



BEAUFORT COUNTY PARKS AND RECREATION YOUTH SPORTS COACHING MANUAL

Welcome! The purpose of this manual is to provide our youth coaches of Beaufort County Parks and Recreation with information about coaching youth sports within our department. We feel communication is a vital key to an enjoyable and successful season. This guide should provide you with all information you will need to know concerning the expectations of our youth coaches. Your input is always welcomed as well. If you ever have any questions please do not hesitate to contact our staff.

FOR BEAUFORT

- Athletic Supervisor/Assistant Athletic Manager– Alex Hunt (843)-962-2283 or Alexander.Hunt@bcgov.net
- Athletic Supervisor- Brandon Whitener (843) 812-8027 or brandon.whitener@bcgov.net

FOR BLUFFTON

- Athletic Supervisor – Darrell Ketola (843) 255-6714 or dketola@bcgov.net
- Athletic Supervisor - Bob Rozek (843) 962- 3375 or Robert.Rozek@bcgov.net
- Athletic Supervisor- Shane Stager (843) 441-0677 or shane.stager@bcgov.net

Parks and Recreation athletics staff above can answer any questions you may have. They are the direct contacts for youth sports programs in their specific areas. We ask that any coach with a specific question or concern, please make contact with one of our athletics staff first. Below are the youth sports we have, and the contact for each of those sports:

<u>Sport</u>	<u>Beaufort</u>	<u>Bluffton</u>
Baseball	Alex Hunt/Brandon Whitener	Bluffton Youth Sports
Basketball	Alex Hunt/ Brandon Whitener	Darrell Ketola/Bob Rozek
Cheerleading	Brandon Whitener	Bob Rozek
Flag Football	Brandon Whitener	Bob Rozek
Lacrosse	-	Bob Rozek
Soccer	Alex Hunt/Brandon Whitener	Darrell Ketola
Softball	Alex Hunt	Bluffton Youth Sports

Below you will find the contact information for Parks and Recreation administrative staff.

ADMINISTRATION

- Director – Shannon Loper (843) 255-6684 or sloper@bcgov.net
- Athletic Manager – Evan Christian (843) 255-6685 or evan.christian@bcgov.net
- Assistant Athletic Manager (Bluffton)- Harry Perry (843) 441-0251 or harry.perry@bcgov.net
- Assistant Athletic Manager (Beaufort)- Alex Hunt (843) 962-2283 or alexander.hunt@bcgov.net

PARKS AND RECREATION MISSION STATEMENT

We will utilize proactive means to provide fun, safe, and fiscally responsible leisure services to elevate the quality of life in our county and region. We will accomplish this effort through standing by our core values:

- Professionalism – demonstrating proficiency and skill, as well as honesty, integrity, and respect.
- Accountability – taking personal responsibility to be engaged and receptive in providing quality leisure services.
- Teamwork – pursuing the best solution, or outcome, for both the community and organization.

YOUTH SPORTS PHILOSOPHY

Youth sports within Beaufort County Parks and Recreation exists to create opportunities for the youth in our community to participate in organized athletic activity. Everyone participating in youth sports, including coaches, parents, and athletes, should understand that the focus is on fun, safety, and skill development....not winning games. The main benefits of such participation are:

- Sportsmanship
- Physical fitness
- Developing self confidence
- Learning to be a part of a team
- Skill development

Based on the benefits above, we have core principles that will be a part of all of our youth sport programs. Which are:

- Every player will participate for a period of time in every game and practice.
- All sports will emphasize fun, safety, and skill development over winning at all cost.
- Coaches, players, and spectators are representatives of Beaufort County Parks and Recreation, and are expected to carry themselves in a manner that reflects good sportsmanship.

SPECIFIC RESPONSIBILITIES

Below you will see the specific responsibilities for each group involved in our youth sports programs:

PARKS AND RECREATION RESPONSIBILITIES

- Ensure all participants have registered and paid the appropriate fee.
- Appoint head coaches.
- Run background checks on all coaches.
- Ensure all coaches are aware of the rules of the sport they're coaching.
- Issue team rosters to the coaches.
- Issue practice equipment to the coaches.
- Arrange practice and game schedules, and then ensure their dispersed to the coaches.
- Ensure officials are competent and fully aware of the objectives of Parks and Recreation.
- Ensure facilities are ready for games, and that coaches are notified of any scheduling changes.
- Communicate to the coaches all appropriate policies and procedures.
- Ensure all coaches turn in player evaluations and equipment at the conclusion of the season.

COACH RESPONSIBILITIES

- Be reliable, be able to communicate, and be on time.
- Demonstrate leadership, good sportsmanship, and respect.
- Contact their players in a timely manner (A PHONE CALL NEEDS TO BE THE INITIAL CONTACT).
- Distribute practice/game schedules and uniforms to parents/guardians (MAKE SURE TO GIVE OUT THE CORRECT SIZES).
- Ensure safety of their players is their first responsibility.
- Ensure they are abiding by the playing requirements of their particular sport.
- Refrain from disparaging remarks about players, officiating, opponents, or play.
- Ensure their practice/game site is clean before leaving the facility.
- Ensure all players have a ride home before leaving the facility.
- Turn in player evaluations and any issued equipment back to Parks and Recreation at the conclusion of the season.
- Adhere to Parks and Recreation Code of Conduct.

PLAYER RESPONSIBILITIES

- Attend all scheduled practices and games, or notify the coach in advance if they will be unable to attend.
- Be courteous and respectful to their coach and teammates, along with the opposing coach(s), players, and officials.
- To show good sportsmanship at all time.
- Report any injury to their coach.
- Clean up prior to leaving their practice/game site.
- Adhere to Parks and Recreation Code of Conduct.

PARENT/GUARDIAN RESPONSIBILITIES

- Ensure their child is registered properly and on time.
- Ensure their child has transportation to all practices and games, and that they arrive on time.
- Be prompt in picking up their child from their practice or game.
- Notify the coach in advance if your child will miss a practice or game.
- Refrain from being a “sideline coach” at both practices and games.
- Refrain from disparaging remarks about officials, coaches, opponents, or players.
- Be supportive of all players (BE POSITIVE TO ALL).
- Return all equipment issued that is property of Beaufort County Parks and Recreation.
- Adhere to Parks and Recreation Code of Conduct.

COACHES MEETINGS

Coaches meeting will be scheduled prior to each youth sports season. Coaches will be notified at least one week in advance of the meeting’s time and place. All coaches should attend these meetings. Failure to attend could not only cost a coach the chance to coach with us in the future, but will also hurt that coach from receiving valuable information for the upcoming season. The following information will be discussed in this meeting:

- Parks and Recreation expectation of our coaches
- Youth Sports Coaches Manual
- Staff contact information
- Rules
- Equipment
- Rosters and schedules of games (if available)

Any problems or issues that may arise should be directed through the following sequence of authorities:

- Coach
- Parks and Recreation staff assigned to that individual sport
- Athletic Manager for Parks and Recreation
- Deputy Director for Parks and Recreation
- Director of Parks and Recreation
- Parks and Recreation Advisory Board

GENERAL COACHING GUIDELINES

Coaches take on many roles leading a team. Remember that you will be dealing with all types of kids and adults with different backgrounds. One of your main challenges as a coach will be to deal with those differences in a positive manner so it will be an enjoyable experience for the entire team.

HOW TO BE A SUCCESSFUL YOUTH SPORTS COACH

- Make an effort to get to know each player on your team.
- Treat each player as an individual.
- Empathize with players trying to learn new skills.
- Treat players with respect.
- Be in control of your emotions.
- Keep a positive tone in all of your communications.
- Keep in mind that not all of your players learn at the same rate.
- Keep in mind that all players do not respond to the same instructional approach in the same way.
- Gain your players respect by showing that you can teach them to develop their skills, and that you are willing to make the effort to do so.
- Strive to make your players experience as enjoyable as possible.
- Always demonstrate good character and sportsmanship.

DEALING WITH PARENTS/GUARDIANS

Coaching youth sports is exciting and rewarding, but from time to time you may experience difficulty with parents on your team. Some may want their child to play more, or they might question decisions that you make. Here are a few thoughts to remember when dealing with parents:

- Know your objectives and do what you believe is best for the team (MAKE IT FUN).
- Make certain parents understand those objectives. Give them your expectations of both parent and player at the first practice.
- If a parent is upset, keep the situation in perspective, and don't let emotions take over. Remember your purpose when addressing the situation. Defer discussion to a later time if emotions cannot be controlled.
- Always listen. Some parents just like to vent. Listen first before giving a parent feedback.
- Show appreciation for their interest and concern. This will make them more at ease with the situation.
- Resist pressure from the parents. You are the coach, and it's your responsibility to make the final decisions for your team.
- Be consistent! Do not waver from your objectives or philosophy during the season. If a change is needed, make sure the parents are informed as soon as possible.
- Do not discuss individual players or parents with other parents or players.
- Most importantly, BE FAIR!

SUPERVISION OF YOUR PLAYERS

Coaches must supervise their players at all times during practices and games. At no time should any player(s) be left alone, unsupervised. Below are suggestions to help meet those responsibilities:

- Coaches need to be immediately accessible at practices and games, and be able to oversee the activity.
- Coaches must be alert to conditions that may be dangerous to their players, and take action to ensure their safety (inclement weather, hazards on the playing field, etc.).
- Coaches must be able to react immediately, and appropriately, to emergencies.
- Coaches need to be aware of emergency procedures.
- Coaches must be able to introduce basic fundamentals of the sport their coaching, and ensure their players become familiar enough with the sport to be able to safely participate.

PARKS AND RECREATION CODE OF CONDUCT

Offense	1st Offense	2nd Offense
1. No alcohol or drugs will be allowed on BC property.	Police will be notified. Anyone in violation will be removed from the league for the season. No refunds will be issued.	Police will be notified and a trespass notice will be issued.
2. No tobacco will be allowed on BC property.	Violators will be asked to dispose of tobacco.	Violators will be asked to leave.
3. Anyone under the influence of drugs or alcohol during PALS.	Current season suspension.	3 years suspension up to permanent
3. Anyone under the influence of drugs or alcohol during PALS. 4. All players/coaches are required to shake hands with the opposing team and coaches after the game.	Current season suspension. Child – Warning	3 years suspension up to permanent Child – 1 game suspension
4. All players/coaches are required to shake hands with the opposing team and coaches after the game. 5. No player may switch jerseys during a game.	Coach – 1 game suspension Players will be removed from the game and suspended from the next game.	Coach – 3 game suspension Players will be removed from the game and suspended for the remainder of the season.
6. No player may wear a jersey that is not registered with Parks and Recreation	Will be removed indefinitely.	
6. No player may wear a jersey that is not registered with Parks and Recreation 7. No one shall touch a child in an aggressive manner.	Will be removed indefinitely. Game suspension up to permanent depending on offense.	Season suspension up to permanent
8. Foul language said out loud but not directed at anyone.	Ejection from current game plus 1 additional game suspension	Current season suspension
9. Foul language directed at anyone.	Ejection from current game plus 3 additional game suspension	Current season suspension
10. Threat of physical abuse directed at anyone.	Game suspension up to permanent depending on offense.	3 years suspension up to permanent
11. Physical fighting with anyone.	Suspension for current season plus 1 year suspension.	3 years suspension up to permanent
12. Defacing, damaging, or destroying property or equipment.	1 year suspension up to permanent suspension.	3 years suspension up to permanent

- Anyone ordered to leave or suspended by Parks and Rec, a staff representative, or an official shall obey and immediately leave the facility (parking lot included). Failure to comply will result in an indefinite suspension. Suspensions issued includes; games and all Parks and Rec facilities.
- Anyone suspended for a flagrant violation of any rules cannot play again until meeting with and being reinstated by the director. All appeals of a suspension will be taken to the director.
- Anyone ejected from a game will automatically be suspended for the next proceeding game(s), regardless of whether it is a regular season game or post season game. If suspension occurs during post season game or tournament, suspension will carry over into the next Parks and Rec sport season in which the offending individual participates. (Not necessarily the same sport in which the suspension occurred) Anyone suspended twice in one season will automatically be suspended for the remainder of the season. Anyone ejected, removed or suspended during a regular season game may not be allowed to participate in post season or All-Star games. After the season, Parks and Rec will review all player and coaching conduct violations and may suspend participation in future Parks and Rec programs if warranted based on the nature and frequency of any violations that have occurred.
- Head coaches are responsible for the conduct of their assistants. They are also responsible to remind participants & associated spectators of the code of conduct.
- Any actions not specified in this code, but are deemed unsportsmanlike and/or detrimental to promoting or maintaining a safe and healthy environment for recreational sports as determined by a member of the Parks and Rec staff, may result in disciplinary actions at the discretion of the Parks and Rec Director.
- Parks and Recreation reserves the right to permanently remove anyone from the facilities for any length of time.



**BEAUFORT COUNTY PARKS AND RECREATION YOUTH ATHLETIC
DISCIPLINARY SHEET**

Date: _____

Sport: _____ Age Group: _____

Players Name: _____

Coaches Name: _____

The above player will not meet the participation rule for my team's scheduled game on the above date for the following reason(s):

The following signatures acknowledge the circumstances in which the player will not participate in the above scheduled game. If the opposing coach does not agree the form must be approved and signed by a Parks and Recreation staff member.

Head Coach

Parent

Opposing Coach

Scorekeeper

Inclement Weather/Heat Policy

The safety and well-being of our players, coaches, and spectators involved in our athletic programs is of the utmost importance to us. Reasons below will be taken into consideration when instances arise for us to cancel practices/games:

- Weather is too dangerous for players, coaches, and patrons to attend (inclement weather, heat advisory, etc.).
- Current conditions of the playing surface are dangerous for our players and coaches. Poor playing conditions can lead to avoidable injuries.
- When practices/games are played on fields with poor conditions, it often causes irreversible damage to the fields.

LIGHTNING POLICY

Parks and Recreation staff will monitor for lightning when the weather is forecasted to be at a dangerous level. The onsite staff member will monitor by using a Strike Alert Lightning Detector, Lightning Alarm App, and/or WeatherBug App. Based on warnings, and information obtained, decisions will be made on the possible cancellation of athletic programs. Following steps will be made if lightning is seen or thunder is heard:

- Practices and games shall be suspended once lightning has been recognized or thunder is heard. It is required to wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard prior to resuming practice or game.
- Any subsequent lightning or thunder after the beginning of the 30 minute count shall reset the clock, and another count shall begin.
- All individuals at the field should all make the safest decision on stoppage, cancelling, and/or resuming play.

SEVERE HEAT POLICY

Parks and Recreation staff will monitor the heat index when the weather is forecasted to be at a dangerous level. Based on warnings, and information obtained, decisions will be made on the possible cancellation of athletic programs. Coaches have the right to cancel practices if they feel it's too hot for their players. Below are the levels will has Parks and Recreation our decision on:

- **Heat index of 80-89** (Considered low to moderate risk) – May proceed with scheduled athletic program, but coaches, parents, and staff will monitor all participants closely.
- **Heat index of 90-104** (Considered moderate risk) – Use extreme caution when participating in our athletic programs. Proper fluid intake, rest, and breaks should be added into practices/games. Parks and Recreation will recommend scheduled water breaks of every 20-25 minutes, to reduce time of activity, and/or be modified to be less physically exhausting.
- **Heat index of 105-115** (Considered high risk) – Coaches, parents, and staff need to use extreme caution. Water breaks will be recommended every 15-20 minutes. Cancellation of the daily practices/game will be considered when temperatures reach this extreme.

- **Heat index of 115-130+** (Considered very high risk) – Cancellation of all outdoor practices/games will be put into effect as this level is too extreme to accommodate physical activity and proper fluid intake.

		Relative Humidity (%)																			
		5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
80	77	78	78	79	79	79	80	80	80	81	81	82	82	83	84	84	85	86	86	87	87
81	78	79	79	79	79	80	80	81	81	82	82	83	84	85	86	86	87	88	89	90	91
82	79	79	80	80	80	80	81	81	82	83	84	84	85	86	88	89	90	91	93	95	95
83	79	80	80	81	81	81	82	82	83	84	85	86	87	88	90	91	93	95	97	99	99
84	80	81	81	81	82	82	83	83	84	85	86	88	89	90	92	94	96	98	100	103	103
85	81	81	82	82	82	83	84	84	85	86	88	89	91	93	95	97	99	102	104	107	107
86	81	82	83	83	83	84	85	85	87	88	89	91	93	95	97	100	102	105	108	112	112
87	82	83	83	84	84	85	86	87	88	89	91	93	95	98	100	103	106	109	113	116	116
88	83	84	84	85	85	86	87	88	89	91	93	95	98	100	103	106	110	113	117	121	121
89	84	84	85	85	86	87	88	89	91	93	95	97	100	103	106	110	113	117	122	122	122
90	84	85	86	86	87	88	89	91	92	95	97	100	103	106	109	113	117	122	127	127	127
91	85	86	87	87	88	89	90	92	94	97	99	102	105	109	113	117	122	126	132	132	132
92	86	87	88	88	89	90	92	94	96	99	101	105	108	112	116	121	126	132	138	143	143
93	87	88	89	89	90	92	93	95	98	101	104	107	111	116	120	125	130	136	141	146	146
94	87	89	90	90	91	93	95	97	100	103	106	110	114	119	124	129	135	141	147	152	152
95	88	89	91	91	93	94	96	99	102	105	109	113	118	123	128	134	140	146	152	158	158
96	89	90	92	93	94	96	98	101	104	108	112	116	121	126	132	138	145	151	157	163	163
97	90	91	93	94	95	97	100	103	106	110	114	119	125	130	136	143	150	156	162	168	168
98	91	92	94	95	97	99	102	105	109	113	117	123	128	134	141	148	155	162	169	175	175
99	92	93	95	96	98	101	104	107	111	115	120	126	132	138	145	153	160	167	174	180	180
100	93	94	96	97	100	102	106	109	114	118	124	129	136	143	150	158	165	172	179	186	186
101	93	95	97	99	101	104	108	112	116	121	127	133	140	147	155	162	169	176	183	190	190
102	94	96	98	100	103	106	110	114	119	124	130	137	144	152	160	167	174	181	188	195	195
103	95	97	99	101	104	108	112	116	122	127	134	141	148	157	165	172	179	186	193	200	200
104	96	98	100	103	106	110	114	119	124	131	137	145	153	161	168	175	182	189	196	203	203
105	97	99	102	104	108	112	116	121	127	134	141	149	157	166	173	180	187	194	201	208	208
106	98	100	103	106	109	114	119	124	130	137	145	153	162	172	179	186	193	200	207	214	214
107	99	101	104	107	111	116	121	127	134	141	149	157	167	176	183	190	197	204	211	218	218
108	100	102	105	109	113	118	123	130	137	144	153	162	172	181	188	195	202	209	216	223	223
109	100	103	107	110	115	120	126	133	140	148	157	167	177	186	193	200	207	214	221	228	228
110	101	104	108	112	117	122	129	136	143	152	161	171	181	190	197	204	211	218	225	232	232
111	102	106	109	114	119	125	131	139	147	156	166	176	186	195	202	209	216	223	230	237	237
112	104	107	111	115	121	127	134	142	150	160	170	181	191	200	207	214	221	228	235	242	242
113	104	108	112	117	123	129	137	145	154	164	175	185	195	204	211	218	225	232	239	246	246
114	105	109	113	119	125	132	140	148	158	168	179	189	199	208	215	222	229	236	243	250	250
115	106	110	115	121	127	134	143	152	162	173	184	194	204	213	220	227	234	241	248	255	255
116	107	111	116	122	129	137	146	155	166	177	187	197	207	216	223	230	237	244	251	258	258
117	108	112	118	124	132	140	149	159	170	181	191	201	211	220	227	234	241	248	255	262	262
118	108	113	119	126	134	142	152	162	174	186	196	206	216	225	232	239	246	253	260	267	267
119	109	114	121	128	136	145	155	166	178	189	199	209	219	228	235	242	249	256	263	270	270
120	110	116	122	130	138	148	158	170	182	193	203	213	223	232	239	246	253	260	267	274	274
121	111	117	124	132	141	151	162	174	187	198	208	218	228	237	244	251	258	265	272	279	279
122	111	118	125	134	143	154	165	178	190	201	211	221	231	240	247	254	261	268	275	282	282
123	112	119	127	136	146	157	169	182	194	205	215	225	235	244	251	258	265	272	279	286	286
124	113	120	129	138	148	160	172	185	197	208	218	228	238	247	254	261	268	275	282	289	289
125	114	121	130	140	151	163	176	189	201	212	222	232	242	251	258	265	272	279	286	293	293

Heat Index



Extreme Danger	Heat stroke likely.
Danger	Sunstroke, muscle cramps, and/or heat exhaustion likely. Heatstroke possible with prolonged exposure and/or physical activity.
Extreme Caution	Sunstroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or physical activity.
Caution	Fatigue possible with prolonged exposure and/or physical activity.

Parks and Recreation will always take precautions when dealing with inclement weather and/or heat advisories. Coaches need to refer to our Emergency Action Plan (EAP) for additional information concerning other weather and safety procedures.

SEVERE COLD POLICY

Parks and Recreation staff will monitor the weather when temperatures are supposed to reach freezing (32 degrees). Cold weather reported forecast of 32 degrees or colder will result in all outdoor activities being cancelled.

Icy weather and/or snow fall conditions that would significantly limit staff or participants ability to travel safely to and from activities will result in indoor and outdoor activities being cancelled.

Concussion Training Course

With safety in mind, Parks and Recreation has implemented a policy of requiring coaches to pass an online training course that will teach you the signs and symptoms of sports related concussions. This is the same requirement that any coach must fulfill to work athletes at our local high schools, in any sport. The course is free, and only takes about thirty minutes to complete. Upon completion of the course, a certificate can be printed and turned in at one of our recreation centers, or emailed to our staff.

- Visit <https://nfhslearn.com>
- Look at the top right of the page, and click “Parks and Recreation Register”.
- Follow the steps to start an account (when asked to input profile information, click “Coach”, enter any sports that you coach, enter your state and city, and type in “PALS” in the box that asks for your organization).
- You will now be taken to a page that says “My Courses” (a few tutorial pop-ups will come, just click next. Once the tutorial is finished, you will be on a page that says “State Coaching Requirements”. The only course that you need is the “Concussion in Sports” course.).
- A window will pop up, click “Continue”.
- You will be taken to the checkout page – you will see a price of \$0.00.
- Click the drop down box and select South Carolina.
- Next click “Checkout”, and you will be sent to a receipt page.
- On the receipt page there will be a script prompting you to click to access your “Course”.
- Follow the directions to complete the course, and take the test at the end.
- Once finished, click the “Download Certificate” box.
- The certificate can then be printed and turned in at Burton Wells or Buckwalter, or you can email to our athletic staff:
 - Shane Stager in Bluffton at shane.stager@bcgov.net
 - Bob Rozek in Bluffton at robert.rozek@bcgov.net
 - Darrell Ketola in Bluffton at dketola@bcgov.net
 - Alex Hunt in Beaufort at alexander.hunt@bcgov.net
 - Brandon Whitener in Beaufort at brandon.whitener@bcgov.net

Thank you coaches and good luck this season! If you have any questions at all, do not hesitate to call us.

Burton Wells Rec Center – (843) 255-6680

Buckwalter Rec Center – (843) 255-6710