



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# GROWING STRONGER TOGETHER



## Youth Sports Rules and Guidelines

# Coach Responsibilities

## Coach's Information

Our rules are designed to teach the basic fundamentals of the sports offered. YMCA leagues do NOT keep score, stats or season standings. We encourage our coaches to focus on good sportsmanship and the importance of being a team player. Everyone plays, everyone wins!

## Use of School and Public Facilities

The YMCA of the Greater Tri-Cities uses elementary school grounds in and around the community. **Use of these facilities is contingent upon good conduct and cooperation by our sports teams.** The following regulations are a composite of the standards we must follow in order to ensure a successful season as well as a positive future:

- 1. There must be adult supervision at all times.** Coaches are responsible for supervising the activity of their players. The Y's Child Abuse Prevention standards specify that a Y volunteer coach should never be alone one-on-one with a player (of either sex). There should always be two adults waiting with a child. By no means should you ever drive one of your players home if it's only the two of you in the car.
  2. There will be a **Sports Site Supervisor** at each game. The Site Supervisors are Y employees and should be treated with respect. It is their job to ensure the schools and people are safe. Sports Supervisors are NOT responsible for the behavior of the players or their siblings; they are not babysitters. Please listen to them when they ask you to remember a rule; it's their job!
  3. **First Aid kits** will be provided at each game by the Site Supervisor. The kits will be stocked with Band-Aids, cold packs, gauze, and rubber gloves.
  4. **Facilities/Fields will be left in the same or better condition than which they were found before the activity.** Please be respectful of the gyms, fields, and parks that the YMCA uses. Remember to pick up any belongings and garbage.
  5. **Equipment** will be checked out by the head coach and must be returned at the end of the season.
  6. **Canceled games due to weather** (outside sports only) will be up to the coach to decide if a game or practice should be canceled due to rain or extreme heat. If there is lightning during practice or a game it will be canceled. The coach will determine the time and day of a rescheduled game. Please check with the YMCA for field space and availability
- \* follow us on Facebook and Twitter to get YMCA updates.
7. **Remember, games are for fun! No official scores, stats or standings.**

## **PLAYERSPACE**

The YMCA of The Greater Tri-Cities is partnered with Playerspace for electronic communication and league management.

- **What does this mean for you?** Playerspace gives you convenient, 24/7 online access to league information such as schedules, team information, and event specifics. You will receive emails from Playerspace with updates on important sports program information, including access to team roster, schedule changes, and new league registration announcements. You will have convenient access to your private Playerspace email where all league communication can be viewed at any time.

## **Volunteer Coach Sign-ups and requirements**

The safety of our volunteer coaches, participants and families is our top priority and that's the reason a national background check and child abuse prevention training is necessary. Please see below the steps you need to take to be eligible to coach.

### **How to register to coach:**

***If you have coached in the past and have completed the requirements in playerspace***

- Email [brittiney@ymcatricities.org](mailto:brittiney@ymcatricities.org) to be added to the season in playerspace.
- Once you have been added to the season, login to your [playerspace account](#) and go to "participation requirements" there you will be able to complete the volunteer form and renew any expired requirements.

### **If you are new to coaching at the YMCA of The Greater Tri-Cities:**

- Go To [ymcatricities.playerspace.com](http://ymcatricities.playerspace.com) and select "Volunteer to Coach" and follow the directions to register.
- Select the sport you wish to volunteer for and complete the following.
  - Criminal Background Check
  - Heads Up Concussion Video
  - Abuse Risk Management for Volunteers
  - Sport specific volunteer form

*The Heads-up concussion video, abuse risk management and volunteer form can be found by going to participation requirements under your playerspace profile.*

- The volunteer requirements must be completed within 2 weeks of registering as a volunteer. You will not be assigned to a team until they are completed.
  - If you need help or access to a computer, the YMCA can help. Please call to set up a time to come in to complete the volunteer requirements.
  - Once you have completed the above tasks and your background check has been approved, you are eligible for 2 years to coach YMCA youth sports and will only need to register to coach each season by emailing [brittiney@ymcatricities.org](mailto:brittiney@ymcatricities.org) to notify the youth sports director. They will then add you to the season. Once that is completed you will log in to playerspace to complete the appropriate sport form and any expired items. There may be additional information needed (ie age division, game field etc) for each sport to assure you get assigned to the correct team.

## Team Roster

**We will no longer be accepting team rosters.** If you have players that you want on your team, please be sure to let them know that you have signed up to coach and for which day and age division. When they register during member registration or community registration, it is important that they request you as their coach. Teams are created based on registration dates so it is important that if a player wants to be on your team, they register in a timely manner. If a player signs up after the registration deadline they are not guaranteed a spot on your team. **The coach request does not guarantee a player will be placed on your team if they register late.**

## COACHES' PLAYERSPACE FAQ

- **What information will I be responsible for posting on Playerspace?** As a coach, you will be responsible for posting your contact information and practice cancellations. You will also be responsible for communicating with your team via the message center. Game schedules will be posted by your Sports Director.
- **How do I get on Playerspace?** Go to [ymca.playerspace.com](http://ymca.playerspace.com) to register
- **What if I'm not receiving emails from Playerspace?** Be sure to check your junk, trash and spam folders for Playerspace. You will need to add [notifications@playerspace.com](mailto:notifications@playerspace.com) to your safe sender list. If you are still not receiving emails, please contact your Sports Director at your local YMCA.
- **Where will I go to use Playerspace as a coach?** Just visit your team's site and click on "**Coaches Corner**"  
There are three essential tools that you can click on to utilize Playerspace;
  - Settings- ability to change you team name once season begins
  - Rosters- View and download team roster, email parents "fans" and add additional fans to your roster
  - Messaging-send emails and text to your team.

### Coaches Checklist

- All changes (i.e. adds or drops) to the roster need to be communicated to the YMCA.
- Complete all forms and trainings via playerspace,
- Review the Rules
- Attend the Coach's Meeting
- Review roster for updates. Rosters can be found on [Playerspace.com](http://Playerspace.com)
- Game Schedules be posted on Playerspace
- If applicable, return all checked out sports equipment for the sport you are coaching.

### 1st Practice

- Show up early.
- Bring Roster
- Be Prepared. They will know if you are not prepared.
- Give shirts to kids. (If sizes are wrong, email me ASAP.)
- Let kids come up with a team name.
- Remind them to bring water.
- Ask them about schools, pets, siblings, family.
- Tell them about yourself, keep it short.
- LISTEN to them no matter how off the wall they are.

### Team Pictures

- Hand out picture packets prior to picture day
- Call or email your parents to remind them of team pictures
- Remind them that even if they are not purchasing pictures that it is important to show up for the team
- If you need to reschedule, contact the photographers.

### Contact Players

- Contact at least 1 week prior to the start date.
- Tell Parents:
  - Who you are
  - Where is Practice
  - When is Practice
  - When are games
  - Where are games
  - Give contact info in cell email.
- Remind them to log in to playerspace
- Jerseys to be given out by 1st practice
- Dress Comfortable

### 1st Game

- Contact parent's via playerspace to remind them of games every week.
- Show up early; make sure you don't interfere with games that are already being played. Keep kids out of the way.
- Introduce yourself to other coach.
- You ref and keep time for your own games or ask a parent to help
- Don't Stress out, this is not the Olympics.
- Just let them play, and then offer advice on things you see.
- DON'T YELL or grab kids.
- Always be positive to the kids, parents, coaches and staff.

### End of Season

- Decide if your team wants to order trophies. This is optional. Certificates will be emailed to use if you choose.
- Return Pictures and awards to the YMCA if players weren't at end of season party
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# Indoor Soccer

## General Rules:

- The team designated as "home team" may choose to kick off or defend the goal of its choice.
- The referee (coach) will blow the whistle to begin the game.
- Team cheers and handshakes are included at the end of the game.
- Each team is encouraged to have a parent volunteer to officiate and help facilitate the game so coaches can focus on coaching.
- Coaches or volunteers will keep the time for the games.
- **No score is kept to de-emphasize competition.**
- All players present and in uniform will play an equal amount of time during the game except for health or disciplinary problems.
- Rotate the players in different positions each game so they become familiar with the whole field.
- Each team must have the minimum number of players to start a game (see below). If there is a shortage of players, coaches shall have the option to trade players to come up with an equal number of players.
- No team may add players on the roster without permission from the Youth Sports Director.
- The clock will run continuously except for injuries.
- During normal conditions each game will be played under one hour.

## Terms

- Corner kick – given if the defensive team causes the ball to go out on their goal line. The kick shall be made from the nearest corner to where the ball went out.
- Indirect kick – awarded for other violations (see below) made by the opposing team. The kick is taken from the point of the foul. At least two players must touch the ball before a goal can be scored.
- Penalty kick – awarded for any personal foul that occurs in the penalty area. The kick is made from 12 feet out. The goalie must have both feet on the goal line, and cannot move until the ball is kicked.
- Goal kick – given if the offensive team causes the ball to go out on the defensive team's goal line. The kick shall be made from the corner of the goal box.
- Throw-in – given if the ball is out of bounds. The throw must be made with both hands over head, and with both feet on the ground.

## Team Fouls: (Indirect Kick)

- Dangerous play such as high kicking or slide tackling. Charging in a dangerous manner.
- Obstruction or screening off players.
- Goalie infractions such as throwing past midfield, and delaying the game by holding the ball too long.
- Misconduct such as unsportsmanlike conduct, constant breaking of the rules, or obscene conduct or gestures
- Pushing with any part of the body, Tripping with no intent to play the ball, Striking or swinging the arms or legs.
- Kicking an opponent deliberately, Holding with the hands, arms, or legs.
- Intentional handball – accidental touching or movements to protect oneself are not penalized.

The following should not be encouraged and must be policed by the coaches to keep the game clean: Repeated offenses will be punished via verbal warnings & if needed removal from the game.

## Personal Fouls

- Pushing with any part of the body.
- Slide tackling.
- Tripping with no intent to play the ball.
- Striking or swinging with arms or legs.
- Kicking an opponent deliberately.
- Holding with the hands, arms or legs.
- Dangerous play such as high kicking.

	<b>Ages 3-4</b>	<b>Ages 5-7</b>	<b>Ages 8-10</b>
<b>Practices</b>	ALL AGES will have 2 consecutive Saturday Practices before starting scheduled games.		
<b>Starting the game</b>	Both teams will meet at mid-field and shake hands. Players move into position (outside the center circle and in their own half of the field) and, at the whistle, the ball is kicked. The kicker may not touch the ball a second time until another player has touched it. The team that was scored on will start with the ball at center court. The ball may go forward or backward.		
<b>Time Of Play</b>	Games will consist of a 20 min practice and a 35 minute game; 15 min halves with a 5 min half time.	Games will consist of a 20 min practice and a 35 minute game; 15 min halves with a 5 min half time.	Games will include a 10 min warm-up. Games will have 20 min halves with a 5 min half time.
<i>*If a game is running behind schedule, half-time or second half quarters will be shortened.</i>			
<b>Number of Players</b>	Ages 3-4 & 5-7 : 4 v 4, no goalie		Ages 8-10: 5 v 5 includes goalie, 2 offense – 2 defense
<b>Substitutions</b>	Substitutions will be made at the end of quarters, time-outs, for injuries and half time. Remember, each player must play as equally as possible.		
<i>A team must have at least 4 players to start a game. All players present and in uniform shall play relatively the same amount of time during the game, except for reasons of health or disciplinary problems.</i>			
<b>Goalie</b>	Na	NA	The goalie shall wear a jersey that distinguishes him/her from either team. The goalie box should be only extended to the top of the basketball key & 6 feet out on the sides. The goalie must throw the ball back into play & the ball cannot be thrown across the half line. Goalie cannot hold the ball for more than 5 seconds. The goalie may touch the ball with his/her hands only in the goal area. The goalie may not be charged by an opposing player once gaining possession of the ball. One hand on top of the ball while the ball is on the ground is sufficient to define possession.
<b>Scoring</b>	A goal cannot be scored directly from the kick-off. It must touch another player before it passes the goal line. This player can be the goalie. The crossbar for a goal will be considered head high of the goalkeeper. A goal occurs when the ball completely crosses the goal line. (Note: only deliberate handballs are fouls. Accidental touching or movements to protect oneself are NOT penalized).		
<b>Side Outs</b>	The side & end walls are in bounds. If the ball becomes stuck behind the goal and is caused by the <i>offensive</i> team; it is considered out of bounds and the ball is awarded to the <i>defensive</i> team for a Goal Kick.		
<b>Corner Kicks</b>	If the ball becomes stuck behind the goal and is caused by the defensive team; the offensive team is awarded a corner kick.		
<b>Off Sides, Direct Kicks and Indirect Kicks</b>	Offside will not be called. No direct kicks will be allowed. Offenses will result in an indirect free kick by the opposing team.		

# EMERGENCY PROCEDURES/RESPONSIBILITIES

As a volunteer coach you are responsible for the health and safety of your players. Therefore, you should be aware of any issues that may affect you or them. In spite of precautions, injuries will occur. When an injury does occur, chances are you may be in charge. So let's look at how we can be prepared.

## Your general responsibilities:

- To read and understand all information within.
- Be aware of any situation that may cause an accident and take steps to prevent accidents from happening, including use of proper equipment, playing areas, exercises, etc.
- Be prepared to handle emergency situations as they occur.
- Contact the child's parents in the event of an accident or emergency. Keep your team roster with you at all times.
- Contact the YMCA Program Director, 374-1908 to report any serious accident/incident.
- Turn in an accident report form to the Site Supervisor immediately following the incident.

## In case of an accident:

First aid: The YMCA volunteer or staff should immediately administer first aid. Keep the person calm and do not move the victim from the area where they were injured unless it is not safe. Remain calm and inform the child's parents whenever any kind of injury occurs.

## Dealing with the most common sports related injuries: (Cut, scrapes, and bruises)

1. Stop the bleeding: apply pressure to the wound.
2. Cleanse the wound: control bleeding, rinse with clean water and soap if possible.
3. Protect the wound: apply a clean gauze or Band-Aid.

**Bloody noses:** (not associated with serious facial injury) Have the athlete sit and lean slightly forward. Have the player pinch their nostrils shut for several minutes. If the bleeding continues after several minutes or if the player has a history of nosebleeds, seek medical assistance.

**Strains and sprains:** A strain is an injury to the muscle or tendon, a sprain is an injury to a ligament.

When your player suffers one of these, apply the RICE method of injury care:

R- Rest the area to avoid further damage and faster healing.

I- Ice the area to reduce swelling and pain.

C- Compress the area by securing an ice bag in place.

E- Elevate the injury above heart level to keep the blood from pooling in the area.

**Emergency calls (911):** If any type of injury appears serious or you think you need additional help, call 911. Inform them of the type of injury, who is injured, where you are, your name, and any other information they request. Do not hang up the phone until you are instructed to do so. After contacting medical authorities, you will need to alert the parents if they are not present. Remain calm and give the parents as much information as possible.

**Accident reports:** For any type of injury that involves more than rinse-off and Band-Aid, an accident report needs to be completed, YMCA staff will have copies at game sites. The person most familiar with the incident should fill out the form. Completed forms must be turned in to the YMCA within 24 hours and reported to the YMCA the following business day.

**First aid kit:** Site supervisors will have first aid kits on site for games. However, it is highly recommended that coaches carry a first aid kit in the event of an injury. An example of a good first aid kit should contain the following:

- \* Ice packs
- \* Bandages and gauze
- \* Elastic bandages
- \*Band aids
- \*Scissors
- \*Athletic Tape

# Snack and Drink Advice

## Quenchers

### Hints for keeping happy, healthy, HOT kids hydrated!

As the kids explode out of doors and indoors, make sure they are prepared. Drink WATER! Water is a vital ingredient for keeping body temperature in check. Water lost as sweat needs to be replaced to avoid dehydration. Thirst doesn't kick in until approximately 2% of body weight is lost as sweat, so make sure that kids are drinking BEFORE they get thirsty! Dehydration, left untreated, can lead to heat cramps, heat exhaustion and very serious heat stroke. Closely watch kids for signs of dehydration – including fatigue; dry lips and tongue; low energy; grayish skin; and lack of tears. Since children's body temperature rises faster than adults, it is essential that kids get plenty of fluids to keep them cool—especially when it's hot and humid!

### What you can do to keep kids hydrated

- Make sure that kids drink fluids at every meal and snack time throughout the day, and during every period of physical activity.
- During physical activity (and especially on hot days), make sure that kids drink frequently, even if they are not thirsty. Every 20 min, give younger kids 5 ounces of cold water (about the size of a small juice box—or 10 gulps), and give teens about 9 ounces.
- Offer cold water – it's absorbed faster! Avoid sugar-sweetened drinks – these are absorbed more slowly.

### Choose wisely to really beat the heat!

Cold Water!

Sodium-Free Seltzer

Water flavored with fruit slices or frozen fruit

Diluted 100% Juice (4oz water and 4oz juice)

Juice ice cubes

Juice Spritzers (juice and seltzer water)

### Why not juice, soda or sports drinks?

- Because they often contain sugar, caffeine, phosphorus and artificial sweeteners.
- Even very small amounts of sugar slow down fluid absorption by the body. The acid in juice can cause stomach upset, especially when combined with heat and exertion.
- Caffeine increases the amount of water lost by the body, and speeds up dehydration.
- Phosphorus in carbonated soft drinks limits the body's ability to use calcium to build bone.
- Artificial sweeteners condition kids to expect "sweetness" in drinks and foods, and kids may reject healthful alternatives that don't provide the same sweet taste. Since their long-term safety is not fully understood, it is best to avoid them.
- Sports drinks are helpful only for highly intense activity that lasts longer than 1 hour, when the ability to keep going is required for competition. In normal play, stopping for a healthy snack and cold drink is a better way for the body to refuel.



## Keeping kids energized with snacks

Growing kids, even teens, need a mid-morning and mid-afternoon snack to maintain their energy—this is especially true when outdoor games are the way of the day. A 15-minute rest in the shade for a healthy snack and cold drink is essential on hot days. When kids spend a full 8-hour day away from home, they need at least one good meal and two snacks. A snack or meal every two and a half hours is a good standard.

## Drink Sense Tips

### Do Select

Water

100% Juice:

- Minute Maid 100% Juice
- Welch's 100% Juice
- OceanSpray 100% Juice
- Northland 100% Juice
- Capril Sun
- Sodium-Free Seltzer
- Zazz Seltzer, all flavors
- Polar Seltzer, all flavors
- Schweppes Seltzer Water
- Apple and Eve
- Mott's 100% Juice
- Libby's Juicy Juice

### Steer Clear

Water Soda: regular or diet

Drinks with added sugar and/or artificial sweeteners:

- Fruit Punch
- Junior Juice
- Kool Aid
- Crystal Light
- Minutes Maid Coolers
- Sunny Delight
- Welch's Juice Cocktail
- Ocean Spray Juice Cocktail
- Vitamin Water
- Iced Tea
- Lemonade
- Sports Drinks; Gatorade, Powerade

## Snack Sense Tips

Create snacks that include choices from each of the following groups:

**Fruits and Vegetables:** frozen grapes, berries, or melon chunks; pre cut orange wedges; apples; pears; bananas; applesauce; pepper strips; carrot sticks or baby carrots; sliced cucumbers or squash; pea pods; green beans or jicama sticks. A quick ranch dressing or plain yogurt and honey dipping sauce make it fun!

**Proteins:** Peanut or other nut butters; hummus or chickpeas; cheese; yogurt; hard boiled eggs; tuna fish (the new pouch preparation is great!); a handful of unsalted nuts (peanuts, cashews, walnuts or almonds); soybeans (edamame) with or without the pods (find them in the frozen foods aisle; simply defrost and eat!).

**Whole Grains:** whole wheat pita or flatbread; whole wheat or graham crackers; RyVita crisps; whole wheat toaster waffles; trail mix or granola; oat bran mini muffins; fig bars; or dry whole-grain cereal.

**A note about trans fats:** Many snack foods tend to be high in unhealthy trans fats, especially crackers and grain-based products. Purchase products that have no "partially hydrogenated oils" or "shortening" present in the ingredient listing. Products labeled "Zero Trans Fats" may have up to .5 g of trans fats per serving, so a quick label check helps to avoid these unhealthy fats.

# YMCA of the Greater Tri-Cities

## Day 1 Practice Outline

**IDEA:****I**= Introduce**D**= Demonstrate**E**= Explain**A**= Attend to each player

Develop and use a practice agenda each week! A well-organized coach is able to teach more and have more fun than a coach who is stressed out from "trying to think on the spot". Children need and appreciate structure. Provide it for them. Children have short attention spans! Watch your players; they will tell you when they're bored. If they're "not getting it", then you need to figure out a new way to teach it! Teach the basics! Teach the skills! Have fun!

**I. Introduction** *5 mins.***A. Introduce yourself**

- ❖ Share with your parents a little bit about yourself. Explain your coaching philosophies. Let them know how you'll communicate with them (phone or email). Ask a parent to collect phone numbers / email address.
- ❖ Hand out appropriate documents to your parents.

**B. Know your player's names!**

- ❖ It's a good idea to write their names onto sticky name badges for the first and second practice. Place a name badge on the front and back of each player. YOU write their names so you can read them from afar. Parents will appreciate this too.

**C. Establish a "control system"** from day one. This will work wonders on days when there are several teams practicing on the field on the same day. Raising your voice to compete with all the other noise isn't the best option.

- ❖ IE: When I blow my whistle two times, everyone comes running to me
- ❖ IE: If I shout "freeze", everyone freezes and hands on the knees

**D. Break ice with players.** Pick the best way for you.

- ❖ IE: Sit in a circle with your team and ask a question, like "What is your favorite kind of ice cream?" Toss the ball around the circle, and whoever is holding the ball gets to speak.

**E. Give a quick outline of what you are going to do today.**

**II. Stretch:** *5 mins.***III. Field Dynamics** (show and explain the following) *10 mins.*

What is "Out of Bounds": Have the kids run around the perimeter of the field explaining what happens when you go out of bounds.

Or Play Flag Tag. One player is "it" and runs around to try and pull flags from another player. Explain what happens when your flag gets pulled.

**IV. Stations** *30 mins.*

- ❖ *Pick a couple different stations/drills that the kids can do while you and assistant help lead the stations*

**VI. Wrap it up-** Whatever time left. *5 mins.*

- ❖ Talk about what you learned today
- ❖ Suggest some home practice ideas
- ❖ Encourage, Encourage, Encourage