



We build strong kids, strong families, strong communities.

Summit YMCA Sports

## Parent's & Coaches' Handbook

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[www.summitymcasports.org](http://www.summitymcasports.org)

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### *Summit YMCA Sports Philosophy:*

The Summit YMCA offers non-competitive sports leagues for youth. We strive to teach basic skills as well as the concepts of teamwork, cooperation and sportsmanship. We seek to build spirit, mind and body by exemplifying Christian principles and practices in our league rules and guidelines. We stress participation and fun so that all participants can have a positive experience.

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PROGRAM DATES

SPORT	COACH'S REGISTRATION	PLAYER REGISTRATION	SEASON	COACHES
<b>FALL SOCCER</b> Rookies (Pre Ks) Winners (Kindergarten) Champions (1 <sup>st</sup> grade) Pros (2 <sup>nd</sup> grade)	APRIL	JUNE	SEPTEMBER - OCTOBER	VOLUNTEER PARENTS
<b>BASKETBALL 1</b> Rookies East (Kindergarten) Rookies West (1 <sup>st</sup> grade) Winners North (2 <sup>nd</sup> grade) Winners South (3 <sup>rd</sup> grade)	OCTOBER	NOVEMBER	NOVEMBER – JANUARY	VOLUNTEER PARENTS
<b>BASKETBALL 2</b> Champions E/W (9 & 10 yrs.) Champions E/W (11 & 12 yrs)	DECEMBER	JANUARY	JANUARY – MARCH	COACHING STAFF
<b>SPRING SOCCER</b> Rookies (Pre K) Winners (Kindergarten) Champions (1 <sup>st</sup> grade) Pros (2 <sup>nd</sup> grade)	FEBRUARY	MARCH	APRIL - JUNE	VOLUNTEER PARENTS

\*For exact dates please see insert

## II. Coaches Registration

Coaches Registration begins approximately 5 weeks prior to the start of the season, the exception being Fall Soccer when Coaches Registration occurs during the Spring Season.

Coaches Registration runs for 1 week. If you miss the coaches registration you can still volunteer only if there are coaching spots available on your team.

To register as a volunteer coach you must pay the registration fee for your child, which must be done in person at the Summit YMCA. Please make sure your child's membership is active throughout the season.

**All Coaches must submit** a signed Ethics Contract, Handbook Release Form, signifying they have read the Parent & Coach Handbook, and a Background Check Form when they register their child. **Those who do not turn in these forms will not be allowed to coach** and could lose their coaching spot. The Ethics Contract and Handbook Release Form are found at the end of the Handbook.

When parents register to be a coach they will receive the Coaching Rules and Guidelines pertaining to the sport and age level. This is a manual that all coaches must follow during practice and games. Coaches must sign and submit the to Sports Director, the Coaching Rules and Guidelines Agreement stating that you have read and agree with said guidelines and rules.

### **III. Coaches Meeting**

All volunteer coaches must attend the mandatory coaches meeting. The meeting will be held one (1) week prior to the start of the season.

During the meeting coaches will receive their roster, the coaching rules and guidelines, and updated information for the season. At the meeting we will discuss the coaching rules and guidelines, the coach's responsibilities and commitment for the season.

For an example of the Rules and Guidelines please see appendix.

#### **A. Coach's Responsibilities**

As a coach in the YMCA, one must exhibit caring, honesty, respect and responsibility at all times. Develop an understanding of the YMCA Youth Sports Philosophy and implement that philosophy into your own coaching. Attend all scheduled meetings and coaching certifications. Maintain patience with team players at all times.

Be prepared and organized for all scheduled practices and games. Distribute YMCA information, including flyers, schedules, rosters, etc. when necessary. Develop good player/coach relationship with team members.

Encourage all team members with positive reinforcement. Lead team members to shake hands with the opponent following each game. Encourage good sportsmanship in all practices and games.

Ensure every player the chance of playing at least one half of every game. Have the ability to keep winning in perspective and emphasize the other important goals of participating in a youth sports program (skill development, having fun, meeting new friends, becoming more fit, etc.)

Coaches are responsible for contacting their entire roster prior to the start of the season to let the parents know what team they have been placed on.

Coaches are also responsible to act as the liaison for any communication during the season between the League Director and parents. Volunteer coaches are considered ambassadors for the YMCA and its mission.

#### **B. Coach's Season Commitment**

Coaches must attend a one (1) hour Coaches meeting prior to the start of the season. At the meeting coaches will be oriented to the details of the entire season. Please see the Coaches Meeting for further information.

Coaches will have one (1) hour per weekend to both conduct a practice and play a game. There are no separate practice days. For the Youth Basketball League, the first 2 weeks of the season will be strictly practice. Games will commence on the 3<sup>rd</sup> week of the season with paid referees. For the Youth Soccer League, the first day is considered as the season's "Kick-Off" and should be used as an introductory practice for the coach, the parents, and the players.

#### **IV. Player Registration**

Player Registration takes place after Coaches Registration. It begins 4 weeks prior to the start of the season, excluding fall youth soccer which begins during the spring, and is open for 2 weeks. Anyone who registers after open registration has ended will be charged a non-negotiable \$15 late registration fee.

A player can register **a)** in person at the front desk or **b)** online at [www.summitymcasports.org](http://www.summitymcasports.org), please see Online Registration Procedures.

During Player Registration all players must submit a Player Registration Form\*. The Player Registration form provides the director with all relevant information about the player which can be passed along to the coach for contact purposes. Players also need to submit a signed Ethics Contract. **Players who do not submit an Ethics Contract will not be allowed to participate.**

Players also have the option of submitting a *team request*. For the team request to be honored both children must request each other (Johnny must request Suzie, and Suzie must request Johnny. If child A requests child B and child B requests child C, then child A, B, and C's request will not be honored. **Team requests will NOT be accepted after player registration ends.** All those who register after player registration ends will not have the option of submitting a player registration form.

To become fully registered in the league, a parent must **(1)** submit payment and complete form in its entirety. **(2)** Parents must turn in the player registration form as well as **(3)** make sure their child's YMCA membership is active through the entire season. If a membership expires before the end of the season it must be renewed before the child is allowed to participate. (*Clarification: if you renew your membership before the expiration date, the new expiration date will be one year from the old registration date, meaning you now have one year and xx days/months remaining.*) It is the responsibility of the parent to make sure all 3 of these steps are completed to insure their child's acceptance into the league.

Space is limited to the number of players that can be accommodated into each League. All leagues are first come first serve. After all roster spots have been filled and the league becomes full a wait list will begin. Players will be placed on the waitlist in the order to which they have registered. Although, some players may be on a Coach's List or a Buddy Request Form they are not given priority. One or both forms may not be honored after a waitlist has been started.

##### **A. Online Registration Procedures**

To register online at our website, [www.summitymcasports.org](http://www.summitymcasports.org), the person registering must have an active membership. They must also obtain a username and password from member services in order to access the online registration page. Members must obtain their username and password at least one week prior to registration.

During the online registration process, the player or parent will have to select the division for their child to play in. **Please make sure the division you select corresponds to the player's grade and gender.** If a player registers for the wrong grade or gender they could possibly lose their spot in the league.

**Every person who registers online must submit a Player Registration Form.** This form must be submitted in person to the front desk during the registration dates. No player is fully registered until they have submitted this form.

### **B. Walk-In Registration**

Players have the option of registering in person at the front desk. When a player registers at the front desk he/she must fill out a Player Registration Form. The front desk uses this form to register the player in the correct division. No player will be registered without submitting a Player Registration Form. If players wish to submit a team request it must be submitted at time of registration.

### **C. Parent's Responsibilities**

Parents are responsible to conduct themselves in accordance with the YMCA's values and mission. The Summit YMCA offers non-competitive sports leagues for youth. We strive to teach basic skills as well as the concepts of teamwork, cooperation and sportsmanship. We seek to build spirit, mind and body by exemplifying Christian principles and practices in our league rules and guidelines. We stress participation and fun so that all participants can have a positive experience.

## **V. Player Assessment (YBL)**

Player assessments apply only to our Champions division in the Youth Basketball League, grades 4-7. Player assessments will take place on the first day of the league, which is called "Tip-Off". All players must check the website, [www.summitymcasports.org](http://www.summitymcasports.org), under Youth Basketball to find their initials and last four digits of their home phone number to see what time they are to be evaluated. Players will be assessed by the coaches and other staff members involved in the Youth Basketball Program in shooting, dribbling, passing and defending.

After Player assessments parents must check the website, [www.summitymcasports.org](http://www.summitymcasports.org), under Youth Basketball to find the player's initials and last four digits of their home phone number to view team placement. Players will be placed on teams based on abilities to spread talent evenly to all teams participating in the league. No Player Placement Forms will be accepted.

## **VI. Team Placement**

### **A. Buddy Request**

All players have the option of submitting a buddy request. This request can be made on the Player Registration Form and must be turned in during player registration; requests will not be accepted after player registration ends. For the team placement request to be honored both players must request each other. If child A requests child B and child B requests child C, child A's request to be placed on the same team as child B will not be honored. Players will have the opportunity to request two buddies. If the request for buddy #1 can not be honored the player will be placed with buddy #2. If the request for buddy #1 and buddy #2 can not be honored players will be placed by school.

Note: Twins and siblings if playing in the same division will be automatically placed on the same team and do not have to submit any forms; although, they will not be allowed to make separate buddy requests.

### **C. Switching Teams Policy**

No request for switching teams will be granted. Switching teams after the roster has been finalized and distributed confuses both coaches and parents. The Coaches' List and Buddy Request Form are the only tools provided for team placement.

## **VII. Registration Fees**

Registration fees are posted on our website and in our brochures. They vary from league to league depending if the league is indoor or outdoor and level of the coach.

After player registration ends anyone wishing to register will be charged a late registration fee of \$15. This fee is to compensate for late adjustments to the league, referees, field space, and team rosters.

## **VIII. Refunds**

### Program Cancellation Policy

- 1.) A \$10 service charge applies to all refunds.
- 2.) Program Cancellations by participant must be made in writing.
- 3.) Credits are valid for 12 months from date of issue.
- 4.) Credits may be used at any branch of the Summit Area YMCA.
- 5.) Programs cancelled by the YMCA will be made available for full refund or credit.
- 6.) Participant program cancellation any time up to five (5) days before the first class will result in a full refund minus the \$10 service charge.

- 7.) Participant program cancellation less than five (5) days before the first class will result in 50% refund minus the \$10 service charge.
- 8.) Participant program cancellation on or after the first day of class does not qualify for a credit or refund unless the YMCA is provided with a doctor's note, refund will be pro-rated for missed classes.
- 9.) Cancellation policy is subject to change.
- 10.) Classes are subject to cancellation due to low enrollment.
- 11.) Credit/Refund may take up to two (2) weeks to process

## **IX. Uniforms**

Uniforms will be available for purchase starting on Kick-Off, Tip-Off, and Player Evaluation Day. They will be on sale every game day thereafter. The uniform will vary in price according to the sport. The Youth Soccer League requires (2) two uniform shirts (red-home, and black-visitor). The Youth Basketball League requires (1) reversible uniform shirt (white-home, and red-visitor). Uniforms may be used consecutive seasons. If necessary, uniforms are available for re-purchase if your child has outgrown or lost their uniform.

## **X. Practice Time**

### **A. Soccer**

Practices and games are held only once per week, on Sundays. Practices will be stressed at the first 15 minutes of the team's Sunday session, so it is important that parents are on time. Each team will practice on their side (one-half) of the field, then apply what they are learning from practice in a game with the other team scheduled on the other side of the field. Please remember, there is no keeping score as this is a NON-COMPETITIVE soccer league.

If teams wish to hold a separate practice day it is up to each team to find a time and place which works best for them. The YMCA will not provide field space.

### **B. Basketball**

Practices and games are held only once per week, on Saturdays or Sundays. The first two times the team meets will be a practice only, the remainder of the season, practices will be stressed at the first 20 minutes of the team's weekend session, so it is important that parents are on time. Each team will practice on their side (one-half) of the court, then apply what they are learning from practice in a game with the other team scheduled on the other side of the court.

## **XI. Fields and Courts**

### **A. Soccer Fields**

All fields are adjusted to accommodate the age of the players. The Rookies field, although played with the same number of players, is smaller than the Winners, Champions and Pros field. Also, the goals are smaller and there are no referees. The Winners and Champions fields are similar in size and use the same size goals. The fields are marked by six cones, one in each corner and a cone on each side line representing the half line.

### **B. Basketball Courts**

All basketball games take place in the Hubbard Gymnasium at the Summit YMCA. Rookies and Winners games utilize the width of the gym, one half of the gym is Court A the other half is Court B. The game schedule indicates which court each team plays on; the court may change from week to week so be sure to check the schedule. Champions play a full court game using the entire gym.

## **XII. Referees**

### **A. Soccer**

There are no referees for Rookies or Winners Soccer League. The games are controlled by the volunteer coaches and NO SCORE IS KEPT. Champions' and Pros' soccer games are refereed by knowledgeable, qualified high school soccer players.

### **B. Basketball**

Rookies and Winners games are refereed by knowledgeable and qualified high school basketball players while the Champions' games are refereed by certified referees.

## **XIII. Weather Policy**

In case of inclement weather please check the website before heading to your game. All cancellations will be posted on [www.summitymcasports.org](http://www.summitymcasports.org) at least one hour prior to kick off.

If a clap of thunder is heard during game play there will be a mandatory 20 minute stoppage in play. If thunder is heard again during the 20 minute stoppage, the game will be cancelled.

If lightning happens to strike during game play the game will be called.

## **XIV. Picture Day**

During every season the 3<sup>rd</sup> to the last weekend will be designated as picture day. Picture forms will be handed out the week before along with the time and place of your designated photo shoot. Please bring the completed form with you to your designated picture time.

## **XV. Awards**

Medals will be handed out on the last day of the season. Please do not purchase additional medals, trophies or awards. Players who do not receive the additionally purchased awards can be made to feel as though they did not play as well as others and could be damaged emotionally and psychologically.

## **XVI. Sport Rules and Coaching Strategies Overview**

The rules and coaching strategies change for each age level in the sport. The YMCA has implemented a uniform coaching guide to benefit the players. The main idea of this guide is to build upon fundamentals to provide a solid base and understanding of the sport. Also, when each coach teaches the same principles and strategies, the players will have an easier time focusing on the game and the skills needed to play. It will also give each player more focus on the strategy being taught to them because they will experience it from both an offensive and defensive standpoint.

Youth Sports Leagues are non-competitive and every player who participates is enrolled to learn and have fun. Both parents and coaches need to emphasize fun and participation and dismiss the score of the game. **The Sports Leagues are to be used as a conduit for the YMCA values of caring, honesty, respect and responsibility to build a healthy spirit, mind and body for all.** The Summit YMCA offers non-competitive sports leagues for youth. We strive to teach basic skills as well as the concepts of teamwork, cooperation and sportsmanship. We seek to build spirit, mind and body by exemplifying Christian principles and practices in our league rules and guidelines. We stress participation and fun so that all participants can have a positive experience.

To view the complete Rules and Guidelines specific to each age and sport please visit our website at [www.summitymcasports.org](http://www.summitymcasports.org).

## **XVII. League Evaluations**

### **A. Program Evaluation**

In order to maintain and provide the best youth leagues possible, we would appreciate your feedback. By providing your honest evaluation of our program we can evaluate each league and gain a better understanding of the parents and players needs to better accommodate everyone involved. Please visit our website, [www.summitymcasports.org](http://www.summitymcasports.org), to provide your program evaluation, it would be much appreciated.

**B. Coach Evaluation**

In addition to providing us with a program evaluation, we request an evaluation of your particular coach. By providing us with a coach's evaluation we are able to determine if we need more training for our coaches and which particular areas are most prudent. Please visit our website, [www.summitymcasports.org](http://www.summitymcasports.org), to provide your coaches' evaluation, it would be much appreciated.

**XVIII. Code of Ethics****A. Coaches' Code of Conduct** (*must sign and turn in Ethics Contract*)

As a **volunteer coach** I promise to conduct myself in accordance to the YMCA values and mission at all times. I understand the Summit YMCA offers non-competitive sports leagues for youth. I will strive to teach basic skills as well as the concepts of teamwork, cooperation and sportsmanship. I will seek to build spirit, mind and body by exemplifying Christian principles and practices through the league rules and guidelines. I will stress participation and fun so that all participants can have a positive experience and I will exhibit caring, honesty, respect and responsibility at all times. I have the ability to keep winning in perspective and emphasize the other important goals of participating in a youth sports program (skill development, having fun, meeting new friends, becoming more fit, etc.)

**B. Parents' Code of Conduct** (*must sign and turn in Ethics Contract*)

As a **Parent** I promise to conduct myself in accordance to the YMCA values and mission at all times. I understand the Summit YMCA offers non-competitive sports leagues for youth. I will strive to depart the importance of teamwork, cooperation and sportsmanship to my child. I will seek to build spirit, mind and body by exemplifying Christian principles and practices through the league rules and guidelines. I will stress participation and fun and I will exhibit caring, honesty, respect and responsibility at all times. I have the ability to keep winning in perspective and emphasize the other important goals of participating in a youth sports program (skill development, having fun, meeting new friends, becoming more fit, etc.)



## **Parents' Ethics Contract**

**This form must be signed by every parent and turned in to the Sports League Director prior to the start of each season.**

### **Important Information about youth and sports**

Kids participate in sports primarily because it's fun. Adults need to keep it fun. Some adults get too emotional about youth sports because they are too concerned about how their kids are doing, have the mistaken belief that winning is very important, or have a desire for glory through their kids' success. The desire for their kids' success is part of the concept of living through your kids. Kids need to know that if they're trying their best, they are winners. Parents need to remember that their kids will not be great at everything. Recognizing that, parents can help most by relaxing and enjoying these fleeting years. Placing too much pressure on kids to perform well creates stress that can detract from their fun and can affect their self-esteem. Instructions shouted to players are distracting, usually too late, and sometimes inaccurate or in conflict with what the coach is teaching.

### **My Pledge to Set A Good Example**

I will not be loud or negative towards players, referees, coaches or spectators. I acknowledge that failing to show respect for people who are doing the best they can sets a bad example for our children and can result in my expulsion from the court, and possibly the program. If someone else makes an inappropriate comment, I will not make a negative response that could lead to a confrontation. I will remember that encouragement and praise for every child, not just the best athletes, are critically important to their self-esteem and their ability to achieve the most they can. I will abide by the guidelines and rules of the YMCA Youth Super Sports League and support the Mission of the YMCA.

I recognize that this is a non-competitive league and by displaying an attitude of winning and attempting to keep score and standings, I am defeating the purpose of the philosophy in this league. I understand that sports in general are competitive; however, I recognize and support the "**Kids Come First**" philosophy and will do my part by not keeping score or standings. I recognize that players must get adequate playing time to improve and gain the confidence that helps them do the best they can. I acknowledge that this is more important than winning games. If I feel that my team lost simply because a player of lesser ability received appropriate playing time, I did the right thing.

I acknowledge that making mistakes and losing are part of life. I pledge that I will be tolerant of the mistakes of players, coaches, referees, and others. I recognize that mistakes are opportunities for learning. I recognize that within the parameters of competition, sportsmanship and fair play remain paramount. I pledge that I will commit to promoting an atmosphere of healthy play to ensure fun for all participants.

**BY SIGNING THIS ETHICS CONTRACT, I AGREE TO ABIDE BY THIS PLEDGE, THE SUMMIT YMCA YOUTH SUPER SPORTS PHILOSOPHY, AND THE SUMMIT YMCA YOUTH LEAGUE RULES AND POLICIES.**

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Print Name                      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature                      Date

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