Coach Requirements for Youth Athletics

- **Volunteer Coaches:** Fill out the online volunteer form each school year. Form is found on the district website under “Get Involved”, [http://nvps.net/volunteer-in-our-schools/](http://nvps.net/volunteer-in-our-schools/)
  - Once you have been cleared to coach please make an email request for your player’s refund (or a donation letter for your taxes) to jhigdon-bovo@nvps.net. Request must be made before the end of the program’s season.

- **Practice Schedules:** Stop at the Community Ed office or email jhigdon-bovo@nvps.net to schedule your gym practice or with your Program Coordinator for outdoor fields.
  - Schedules made on a first come basis so don’t delay.
  - CE office is located inside the HS adjacent to the Fitness Center. Enter through front HS office 7:30am-3:30pm during the school year and 7:30am-1:00pm during summer hours.
  - Appointments also accepted during non school hours.

- **Equipment:** Pick up first aid kit, coaching apparel, and any needed equipment from Program Coordinator.

- **Running a practice:** If you need help with coaching the sport, please ask your coordinator for information on running a basic practice. Use any provided resources given to you by the coordinator or the HS Athletic Department.

- **Team Communication:** Contact the parents of your rostered players to inform them about practice days/times/locations and any other pertinent information.

- **Parent Meeting:** Schedule a parent meeting the first night of practice so that parents know who their child will be coached by and so they can ask any questions. Make sure to have all up to date parent emails and/or cell phone information to communicate any last minute changes to your schedule.

- **Schedules and handouts:** Provide the parents with a printed copy of your team roster, game schedule, treat schedule, as well as dates of pictures, clinics and HS game youth night if these events are scheduled.

- **Communication:** Make sure you are communicating with your Program Coordinator, parents/participants as needed.
  - Program Coordinator: Alert the Program Coordinator with any behavioral issues or concerns that may cause problems. Be prompt in your reply back to his/her emails or phone calls.
  - Parents: Make sure to communicate often to parents about any changes that occur. Be prompt in your reply back to emails or phone calls.
  - Participants: Face to face communication only. No Facebook posting, messaging, texting or emailing directly with student is allowed.

Northview Community Education Office
4451 Hunsberger NE, GR 49525. 616-361-3444
NVComEd@nvps.net
Coach’s Information

- **Practice & Games:** Arrive on time, ready for your practice and make sure participants are monitored at all times.
  - Youth sport teams should practice for 60 minutes, 2 times per week when possible. Practices should be a mix of skill building (¾) and scrimmaging (¼).
  - Make a practice plan prior to practice to help you run through drills.
    - The internet is full of ideas for youth sports skill building sessions.
    - If you need further assistance in what to do at practices please contact your Program Coordinator for ideas.
  - Coaches must wait until all players are picked up after practices and games. Always have another adult on the premises with you if possible. Or at least another player if another adult is not around.
  - If you are unable to make a practice and cannot reschedule, locate another team/coach to practice with or ask a team parent if they can run the practice.
  - Coaches should give the participants 100% of their attention during practices and games. Please limit cell phone usage while coaching.

- **Inclement weather:** Have a plan of where to go should inclement weather pop up during a practice or game.

- **Difficulty with parent or participant:** Please communicate any concerns to your Program Coordinator who will help you with the matter or share it with the Community Education office if necessary.

- **No inappropriate language use by anyone at anytime!** If a coach, participant or parent is using inappropriate, abusive, or demeaning language at anytime they may be asked to exit the premises. If you need to report this as a problem to your Coordinator, please do so in a timely manner.
  - Stay positive at all times and try to shut down any negative comments or language as soon as possible.

Three Cs: Caring + Communication + Competency = Success

- **Caring**- Treat every athlete like your own child. Provide tons of positive reinforcement.

- **Communication**- Communicate with athletes, parents, program director. Keep parents informed of choices you make about changing the schedule or playing players in certain positions. Over communicating will often prevent issues from occurring.

- **Competency**- Attend coaching clinics or search the internet to improve as a coach. Collaborate with other coaches for resources or ideas to improve. Know the rules of the game you’re teaching.

Miscellaneous

- **Social Media:** No inappropriate information on social media. Do not text children directly or make friends with them on Facebook. Always communicate with the parents instead.

- **Remind participants (and parents) that they are representing Northview while in uniform. Language, actions, and behavior should be of a positive nature while wearing the N and representing Northview Youth Athletics.

- **Do not prop doors to our facilities open.**

- **Snow Days:** Youth programs do not practice on Snow Days.

- **Severe weather:** when thunder is heard or lightning seen, you must get off of the field and take cover in a safe place for 30 minutes after the last time it was heard/seen.

- **Players who miss practices are tolerated in our Little Cat’s Athletic programs.** No participants should be punished for missed practices or inattentiveness at practices or games. All participants should get adequate play time.
  - If you are having difficulty with a child listening at practice or games please speak with their parents about his or seek advice from your Coordinator.

- **Game Officials/Referees** are not to be yelled at or questioned by the coaches, parents, or participants. At every level there may be some bad officiating and many of our officials are just beginning to learn how to officiate. Set a good example to your players and parents and do not question referees or blame them for a loss because of a bad call.
  - Monitor your parents’ behavior toward referees
  - There is a shortage of referees.
  - Remember young game officials are someone’s child and they are learning too.
  - If we don’t have referees we don’t have sports!

Concussion Protocol

A student who experiences a head or neck injury while playing in a Northview Youth Athletics program should follow the below protocol.

- **Student must sit out the remainder of the practice or game.**
- **Coach should notify the parent; Fill out an INCIDENT REPORT;** Report incident to Coordinator of the program.
- **Coordinator reports the incident to Community Education.**
- **Coordinator or coach should follow up with parent to see if they have seen a doctor.**
- **If the doctor recommends that the child sits out for any further games or practices a RETURN TO PLAY form must be signed by the doctor and turned into the coach before student can participate.**