

**City of Graham
Recreation & Parks**



Coaches Manual

Graham Recreation Center

(336) 570-6718

kklopping@cityofgraham.com

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Job Description

Position Title: Youth Athletic Volunteer Coach

Reports To: Athletic Supervisor

**Knowledge, Skills
Abilities required:**

(a) Knowledge of Youth Athletic, Rules and Regulations

(b) Posses strong leadership skills

(c) Ability to communicate with the Graham Recreation & Parks Staff, coaches, parents and all the public involved in the program.

The Role of Volunteer Staff Members:

You have generously volunteered to assist with a youth sports program offered and conducted by the Recreation and Parks Department. The Department appreciates your willingness to help. As a volunteer staff member, it is imperative that you understand our expectations for this position, in effect, your job description. This begins with the explanation that these programs are designed to provide all participants with an opportunity for fun and success; an occasion for youngsters to improve their physical fitness, their social talents, and their attitudes towards exercise and sports while developing skills. These programs must be a positive learning experience for all children who wish to participate. You, therefore, are now a teacher. As with all teachers, the expectations are demanding. If you are good at instructing sports skills and the children perceive you to be a fair person, they will respect you greatly. You have a wonderful opportunity to enrich their lives by setting an example of good sportsmanship and personal integrity. Your job is to instruct, guide, direct, and assist youngsters in developing skills and enjoying the sport; to help the youngsters grow, mature, and develop a healthy attitude toward recreation and sports; and to foster an atmosphere of mutual respect with the dignity and self-esteem of the children as the highest priority.

It is expected that you will provide safe, well-organized practice sessions (classes); that you will communicate constructively with the youngsters and their parents; that you will effectively teach the fundamental skills of your sport; that you will know and abide by all league rules; that you will respect game officials and provide a positive example of sportsmanship for your team; that you will properly care for all equipment and return it in good condition immediately after the season, and that you will remain drug, alcohol, and tobacco free at any and all activities involving your team and will assure that your assistants do the same. Teaching is a hard job. The children are watching all the time. We cannot let them down.

E-Mail: It is recommended those coaches, parents, and anyone contacting the Recreation Department use e-mail as their primary source of communication with the Department as it is a quick and easy way to communicate efficiently.

Graham Line: All Coaches and parents wondering about make up games or cancelations, please call the GRAHAM LINE at or after 4:00pm the night of games. The Graham Line is not updated everyday as it is only updated on the importance of inclement weather or informational purposes. The phone number for the Graham Line is: **336-222-5181**

Website: The Graham recreation website is also a great tool to gain information about upcoming events, schedules, standings along with an easy way to register your child for upcoming events.

<http://www.grahamrecreationandparks.com/>

Coaches Code of Ethics

Our program is designed to develop physical and social well-being. As well as teaching basic skills of athletics, we also strive to develop character, sportsmanship, and teamwork amongst our community's youth. The success of our program is not based upon wins and losses, but rather the development of our youth into mature and responsible young adults, who always demonstrate a good attitude and good character.

- I will always put the well being of my players **first** above any personal desire including the desire to win.
- I will do my best to provide a safe and fun playing situation for my players including reporting all injuries and incidents to recreation & parks staff
- I will **lead**, by example, and spend time at practice and before games explaining how to behave after a win or loss. Especially how to perform using good character, sportsmanship and teamwork
- I will not use alcohol and tobacco products when in contact with players and on School or City of Graham property.
- I will remember that I am a **youth coach**, and that **the game is for the children and not adults**
- As the coach, I will **respect and support the decisions** of the contest officials and recreation staff
- I will realize that I have a tremendous influence on the lives of young people and I will promote fun and try my best to improve their character which will help them off the court as well.
- We expect our coaches to handle all player behaviors appropriately, seeking out assistance from the recreation staff when necessary.
- We expect our coaches to treat all players equally and fairly.
- We expect our coaches to act professionally to all teams, coaches, parents, players, and officials.
- We expect our coaches to hold practices necessary to facilitate improvement and growth of our players in the sport.
- We expect our coaches to be on time and prepared for every game.

Coach's Signature _____ Date _____

Coaches Responsibilities

Helpful Hints for Successful Coaching:

- Call your players as soon as possible!
 - Provide each team member with the following
 - Your name & phone number, e-mail address if possible
 - Date & time of parent meeting
 - First practice date, time and location
- To provide matching jerseys that abide by all rules and regulations
- To provide a sponsor for your team
- Conduct a parent meeting
- Coach's responsibility that the equipment remains in good and safe condition.
- To ensure their team is on time and ready to play.
- To make sure that you communicate with the Recreation and Parks staff on a weekly basis informing them of anything important in relationship to your team and the league in which your team plays in.
- Learn all the kid's names on your team. (Give them Nicknames)
- Ask one of the parents to be an assistant coach to help fill in, in case you cannot attend.
- Have extra copies of practice/ game schedule and rules for the parents.
- Encourage parents to be prompt when dropping off and picking up kids.
- Recruit a team mom or dad to deal with things like snacks on game days.
- Establish team rules. Have the players assist in developing the team rules.
- Have FUN at practice.
- End each practice with a team cheer.
- Encourage players to bring water bottles to games and practices. (if allowed)
- Plan practices and ensure that all players participate.
- Remain at league site until **all** team members have left.
- Be to the field or gym site at least 15 minutes early if possible (or assign an assistant)
- Get to know each child's likes and dislikes. You can base your praise and reinforcement to their individual needs.
- Use mistakes as positive opportunities to learn rather than negative outcomes to dwell on. For example: Let your players know that if you remove them from the game it is because you want to tell them something that will make them a better player (and follow through with that) rather than making them feel like you are upset with them
- Whenever correcting a mistake, don't emphasize the bad effects of the mistake. Instead, point out the good things that will happen if the child follows instructions.
- Always be open to learn more about coaching. Remember, "If you're through learning, you're through."
- Always have a written plan for your practices. Unplanned practices often deteriorate into same old "favorite" drills of the coach.
- Try and make sure you give praise to each individual child during a practice.
- Always end practices and games on a positive note.
- When planning your practice, always think **FUN!!**

Parents:

Parents are not allowed in the dugout or on the bench unless they are an assistant coach. Parents are under the same sportsmanlike conduct rules as the coaches and players are. Please encourage them to cheer and support **all** teams in a positive way. Parents like to be informed. Please clearly communicate information to them. Graham Recreation & Parks requires you as a coach to have a coach-parent-player meeting. This meeting can take place at the Info Meeting or at the first practice. Here is a check list of what to go over:

- Introduce yourself and give parents your contact information.
- Explain your goals for this season.
- Have the team introduce themselves and introduce their parents.
- Discuss a calling tree.
- Distribute all practice and game schedules.
- Go over any rules you have as a coach.
- Establish rules as a team.
- Distribute and discuss league rules
- Address any concerns or questions they may have.
- Explain snacks.
- Provide the date and time for pictures.

Hint: Focus on the kids! This is their team, not their parent's team.

Team Rosters:

You will receive your team roster in e-mail, at the coaches meeting or following the draft. Each roster will have participant name, age, birthdates, parent/guardian names, phone numbers, and e-mail address and any special notes. If a phone number on your roster no longer works, please contact Recreation and Parks at 336-570-6718

1. **This is sensitive information.** Please do not give out to anyone else.
2. Each manager is responsible for the eligibility of his team's players. **Use of an ineligible player shall result in forfeiture of the game(s) involved.**
3. Players are allowed to play on only one team in the same league during the season.
4. **Coaches cannot move/trade players.** The responsibility of moving players from team to team will be by the Athletic Supervisor.
5. Should it become necessary to add players to a team, the Athletic Supervisor will make the addition. **Coaches cannot add players to their rosters.**

Waiting List:

- ❖ Players wishing to register after registration and if applicable, late registration has finished will be placed on a waiting list in the order in which they register and will be placed on teams in the same order in which the draft would have continued. A late fee will be charged to all participants being added from the waiting list assuming that they did not sign up prior to the regular scheduled deadline.
- ❖ Managers or parents may not call to find out where on the waiting list a particular person is positioned.
- ❖ Coaches will not have the option to have a player from the waiting list added to their team, if there are children on the waiting list and your team was scheduled to draft next, the first participant left on the list will be added to your team. No questions asked.
- ❖ Once a player from the waiting list has been added, he/she will be automatically added to that team's roster. The participant should be informed by the manager that he/she has just been added to their team, to come by the office to pay fees before participating, and where and when the games and practices will be held.

Sportsmanship:

Sportsmanship is a major part of our leagues. It is expected that coaches will exhibit good sportsmanship at all times. It is the coach's responsibility to make sure their players, parents, and spectators show proper sportsmanship. Flagrant fouls or unsportsmanlike conduct will not be tolerated. Coaches not showing good sportsmanship may be suspended at any point by the Athletic Supervisor. All Teams must shake hands after every game (coaches and players)

Sportsmanship goals:

- Accept official's decisions. Mistakes will be made... stay focused on the game.
- Keep sideline conduct under control and make positive comments.
- Cooperate with staff.
- Avoid flagrant fouls or unsportsmanlike conduct.
- Respect your opponents.
- Do not criticize.
- No trash talking. Players, coaches, and spectators are to refrain from using harsh, derogatory, or abusive remarks. Trash talkers will be warned once and then risk the possibility of being removed from the game.
- Any player, coach or parent/ spectator out of control will be asked to leave the facility. Failure to leave may result in an arrest by the local authorities.
- Absolutely do not run up the score! This is considered unsportsmanlike conduct!

Complaints concerning coaches:

1. If the Recreation and Parks Department receives a complaint concerning any coach in the program from a parent or guardian of a player on his/her team regarding his/her disregard for the objectives of the program, the coach will be notified by phone, detailing the specifics of the allegation(s). (but not naming the specific parent or guardian)
2. The coach involved must then contact the Athletic Supervisor, to respond to the accusations before the next game or practice schedule for their team.
3. The Recreation and Parks Department will host a meeting with the coach, to the best of their ability; attempt to determine the validity of the allegation.
4. If the validity is not noted as severe enough for that coach to be removed at that present time, the coach will be put under close watch and may be removed by the Athletic Supervisor at any time.
5. If phone calls continue to come in regarding the same coach, that coach can be removed at any time by the Athletic Supervisor.
6. If it is determined that the coach is in violation of the objectives of the program his/her involvement with the Youth Sports program will be terminated and that coach will not resume duties for a period of at least 1 year with the recreation department.
7. There is no appeal process, decisions are final!
8. It is recommended that the parents discuss the issues with their coach prior to contacting the Recreation and Parks Department.

Snacks:

The Recreation and Parks Department does not provide snacks after the game. A suggestion is the coach brings the first week, and then hands out a schedule for the rest of the season assigning a different family each week. It helps the department out if the parents could purchase their snacks or drinks at the concession stand. All concession monies go directly back to the programs.

Ten Ways to Motivate Your Athletes

1. Recognize achievement

The majority of junior athletes will develop self-confidence and the motivation to try harder upon receiving recognition for their efforts, especially when it comes from someone they respect, such as a coach, parent or senior player. Recognize athletes' achievements in a variety of areas in addition to those related to performance or skill development. These might include:

- Positive social behavior
- Regular attendance
- Caring for equipment
- Assisting the coach, official or younger athletes

2. Set Goals

Success or failure should not be determined by the scoreboard, nor by the number of competitions won. Provide opportunities for all your athletes to experience success by setting goals in both the short term and long term. Goal setting can have a dramatic positive effect on both motivation and skill development.

You can set specific performance goals that can, where possible, be measured. For example:

- In this activity see how many times you can use only one hand.
- This season try to miss only two training sessions.
- An essential feature of goal setting is giving frequent feedback. Otherwise, the tracking of progress may become difficult and minor improvements may not be obvious.

3. Self motivation

The feeling of pride and self-confidence that arises from success and the feedback gained from the coach and significant others may be more important than the achievement itself. It encourages the development of self-motivation, hence reducing a young person's need for reinforcement.

4. Provide leadership opportunities

Providing opportunities for leadership and expecting your athletes to assume (not too great) responsibilities are very important. Acknowledging their efforts through leadership motivates further success.

5. Be consistent and enthusiastic

Young people are often heard to say 'I hope the coach is in a good mood today'. This indicates that the mood of the coach affects how young people enjoy their sport. The environment a coach creates, what they say and how they say it, should be consistent, caring and enthusiastic. The coach's behavior towards all young people, regardless of their sporting ability, should be the same.

6. Provide Challenges

Don't underestimate the motivational value of small-sided competitive activities or seemingly frivolous challenges.

7. Vary your practice programs

A variety of practice routines and activities will reduce the possibility of boredom. Write expected time commitments for each activity on your practice plan. This will help you stay on task and cover all of the things you want at your practice.

8. Be organized

Make sure there is enough equipment for the session. Nothing bores or frustrates young people more than waiting in long lines or watching more talented athletes dominate the equipment.

9. You can make practices fun

Regardless of the level of competition or the ability of the participants, most young people take part in sport for enjoyment and fun. Ensuring that young people have fun encourages them to maintain their involvement.

10. Punishment

Punishment may or may not be an effective deterrent to undesirable behavior, but it does nothing to indicate to young people what alternative behavior is acceptable, nor how they can modify their behavior. The threat of punishment can also increase the amount of pressure under which a young person performs, often leading to the fear of the consequences of making an error.

Ten Coaching Guidelines

1. A coach should be enthusiastic without being intimidating. He or she should be sensitive to the player's feelings and genuinely enjoy spending time with them. He or she should be dedicated to serving children and understand that sports provide physical and emotional growth for its participants.
2. A coach needs to realize that he or she is a teacher, not a drill sergeant. He or she should help children learn and work to improve their skills. Personal gains are never a consideration. The job does not depend on winning. The best interest of the player transforms into the best interest of the game and our program.
3. The safety and welfare of the players can never be compromised. A coach will consider these factors above all others.
4. A coach needs a tremendous amount of patience. Don't push players beyond their limits in regards to practice. Children have many daily pressures and the athletic experience should not be one of them. Playing sports is supposed to be fun.
5. A coach should care more about the players as people than athletes.
6. A coach should encourage his or her players to dream and set lofty goals. It is important to remain positive and refrain from discouraging remarks. Negative comments are remembered far more often than positive affirmations.
7. A coach needs to remember that the rules of the game are designed to protect the players, as well as to set a standard of competition. He or she should circumvent or take advantage of the rules by teaching deliberate misconduct. A coach who puts his or her opponent's team at risk should not be involved with children.
8. A coach should be the first person to demonstrate good sportsmanship. He or she should take a low profile during the game and allow the kids to be the center of attention.
9. Parents and players place a lot of trust and confidence in the coach. The coach has an important role in molding the athletic experience of the child.
10. A coach can measure success by the respect he gets from his or her players, regardless of victories or defeat. Children who mature socially and physically while participating in sports are the best indications of good coaching.

Rights and Responsibilities in Youth Sports

What are Rights and Responsibilities in Youth Sports?

- Rights are what you can expect to happen in youth sports.
- Responsibilities are what others can expect from you.

Everyone in youth sports has rights and responsibilities – Administrators, Coaches, Parents, Young Athletes, Officials, and Fans. By understanding them, we can keep sports safe and fun. Communicating these Rights and Responsibilities is an essential element in keeping youth sports safe and fun.

Administrators

Rights:

1. To lead the program.
2. To have control of the program.

Responsibilities:

3. To define and implement programs across all lines.
4. To oversee responsibilities to all parties.
5. To clarify philosophy, rules, policies, and procedures.
6. To create written policy that is clear and understood by participants, including compliant and enforcement procedures.
7. To screen, train, and supervise all staff and volunteers.
8. To create an emotionally, physically, and sexually safe environment.
9. To motivate with praise and specific instruction.
10. To keep games free from put-downs, trash talk, and profanity.
11. To provide leadership which protects the entire organization, prevents child abuse, and promotes a child's healthy development in and through sports.
12. To provide support for all participants.
13. To fairly review or investigate all concerns, complaints, and allegations.
14. To be familiar with local child abuse resources, including an attorney.
15. To be prepared to address the concerns and needs of children who are abused.
16. To offer "restorative measures" (e.g. mediation, conferencing, meetings) to help settle disputes or conflicts and to restore order to all parties and the organization.
17. To provide a safe and fun environment.

Coaches

Rights:

1. To have support from the administration.
2. To know what is expected for him/her.
3. To have a fair complaint procedure.
4. To have ample opportunities for training on child abuse in youth sports.

Responsibilities:

5. To provide accurate background information to the league.
6. To get needed training.
7. To understand intervention and reporting procedures.
8. To abide by a code of ethics.
9. To be an advocate of the program's philosophy.
10. To set expectations for the season.
11. To look at the special needs of each athlete, gifted and not gifted.
12. To limit physical interaction while conducting instructions.
13. To provide appropriate and caring touch.
14. To never touch out of anger.
15. To keep games free from put-downs, trash talk, and profanity.
16. To motivate with praise and specific instruction.

17. To not use physical punishment.
18. To learn effective ways to channel frustrations and anger.
19. To communicate respectfully to parents, athletes, officials, and administrators.
20. To provide a safe and fun environment.

Young Athletes

Rights:

1. To have sports be a safe experience, free from abuse and violence.
2. To have fun learning, trying new things, and being able to practice and play.
3. To participate in a variety of youth sports opportunities.

Responsibilities:

4. To follow rules.
5. To tell parents or another trusted adult about any abuse.
6. To try your hardest and best.
7. To learn the values in good teamwork-helping and supporting one another.
8. To learn ways to deal with pressure.
9. To care about what happens to others.
10. To settle conflicts without saying or doing things that hurt others.
11. To treat officials and coaches with respect.
12. To treat others as you want to be treated.
13. To be a good sport (how you talk to others and how you behave).
14. To let your parents and coach know what you need.
15. To do your very best in school.
16. To remember that sports are an opportunity to learn and have fun.
17. To conduct yourself in a manner that does not involve alcohol, drugs, or any tobacco products; failure to comply with this will result in the dismissal from the current team which that child is on for that season. Player must be in good standing with the law prior to being allowed to sign up for a future season in any recreation sport or event.

Parents, Spectators or Fans

Rights:

1. To be free from abuse.
2. To enjoy the fun and entertainment of being a spectator at a sporting event.
3. To have a safe and fun experience for your child.
4. To have accurate and comprehensive information about the program.
5. To be part of a quality program.
6. To be protected from revenge if a complaint is filed.

Responsibilities:

7. To behave in a non-abusive manner.
8. To let someone in a position of authority know about abusive behaviors.
9. To adhere to drug, alcohol, and tobacco-free standards at all sporting events.
10. To have a part in the supervision of the child.
11. To bring forward valid complaints.
12. To be a good spectator.
13. To educate your child about abuse.
14. To help each child find the right sport and program for his/her needs.
15. To access the philosophy of the coach and organization to make sure it matches your child's needs.
16. To provide each child with the physical and emotional nurturing and guidance they need to thrive.
17. To be an advocate for each of your children and support the child.
18. To equally support your sons and daughters as athletes.
19. To understand that all children are gifted but not in equal ways.
20. To provide unconditional love and support, not based on performance.

21. To pay attention to see if your children are having fun, learning, and improving as opposed to just winning.
22. To create a safe and fun environment.
23. To encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
24. To place the emotional and physical well-being of your child ahead of your personal desire to win.
25. To understand the daily pressures a child faces. Athletics should be an outlet for a player to have fun. Encourage your child and allow him or her to have a good time.
26. To remember that your child learns more from your actions than from your words. Practice good sportsmanship by being respectful to players, parents, and coaches on both teams.
27. To not embarrass their child by calling attention to themselves through loud or rude behavior.
28. To be a parent not a coach, Offer encouragement and positive reinforcement. A sure way to dampen your child's enthusiasm is with constant criticism.
29. To help their children realize that belonging to a team requires commitment. Regular attendance and being prepared are necessary for the team to function smoothly.

Officials

Rights:

1. To be treated with dignity and respect.
2. To be free from abuse.
3. To have the support of the administration.

Responsibilities:

4. To get training on child abuse.
5. To set the tone for everyone to be a good sport.
6. To be fair and impartial.
7. To set limits and boundaries by not allowing abusive behavior on the part of the coaches, players, parents, or fans (e.g. racial or sexual harassment, obscene language, threats, physical violence, etc.).
8. To take an active role in child protection during youth sports.
9. To provide a safe and fun environment.
10. To be aware that the participants are new to the game. Often it is their first experience with organized sports.
11. To be familiar with rule modifications and their implementation.
12. To act as a teacher by explaining a rule or call that is made.
13. To make calls consistent with the level of play.
14. To insist that the court and equipment are safe for the children.

Equipment

Basketball: Coaches will not receive any equipment as a basketball coach, 4 or 5 basketballs of the appropriate size will be given to the coach upon arrival at each practice. Game Balls will be available at every game; each team will be given two game balls to warm up prior to your game.

Baseball/Softball: Coaches will receive the following in their Equipment Bag that must be returned following the season

1. If available used baseballs from the previous season
2. If available new baseballs to start with their practices
3. 2 Legal sized bats that are different lengths and weights
4. 5 Helmets
5. 1 Catchers mask, chest protector, catches mitt, and set of shin guards.
6. Equipment Bag

T-Ball: Coaches will receive the following in their Equipment Bag that must be returned following the season

1. If available used tee balls from the previous season
2. If available new tee balls to start with their practices
3. 2 Legal sized bats that are different lengths and weights
4. 5 Helmets
5. 1 Tee
6. Equipment Bag

Soccer: Coaches will receive at minimum of 4 soccer balls to use during their practices. If there are more balls available, coaches may receive up to the total amount of players they have on their team. Coaches will also receive cones and practices jerseys.

Tackle Football: The following items will be available to the head coaches of the three different tackle football teams:

1. 5 Footballs including a specific game ball
2. Kicking Tee
3. Medical items to tend to injuries
4. A container that includes the accessory pieces to maintain the children's equipment
5. Coaches will receive a Team Hat or Shirt to be worn during team home games

Children will receive the following that must be returned following the season

1. Shoulders Pads
2. Helmet w/ Chin Strap
3. 2 Pairs of Pants (Red Game Pants & Practice Pants)
4. Game Jerseys (Black) and Practice Jersey
5. 1 set of pants pads

Children will receive the following that they may keep following the season

1. 1 mouth piece

Parents must provide the following:

1. Cleats that do not have metal spikes (not required but recommended)
2. 1 pair of game socks (Coaches choice of color)

Awards

Because each league is different, depending on the sport, and the league, trophies and or medals will be supplied by Graham Recreation & Parks or the Metro League if it is applicable within the league.

Team Awards:

- In all leagues that Graham Recreation & Parks runs “In-House” will award the following.
 - Team Trophy to the 1st place teams at the end of the season tournament
 - Trophies will not be given to the winners of the regular season
- In all leagues that Graham Recreation & Parks teams play in “Metro League” they will provide trophies at their own discretion.

Individual Awards:

- In all leagues that Graham Recreation & Parks runs “In-House” will award the following.
 - Individual Medals will be given to the 1st & 2nd place teams at the end of the season tournament.
 - Teams playing in the Metro or Alamance County Leagues will receive awards at the discretion of those leagues.

When Rain Comes Into Play

Soccer

- Regular Season
 - Game called due to rain prior to half time (Re-Started at a later date)
 - Game called at or after half time (Game ends with the score at the time it is called off)
- Tournament Games
 - Game called due to rain at any time during the game (Game is continued at a later day with the exact score and time remaining)

Baseball/Softball

- Regular Season
 - Game called due to rain prior to the half way point in the game based on the time limit will be replayed at another date
 - Game called due to rain after the half way point in the game based on the time limit will be considered final assuming an entire inning has been played. If the home team still needs to bat, this will be made up the prior to the next time those two teams play as a continuation of that game in the bottom half of the inning. If the game cannot be finished at a later date, then we will revert to the last completed inning as the final score.
- Tournament Games
 - Game called due to rain at any time during the game (Game is continued at a later day with the exact score and time remaining)

Tie Breakers

Tie Breaker Situations for Soccer

- a) The Team with the most points will receive the first seed in the playoffs
 - a. In a Two or More Team Tie
 - i. The team that holds the greatest differential in goals between all tied teams in games where they played each other
 - ii. Points earned vs. the teams tied.
 - iii. The Team with the most wins overall in the league
 - iv. The Team that gave up the fewest amount of goals vs all tied teams
 - v. The Team that gave up the fewest amount of goals vs. the entire league
 - vi. The Team that scored the most goals vs. all tied teams
 - vii. The Team that scored the most goals vs. the entire league
 - viii. Flip a Coin (Coaches Present)

Tie Breaker Situations for Basketball, Baseball and Softball

- b) The Team with the highest winning percentage will receive the first seed in the playoffs
 - a. In a Two or More Team Tie
 - i. Point differential between the tied teams (in games vs. each other)
 - ii. Points against vs. the teams tied (then entire league)
 - iii. Points scored vs. the teams tied (then entire league)
 - iv. Team regular season free throw % (Only Basketball)
 - v. Flip a Coin (coaches present)

Sponsorships

Each coach is responsible for finding a sponsor for their team that will help with the purchase of uniforms for their players. Graham Recreation and Parks will not be purchasing uniforms for the children. The coaches may pursue any type of uniform as long as it falls in the regulations of that certain sport. There are many different options to choose from when selecting uniforms and we would be happy to help you with your search. Another possible option is to ask each parent on your team to supply the amount of money it will cost to purchase the uniforms, but keep in mind, each uniform must be the same for all of your team members. The letter below is to be used to give to sponsors to help with the process. If you need information about legal jerseys and jersey numbers, please contact the Athletic Supervisor prior to ordering your teams uniforms! You may also ask the Athletic supervisor if there are any jerseys in storage that they would be willing to let your team borrow for the season.

[Insert date]

Dear Sponsor:

_____ has been selected as a Volunteer coach for a Graham Recreation and Parks Youth Athletic Team. As part of the responsibilities as a volunteer coach, they are asked to find a sponsor to help outfit their team with uniforms to wear during the season. These jerseys must have numbers on the front and back, typical basketball uniforms have numbers that are 4 inches on the front and 6 on the back. Matching shorts may be included with their uniform and a general estimate on the price could range from \$15 Dollars per uniform up to \$50 Dollars per uniform depending on the wants and needs of each coach. There are typically between 8 and 15 children per team.

We thank your for your consideration as a sponsor for one of our teams, it is always great to see the local community get involved with the activities that the children are involved in. With your help, we will provide a safe and fun experience for the children in our community.

If you have any questions, please feel free to give me a call 336-570-6718 or e-mail kklopping@cityofgraham.com. Graham Recreation and Parks does not receive any of the sponsorship money donated to provide uniforms for the teams. The money you contribute goes 100% towards the needs of your sponsored team.

Sincerely,

Kris Klopping
Athletic Supervisor

Regular Season Team Selection

Previous Teams that have 3 or more remaining players will be allowed to remain for the new season

The Athletic Supervisor has the right to draft teams for the coaches if it will help keep the league fair and competitive for all the children involved or if there are not enough players not already associated with teams to merit the draft process.

Coaches: Prior to the season anyone has the ability to become a head coach. They may submit their name on their child's registration form or call the Recreation and Parks department to let them know of their interest in coaching. These coaches must fill out the First Point back ground check form and give all of their current and correct information. Based on their previous coaching experience with Graham Recreation and Parks, coaches will be selected by the Athletic Supervisor and will be notified via phone and/or E-mail before the coaches meeting. Not all interested coaches will be selected as Head Coaches, but will be asked to help in an assistant's role if available.

Not all of the previous coaches will be selected to coach again, and that could be determined because of a poor prior experience or that there are fewer teams in that league. Coaches will be notified following the meeting.

Football head coaches will be determined by the Athletic Supervisor. From that point, the coaching staff may have a maximum of 5 coaches per age group and may be selected by the head coach; but must be confirmed with the Athletic Supervisor before they are allowed to coach.

Skills Assessment: This format may be used to evaluate the children; not to identify the players or embarrass them, but to ensure that the league will have a chance to succeed as a fair league. Also, it may be used to make sure that each coach has the ability to draft a fair team. At the skills assessment, the children will be asked to take place in numerous drills that will be directly related to the skills they will need to perform during practices and games. (May or may not be used in all or any of the sports and leagues)

Player Draft: Drafts will take place each year for the sports that are played in-house or in the metro league. Football does not require a draft because generally there will only be one team per age group. However, if there are enough for two teams there could be a draft to separate the teams in two. During the draft, the coaches will be allowed to keep their children or a child living in their own home before the draft begins. They will also retain all players that have previously played on that team in the previous season. This is in effect for all players and coaches moving up or staying in the same league. Following that step, the team that has the least amount of players on their team will select first (or coaches will pick a number out of a hat to determine who selects when.) Then the Draft will begin and we will use the snake method of drafting: Example: 1, 2, 3, 4, 5, 6, 6, 5, 4, 3, 2, 1, 1, 2, 3, 4, 5, 6

The Athletic Supervisor has the right at any point during the draft to stop the draft if their standard of fairness is not being met between the teams. In this case, the Athletic Supervisor has the ability to draft the teams by themselves or to allow the coaches to move players to make things better before the draft resumes. The Draft Rules are Listed Below.

1. When a new coach enters the league and does not take an existing team, the coach will have three (3) exemptions. An exemption is defined as a player who has registered with Graham Recreation and the new coach requests him/her to play on their team. Note: If a new coach assumes leadership of a team currently in the league their child(ren) will be exempt from the draft and placed on their team (however, those children will be used as

- one or more of their (3) exemptions. A coach can not take over an existing team unless their children have previously played with that team.
- a. All exemptions must be signed up prior to the original registration deadline
 - i. Any child who signs up during the late registration period will be put into the draft regardless of the team they were on the previous season
 - ii. Any child who signs up after the late registration period will be put on a waiting list and will only be put into the draft if the numbers are needed to fill a team.
 - iii. Any child who signs up after the draft will also be put on a waiting list and if there is room on any of the teams will be placed on the team that would assume the next draft pick
 - iv. No exemptions will be honored following the draft
 2. The Recreation Supervisor may combine previous teams if they feel it is necessary. If there are not enough teams to keep the children together, this may or may not take place.
 3. All new players will go into the draft, unless they are exempted by a team.
 4. Assistant coaches may not be named prior the draft, unless the team is returning and the assistant coach's child or children are all ready on the team.
 - a. Assistant coaches that do not have children in the draft or that wish not to coach their children, may be named prior the draft
 5. Draft Procedure:
 - a. The Draft order will be determined by a random draw and the method of the draft will be a snake draft. 4 Team Draft Example: 1 -2 -3 -4 -4 -3 – 2 – 1- 1- 2- 3- 4 etc...
 - b. Depending on the amount of players on existing teams, those teams that are NEW and begin with fewer players will draft first until they catch up to the others, as teams begin to catch up, everyone will start to draft. (this will take place first)
 - c. Siblings will be considered as two picks and the next pick will be skipped.
 - d. Depending on the ages of the children in the draft, it will be expected that teams have a similar amount of each age in a certain age group. Example: same amount of 6, 7, & 8 year olds.
 6. If a player is not moving into another league, then they will remain on the same team as the previous year, unless requesting not to be on the same team. Coaches who wish to move into another league can move with their eligible players. Returning teams are considered to have three or more players.
 7. Parents have the opportunity to request that their child change teams, but may not pick which team they are put on. That child will go into the draft, or may be used as an exemption.
 8. Soccer: Because there are two seasons of soccer each year, if a team decides not to play one of the two seasons, but would like to remain a team for the following year, they may do so. However, any children that sign up for the opposite season, will then be apart of their most recent team when it comes time for the draft the next season.
 9. After the draft, coaches receive a team roster and they will be required to call their players as soon as possible. Also, they must report to the recreation department any players whose phone numbers are not working.
 10. Prior to the draft if any coaches want to make special request in front of the other coaches, they may do so. For that special request to be honored each coach must agree to it along with the Athletic Supervisor.
 11. There will not be any Objections in the Draft Process, Picks are final

All Star Selection Process

Coaches Selection:

Method #1: All Star coaches will be selected by the Athletic Supervisor by virtue of trying to select the coach that will best represent the Recreation Department and help the participants achieve excellence and keep the game fun and exciting. Many different methods could be used to determine this coach. Once the head coach is determined, the Athletic Supervisor will also appoint one of the assistant coaches who would give the head coach the opportunity to select one or more of their own assistants. This is a very hard process for the recreation department as many coaches are worthy of being an all star coach. In sports that are split into West and South divisions or more, one coach must be represented from each district on the coaching staff

Method #2: If the All Star Team will be selected as the Team that has won its league, the head coach of the Team that wins their respective league will represent the department at the All Star tournament. They may choose any two people as their assistants as long as they have filled out all back ground check information and been approved by the Athletic Supervisor.

Players Selection: The players selection will help determine the best possible team for the all star roster. Each sport will be different in determining the best players for the all star teams. The Athletic Supervisor has the ability at any point to determine the All Star Rosters if needed.

Option #1: Baseball/Softball, Basketball, and Soccer: Nomination forms will go out early in the season and will be given a date to be turned in by. After the nominations are turned in, those players will be invited to a one day, All Star skills assessment. At this assessment the head coaches from each team will evaluate the players. Once the skills assessment is finished the head coaches will immediately sit down and determine the participants that they think should be selected to the team. Statistics, if available will be given to the coaches to help them determine the best players. There will not be any voting, unless needed, the meeting will be a round table discussion to select the best players. Players may be selected to play certain positions ie: Great pitcher, but is slumping at the plate. Or visa versa.

Option #2: Baseball/Softball, Basketball, and Soccer: The winning team in the division will be selected to go to the All Star Tournament and may choose other players within the league to fill their all star roster. They may only take the amount of players to the tournament that each specific sport allows as a maximum. The regular season players will be automatically on the all star team.

Football: The SWAC Midget Football team or teams that finish in the top of the Alamance County Midget Football League.

All Star Information

Each year all or none of these tournaments will have a representative from Graham Recreation and Parks.

Soccer Tournament

- **SWAC 10U – Co-Rec**
- **SWAC 12U – Co-Rec**
- **SWAC 14U – Co-Rec**

Basketball Tournament

- **SWAC 14U – Boys & Girls**
- **SWAC 12U – Boys & Girls**
- **SWAC 10U – Boys & Girls**

Baseball/Softball Tournaments

- **SWAC 10U – Boys & Girls**
- **SWAC 12U – Boys & Girls**
- **SWAC 14U – Boys & Girls**

Football Tournaments

- **SWAC 12U - Boys**

First Aid

Care for Common Minor Injuries:

It is the coach's job to maintain as safe an environment as possible. It is strongly recommended that coaches have certification in CPR and First Aid or that a volunteer be recruited who already has first aid, medical athletic training or emergency care certification. Athlete medical forms should be reviewed prior to the start of practice and on hand at all training and competition.

When an injury does occur:

1. Stay Calm
2. Administer only basic first aid as soon as possible.
3. If injury is serious or the extent is unknown: CALL 911
 - a. Example: broken bone, compound fracture, serious laceration, unconscious, teeth missing, etc.
4. Fill out Accident Form completely and turn into your supervisor.

Treating Floor Burns, Strains, Contusions, Minor Bumps and Bruises:

R – Rest, stop any pain-causing activity.

I – Ice for 24-36 hours after the injury.

C – Compress with elastic bandage if needed.

E – Elevate to avoid edema and subsequent swelling.

Conditions Requiring Medical Attention:

- Significant swelling/dislocation of an extremity.
- Obvious deformity of an arm or leg.
- Severe pain.
- Inability to bear weight on a lower extremity.
- Lacerations with or without fractures.
- Significant swelling of a joint, i.e., elbow, knee.
- Loss of sensation in an extremity.

Conditions Mandating That Only Experienced Medical Personnel Move the Athlete:

- Loss of consciousness.
- Neck or back injury with loss of sensation or motor power in arms or legs.
- Head injury with disorientation and/or visual changes.

Rehabilitation/Treatment for Chronic Injuries:

1. Blisters
 - Keep pressure off new blisters using a felt "doughnut."
 - Where the skin is torn, use extreme care.
 - Keep it clean and cut skin halfway around the perimeter without removing the skin.
 - When underlying tissue toughens, cut away the remaining flap of skin.
2. Abrasions and contusions (floor burns and deeper bruises)
 - Keep them clean and dry.
 - Expose them to the air when possible.
 - Encourage gentle activity.
3. Chronic knee pain, thigh muscle overload, tendonitis, stress fractures, and ligament strain. Follow the doctor's directions, which will generally include:
 - Rest for 5-7 days and ice for pain.
 - Stretch related muscles to strengthen them.
 - Move gently, stopping at the point of pain.
 - Exercise to strengthen afflicted area as it heals.

Heat Emergencies:

These problems often occur when athletes play too long and hard or stay too long in the sun. Because sunlight reflects off shiny surfaces, being around water can increase exposure. Sunburn can occur on overcast days as well as on sunny days. When athletes are in the sun, they should wear a water-resistant sunscreen lotion, which provides maximum protection. Sunglasses and a hat provide added protection.

1. Heat Stroke

- *Signs and Symptoms:* Hot, red skin; very high body temperature; shock or unconsciousness.
- *What to Do:* Treat heat stroke as a life-threatening emergency, and call the paramedics. Calm the victim by immersing him/her in a cool bath or wrapping in wet sheets and fanning. Care for shock by laying the victim down and elevating the feet. Give nothing by mouth.

2. Heat Exhaustion

- *Signs and Symptoms:* Cool, pale, moist skin; rapid, weak pulse; weakness/dizziness; nausea/vomiting.
- *What to Do:* Treat heat exhaustion as an emergency, and call the paramedics. Get the victim into the coolest place available. Place the victim on their back with their feet elevated. Cool victim by applying wet sheets or towels to the body and by fanning. Give ½ glass of water to drink every 15 minutes if the victim is fully conscious and can tolerate it.

3. Heat Cramps

- *Signs and Symptoms:* Cool, pale, moist skin; rapid, weak pulse; Weakness/dizziness; nausea/vomiting
- *What to Do:* Get the victim in the coolest place available. Give ½ glass of water to drink every 15 minutes for an hour.
- *Prevention:* Seek protection from the sun and extreme heat. Replace fluids by drinking water, sports drinks, or fruit juices.

Lightning Safety

Graham Recreation & Parks does not follow Alamance-Burlington School System cancelations due to inclement weather. Please refer to the Graham Line regarding any potential cancellations.

An Approaching Thunderstorm: When Should I Seek Safe Shelter?

Lightning can strike as much as 10 miles away from the rain area in a thunderstorm. That's about the distance you can hear thunder. When a storm is 10 miles away, it may even be difficult to tell a storm is coming. **IF YOU CAN HEAR THUNDER, YOU ARE WITHIN STRIKING DISTANCE. SEEK SAFE SHELTER IMMEDIATELY!** The first strike of lightning is just as deadly as the last. If the sky looks threatening, take shelter before hearing thunder.

The 30-30 Rule

Use the 30-30 rule where visibility is good and there is nothing obstructing your view of the thunderstorm. When you see lightning, count the time until you hear thunder. If that time is 30 seconds or less, the thunderstorm is within 6 miles of you and is dangerous. Seek shelter immediately. The threat of lightning continues for much longer period than most people realize. Wait at least 30 minutes after the last lightning flash before leaving shelter. Don't be fooled by sunshine or blue sky!

Outdoor Activities: Minimizing the Risk of Being Struck

The greatest number of lightning deaths and injuries in the United States occurs during the summer months when the combination of lightning and outdoor summertime activities reaches a peak. During the summer, people take advantage of the warm weather to enjoy a multitude of outdoor recreational activities. Unfortunately, those outdoor recreational activities can put them at greater risk of being struck by lightning. Those involved in activities such as boating, swimming, fishing, bicycling, golfing, jogging, walking, hiking, camping, or working out of doors all need to take the appropriate actions in a timely manner when thunderstorms approach. Where organized sports activities are taking place, coaches, umpires, referees, or camp counselors must protect the safety of the participants by stopping the activities sooner, so that the participants and spectators can get to a safe place before the lightning threat becomes significant. To reduce the threat of death or injury, those in charge of organized outdoor activities should develop and follow to a plan to keep participants and spectators safe from lightning.

Lightning Safety Outdoors

Each year, about 400 children and adults in the U.S. are struck by lightning while working outside, at sports events, on the beach, mountain climbing, mowing the lawn or during other outdoor activities. About 80 people are killed and several hundred more are left to cope with permanent disabilities. Many of these tragedies can be avoided. Finishing the game, getting a tan, or completing a work shift is not worth death or crippling injury.

- **All thunderstorms produce lightning and are dangerous.**
Lightning kills more people each year than tornadoes.
- **Lightning often strikes as far as 10 miles away from any rainfall.**
Many deaths from lightning occur ahead of the storm because people try and wait to the last minute before seeking shelter.
- **You are in danger from lightning if you can hear thunder.**
If you can hear thunder, lightning is close enough that it could strike your location at any moment.
- **Lightning injuries can lead to permanent disabilities or death.**
On average, 20% of strike victims die; 70% of survivors suffer serious long term effects.
- **Look for dark cloud bases and increasing wind.**
Every flash of lightning is dangerous, even the first. Head to safety before that first flash, if you hear thunder, head to safety!

The Single Most Dangerous Place

Outdoors is the most dangerous place to be during a lightning storm. When lightning is seen or thunder is heard, or when dark clouds are observed, quickly move indoors or into a hard-topped vehicle and remain there until well after the lightning storm ends. Listen to forecasts and warnings through NOAA Weather Radio or your local TV and radio stations. If lightning is forecasted, plan an alternate activity or know where you can take cover quickly. The U.S. lightning season is summer but lightning can strike year round! The Fourth of July is historically one of the most deadly times of the year for lightning. In summer, more people are outside, on the beach, golf course, mountains or ball fields. Outdoor jobs such as construction and agriculture, and outdoor chores such as lawn mowing or house painting are at their peak, putting those involved in danger.

Safety Rules

1. Postpone activities promptly. Don't wait for rain.

Many people take shelter from the rain, but most people struck by lightning are not in the rain! Go quickly inside a completely enclosed building, not a carport, open garage or covered patio. If no enclosed building is convenient, get inside a hard-topped all-metal vehicle. A cave is a good option outside but move as far as possible from the cave entrance.

2. Be the lowest point. Lightning hits the tallest object.

In the mountains if you are above the tree line, you ARE the highest object around. Quickly get below tree line and get into a grove of small trees. Don't be the second tallest object during a lightning storm! Crouch down if you are in an exposed area.

3. Keep an eye on the sky.

Look for darkening skies, flashes of lightning, or increasing wind, which may be signs of an approaching thunderstorm.

4. Listen for the sound of thunder.

If you can hear thunder, go to a safe shelter immediately.

5. If you see or hear a thunderstorm coming or your hair stands on end, immediately suspend your game or practice and instruct everyone to go inside a sturdy building or car.

Sturdy buildings are the safest place to be. Avoid sheds, picnic shelters, baseball dugouts, and bleachers. If no sturdy building is nearby, a hard-top vehicle with windows closed will offer some protection. The steel frame of the vehicle provides some protection if you are not touching metal.

6. Listen to NOAA Weather Radio.

Coaches and other leaders should listen for a tone-alert feature during practice sessions and games.

7. If you can't get to a shelter, stay away from trees.

If there is no shelter, crouch in the open, keeping twice as far away from a tree as it is tall.

8. Avoid leaning against vehicles.

Get off bicycles and motorcycles.

9. Get out of the water. It's a great conductor of electricity.

Stay off the beach and out of small boats or canoes. If caught in a boat, crouch down in the center of the boat away from metal hardware. Swimming, wading, snorkeling and scuba diving are NOT safe. Lightning can strike the water and travel some distance beneath and away from its point of contact. Don't stand in puddles of water, even if wearing rubber boots.

10. Avoid metal!

Drop metal backpacks, stay away from clothes lines, fences, exposed sheds and electrically conductive elevated objects. Don't hold on to metal items such as golf clubs, fishing rods, tennis rackets or tools. Large metal objects can conduct lightning. Small metal objects can cause burns.

11. Move away from a group of people.

Stay several yards away from other people. Don't share a bleacher bench or huddle in a group.

Coaches Information Form

Name: _____ Shirt Size: _____

Home Phone Number: _____ Cell Phone Number: _____

E-Mail Address: _____

Have you Coached this sport before? _____

Does Your Child Play In Our Program? _____

If So What Age Group? _____

Age Group You Will Be Coaching: _____

Team Sponsor: _____

Team Colors: _____

Week DAY Practices: (DAY & TIME)

Option 1: _____

Option 2: _____

Saturday Practices: (TIME).

Option 1: _____

Option 2: _____

Graham Recreation & Parks Athletic Schedule

Baseball: (Open to all Boys ages 6-14)

- Registration starts in January
- Practices will begin in March
- Games begin in May.
- Age Cut off is August 1st

T-Ball: (Open to all boys a girls ages 4-5)

- Registration starts in March
- Practices will begin in May
- Games will begin in May
- Age Cut off is August 1st

Softball: (Open to all Girls ages 6-12)

- Registration starts in January.
- Practices will begin in March
- Games begin in May
- Age cut off is August 1st

Football: (Open to all boys and girls ages 6-12)

- Registration starts in June
- Practices will begin in August
- Games will begin in September
- Age cut off is August 1st

Spring Soccer: (Open to boys and girls ages 4-17)

- Registration starts in January
- Practices begin in February
- Games begin in March
- Age cut off is August 1st

Fall Soccer: (Open to all boy and girls ages 4-17)

- Registration starts in June
- Practices begin in July
- Games will begin in August
- Age cut off is August 1st

Basketball: (Open to all boys and girls ages 4-14)

- Registration starts in September
- Practices will begin in November
- Games will begin in December
- Age Cut off is January 1st

*Not all of these age groups will be offered in each youth athletic league offered with the Graham recreation and parks department. (Some sports offer different age groups.)

Biddy Leagues (4-5 Year Olds)

Beg PeeWee (6 Year Olds)

PeeWee Leagues (6-8 Year Olds)

Mite Leagues (9-10 Year Olds)

Midget Leagues (11-12 Year Olds) *

Intermediate Leagues (13-14 Year Olds) **

Juniors/Senior Leagues (15-18 Year Olds)

*Midget Age Groups for Soccer (11-13 Year Olds)

**Intermediate Age Groups for Soccer (14-17 Year Olds)

