



RINCON PARKS AND RECREATION YOUTH SPORTS COACHING MANUAL

Welcome! The purpose of this manual is to provide our youth coaches of Rincon Parks and Recreation with information about coaching youth sports within our department. We feel communication is a vital key to an enjoyable and successful season. This guide should provide you with all the information you will need to know concerning the expectations of our youth coaches. Your input is always welcomed as well. If you ever have any questions, please do not hesitate to contact our staff.

- Director – Shannon Loper – 912-210-3470 or sloper@rinconga.gov
- Athletic Coordinator – Katie Coursey - 912-663-6425 or kcoursey@rinconga.gov
- Athletic Supervisor – De’Ante Scott – 912- 759-0702 or dscott@rinconga.gov
- Athletic Supervisor – Ashton Pearson – 402-999-1480 or apearson@rinconga.gov

Parks and Recreation athletics staff above can answer any questions you may have. They are the direct contacts for youth sports programs in their specific areas. We ask that any coach with a specific question or concern, please make contact with one of our athletics staff first.

PARKS AND RECREATION MISSION STATEMENT

We will utilize proactive means to provide fun, safe, and fiscally responsible leisure services to elevate the quality of life in our county and region. We will accomplish this effort through standing by our core values:

- Teamwork – creating impact through successful programs.
- Community – the opportunity to bring people together.
- Leadership – honesty, integrity, and respect.
- Accountability – taking personal responsibility to be engaged and receptive in providing quality programs.

YOUTH SPORTS PHILOSOPHY

Youth sports within Rincon Parks and Recreation exist to create opportunities for the youth in our community to participate in organized athletic activity. Everyone participating in youth sports, including coaches, parents, and athletes, should understand that the focus is on fun, safety, and skill development.... not winning games. The main benefits of such participation are:

- Sportsmanship
- Physical fitness
- Developing self confidence
- Learning to be a part of a team
- Skill development

Based on the benefits above, we have core principles that will be a part of all of our youth sport programs. Which are:

- Every player will participate for a period of time in every game and practice.
- All sports will emphasize fun, safety, and skill development over winning at all costs.
- Coaches, players, and spectators are representatives of Rincon Parks and Recreation and are expected to carry themselves in a manner that reflects good sportsmanship.

SPECIFIC RESPONSIBILITIES

Below you will see the specific responsibilities for each group involved in our youth sports programs:

PARKS AND RECREATION RESPONSIBILITIES

- Ensure all participants have registered and paid the appropriate fee.
- Appoint head coaches.
- Run background checks on all coaches.
- Ensure all coaches are aware of the rules of the sport they're coaching.
- Issue team rosters to the coaches.
- Issue practice equipment to the coaches.
- Arrange practice and game schedules, and then ensure their dispersed to the coaches.
- Ensure officials are competent and fully aware of the objectives of Parks and Recreation.
- Ensure facilities are ready for games, and that coaches are notified of any scheduling changes.
- Communicate to the coaches all appropriate policies and procedures.
- Ensure all coaches turn in player evaluations and equipment at the conclusion of the season.

COACH RESPONSIBILITIES

- Be reliable, be able to communicate, and be on time.
- Demonstrate leadership, good sportsmanship, and respect.
- Contact their players in a timely manner (A PHONE CALL NEEDS TO BE THE INITIAL CONTACT).
- Distribute practice/game schedules and uniforms to parents/guardians (MAKE SURE TO GIVE OUT THE CORRECT SIZES. THIS MEANS THE SIZE ON THE ROSTER).
- Ensuring the safety of their players is their first responsibility.
- Ensure they are abiding by the playing requirements of their particular sport.
- Refrain from disparaging remarks about players, officiating, opponents, or play.
- Ensure their practice/game site is clean before leaving the facility.
- Ensure all players have a ride home before leaving the facility.
- Turn in player evaluations and any issued equipment back to Parks and Recreation at the conclusion of the season.
- Adhere to Parks and Recreation Code of Conduct.

PLAYER RESPONSIBILITIES

- Attend all scheduled practices and games or notify the coach in advance if they will be unable to attend.
- Be courteous and respectful to their coach and teammates, along with the opposing coach(s), players, and officials.
- To show good sportsmanship at all times.
- Report any injury to their coach.
- Clean up prior to leaving their practice/game site.
- Adhere to Parks and Recreation Code of Conduct.

PARENT/GUARDIAN RESPONSIBILITIES

- Ensure their child is registered properly and on time.
- Ensure their child has transportation to all practices and games, and that they arrive on time.
- Be prompt in picking up their child from their practice or game.
- Notify the coach in advance if your child will miss a practice or game.
- Refrain from being a “sideline coach” at both practices and games.
- Refrain from disparaging remarks about officials, coaches, opponents, or players.
- Be supportive of all players (BE POSITIVE TO ALL).
- Return all equipment issued that is property of Beaufort County Parks and Recreation.
- Adhere to Parks and Recreation Code of Conduct.

COACHES MEETINGS

Coaches meeting will be scheduled prior to each youth sports season. Coaches will be notified at least one week in advance of the meeting's time and place. All coaches should attend these meetings. Failure to attend could not only cost a coach the chance to coach with us in the future, but will also hurt that coach from receiving valuable information for the upcoming season. The following information will be discussed in this meeting:

- Parks and Recreation expectation of our coaches
- Youth Sports Coaches Manual
- Staff contact information
- Rules and equipment
- Rosters and schedules of games (if available)

Any problems or issues that may arise should be directed through the following sequence of authorities:

- Coach
- Parks and Recreation staff
- Assistant Director for Parks and Recreation
- Director of Parks and Recreation
- City Manager

GENERAL COACHING GUIDELINES

Coaches take on many roles leading a team. Remember that you will be dealing with all types of kids and adults with different backgrounds. One of your main challenges as a coach will be to deal with those differences in a positive manner so it will be an enjoyable experience for the entire team.

HOW TO BE A SUCCESSFUL YOUTH SPORTS COACH

- Make an effort to get to know each player on your team.
- Treat each player as an individual.
- Empathize with players trying to learn new skills.
- Treat players with respect.
- Be in control of your emotions.
- Keep a positive tone in all of your communications.
- Keep in mind that not all of your players learn at the same rate.
- Keep in mind that all players do not respond to the same instructional approach in the same way.
- Gain your players respect by showing that you can teach them to develop their skills, and that you are willing to make the effort to do so.
- Strive to make your players experience as enjoyable as possible.
- Always demonstrate good character and sportsmanship.

DEALING WITH PARENTS/GUARDIANS

Coaching youth sports is exciting and rewarding, but from time to time you may experience difficulty with parents on your team. Some may want their child to play more, or they might question decisions that you make. Here are a few thoughts to remember when dealing with parents:

- Know your objectives and do what you believe is best for the team (MAKE IT FUN).
- Make certain parents understand those objectives. Give them your expectations of both parent and player at the first practice.
- If a parent is upset, keep the situation in perspective, and don't let emotions take over. Remember your purpose when addressing the situation. Defer discussion to a later time if emotions cannot be controlled.
- Always listen. Some parents just like to vent. Listen first before giving a parent feedback.
- Show appreciation for their interest and concern. This will make them more at ease with the situation.
- Resist pressure from the parents. You are the coach, and it's your responsibility to make the final decisions for your team.
- Be consistent! Do not waver from your objectives or philosophy during the season. If a change is needed, make sure the parents are informed as soon as possible.
- Do not discuss individual players or parents with other parents or players.
- Most importantly, BE FAIR!

SUPERVISION OF YOUR PLAYERS

Coaches must supervise their players at all times during practices and games. At no time should any player(s) be left alone, unsupervised. Below are suggestions to help meet those responsibilities:

- Coaches need to be immediately accessible at practices and games and be able to oversee the activity.
- Coaches must be alert to conditions that may be dangerous to their players and take action to ensure their safety (inclement weather, hazards on the playing field, etc.).
- Coaches must be able to react immediately, and appropriately, to emergencies.
- Coaches need to be aware of emergency procedures.
- Coaches must be able to introduce basic fundamentals of the sport their coaching, and ensure their players become familiar enough with the sport to be able to safely participate.

Thank you coaches and good luck this season! If you have any questions at all, do not hesitate to call us.

PARKS AND RECREATION CODE OF CONDUCT

	1 st Offense	2 nd Offense
No alcohol or drugs will be allowed on Parks and Recreation property	Police will be notified. Anyone in violation will be removed from the league for the season. No refunds will be issued.	Police will be notified, and a trespass notice will be issued.
No use of tobacco or e-cigarette	Violators will be asked to dispose of.	Violators will be removed from the facility.
Anyone under the influence of drugs or alcohol during Parks and Rec Activities.	Current season suspension.	3 years suspension up to permanent.
All players/coaches are required to shake hands (or congratulate) the opposing team and coaches after the game.	Current season suspension. Child will be warned the first offense.	3 years suspension up to permanent. Child – 1 game suspension
No player may switch jerseys during a game, change jerseys, or loan a jersey at any time.	Coach – 1 game suspension. Players - will be removed from the game and suspended from the next game.	Players will be removed from the game and suspended for the remainder of the season.
No player may wear a jersey that is not registered with Parks and Recreation.	Removed indefinitely.	
No one shall touch a child in an aggressive manner.	Game suspension up to permanent depending on offense.	Season suspension up to permanent.
Foul language said out loud but not directed at anyone.	Ejection from current game plus 1 additional game suspension	Current season suspension.
Foul language directed at anyone.	Ejection from current game plus 3 additional game suspension	Current season suspension.
Threat of physical abuse directed at anyone.	3 game suspension up to permanent depending on offense.	3 years suspension up to permanent.
Physically fighting with anyone.	Suspension for current season plus 1 year suspension.	3 years suspension up to permanent
Defacing, damaging, or destroying property or equipment.	1 year suspension up to permanent suspension.	3 years suspension up to permanent

**Anyone ordered to leave or suspended by Parks and Recreation, a staff representative or an official shall obey and immediately leave the facility (parking lot included). Failure to comply will result in an indefinite suspension. Suspensions issued include games and all Parks and Recreation facilities.

**Anyone suspended for a flagrant violation of any rules cannot play again until meeting with and being reinstated by the Director, or City Manager. All appeals of a suspension will be taken to the Director, or City Manager.

**Anyone ejected from a game will automatically be suspended for the next proceeding game(s), regardless of whether it is a regular season game or post season game. If suspension occurs during post season game or tournament, suspension will carry over into the next Parks and Recreation sport season in which the offending individual participates. (Not necessarily the same sport in which the suspension occurred) Anyone suspended twice in one season will automatically be suspended for the remainder of the season. Anyone ejected, removed or suspended during a regular season game may not be allowed to participate in post season or All-Star games. After the season, Parks and Recreation will review all player and coaching conduct violations and may suspend participation in future Parks and Recreation programs if warranted based on the nature and frequency of any violations that have occurred.

**Head coaches are responsible for the conduct of their assistants. They are also responsible for reminding participants & associated spectators of the code of conduct.

**Any actions not specified in this code but are deemed unsportsmanlike and/or detrimental to promoting or maintaining a safe and healthy environment for recreational sports as determined by a member of the Parks and Recreation staff, may result in disciplinary actions at the discretion of the Parks and Recreation Director or City Manager.

**Parks and Recreation reserves the right to permanently remove anyone from the facilities for any length of time.



RINCON PARKS AND RECREATION
YOUTH ATHLETIC DISCIPLINARY SHEET

PARTICIPANT DISCIPLINARY FORM

Date: _____

Sport: _____ Age Group: _____

Players Name: _____

Coaches Name: _____

The above player will not meet the participation rule for my team's scheduled game on the above date for the following reason(s):

The following signatures acknowledge the circumstances in which the player will not participate in the above scheduled game. If the opposing coach does not agree the form must be approved and signed by a PALS staff member.

Head Coach

Parent

Opposing Coach

Scorekeeper

Inclement Weather/Heat Policy

The safety and well-being of our players, coaches, and spectators involved in our athletic programs is of the utmost importance to us. Reasons below will be taken into consideration when instances arise for us to cancel practices/games:

- Weather is too dangerous for players, coaches, and patrons to attend (inclement weather, heat advisory, etc.).
- Current conditions of the playing surface are dangerous for our players and coaches. Poor playing conditions can lead to avoidable injuries.
- When practices/games are played on fields with poor conditions, it often causes irreversible damage to the fields.

LIGHTNING POLICY

Parks and Recreation staff will monitor for lightning when the weather is forecasted to be at a dangerous level. The onsite staff member will monitor by using a weather App. Based on warnings, and information obtained, decisions will be made on the possible cancellation of athletic programs. Following steps will be made if lightning is seen or thunder is heard:

- Practices and games shall be suspended once lightning has been recognized or thunder is heard. It is required to wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard prior to resuming practice or game.
- Any subsequent lightning or thunder after the beginning of the 30 minute count shall reset the clock, and another count shall begin.
- All individuals at the field should all make the safest decision on stoppage, cancelling, and/or resuming play.

SEVERE HEAT POLICY


Parks and Recreation staff will monitor the heat index when the weather is forecasted to be at a dangerous level. Based on warnings, and information obtained, decisions will be made on the possible cancellation of athletic programs. Coaches have the right to cancel practices if they feel it's too hot for their players. Below are the levels will has Parks and Recreation our decision on:

- **Heat index of 80-89** (Considered low to moderate risk) – May proceed with scheduled athletic program, but coaches, parents, and staff will monitor all participants closely.
- **Heat index of 90-104** (Considered moderate risk) – Use extreme caution when participating in our athletic programs. Proper fluid intake, rest, and breaks should be added into practices/games. Parks and Recreation will recommend scheduled water breaks of every 20-25 minutes, to reduce time of activity, and/or be modified to be less physically exhausting.
- **Heat index of 105-115** (Considered high risk) – Coaches, parents, and staff need to use extreme caution. Water breaks will be recommended every 15-20 minutes. Cancellation of the daily practices/game will be considered when temperatures reach this extreme.

- **Heat index of 115-130+** (Considered very high risk) – Cancellation of all outdoor practices/games will be put into effect as this level is too extreme to accommodate physical activity and proper fluid intake.

		Relative Humidity (%)																			
		5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
80	77	78	78	79	79	79	80	80	80	81	81	82	82	83	84	84	85	86	86	87	87
81	78	79	79	79	79	80	80	81	81	82	82	83	84	84	85	86	86	87	88	90	91
82	79	79	80	80	80	80	81	81	82	83	84	84	85	86	88	89	90	91	93	95	95
83	79	80	80	81	81	81	82	82	83	84	85	86	87	88	90	91	93	95	97	99	99
84	80	81	81	81	82	82	83	83	84	85	86	88	89	90	92	94	96	98	100	103	103
85	81	81	82	82	82	83	84	84	85	86	88	89	91	93	95	97	99	102	104	107	107
86	81	82	83	83	83	84	85	85	87	88	89	91	93	95	97	100	102	105	108	112	112
87	82	83	83	84	84	85	86	87	88	89	91	93	95	98	100	103	106	109	113	116	116
88	83	84	84	85	85	86	87	88	89	91	93	95	98	100	103	106	110	113	117	121	121
89	84	84	85	85	86	87	88	89	91	93	95	97	100	103	106	110	113	117	122		
90	84	85	86	86	87	88	89	91	92	95	97	100	103	106	109	113	117	122	127		
91	85	86	87	87	88	89	90	92	94	97	99	102	105	109	113	117	122	126	132		
92	86	87	88	88	89	90	92	94	96	99	101	105	108	112	116	121	126	131			
93	87	88	89	89	90	92	93	95	98	101	104	107	111	116	120	125	130	136			
94	87	89	90	90	91	93	95	97	100	103	106	110	114	119	124	129	135	141			
95	88	89	91	91	93	94	96	99	102	105	109	113	118	123	128	134	140				
96	89	90	92	93	94	96	98	101	104	108	112	116	121	126	132	138	145				
97	90	91	93	94	95	97	100	103	106	110	114	119	125	130	136	143	150				
98	91	92	94	95	97	99	102	105	109	113	117	123	128	134	141	148					
99	92	93	95	96	98	101	104	107	111	115	120	126	132	138	145	153					
100	93	94	96	97	100	102	106	109	114	118	124	129	136	143	150	158					
101	93	95	97	99	101	104	108	112	116	121	127	133	140	147	155						
102	94	96	98	100	103	106	110	114	119	124	130	137	144	152	160						
103	95	97	99	101	104	108	112	116	122	127	134	141	148	157	165						
104	96	98	100	103	106	110	114	119	124	131	137	145	153	161							
105	97	99	102	104	108	112	116	121	127	134	141	149	157	166							
106	98	100	103	106	109	114	119	124	130	137	145	153	162	172							
107	99	101	104	107	111	116	121	127	134	141	149	157	167								
108	100	102	105	109	113	118	123	130	137	144	153	162	172								
109	100	103	107	110	115	120	126	133	140	148	157	167	177								
110	101	104	108	112	117	122	129	136	143	152	161	171									
111	102	106	109	114	119	125	131	139	147	156	166	176									
112	104	107	111	115	121	127	134	142	150	160	170	181									
113	104	108	112	117	123	129	137	145	154	164	175										
114	105	109	113	119	125	132	140	148	158	168	179										
115	106	110	115	121	127	134	143	152	162	173	184										
116	107	111	116	122	129	137	146	155	166	177											
117	108	112	118	124	132	140	149	159	170	181											
118	108	113	119	126	134	142	152	162	174	186											
119	109	114	121	128	136	145	155	166	178												
120	110	116	122	130	138	148	158	170	182												
121	111	117	124	132	141	151	162	174	187												
122	111	118	125	134	143	154	165	178													
123	112	119	127	136	146	157	169	182													
124	113	120	129	138	148	160	172														
125	114	121	130	140	151	163	176														

Heat Index



Extreme Danger	Heat stroke likely.
Danger	Sunstroke, muscle cramps, and/or heat exhaustion likely. Heatstroke possible with prolonged exposure and/or physical activity.
Extreme Caution	Sunstroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or physical activity.
Caution	Fatigue possible with prolonged exposure and/or physical activity.

Parks and Recreation will always take precautions when dealing with inclement weather and/or heat advisories. Coaches need to refer to our Emergency Action Plan (EAP) for additional information concerning other weather and safety procedures.

SEVERE COLD POLICY

Parks and Recreation staff will monitor the weather when temperatures are supposed to reach freezing (32 degrees). Cold weather reported forecast of 32 degrees or colder will result in all outdoor activities being cancelled.

Icy weather and/or snow fall conditions that would significantly limit staff or participants ability to travel safely to and from activities will result in indoor and outdoor activities being cancelled