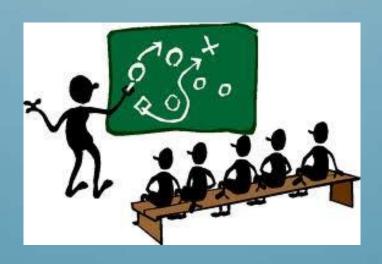


COACHES CERTIFICATION TRAINING





WELCOME

INTRODUCTIONS



AGENDA



WELCOME-THANKS-INTRODUCTIONS 7 **REQUIRED STEPS EXPECTATIONS POLICIES SPORTSMANSHIP** INTRODUCTION TO COACHING **SPORTS INJURIES** SITE LOCATIONS **RESOURCES**



www.stpaul.gov/athletics



7



REQUIRED STEPS

to become a
Certified Coach
with
Saint Paul Parks and
Recreation



STEP 1. VOLUNTEER APPLICATION FORM



Depo

Email Address_

CITY OF SAINT PAUL Department of Parks and Recreation

VOLUNTEER APPLICATION

Please type or print clearly

Data privacy requires that we inform you that you do not need to provide this information. However, if you choose not to provide information the Department of Parks and Recreation will no longer consider your application. Any omission or false representation will result in rejection of your application, or in the termination of your positions.

City

Would you be will				why):
•	-	a different ag	group/ge	ender?:
List of Previous Volum City/Location	Noteer Experience Volunteer Work	Age/Gender	Year	Supervisor Name and Phone Number
City/cocarion	Performed	Age/ Delider	7641	Super visor realite and r none realities
Ex: Maplewood	Basketball Coach	9 & 10 Girls	1999	Bill Johnson (651)555-5555
	+		_	
	Previous Employers (w			
Employer	Work Performed	Employment Dates	Supervis	sor Name and Phone Number
Ex: Best Buy	Store Manager	February		ones (651)555-5555
		2/2004 - 5/200	6	
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VOLUNTEERS MUST COMPLETE ALL ATTACHED FORMS

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

evaluation of my suitability of the described volunteer work and such other information as deemed appropriate.

Pursuant to the Minnesota Child Protection Background Check Act (Minn. Stat. §§299C.60-299.64), the Saint Paul Division of Parks & Recreation will ask for your consent to perform a background check to determine whether you are the subject of any reported conviction for a background check crime.

2 PAGE FORM READ FILL OUT SIGN TURN IN TO CENTER DIRETOR AFFILLIATE DIRECTOR

STEP 2. SUBMIT A BACKGROUND CHECK



CITY OF SAINT PAUL Department of Parks and				
Department of FarkS and	d Recreation	,	ty:	
44		·		
Background Check:		Concussion Training:		
	Backgrou	nd Check For	m	
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provide information the Dep	inform you that you do not no partment of Parks and Recrea t in rejection of your application	ation will no longer consi	der your application	
lease Print Clearly:				
ast Name	First Name		Middle Name	
urrent Address		City	State_	Zip
umber of years lived at above a	address			
revious Address		City	State_	Zip
umber of years lived at above a	address	•		
	Gender (M/F Maiden			
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ave you ever been convicted of	f any of the crimes listed on the	back of this form? [] Ye	s [] No	
yes, please attach a description	ion of the crime including the city	y, state, date and the facts	of the conviction.	
	rks and Recreation to perfo	orm a check of my back	ground, including:	
	r jobs in which I have expre	sional status, personal	references, and ot	her persons as
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ppropriate for the volunteer understand that information etermining my suitability fo he check will be kept confid have also read, understand, nteraction with Juvenile Par	r jobs in which I have expre in collected during this back or particular types of volunt	sional status, personal essed an interest. kground check will be I teer work, and that all s saint Paul Department tor Volunteers'. I unde	imited to that approuch information of Parks and Recent erstand that failure	opriate for ollected during reation's to abide by this

BC Page 2

Background Check Crimes

- Murder
- Manslaughter
- Felony level assault
- Kidnapping
- Arson
- Criminal Sexual Conduct
- Prostitution-related crimes
- Any act committed against a minor which constitutes a violation of:

Any ac committed against a minimum of constitute 609.185(5) - murder while committing child abuse 609.221 - 1st degree assault 609.222 - 2nd degree assault 609.223 - 3nd degree assault 609.224 - 4nd degree assault

609.2242 - domestic assault 609.322 - solicitation, inducement & promotion of prostitution

609.324 - prostitution related offenses

609.342 - 1st degree criminal sexual conduct 609.343 - 2nd degree criminal sexual conduct

609.344 - 3rd degree criminal sexual conduct

609.345 - 4th degree criminal sexual conduct

609.352 - solicitation of children to engage in sexual conduct

609.377 - malicious punishment of a child

609.378 - neglect or endangerment of a child

Any violation of:

152.021, subd. 1(4) - 1st degree controlled substance crime

152.022, subd. 1(5) or (6) - 2nd degree controlled substance crime

152.023, subd. 1(3) or (4) - 3rd degree controlled substance crime 152.023, subd. 2(4) or (6) - 3rd degree controlled substance crime

152.024, subd. 1(2), (3), (4) - 4th degree controlled substance crime

2 PAGE FORM **READ FILL OUT** SIGN **TURN IN TO MUNICIPAL ATHLETICS**

STEP 3. & 4. ATTEND CERTIFICATION CLINICS (BASIC & SKILLS)



CERTIFICATION CLINIC NOTIFICATION FLYER







*All previously certified & new coaches must attend.

BASKETBALL COACHES CERTIFICATION CLINICS

2013-14 SEASON

Must attend one of these four clinics.

DATE	LOCATION	TRAINING
Saturday, Novem <mark>ber 2</mark> 3	El Rio Vista Rec. Center 179 E. Robie St. 55107 651-789-2500 Room 212	Sub Activity #11399 Clinic Coaches Certification Clinic FULL (El Rio Vista)
Sunday, November 24	El Rio Vista Rec. Center 179 E. Robie St. 55107 651-789-2500 Room 212	2-5 pm Sub Activity #11396 Clinic Coaches Certification Clinic FULL (El Rio Vista)
Monday, December 2	El Rio Vista Rec. Center 179 E. Robie St. 55107 651-789-2500 Room 31	6-9 pm Sub Activity #11726 Clinic Coaches Certification Clinic FULL (El Rio Vista)
Thursday, December 5	El Rio Vista Rec. Center 179 E. Robie St. 55107 651-78-2500 Room 212	6-9 pm Sub Activity #11401 Clinic Coaches Certification Clinic FULL (El Río Vista)

For the 2013-14 season, ALL Head Coaches and Assistant Coaches Must:

- 1. Pre-register for coaching clinic with their on site staff on **Active.** Affiliate teams can call Municipal Athletics to register (651-558-2255).
- 2. Complete certification in basketball. All coaches must be certified by Dec. 6, 2013.
- 3. Complete and pass a background check if one has not been completed with in the last two years. Coaches must complete background checks every two years. All background check forms must be turned in before the coaches' first practice.
- 4. Complete On-line CDC Concussion training. Go to www.CDC.gov/concussion and take the *Heads Up* training. Turn in certificate of completion to the Municipal Athletics office. (Please write your site on it)
- 5. Wear Coaches ID badges during all games and practices. Given after completion of #'s 2-3.
- 6. The following forms should be read, signed and turned into the recreation center before your first
 - Juvenile Participant Code of Conduct for Volunteers
 - St. Paul Parks and Recreation Volunteer Application
 - Coaches' Pledge form
- 7. Certification Clinic is required for all coaches coaching 10U, 12U, 14U, & 18U. It is highly recommended that 6U & 8U coaches attend as well.







STEP 5. INTERACTION WITH JUVENILE **PARTICIPANTS** CODE



INTERACTION WITH JUVENILE PARTICIPANTS CODE COVERS:

PURPOSE:

TO INSURE THE SAFETY OF JUVENILE PARTICIPANTS (17 AND YOUNGER) IN THEIR INTERACTION WITH VOLUNTEERS AND WITH EACH OTHER.

INCLUDES:

- REQUIREMENTS
- EXAMPLES OF APPROPRIATE POSITIVE INTERACTION
- EXAMPLES OF INAPPROPRIATE HARMFUL INTERACTION



- ACTIVITIES VOLUNTEERS SHOULD NOT ENGAGE IN (UNDER NO CIRCUMSTANCES)
- POSSIBLE CONSEQUENCES FOR BREACHES OF THIS CODE

 Do's & Don'ts
- 2 ADULT RULE

SIGNATURE ACKNOWLEDGING THAT YOU HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE CODE

Interaction with Juvenile Participants Code of Conduct for Volunteers Subject:

To ensure the safety of juvenile participants (age 17 or younger) in their Purpose: interactions with volunteers and with each other.

The Department of Parks and Recreation takes seriously its responsibility to ensure that youth participating in our programs have a safe, healthy and positive environment in which to have

Appropriate, positive interactions among youth and between volunteers and youth are essential in supporting positive youth development, making youth feel valued, and providing the caring connections that serve as protective factors for youth. Conversely, inappropriate or harmful interactions put youth at risk for adverse physical and emotional outcomes.

Parks and Recreation volunteers are expected to conduct themselves professionally at all times during their interactions with all participants. Social relationships with juvenile participants outside the context and scope of our services is inappropriate.

It is our expectation that everyone involved in our programs will contribute in a positive manner, creating a healthy environment where participants will feel safe and welcome and where they will find their participation rewarding. Adults interacting with young people should do so with integrity and respect for the child. It is the adult's responsibility to set and respect boundaries. When a child attempts to involve an adult in inappropriate behavior, the adult is responsible for redirecting the behavior.

Examples of appropriate, positive interactions include:

- > Praise
- Positive reinforcement
- Pats on the back or shoulder
- High fives
- Brief, youth-initiated hugs

Examples of inappropriate and/or harmful interactions include:

- Sexually provocative or degrading comments
- Risqué jokes
- Patting the buttocks
- Corporal punishment
- Behavior or language that is threatening or demeaning
- Intrusive questions, comments or observations, verbally or through notes
- Unwanted staring or watching

Sometimes it is unclear if a behavior is appropriate, inappropriate, or harmful. For example, contact, such as kissing, may be developmentally appropriate between older youth or similar ages/development, but is inappropriate within our programs. It may even be harmful if the kissing is coercive. Another example involves hugging. Hugging may be appropriate and positive in some circumstances, but it can also be inappropriate if the child is not receptive, if the volunteer is hugging too often or for too long, or if the contact is romanticized or sexually

Each volunteer is expected to do their part in promoting safe interactions and monitoring and preventing inappropriate or harmful interactions with and between youth. If you are concerned about any interaction between a volunteer and program participant, please take action immediately. Possible responses include bringing the behavior to the attention of the person you're concerned about and asking them to stop (e.g. "I felt uncomfortable having you tell that joke when children could have overheard you."). If you see or learn of anyone exhibiting behavior that is inappropriate or potentially harmful it should be reported immediately to your supervisor and/or emergency services.

Under NO circumstances should volunteers engage in the following activities with juvenile

- > Inappropriate affectionate contact including, but not limited to: any type of sexual contact, kissing, dating, holding hands, or allowing children to sit on a volunteer's lap;
- Providing any mood altering substances to any participant, including but not limited to: $alcoholic\ beverages, illegal\ drugs, and/or\ prescription\ drugs;$
- Allowing a juvenile participant to visit the volunteer's residence at any time;
- Initiating or responding to social or personal contact with a juvenile participant by phone, e-mail, text messaging, etc. for any purpose unrelated to City business;
- Providing a juvenile participant with the volunteer's personal contact information, including but not limited to: the volunteer's home phone number; cell phone number; personal e-mail address; and/or home address for any reason other than City business.
- Giving, offering, providing, or promising juvenile participant money, food, gifts or anything of value, unless related to City programs or services or in an emergency.

Volunteers who engage in any of the behaviors outlined in this policy will be subject to immediate discipline, up to and including discharge, and may also be subject to criminal

Possible consequences for breaches of this Code of Conduct include:

- An apology
 Direction to stop the inappropriate behavior
- Transfer to a different assignment
- Training Verbal or written warning
- Suspension
- Termination
- Prosecution by authorities (if criminal act)

It is understood that occasionally a volunteer's relationship with a program participant predates the volunteer's hire. Circumstances such as these should be reported to your Supervisor immediately and will be managed on a case by case basis.

Volunteers who are aware that another volunteer is engaging in any of the behaviors outlined in this policy are required to report the behavior to their supervisor without delay. Failure to do so will result in discipline for all volunteers aware of the situation, up to and including discharge.

Two-Adult Rule:

To reduce the risk of accusations of inappropriate conduct with youth, all volunteers should ensure that there is more than one person present during all activities with children and young people. If this is not possible, any one-on-one interaction with a child or young person (e.g. providing first aid, correcting conduct, etc.) must take place within sight or hearing of others. Volunteers should never allow touching to occur out of visibility of others, even in the event of tending to an injured child or youth. If privacy is needed, have another volunteer, staff member or child/youth present. Any touching that is resisted or refused by a child or youth must be

All doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

If transporting participants, volunteers should never be alone in a vehicle with a single youth participant.

I have read, understand, and agree to abide by the Department of Parks and Recreation's 'Interaction with Juvenile Participants Code of Conduct for Volunteers'. I understand that I am free to discuss my opinions about this code with my supervisor but that I must abide with the code as written. I understand that my failure to abide by this code or the provisions of this policy may result in dismissal from volunteer positions involving children

Further, I agree that if I am charged or convicted of a crime that would exclude me from working with youth (e.g. violent crimes including but not limited to assault, malicious punishment of a child, aggravated robbery, or any offense committed with a weapon; drug offenses, except those which would be treated as a petty misdemeanor; and criminal sexual conduct, solicitation of children for sex or other related offenses), I will notify my

supervisor of this fact	
Signature	Date:

3 PAGE FORM READ SIGN **TURN IN TO** CENTER DIRETOR AFFILLIATE DIRECTOR

STEP 6. PHILOSOPHY STATEMENT COACH'S PLEDGE



THE BASIC FOUNDATION OF OUR PROGRAM IS:

TO ENCOURAGE AGE PARTICIPATION IN PHYSICAL ACTIVITIES

TO PROMOTE THE DEVELOPMENT OF PHYSICAL SKILLS

TO PROVIDE A SAFE PLACE AND FUN EXPERIENCE



IT IS BUILT ON THE PRINCIPLES OF:

FAIR PLAY GOOD/GREAT SPORTSMANSHIP RESPECT FOR:



SELF TEAMMATES OPPONENTS OFFICIALS

EXPECTATIONS:

EVERYONE INVOLVED
WILL CONTRIBUTE
IN A POSITIVE MANNER,
CREATING A HEALTHY, SAFE,
WELCOME ENVIRONMENT
WHERE THE ATHLETIC
EXPERIENCE WILL BE
REWARDING



Youth Sports Programming Coach's Pledge

Youth Athletics Philosophy Statement

The City of Saint Paul, Department of Parks and Recreation is committed to providing quality athletic programming for youth of all ages and abilities. The basic foundation of our program

- · to encourage participation in physical activity
- to promote the development of athletic skills
 to provide a safe place and a fun experience

Our program is built on the principles of fair play, good sportsmanship, respect for one's self, one's teammate, for one's opponent, and the officials. It is our expectation that everyone involved in youth athletic programming will contribute in a positive manner, creating a healthy environment where participants will feel safe and welcome, and where they will find their athletic experience rewarding.

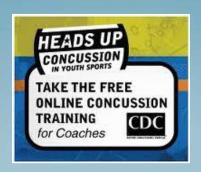
As a coach in the youth sports program, I pledge to support the City of Saint Paul, Department of Parks and Recreation and to positively support my athletes during their youth sports experience. I have read and understand the expectations the Department has for youth sports coaches and I agree to abide by them.

Signature	Date
Name	
Address	City, State Zip
Phone	E-mail address
Recreation Center	Sport/Age Level

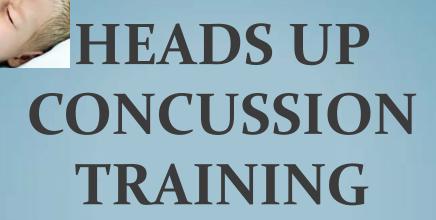
1 PAGE FORM **READ SIGN TURN INTO CENTER DIRECTOR** AFFILLIATE DIRECTOR

STEP 7. HEADS UP CONCUSSION TRAINING

- 1.TAKE ONLINE (ONCE EVERY 3 YEARS)
- 2.SEND OR FAX TO:
 MUNICIPAL ATHLETICS



ALL **COACHES, RECREATION** STAFF (INCLUDING **ADMINISTRATORS**) **ARE REQUIRED BY LAW** TO TAKE AND COMPLETE THE **ONLINE CONCUSSION TRAINING EVERY** 3 YEARS



ONLINE GO DIRECTLY TO:

http://www.cdc.gov/concussion/HeadsUp/Training/index./html OR

MUNICIPAL ATHLETES WEBSITE: www.stpaul.gov/athletics

When completed, please email or fax the final page of the test to Municipal Athletics for verification that the test was completed.

Municipal Athletics

1500 Rice Street

Saint Paul, Minnesota 55117

Office: (651) 588-2255

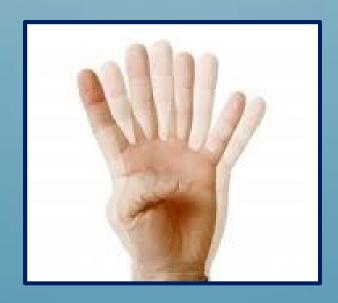
TTY: (651) 266-6378

Fax: (651) 558-2237

E-mail: <u>muni@ci.stpaul.mn.us</u>



GO ONLINE TO GET THE PROFESSIONAL ANSWERS



DIRECTOR'S CHECKLIST

Screening Checklist

☐ Received complete written/signed Volunteer Application Form.
☐ Received complete written/signed Background Check Form.
☐ Received signed Code of Conduct Form. (Be sure to give the volunteer a copy of this form for his/her records)
☐ Reviewed written application noting any concerns to be addressed in the interview.
☐ Checked intranet database to see if coach is certified/and if he/she has had a previous background check.
☐ Had a personal conversation with volunteer and attached Personal Conversation Note Form to Application
□ Reviewed References (Using Reference Check Form). Circle number: 1 2 3 (Attach notes to application)
☐ Received signed Coaches Pledge Form
☐ Sent Background Check to Jody Griffin for processing

Only turn in background check form to Jody. All other forms should remain in a 'volunteer' file at your recreation center.

FOR COACHES



GREAT EXPECTATIONS

In the role of a youth sports coach, the Department of Parks and Recreation expects you to complete the 7 required steps to become a Certified Coach and to comply, to the best of your ability, with those requirements.

ADDITIONAL EXPECTATIONS CAN BE FOUND IN THE COACH'S MANUAL

Expectations for Youth Sports Coaches

In the role of a youth sports coach, the Department of Parks and Recreation expects you will:

- · Attend required training for coaches.
- Agree to a BCA background check.
- Work with the Recreation Center staff to make sure the team roster and any other required paperwork is completed and submitted in a timely manner.
- Be responsible for equipment, uniforms and first aid kits issued at the beginning of the season, and be responsible for their prompt return at the end of the season.
- · Maintain a safe environment at all times for players.
- · Be familiar with the basic procedures for managing sports injuries.
- Know the rules and the modified rules for the sport you are coaching.
- · Know the youth athletics policies and abide by them.
- Be available to practice at least once per week and attend scheduled games.
- Be on time for practices and games and be respectful of assigned schedules for other teams and groups.
- Refrain from the use of drugs, tobacco and alcohol during practices and games.
- Refrain from using profanity and prohibit profanity or "trash talk" by your players.
- Treat staff, officials, your players, opposing players, spectators and coaches with respect.
- Demonstrate good sportsmanship at practices and games. Your behavior influences the behavior of your players and spectators.
- Be positive. Encourage, don't discourage.
- Ensure equitable playing time for every player and help make the season fun.
- Keep winning in perspective and remember that the game is for the kids and not the adults.
- Wear your City issued Coaching ID badge during all league games, play-off games and other youth tournament games.

If any of these expectations are difficult or impossible for you to comply with, it may be best for us to help you find a volunteer opportunity other than coaching youth sports.



ADDITIONAL INFORMATION

Equipment – All teams need to be prepared with warm-up balls. Do not assume the host sites with have them to use. Directors should be issuing equipment bags. Recommendation; to get pinnies too. Many teams come in same color uniforms. All teams must provide a game ball at game

Minimum Playing Requirement – All sports have them. They are bare minimum, hopefully you are playing the kids as equally as possible.

For the Sportsmanship Pledge coaches are responsible for reading it not the kids. It is too hard to hear them. And the coaches should take ownership in it.







NO Jewelry

Number of coaches allowed – each sport has a maximum

Badges – must be seen! Not in pockets or bags or under coats – all of which happen. Left in your car in NOT an excuse! – Go get it! You MUST hold on to it for two years. Only issue one free. When they do a new background check they will get a new one – free (if they are still with us).



Blow outs

Incidents – reports – coaches may be asked to provide a written or verbal report on an incident that occurred.

Team cleaning up after themselves

YOUTH ATHLETICS

POLICIES



CONDUCT

Do's

Don'ts







- 1. The consumption of alcoholic beverages
- 2. Verbal abuse to opponents or officials.
- 3. Unnecessary rough play.
- 4. Flagrant, physical contact



- 5. Fighting.
- 6. Physical abuse of game officials.
- 7. Use of Ineligible players.
- 8. Any unsportsmanlike act not covered in 1-7 above.

ANY VIOLATIONS OF THE SPP&R
CONDUCT POLICY OR ANY
UNSPORTSMAN LIKE ACT IN A GAME
THAT REQUIRES EJECTION FROM A
GAME OR AS A SPECTATOR REMOVAL
FROM A SITE WILL BE SUBJECT TO A
(MINIMUM) ONE WEEK SUSPENSION
FROM ALL SPP&R ACTIVITIES



ONE WEEK SUSPENSION DEFINITION

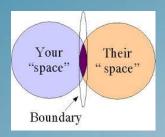
Ejected on Saturday. One week suspension starts the day following the suspension.

Example:

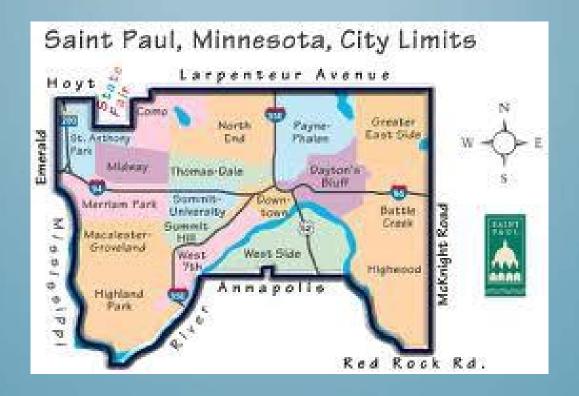
Suspended on Saturday! Suspension starts the next day, Sunday.

Sunday day1, Monday day2, Tuesday day3, Wednesday day4, Thursday day5, Friday day6, Saturday day7. If approved may begin activities on Monday.

Suspension from ALL P & R activities includes any activities at any St Paul Recreation Centers.



RESIDENCY



PARTICIPANTS MUST: RESIDE OR ATTEND SCHOOL WITHN THE BOUNDARIES OF ST. PAUL



-St Paul Boundaries

NON-RESIDENT TEAMS

On occasion the City has approved a team or teams from suburban areas to play in the city youth leagues when the team(s) had no where else to play and it is in the City's best interest to have them in our leagues.

With the exception of the residency requirements, all non-resident teams must comply with all Municipal Athletics policies.



ROSTERS



MUNICIPAL ATHLETICS YOUTH ROSTER

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COMPLETED ROSTER FORM MUST:

- *Be submitted to MA at least one day prior to the teams first game.
- *Include each players name, signature address, phone #, birthdate, grade and school. Coach's information and signature to be included.
- *Be dated and signed by the Center Director or staff designee.
- *Have a copy on file at the Recreation Center.
- *Have birth certificates or some form of age verification on file at the Recreation Center.

OTHER ROSTER FORM INFORMATION:

- *Teams that do not submit a roster prior to the deadline may be subject to forfeiture of the first game. *Teams without a roster prior to the second game may be dropped.
- *Additions may be made by submitting player(s) information on roster form. All changes must be made to MA by midseason or determined by MA office.
- *Non-recreation center teams must adhere to the same eligibility and roster requirements.
- *Anyone knowingly providing false or incorrect information will be suspended and will be required to attend a hearing prior to reinstatement.

NOTE: There have been situations when a player has inadvertently been left off a roster. If verification can be made that the player is eligible by all other rules and has been a member of the team that season, the player could be ruled as eligible

PROTESTS



RULE MISAPPLICATION OR JUDGMENT S MAY NOT BE PROTESTED.

PLAYER ELIGIBILITY

ONLY

MAY BE PROTESTED

PLAYER ELIGIBILITY INCLUDES:

- 1. Non-Resident
- 2. Age
- 3. Over weight (FB)
- 4. Non-Roster Player
- 5. Other violations of the conduct policies

It is the responsibility of the protesting team to provide some type of written proof or documentation to back up the protest claim. Hearsay alone will not be accepted as grounds for protest.

MUST BE <u>SUBMITTED</u> ON A PROTEST FORM BY THE CENTER DIRECTOR ALONG WITH A \$25 FEE. FEE ONLY REFUNDED IF THE PROTEST IS UPHELD

PROTEST FORM

YOUTH ATHLETIC POLICY: PROTEST FORM

PLAYER ELIGIBILITY PROTEST:

SUBMIT TO "MUNICIPAL ATHLETICS, 1500 N RICE ST. ST.PAUL, MN 55117 (651)-558-2255 FAX (651)-558-2237

THIS FORM MUST BE SUBMITTED BY THE RECREATION CENTER DIRECTOR. FORMS NOT SUBMITTED BY THE RECREATION CENTER DIRECTOR WILL BE RETURNED. PLEASE READ OR BE FAMILIAR WITH THE YOUTH ATHLETIC POLICY ON PROTESTS PRIOR TO COMPLETING THIS FORM. INFORMATION ON THE PROPER PROCEDURE FOR PROTEST MAY BE OBTAINED AT YOUR LOCAL RECREATION CENTER OR THE MUNICIPAL ATHLETICS OFFICE.

	AGE DIVISION	
NAME(S) OF PLAYER(S) PROTESTED	D	
DATE/TIME OF GAME	SITE GAME PLAYED	
PLAYER(S) BEING PROTESTED NAM OTHER HELPFUL INFORMATION:	ME, PHYSICAL DESCRIPTION, JERSEY #,	SCHOOL, OR ANY
	~	
	S PLAYER(S), (INCLUDE ALL DOCUMEN	TATION TO
SUBSTANTIATE CLAIMS):		
SUBSTANTIATE CLAIMS):		
	(please use reverse side	if more space is needed)
X		if more space is needed)
X		
signature RECREATION CENTER DIRI	ECTOR / /	

RULE MISINTERPRETATIONS:

NOT PROTESTABLE! EVEN THOUGH MISINTERPRETATIONS ARE NOT PROTESTABLE IT IS IMPORTANT THAT THEY BE SHARED WITH OFFICE STAFF SO THAT THE MISINTERPRETATION MAY BE CORRECTED IN THE FUTURE. PLEASE USE THE REVERSE SIDE OF THIS SHEET FOR SUBMITTING THE FORMATION AND RETURN TO MUNICIPAL ATHLETCS.

ATHPOLprotestform 04/18/02

PLAYING UP



PLAYERS MAY BE ELIGIBLE TO PLAY ON MORE THAN ONE TEAM IF THE FOLLOWING GUIDELINES ARE MET:

- Players may not play on more than one team within the same age group in SPP&R
- Players may play on more than one SPP&R team if they are in different age groups and they are eligible in both. But not more than one age group higher than their current age.
- Eligible players may play on a SPP&R team and in a non-SPP&R league.
- If a player plays in more than one age group, they may play in only one age group in playoffs. Player must make decision before playoffs begin and the Rec Center/Organization must notify MA.





PLAYING UP OR MORE THAN ONE TEAM WHAT'S POLICY/LEGAL IN MUNI... MIGHT NOT BE WHEN PLAYING IN OTHER PROGRAMS

If a team or player competes in a State
Tournament or Invitational Tournament in a
program outside of the jurisdiction of
Municipal Athletics, that team and players
or an individual player

must comply with that program's rules

which many times are different than

Municipal Athletics'

Policies and Procedures



WEATHER





THREATENING/INCLEMENT WEATHER

Maintaining safe conditions for the participants and spectators at a youth athletic event is of utmost importance. Coaches and officials must be aware of:

HEAT AND HUMIDITY
WIND AND COLD
RAIN AND LIGHTNING
STORM SIRENS SOUNDING
MAKE UP/CANCELLATION POLICIES

INFORMATION AVAILABLE IN THE COACHES MANUAL www.stpaul.gov/athletics

NOTE: Coaches are not to cancel their own games under any circumstances without notifying MUNICIPAL ATHLETICS. If make up games are to be played they will be scheduled by the league coordinator.

YOUTH WITH DISABILITIES

- Are welcomed to participate in St Paul activities and sports
- Extra assistance and accommodations need to be made
- Activity might not be appropriate
- Adaptive Recreation Program Office # 651-793-6635











VOLUNTEER LIABILITY

As a volunteer for the City of St Paul, Certified Youth Sports Coach, you are protected under the City's self insurance liability coverage. The liability covers damages, up to statutory limitations, resulting from his/her actions while serving the City as a volunteer providing the actions are not criminal in nature and are within the scope of the coach's duty.



SURVEYS EVALUATIONS

Surveys and/or Evaluations will be send on line after each season or when deemed necessary. It is hoped that each coach will take this opportunity to share with Municipal Athletics staff his/her thoughts about the season. This valuable input is reviewed and discussed in order to evaluate and make improvements to the program.



SPORTSMANSHIP



Sportsmanship Pledge

Welcome to <u>COACH'S TRAINING</u>. We appreciate your support and hope you enjoy today's youth baseball game.

We ask that you, the fans, help promote the ideals of fair play and good sportsmanship by cheering for <u>all</u> players, by respecting the calls made by the officials, and by following the spectators' code of conduct.



The Sportsmanship Pledge is to be read by a <u>coach</u> out loud to all participants and fans prior to each youth game



CODE FOR SPECTATORS:

- Keep cheering Positive
- Respect the opposing team and fans
- Learn and understand the rules of the game
- Respect the judgments of the officials
- Accept winning or losing with dignity

It is our expectation that spectators will act in an appropriate manner. If a parent, fan or spectator's behavior is inappropriate, they will be given a yellow card. If the behavior is not controlled they will asked to leave. If the person(s) refuse to leave the staff person or game official(s) will declare the game over.

SPORTSMANSHIP YELLOW CARD

YELLOW CARD

Given to an unruly spectator by either recreation staff on duty or a sports official during a contest

Side 1

Saint Paul Parks and Recreation

We appreciate your attendance at this youth athletic event. Our participants need your positive support and encouragement. Abusive or unsportsmanlike behavior towards players, coaches, officials and fans will not be tolerated. If your behavior continues, we will stop the game until you leave the premises.

Side 2

Any spectator removed from a gym or athletic field during a youth sports contest for disruptive or unsportsmanlike behavior is requested to call the Municipal Athletics Office at 651-558-2255 to schedule a meeting with the Conduct and Eligibility Committee prior to attending any remaining regular season or play-off games. If the incident occurs at the end of a season, the meeting must be scheduled prior to attending any upcoming sporting events.

DEVELOPING GOOD SPORTSMANSHIP

TEACH YOUR PLAYERS:

- Respect for their teammates, opponents and self
- Never make physical gestures to embarrass or humiliate opponents or officials
- Wrong to curse or use profanity towards anyone
- Applaud when injured player removed from game
- When game is over it is a nice gesture to shake hands and thank officials
- GOOD sportsmanship starts with the coach
- Teach GOOD sportsmanship to the parents too.

THE ONLY THING
THAT CHANCES WHEN
YOU INSULT SOMEONE
IS THE RESPECT
THEY HAVE FOR YOU.

ENFORCE GOOD SPORTSMANSHIP:

If a child's behavior is out of line, consider these:

- Remove the child from the game
- ➤ Make sure he/she understands why they were taken out
- ➤ Sit him/her until the lesson seeps in



VIOLENCE IN YOUTH SPORTS

EVERYONE
CONNECTED WITH
SPORTS IS
RESPONSIBLE FOR
HELPING PUT AN END
TO THE VIOLENCE IN
YOUTH SPORTS
WHICH SEEMS TO BE
GETTING WORSE



Monkey see Monkey do

INTRODUCTION TO COACHING YOUTH SPORTS





WHY KIDS PLAY

HAVE FUN
LEARN/IMPROVE SPORTS SKILLS
GET EXERCISE
BE PART OF A TEAM
THE CHALLENGE
COMPETITION AND CHANCE TO

COMPETITION AND CHANCE TO WIN DO SOMETHING THEY ARE GOOD AT

WHY KIDS QUIT

LOSE INTEREST OR GET BORED

IT IS NOT FUN
TAKES TOO MUCH TIME
TOO MUCH PRESSURE
COACH PLAYS FAVORITES
OVER EMPHASIS ON WINNING
COACH IS NOT A GOOD TEACHER

BORED OF BEING BORED BECAUSE BEING BORED IS BORING

TOP PRIORITIES FOR THE COACH

To give kids (especially those ages 5-12)
a great youth sports experience
REMEMBER 3 THINGS

EACH KID WANTS TO PLAY IN THE GAME AND PLAY A LOT

PARENTS COME TO WATCH THE KIDS NOT YOU

PLAY IN THE GAME

Getting my

AND PLAY A LOT

priorities

straight

DEVELOPMENTAL PHASES OF YOUNG ATHLETES

WHEN TO START?



4-8

Majority of this age group just want to be a part of a team, wear a uniform, be with their friends, run around and have a good time



By this age kids begin to exhibit real athletic ability. They begin to cognitively understand game structure, rules and strategies.

They enjoy being recognized as some one with athletic talent.

As they reach 11 to 12 their physical ability and athletic development becomes more apparent.

Most kids at this age are very emotional. Let them be emotional.

13-up

As youngsters begin to reach adolescence some aspects of their athletic pursuits change, often dramatically. Many youth this age are often clumsy and self conscious until they grow in to a more full grown self.

ADDITIONAL INFORMATION MAY BE FOUND ON THE MA WEBSITE www.stpaul.gov/athletics

YOU THE ROLE MODEL Kids need from you:

LEADERSHIP ORGANIZATION ENCOURAGEMENT TEACH SKILLS DISCIPLINE **SPORTSMANSHIP**



Parents want from you:

TEACH COOPERATIVENESS/TEAMWORK

LIKES KIDS **KNOWLEDGFE OF THE SPORT GOOD TEACHER** POSITIVE EXPERIENCE EVERY DAY

INVOLVE PARENTS PATIENCE LISTEN SENSE OF HUMOR TEACH KIDS AS INDIVIDUALS PROVIDE SAFE/HEALTH ENVIRONMENT





My Coach , SAYS IF YOU DO YOUR BEST, JOEY, NO MATTER WHAT THE SCORE ... YOU WIN!"

CARE & PREVENTION OF SPORTS INJURIES & HEAT/COLD AWARENESS



INJURY PREVENTION HINTS MAKE SURE:

Players have the protective equipment required to play the sport you are coaching: (proper fit, good shape, worn properly)

Players know how to care for their equipment

Players are comfortable telling you they don't feel well or f they are injured

Players are drinking adequate amounts of fluid

Not to do exercises that put UNDUE stress on knees, elbows, neck and back.



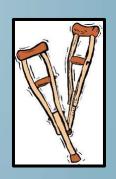
Loosening up and stretching is well supervised before each practice and game

You are teaching the proper fundamentals for the sport you are coaching. Players that can execute the proper skills for the specific sport are less likely to be injured while playing.

ADDITIONAL INFORMATION FOR

Treating MINOR injuries

Awareness of MORE SEVERE injuries and steps to take



Awareness of and Prevention and Treatment of HEAT related illnesses



Weather Hotline 651-588-2118

MAY BE FOUND IN THE COACH'S MANUAL WHICH MAY BE VIEWED AND/OR DOWNLOADED ON THE COACHE'S CORNER AT:

www.stpaul.gov/athletics

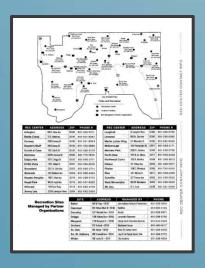
REC CENTERS

8



ATHLETIC COMPLEX LOCATIONS

www.stpaul.gov/athletics



DIRECTIONS TO ST. PAUL RECREATION CENTERS AND MUNICIPAL ATHLETICS FIELDS
Arington. 296-5701 (665 lt. Rose Ave.) Cross streets - Maryland and Greenbrier. The center is one block east of

Baker 292-244 (200 W. Page St.). Cross street: Baker and Bettows. From Dodd Boad, go west on Page. From Smith go near on Page. From English the Congress Street, go south on Bettows.

Bettlet Creek. Str. 6347 (275 S. Wantinop) Cross street: Wantinop and Upper Afron Road. From Hwy 94 go south on Road bettle Creek to Upper Afron Afrong Page Afron go and.

North or Bladt. 7(3)-3857 (800 Cleavey) Cleas attents: Canway and Maglei. From diventions St. Plad, take Eclings (turns into 3th) to Maria. Then right (north) at thinks and left (seat) at Convey.

Delon A. Cine: 298-5700 (102) Dutch St. J. Criss stress: Deloth and Case. From Johnson Flewy & Maryland, gowert on Maryland St. Molecks to Dutch. Then it contine to Dutch.

Pounting Recordion Coaler, Dounting Stadion & Dounting Stadion Complex 602-5124 (1221 Marshall Ave between Lexington and Hamiton) From Hwy 94 tale the Lexington cvit. Go seath on Lexington to Marshall. Go night (west) on Marshall. For Donning Staffied Fields From 94W, tale Hamiton south to Concorda (1 block - it's

Endvice: 772-7845 (1675 E. Fulfs St.) Cross streen - Fulfs and Flandras. From New 94 take White Rear morth to Fulfs Street. Turn info events on Fulfs. Edgewath: 665-7311 (2006, Griggo Cross streets - Inflaron and Griggs. From Laxington and St. Clair, go west on St. Clair to Griggs. Turn in the county in or Griggs.

ET Rio Viole: 208-5659 (179 E. Robis) Cross streets - Robie and State. From downsown St. Paul, take IIvy 52 (Lafayette) to the Concord exit. Turn right on Concord to State. Right on State.

Front 206-5809 (485 Stimon St.) Cross streets - Front and Arrandel. From Date and Ferrit, go east on Front to 6

Grigger 294-5755 (1188 Habbard Ave.) Cross streets - Habbard and Durings. From New 94 take Lexington Plewy south to Habbard. Go west on Habbard.

Growdood: 695-3714 (2021 St. Char Ave.). Choss streets - St. Char and Prior. From Circuland Ave go east on St. Clar. From Stelling Ave. go word on St. Clar.

Hancock: 296-4399 (1610 Habband Ave.). Cross streets - Stelling and Habband. From Hwy 94 tale Stelling morth to Habband. Hancock is across Stelling from Handino University.

Hayden Belghte. 298-5716 (1965 B. Hoyt Ava.). Cross street: Hoyt and Darlene. From Larperneur and White Bear go noth on White Bear to Hoyt. Turn left (tead) on Hoyt. Hazel Park: 501-6350 (945 N. Hazel). Cross streets: Hazel and Croe. From Maryland and White Bear go south

Hillsenset, 605-5706 (1978 Ford Plew). Cross streets - Ford Plewy and Kenneth. From Stelling and Montreal, take Stelling north to Ford Plewy. Go went on Ford Plewy.

Homerself, 06.5.73(c).1845. Sheefands Cross stress. Alignmehr Rid. & Sheefant. From discretion St. Parli, tale. Word P. 90. S. Parl Alvers. The Inguistre. Early on High grounds in Sheefant. Right on Sheefant. Reportion control down are on the east side, founting the set but.

Blammy Lee: 20.8.55(c) (100) [pidart. A. vo.; Cross streets: [pidant and Cofund. Friend downtown St. Parli, take 94W to Leinington. Left questic one block on Leinington to the Homersey and Crossortion. State on the Homersey and control one block on Leinington and Crossortion.

block.

Langford: 298-5765 (20 Langford Pk) Cross streets - Langford and Blake. From Snelling Ave go west on Como to

Line and 296-5660 (600 St. Clair) Cross streets - St. Clair and Victoria. From Laxington Plovy go-east on St. Clair. From Hay 35E out of downtown St. Paul, take the St. Clair exit and go west.

Margaret. 294-5719 (1109 Margant) St.). Cross stropes - Margant and Earl. From Earl and Maryland, take Earl south to Margaret. From Earl and "For Earl and 6"; take Earl north to Margaret. Martin Lather King: 296-8009 (271 MacLukim: Cross moreto-MacLukim and Marshall. From How 94 go south on Date to Marshall. Turn belt needs on Marshall. Turn belt on MacLukim.

McDonough: 556-2171 (1544 Timbertide Rd) From Hwy 35E take the Wheelock Plovy exit and go west on Wheelock to Jackson Street. At Jackson, turn left (south) to Timbertide. Turn left (east) at Timbertide and folion is the center.

McMarray Fields: From Hwy 94 tale: the Lexington exit. Go north on Lexington to Jessamire Ave and turn let (whereison Park: 294-5766 (2000 St. Anthony) Cross streets - St. Anthony and Widder. From Marshall and Sociliar, go west on Marshall to Widder (Widders one block east of Cleveland). Turn right (nurfs) on Widder.

Tase waser to the other.

North Dide: 556-2320 (1414 St. Albano) Cross streets - St. Albano and Cottage. From Largesteur, take Dale south to St. Albano. From Maryland, onle Dale north to St. Albano.

Orchard: 29316 (ETS Orchard Ave) Cross stores - Orchard and Million. From Hwy 94 go north on Lexington in Orchard (which is just north of listergy Fask Drive). Turn right on Orchard.

Polise: 296-5677 (781 Palace Awe) Cross stores - Palace and View. From downtown \$1, Paul, take West 276 to

Jefferson. Go word on Jefferson to View.

Phoke: 793-6600 (1000 E. Wheelock Plwy) You can gain entrance to Wheelock Plwy from Arcade St. heading east or from Maryland Ave heading west around the west short of Luke Phales.

Prosperity: 286-5722 (1771 Kennard St) Cross streets - E, Cottage and Kennard. From Maryland and White Bear, go north on White Bear to Cottage. Turn left (west) at Cottage.

Bior. 296-5819 (1021 Marion St) Cross streets - Marion and Lawson, just off Boor Street - south of Maryland, north

Bloc 206-5319 (1021 Marion St) Cross steeds - Marion and Lawson, just off Roce Steed - south of Maryland, north of University.

Rise & Artington Fields: Lucated on Rice Steet between Wheelock Piewy and Maryland, across from Washington

Riverside: Located at the corties of West 7th Street, Montreal and Lexingson Parkway. From 64, take Lexingson south to Mentreal. From derwinners St. Paul, take West 7th to Montreal. These fields are near the Highland Golf Course.

St.Chier. 294-5730 (265 Oncida St) Cross streets - St. Chier and Oncida. From Hwy 35E cut of deventown St. Pautale the St. Chier axis and go east one block to Oncida.
Schediller. 298-5820 (237 Thomas Ave) Cross streets - Thomas and Gattier. From Hwy 94 or University, go north on Ministry to Thomas.

So. St. Anthony: 208-5770 (190) Cronwell). Cross streets - Territorial Rd and Cronwell. From University Ave grooth on Reymond Ave and go west on Territorial Rd.

Sybon; 206-592 (77 W. Rene) Cross streets - Maryland and Sybon; From Hwy 381 take Maryland west.

Wed Minocholes: 206-5922 (645 W. Minochola Ave) Cross streets - Pierce Butler Rosts and Minochola. From Hwy by as seed not lade to Minochola. Trus left event on Minochola.

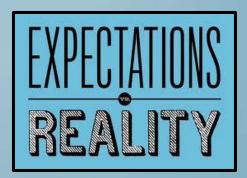
White "180-77-7681 foreits Of Cross streets - Materian and Cross Ave. From Power Ave on need on Cross - From Mary 180-77-7681 foreits Of Cross streets - Rosteron and Cross Ave. From Power Ave on need on Cross - From Power Ave.

OFFICIAL'S PROGRAM

TRAINING



EXPECTATIONS



COMMITMENT TO PARTICIPANTS



CONCERNS/PROBLEMS



ANDRE LANOUE 651-558-2256

RESOURCES



WWW.STPAUL.GOV/ATHLETICS



HOW TO ACCESS

www.stpaul.gov/athletics
AND WHAT IS AVAILABLE



RESOURCES AVAILABLE TO DOWNLOAD

GENERAL:

P & R Coaches Certified Training 2014

P & R Coaches Manual (B &W for printing)

Motivating Female Athletes

Coaching Youth Athletics

20 Techniques of Motivation

BASKETBALL SPECIFIC:

Muni New Seat Belt Rule 2014

Basketball Defense

Basketball Dribbling

Basketball Rebounding

Basketball Shooting

Basketball Passing and Catching

Basketball Layups

7 Basketball Rule Myths

BASEBALL SOFTBALL SPECIFICS:

RBI fundamentals

RBI rules foul fair

RBI rules infield fly

RBI CUTOFFS

RBI soft toss

RBI batting hints to do-don't do

RBI Drills

mshsl BALKS

BB RULES simplified illustrated

BB Pitching HS rules

BB SB FIELDS MARKINGS

Bunting instructional level 7-8 yr olds

Common Misconceptions in BB and SB

UMPIRECHUCKLES

VOLLEYBALL SPECIFICS:

Volleyball fundamentals

Volleyball overhand serving

FOOTBALL SPECIFICS:

www.stpaul.gov/athletics

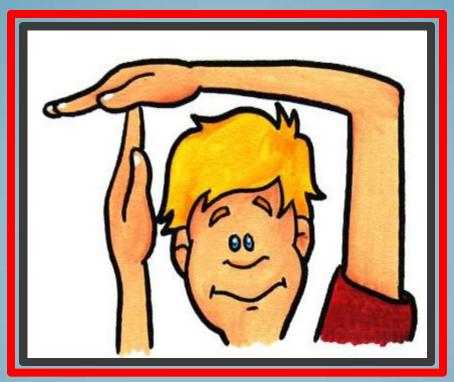


Google

Google Search

I'm Feeling backy







10 MINUTES

MEET BACK HERE

YOUTH ATHLETICS SPORT SPECIFIC

LEAGUE RULES

