

HAMPDEN RECREATION

YOUTH SPORTS

VOLUNTEER COACHING HANDBOOK



Hampden
MAINE

The Community of Choice in Central Maine

CONTACT INFORMATION

Hampden Recreation Department
Hampden Town Office
106 Western Avenue
Hampden, ME 04444

Phone: 207-862-6451 Fax: 207-862-5067
Email: recreation@hampdenmaine.gov
Website: www.hampdenmaine.gov

Office Hours
Monday through Friday 7:00 AM to 4 PM
Closed Saturdays, and Sundays

Recreation Department Staff
Shelley Abbott; Recreation Director
Jill McLaughlin; Assistant Recreation Director

Emergency Phone Contacts
Hampden Fire, Ambulance, Police 911/862-3300
Poison Control 1-800-222-1222
Maine State Police 1-800-432-7381
Penobscot County Sheriff's Dept. 1-800-432-7911
Shelley Abbott Home (Ast. Director) 862-4117
Jill McLaughlin Cell (Youth Program Coord.) 991-4440



**Lura Hoit Pool Complex
Parking**

Both facilities typically offer programming during the evening and week-end time slots, and in order to accommodate patrons of both facilities, we ask that you please try to remember the following regarding parking, and kindly remind those parents of participants on your team

1. Park in the designated lots for recreation families not in the pool lots.
(see adjacent map)
2. Please leave promptly at the end of your game. We only allow a 15 minute buffer to get families in and out and we need every spot for incoming game participants. If your children would like to remain to play at the playground please move your vehicle to Western Avenue during playground time.
3. Please leave handicap parking spots available for those needing them.
4. No parking along the fire lane located along the driveway edge of the facility.
5. Parking along Western Avenue is available for recreation families as an option for overflow needs. Please be certain to pull as far over out of the travel lanes as possible, and use the cross walk when crossing Western Avenue.
6. Drive slowly when entering and exiting the facility...with so many children around we want everyone to be as safe as possible!

Thank you for your help and attention with this matter.

~Hampden Recreation and Lura Hoit Pool Staff~

Team Information

Team Roster:

Only those on your roster are allowed to practice or play with your team. Please call every family, introduce yourself, and remind them of your practice/game time and location. Team rosters are included in this handbook, and any additional late registered players should be added when notified by our department. Please keep this roster handy in the event we need to contact someone in the event of an emergency.

Team Shirts: (where applicable)

All players registered by the established program deadline will be given a shirt of the team color. Shirts should be worn at all games. Late registrants will be issued any remaining team colored tee shirts, and are not guaranteed.

Program Rules: (where applicable)

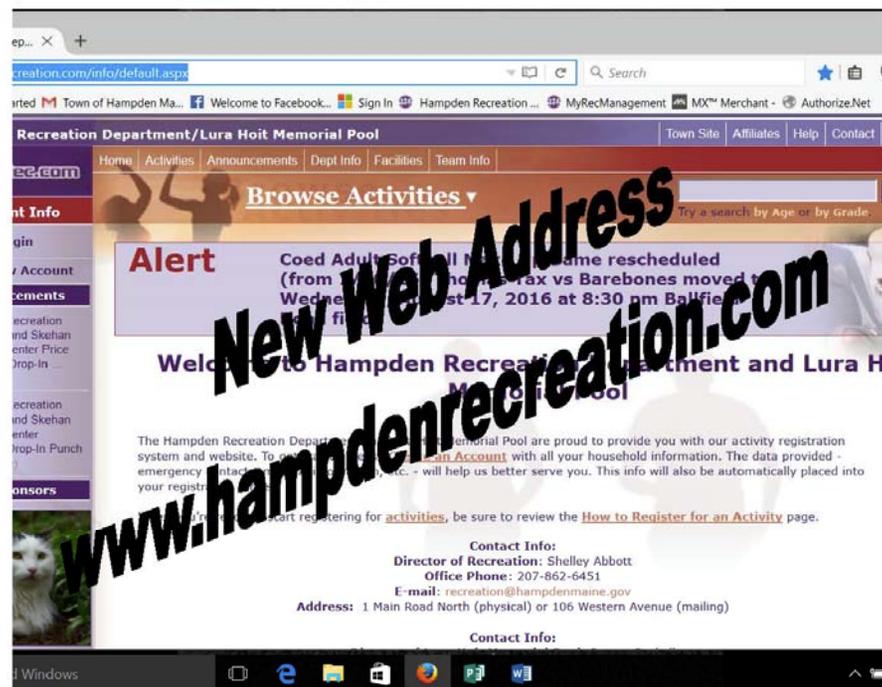
Program specific rules can be found as an additional document on the website www.hampdenrecreation.com. Please contact the recreation department with any specific questions or clarifications.

Program Officials: (where applicable)

The recreation leagues are for FUN and skill development. Please be respectful of the officials (both paid and volunteer) and the calls they make. Officials and staff supervisors have complete authority to administer the program and their decisions are final.

Game Schedules: (where applicable)

Game schedules will be provided for each participant in programs when there are multiple time slots for a given age group. Games scheduled at the Lura Hoit Pool complex will be posted on the sign board for each season, and not given out individually unless there are multiple time slots for a given age group.



Is The Weather Bad? Wondering If A Program Is Cancelled?

Skehan Center Building Closure: This facility will be closed when school is MSAD 22/RSU 22 is cancelled.

Other weather cancellations are made by 3 PM on the day of a scheduled weekday program, and by 7 AM for weekend programs.

Log on to the town website at www.hampdenrecreation.com
Look at the top of the page for a banner alert with any cancellation announcements. If you do not have internet access, call the Hampden Recreation Department at 862-6451. Cancellation announcements will also be left on the office answering machine. Should the need arise to cancel due to a non-weather event or poor field conditions; we will contact team coaches who should contact their team.

Hampden Recreation Department Drug Policy

Hampden Recreation will not tolerate the use, possession, or distribution of alcohol, tobacco, or illegal controlled or scheduled substances (drugs) by its youth. Drugs shall include all illegal controlled or scheduled substances under federal or Maine law unless used as prescribed by the individual's physician or in the case of non-prescription drugs, a parent or guardian. As a predominantly volunteer organization with limited authority and resources, Hampden Recreation cannot be involved in substance abuse monitoring or counseling. Individuals who violate this policy are encouraged to seek appropriate services available elsewhere.

Any youth/minor enrolled in or assisting with Hampden Recreation activities will not knowingly use, possess, or distribute alcohol, tobacco, or illegal controlled substances or scheduled substances (drugs). Any individual who knowingly violates this policy will be suspended from Hampden Recreation activities for a minimum of six (6) months. Second offenses (and first offenses deemed exceptionally serious by the Recreation Committee) will result in permanent expulsion from all future Hampden Recreation activities. The committee may set conditions for return to participation in Hampden Recreation activities such as satisfactory participation in substance abuse counseling or drug testing. The Recreation Committee will make a finding in good faith regarding whether the individual committed the offense based on available information.

Adult coaches and referees must refrain from using tobacco or consuming any alcohol while at organized Hampden Recreation functions. Any adult volunteer who knowingly and illegally uses, possesses, or distributes illegal drugs will be automatically dismissed from his or her duties.

SMOKING ON SCHOOL PREMISES (Policy of RSU #22)

Smoking and the use of any tobacco products are prohibited at all times on RSU #22 property (including all buildings, grounds, and vehicles).

Possession of tobacco products by students on RSU #22 property is prohibited at all times.

Legal Reference: Title 22, MRSA §1580-A

Title 5, MRSA §20002, Subsection 3.

Adopted: September 17, 1985

Amended: January 6, 1993, March 20, 1996

Recorded: January 7, 1998

Source: www.rsu22.us/Policy_A.html

Team Information

Team Practices: (where applicable)

Practice times and locations are listed on the team roster when they have been predetermined. If you need to contact the office to set up a practice please call us at 862-6451 for available slots. Practices will be no longer than one hour in length and may be varied depending on needs of any given age group. Practices should begin timely and end on the scheduled time as often we have practices immediately following one another. Please make sure participants stay at the gym or at the nearest restroom/water fountain during your practice. There should be no one in other areas of the building.

Cancellation of Team Practices and Games:

Practices will not be held if school is unexpectedly cancelled or released early. Practices will also be cancelled if RSU 22 afterschool activities are cancelled. If a coach must cancel practice due to other circumstances, please notify the recreation department at 862-6451. For these instances we do ask for coaches to contact teams. We post all cancellations on the department webpage at www.hampdenrecreation.com, and on our office answering machine.

Assistant Coaches: (where available)

Assistant Coaches are assigned to teams when available. Please make contact with these folks and utilize their services when appropriate.

Equipment:

Program equipment is stored in locked storage buildings or ball cages. Please make sure all equipment is picked up, returned to these areas, and locked back up. Equipment keys and or codes will be provided as needed.

Team Information

First Aid:

Basic First Aid supplies are provided at practice and game locations in a Rubbermaid style container. Should you have an incident involving bodily fluids, please use Universal precautions. Kits are stocked at the beginning of the season, and may need replenishment at some time throughout the season. If you need additional supplies, or notice the kit needs restocking, please contact the recreation office at 862-6451, or the staff member on duty at games. Should you have a situation that requires more skilled first aid care, please do not hesitate to contact the Hampden Ambulance by dialing 911.

Cell Phone users dialing 911 will be routed to the Maine State Police Barracks in Orono, let them know you need ambulance service in Hampden and they will forward the call to Penobscot County Dispatch.

AED (Automated External Defibrillators)

The Town of Hampden has an AED unit available for public use should an emergency situation arise at the Lura Hoit Field complex. The AED is located in the pool, under the front desk counter, under the telephone. The machine contains pads sized for pediatric (age 1-7) patients and adults (age 8 +). They also have a bag-valve mask for rescue breathing. The AED at the Skehan Recreation Center is located on the front of the concession stand in the front lobby.

RSU 22 facilities also have AED devices available for emergency use. These are located outside the gym facilities in the hallways. Each is alarmed, however 911 still needs to be notified.

Restroom Facilities:

Portable restroom facilities are available at the Lura Hoit Pool Field. Participants are asked to use the Porta-Potty and not use restroom facilities at the Lura Hoit Pool.

Hampden Recreation Department

Policy On Inappropriate Behavior For Coaching Staff

Coaches are responsible for the conduct of themselves and their players. The rules for each sport dictate the sanctions against both coaches and players for inappropriate behavior which could lead to ejection from the contest. Since the rules for each sport are similar, they have been consolidated into one policy:

First Warning (technical in basketball)

Issued for the following: 1.) entering the field of play or court without permission of an official, 2.) objecting by word of mouth or action to a decision of an official, 3.) use of profanity or obscene gestures, 4.) disrespectfully addressing an opponent or their coaching staff, 5.) use of any tobacco products at the game site.

Second Offense

Upon the second occurrence of any of the above, the coach will be ejected. At the discretion of the officials, immediate ejection may be warranted in above 2-4 without a second offense.

If ejected from a contest according to the above, a coach will be prohibited from coaching in that sport for the remainder of the season. In the next season for that sport, the disciplined coach will be ejected after fulfilling only one of the above and will not be allowed to coach in that sport for the Hampden Recreation Department for a period of five years.

Any offensive physical contact with an official or an athlete will result in immediate termination of the privilege to coach for the Hampden Recreation Department.

Resources for Further Information

www.guidetocoachingsports.com (contains sports information and some drills)
 www.y-coach.com (lots of great drills in a database for many sports!)
 www.soccerhelp.com (Soccer Drills, Skills, Rules, Tips)
 www.sportplan.net/drills/index.jsp (sports drills; need to register to use but free!)
Basketball Skills and Drills; Krause, D. Meyer, J. Meyer
Basketball Steps to Success; Wissel
Coaching Youth Soccer; Ingels
Youth Soccer Drills; Garland
Coaching Youth Basketball video; NYSCA (National Youth Sports Coaches Ass.)
Coaching Youth Flag Football video; NYSCA (National Youth Sports Coaches Ass.)
Coaching Youth Soccer video; NYSCA (National Youth Sports Coaches Ass.)
Introduction to Coaching Youth Sports video; NYSCA
Soccer Drill Cards; Fold-A-Goal
Challenger Sports; Youth Soccer Coaching Guide
Game Skills; Hanrahan, Carlson
Skills and Strategies for Coaching Soccer; Hargreaves
The Complete Book of Coaching Youth Soccer; Whitehead

We also have a book of various information taken off the internet. Some topics include stretching (warm-up, cool-down and general), information on coaching your own kids, developing a coaching philosophy, coaching objectives and goals, and sport specific materials.

Printed material and videos are available to all coaches.

Please stop by the Recreation Department office to sign out materials.

Team Information

Pictures:

We will be no longer offering recreation pictures through a commercial provider. We will also not allow individual teams to contract with a commercial photographer for their own teams. We do ask that the coach make arrangements with the team to take a team snapshot and make it available to team members either through email or disc format. For families who do not have computer or internet access, the recreation department would be happy to make arrangements for a printed copy of the team photo.

Tips For Coaching Your Own Child

- ☺ First, examine your motivation. Don't coach your own child if your intent is to make a star. You should be willing to do what is best for your child's development.
- ☺ Realize your child's teammates may become jealous-and rightfully so, if you give preferential treatment to your child.
- ☺ Some coaches may go out of their way to be harder on their own children than other players. This doesn't solve problems-it just creates new ones. **Treat your child the same way as other players!**
- ☺ Don't compare your child to the other players on your team. Let your child develop at his or her own rate.

Thoughts for Success As A Youth Coach

- 👤 Learn your players names and call them by name during practice and games.
- 👤 Get your teams attention. Position yourself so everyone can see and hear you. Make eye contact with each player.
- 👤 Remember every child is different. Every child's motivation for why they are there is different.
- 👤 Although your team members may have similar birthdates, their physical, and/or mental maturity may vary as much as 36 months. Try to vary activities to accommodate these individual differences whenever possible.
- 👤 Do you have any children with medical conditions that may be troubled by them while under your care?
- 👤 Always remember you're a role model. They watch your behavior, actions, and reactions.
- 👤 Encourage water breaks...Have the players bring filled water bottles, and provide them the opportunity to take short drink breaks. This will give you the opportunity to re-set for what is next, or gather your thoughts.
- 👤 Offer opportunities to ask questions about things...Both the coach and the players....This will give insight into reasons for something or understanding.
- 👤 Provide feedback...immediate, specific, and constructive...good and bad! Stress to your players that feedback is intended to make them become a better player and team member.
- 👤 Always emphasize teamwork, respect, and fair play! This is a team sport...

Grade 6-8 General Developmental Characteristics

- ☺ Enjoys competition.
- ☺ Psychological development has progressed.
- ☺ Teamwork has improved.
- ☺ Coordination has improved.
- ☺ Technical competency has improved.
- ☺ Development of speed and strength.
- ☺ Problem solving can take place with teammates.

Grade 6-8 Age Group Practice Objectives

Coaching Emphasis: Individual technical development, small group decision making, play tactics, and FUN!

Psychology: Teamwork, confidence, desire, intrinsic motivation, dealing with stressors, sportsmanship, mental preparation

Fitness: Speed, strength, aerobic exercise, mandatory warm up and cool down periods

Grade 2-5 General Developmental Characteristics

- ☺ Still in motion but not so busy.
- ☺ Psychologically becoming more firm and confident.
- ☺ Begin to comprehend team activities.
- ☺ Boys and girls beginning to develop at different rates.
- ☺ Motor skills becoming more refined.
- ☺ Start to have the ability to think ahead.

Grade 2-5 Age Group Practice Objectives

Coaching Emphasis: Individual technical development, small group decision making, and FUN!

Psychology: Beginning teamwork, cooperation, sportsmanship, enjoyment of the game

Fitness: Endurance, range of motion, flexibility

Thoughts For Effective Practices and Games

- 🔦 Set practice goals and outline a practice schedule before each practice. Explain to players what you are going to try to achieve in each session.
 - 🔦 Always arrive timely, and begin and end practices on time.
 - 🔦 Include warm up and stretching into practice and pregame traditions, expressing to the team injury prevention and body preparation.
 - 🔦 Keep practices challenging interesting and **fun**.
 - 🔦 Share some team responsibility with your players .(i.e. Leading warm ups, equipment set up/clean up)
 - 🔦 Provide opportunities in practice that mimic game performance conditions.
 - 🔦 Make sure all players have equal opportunity to participate.
 - 🔦 Keep players in motion as much as possible. Limit standing in lines. Play games of “inclusion” rather than ones where the loser sits.
 - 🔦 Offer skill development opportunities as an individual, in a pair setting, and in a group setting.
 - 🔦 When teaching skills use simple and clear instructions. Include a demonstration of the skill, allowing your players to watch it from different angles. Consider breaking more difficult skills into parts to teach.
 - 🔦 Build in skill progression, but don't forget skill review.
 - 🔦 All players should rotate through all positions of play. Give them the opportunity to explore and appreciate the requirements of each position.
-

Win Or Lose... It Really Shouldn't Matter To You

- ☺ Your dual obligation as a Hampden Recreation Coach is to coach for the good of both the league and your team.
- ☺ Hampden Recreation Coaches need to focus on long-term player development and lifetime game enjoyment, not winning games!
- ☺ Don't run up the score...It can be demoralizing to young players. If you find teams are mismatched try to keep the score more reasonable by moving around the stronger team players to different positions with less impact, or encourage more team oriented play by encouraging a specified number of "touches" before scoring attempts.
- ☺ If you win don't rub it in...If you lose, don't make excuses. Find the opportunity to learn from the rights or wrongs, and make it a point to better ones team because of it.
- ☺ Insist your players offer congratulations and thanks! This should include opponents, officials, teammates and coaches.

PK, K and Grade 1 General Developmental Characteristics

- ☺ Short attention span.
- ☺ Most are individually oriented (me,my, mine).
- ☺ Constantly in motion.
- ☺ Psychologically bruised very easily.
- ☺ Little or no concern for team activities.
- ☺ Physical and psychological development of boys and girls is quite similar.
- ☺ Physical coordination is immature.
- ☺ Eye/hand and/or eye/foot coordination is primitive at best.
- ☺ Love to run, jump, roll, and climb.
- ☺ Catching skills are not developed.
- ☺ Can balance only on good foot.
- ☺ No ability to think ahead.

PK, K, and Grade 1 Age Group Practice Objectives

Coaching Emphasis: FUN!

Psychology: Sharing, fair play, how to "play", emotional management

Fitness: Balance, running, jumping, coordination, movement education