WELCOME
THANKS
INTRODUCTIONS
AGENDA

WELCOME-THANKS-INTRODUCTIONS

REQUIRED STEPS

EXPECTATIONS

POLICIES

SPORTSMANSHIP

INTRODUCTION TO COACHING

SPORTS INJURIES

SITE LOCATIONS

RESOURCES

SPORT SPECIFIC

www.stpaul.gov/athletics
7 REQUIRED STEPS to become a Certified Coach with Saint Paul Parks and Recreation
STEP 1.
VOLUNTEER APPLICATION FORM

The Coach
You Can Be One Too!
Sign up Today!
Name: ____________________________
Address: _________________________ City: ___________ Zip: ___________
Email Address: ____________________
Phone ( ) ( ) ( ) (Home) ( ) ( ) ( ) (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

<table>
<thead>
<tr>
<th>City/Location</th>
<th>Volunteer Work Performed</th>
<th>Age/Gender</th>
<th>Year</th>
<th>Supervisor Name and Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: Maplewood</td>
<td>Basketball Coach</td>
<td>9 &amp; 10 Girls</td>
<td>1999</td>
<td>Bill Johnson (651)555-5555</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Employer</th>
<th>Work Performed</th>
<th>Employment Dates</th>
<th>Supervisor Name and Phone Number</th>
</tr>
</thead>
</table>

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: _________________________ 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
Background Check Form

Pursuant to the Minnesota Child Protection Background Check Act (Minn. Stat. §§299C.60-299.84), 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 ___________
Previous Address ___________________________ City ___________ State _______ Zip ___________
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

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 - 1st degree assault
  - 609.222 - 2nd degree assault
  - 609.223 - 3rd degree assault
  - 609.224 - 4th degree assault
  - 609.2242 - domestic assault
  - 609.322 - solicitation, inducement & promotion of prostitution
  - 609.324 - prostitution related offenses
  - 609.342 - 1st degree criminal sexual conduct
  - 609.343 - 2nd degree criminal sexual conduct
  - 609.344 - 3rd degree criminal sexual conduct
  - 609.345 - 4th 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) - 1st degree controlled substance crime
  - 152.022, subd. 1(5) or (6) - 2nd degree controlled substance crime
  - 152.023, subd. 1(3) or (4) - 3rd degree controlled substance crime
  - 152.023, subd. 2(4) or (6) - 3rd degree controlled substance crime
  - 152.024, subd. 1(2), (3), (4) - 4th degree controlled substance crime
STEP 3. & 4.
ATTEND CERTIFICATION CLINICS (BASIC & SKILLS)
CERTIFICATION CLINIC
NOTIFICATION
FLYER

BASKETBALL COACHES CERTIFICATION CLINICS
2013-14 SEASON

<table>
<thead>
<tr>
<th>DATE</th>
<th>LOCATION</th>
<th>TRAINING</th>
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<tbody>
<tr>
<td>Saturday,</td>
<td>El Rio Vista Rec. Center</td>
<td>12-3 pm</td>
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<tr>
<td>November 23</td>
<td>179 E. Robie St. 55107</td>
<td></td>
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<td></td>
<td>Room 212</td>
<td>Sub Activity #11399 Clinic</td>
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<td>Coaches Certification Clinic FULL (El Rio Vista)</td>
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<tr>
<td>Sunday,</td>
<td>El Rio Vista Rec. Center</td>
<td>2-5 pm</td>
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<tr>
<td>November 24</td>
<td>179 E. Robie St. 55107</td>
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<tr>
<td></td>
<td>Room 212</td>
<td>Sub Activity #11396 Clinic</td>
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<td>Coaches Certification Clinic FULL (El Rio Vista)</td>
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<tr>
<td>Monday,</td>
<td>El Rio Vista Rec. Center</td>
<td>6-9 pm</td>
</tr>
<tr>
<td>December 2</td>
<td>179 E. Robie St. 55107</td>
<td></td>
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<tr>
<td></td>
<td>Room 31</td>
<td>Sub Activity #11726 Clinic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coaches Certification Clinic FULL (El Rio Vista)</td>
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<tr>
<td>Thursday,</td>
<td>El Rio Vista Rec. Center</td>
<td>6-9 pm</td>
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<tr>
<td>December 5</td>
<td>179 E. Robie St. 55107</td>
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<tr>
<td></td>
<td>Room 212</td>
<td>Sub Activity #11421 Clinic</td>
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<tr>
<td></td>
<td></td>
<td>Coaches Certification Clinic FULL (El Rio Vista)</td>
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For the 2013-14 season, ALL Head Coaches and Assistant Coaches Must:
1. Pre-register for coaching clinic with their on site staff on Active. Affiliate teams can call Municipal Athletics to register (651-555-2255).
2. Complete certification in basketball. All coaches must be certified by Dec. 6, 2013.
3. 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.
4. Complete on-line CDC Concussion training. Go to 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)
5. Wear Coaches ID badges during all games and practices. Given after completion of #’s 2-3.
6. 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
7. 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.

Examples of inappropriate and/or harmful interactions include:

- Unwanted staring or watching
- Intrusive questions, comments or observations, verbally or through notes
- Corporal punishment
- Risqué jokes
- Brief, youth-initiated hugs
- High fives
- Pats on the back or shoulder
- Praise
- Positive reinforcement

Examples of appropriate, positive interactions include:

- 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.

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.

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 by 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: X

Date: ___/___/___

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 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;
- 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)
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
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 teammates, 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: ___________________________ Date: __________

Name: ________________________________

Address: _____________________________ City, State: __________ Zip: __________

Phone: _______________________________ E-mail address: ____________________________

Recreation Center: _____________________ Sport/Age Level: ___________________________
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:
OR
MUNICIPAL ATHLETES WEBSITE:
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
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.
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 Sportmanship 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
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 UNSPORTSMANLIKE 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
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

DEPARDIST OT PARKS -A-

R.OF. K’TPAUHUTICS
HOO R.C.I.-STIUE
S1DIPAL-L. C. 51117

YOuTH ROSTER

REQUIRI\:EST:   R e s t r must b e c ompli peed an d ubmii ned o n l 1 o 

municipal AThLETICS 1 r A r 1st 1 r p r i o r t o th- f r u s c uh-da d 1 ran .

Addi t iona l 1 r s u b-mirurn u t h m u p l u - J a n u a r y - R D O U n 1 M "1d i t i o n t o rost- fonn, .***

T am amr __________________
Sponsor __________________
Division __________________

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<thead>
<tr>
<th>Full Name</th>
<th>Birth</th>
<th>Address</th>
<th>Zip</th>
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The Eligibility of all players listed has been verified using their current Municipal Athletics Agreement.

Enter Roster Information Below:

The City of St. Paul, Department of Parks and Recreation is not liable for injury.

(please submit to: St. Paul, Minnesota, paulmn.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 JUDGMENT S 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**
YOUTH ATHLETIC POLICY: PROTEST FORM

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)

signature RECREATION CENTER DIRECTOR

signature MUNICIPAL ATHLETICS STAFF 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.

ATHPOLprotestform 04/18/02
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:

<table>
<thead>
<tr>
<th>HEAT AND HUMIDITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIND AND COLD</td>
</tr>
<tr>
<td>RAIN AND LIGHTNING</td>
</tr>
<tr>
<td>STORM SIRENS SOUNDING</td>
</tr>
<tr>
<td>MAKE UP/CANCELLATION POLICIES</td>
</tr>
</tbody>
</table>

INFORMATION AVAILABLE IN THE COACHES MANUAL

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 and/or Evaluations will be sent online 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 asked to leave. If the person(s) refuse to leave the staff person or game official(s) will declare the game over.
YELLOW CARD

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

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.

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
VIOLENCE IN YOUTH 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
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
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
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
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
REC CENTERS & ATHLETIC COMPLEX LOCATIONS

www.stpaul.gov/athletics
OFFICIAL’S PROGRAM

TRAINING

EXPECTATIONS

COMMITMENT TO PARTICIPANTS

CONCERNS/PROBLEMS

ANDRE LANOUE 651-558-2256
HOW TO ACCESS
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

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 fundamentals
Volleyball overhand serving

FOOTBALL SPECIFIC:
10 MINUTES
MEET BACK HERE
YOUTH ATHLETICS
SPORT SPECIFIC