



Coaches Handbook

KIDS INC Coaches volunteer their time to coach practices and games for their team free of charge. We don't condone payment to our coaches for their service during a KIDS INC season. KIDS INC is a school age/grade based program offering sports activities according to the City of Dallas and surrounding areas.

1.00 PROGRAM AND ORGANIZATION

- 1.01 Role of the Board of Directors. KIDS INC is organized and operated in accordance with State of Oregon and Federal IRS statutes pertaining to not-for-profit corporations. The organization is governed by a volunteer Board of Directors who set sports' program policies, oversee finances and provide direction to the professional staff. A Board Member may also serve as a Sports Coordinator to work with staff and coaches and to monitor or evaluate and modify rules.
- 1.02 Role of Sports Coordinators. KIDS INC Sports Coordinators are responsible for filling all head coaching positions for teams organized within their assigned sport programs. Sports Coordinators select and assign head coaches according to whom they feel will do the best job meeting KIDS INC program goals and orientation. Head coaches are responsible for having all assistant coach's complete coach's applications, and submit their applications to their respective Sport Coordinator for approval prior to the Scheduling meeting for each

sport. All coaches and assistant coaches must pass an annual background check prior to consideration for a coaching position.

1.03 Organizing the Team. The Sports Coordinator in cooperation with head coaches assigned for each sport will be responsible for setting the initial practice times and places. If registrations exceed the number of players for one team, multiple teams will be formed and additional coaches will be assigned. The head coach shall help the Sports Coordinator recruit additional coaches and assistant coordinators.

2.00 COACHES GUIDELINES

2.01 Rights, duties, and responsibilities - Each KIDS INC team is under the leadership of a Sports Coordinator who, within the broad guidelines of KIDS INC policies, has sole discretion to run the team in every aspect including: setting practices times and days, determining the offensive and defensive strategies, assigning players positions and establishing playing time (as long as all decisions conform to KIDS INC rules). In those situations in which teams will be split, the ultimate decision on player selection will rest with the head coach(s). The assistant coach will serve at the discretion of the head coach. KIDS INC reserves the right to approve all coaches.

2.02 Equipment - Once a coach has been appointed, he/she may check out the appropriate equipment for sport and grade beginning the night of the coaches organizational meeting or the following day.

2.03 Practices - Coaches selected prior to the beginning of the season should attend the first organizational meeting where they will be given a general overview of the KIDS INC program and have an opportunity to sign up/ schedule practices. Coaches assigned after the organizational meeting arrange practices directly with their Sport Coordinator.

2.04 Recruiting - KIDS INC provides sport activities to the City of Dallas and surrounding areas. KIDS INC encourages coaches to recruit players from the area. In keeping with the KIDS INC philosophy of "All Kids Play," coaches must never discourage kids from registering to play.

2.05 Team Supervision - Upon becoming a KIDS INC coach, an individual agrees to supervise the players on their team during all KIDS INC sanctioned activities. These include: practices, games, or special events that their team may do as a unit. Coaches are responsible for the conduct and safety of their team, any siblings who they permit to attend practice and fans who attend games. Coaches must not leave players unattended at practices or games. At least one coach must remain after practice until all players are picked up. Coaches assume responsibility of managing the facility in the absence of a paid school official, KIDS INC Gym Supervisor, or other KIDS INC designee. During games coaches are responsible for the conduct of the parents and fans of children on their team. The officials may enlist the help of the coach if a fan or parent becomes out of control. If a coach doesn't come to the aid of the official, the game can be suspended.

3.00 TEAM CONDUCT AND ORGANIZATION

3.01 Team Rules and Discipline - Coaches are required to conduct a parent meeting at the beginning of the season to review team rules and expectations. KIDS INC recommends that every parent be provided a written list of team requirements and sportsman conduct agreement. Rules should be reasonable and within the spirit of a recreational sports program. Coaches cannot suspend a player's playing or practice time privileges if players and their parents have not been given a copy of the rules in advance. Coaches cannot suspend a player for more than one game or three practices in a season without getting permission from KIDS INC Board in advance.

3.02 Practice Attendance - Head coaches have the authority to establish reasonable attendance requirements for practice sessions. Coaches must inform team and parents of the exact rules and penalties governing attendance. Coaches should take every step possible to avoid any misunderstanding of their attendance rules. These rules should be written and distributed during the team/parents meeting.

3.03 Disciplinary Action - A coach is authorized to impose disciplinary actions against a player who will not follow instructions, willfully disrupts practice, etc. Such action cannot be more severe than one game or three practices. The Kids Inc sports coordinator will be notified as soon as reasonably possible if any disciplinary action is taken. The sports coordinator will notify the Kids Inc Board as soon as responsibly possible of the incident and actions taken. If a coach desires more severe action, he/she shall petition the Sport Coordinator for a variance to this policy. Before any disciplinary action takes place, the player's parents must be notified and given all details.

3.04 Team Rosters - Coaches are permitted to play only athletes placed on their official Roster in KIDS INC regular season games and official tournaments. Any use of a non-rostered player in a game is a severe breach of ethics and is grounds for immediate dismissal and game forfeiture. There is never a permissible reason to use a player not on the roster. If the coach has any questions he/she should check with their KIDS INC Sport Coordinator.

3.05 Responsibilities of a Coach - When a person agrees to coach a youth team, he/she assumes tremendous responsibility. Persons NOT WILLING to accept ALL FACETS of coaching responsibilities as listed below, should not become a KIDS INC coach. Commitment to these responsibilities is extremely important for the success of the program and the kids as well as the coach.

3.06 Promoting Your KIDS INC Program - A volunteer coach must be willing to make a commitment to upholding the ideals and philosophy of KIDS INC. Coaches are expected to promote program values at all times and maintain a positive attitude toward fund raising projects by complying with the meaning, spirit and intent of program policies and regulations. Purposely ignoring or willfully violating this aspect of coach responsibilities will not be tolerated.

3.07 Time Commitment - A volunteer coach must be available to conduct practices and available for game play for the duration of a season. Before you commit to coaching make sure you can spare ample time each week for the entire season.

3.08 Team Duties - Coaching a youth team carries many duties other than actual coaching. Coaches must follow and adhere to all policies as listed in this publication.

4.00 COACH, PLAYER, AND PARENT CONDUCT

4.01 Coaches Conduct - During KIDS INC activities coaches are expected to maintain a high standard of conduct and display good sportsmanship at all times. Yelling, screaming, swearing, berating, willfully violating rules, etc. will not be tolerated. When a coach displays attitudes, actions or conduct contrary to KIDS INC rules, regulations and philosophy, the coach will first be counseled by KIDS INC President or their delegate. Subsequent violations may result in suspension or other sanctions, up to and including removal for the remainder of the sports season. Repeated violation of rules, regulations and policies may result in permanent suspension from KIDS INC.

4.02 Winning is Not Everything - Always keep in mind that you are a role model for kids. Approaching every game with the right outlook is very important. Please remember not every team can win and teaching kids how to deal with losing is a very valuable lesson. If you think winning is the only thing that matters, you probably should not coach. Youth sports should instill attitudes and character that will be beneficial to the kids in their future.

4.03 The Best Interest of Kids - Young athletes must be made to feel good about themselves. A KIDS INC coach cannot belittle, degrade or reject any child. A coach must establish and maintain proper discipline at all times with the same rules and expectations applying to everyone. The coach is responsible for making sure each child is given an equitable opportunity during practice sessions and games.

4.04 Role Model - The volunteer coach has a great influence on kids playing in the program. They will notice your dress, your language, whether or not you have a sense of humor, and many other things. Because of this, a coach must exhibit a positive attitude at all times. Set a good example by never swearing, smoking, yelling, or screaming, etc.

4.05 Game Conduct - Coaches must refrain from any personal action or display of poor attitude which may arouse players, team followers or spectators to unsportsmanlike behavior. At all times, coaches must show complete respect for game officials, opposing players, coaches, and spectators. Bad attitudes, temper tantrums, and poor displays of conduct become a direct reflection on the program, as well as the coach, and will not be tolerated. Such actions will be dealt with by the Sports Coordinator and reported to the KIDS INC Board. This could result in suspension from coaching duties.

4.05.1 Any form of impairment of alcohol, drugs, or combination thereof will be immediately addressed by the Sport Coordinator. The Sports Coordinator will advise the KIDS INC Board as soon as possible.

4.05.2 Any third party allegations of drug use, alcohol consumption, or combination thereof while at an official KIDS INC event will be addressed as soon as possible by the Sports Coordinator. The Sports Coordinator will advise the KIDS INC Board as soon as possible.

4.06 Disciplinary Action – If any coach or player ejected from a game, they are suspended from the next scheduled game. Further ejections will result in further suspensions or termination. If a coach engages in a physical altercation during a KIDS INC activity, the coach is automatically suspended from coaching. Reinstatement may be granted after review by KIDS INC Board.

4.07 Parent and Player Conduct - Coaches have a responsibility to control the players, parents and anyone else attending KIDS INC activities associated with their team. The use of alcohol and tobacco products at game or practice sites is prohibited. Parents demonstrating bad attitudes, temper tantrums, intoxication, or poor displays of conduct will be dealt with by head coach, Sports Coordinator, or KIDS INC Board members and could be banished from game sites or have their children expelled from the program.