

Community Services Department's Vision and Mission Statement

Our Vision

“We are vital to Buckeye being a desired community.”

Our Mission

We are dedicated to enriching quality of life and creating memorable experiences for all generations.

We do this by:

Utilizing diversity to serve with excellence.

Being committed to building lasting memories.

Serving with passion and commitment.

Consistently exceeding customer expectations.

Being dedicated to enriching people's lives.

Doing our best to get to YES.

Dear Coach:

Thank you for volunteering to coach with the City of Buckeye Youth Sports Program. The role of a youth sports coach can be very rewarding, but can be challenging at times as well. We have included helpful information in this handbook to assist in making this an enjoyable season for you and your team.

Our youth sports philosophy is to provide our youth with a positive athletic experience in a safe environment where fun, skill development, teamwork, and sportsmanship lay its foundation. In addition, our youth sports program is designed to encourage maximum participation by all team members; their development is far more important than the outcome of the game. Please be sure to remember you are dealing with children, in a child's game, where the best motivation of all is **enthusiasm, positive reinforcement** and **team success**. If the experience is fun for you, it will also be fun for the kids on your team as well as their parents.

Please take the time and effort to do the best job you possibly can. If for any reason you are unable to complete the season, or have any issues with the coaching, please do not hesitate to contact us. We are here to assist you in order to make this season a success for everyone involved.

Thanks again for your efforts.

COACHES INCENTIVE PROGRAM

Program Philosophy: Volunteer coaches are the greatest asset to our youth sports programs. The City of Buckeye Community Services Department will make the success of our volunteer coaches the number one priority during the sports season.

How the Incentive Program Works: Interested coaches register their child and pay the appropriate registration fee. If selected as a head coach, one (1) credit valued at \$50.00 will be placed on his/her account upon completion of the season. Any credit given will expire (1) one year from being placed on an account. Any credits issued must be used prior to registering for any future activities or program. This credit can only be used towards any future program or activity offered by the city of Buckeye Community Services Department.

Qualification Criteria: Credit is only given if a coach completes the entire season and **fulfills 6 of the 8 requirements** listed below.

1. Complete coaching application.
2. Pass fingerprint and background check.
3. Attend mandatory coaches' meeting.
4. Be present on picture day and in the team photo.
5. Return 90% of youth sports season surveys.
6. Complete the season. This entails hosting one practice per week, attending 6 out of 7 games.
7. Maintain sports equipment and return all equipment by deadline.
8. Display and teach positive sportsmanship. Follows the Coaches Code of Ethics & Conduct.

VOLUNTEER COACH DESCRIPTIONS/EXPECTATIONS

The City of Buckeye Youth Sports programs counts on volunteers to coach teams in our leagues. We are always looking for new coaches, and appreciate the time and effort put forth by all coaches.

Pre-Season Expectations

- Complete Coaches Application, Complete and pass FBI Background Check and attend the coaches meeting.

Time Commitments

- Call parents and schedule first team practice/meeting, Review Parent Code of Conduct with parents, get all parent signatures and return to staff, Schedule practices, 1-2 times per week, Be present at games and in the team photo.

End of Season

- Return equipment, Distribute awards and complete evaluations/surveys.

Goals

- Coach and provide instruction to approximately 7-16 youth participants.
- Create a FUN and safe environment.
- Increase skill development and knowledge of game.
- Teach teamwork and positive sportsmanship.
- Follow the City of Buckeye's rules and regulations.
- Adhere to the Code of Ethics and Conduct.

City of Buckeye Youth Sports Coaches' Code of Conduct

1. **I will place the emotional and physical well-being of my players ahead of a personal desire to win.**

Expected Behavior:

- O Use appropriate language in a respectful manner when interacting with players, referees, and staff.

Understand that Buckeye Youth Sports is a recreational program that emphasizes equal playing time, teamwork, respect, and having fun.

Include all players in team activities without regard to race, religion, color, sex, or any other legally protected classification.

Treat all players, referees, staff, coaches, parents, and spectators with dignity and respect.

2. I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group. Expected Behavior:

Be aware that youth may vary greatly in physical, social, and emotional maturity.

Understand that some skills, drills, and demands are not appropriate for all youth.

Be aware that a child may need additional support depending on behavioral, emotional, or physical disability.

3. I will do my best to provide a safe playing situation for my players. Expected Behavior:

Report any safety hazards to City of Buckeye Staff.

Protect players by removing them from play if injured and will communicate all player injuries with parent/guardian and City of Buckeye Staff.

Keep all players' personal information confidential and only use it for league purposes.

4. I will do my best to organize practices that are fun and challenging for all my players. Expected Behavior:

Understand that communication with parents is important regarding schedules and will do my best to inform parents about any changes in schedules.

Realize that players may have absences from practices or games due to reasons beyond my control.

5. I will lead by example in demonstrating fair play and sportsmanship to all my players. Expected Behavior:

Do my best to encourage, teach, and expect good sportsmanship from my players and their parents.

Play all players equally. This includes both playing time and playing each position.

6. I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events. Expected Behavior:

Be alcohol, tobacco, and drug free at all Buckeye Youth Sports activities.

Remind parents/spectators to refrain from use of alcohol, tobacco, or drugs while at Buckeye Youth Sports activities.

7. I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players. Expected Behavior:

Encourage parents and players to read the rules and answer any questions they may have.

Teach and require compliance of the rules from my players.

8. I will remember that I am a youth sports coach representing the City of Buckeye. I understand that the game is for children and not adults. Expected Behavior:

Maintain a positive and respectful attitude.

Accept and adhere to all league rules and policies.

Be responsible for the behavior of my parents and spectators.

Enforcement of the Code of Conduct:

Enforcement of the code of conduct will vary based on severity of the issues and complaints. Any coach who is ejected from a game must leave the park or school facility immediately. All ejections will include an additional one week suspension (or longer based on severity of issue). Immediate suspension or permanent removal from the league can occur without a written or verbal warning. The City of Buckeye has the right to refuse future coaching applications based on previous code of conduct violations.

As a City of Buckeye Volunteer Coach, I acknowledge and agree to the established coaches' code of conduct. I understand that my position as a volunteer is a privilege and not a right. Any violation of this code of conduct can lead to suspension or removal of volunteer status and forfeit of coach's credit.

LEAGUE INFORMATION

Player Eligibility

All participants are required to be registered by the City of Buckeye, Community Services Dept. prior to playing or participating in practices. Players who fail to register will be declared ineligible.

Team Formulation

Players are assigned to teams according to the nearest public school. Participants who do not register by the registration deadline are placed on the waiting list and will only be placed on teams if available roster size permits. Requests by parents and coaches for specific team assignments **cannot** be guaranteed. Team rosters will be limited to 6-11 participants depending on registrations and division.

Practices

The practice times and locations are up to the volunteer coaches. Since the teams are formed based on schools, the desire is for the coach to have a practice location convenient for a majority of the team.

Please be sure to clean up after your practices, and leave the fields looking better than when you got there.

Uniforms

Uniforms will be provided for all registered participants and three coaches shirts per team. Uniforms (players and coaches) must be worn at every game for identification purposes. Uniforms will be given out according to the size requested upon registration.

Games

Game times could be M-F nights or Saturday morning/afternoons and vary depending on division. Schedules will be provided, and posted on our website, social media and emailed out.

Equal Playing Time

The City of Buckeye strictly enforces equal playing time for each child, regardless of age or ability.

Site Supervisors/Officials

A Site Supervisor, identified by City of Buckeye staff shirt, will act as your liaison to the Parks and Sports Staff. If you have any issues during your game, please see the site supervisor. The site supervisor is also equipped with a first aid pack and emergency telephone for accidents and incidents. All accidents and incidents are documented and reported back to the Community Services Department.

In addition to the site supervisor there will also be City of Buckeye staff officials during the games if required. Please demonstrate respect to the site supervisors and officials and encourage your players/parents to do the same. If you have concerns please inform the youth sports staff at an appropriate time and manner. Please **do not** express concerns in front of the participants.

Equipment

The City of Buckeye provides the necessary equipment for teams to participate in our leagues, however please encourage players to bring their own equipment. If the equipment is broken and/or unsafe for use, please contact us and we will replace it as soon as possible. Equipment includes any ball issued by the City, cones, pumps, goalie and practice jerseys. Players are to supply their own chin guards and shoes. **NO METAL CLEATS ARE ALLOWED!**

Awards/Pictures

The City of Buckeye provides awards for each registered participant. The awards will be distributed after the final game when the equipment is returned. Coaches and parents are advised not to solicit any funds for any purpose from players or parents.

Coaches are to distribute picture packets to those who wish to purchase pictures. There is no requirement to purchase any photos. The photographer will be asked to provide a free picture plaque for all head coaches for their efforts.

Picture day schedule will be provided to all coaches prior to picture day. If for some reason you have a conflict with your picture time, please contact the program coordinator/programmer.

End of Season

Pictures, awards and evaluations will be distributed on or before the last game of the season. Following your final game, please return all equipment and evaluations to the site supervisor.

Assistant Coach

It is up to the head coach to determine who will be the assistant coach for the season. The City of Buckeye will provide a 2 coach's shirts for the assistant. Each coach is allowed to encourage parent assistants (limit 2) to help out with other duties as needed.

Although not required, several teams select a "Team Parent" to help with the administrative aspects of coaching.

Pre-Season Meeting

You will receive your roster during the coaches meeting. Each player's name, main contact, and phone number is included on the roster. We suggest calling each of the parents and setting up an introductory meeting prior to your first practice (can be same day as your first practice). Come to the meeting prepared and let the parents know the expectations and goals you have for the season. Emphasize the importance of keeping a positive attitude during the season, having good communication, and safe environment.

Bullying Prevention

Bullying is any unwanted aggressive behavior(s) by another youth or group of youths that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bully may inflict harm or distress on the targeted youth including physical, psychological, social or educational harm.

Modes of Bullying:

- Direct: Aggressive behaviors like pushing, hitting, direct harmful written or verbal communications.
- Indirect: Aggressive behaviors not directly communicated to the youth, like spreading rumors, or telling others to exclude.

Types of Bullying:

- Physical: Hitting, kicking, punching, spitting, tripping, pushing
- Verbal: Taunting, name-calling, threatening words, notes or gestures, sexual comments.
- Relational (designed to harm reputation and relationships): Social isolation, spreading rumors, posting embarrassing images.

Ways to Prevent:

- Talk to your players about our ZERO TOLLERANCE POLICY for bullying.
- Encourage your team to be supportive of one another.
- Always be present: there should always be adult supervision.
- See something, Do something: Address any signs of bullying right away, they need to know that it's not acceptable.

Nutrition and Hydration

The City of Buckeye Youth Sports program follows the recommendations and guidelines from National Park and Recreation Association's (NRPA) Commit to Health Standards. Coaches and parents will all receive a handout on nutrition and hydration as well as it being available on our website. Please ask parents not to bring doughnuts, cookies, chips, soda, sugary drinks, etc as we want to promote healthy wellness of young athletes. Also emphasize the importance of keeping the children hydrated before, during and after events.

Safety

Parents should be aware that coaches are not babysitters. Encourage parents to attend all practices and games and to notify you if they are not able to make an event. The City of Buckeye encourages coaches to be trained in basic first aid and CPR. Always make sure to have a plan in case of an emergency (see Emergency Action Plans (EAPs) below). Report all serious injuries to the City of Buckeye site supervisor or sports staff with in 24hrs of an emergency.

- Safety is the number one concern. Volunteer coaches should take safety into consideration in everything. Sports can be dangerous if the proper safety precautions are not taken.
- At no time should volunteer coaches give over the counter or prescription medication to a participant.
- Make sure all equipment has been set up correctly and is in proper condition. Check all equipment before each practice and game. Do not use damaged equipment.
- Maintain good discipline in practices and games.
- Go over the rules and safety procedures with your participants at the beginning of the season. Remind them of the rules periodically throughout the season.
- While working with participants, volunteer coaches should always be in a spot where they can see all the playing space and players and kids in order to properly monitor the activity.
- Never leave a program unattended, even if it's to get a Band-Aid. If assistance is needed, ask another parent to help.