

Osan Youth Sports Coach's Handbook

Mission Statement

We develop, control and oversee programs that foster children's social, physical, character and leadership development. While nurturing children's capacity to learn life skills while enjoying team sports, we also strive to deepen children's commitment to pro-social values such as kindness, helpfulness, personal responsibility, and respect for others – qualities we believe are essential to leading humane and productive lives in a democratic society.

PHILOSOPHY

- Focus on Participation
- Help Youth Develop Physical, Emotional and Social Skills
- Placing Winning and Losing in a Healthy Perspective
- Defining success as striving for the best that they can do
- Develop a lifetime commitment to sports and personal fitness

KEY CONTACTS

Resource Information for the National Alliance for Youth Sports

National Alliance for Youth Sports (NAYS)
2050 Vista Parkway
West Palm Beach, FL 33411
(561) 684-1141
(800) 688-KIDS
www.NAYS.org

Helpful Telephone Numbers

School Age	784-4607
Teen Center	784-1492
Youth Center Director	784-1492
Youth Center	784-1492
Youth Sports Director	784-4668
Family Advocacy	784-5010
Safety	784-1842
DoD Child Abuse and Safety Hotline	800-790-1197

EMERGENCY PROCEDURES

Every attempt by the staff to prevent a medical emergency is necessary for a safe environment for youth. However, in the event of a medical emergency our first action is to care for the victim, notify the parent, and notify the chain of command of the medical emergency and procedures taken. To ensure that proper care is provided to the victim(s) it is required for all staff members to receive first-aid care and CPR training within the first six weeks of employment.

EMERGENCY NUMBERS

EMS: 784-9111 or 0505-784-9111
Osan Operator: 784-1110
Osan Emergency Room: 784-2500 or 0505-784-2500

INCLEMENT WEATHER PROCEDURES

Emergency Procedures for Weather & Catastrophes

In the event of base closure due to inclement weather, Youth Programs facilities will be closed. If children are in the facilities, parents will be notified by phone and facility will remain open one hour so all children can be picked up. If the parent, legal guardian or emergency contact cannot reclaim a child within one hour, Police will be called to pick up the child.

In the event that Youth Program facilities have been damaged and children need to be removed, children will be transported to a designated safe haven in accordance with the Facilities Disaster Preparedness Plan.

The Officials or the Youth Center Staff will have the final say as to whether or not the fields is suitable for play of games. Anytime there is lightening/thunderstorms within five miles all practices and games are cancelled. We will not cancel games because of rain only! Lightening or heavy down pours are the exceptions. Games officials and /or youth staff will make the decision. Games will not be made up due to the logistics of the season.

Coaches are expected to contact parents and teams to make practice cancellations. Youth Sports will not be held accountable for cancelling practices.

- If temperature is 80-89 degrees, including heat index; play must be stopped every 15 minutes to ensure children/youth are drinking plenty of water to hydrate
- If temperature is 90 degrees plus (Black Flag) games will be canceled.
- Games will be canceled if temperatures are below 32 Fahrenheit, including wind-chill factor.
- Children must be dressed appropriately for weather including footwear.

AIR QUALITY

The Youth Director and Coaches are responsible to call Bioengineering (784-2623) to check the air quality index (AQI) to determine whether or not air quality is safe for games and practices. AQI may be checked at <http://aqin.org/city/korea/gyeonggi/pyeongtaek-si/>.

AQI is divided into six categories; each category corresponds to a different level of health concern. The six levels of health concern and what they mean are:

1. "Good" AQI is 0-50. Air quality is considered satisfactory, and air pollution poses little or no risk.
2. "Moderate" AQI is 51-100. Air quality is acceptable, however, for some pollutants there may be moderate health concern for a very small number of people.
3. "Unhealthy for Sensitive Groups" AQI is 101-150. Although the general public is not likely to be affected at this range, people with heart and lung disease, older adults, and children are at greater risk from exposure to ozone and the presence of particles in the air.
4. "Unhealthy" AQI 151-200. Everyone may begin to experience some adverse health effects, and members of the sensitive groups may experience more serious effects.
5. "Very Unhealthy" AQI is 200-300. This would trigger a health alert signifying that everyone may experience more serious health effects.
6. "Hazardous" AQI greater than 300. This would trigger a health warning of emergency conditions. The entire population is more likely to be affected.

THE INCLUSION POLICY

Everyone Plays – Any eligible child can register and be assigned to a team, regardless of athletic ability. No registered child is ever excluded from participation!

Children with Disabilities – because our program’s belief in inclusion is SO strong, we will make any reasonable accommodation for children with disabilities. We only ask two things: 1. A physician’s note allowing for participation in youth sports, and 2. A “Care Plan” be coordinated between parents, the Youth Sports director, and the coach(s). We want to make sure we meet your child’s needs, so let us brief the coach on what you would do to ensure inclusion!

PROHIBITION OF SUBSTANCE ABUSE AND SMOKING

No Smoking Policy

All Youth Program facilities and surrounding grounds are no-smoking areas. Please extinguish all smoking material before arriving at the centers.

Use of Alcohol and Illegal Drugs

Alcoholic beverages or stimulants will not be brought to any Youth Program facilities. Persons suspected of indulging prior to coming to a facility will be denied admittance and their parents notified. Children will not be released to parents or patrons who appear to be under the consumption of alcohol while on the premises. Security Forces will be contacted immediately.

INFORMATION ON CHILD ABUSE PREVENTION, IDENTIFICATION, AND REPORTING

Child Abuse Prevention and Reporting

All Youth Program staff, coaches, instructors and volunteers are mandated reporters and are held liable if aware of an instance of child abuse or neglect and failed to report. All are trained within 5 days of reporting to work and annually thereafter on proper identification and reporting child abuse and neglect.

CHILD ABUSE IN YOUTH SPORTS

- o Benching Less Skilled Athletes
- o Grabbing Players by their facemasks or equipment
- o Cursing, yelling, or using “put-downs” that demean a child
- o Using excessive physical training techniques to punish/discipline young athletes
- o Name calling
- o Not allowing water or bathroom breaks
- o Throwing Equipment
- o Paying attention to the best players only

POSITIVE GUIDANCE

Discipline and Guidance

We help children to respect themselves and other and to be responsible for their actions. Positive guidance techniques used by staff will include role modeling, problem solving, redirection, choices, sensitivity and exploration of feelings, communication and consistency. Staff, coaches, instructors and volunteers are trained within 5 working days of reporting to work and annually thereafter on proper guidance, discipline, appropriate/inappropriate touch and proper procedures for calling Security Forces.

FIRST AID PROCEDURES

Medical Emergencies

Every attempt by the staff to prevent a medical emergency is necessary for a safe environment for youth. However, in the event of a medical emergency our first action is to care for the victim, notify the parent, and notify the chain of command of the medical emergency and procedures taken. To ensure that proper care is provided to the victim(s) it is required for all staff members to receive first-aid care and CPR training within the first six weeks of employment.

ADMINISTRATION OF FIRST AID

A first aid kit will be in each coach bag. Each kit will contain the following basic first aid items: bandages, antibacterial soap, gauze pads, roll gauze, tape, tweezers, scissors, thermometer, latex gloves, and cold pack. Under no circumstances will any person associated with youth sports administer any type of medicine to youth. This includes over the counter/nonprescription drugs or prescription medication. Furthermore, the coach will have a copy of their team's registration sheets that list any special medical conditions that a child may have to better assess his/her needs.

NUMBER AND LENGTH OF PRACTICE AND GAMES

Organized practices and Games are limited to the following:

11.42.1 Not more than 1 hour a day and three days a week up to 8 years of age.

11.42.2 Not more than 1.5 hours and four days a week for 9 to 12 years of age.

11.42.3 Not more than 2 hours and four days a week 13 years of age and older.

MINIMUM PLAY RULES

Everyone Plays – Any eligible child can register and be assigned to a team, regardless of athletic ability. No registered child is ever excluded from participation!

Playing Time – Any eligible child is guaranteed equal playing time. Our philosophy upholds the old adage, "It is better to play on a losing team, than sit on the bench of a winning team."

INFORMATION OF SPORTSMANSHIP

SPORTSMANSHIP

- **Respect your opponent**
- **Role model**
 - **Shake hands with opposing coach**
 - **Compliment opposing team**
 - **Show respect toward officials**
- **Continuously discuss importance of good sportsmanship**
- **Ignore conduct from opposing team – don't become part of the problem**

REMOVAL PROCEDURES AND SUSPENSION

All coaches, parents, and players must establish and maintain the highest standard of behavior and integrity. The Youth Sports program provides a drug, alcohol, and tobacco-free environment. In addition, our program provides a profanity, and violence-free environment. Any violation of the NYSCA Code of Ethics will be addressed and, if appropriate, disciplinary action will be pursued.

Coaches – each coach signs the NYSCA Coaches’ Code of Ethics. If the coach does not honor this code, he or she will be counseled and possibly lose coaching privileges. Any coach dismissed from a game for unsportsmanlike like behavior will be disqualified for the remainder of that game and the next official game in which that respective team participates.

Parents – each parent signs the NYSCA Parents’ Code of Ethics. This pledge specifies what is expected of all parents. Parents who break the code of ethics can and will be asked to leave the practice/playing area. The playing area is considered any surrounding area, which could be considered close enough to possibly cause further disruptions. Repeated violations will result in permanently being barred from attending sporting events.

Players – each player signs the NYSCA Players’ Code of Ethics. The coach will review the code of ethics with players. If a player breaks the code of ethics, the following disciplinary actions will be taken:

First Offense – the player, with his or her parents, will be counseled. The Youth Sports Director will be notified.

Second Offense – the player, with his or her parents, will be counseled and provided notification that an ensuing incident will result in the player being benched for one game. The Youth Sports Director will be counseling.

Third Offense – a conference with the player, parents, coach, and Youth Sports Director will be held. The Youth Sports Director will determine the proper action after counseling with the Youth Programs Director.

TRAINING

Youth sports coaches and assistants, including those in private organizations, are trained as youth sport coaches through NAYS program. Training will include basic information coaching that is universal to all sports and training specific to the sport they will be coaching. **ALL training and coaching certifications must be current and completed prior to the start of the season.** Documentation must be kept in their files.

Coaches are training annually according the YP Coaches Standardized AF Form 1098. At a minimum training must include identification, prevention and report of child abuse and neglect; positive guidance and appropriate touch; emergency and Safety requirements including CPR and First Aid Training and content specific to the sport.

All Coaches must receive annual training of identification, prevention and reporting of child abuse, neglect, positive guidance and appropriate touch.

COACHES RESPONSIBILITIES

1. It is not the intent of youth sports to dictate the coaching program. However, certain procedures relative to the welfare and morals of youngsters and their parents must be recognized.
2. Coaches must insure that players and parents are informed to scheduled practice and game times. Conduct an initial parent meeting and mid-season parent meeting as required by AFI 34-249. Facebook will not be the primary means of communicating with parents.
3. **NEVER LEAVE A PLAYER OR GROUP UNSUPERVISED! If the head coach or assistant is unable to attend practice or games they must be postponed or canceled. Parents are not allowed to supervise the event in their absence.**
4. COACHES ARE NOT ALLOWED TO TRANSPORT PLAYERS HOME OR TO PARTIES, PRACTICES OR GAMES. (OTHER THAN THEIR CHILD) There must be a minimum of two adult accompanying a group when transporting youth to a sporting event. Transportation of youth must be authorized by a parent. (AF Form 88)
5. All activities/meeting must be held on approved facilities only. NO END OF SEASON ACTIVITIES OR PARTIES AT ANYONES HOME.
6. Coaches and team parents are expected to maintain a favorable relations with parents and coordinate team events. Have parents meeting prior to first practice to discuss policies.
7. Always remember that your primary objective is the safety of the children whom you accept responsibility. Your next objective should be that all players and all connected with the team have fun. **Keep in mind that this a recreations program to create positive sports experience for a child; not competitive environment which a child does not feel comfortable.**
8. No coach can communicate proper athletic principles and values to children unless they exemplify these qualities both on and off the field or court.
9. Do not enter any event without approval of the Youth Sports Director.
10. Contact Youth Sports Director for any coaching materials or practice ideas if “stumped” or need guidance (if new to coaching).