beyond that of a skilled and knowledgeable technician of the sport who is seeking to help players learn and improve in the game. Coaches might be called upon to act as a fitness trainer, a social worker, a motivator, a disciplinarian, a friend, a parent figure, a journalist, a mentor, a manager, a fundraiser, and an administrator as well as many other roles.

For some of these roles, it is important to know the Boys & Girls Clubs - Alaska Athletics Staff is a valuable resource when seeking more expert support for yourself and your players e.g. when evidence of physical abuse is disclosed to you or where a player might be experiencing financial hardship.

Coaches are also usually held in high esteem by players (and parents) and are important role models for children. The Boys & Girls Clubs - Alaska Athletics Department expects its Coaches to display high personal standards of appearance, behavior, and organization. Most importantly, Coaches should accept responsibility for the conduct of their players and encourage positive, nondiscriminatory behavior consistent with our Athletics Codes of Conduct.

Boys & Girls Clubs - Alaska has developed this publication for you, the Coach, as an insight into the responsibilities, methods, philosophies, and expectations of the organization while coaching and supporting a Boys & Girls Clubs sports team. It is our philosophy that all athletes who participate in our programs will improve their understanding of Sportsmanship, Teamwork, Attitude, and Respect. We feel these attributes transcend youth sports and set our athletes up to succeed in future endeavors. Our Coaching Staff Handbook is packed full of information and resources, which we believe can have you, the Coach, leave a lasting positive impression on the child.

Should you have any questions regarding any of the content or even suggestions for its improvement, please feel free to let me know.

Thank you for being an integral part of our sports program. We value your contribution and encourage your input.

Sincerely,



Jason Leonardis

Director of Athletics

Boys & Girls Clubs – Alaska

907-249-5449

[jleonardis@bgcalaska.org](mailto:jleonardis@bgcalaska.org)



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### **Boys & Girls Clubs – Alaska Mission**

To empower and inspire the diverse youth of Alaska to reach their full potential by offering them hope, opportunity and a safe environment.

### **Boys & Girls Clubs – Alaska Vision**

To provide a positive place where boys and girls can develop the qualities needed to become responsible citizens and leaders. We will continuously improve clubhouse and athletic and childcare programs in response to changing community needs. This will be done by developing and implementing curriculum-based activities and by providing an environment that is safe, fun, and educational. Every program will enhance a members' self-esteem development by instilling a sense of belonging, usefulness, influence, and competence.

### **Athletics History**

A rich tradition of athletic program experiences enables BGCA to offer programs based in well-developed philosophies. During the 1960s, Babe Ruth Baseball was the Club's first organized sport, serving boys from Anchorage, Eagle River, and both military bases. Basketball soon followed, originating as a weekly drop in activity at local schools before growing into a 900-member program by the early 1980s. In the early 1970s, BGCA agreed to coordinate the city's youth football program, the Anchorage Youth Football League (AYFL). In 1977, both outdoor soccer and ice hockey programs were started with a girls hockey program being added in 1999. The year prior, in 1998, volleyball was reintroduced to the athletics program. Today, the BGCA athletics programs in basketball, volleyball, soccer, football, futsal, and karate serve over 3,000 youth annually.

Boys & Girls Clubs – Alaska Athletics programs, throughout its history, emphasize safety, fun, fitness, teamwork, leadership, and skill development. While competition and winning may be desirable results, they are not the top priorities for BGCA Athletics programs. Our coaches are encouraged to empower each child to develop his/her talents through participation, fair play, sportsmanship, cooperation, teamwork, and effort with the goal being to help each child develop a sense of competence, usefulness, and belonging. Every child who participates in our sports programs on a regular basis, with encouragement from the coaching staff, parents, and his/her peers, should enhance his/her self-esteem, confidence, and ability to work cooperatively with others.

### **Boys & Girls Clubs – Alaska Athletics Statement of Purpose**

#### Vision Statement

To be the youth sports organization within Alaska every child wants to be a Member of, every Volunteer wants to support, and every local business wants to sponsor.

#### Mission Statement

To provide a safe, positive athletics experience while remaining affordable for our Members and fiscally responsible as an organization.

#### Guiding Goals

- To provide the physical, mental, emotional, and social safety of our Members first and foremost.
- To provide a positive athletics experience to our Members through everything we do.
- To remain affordable youth sports organization and offer the best value for the investment to our Members and Sponsors.
- To remain fiscally responsible while maximizing the resources available to us.
- To assume a leadership position in the Alaskan youth sports community.

#### Organizational Characteristics

- **Safety** – We strive to ensure our environment is safe and every Member and Volunteer is safe from physical, mental, emotional, and social harm and is encouraged to achieve his/her potential free from ridicule and attack.
- **Cooperation** – We are one, both on and off the field, and are a single entity, being thoughtful, considerate, respectful, and supportive of each other, bearing each other's burdens and celebrating each other's successes on the path to achieving each Member's and Volunteer's goals.
- **Accountability** – We will be accountable for our actions and hold our Members and Volunteers accountable for theirs, displaying humility for our mistakes and forgiveness for those of others. Actions are what matter and we will not judge others (or ourselves) by what is said nor make excuses for what is not done, but instead what is performed.
- **Integrity** – We aim to be honest, trustworthy, principled, and unafraid to make the morally right decision, even if it's an unpopular one and will hold ourselves, our Members, and our Volunteers to these high standards in the this pursuit of greater expectations.
- **Optimism** – We will always be the eternal optimists, the hoper of far flung hopes, and the dreamer of improbable dreams, dedicated to supporting our Members and Volunteers to realize their goals, irrespective of how big or small.
- **Commitment** – We will remain true to our stated beliefs and will work tirelessly, irrespective of the challenges faced, to remain balanced and focused in the pursuit of achieving our Members and Volunteers goals.

### External Identifiers

When the external community (Members, Parents, Sponsors, Community) speak of Boys & Girls Clubs – Athletics they will refer to us as:

- Safe
- Professionally operated
- Responsive and respectful to its Members, Parents, Volunteers, Sponsors, and the Community at-large
- Leaders within the Alaska youth sports community
- Best value and most positive athletics experience for the investment



### **Athletics Codes of Conducts**

The Boys & Girls Clubs - Alaska Athletic programs are committed to providing a positive, educational, and enjoyable sports program for youth. It is imperative that all associated with the program – players, parents, coaches, and referees – conduct themselves in a manner that re-enforces these values. More so, understand and support the recreational philosophy of the Boys & Girls Clubs - Alaska: to provide a safe, enjoyable learning experience for the players as well as emphasize skill development, Sportsmanship, Teamwork, Attitude and Respect.

As a parent/guardian and/or volunteer, you are in a position of authority and responsible to protect our members. If you notice behaviors or incidents that could indicate abuse, neglect, exploitation or harm to a member, it is your responsibility to contact Boys & Girls Clubs - Alaska management staff or in an emergency, proper authorities.

Participating as parents, volunteers, members, etc. in the Boys & Girls Clubs - Alaska Athletic Program is a privilege that may be withdrawn if these conduct requirements are not met. Boys & Girls Clubs - Alaska management will resolve disputes about behavior with consultation from the applicable Advisory Committee with appropriate.

**Conduct Expectations for Players, Parents/Guardians & Family Members, Coaches, Officials/Referees, and Volunteers:**



### **COACH CODES OF CONDUCT**

These Codes of Conduct represent an agreed set of expectations between Boys & Girls Clubs – Alaska appointed coach and his/her team, until such time as a new coach is appointed.

The coach, though a volunteer, will conduct himself/herself in a professional manner and adhere to the following rules and regulations:

1. Place the well-being and safety of each player above all other considerations, including the development of performance and winning.
2. Respect the rights, dignity, and worth of each and every player and treat each equally within the context of the sport.
3. Will not engage in inappropriate relations with players and/or parents, which are unethical, immoral and/or illegal.
4. Encourage the academic education of the player, promoting he/she is regularly attending classes, behaving appropriately on school grounds, and most importantly, completing the necessary schoolwork and assignments to maintain a minimum 2.0 GPA.
5. Adhere to all guidelines laid down by sports governing bodies, international, national, and local.
6. Develop an appropriate working relationship with each player and his/her parents or guardians based on mutual trust and respect.
7. Will not exert undue influence to obtain personal benefit or reward.
8. Encourage and guide players to accept responsibility for his/her own behavior and performance.
9. Strive to develop and enhance respect between players, opposing coaches, and the decisions of the match officials.
10. Ensure all activities and exercises are appropriate for the age, maturity, experience, and ability of players.
11. From the outset, clarify with the players (and, where appropriate, parents) exactly what is expected of them and also what they are entitled to expect from their coach.
12. Cooperate fully with other specialists (i.e. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
13. Always promote the positive aspects of the sport (e.g. fair play) and respect the rules of the game and relevant rules and regulations.
14. Consistently display high standards of behavior, appearance, and punctuality.
15. Refrain from using tobacco, drugs or alcoholic beverages in any form in the presence of my players during any sports-related events/activities, to include games and practices. All Boys & Girls Club – Alaska fields, facilities and venues are drug and alcohol free zones.
16. Refrain from carrying or having in possession firearms in the presence of any sports-related events/activities, to include games and practices.
17. Understand pets, with the exception of certified service or guide animals, are prohibited at any sports-related events/activities, to include games and practices.
18. Will not allow oneself to be placed in a situation where he/she is left alone with a child in a situation, either at a game or practice site.
19. Will not give rides to or allow players in his/her personal vehicle
20. Will not use or tolerate inappropriate language.

**By completing Boys & Girls Clubs – Alaska Coaching Application and successfully passing the Consent for a Criminal Background Check, the Coach agrees to the terms and conditions presented above. Boys & Girls Clubs – Alaska expects its Coaches to abide by the overall spirit of these Codes of Conduct and will hold Coaches to the highest of standards. Any violation of these terms and conditions may result in punishment, suspension, and/or dismissal from the Team and/or Boys & Girls Clubs – Alaska (along with involving law enforcement if deemed necessary).**



### **PLAYER CODES OF CONDUCT**

These Codes of Conduct represent an agreed set of expectations for any player registered in a Boys & Girls Clubs – Alaska Athletics program.

The player will conduct himself/herself in a respectful and sportsmanlike manner, including but not limited to, the following rules and regulations:

1. Make every effort to regularly attend classes, behave appropriately on school grounds, and most importantly, complete all of the necessary schoolwork and assignments in order to maintain a minimum 2.0 GPA.
2. Attend all practices and events set forth by the coach. If unable to attend any event for any reason - or if the player will arrive late, notify the coach, when possible, at least 24 hours in advance so adjustments can be made.
3. Notify the coach immediately of any injuries or sickness, which may prevent him/her in participating in practices or matches.
4. Understands the coach reserves the right to award playing time in games to those who do not miss practices and other game preparations.
5. Make every effort consistent with the spirit of the game, to include knowing the rules of the game, to help the team compete and be successful on the field.
6. Accept success and failure equally and treat opponents, to include team officials, coaches, players, parents, spectators, and referees with dignity and respect at all times, irrespective of the result of the game or their behavior towards any members of his/her team and/or Club.
7. Commit to caring for all BGCA-issued equipment as if it were my own and will claim its full responsibility from the moment of its issue until the moment of its return.
8. Make every effort keep the playing area, changing rooms, showers, rest rooms, and any other facilities, whether home or away, in a pristine, first-rate condition.
9. Demonstrate responsible behavior, especially while representing Boys & Girls Clubs - Alaska, and will refrain from the destruction of property or violation of any and all local, state and/or federal laws.
10. Will not engage in ANY form of assault, bullying, hazing, disorderly conduct, harassment, intimidation, defiance or discrimination towards ANYONE at ANYTIME nor will condone the actions of others exhibiting these forms of behavior.
11. Will not use profane or inappropriate language while representing the Boys & Girls Clubs – Alaska, on any field or in or at any venue
12. Refrain from using tobacco, drugs, alcoholic beverages or other banned/illegal substances in any form.
13. Will not engage in inappropriate relations with players, coaches, and/or parents, which are unethical, immoral and/or illegal.
14. Conduct oneself in a commendable manner and set a positive example for others, particularly to younger the Boys & Girls Clubs - Alaska players and supporters.

When age appropriate, the player will go to the coach(es) for any and all matters relating to the team to include playing time (or lack thereof), personality differences, scheduling conflicts, or any other issues that involves the team, player or coach; otherwise, the parent and the player will speak to the coach, together.

If the coach(es) and the player cannot resolve the problem, then the coach(es) will ask a parent to become involved. If the issue is still not resolved, then the Director of Athletics will be asked to intercede.

In order for the team to be successful, everyone must be united and work together and for each other at every opportunity and be committed to helping the team compete and be successful on the field.

**By registering for a Boys & Girls Clubs – Alaska Athletics program, the player agrees to these terms and conditions presented above. Boys & Girls Clubs – Alaska expects its athletes to abide by the overall spirit of these Codes of Conduct and will hold players to the highest of standards. Any violation of these terms and conditions may result in punishment, suspension, and/or dismissal from his/her team and/or Boys & Girls Clubs – Alaska (along with involving law enforcement if deemed necessary). Registration fees will not be refunded for disciplinary reasons.**

### **PARENT/GUARDIAN AND FAMILY MEMBERS CODES OF CONDUCT**

Parents/Guardians and family members of a child involved in a Boys & Girls Clubs – Alaska Athletics program agree to abide by and follow these rules and guidelines:

1. Promote the emotional and physical well-being of ALL the athletes, the opposition as well as my child's own team, ahead of my personal desire to win.
2. Remember that my child plays for his/her enjoyment, not mine.
3. Encourage good sportsmanship through my actions by demonstrating positive support for ALL players.
4. Provide support for coaches and officials working with the athletes to provide a positive experience for ALL.
5. Expect that my child, in addition to myself, will treat ALL players, coaches, officials, parents, and spectators with respect regardless of race, class, creed, color, sex, religion or ability.
6. Treat ALL players, coaches, officials, parents, and spectators with dignity. I will not use improper language, poor attitude, behavior, or mannerisms.
7. Cheer for my child and his/her team and allow the coach to do his/her job and avoid coaching from the sidelines.
8. Understand that making inappropriate physical contact with ANY coach, player, or official will result in expulsion from Boys & Girls Clubs activities.
9. Will not taunt ANY player, coach, parent, official or spectator.
10. Refrain from using tobacco, drugs or alcoholic beverages in any form in the presence of any sports-related events/activities, to include games and practices. All Boys & Girls Club sites, fields and venues are smoke and drug free zones.
11. Refrain from carrying or having in possession firearms in the presence of any sports-related events/activities, to include games and practices.
12. Understand pets, with the exception of certified service or guide animals, are prohibited at any sports-related events/activities, to include games and practices.
13. Will not place my child in a situation, either at a game or practice site, where he/she is left alone, unattended and ensure prompt drop off and pick up.
14. Will not engage in inappropriate relations with players, coaches, and/or other parents, which are unethical, immoral and/or illegal.

Boys & Girls Clubs – Alaska wants its coaches to worry about their players, not parents. The players should enjoy their experience, especially on game day, and not have adults interfere with games in a negative manner.

**By registering for a Boys & Girls Clubs – Alaska Athletics program, the parent/guardian and family members agree to these terms and conditions presented above. Boys & Girls Clubs – Alaska expect parents/guardians and family members to abide by the overall spirit of these Codes of Conduct and will hold parents/guardians and family members, as we do our athletes, to the highest of standards. Further, failure to comply with this agreement or participation in any defined conduct above will be subject to discipline which may result in punishment, suspension, and/or dismissal from Boys & Girls Clubs – Alaska programs and activities (along with involving law enforcement if deemed necessary). Registration fees will not be refunded for disciplinary reasons.**

### OFFICIALS/REFEREES CODES OF CONDUCT

These Codes of Conduct represents an agreed set of expectations between the Boys & Girls Clubs – Alaska Athletics program and appointed Officials/Referees used for athletic contests.

The Coach/Referee is a professional independent contractor and will conduct himself/herself in such a manner, including but not limited to, the following rules and regulations:

1. Place the well-being and safety of each player above all other considerations
2. Respect the rights, dignity, and worth of each and every player, coach, and parent and treat each equally within the context of the sport.
3. Will not engage in inappropriate relations with players, coaches and/or parents which are unethical, immoral and/or illegal or may even give the perception of biased position.
4. Adhere to all guidelines laid down by sports governing bodies, international, national, and local.
5. Develop an appropriate working relationship with each coach based on mutual trust and respect.
6. Will not exert undue influence or bait a player and/or coach to obtain personal benefit or reward.
7. Be impartial and constructive at all times.
8. Look to develop and enhance respect between players, opposing coaches, and the decisions of the match officials/referees.
9. Cooperate fully with other specialists (i.e. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
10. Always promote the positive aspects of the sport (e.g. fair play) and respect the Rules of the Game and relevant rules and regulations.
11. Consistently display high standards of behavior, appearance, and punctuality.
12. Refrain from using tobacco, drugs or alcoholic beverages in any form in the presence of any players during any sports-related events/activities, to include games and practices.
13. Refrain from carrying or having in possession firearms in the presence of any sports-related events/activities, to include games and practices.
14. Understand pets, with the exception of certified service or guide animals, are prohibited at any sports-related events/activities, to include games and practices.
15. Will not allow oneself to be placed in a situation where he/she is left alone with a child in a situation, either at a game or practice site.
16. Will not give rides to or allow players in his/her personal vehicle.
17. Will not use or tolerate inappropriate language.

**By being contracted by the Boys & Girls Clubs – Alaska and successfully passing the Consent for a Criminal Background Check, the Official/Referee agrees to the terms and conditions presented above. Boys & Girls Clubs – Alaska expects its Officials/Referees to abide by the overall spirit of these Codes of Conduct and will hold Officials/Referees to the highest of standards. Any violation of these terms and conditions may result in punishment, suspension, and/or termination of services by Boys & Girls Clubs – Alaska (along with involving law enforcement if deemed necessary).**

### **Boys & Girls Clubs – Alaska Athletics Responsibilities**

Few things are more rewarding than participating in athletics program that is coordinated by an organization with sound philosophies, well trained coaches, motivated players, and supportive parents. To achieve this, BGCA athletics Staff, coaches and parents must work together in sharing responsibilities of creating a fun and positive environment for the athletes.

#### **Organizational Responsibilities**

1. Athletics Staff will ensure the playing environment is safe, enjoyable, and educational.
2. Athletics Staff will ensure that all volunteers in the program are appropriately screened, selected, trained, supervised, and recognized.
3. Athletics Staff will ensure all athletics programs are well organized, scheduled, and administered in timely manner.
4. Athletics Staff will provide game officials for all appropriate events required by the competition rules.
5. Athletics Staff will provide appropriate playing fields and playing facilities for the prescribed schedule of events.
6. Athletics Staff will select, order, and provide specific equipment and uniforms to all of its Members.
7. Athletics Staff will ensure that all equipment required for participation meets or exceeds all recommended standards.
8. Athletics Staff will ensure all athletics programs have published rules and regulations with appropriate enforcement and appeals process in place.
9. Athletics Staff will publish written procedural guidelines for coaches, parents, and participants that should promote and encourage parental involvement, coaching education, and player development.
10. Athletics Staff will ensure that a program of recognition exists for our coaches, teams, and players who consistently practice good sportsmanship and fair play.

If it's a player's desire and passion to grow and excel in the sport of his/her choice in a positive and enjoyable team environment, then the Boys & Girls Clubs – Alaska is the right place to begin that path.



### **Organizational Staff Duties**

#### **Director of Athletics**

The Director of Athletics is responsible for the overall planning, operations, and evaluation of Boys & Girls Clubs athletic programs including strategic and operational planning, financial planning and administration, program promotions, community relations, staffing, facility use, safety, security, and risk management. The Director will also supervise and train athletics staff and volunteers to ensure the successful implementation of all athletic programming including but not limited to: football, basketball, soccer, and volleyball. The success of the program is dependent on planning and scheduling games and practices, recruiting and training volunteers as well as meeting with advisory committees in regards to fundraising tournaments, scheduling and registration.

Duties and Responsibilities include, but not limited to:

1. Work with senior management team to coordinate, plan, and implement long-range objectives and strategies for athletics programs in conjunction with BGCSA organizational mission
2. Provide direction for day-to-day program operations via the Sports Coordinators
3. Direct office staff and administrative workflow; Develop and implement sports membership and participation goals and action plans, and monitor progress and statistical accuracy
4. Set all operational timelines for each sport
5. Develop and supervise Athletics Department budgets ensuring timely and accurate reporting of income and expenses, and adequate return on investment to Club
6. Oversee all fundraising and event activities associated with Athletics
7. Advocate for & represent Boys & Girls Clubs Athletics programs in local sports community
8. Establish annual marketing calendar for Athletics to be coordinated with Resource Development
9. Work with Sports Coordinators & Volunteer Coaches to ensure that team sponsorships are received
10. Work with Resource Development department to secure major donors/sponsors for each sport
11. Ensure consistent application of written Organizational Policies & Procedures and identification and implementation of any necessary updates
12. Identify and implement improvements as needed to ensure effective, up-to-date crisis, emergency, and disaster plans
13. Assure compliance with all applicable business, public safety and zoning ordinances and regulations
14. Resolve customer, community and staff concerns and complaints promptly and professionally

#### **Site/Volunteer Coordinator**

With oversight from the Athletics Director, is responsible for managing sites which may include the following: Open set up, close, monitor games; make decisions and solve on-site problems in regard to schedule changes, player eligibility, and player/parent/coach conduct along with ensuring that owned & rented facilities are used according to rules & maintained in good condition. Additionally, the Site/Volunteer Coordinator will be responsible for recruiting, screening, selecting, monitoring the performance of and recognition of volunteers in accordance with Boys & Girls Clubs policies and procedures along with providing all necessary training and communication to volunteers & contract

personnel. This may also include recruiting and assigning volunteers, ensuring proper placement of player allocations, and addressing parent, player, and coach feedback in a timely manner. The Site/Volunteer Coordinator is a position with minimal oversight.

Duties and Responsibilities include, but not limited to:

1. Manage site coordination: Open, set up, close, monitor games; make decisions and solve on-site problems in regard to schedule changes, player eligibility, and player/parent/coach conduct.
2. Assure that owned & rented facilities are used according to rules & maintained in good condition.
3. Ensure that policies and procedures are followed in reviewing, securing, and scheduling facilities for practices, games, clinics, and tournaments.
4. In cooperation with Athletics Department Staff and Technical Advisory Boards, assist in planning and implementing player allocations and coaching assignments to teams.
5. Recruit, screen, select, monitor performance of and recognize volunteers in accordance with Boys & Girls Clubs policies and procedures
6. Provide all necessary training and communication to volunteers & contract personnel
7. Schedule & oversee the maintenance, return, storage, & inventory of uniforms/equipment/supplies.
8. Provide all necessary equipment to volunteers, and assure timely return of equipment
9. Oversee the distribution of player awards and coaches gifts
10. Act as point-of-contact in coordinating team and player photo events
11. Manage the distribution of sponsors plaques and other means of sponsor recognition

### **Coaching Staff Duties**

#### **Head Coach**

This position requires minimal oversight. The Head Coach primarily oversees the development and organization for his/her players and teams with the responsibility of appropriate player placement and movement in addition to ensuring players are meeting the minimum standards of play time determined by the Boys & Girls Clubs – Alaska Athletics Department. The Head Coach, though not necessary, but preferred, should have an extensive background in the sport he/she is coaching and knowledge of age appropriate developmental milestones. He/she must be self-motivated, organized and able to work with youth players, parents, and BGCA Staff. The Head Coach must be able to proficiently demonstrate the basics of technique as well as have a sound tactical knowledge of the game. The Head Coach must also be able to elicit passion and performance in players and motivate them to play the game at their highest level possible and must be loyal to the Boys & Girls Clubs and willing to learn more about the sport he/she is coaching.

Duties and Responsibilities include, but not limited to:

1. Demonstrate the skills and techniques of the sport he/she is coaching
2. Able to articulate and communicate the sport-specific tactics
3. Manage and oversee his/her respective players and team to include monthly attendance recordings, and the implementation of daily, weekly, monthly, and seasonal practice sessions
4. Host at least one formal parent meetings each season
5. Communicate effectively and in a timely manner with players, parents, and BGCA via meetings, phone calls and emails
6. Make every effort to attend all Coaching Education Clinics/Meetings

#### **Assistant Coach**

The Assistant Coach, under the direction of the team's Head Coach, assists with the development of players and teams for his/her respective team(s). The Assistant Coach should have a background in both playing and coaching the sport he/she is coaching and be able and willing to communicate with players, parents and the team's Head Coach. Along with technical ability, the Assistant Coach must be self-motivated, have an in depth knowledge of the game, and be organized, progressive and creative. The Assistant Coach must be loyal to the Boys & Girls Clubs and willing to learn more about the sport he/she is coaching.

Duties and Responsibilities include, but not limited to:

1. Demonstrate the skills and techniques of the sport he/she is coaching
2. Able to articulate and communicate the sport-specific tactics
3. Manage and oversee his/her respective players and team to include monthly attendance recordings, and the implementation of daily, weekly, monthly, and seasonal practice sessions
4. Recommend player movement Head Coach (when needed)
5. Attend at least one formal parent meetings each season
6. Communicate effectively and in a timely manner with players, parents, and BGCA via meetings, phone calls and emails
7. Make every effort to attend all Coaching Education Clinics/Meetings.

### Coaching Staff Expectations

Boys & Girls Clubs – Alaska athletic programs are designed for youth players ages U4-U18. Our programs are for children who want a quality athletic experience whether they are being introduced to the sport or have been playing for a number of years. Of course our intent is not only to develop them into better players, but also instill a passion for the sport and help guide them into positive role models into adulthood.

**Dress code** - Always wear appropriate athletic gear and footwear. All should have a watch.

**Punctuality** - Please arrive at least 15 minutes early to ensure the field/court and equipment are ready. Cones should be in a straight line, pinnies ready and other equipment moved into its proper places.

**Technical Eye** - The coach has the ability to see things that take place on the field/court. The coach also has an understanding and knowledgeable of what should take place on the field/court. Coach what you see and coach  $1+1=2$ , not 3!

**Player Management** - The coach can unify a group of individuals and guide them in one direction. He/she is a great leader, a communicator, visionary, flexible, and inspirational. He/she respects the players and not only do they players respect the coach, they want to play for him/her.

**Conduct/Expectations** - Our expectations from the coaching staff should be nothing less than First Class. Prior to a session, meet with your coaching staff to get them prepared! Learn every players name on your team. Set expectations for the players. Do not let them underachieve. Use a 4:1 ratio of positive comments to one coaching point.

**Attendance** – It is highly recommended Head Coaches take attendance each practice and game. Attendance should be used as a reward for playtime.

**Session Details** - Balls should be inflated and players in their uniforms. During practice sessions, pinnies should be worn properly. Use same colored cones to mark out grids and a different color to represent a goal, or other distinctions. Minimize down time. Minimize lines of players. Use positive body language, and pay attention. If you are not instructing, you are doing something wrong...start teaching!

**Evaluations** –It is important that each coach gets to know each player in their group so they can provide proper feedback. It is crucial that each player has shown improvement over the duration of the season and be given a fair, honest, and positive evaluation following the commencement of the season.

**Clean up** - Make sure your playing area is clean after each practice and game. Have players help with clean up. At the end of the season, pinnies, cones, balls, and any other BGCA equipment must be returned to the Athletics Office.

Remember we are teachers. You have been selected because of your qualities such as punctuality, respect, skill, professionalism, and passion, to name a few. With your help, let's make this program the best in the State, Country, and World!



### **Qualities of a Successful Coach**

Regardless of whether a Coach is naturally lively and enthusiastic, or quiet and shy, there are particular personal qualities required by all Coaches for them to be effective and successful. These qualities need to be harnessed with coaching skills to help players achieve their potential and enjoy the sport they are playing. Additionally, these qualities are evident in a Coach's behavior towards others and in how he/she expects people to behave toward him/her.

The Qualities of Successful Coaching include:

- Respecting the needs of the individuals and treating all players fairly
- Developing independence by encouraging players and other coaches to accept responsibility for their own behavior and actions
- The development of individuals as people as well as players
- The development of mutual trust, respect, and commitment
- Positive acknowledgement of progress and achievement
- Communication with players, coaches, parents, and other helpers or support agencies e.g. schools, medical practitioners, etc.
- Promoting fair play within the Rules of the game, and respecting the dignity of opponents and officials
- Accepting responsibility for the conduct of players (and to a certain extent parents) and encouraging positive social and moral behaviors
- Maintaining confidentiality of information when appropriate to do so
- Displaying high personal standards of behavior, dress, and communication
- Ensuring as far as possible the safety and health of players
- Developing personal competence as a coach

\*Based on the scUK Code of Conduct for Sports Coaches

These Qualities should help Coaches identify the skills and qualities needed to help players develop as people as well as players.

### **Critical Elements in Coaching**

1. Presentation is more important than information. What you say is secondary to how you say it.
2. Speak in such ways, in such tones, with such words, in such time, with such a demeanor that players are locked in, focused on your every word. And recognize when they are not.
3. Vision is crucial for players AND coaches. Coaches should scan the field/court rather than focus solely on the individual with the ball. If you've had time to say it to the player on the ball...it's too late!
4. Coaches should produce thinking players...problem solving players. Simply throwing a ball out and allowing players to learn through discovery is not the answer. Coaches have a fundamental responsibility to expedite this process BY COACHING! The game becomes the best teacher only if the teacher either A) teaches in conjunction with the game or B) realizes that he or she is limited and chooses to teach not at all.
5. Coaches should make sure what is being communicated is not only being heard by the player, but understood: Gain player's attention. Demand recognition of player's comprehension (wave, nod, thumbs up, etc.). Watch for application. Correct or confirm. Repeat.
6. Gamesmanship is not arguing with the referee. As coaches we dedicate too much energy towards the officials. Bigger than that, this is simply not wise use of our energy. We are not manipulating the referee in so much as we are upsetting him/her. Do our players know the difference?
7. Coach should NOT address opposing coach or players during match.
8. Coach should NOT communicate publicly directly to or about opponent.
9. Coach should teach players to come off the field by shaking hands with replacement. This is teamwork. This is respect. This is a small gesture that goes a great distance.
10. 4:1 Positive to Instructional...We must follow this model.
11. Coach should create a professional environment which includes: looking the part by wearing appropriate athletic apparel and footwear, removing sunglasses which prohibit eye contact, requiring the team look similar in training kits or same color shirts. Holding high expectations for players is important. Coaches should be very organized in every aspect including: organization of training, communication with parents, game day preparation.
12. Coach should effectively manage players and parents. The coach is empathetic, has the ability to unify a group of individuals and lead them in one direction.
13. Coach should possess traits and characteristics such as accountability, honesty, sincerity, passion, patience, humility, confidence and tenacity to name a few. A good coach never stops learning and seeking out advice and takes advantage of additional education.
14. Ensure that training sessions look similar to the game. Do not distort the game too much in activities. Training is efficient and enjoyable. Players are active. Team and players should be improving.
15. Coach's technical eye should be proficient. Coach should have the ability to see things that take place on the field and address them with the players.
16. Coach should know the best players in the age group and continually make efforts to recruit players. Coach is responsible for keeping logs of interaction between potential players.

*"The test of a youth coach is seeing the game through the eyes of a child."* –Rinus Michels, former Coach of the Dutch National Soccer Team.

Don't forget what it was like to be a player.

### 75 Positive/Encouraging Statements

- 
1. SUPER GOOD!
  2. You've got it made
  3. Super!
  4. That's Right!
  5. That's good.
  6. You're working really hard today.
  7. You are very good at that.
  8. That's coming along nicely.
  9. GOOD WORK!
  10. That's much better.
  11. I'm happy to see you working like that.
  12. Exactly right!
  13. I'm proud of you.
  14. You're doing much better.
  15. You've just about got it.
  16. That's the best you've ever done.
  17. You're doing a good job.
  18. That's it.
  19. That is quite an improvement.
  20. Now you've figured it out.
  21. I knew you could do it.
  22. GREAT!
  23. Congratulations.
  24. Not bad.
  25. Keep working on it, you're improving.
  26. Now you have it.
  27. You're learning fast
  28. Good for you.
  29. I couldn't have done better.
  30. You are a joy.
  31. One more time and you'll have it.
  32. You really make my job fun.
  33. That's the right way to do it.
  34. You're getting better every day.
  35. You did it that time!
  36. You're on the right track.
  37. Nice going.
  38. You haven't missed a thing.
  39. Stellar!
  40. That's the way.
  41. WOW!
  42. Keep up the good work.
  43. Terrific!
  44. Nothing can stop you now.
  45. Perfect!
  46. That's better than ever.
  47. Much better!
  48. Wonderful!
  49. You did that very well.
  50. Fine!
  51. You've been practicing.
  52. Nice going.
  53. You're going to town!
  54. Outstanding!
  55. FANTASTIC!
  56. TREMENDOUS!
  57. That's how to handle it.
  58. Great job!
  59. Right on!
  60. You're really improving.
  61. You're doing beautifully.
  62. That's great!
  63. Superb!
  64. Good remembering.
  65. You've got it down pat.
  66. You did well today.
  67. Nailed it!
  68. Keep it up.
  69. You did a lot today.
  70. Well, look at you go!
  71. You make me smile.
  72. That's it.
  73. MARVELOUS!
  74. I like that.
  75. Keep at it!

Remember, catch your players being good!

### **Player Development and Coaching Best Practices**

“Failing to prepare is preparing to fail.” – Unknown

Children do not learn in the same way as adults, especially when the learning process involves both intellectual and physical activity. Age conditions the way a person perceives and interacts with the world and with others.

In any learning process, age is the key component in selecting appropriate content and methodology. Sport is no different. For this reason we must not train U6 players the same way as U14 players. Practice sessions must be adapted to the age of the players. Taking into consideration the characteristics of human and player development, the curriculum structured must be appropriate.

#### The Objective

The objective of the practice session is to prepare players for competition. The game shows the tactical, technical, physical and psychosocial development of the player.

#### Four Components of Coaching

##### **Technical**

All players in the team have to be individually competent and proficient in the most important skills for each position. For example, a central midfielder player in soccer will need different techniques and expertise as compared to an outside back.

##### **Tactical**

This component helps the player fit into the team. A coach should aim to develop clever players, capable of adapting to the constantly changing circumstances of the game.

##### **Physical**

Strong and resilient players will provide a significant advantage to the team. A tired player will struggle to think properly and is prone to commit more errors.

##### **Psychosocial**

The player is often affected by his/her emotions. Coaches should train their players to use these emotions to their advantage and turn them into strengths and not weaknesses.

#### Creating a Competitive Training Environment

All four components below are interrelated with the four key points in any sport. Developing these components in the practice sessions will be essential to create an appropriate environment in order to develop top players.

##### **Quality**

This component is related to the technical side of the game. In soccer for example, a quality touch of the ball is indispensable to the tactical side of game-efficiency. Technique in soccer allows for great diversity; therefore repeating specific technical actions in a game context provides the player with a wide range of technical movements. Coaches will insist on a clean touch on the ball as well as quality technique. The same applies to all sports.

##### **Game Understanding**

This component is related to the tactical side of the game. Developing vision and game awareness is



crucial from an early age. In basketball, one action is never repeated in exactly the same way and game situations change constantly. Collective practices and experience in different game situations aids the player by improving his/her knowledge of the game.

### **Intensity**

This component is related to the physical side of the game. Practices must be performed at game intensity. Short working periods of high-intensity develops the technical quality and the quick, tactical decisions required in the game. Reproducing game intensity during training sessions is essential to the improvement of the different types of speed and endurance.

### **Competitiveness**

This component is related to the psychosocial part of the game. Opposed and high-intensity practices are essential in the development of high-quality and competitive players. Developing committed and competitive players from an early age is an indispensable aspect in the creation of successful teams.

### **Practical Topic Definitions**

The following definitions have been developed to ensure that you are aware of what is required of you when delivering a particular practice. If you are unsure about the expectations on you when delivering a particular practice, please seek clarification from the BGCA Director of Athletics.

#### **Technical Practice**

This is an unopposed practice with the emphasis on the development of a game technique. Challenges to the developed of the technique may be gradually introduced and will be in the form of increased or decreased time, area, target or degree of difficulty in practice depending on the rate of improvement in the players' performance.

#### **Skills Practice**

This is an opposed practice with the emphasis on developing the bond of technique and decision-making. The practice contains objectives for all players that are derived from the technical theme being practiced. Appropriate areas, the number of player's involved and imposed 'conditions' will vary around the skill theme for development.

#### **Functional Practice**

This is a practice situation in which a player or small group of players develops an understanding of their attacking and/or defending roles, responsibilities and accompanying skills. Practice will be best sited in the area of the field where the player operates in a game and only players who are primary or secondary in the development of role understanding are involved in the practice.

Remember when it comes to coaching: Play the sport; Keep it real; Coach what you see.

## Coaching Session Self-Evaluation

Coach:	Session date:	
Were the arrangements you made and the organization of the session adequate and appropriate? <i>Facilities, Equipment, Resources, etc.</i>		
Was the health and safety of the coaching environment and session maintained?		
Health and safety issues arising from the session:		
Was the aim and content of the session appropriate to the players' needs and expectations?		
Was your coaching style and communication appropriate to the content and players?		
Were and changes made to what was planned, prior to or during the session?		
Did the players' performance improve as expected?		
What feedback have you had from other people involved in the session?		
If you were to coach this session again, what might you change?		
The aim of the next session might be:		

### **Chain of Command**

Any concerns questions comments should follow the chain of command designed by the Boys & Girls Clubs – Alaska Athletics Department. The communication chain should progress as follows: Head Coach of the team, Athletics Operations Manager or Athletics Communications/Marketing Manager (if concern falls within their respective Position Description), Director of Athletics. Every effort must be made to adhere to the flow chart.

A parent may feel free to contact the BGCA Director of Athletics directly if the Coach(es) are doing something illegal, unethical, immoral or unsafe.



### **Developing Positive Relationships with Parents**

Coaching youth sports is both challenging and rewarding. Coaches have a limited amount of time with their players and are often trying to motivate a roster full of players who come from a various backgrounds and experiences. Parents can be a vital resource in overcoming some of these challenges.

The role of the parent is extremely important for all young athletes. Whether it is at practice, during a game or on the ride home it essential that there is positive feedback. At practice and games players should feel that they can perform what the coach is asking them to do and not what their mother or father is asking them to do.

Boys & Girls Clubs Athletics are much like a school system. It takes time and there are many developmental aspects that have to be covered in order to eventually get the final product.

The following are a list of points that may help when communicating with parents and addressing their concerns:

- Encourage parent involvement and utilize their talents to help the team reach its goals.
- Schedule a preseason Parent (and Player) Meeting and mutually determine seasonal goals and expectations for the team.
- Select appropriate Assistant Coaches and Team Managers.
- Organize a Snacks Brigade.
- Develop a simple communication network for changes to the schedule, cancellations, tournaments, etc. [Sports Engine](#) app is a really good resource.
- Over communicate and review the rules and regulations of the game and sport. This includes communicating the expectations for players and parents.
- Establish a decision making process that gives top priority to the welfare of the team.
- Be consistent, fair, and equal with each child. Involve the parent(s) and keep them informed about any decision concerning their child.
- Always attempt to resolve conflicts one-on-one and away from sightline and out of earshot of the children. And always follow up any conversations with an e-mail to ensure everything is documented.
- Focus on the positive, but be honest, when discussing the child. Also, it is only appropriate to talk about the parent's child and not any other children.
- To criticize a child or allow a child to be criticized is never appropriate. Emphasize to parents at the Parent Meeting their role and the expectations.
- Remind parents at the Parent Meeting (and throughout the season) that coaches, players, and officials are human and, as such, are subject to making errors, blunders, and mistakes. If they feel a mistake has been made, please make sure they share it with the coach in a timely manner through documentation.
- Remind Parents to take 24 hours before communicating any issues or concerns they have with regards to playing time, results, mistakes, etc. And emphasize the importance of them writing their issues or concerns so it's documented.
- Educate the Parents on the BGCA Athletics Chain of Command: Head Coach of the team, Site/Volunteer Coordinator, Director of Athletics. Every effort must be made to adhere to the flow chart.



### **The Role of the Parent**

#### Help Your Child Be Prepared

- Nutritional Snacks
- Hydrate – Water or Sport Drink before, during and immediately after a game
- Weather: Sun Screen, Rain / Cold Weather Gear
- Properly Inflated Ball, footwear, and clothing
- Catch the Players Being Successful!

#### Think of the field/court as a playground!

- Emphasize enjoyment
- Encourage your child regardless of success
- Cheer for all Children
- Applaud a good effort no matter who makes it
- It's okay to talk to other teams parents
- Be a parent – not a coach!
- Resist the urge to critique

#### 5 Guidelines for the Sidelines

- Cheer
- Relax and Let Them Play
- Yelling Directions = Distraction
- Do NOT use VERBS!
- Remember, they are just kids having fun
- Have reasonable expectations

If you've ever driven a car with three kids screaming and fighting in the backseat, think about this: Does it tend to pull your attention away from the task at hand? Do you ever feel overloaded?

If you add more pressure to that car ride, such as an icy road, can you handle all that at once? That's exactly what coaches/parents do when they yell at kids to do something: They distract them. They create "cognitive overload." (Pg. 161, Just Let the Kids Play)

# STAR

### Resolving Complaints

The Boys & Girls Clubs – Alaska want every child to have a positive experience with our athletic activities. However, we are realistic enough to accept this may not always be the case. Therefore if an unpleasant situation develops, the Boys & Girls Clubs have set up quality control vehicles to assure one hundred percent excellence, astute practitioners develop recovery methods to respond when parents/players are not completely satisfied. One complaint wipes out seven positive experiences. It is imperative to limit complaints and to recover as effectively as possible when they occur. We suggest using the following steps to address any such issues:

#### 1. Hear out the person.

Listen calmly and quietly as the individual presents the grievance. Be attentive and interested. When the individual feels you care and are genuinely interested in understanding the difficulty, much of the issue is diffused. Listen, acknowledge, and empathize.

#### 2. Remain professional.

No matter how angry the individual and how vehement the attack, retain your poise and control. Don't take the assault personally. When everyone is in attack mode, resolution is difficult.

#### 3. Be human and friendly.

Empathize and relate to the concern. Bureaucracies and policies are cold and impersonal. No one likes hearing what the rules are. They're looking for answers. Let individual know that their issues and frustrations resonate with you.

#### 4. Think before answering.

Act, don't react. Calmness encourages calmness. Thinking allows response both to individual rationale as well as feeling. A gentle, thoughtful answer is usually well received.

#### 5. Use all the senses in sending and receiving messages.

Be intentional about nonverbal signals. They may send out messages of indifference or anger. There is no need to fuel the fire of an irritated individual.

#### 6. Respond to the complaint.

Most likely, the individual is not one hundred percent right. Unfortunately, they're not completely wrong either. Manage their displeasure in a civil, constructive way. Failure to respond or a delayed answer only makes the situation worse. Don't procrastinate.

#### 7. Appropriately apologize.

Let the person understand that you are genuinely sorry for their displeasure. While you may disagree regarding the facts and specific concerns, there is a place to validate and respect the individual.

#### 8. Generate resolution.

Produce options. Alternative vehicles of resolution may provide equitable answers. Try to be fair. Ask the individual how he/she would like to see the situation resolved. Accommodate as much as feasible.

#### 9. Thank the person.

Express appreciation for the opportunity to redress an unpleasant situation. Go the extra mile and see what can be done to delight and rehabilitate the relationship. Commit to service and positive answers. The complaint is a gift. It is an opportunity for improvement.

#### 10. Follow-up.

Review internal systems to match individual expectations as closely as possible with output. Err on the side of over-delivery. If there was one disappointed individual, there may be more. Follow-up the situations when things have calmed down to confirm the particular individual's satisfaction with resolution.

Please follow these points when a conflict or serious concern arises. Additionally, please include the appropriate BGCA Athletics Staff Member and/or Director of Athletics on all communications with the upset individual and feel free to use them as a resource should most concerns not be resolved by this stage or even escalate even further.

### **Boys & Girls Clubs – Alaska Athletics Department Rules & Regulations**

1. If any theft, damage or vandalism is done to a BGCA and/or ASD facility or equipment, parents and/or players will be held responsible for repairs and payments.
2. Players are not allowed in areas (fields or courts) without adult staff or coaches permission.
3. Parents and players are not permitted to smoke, vape, gamble, use drugs/tobacco, or drink alcoholic beverages in any form in the presence of any athletics related events/activities, to include games and practices.
4. Obscene or vulgar language and/or gestures will not be tolerated and be cause for immediate dismissal.
5. Players, parents, and spectators are expected to, in the interest of the children, listen the adult coaches and staff at all times.
6. Fighting is strictly prohibited.
7. No animals or sunflower seeds are allowed at games or practices.
8. In order to ensure safety and maintain a positive place for children, players who exhibit inappropriate behavior may be subject to disciplinary action in accordance to the following steps:
  - I. Discussion of the problem and verbal warning
  - II. Written reports and parent conference
  - III. Temporary suspension from the program
  - IV. Expulsion from the Athletics program

#### Additional Information

**Weapons Policy** – No weapons of any kind are allowed at any BGCA and ASD locations. This includes, but not limited to, guns, knives of any kind, throwing stars, brass knuckles, stun guns, etc. Possession of any weapon will lead to a confiscation of the weapon and suspension/expulsion from the program. Possession of a gun will require police intervention.

**Drugs/Alcohol/Tobacco** – Possession of and/or being under the influence of drugs, alcohol or any tobacco, to include e-cigarettes, products are strictly prohibited and will result in suspension or expulsion. Drug possession will require police intervention. Tobacco products may be turned in voluntarily with no disciplinary action taken, but will not be returned.

**Accidents** – The Boys & Girls Clubs staff are trained in First Aid/CPR and work hard to create a safe and secure environment. Membership application authorizes the club staff and coaches to obtain medical treatment for Members if necessary. When serious injury occurs, the staff will call parents or alternate contact individuals immediately. Please contact the Boys & Girls Clubs Athletics Department if you have any changes in work, home, or emergency contact details. Minor injuries, e.g. cuts, scrapes, etc., will be treated on site.

**Emergencies** – In case of any natural disaster, we will contact all coaches regarding changes to the schedule.

**Lost & Found** – Valuable items should be left at home. All lost items that have been recovered can be found in a Lost & Found Box in the Athletics Office.

**Membership** – Players ages 7 years old and older are also able to attend any Boys & Girls Clubs – Alaska Clubhouses. At these Clubhouses, they participate in tournaments, play games, make arts & crafts, go on field trips, and much more! Just call our Office or stop by the Clubhouse for more information.