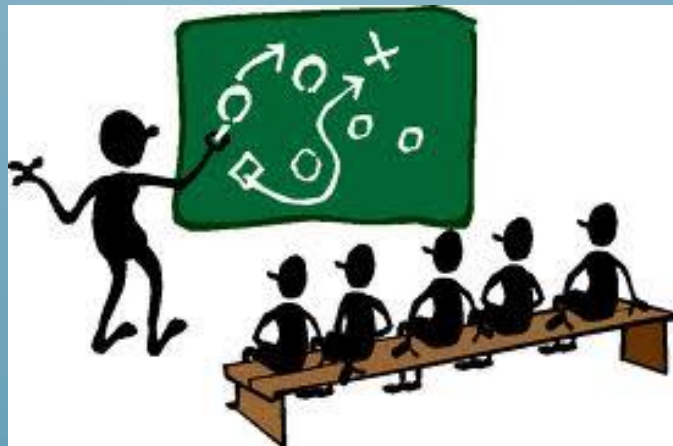




# 2014 COACHES CERTIFICATION TRAINING





**WELCOME**

**THANKS**

**INTRODUCTIONS**



# AGENDA



WELCOME-THANKS-INTRODUCTIONS

7 REQUIRED STEPS

EXPECTATIONS

POLICIES

SPORTSMANSHIP

INTRODUCTION TO COACHING

SPORTS INJURIES

SITE LOCATIONS

RESOURCES



SPORT SPECIFIC

[www.stpaul.gov/athletics](http://www.stpaul.gov/athletics)



7



# REQUIRED STEPS

to become a  
Certified Coach  
with  
Saint Paul Parks and  
Recreation



# STEP 1. VOLUNTEER APPLICATION FORM





**VOLUNTEER APPLICATION**  
*Please type or print clearly*

*Data privacy requires that we inform you that you do not need to provide this information. However, if you choose not to provide information the Department of Parks and Recreation will no longer consider your application. Any omission or false representation will result in rejection of your application, or in the termination of your position.*

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Phone (\_\_\_\_) (\_\_\_\_) (\_\_\_\_)  
(Home) (Work) (Cell)

Recreation Center/Facility where you would like to volunteer: \_\_\_\_\_

Sport you are interested in coaching or activity in which you would like to volunteer: \_\_\_\_\_

Age group/gender you are interested in working with (and why): \_\_\_\_\_

Would you be willing to work with a different age group/gender?: \_\_\_\_\_

**List of Previous Volunteer Experience**

City/Location	Volunteer Work Performed	Age/Gender	Year	Supervisor Name and Phone Number
Ex: Maplewood	Basketball Coach	9 & 10 Girls	1999	Bill Johnson (651)555-5555

**List of Current and Previous Employers (within the last 10 years)**

Employer	Work Performed	Employment Dates	Supervisor Name and Phone Number
Ex: Best Buy	Store Manager	February 2/2004 - 5/2006	Susan Jones (651)555-5555

\*Please complete other side\*

**2 PAGE FORM  
READ  
FILL OUT  
SIGN  
TURN IN TO  
CENTER DIRECTOR  
AFFILIATE DIRECTOR**

**Pg 2**

**REFERENCES**

Please provide three references (at least one of which is not family related)

**Reference #1**

Name \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email Address \_\_\_\_\_ Relationship \_\_\_\_\_

**Reference #2**

Name \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email Address \_\_\_\_\_ Relationship \_\_\_\_\_

**Reference #3**

Name \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email Address \_\_\_\_\_ Relationship \_\_\_\_\_

*I understand that my photograph will be taken and made into a badge which I will be required to wear when I am volunteering with Saint Paul Parks and Recreation. I give my permission to allow my photograph to be viewed by recreation center staff.*

*I agree that the information on this form is correct and I give my permission to those individuals or organizations contacted for the purpose of this background check to give their full and honest evaluation of my suitability of the described volunteer work and such other information as deemed appropriate.*

Signature **X** \_\_\_\_\_ Date: \_\_\_\_\_

Pursuant to the Minnesota Child Protection Background Check Act (Minn.Stat. §§299C.60-299.64), the Saint Paul Division of Parks & Recreation will ask for your consent to perform a background check to determine whether you are the subject of any reported conviction for a background check crime.

VOLUNTEERS MUST COMPLETE ALL ATTACHED FORMS  
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

**STEP 2.**  
**SUBMIT**  
**A**  
**BACKGROUND**  
**CHECK**





CITY OF SAINT PAUL  
Department of Parks and Recreation

Facility/Site: \_\_\_\_\_

Sport/Activity: \_\_\_\_\_

Background Check: \_\_\_\_/\_\_\_\_/\_\_\_\_

Concussion Training: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Background Check Form

Pursuant to the Minnesota Child Protection Background Check Act (Minn. Stat. §§299C.60-299.64), the Saint Paul Department of Parks & Recreation will perform a background check to determine whether you are the subject of any reported conviction for a "background check crime" (see back of this form).

Data privacy requires that we inform you that you do not need to provide this information. However, if you choose not to provide information the Department of Parks and Recreation will no longer consider your application. Any omission or false representation will result in rejection of your application, or in the termination of your position.

**Please Print Clearly:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Number of years lived at above address \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Number of years lived at above address \_\_\_\_\_

Birth Date (Mo/Day/Yr) \_\_\_\_\_ Gender (M/F) \_\_\_\_\_ Social Security # \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Maiden, Alias or Former Name \_\_\_\_\_

Have you ever been convicted of any of the crimes listed on the back of this form? [ ] Yes [ ] No

If yes, please attach a description of the crime including the city, state, date and the facts of the conviction.

I hereby allow Saint Paul Parks and Recreation to perform a check of my background, including: criminal record, past employment/volunteer history, educational/professional status, personal references, and other persons as appropriate for the volunteer jobs in which I have expressed an interest.

I understand that information collected during this background check will be limited to that appropriate for determining my suitability for particular types of volunteer work, and that all such information collected during the check will be kept confidential.

I have also read, understand, and agree to abide by the Saint Paul Department of Parks and Recreation's 'Interaction with Juvenile Participants Code of Conduct for Volunteers'. I understand that failure to abide by this code or the provisions of this policy may result in dismissal from either paid or volunteer positions involving children and youth.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2 PAGE FORM  
READ  
FILL OUT  
SIGN  
TURN IN TO  
MUNICIPAL ATHLETICS**

**Background Check Crimes**

- Murder
- Manslaughter
- Felony level assault
- Kidnapping
- Arson
- Criminal Sexual Conduct
- Prostitution-related crimes
- Any act committed against a minor which constitutes a violation of:
  - 609.185(5) - murder while committing child abuse
  - 609.221 - 1<sup>st</sup> degree assault
  - 609.222 - 2<sup>nd</sup> degree assault
  - 609.223 - 3<sup>rd</sup> degree assault
  - 609.224 - 4<sup>th</sup> degree assault
  - 609.2242 - domestic assault
  - 609.322 - solicitation, inducement & promotion of prostitution
  - 609.324 - prostitution related offenses
  - 609.342 - 1<sup>st</sup> degree criminal sexual conduct
  - 609.343 - 2<sup>nd</sup> degree criminal sexual conduct
  - 609.344 - 3<sup>rd</sup> degree criminal sexual conduct
  - 609.345 - 4<sup>th</sup> degree criminal sexual conduct
  - 609.352 - solicitation of children to engage in sexual conduct
  - 609.377 - malicious punishment of a child
  - 609.378 - neglect or endangerment of a child
- Any violation of:
  - 152.021, subd. 1(4) - 1<sup>st</sup> degree controlled substance crime
  - 152.022, subd. 1(5) or (6) - 2<sup>nd</sup> degree controlled substance crime
  - 152.023, subd. 1(3) or (4) - 3<sup>rd</sup> degree controlled substance crime
  - 152.023, subd. 2(4) or (6) - 3<sup>rd</sup> degree controlled substance crime
  - 152.024, subd. 1(2), (3), (4) - 4<sup>th</sup> degree controlled substance crime



**STEP 3. & 4.  
ATTEND  
CERTIFICATION  
CLINICS  
(BASIC & SKILLS)**



# CERTIFICATION CLINIC NOTIFICATION FLYER



\*All previously certified & new coaches must attend.

## BASKETBALL COACHES CERTIFICATION CLINICS 2013-14 SEASON

Must attend one of these four clinics.

DATE	LOCATION	TRAINING
Saturday, November 23	El Rio Vista Rec. Center 179 E. Robie St. 55107 651-789-2500 Room 212	12-3 pm  Sub Activity #11399 Clinic <a href="#">Coaches Certification Clinic FULL (El Rio Vista)</a>
Sunday, November 24	El Rio Vista Rec. Center 179 E. Robie St. 55107 651-789-2500 Room 212	2-5 pm  Sub Activity #11396 Clinic <a href="#">Coaches Certification Clinic FULL (El Rio Vista)</a>
Monday, December 2	El Rio Vista Rec. Center 179 E. Robie St. 55107 651-789-2500 Room 31	6-9 pm  Sub Activity #11726 Clinic <a href="#">Coaches Certification Clinic FULL (El Rio Vista)</a>
Thursday, December 5	El Rio Vista Rec. Center 179 E. Robie St. 55107 651-78-2500 Room 212	6-9 pm  Sub Activity #11401 Clinic <a href="#">Coaches Certification Clinic FULL (El Rio Vista)</a>

### **For the 2013-14 season, ALL Head Coaches and Assistant Coaches Must:**

- Pre-register for coaching clinic with their on site staff on Active. *Affiliate teams* can call Municipal Athletics to register (651-558-2255).
- Complete certification in basketball. All coaches must be certified by Dec. 6, 2013.
- Complete and pass a background check if one has not been completed with in the last two years. Coaches must complete background checks every two years. All background check forms must be turned in before the coaches' first practice.
- Complete On-line CDC Concussion training. Go to [www.CDC.gov/concussion](http://www.CDC.gov/concussion) and take the *Heads Up* training. Turn in certificate of completion to the Municipal Athletics office. (Please write your site on it)
- Wear Coaches ID badges during all games and practices. Given after completion of #'s 2-3.
- The following forms should be read, signed and turned into the recreation center before your first practice:
  - Juvenile Participant Code of Conduct for Volunteers
  - St. Paul Parks and Recreation Volunteer Application
  - Coaches' Pledge form
- Certification Clinic is required for all coaches coaching 10U, 12U, 14U, & 18U. It is highly recommended that 6U & 8U coaches attend as well.



**STEP 5.**  
**INTERACTION**  
**WITH**  
**JUVENILE**  
**PARTICIPANTS**  
**CODE**



# INTERACTION WITH JUVENILE PARTICIPANTS CODE COVERS:

## PURPOSE:

TO INSURE THE SAFETY OF JUVENILE PARTICIPANTS  
(17 AND YOUNGER) IN THEIR INTERACTION WITH  
VOLUNTEERS AND WITH EACH OTHER.

## INCLUDES:

- REQUIREMENTS
- EXAMPLES OF APPROPRIATE POSITIVE INTERACTION
- EXAMPLES OF INAPPROPRIATE HARMFUL INTERACTION
- ACTIVITIES VOLUNTEERS SHOULD NOT ENGAGE IN (UNDER NO CIRCUMSTANCES)
- POSSIBLE CONSEQUENCES FOR BREACHES OF THIS CODE
- 2 ADULT RULE



SIGNATURE ACKNOWLEDGING THAT YOU HAVE READ,  
UNDERSTAND AND AGREE TO ABIDE BY THE CODE

**Subject: Interaction with Juvenile Participants Code of Conduct for Volunteers**

**Purpose:** To ensure the safety of juvenile participants (age 17 or younger) in their interactions with volunteers and with each other.

**Requirements:**

The Department of Parks and Recreation takes seriously its responsibility to ensure that youth participating in our programs have a safe, healthy and positive environment in which to have fun.

Appropriate, positive interactions among youth and between volunteers and youth are essential in supporting positive youth development, making youth feel valued, and providing the caring connections that serve as protective factors for youth. Conversely, inappropriate or harmful interactions put youth at risk for adverse physical and emotional outcomes.

Parks and Recreation volunteers are expected to conduct themselves professionally at all times during their interactions with all participants. Social relationships with juvenile participants outside the context and scope of our services is inappropriate.

It is our expectation that everyone involved in our programs will contribute in a positive manner, creating a healthy environment where participants will feel safe and welcome and where they will find their participation rewarding. Adults interacting with young people should do so with integrity and respect for the child. **It is the adult's responsibility to set and respect boundaries. When a child attempts to involve an adult in inappropriate behavior, the adult is responsible for redirecting the behavior.**

**Examples of appropriate, positive interactions include:**

- Praise
- Positive reinforcement
- Pats on the back or shoulder
- High fives
- Brief, youth-initiated hugs

**Examples of inappropriate and/or harmful interactions include:**

- Sexually provocative or degrading comments
- Risqué jokes
- Patting the buttocks
- Corporal punishment
- Behavior or language that is threatening or demeaning
- Intrusive questions, comments or observations, verbally or through notes
- Unwanted staring or watching

Sometimes it is unclear if a behavior is appropriate, inappropriate, or harmful. For example, contact, such as kissing, may be developmentally appropriate between older youth or similar ages/development, but is inappropriate within our programs. It may even be harmful if the kissing is coercive. Another example involves hugging. Hugging may be appropriate and positive in some circumstances, but it can also be inappropriate if the child is not receptive, if the volunteer is hugging too often or for too long, or if the contact is romanticized or sexually intimate.

Each volunteer is expected to do their part in promoting safe interactions and monitoring and preventing inappropriate or harmful interactions with and between youth. If you are concerned about any interaction between a volunteer and program participant, please take action immediately. Possible responses include bringing the behavior to the attention of the person you're concerned about and asking them to stop (e.g. "I felt uncomfortable having you tell that joke when children could have overheard you."). If you see or learn of anyone exhibiting behavior that is inappropriate or potentially harmful it should be reported immediately to your supervisor and/or emergency services.

**Under NO circumstances should volunteers engage in the following activities with juvenile participants:**

- Inappropriate affectionate contact including, but not limited to: any type of sexual contact, kissing, dating, holding hands, or allowing children to sit on a volunteer's lap;
- Providing any mood altering substances to any participant, including but not limited to: alcoholic beverages, illegal drugs, and/or prescription drugs;
- Allowing a juvenile participant to visit the volunteer's residence at any time;
- Initiating or responding to social or personal contact with a juvenile participant by phone, e-mail, text messaging, etc. for any purpose unrelated to City business;
- Providing a juvenile participant with the volunteer's personal contact information, including but not limited to: the volunteer's home phone number; cell phone number; personal e-mail address; and/or home address for any reason other than City business.
- Giving, offering, providing, or promising juvenile participant money, food, gifts or anything of value, unless related to City programs or services or in an emergency.

Volunteers who engage in any of the behaviors outlined in this policy will be subject to immediate discipline, up to and including discharge, and may also be subject to criminal penalties.

**Possible consequences for breaches of this Code of Conduct include:**

- An apology
- Direction to stop the inappropriate behavior
- Transfer to a different assignment
- Training
- Verbal or written warning
- Suspension
- Termination
- Prosecution by authorities (if criminal act)

It is understood that occasionally a volunteer's relationship with a program participant pre-dates the volunteer's hire. Circumstances such as these should be reported to your Supervisor immediately and will be managed on a case by case basis.

Volunteers who are aware that another volunteer is engaging in any of the behaviors outlined in this policy are required to report the behavior to their supervisor without delay. Failure to do so will result in discipline for all volunteers aware of the situation, up to and including discharge.

**Two-Adult Rule:**

To reduce the risk of accusations of inappropriate conduct with youth, all volunteers should ensure that there is more than one person present during all activities with children and young people. If this is not possible, any one-on-one interaction with a child or young person (e.g. providing first aid, correcting conduct, etc.) must take place within sight or hearing of others. Volunteers should never allow touching to occur out of visibility of others, even in the event of tending to an injured child or youth. If privacy is needed, have another volunteer, staff member or child/youth present. Any touching that is resisted or refused by a child or youth must be respected.

All doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

If transporting participants, volunteers should never be alone in a vehicle with a single youth participant.

I have read, understand, and agree to abide by the Department of Parks and Recreation's 'Interaction with Juvenile Participants Code of Conduct for Volunteers'. I understand that I am free to discuss my opinions about this code with my supervisor but that I must abide with the code as written. I understand that my failure to abide by this code or the provisions of this policy may result in dismissal from volunteer positions involving children and youth.

Further, I agree that if I am charged or convicted of a crime that would exclude me from working with youth (e.g. violent crimes including but not limited to assault, malicious punishment of a child, aggravated robbery, or any offense committed with a weapon; drug offenses, except those which would be treated as a petty misdemeanor; and criminal sexual conduct, solicitation of children for sex or other related offenses), I will notify my supervisor of this fact.



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

**3 PAGE FORM  
READ  
SIGN  
TURN IN TO  
CENTER DIRECTOR  
AFFILIATE DIRECTOR**

**STEP 6.**  
**PHILOSOPHY**  
**STATEMENT**  
**COACH'S**  
**PLEDGE**



**THE BASIC FOUNDATION OF  
OUR PROGRAM IS:**

**TO ENCOURAGE AGE  
PARTICIPATION IN  
PHYSICAL ACTIVITIES**

**TO PROMOTE THE  
DEVELOPMENT OF  
PHYSICAL SKILLS**

**TO PROVIDE A SAFE PLACE  
AND FUN EXPERIENCE**



**IT IS BUILT ON THE PRINCIPLES  
OF:**

**FAIR PLAY  
GOOD/GREAT SPORTSMANSHIP  
RESPECT FOR:**



**SELF  
TEAMMATES  
OPPONENTS  
OFFICIALS**

**EXPECTATIONS:**

**EVERYONE INVOLVED  
WILL CONTRIBUTE  
IN A POSITIVE MANNER,  
CREATING A HEALTHY, SAFE,  
WELCOME ENVIRONMENT  
WHERE THE ATHLETIC  
EXPERIENCE WILL BE  
REWARDING**





CITY OF SAINT PAUL  
 Department of  
 Parks and Recreation

**Youth Sports Programming  
 Coach's Pledge**

**Youth Athletics Philosophy Statement**

The City of Saint Paul, Department of Parks and Recreation is committed to providing quality athletic programming for youth of all ages and abilities. The basic **foundation** of our program is:

- to **encourage participation** in physical activity
- to promote the **development of athletic skills**
- to provide a **safe place and a fun experience**

Our program is built on the principles of **fair play, good sportsmanship**, respect for one's self, one's teammate, for one's opponent, and the officials. It is our expectation that **everyone** involved in youth athletic programming will contribute in a positive manner, creating a **healthy environment** where participants will feel safe and welcome, and where they will find their athletic experience rewarding.

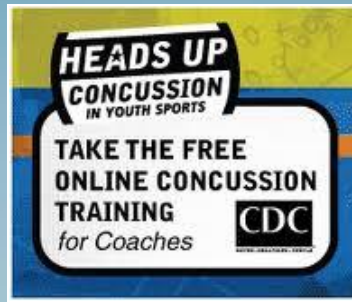
As a coach in the youth sports program, I pledge to support the City of Saint Paul, Department of Parks and Recreation and to positively support my athletes during their youth sports experience. I have read and understand the expectations the Department has for youth sports coaches and I agree to abide by them.

Signature <b>X</b>	_____	Date	_____
Name	_____		
Address	_____	City, State	Zip
Phone	_____	E-mail address	_____
Recreation Center	_____	Sport/Age Level	_____

**1 PAGE FORM  
 READ  
 SIGN  
 TURN IN TO  
 CENTER DIRETOR  
 AFFILLIATE DIRECTOR**

# STEP 7. HEADS UP CONCUSSION TRAINING

1. TAKE ONLINE (ONCE EVERY 3 YEARS)
2. SEND OR FAX TO:  
MUNICIPAL ATHLETICS



**ALL  
COACHES, RECREATION  
STAFF (INCLUDING  
ADMINISTRATORS)  
ARE REQUIRED  
BY LAW  
TO TAKE AND COMPLETE  
THE  
ONLINE  
CONCUSSION TRAINING  
EVERY  
3 YEARS**



# HEADS UP CONCUSSION TRAINING

ONLINE GO DIRECTLY TO:

<http://www.cdc.gov/concussion/HeadsUp/Training/index./html>

OR

MUNICIPAL ATHLETES WEBSITE:

[www.stpaul.gov/athletics](http://www.stpaul.gov/athletics)

When completed, please email or fax the final page of the test to Municipal Athletics for verification that the test was completed.

**Municipal Athletics**

**1500 Rice Street**

**Saint Paul, Minnesota 55117**

**Office: (651) 588-2255**

**TTY: (651) 266-6378**

**Fax: (651) 558-2237**

**E-mail: [muni@ci.stpaul.mn.us](mailto:muni@ci.stpaul.mn.us)**



**GO ONLINE  
TO GET THE  
PROFESSIONAL  
ANSWERS**



# DIRECTOR'S CHECKLIST

## Screening Checklist

- Received complete written/signed **Volunteer Application Form.**
- Received complete written/signed **Background Check Form.**
- Received signed **Code of Conduct Form.** (Be sure to give the volunteer a copy of this form for his/her records)
- Reviewed written application noting any concerns to be addressed in the interview.
- Checked intranet database to see if coach is certified/and if he/she has had a previous background check.
- Had a personal conversation with volunteer and attached **Personal Conversation Note Form** to Application
- Reviewed References (Using **Reference Check Form**).  
Circle number: 1    2    3  
(Attach notes to application)
- Received signed **Coaches Pledge Form**
- Sent Background Check to Jody Griffin for processing

Only turn in background check form to Jody.  
All other forms should remain in a 'volunteer' file at your recreation center.

# EXPECTATIONS FOR COACHES



## GREAT EXPECTATIONS

In the role of a youth sports coach, the Department of Parks and Recreation expects you to complete the 7 required steps to become a Certified Coach and to comply, to the best of your ability, with those requirements.

# ADDITIONAL EXPECTATIONS CAN BE FOUND IN THE COACH'S MANUAL

## Expectations for Youth Sports Coaches

In the role of a youth sports coach, the Department of Parks and Recreation expects you will:

- Attend required training for coaches.
- Agree to a BCA background check.
- Work with the Recreation Center staff to make sure the team roster and any other required paperwork is completed and submitted in a timely manner.
- Be responsible for equipment, uniforms and first aid kits issued at the beginning of the season, and be responsible for their prompt return at the end of the season.
- Maintain a safe environment at all times for players.
- Be familiar with the basic procedures for managing sports injuries.
- Know the rules and the modified rules for the sport you are coaching.
- Know the youth athletics policies and abide by them.
- Be available to practice at least once per week and attend scheduled games.
- Be on time for practices and games and be respectful of assigned schedules for other teams and groups.
- Refrain from the use of drugs, tobacco and alcohol during practices and games.
- Refrain from using profanity and prohibit profanity or “trash talk” by your players.
- Treat staff, officials, your players, opposing players, spectators and coaches with respect.
- Demonstrate good sportsmanship at practices and games. Your behavior influences the behavior of your players and spectators.
- Be positive. Encourage, don't discourage.
- Ensure equitable playing time for every player and help make the season fun.
- Keep winning in perspective and remember that the game is for the kids and not the adults.
- Wear your City issued Coaching ID badge during all league games, play-off games and other youth tournament games.

*If any of these expectations are difficult or impossible for you to comply with, it may be best for us to help you find a volunteer opportunity other than coaching youth sports.*





# ADDITIONAL INFORMATION

Equipment – All teams need to be prepared with warm-up balls. Do not assume the host sites will have them to use. Directors should be issuing equipment bags. Recommendation; to get pinnies too. Many teams come in same color uniforms. All teams must provide a game ball at game



Minimum Playing Requirement – All sports have them. They are bare minimum, hopefully you are playing the kids as equally as possible.

For the Sportsmanship Pledge coaches are responsible for reading it not the kids. It is too hard to hear them. And the coaches should take ownership in it.



**NO Jewelry**



**Number of coaches allowed – each sport has a maximum**

**Badges – must be seen! Not in pockets or bags or under coats – all of which happen. Left in your car in NOT an excuse! – Go get it! You MUST hold on to it for two years. Only issue one free. When they do a new background check they will get a new one – free (if they are still with us).**



**Blow outs**

**Incidents – reports – coaches may be asked to provide a written or verbal report on an incident that occurred.**

**Team cleaning up after themselves**



# YOUTH ATHLETICS

# POLICIES



# CONDUCT

Do's

Don'ts





1. The consumption of alcoholic beverages
2. Verbal abuse to opponents or officials.
3. Unnecessary rough play.
4. Flagrant, physical contact
5. Fighting.
6. Physical abuse of game officials.
7. Use of Ineligible players.
8. Any unsportsmanlike act not covered in 1-7 above.



**ANY VIOLATIONS OF THE SPP&R  
CONDUCT POLICY OR ANY  
UNSPORTSMAN LIKE ACT IN A GAME  
THAT REQUIRES EJECTION FROM A  
GAME OR AS A SPECTATOR REMOVAL  
FROM A SITE WILL BE SUBJECT TO A  
(MINIMUM) ONE WEEK SUSPENSION  
FROM ALL SPP&R ACTIVITIES**



**ONE WEEK SUSPENSION DEFINITION**

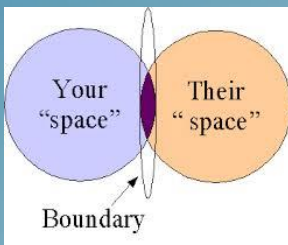
**Ejected on Saturday. One week suspension starts the day following the suspension.**

**Example:**

**Suspended on Saturday! Suspension starts the next day, Sunday.**

**Sunday day1, Monday day2, Tuesday day3,  
Wednesday day4, Thursday day5, Friday day6,  
Saturday day7. If approved may begin activities  
on Monday.**

**Suspension from ALL P & R activities includes  
any activities at any St Paul Recreation Centers.**



# RESIDENCY



**PARTICIPANTS MUST:  
RESIDE OR ATTEND SCHOOL  
WITHIN THE BOUNDARIES  
OF ST. PAUL**



-----St Paul Boundaries



## NON-RESIDENT TEAMS

On occasion the City has approved a team or teams from suburban areas to play in the city youth leagues when the team(s) had no where else to play and it is in the City's best interest to have them in our leagues.

With the exception of the residency requirements, all non-resident teams must comply with all Municipal Athletics policies.



# ROSTERS



# MUNICIPAL ATHLETICS YOUTH ROSTER

**OFFICE USE ONLY**

Team Name \_\_\_\_\_  
 Sport \_\_\_\_\_  
 Division \_\_\_\_\_

DEPARTMENT OF PARKS AND RECREATION  
 MUNICIPAL ATHLETICS  
 1500 RICE STREET  
 SAINT PAUL, MN 55117



**YOUTH ROSTER**

**REQUIREMENT:** Roster must be completed and submitted electronically to Municipal Athletics prior to the first scheduled game.  
 \*\* Additions or subtractions may be made January 10, 2014 on the "addition to roster form." \*\*

Head Coach:		Address:		Zip:		Phone:	
Certified:	Bkgd Ck:	Email:				Other:	
Assistant 1:		Address:		Zip:		Phone:	
Certified:	Bkgd Ck:	Email:				Other:	
Scorekeeper:		Address:		Zip:		Phone:	
Certified:	Bkgd Ck:	Email:				Other:	

PLAYER'S NAME	ADDRESS	ZIP	PHONE	BIRTH DATE	AGE	GRADE	SCHOOL	Uniform #

The Eligibility of all players listed has been verified using the current year's Youth Athletics Age Division Guidelines.  
 Enter Roster Preparer's Info Below:  
 Staff Member who prepared this roster: \_\_\_\_\_ Date Submitted to Muni: \_\_\_\_\_

The City of St. Paul, Department of Parks and Recreation is not liable for injuries  
 (Please submit electronically to Municipal Athletics: muni@ci.stpaul.mn.us)



# COMPLETED ROSTER FORM MUST:

- \*Be submitted to MA at least one day prior to the teams first game.
- \*Include each players name, signature address, phone #, birthdate, grade and school. Coach's information and signature to be included.
- \*Be dated and signed by the Center Director or staff designee.
- \*Have a copy on file at the Recreation Center.
- \*Have birth certificates or some form of age verification on file at the Recreation Center.



# OTHER ROSTER FORM INFORMATION:

- \*Teams that do not submit a roster prior to the deadline may be subject to forfeiture of the first game. \*Teams without a roster prior to the second game may be dropped.
- \*Additions may be made by submitting player(s) information on roster form. All changes must be made to MA by mid-season or determined by MA office.
- \*Non-recreation center teams must adhere to the same eligibility and roster requirements.
- \*Anyone knowingly providing false or incorrect information will be suspended and will be required to attend a hearing prior to reinstatement.



NOTE: There have been situations when a player has inadvertently been left off a roster. If verification can be made that the player is eligible by all other rules and has been a member of the team that season, the player could be ruled as eligible

# PROTESTS



**RULE MISAPPLICATION OR JUDGMENTS  
MAY NOT BE PROTESTED.**

**PLAYER ELIGIBILITY  
ONLY  
MAY BE PROTESTED**

**PLAYER ELIGIBILITY INCLUDES:**

- 1. Non-Resident**
- 2. Age**
- 3. Over weight (FB)**
- 4. Non-Roster Player**
- 5. Other violations of the conduct policies**



**It is the responsibility of the protesting team to provide some type of written proof or documentation to back up the protest claim. Hearsay alone will not be accepted as grounds for protest .**

**MUST BE SUBMITTED ON A PROTEST FORM BY THE CENTER DIRECTOR ALONG WITH A \$25 FEE. FEE ONLY REFUNDED IF THE PROTEST IS UPHELD**

# PROTEST FORM

## YOUTH ATHLETIC POLICY: PROTEST FORM

SUBMIT TO \*MUNICIPAL ATHLETICS, 1500 N RICE ST.  
ST. PAUL, MN 55117 (651)-558-2255 FAX (651)-558-2237

THIS FORM MUST BE SUBMITTED BY THE RECREATION CENTER DIRECTOR. FORMS NOT SUBMITTED BY THE RECREATION CENTER DIRECTOR WILL BE RETURNED. PLEASE READ OR BE FAMILIAR WITH THE YOUTH ATHLETIC POLICY ON PROTESTS PRIOR TO COMPLETING THIS FORM. INFORMATION ON THE PROPER PROCEDURE FOR PROTEST MAY BE OBTAINED AT YOUR LOCAL RECREATION CENTER OR THE MUNICIPAL ATHLETICS OFFICE.

### PLAYER ELIGIBILITY PROTEST:

SPORT \_\_\_\_\_ AGE DIVISION \_\_\_\_\_

NAME(S) OF PLAYER(S) PROTESTED \_\_\_\_\_

DATE/TIME OF GAME \_\_\_\_\_ SITE GAME PLAYED \_\_\_\_\_

PLAYER(S) BEING PROTESTED NAME, PHYSICAL DESCRIPTION, JERSEY #, SCHOOL, OR ANY OTHER HELPFUL INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON(S) FOR CHALLENGING THIS PLAYER(S), (INCLUDE ALL DOCUMENTATION TO SUBSTANTIATE CLAIMS):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(please use reverse side if more space is needed)

**X**

signature RECREATION CENTER DIRECTOR

**X**

signature MUNICIPAL ATHLETICS STAFF

/ /

: am pm

DATE RECEIVED

TIME RECEIVED

\$25.00 FEE CASH \_\_\_\_\_ CHECK # \_\_\_\_\_  
CHECK WRITERS NAME/ORGANIZATION \_\_\_\_\_

### RULE MISINTERPRETATIONS:

**NOT PROTESTABLE! EVEN THOUGH MISINTERPRETATIONS ARE NOT PROTESTABLE IT IS IMPORTANT THAT THEY BE SHARED WITH OFFICE STAFF SO THAT THE MISINTERPRETATION MAY BE CORRECTED IN THE FUTURE. PLEASE USE THE REVERSE SIDE OF THIS SHEET FOR SUBMITTING THE FORMATION AND RETURN TO MUNICIPAL ATHLETICS.**



# PLAYING UP



## **PLAYERS MAY BE ELIGIBLE TO PLAY ON MORE THAN ONE TEAM IF THE FOLLOWING GUIDELINES ARE MET:**

- **Players may not play on more than one team within the same age group in SPP&R**
- **Players may play on more than one SPP&R team if they are in different age groups and they are eligible in both. But not more than one age group higher than their current age.**
- **Eligible players may play on a SPP&R team and in a non-SPP&R league.**
- **If a player plays in more than one age group, they may play in only one age group in playoffs. Player must make decision before playoffs begin and the Rec Center/Organization must notify MA.**



**PLAYING UP OR MORE THAN ONE TEAM  
WHAT'S POLICY/LEGAL IN MUNI...  
MIGHT NOT BE WHEN PLAYING IN  
OTHER PROGRAMS**

**If a team or player competes in a State  
Tournament or Invitational Tournament in a  
program outside of the jurisdiction of  
Municipal Athletics, that team and players  
or an individual player**

**must comply with that  
program's rules**

**which many times are different than  
Municipal Athletics'  
Policies and Procedures**



# WEATHER



# THREATENING/INCLEMENT WEATHER



Maintaining safe conditions for the participants and spectators at a youth athletic event is of utmost importance. Coaches and officials must be aware of:

HEAT AND HUMIDITY

WIND AND COLD

RAIN AND LIGHTNING

STORM SIRENS SOUNDING

MAKE UP/CANCELLATION POLICIES

INFORMATION AVAILABLE IN THE COACHES MANUAL  
[www.stpaul.gov/athletics](http://www.stpaul.gov/athletics)

**NOTE:** Coaches are not to cancel their own games under any circumstances without notifying MUNICIPAL ATHLETICS. If make up games are to be played they will be scheduled by the league coordinator.



# YOUTH WITH DISABILITIES

- Are welcomed to participate in St Paul activities and sports
- Extra assistance and accommodations need to be made
- Activity might not be appropriate
- Adaptive Recreation Program  
Office # 651-793-6635





# **VOLUNTEER LIABILITY**

**As a volunteer for the City of St Paul, Certified Youth Sports Coach, you are protected under the City's self insurance liability coverage. The liability covers damages, up to statutory limitations, resulting from his/her actions while serving the City as a volunteer providing the actions are not criminal in nature and are within the scope of the coach's duty.**



# **SURVEYS EVALUATIONS**

**Surveys and/or Evaluations will be send on line after each season or when deemed necessary. It is hoped that each coach will take this opportunity to share with Municipal Athletics staff his/her thoughts about the season. This valuable input is reviewed and discussed in order to evaluate and make improvements to the program.**





# SPORTSMANSHIP



**RESPECT**

GIVE IT  
GET IT

# Sportsmanship Pledge

Welcome to COACH'S TRAINING. We appreciate your support and hope you enjoy today's youth baseball game.

We ask that you, the fans, help promote the ideals of fair play and good sportsmanship by cheering for all players, by respecting the calls made by the officials, and by following the spectators' code of conduct.



The Sportsmanship Pledge is to be read by a coach out loud to all participants and fans prior to each youth game



# CODE FOR SPECTATORS:

- Keep cheering Positive
- Respect the opposing team and fans
- Learn and understand the rules of the game
- Respect the judgments of the officials
- Accept winning or losing with dignity



It is our expectation that spectators will act in an appropriate manner. If a parent, fan or spectator's behavior is inappropriate, they will be given a yellow card. If the behavior is not controlled they will be asked to leave. If the person(s) refuse to leave the staff person or game official(s) will declare the game over.

# SPORTSMANSHIP YELLOW CARD

## YELLOW CARD

**Given to an unruly spectator by either recreation staff on duty or a sports official during a contest**

### Side 1

#### **Saint Paul Parks and Recreation**

We appreciate your attendance at this youth athletic event. Our participants need your positive support and encouragement. Abusive or unsportsmanlike behavior towards players, coaches, officials and fans will not be tolerated. If your behavior continues, we will stop the game until you leave the premises.

### Side 2

Any spectator removed from a gym or athletic field during a youth sports contest for disruptive or unsportsmanlike behavior is requested to call the Municipal Athletics Office at 651-558-2255 to schedule a meeting with the Conduct and Eligibility Committee prior to attending any remaining regular season or play-off games. If the incident occurs at the end of a season, the meeting must be scheduled prior to attending any upcoming sporting events.

# DEVELOPING GOOD SPORTSMANSHIP

## TEACH YOUR PLAYERS:

- Respect for their teammates, opponents and self
- Never make physical gestures to embarrass or humiliate opponents or officials
- Wrong to curse or use profanity towards anyone
- Applaud when injured player removed from game
- When game is over it is a nice gesture to shake hands and thank officials
- GOOD sportsmanship starts with the coach
- Teach GOOD sportsmanship to the parents too.

THE ONLY THING  
THAT CHANGES WHEN  
YOU INSULT SOMEONE  
IS THE RESPECT  
THEY HAVE FOR YOU.

## ENFORCE GOOD SPORTSMANSHIP:

If a child's behavior is out of line, consider these:

- Remove the child from the game
- Make sure he/she understands why they were taken out
- Sit him/her until the lesson seeps in

NEWARK HIGH SCHOOL YELLOWJACKETS NEWARK HIGH SCHOOL  
YELLOWJACKETS NEWARK HIGH SCHOOL YELLOWJACKETS  
SPORTSMANSHIP  
It's what makes a  
good athlete great!

# VIOLENCE IN YOUTH SPORTS

**RE  
SPECT  
SPORTS**

EVERYONE  
CONNECTED WITH  
SPORTS IS  
RESPONSIBLE FOR  
HELPING PUT AN END  
TO THE VIOLENCE IN  
YOUTH SPORTS  
WHICH SEEMS TO BE  
GETTING WORSE



Monkey see Monkey do

# INTRODUCTION TO COACHING YOUTH SPORTS



# WHY KIDS PLAY

HAVE FUN

LEARN/IMPROVE SPORTS SKILLS

GET EXERCISE

BE PART OF A TEAM

THE CHALLENGE

COMPETITION AND CHANCE TO WIN

DO SOMETHING THEY ARE GOOD AT



# WHY KIDS QUIT

LOSE INTEREST OR GET BORED

IT IS NOT FUN

TAKES TOO MUCH TIME

TOO MUCH PRESSURE

COACH PLAYS FAVORITES

OVER EMPHASIS ON WINNING

COACH IS NOT A GOOD TEACHER

BORED OF BEING  
BORED BECAUSE  
BEING BORED IS  
**BORING**



# TOP PRIORITIES FOR THE COACH

To give kids (especially those ages 5-12)  
a great youth sports experience

REMEMBER 3 THINGS

EACH KID WANTS TO PLAY IN THE GAME  
AND PLAY A LOT

PARENTS COME TO WATCH THE KIDS  
NOT YOU

EACH PARENT WANTS TO SEE THEIR CHILD  
PLAY IN THE GAME  
AND PLAY A LOT



Getting my  
priorities  
straight

# DEVELOPMENTAL PHASES OF YOUNG ATHLETES

## WHEN TO START?



4-8

Majority of this age group just want to be a part of a team, wear a uniform, be with their friends, run around and have a good time



**9-12**

**By this age kids begin to exhibit real athletic ability. They begin to cognitively understand game structure, rules and strategies.**

**They enjoy being recognized as some one with athletic talent.**

**As they reach 11 to 12 their physical ability and athletic development becomes more apparent.**

**Most kids at this age are very emotional. Let them be emotional.**



**13-up**

**As youngsters begin to reach adolescence some aspects of their athletic pursuits change, often dramatically. Many youth this age are often clumsy and self conscious until they grow in to a more full grown self.**

**ADDITIONAL INFORMATION MAY BE  
FOUND ON THE MA WEBSITE  
[www.stpaul.gov/athletics](http://www.stpaul.gov/athletics)**

# YOU THE ROLE MODEL

Kids need from you:

LEADERSHIP  
ORGANIZATION  
ENCOURAGEMENT  
TEACH SKILLS  
DISCIPLINE  
SPORTSMANSHIP



Parents want from you:

LIKES KIDS  
KNOWLEDGE OF THE SPORT  
GOOD TEACHER  
POSITIVE EXPERIENCE EVERY DAY  
INVOLVE PARENTS  
PATIENCE  
LISTEN  
SENSE OF HUMOR  
TEACH KIDS AS INDIVIDUALS  
PROVIDE SAFE/HEALTH ENVIRONMENT  
TEACH COOPERATIVENESS/TEAMWORK



Henington  
6-7



www.DAILYINK.COM

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' My Coach | SAYS IF YOU DO YOUR BEST, JOEY,  
NO MATTER WHAT THE SCORE...YOU WIN!'

# CARE & PREVENTION OF SPORTS INJURIES & HEAT/COLD AWARENESS



# INJURY PREVENTION HINTS

## MAKE SURE:

Players have the protective equipment required to play the sport you are coaching:  
(proper fit, good shape, worn properly)

Players know how to care for their equipment

Players are comfortable telling you they don't feel well or if they are injured

Players are drinking adequate amounts of fluid

Not to do exercises that put **UNDUE** stress on knees, elbows, neck and back.

Loosening up and stretching is well supervised before each practice and game

You are teaching the proper fundamentals for the sport you are coaching. Players that can execute the proper skills for the specific sport are less likely to be injured while playing.

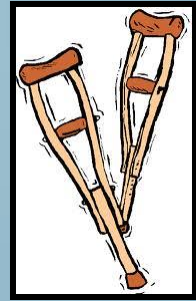


# ADDITIONAL INFORMATION FOR

Treating MINOR injuries



Awareness of MORE SEVERE  
injuries and steps to take



Awareness of and Prevention  
and Treatment of HEAT  
related illnesses



Weather Hotline 651-588-2118

**MAY BE FOUND IN THE  
COACH'S MANUAL WHICH MAY BE  
VIEWED AND/OR DOWNLOADED ON  
THE COACHE'S CORNER AT:**

**[www.stpaul.gov/athletics](http://www.stpaul.gov/athletics)**





# OFFICIAL'S PROGRAM

TRAINING



EXPECTATIONS



COMMITMENT TO PARTICIPANTS



CONCERNS/PROBLEMS



ANDRE LANOUE 651-558-2256

# RESOURCES



[WWW.STPAUL.GOV/ATHLETICS](http://WWW.STPAUL.GOV/ATHLETICS)



# HOW TO ACCESS

[www.stpaul.gov/athletics](http://www.stpaul.gov/athletics)

# AND WHAT IS AVAILABLE



# RESOURCES AVAILABLE TO DOWNLOAD

## GENERAL:

P & R Coaches Certified Training 2014  
P & R Coaches Manual (B &W for printing)  
Motivating Female Athletes  
Coaching Youth Athletics  
20 Techniques of Motivation

[www.stpaul.gov/athletics](http://www.stpaul.gov/athletics)

## BASKETBALL SPECIFIC:

Muni New Seat Belt Rule 2014  
Basketball Defense  
Basketball Dribbling  
Basketball Rebounding  
Basketball Shooting  
Basketball Passing and Catching  
Basketball Layups  
7 Basketball Rule Myths

## BASEBALL SOFTBALL SPECIFICS:

RBI fundamentals  
RBI rules foul fair  
RBI rules infield fly  
RBI CUTOFFS  
RBI soft toss  
RBI batting hints to do-don't do  
RBI Drills  
mshsl BALKS  
BB RULES simplified illustrated  
BB Pitching HS rules  
BB SB FIELDS MARKINGS  
Bunting instructional level 7-8 yr olds  
Common Misconceptions in BB and SB  
UMPIRECHUCKLES

## VOLLEYBALL SPECIFICS:

Volleyball fundamentals  
Volleyball overhand serving

## FOOTBALL SPECIFICS:

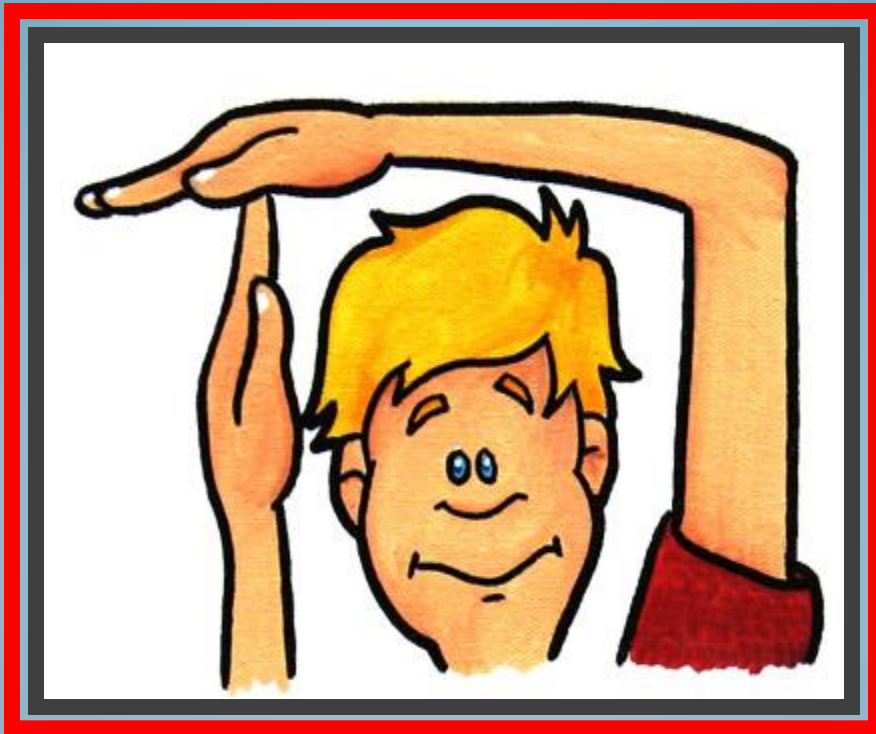


# Google

Google Search

I'm Feeling Lucky





**10 MINUTES**  
**MEET BACK HERE**

# **YOUTH ATHLETICS SPORT SPECIFIC**



# LEAGUE RULES

