

Cosumnes Community Services District



Department of Parks & Recreation



Youth Sports Leagues

2009

Coach Guidebook



Dear Coach,

Welcome to the Cosumnes CSD Department of Parks and Recreation Youth Sports Programs.

Please take the time to review the following pages, which contain our league guidelines and code of conduct. It is important that you, your team, and your team's parents become familiar with this information.

Should you have any questions, feel free to contact our office at 405-5300, Monday through Friday, between 8:00 AM and 5:00 PM.

Sincerely,

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AmandaMeyer@csdparks.com

Kesa Harding
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405-5313
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Frankie Nelson
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Youth Sports Office

Locations & Mailing Address

Cosumnes CSD Main Office
Department of Parks & Recreation
8820 Elk Grove Blvd. Ste. 3
Elk Grove, CA 95624
(916) 405-5300 Phone
(916) 685-6942 Fax

Cosumnes CSD
Wackford Community & Aquatic Complex
9014 Bruceville Rd.
Elk Grove, CA 95758
(916) 405-5600 Phone
(916) 405-5659 Fax

Cosumnes CSD
Laguna Town Hall
3020 Renwick Avenue
Elk Grove, CA 95758
(916) 684-7550 Phone
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Sports Office
(916) 405-5321

Staff

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Hours

Monday - Friday
8:00AM – 5:00PM
Closed weekends & holidays

Monday - Friday
8:00AM – 10:00PM
Saturday & Sunday
8:00AM – 9:00PM
Closed holidays

Monday - Friday
8:00AM – 5:00PM
Closed weekends & holidays

General Policies & Guidelines

It is the coach's responsibility to make sure that their players, players' parents, and fans are informed and comply with all administrative and league rules.

Philosophy:

The object of the Cosumnes CSD Youth Sports Program is to provide an age-appropriate, positive, and recreational environment for all ages that encourages fitness, social interaction, and fun. Teach boys and girls the fundamentals of the specific sport while focusing on teamwork and good sportsmanship.

Fairness Ruling:

All rules within this handbook are to be taken as a whole. The Recreation Coordinator shall decide any conflicting statements. CSD reserves the right to make rulings in the best interest of the program that may not be specifically stated.

Background Requirements:

Every coach is required to get fingerprinted through CSD. Only coaches who have received notice by a CSD Recreation Coordinator that their fingerprints have cleared will be able to act in the capacity of a coach. If your prints have not cleared, you will only be able to attend the mandatory coaches' clinic and certification.

- Only cleared coaches may run a practice or a game
- Only cleared coaches may assist a child to the bathroom if their parent is not present
- Only cleared coaches may sit on the team bench (the only exception is if a parent is attending to their injured child)
- Only cleared coaches will receive a CSD Coaches' shirt
- Cleared coaches must notify the coordinator 48 hours prior to the event if there will not be a cleared coach present at a practice or game in order to coordinate a proper substitution or alternative

Mandatory Coaches' Clinic & NYSCA Certification:

Each coach is required to attend a coaches' clinic prior to the start of the season. The clinic will review the Coach Guidebook as well as the sport specific rules, dates, etc. Each coach will also be required to complete the NYSCA (National Youth Sports Coaches Association) certification. Coaches who coach multiple sports only need to be NYSCA Certified once a year, but need to receive clearance from a coordinator in order to be excused.

League Information:

League information will be available on our website at www.yourcsd.com. This information will include picture day schedules, practice day schedules, and game schedules. Please make sure that you are advising your parents of what your team number is as all information will be listed under your team number only.

League Fees:

All players must be registered in the sport specific league before participating in any league activities. This includes the completion of the waiver release forms and code of ethics signed by the participant's parent(s) or guardian(s).

Age Requirements & Team Rosters:

Players must be of age to play in any CSD League. NO EXCEPTIONS.

Minimum Age Requirement/Maximum number of players allowed on the Team Roster:

- Jr. NBA – 5 yrs old minimum (as of Player Clinic Day)/10 per roster maximum
- She's Got Game – 7 yrs old minimum (as of Picture Day)/10 per roster maximum
- T-ball – 3 ½ yrs old minimum (as of Picture Day)/12 per roster maximum
- Pee Wee Soccer – 3 yrs old minimum (as of Picture Day)/12-14 per roster maximum
- Flag Football – 5 yrs old minimum (as of Player Clinic Day)/10 per roster maximum

Jewelry, Casts, Etc.:

Participants are not allowed to wear jewelry (with the exception of stud earrings that must be fully covered), casts or any other items deemed as dangerous by the official(s). Any medical protective devices (i.e., knee braces) must not have any exposed or dangerous metals or other such items. Medical bracelets may be covered.

Youth Sports Hotline:

To use the Youth Sports Hotline, please dial **405-5683**. There will be a message that comes on and then it will list the following extensions:

- 303 for T-Ball
- 304 for Flag Football
- 305 for Pee Wee Soccer League
- 405-5669 for Jr. NBA/She's Got Game

Throughout the season, the hotline will be updated with information regarding pictures, schedules, updated schedules due to rain, practice days, etc. For outdoor sports, the hotline will be updated at least one hour prior to the start of the first game as to whether or not we will be playing due to field conditions/weather. Please feel free to hand this number out to your parents so that you are not flooded with calls the morning of games. Please ask them to be patient with the hotline being updated. We do our best to allow games to go on. However, we do want the environment to be safe for the children. As a result, we do have to make some very last minute calls. We suggest that you continuously check the hotline for updates.

Postponed or Suspended Games:

Games postponed by CSD for any reason will be rescheduled if possible (usually at the end of the schedule). CSD reserves the right to schedule make-up games on a different day than that of the league and to postpone or cancel games, if necessary.

Drinking, Smoking, & Food:

Coaches are expected to help enforce and abide by the policy of no alcohol or tobacco at practices, games or league events. This includes alcohol or tobacco ads on products such as hats, shirts, chairs, umbrellas, or ice chests.

Unsportsmanlike Conduct – Team Responsibility:

It is the coach's responsibility to set an example of sportsmanship and fair play. The coach is responsible for controlling the conduct of the team's players, players' parents and fans – before, during and after the game.

Officials and Referees:

Umpires and Referees are the officials of the game and have the authority to order a player, coach, manager or spectator to refrain from doing anything that affects or interferes with league rules and policies. Officials have the authority to banish players, coaches, or spectators from the game, the player's bench and the facility (i.e., park or field) for misconduct, delay of game, or for the good of the game. Officials' decisions shall be final.

Accidents & Incident Reports:

The gym supervisor, scorekeeper, official and/or coordinator will file accident and incident reports within 24 hours of any occurrence. Coaches will be asked to assist in providing any necessary information they may have that pertains to the report.

Litter:

Coaches are responsible for picking up any litter his/her team may have left in the gym, parks or parking lots. Coaches are responsible for having their team clean up their area. CSD appreciates the help even if the litter is not left by your team.

Lost & Found:

All lost and found items submitted will be kept at the CSD office. CSD is not responsible for lost or stolen items.

Coaches' Information

Team Packet & Equipment Bags:

Team packets and equipment bags will be available one week prior to picture or practice day (depending on the sport) or sooner. Only cleared coaches may pick up team packets and equipment bags. If you plan on having a family member pick up your packet and equipment, they will also need to be cleared through the background process. NO EXCEPTIONS. Team packets may not be faxed or emailed as they do contain information on minors.

Contacting your team:

Please pick up your packet and contact your team as soon as possible. Players and parents are eager to hear from you. If the phone number listed on the roster is not working, please refer to the player's registration form for additional contact information. This is the first impression that the players and parents have of their coach. Please be prepared to answer questions and provide any necessary information to the player and parents.

Meetings:

- Parent Meeting: Coaches should schedule a parent meeting to discuss the season expectations, determine the best practice day for all players, get parent volunteers to create snack lists and banners and any other information you want to share with your parents.
- Early Season Coaches' Meeting: CSD Coordinators schedule this meeting after the first two weeks of games. At this meeting, we will discuss how practices and games are going, any rules that need to be clarified or addressed, and any other questions or concerns that may arise. Coach attendance is greatly appreciated.
- End of the Season Coaches' Meeting: CSD Coordinators schedule this meeting after the last game. At this meeting, we will discuss the overall season, improvements for next year and any other questions or concerns that may arise. Coach attendance is greatly appreciated.

Player Clinic Day (Jr. NBA/Flag Football only):

Each player will check in at the player check in table, receive a numbered pinnie, and join a group. There will be groups of 10-20 players that will run through drills and be assessed by the coaches. Coaches will assess all groups and then go to a closed room where there will be a draft. Coaches will draft all players that were present on player clinic day. Any players that were unable to attend player clinic day will be placed at random on teams. There will be no requests. Players will be placed randomly based their experience level. The player clinic day will take approximately 2 – 2 ½ hours as a coach depending on how many players are registered for that division. The purpose of the player clinic day is to balance out the level of skill on each team so that games are fair throughout the season.

Picture Day:

There will be a picture day schedule in your team packet with your team's picture time. Please contact your team and have them arrive 30 minutes prior to your team's scheduled picture time. Each player receives an individual picture and a team picture as part of their league registration fee. Additional pictures may be purchased on picture day at the parents' expense. Coaches will need to arrive 45 minutes prior to your team's scheduled picture time. Coaches will receive a bag with their final roster, uniforms, and a copy of your team's schedule for each player.

Practice Day (Jr. NBA only):

Practice schedules will be available in your team packet. Each team will receive two, one hour Saturday practices at the Wackford Community & Aquatic Complex. Practices will allow you to use ¼ of the court to prepare your team for the upcoming games. At one of these practice days, each coach will sign up for a weekly spot at an Elk Grove Unified School District school to practice.

Weekly Practices:

Coaches are required to hold one practice a week for one hour. Coaches will determine the location that works best for all players for T-Ball, Pee Wee Soccer, and Flag Football. Coaches will pick one of five Elk Grove Unified School District sites to practice weekly for Jr. NBA and She's Got Game. Additional practices may be held but will not exceed more than twice a week for a total of three hours. Coaches need to inform the league coordinator of practice day, time and location. Coaches are welcome to use any open field for practice on a first come, first serve basis. The fields where games will be played are reserved and designated for your use as a coach in that league. If game fields become popular for practice sites, the Recreation Coordinator will assign half a field for one hour to teams to balance out time on those fields. The coordinator will provide a practice schedule with your time, day, and location which will act as your permit. Encourage parents to get involved during practice and help with a drill or be a partner with their child during a drill. Please see attached for a practice plan sheet.

Sample Practice Plan

- 10 minutes – Stretch/Warm Up
- 5 minutes – Review from previous practice
- 20 minutes – Stations (Drills # 1 - # 4)
- 5 minutes – Water break
- 15 minutes – Game situation/scrimmage
- 5 minutes – Review of day/Practice Wins & Challenges

Note: Be prepared with a few extra drills and ideas for practice. There will be times when drills do not keep the attention or interest of the children. It is easier to move on to something else and try that drill again in a week or two.

Game Day:

All games will be played on Saturdays. Schedules are available on picture day or before. If any games are suspended due to weather or hazards, weekday games may be scheduled to avoid prolonging the end of the season.

Team Benches, Banners, Snack Lists, Names, etc. (optional, not required):

There are a few details that can help your team players and parents build a good chemistry. It is important to ask your player's parents to volunteer and help out where they can. Before your first meeting with the team, make a list of the items you will all need to work together on. Usually there will be a parent or two who will be willing to put together a team banner or be the lead on having one made. Another option is a team bench. There are many choices. Some coaches use a blanket, carpet squares, wood on top of five gallon buckets, smaller buckets (one for each child), small chairs (one for each child). Talk to another parent about putting together a snack list. There is an example of a snack list that you may use for your team. All teams will have a designated team number given by CSD. It is a good idea to be prepared with a back up snack in case the player in charge of snacks doesn't show up that day. If you wish to name your team, please make sure all players and players' parents come to an agreement on an appropriate team name that does not discriminate. All of these items are optional and not required.

Awards & End of the Season Celebration:

All players will receive a trophy at the end of the season as part of their league registration fee. Please check your final roster given out on picture day for correct spelling and gender for each player to ensure their trophy is made properly. On the last game day of the season, each team will play their game. Once their game is over, the coach will find the site supervisor, and receive their team's box of trophies. If you have any problems with your trophy, please contact the league coordinator. Many teams put together an end of the season celebration. Some teams decide to celebrate at a pizza place, a team parent's home, or a restaurant. Book your party early as pizza places and restaurants fill up fast.

Cosumnes Community Services District

Healthier Snack Options

Snack Criteria:

All Cosumnes CSD youth leagues are recreational based programs. We look to obtain fitness and wellness with all participants involved in our leagues. For all participants involved in our leagues we have suggested a number of healthy snack options listed below with less than 300 calories per serving, 3 grams or fewer of saturated fat, and 250 milligrams or fewer of sodium (350 mg or fewer for chips). The following snacks are suggestion only.

Foods:

- Animal Crackers
- Graham Crackers
- Fruits and yogurt dip
- Celery and Peanut Butter
- Whole-Grain Cereal Bars
- Pretzels
- Bread Sticks
- Baked Chips or Crackers
- Dried Fruits
- Multi-Grain Bars
- Baked Cereal Mix
- Granola Bars
- Fruit Roll ups
- String Cheese
- Fresh Fruits
- Raw Vegetables
- Popcorn
- Low Fat Yogurt
- Low Fat Crackers
- Pudding
- Bagels
- Low Fat Muffins
- Fruit Cups
- Rice Cakes

Beverages:

- Bottled Water
- 100% Fruit Juice
- Tea (Unsweetened or Diet)
- Skim Milk
- 1% Milk (Flavored or Not)
- Sports Drink (Gatorade G2)
- Electrolyte Replacement
- Watermelon Water
- Milk Chugs
- Flavored Water

Cosumnes Community Services District

Coaches' Code of Ethics

The function of all coaches is to abide by only the highest level of sportsmanship and conduct. The coach must be aware that he or she has tremendous influence in the development of the participant, and thus, shall never place the value of winning above instilling the highest desirable ideals of character.

- Coaches must be fingerprinted through Cosumnes CSD and certified through NYSCA in order to coach in a Cosumnes CSD league.
- A coach fingerprinted through Cosumnes CSD must be present at all practices and matches. If not, a CSD administrator needs to be informed 48 hours prior to the event.
- Coaches must inform both their players and the players' parents/guardians that they must be registered in the league with CSD with the hold harmless, registration form, and parents' code of ethics signed.
- Coaches will provide a positive role model and atmosphere in practices and matches. This includes being courteous, respectful and polite to all players, parents, other coaches, administrators and officials.
- Coaches will work with and develop every member of your team.
- Coaches are responsible for taking an active role in education about, and prevention of drugs, alcohol and tobacco abuse; both in their lives and in the lives of their players.
- Coaches will actively use their influence to enhance sportsmanship by their players and spectators.
- Coaches will meet before and after matches and exchange friendly greetings in order to set the correct tone for the players.
- Coaches will treat officials with respect and shall teach their players and spectators to do the same.
- Coaches will confine their discussion to the rules and not challenge official decisions involving judgment.
- The coach shall be thoroughly knowledgeable with CSD rules and is responsible for their interpretation to players and parents.
 - The spirit and letter of rules should be regarded as mutual agreements.
 - The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

I hereby acknowledge that I have read and understand the above and agree to be held bound by the Coaches' Code of Ethics. If I fail to act as described in the Coaches' Code of Ethics, I fully understand that I can be relieved of my volunteer coaching duties with the Cosumnes CSD Parks & Recreation programs.

Cosumnes Community Services District

Parents' Code of Ethics

- I (we) hereby pledge to provide positive support, care, and encouragement for my (our) children participating in youth sports by following the Parents' Code of Ethics.
- I (we) will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sport events.
- I (we) will place the emotional and physical well being of my (our) children ahead of my personal desire to win.
- I (we) will insist that my (our) children play in a safe and healthy environment.
- I (we) will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I (we) will demand a sports environment for my (our) children that is free from drugs, tobacco, and alcohol and refrain from their use at all youth sport events.
- I (we) will remember that the game is for youth – not the adult.
- I (we) will do our best to make youth sports fun for my (our) children.
- I (we) will ask my (our) children to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
- I (we) promise to help my (our) children enjoy the youth sports experience by doing whatever I (we) can, such as being a respectable fan, assisting with coaching, abiding by league rules, or assisting with the league activities.
- I (we) will expect that my (our) children's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.

I (we) hereby acknowledge that I (we) have read and understand the above and agree to be held bound by the Parents' Code of Ethics. If I (we) fail to act as described in the Parents' Code of Ethics, I (we) fully understand that my (our) children and I (ourselves) can be asked to leave the Cosumnes CSD Parks & Recreation programs.

Cosumnes Community Services District CSD Youth Sports Coach Attire

As a volunteer and representative of the Cosumnes Community Services District, you represent a large and prominent organization in the community; therefore your appearance is extremely important. Wearing appropriate clothing allows you to participate safely in activities with the children. Remember, you are the person parents see on a daily basis, and the way you dress and represent yourself leaves an impression parents take with them.

As a volunteer, your appearance must present a positive image. Your attire is also important in maintaining your safety while volunteering. The following are the specific dress codes applicable to volunteering with CSD Youth Sports:

1. Coach shirts must be worn and visible at all times. You will be given a coach shirt on picture day. If you are not wearing your coaches' shirt, please make sure you are in your "team" attire. For example, if you are a coach for Jr. NBA and you are the Sacramento Kings, the only shirts appropriate other than your CSD Coach shirt would be a Sacramento Kings shirt.
2. Coach shirts must be kept clean and in good repair.
3. **Closed-toe shoes must be worn at all times.** Absolutely no flip flops, clogs, sandals, or open-toed shoes are allowed at any time.
4. Pants must fit properly and be in good repair. Pants should be worn on the waist (hips) and tightened properly.
5. Shorts may be worn, but may not be higher than mid-thigh. Shorts must be worn on the waist (hips) and tied.
6. Baseball hats may be worn facing forward. Hats should have an appropriate logo for children to be around.
7. Bandanas, du-rags, and stocking caps may not be worn as head coverings.
8. Jewelry worn by a coach on a field or court must be minimal and simple for safety purposes.
9. Piercings and tattoos are requested to be kept discreet.
10. Personal cell phones/pagers/two-ways (or anything similar) are not allowed to be worn while on a field/court for safety purposes.
11. Volunteers must maintain grooming and hygiene that is professional while volunteering.

Cosumnes Community Services District Sports Code of Conduct Violation

Any coach, participant, parent, or spectator whom is written up for a Code of Conduct violation for any reason must meet with the Recreation Coordinator and/or Recreation Supervisor prior to reinstatement.

Code Violations:

1. Be physically aggressive toward any player (teammate or opponent), official, coach, scorekeeper, league director, agency representative, or spectator. This includes any unwanted physical contact including, but not limited to, shoving or striking a person, before, during or after a game. If during a game, the player will be immediately ejected.

Minimum Penalty: Immediate ejection, removal from facility and dismissal from the league.

Maximum Penalty: Suspension for 10 calendar years and probation for 10 additional calendar years.

2. Be verbally abusive toward any player (teammate or opponent), official, coach, scorekeeper, league director, agency representative, or spectator. This includes, but is not limited to, use of profanity and/or racial slurs, harassment, threats, intimidation before, during or after a game, disrespectful conduct. If during a game, the violator will be immediately ejected and removed from the facility.

Minimum Penalty: Immediate ejection, removal from facility and probation for the remainder of the season.

Maximum Penalty: Suspension for 5 calendar years and 5 additional calendar years probation.

3. Being unfaithful to the character-development missions of the league and not compromise these objectives to achieve sports performance goals. Not always placing the emotional, physical and moral well being of athletes above desires and pressures to win.

Minimum Penalty: Verbal Warning

Maximum Penalty: Removal from participating in the league, coaching, and/or being a spectator for the remainder of the season.

4. Refuse to abide by an official's decision. If you have a major complaint, or if you think the official was unfair, biased, unfit or incompetent, report your opinion to the League Coordinator. Your actions will be taken seriously if they are presented objectively and formally.

Minimum Penalty: Verbal Warning

Maximum Penalty: Removal from participating in the league, coaching, and/or being a spectator for the remainder of the season.

5. Appear in or around the facility of the league under the influence of alcohol or drugs.

Minimum Penalty: Immediate ejection, removal from facility and probation for the remainder of the season.

Maximum Penalty: Suspension for 1 calendar year and 1 additional calendar years probation.

6. Gaining an advantage through strategies or techniques (such as devious rule violations, alteration of equipment or the field of play or tactics designed primarily to induce injury or fear of injury) that violate the rules or disrespect the highest traditions of the league and/or agency.

Minimum Penalty: Verbal Warning

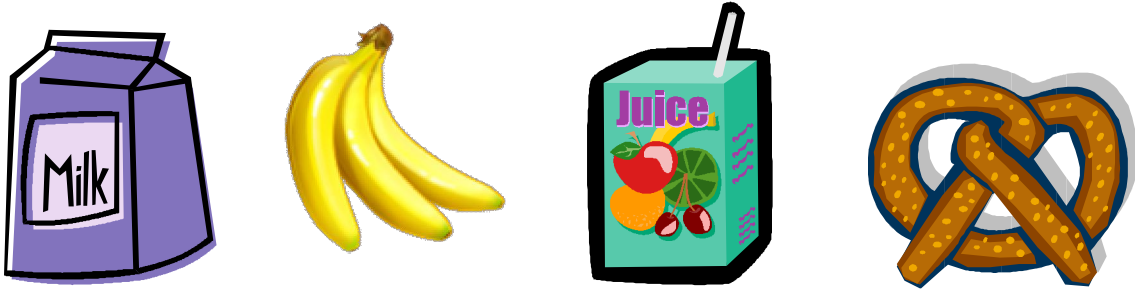
Maximum Penalty: Removal from participating in the league, coaching, and/or being a spectator for the remainder of the season.

Any coach, participant, parent, or spectator whom is on probation for a Code of Conduct violation, and is reported for another violation of the Code of Conduct, will face double the normal penalty for the new violation. Any probation or suspension included in the penalty for the new violation will run consecutively with the former penalty.

I, the violator, understand that I was in violation of the Cosumnes Community Services District Sports Code of Conduct. I have met with CSD staff to discuss the incident and penalty given. I have agreed to the above penalty and understand that another Code of Conduct violation will result in double the normal penalty for the new violation.



CSD SPORTS TEAM SNACK LIST



DATE	GAME	PLAYER BRINGING SNACK
	Game # 1	
	Game # 2	
	Game # 3	
	Game # 4	
	Game # 5	
	Game # 6	
	Game # 7	
	Game # 8	



CSD SPORTS PRACTICE PLAN

DATE: _____ OBJECTIVE: _____

EQUIPMENT NEEDED: _____

	TIME	MINS.	DRILL	DESCRIPTION
Example:	5:00	10	Stretch/Warm Up	Stretch 5 minutes, lay ups 5 minutes

PRACTICE WINS:

- 1.) _____
- 2.) _____
- 3.) _____

PRACTICE CHALLENGES:

- 1.) _____
- 2.) _____
- 3.) _____



Coach Agreement

I, the undersigned, have read and understand all the policies and procedures as set forth in the 2009 Coach Guidebook. I also understand that I am responsible for following as well as ensuring that my team and team's parents are informed and complies with all of the policies and procedures, as they are stated in the 2009 Coach Guidebook.

Sport (check one): Jr. NBA She's Got Game
 T-Ball Flag Football
 Pee Wee Soccer

Team Name: _____

Coach Name (Print): _____

Coach Signature: _____ Date: _____