



CHAPTER DIRECTOR & CLINICIAN TRAINING MANUAL

*Procedural Guidelines for Conducting
the NYSCA Program*



The National Alliance for Youth Sports

Who We Are

The National Alliance for Youth Sports (NAYS) is America's leading advocate for positive and safe sports and activities for children. The non-profit 501(c) (3) organization is based in West Palm Beach, Florida. Today, NAYS offers programs and services for everyone involved in youth sports experiences, including professional administrators, volunteer administrators, volunteer coaches, officials, parents and young athletes. The goal of NAYS is to make sports and activities safe and positive by providing programs and services that add value to youth sports.

The organization, originally named the National Youth Sports Coaches Association (NYSCA), focused on educating volunteer coaches on their position as a role model. The NYSCA is a volunteer coaches' training program that has been utilized by almost 3 million volunteer coaches worldwide. With the realization that volunteer coaches are only one aspect of the youth sports equation, the Board of Directors expanded the NYSCA to form the National Alliance for Youth Sports in 1993.

NAYS programs are provided at the local level through dynamic partnerships with more than 3,000 community-based organizations, which include parks and recreation departments, Boys and Girls Clubs, Police Athletic leagues, YMCA/YWCAs, Catholic Youth Organizations and other independent youth service groups throughout the country. NAYS also has a strong presence on military installations worldwide.

Why NYSCA for Your Coaches?

The NYSCA features the four components necessary for providing quality youth sports programs:

1. **Screening** – Guidelines for screening and integrated online Chapter Management area
2. **Training** – Live and Online Clinics
3. **Evaluation** – Coach Rating System
4. **Accountability** – Code of Conduct/Reporting & Revocation Procedures

The National Youth Sports Coaches Association

How it works

To become an Initial Level member of the NYSCA, volunteer coaches must participate in an interactive training clinic. Coaches may attend a live on-site clinic, conducted by a local NAYS chapter, or complete the program online using the NYSCA Online Clinics.

Both the live on-site and online clinics for Initial Level Members consist of the Introduction to Coaching Youth Sports video and one sport-specific video covering the fundamentals of the game. In addition to the videos, each coach must sign the NYSCA Coaches Code of Ethics Pledge and complete the initial level exam.

Initial level Membership – Live and Online Clinics

What Coaches Will Learn

Part 1: Introduction to Coaching Youth Sports video (83 minutes)

- Preventing Youth Sports Violence
- Teaching Good Sportsmanship
- Keeping Players Active at Practice
- Building Confidence
- The Role of Winning in Youth Sports
- Working with Parents
- Nutrition and Hydration
- Injury Prevention/Conditioning & Stretching

Part 2 - Sport Specific Training

The second part of the Initial Level Clinic covers drills, skills and fundamentals of each sport.

Sport specific videos include:

Baseball/T-ball	In-Line Hockey
Basketball	Lacrosse (coming soon)
Cheerleading	Soccer
Football	Softball
Flag-Football	Volleyball
Hockey	

Other sports: Completed via Speaker's Guide (live clinics only)

The membership is valid for one year and the fee is \$20 for live clinics and \$25 for online clinics.

Multiple Sports Coaches

There are two options available for members coaching another sport:

Option 1: Attend a live clinic to view the sport specific video and re-sign the Code of Ethics.

They do not view the Introduction to Coaching Youth Sports video again, retake the exam or pay an additional fee.

Coaches attending an Additional Sport Clinic must be submitted on an Additional Sport Roster and sent to NAYS Headquarters for processing. Additional sports will be listed on their card.

Important: Coaches with an expired membership must renew their membership prior to attending an Additional Sport Clinic. If the coach is renewing their membership through the chapter, they must be submitted on a Continuing Member Roster, along with the Additional Sport Roster.

Option 2: Complete Sport Specific Clinic Online

They do not view the Introduction to Coaching Youth Sports video again, but they do complete a sport specific exam, re-sign the Code of Ethics Pledge (electronically) and pay \$5 per additional sport. The additional fee includes access to online sport specific materials, including a downloadable manual.

Important: Coaches with an expired membership must renew their membership prior to signing up for an Online Additional Sport Clinic. If they renew online, they will need to wait until the following business day before they can access the Online Clinics to add a sport.

NYSCA Membership Benefits

Initial Level Membership

Coaches who successfully complete the Initial Level Membership training, whether at a live clinic or online, will automatically receive:

- Youth Sports Journal (issued at clinic)
- Certificate of Completion (issued at clinic)
- \$1,000,000 excess liability insurance
- High quality membership card with key tag
- Subscription to SportingKid Magazine
- Monthly E-Newsletter
- Exclusive Corporate Discount/Programs
- Exclusive Online Member Area

Understanding the NYSCA Online Member Area

NAYS.ORG

The NYSCA Online Member area was created to provide members with valuable resources, tools, and services to help them be a better coach. The following is a listing of the features on the Member area. Coaches log in using their membership ID# and password.

Skills and Drills

Coaches can view more than 100 animated skills through the NYSCA Training Zone with option to download and print for easy reference.

ShapeStuff

An easy-to-use tool that enables coaches to create skill-building exercises for their players to use between practices. Coaches quickly create short, customized skill-building programs on their PCs and then send to the players' personal computer or mobile device.

My Coach Ratings

Chapters or coaches provide a digital link to team parents asking them to rate their coaches in 14 key areas. Coaches can also view their anonymous ratings through this link.

Coaching Forum

Coaches can tap into the expertise of more than 150,000 volunteer coaches, view topics, add comments, interact between coaches and create specific categories to share with others.

Add an Additional Sport

Provides coaches with an option to add a sport to their membership through the NYSCA Online Clinics site. The cost to add a sport online is \$5.

Team Contact

Offers coaches the option to create email groups to send league information and/or team updates. They can create a number of groups, like players, team parents, assistant coaches, and league officials, to send specific messages.

SportingKid Magazine

The online publication includes the most recent issue, along with past issues, with option to download and print valuable tips and information.

Renew Membership

Offers coaches another option to renew their membership.

Temp Membership Card

Coaches can print a temporary membership card which includes date and sport. All members receive an identification card with key tag in the mail.

Update Member Info

Provides coaches with option to view and edit their contact information in the NYSCA national database.

After the First Year of Membership

What happens next?

Coaches who have completed the Introduction to Coaching Youth Sports Program qualify for continuing membership as long as they remain in compliance with the Coaches' Code of Ethics. There are no additional clinics required.

The NYSCA Headquarters office will send a monthly listing of the coaches whose membership is soon to expire to the chapter director. The chapter director will be asked to identify which coaches on the list are still affiliated with the chapter and their membership will be automatically renewed.

Continuing Membership Benefits

Coaches who continue their membership with the NYSCA receive:

- Excess liability insurance increased to \$2,000,000
- \$250,000 excess accident/medical insurance
- High quality membership card with key tag
- Subscription to SportingKid magazine
- Monthly E-Newsletter
- Exclusive corporate discounts/programs
- Exclusive online Member area

Accountability – Loss of Membership

The **NYSCA Coaches' Code of Ethics** is the foundation of NYSCA Membership. It is important for NAYS Chapter Directors and Clinicians who conduct NYSCA coach training and oversee members to fully understand and embody each expected behavior in the NYSCA Coaches' Code of Ethics in order to implement these policies.

In cases where the Code of Ethics has been violated, it is the responsibility of the NAYS Chapter to report the details to the NAYS national office so that an accurate database can be maintained for the protection of other NAYS Chapters using the NYSCA program.

NAYS has created the NYSCA Coach Accountability and Enforcement Policies to help local chapters achieve the highest standards for its NYSCA member coaches. The policies listed in the document were designed so that NYSCA members who do not adhere to the *NYSCA Coaches Code of Ethics* are held accountable for their behavior.

A printable version of the Accountability and Enforcement Policies can be found on the NYSCA online Chapter Management area under the Accountability link, along with a copy of the Coach Complaint Form and the Violation of the Coaches Code of Ethics Form.



COACHES' CODE OF ETHICS



- **I WILL PLACE THE EMOTIONAL AND PHYSICAL WELL-BEING OF MY PLAYERS AHEAD OF A PERSONAL DESIRE TO WIN.**

Expected Behavior: Using appropriate language in appropriate tones when interacting with players, league officials, game officials, parents and spectators.

Treating all players, league officials, game officials, parents and spectators with dignity and respect.

Playing all players according to the equal participation rules established by the league and abiding by the spirit of those rules.

- **I WILL TREAT EACH PLAYER AS AN INDIVIDUAL, REMEMBERING THE LARGE RANGE OF EMOTIONAL AND PHYSICAL DEVELOPMENT FOR THE SAME AGE GROUP.**

Expected Behavior: Recognizing the differences of each child and treating each player as an individual while demonstrating concern for their individual needs and well being.

Encouraging all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.

Recognizing that some physical tasks, drills and demands are not appropriate for all youth regardless if they are close in age.

Recognizing that youth may vary greatly in physical, social and emotional maturation and considering these factors when setting up competitions and when interacting with them as a group.

- **I WILL DO MY BEST TO PROVIDE A SAFE PLAYING SITUATION FOR MY PLAYERS.**

Expected Behavior: Maintaining a high level of awareness of potentially unsafe conditions including but limited to dangerous weather, inadequate field maintenance, and faulty equipment.

Protecting players from sexual molestation, assault, physical or emotional abuse and understanding appropriate means to report such instances when suspected.

Seeing that all players are provided with adequate adult supervision while under the coach's care.

- **I WILL PROMISE TO REVIEW AND PRACTICE THE BASIC FIRST AID PRINCIPLES NEEDED TO TREAT INJURIES OF MY PLAYERS.**

Expected Behavior: Keeping basic first aid supplies available in all practice and game situations.

Recognizing and administering proper basic first aid to an injured player and not returning players to activity if they are compromised by injury.

Demonstrating concern for an injured player, notifying parents and cooperating with medical authorities for severely injured athletes.

- **I WILL DO MY BEST TO ORGANIZE PRACTICES THAT ARE FUN AND CHALLENGING FOR ALL MY PLAYERS.**

Expected Behavior: Establishing practice plans that are interesting, varied, productive and aimed at improving all players' skills and individual abilities.

Devoting appropriate time to the individual improvement of each player.

Conducting practices of reasonable length and intensity appropriate for the age and conditioning of the players.

- **I WILL LEAD BY EXAMPLE IN DEMONSTRATING FAIR PLAY AND SPORTSMANSHIP TO ALL MY PLAYERS.**

Expected Behavior: Adopting the position, teaching and demonstrating that it is our basic moral code to treat others as we would like to be treated.

Exhibiting gracious acceptance of defeat or victory.

Abiding by and supporting the rules of the game and league as well as the spirit of the rules.

Using the influential position of youth coach as an opportunity to demonstrate, promote, teach and expect sportsmanship and fair play.

- **I WILL PROVIDE A SPORTS ENVIRONMENT FOR MY TEAM THAT IS FREE OF DRUGS, TOBACCO, AND ALCOHOL, AND I WILL REFRAIN FROM THEIR USE AT ALL YOUTH SPORTS RELATED EVENTS.**

Expected Behavior: Being alcohol and drug free at all team activities or in the presence of players.

Refraining from the use of any type of tobacco products at all team activities or in the presence of your players.

Refraining from providing any type of alcohol, drug or tobacco products to any of your players.

Encouraging parents to refrain from the public use of tobacco products or alcohol at team activities.

- **I WILL BE KNOWLEDGEABLE IN THE RULES OF EACH SPORT THAT I COACH, AND I WILL TEACH THESE RULES TO MY PLAYERS.**

Expected Behavior: Becoming knowledgeable, understanding and supportive of all applicable game rules, league rules, regulations and policies.

Teaching and requiring compliance of these rules among players.

- **I WILL USE COACHING TECHNIQUES THAT ARE APPROPRIATE FOR EACH OF THE SKILLS THAT I TEACH**

Expected Behavior: Teaching techniques that do not enhance a risk of injury to players and opponents.

Discouraging illegal contact or intentional dangerous play and administering swift and equitable discipline to players involved in such activity.

- **I WILL REMEMBER THAT I AM A YOUTH SPORTS COACH, AND THAT THE GAME IS FOR CHILDREN AND NOT ADULTS.**

Expected Behavior: Maintaining a positive, helpful and supportive attitude.

Exercising your authority/influence as a coach to control the behavior of the fans and spectators.

Accepting and adhering to all league rules and policies related to the participation of adults and youth.

Placing the emphasis on fun and participation while encouraging children to do their best.

The Duties of a NAYS Chapter Director

- Responsible for the chapter's fulfillment of Chapter Agreement
- Serve as the primary contact for all chapter business, including placing the orders for clinic training materials.
- Conduct the NAYS programs in accordance with the Procedural Guidelines Manual, including the timely and legible submission of clinic Rosters and Balance Sheet when conducting onsite clinics.
- Obtain clinician training materials from NAYS Headquarters to recruit, train and supervise additional clinicians to support the chapter as needed.
- Respond to complaints alleging a NYSCA member's violation of the Code of Ethics Pledge by following the guidelines outlined in the NYSCA Coach Accountability and Enforcement Policies.
- Recognize all training videos and clinic materials remain the property of NAYS.
- Protect all NAYS property issued to the chapter and do not permit anyone who is not a NAYS clinician to use NAYS videos and/or materials at anytime for the purpose of instruction or duplication.
- Not to use the training or materials received from NAYS for the development of their own volunteer training/educational program.
- Return all training videos, clinic materials and paperwork upon request by NAYS Headquarters for failure to comply with the program's policies and procedures.
- Notify NAYS Headquarters of a new chapter director upon the existing chapter director's resignation, transfer, etc., or return to NAYS Headquarters all videos, journals and clinic paperwork remaining in the chapter's inventory if a new chapter director is not in place prior to the change.

The Duties of a NAYS Clinician

Clinicians are trained to “facilitate” a clinic. They are not an instructor. The instructors are on the video and are fully responsible for the information expressed to the clinic attendees. Because of the insurance benefit associated with the successful completion of the training clinics, clinicians are not permitted to deviate from the clinic procedures. Doing so jeopardizes the member’s coverage and in the event they need this insurance, he or she can only turn to the clinician for recovering their loss.

Basic duties:

- Schedule a clinic date and notify the chapter director of the date of the clinic, along with the anticipated number of coaches attending the clinic. The chapter director is responsible for placing the order, as needed, and providing the clinician with the clinic materials.
Note: To remain qualified to conduct these clinics, the clinician must facilitate a minimum of one clinic per calendar year.
- Lead discussion when called for on the Introduction to Coaching Youth Sports video.
- Recite the Code of Ethics Pledge.
- Review each of the questions on the coaches’ exam and answer along with the coaches.
- Complete the required paperwork and submit to NAYS Headquarters (recommended one day following the clinic).
- Maintain originals of the Code of Ethics Pledge and Exam.
- Maintain copies of all paperwork (Rosters and Balance Sheet) submitted to NAYS Headquarters.

Understanding the Chapter Management Area at NAYS.ORG

1 View/Update Members

View, update, export and print the coaches trained by your chapter. Search for coaches by name or member identification number....Great tool to check who's up for membership renewal.

2 Update Clinician Info

View and update your clinicians' contact information. This page allows chapter directors to notify NYSCA national office of changes with their clinician's contact information.

3 Rate Your Coach Results

Use this Coach Ratings Tool to see how the team parents have rated your coaches. Coaches also have access to their coach ratings through their Member page.

4 Background Check

Chapters can request and view background check information directly on the coach's profile page. NAYS established a collaborative initiative with Protect Youth Sports® which provides discounted rates to NAYS' Chapters.

5 Youth League Manager

Helpful information to help you run your youth leagues including equipment, insurance, awards and trophies, photos, plus more.

6 Order Materials

Order clinic materials directly online with an E-Order Form which includes a listing of all the NYSCA videos and viewing times.

7 Email Coaches

Communicate with your coaches via email by simply clicking on their name from the members' list or create your own custom group to email.

8 Download Forms

The E-Forms include Rosters, Balance Sheet, clinic checklist, announcement flyer and more.

9 Print Rosters

View and print a listing of your chapter's previously submitted Rosters including the clinic date, sport, clinician's name and date received.

10 Accountability

The NYSCA Coach Accountability and Enforcement policies include: steps for responding to complaints, reporting complaints to the national NAYS office and recording in the national database, and conducting a coach revocation hearing if revocation procedures are to be undertaken.

11 Register Online Coaches

Provides option for chapters to pre-register their coaches when the chapter covers the cost of the membership fee for the NYSCA Online Initial Level Clinics and/or the Online Additional Sport Clinics.

Preparing for the Clinic

The Chapter Director is the only person from the chapter who is authorized to order clinic materials. Clinicians must notify the Chapter Director of the materials they need for their clinic once they have received confirmation on the number of coaches who will be attending.

Clinic Materials Needed for an Initial Level Clinic:

- ✓ The Introduction to Coaching Youth Sports video (available in VHS or DVD format)
- ✓ A sport specific video (available in VHS or DVD format)
- ✓ The Youth Sports Journal – One Journal per coach attending clinic.
- ✓ Certificate of Completion – One Certificate per coach attending clinic.

Important: The certificate serves as temporary proof of the coach's completion of the NYSCA clinic. A membership card, with key tag, will be mailed to the coaches upon processing of their membership information by the NYSCA Headquarters office.

- ✓ Paperwork – Roster and Balance Sheet. Please make enough photocopies of the roster to include all of the individuals attending the clinic. You also have the option to download clinic materials on the Chapter Management area – click on the Download Forms link.

Options for placing an order:

1. **Online:** Log into the Chapter Management area at **nays.org** and click on Order Materials
2. **Email:** nysca@nays.org
3. **Phone:** (800) 729-2057 / (561) 684-1141
4. **Fax:** (561) 684-2546

Clinic Procedures

Initial Level Clinic

1. Briefly review the schedule for the clinic:

- During the first part of the clinic, the coaches will view the Introduction to Coaching Youth Sports video, sign the Code of Ethics and complete the Exam. There will be discussion questions that are part of the video presentation.
- The second part of the clinic will include viewing a sport specific video.

Note: It is during the sport specific part of the clinic the additional sport coaches will join the group.

2. Ask the coaches to clearly PRINT on the Initial Level Roster. If you have any additional sport coaches in the room, they will need to complete the Additional Sport Roster.
3. Please do not distribute the Journal until the video indicates for you to pause for the signing of the Code of Ethics and completion of the exam. This will keep the coaches from reading through the Journal during the video presentation.
4. Ask the coaches to sign the Code of Ethics which has been detailed on the video.
5. Have the coaches fill in their name, sport and date of clinic as requested on the exam.
6. Review each of the questions on the exam and answer along with the coaches.
7. Collect the signed pledges and completed exams and keep for your files. It is best to keep both on file for at least 5 years.
8. Ask the coaches to familiarize themselves with pages 9 & 10 which include detailed information on the Online Member area. Remind the coaches that to access their personalized Member area, they will need to go to the NAYS Web site at **www.nays.org** and log in using their member ID number. Let the coaches know they will receive their membership card in the mail and it will include their member ID number.
9. Ending the clinic. Distribute the completed and signed Certificate of Completion.

Submitting Paperwork to NAYS Following the Clinic

Clinic paperwork should be submitted no later than the day following the clinic. Membership benefits, including insurance liability coverage and access to the NYSCA Online Member area, are only valid once clinic rosters have been submitted by a NAYS clinician and processed by the NAYS Headquarters office. **Please do not delay the submission of your clinic rosters.**

- **Rosters (Initial Level, Continuing Member, Additional Sport, Speaker's Guide Rosters) must be accurate and legible.**

Inaccurate or illegible rosters will delay the processing of the coaches' information. Please make sure all fields are filled in including apartment number, etc.

- **Indicate only one clinic date per roster**

If the clinic is held on separate days, the clinic date should be indicated as the day the coaches received their Certificate of Completion.

- **Continuing member rosters**

Please reference your chapter's member list, on the Chapter Management area, to obtain member ID#'s and include them on your Continuing Member Rosters.

- **A clinician signature is required**

If more than one clinician assisted in a clinic, simply divide the rosters among each of the clinicians in order to recognize the assisting clinicians.

- **Roster balance sheet**

The Balance Sheet clarifies the submitted paperwork, especially when submitting more than one type of membership level (initial, continuing, or additional sport).

3 Easy Ways To Submit Paperwork To NYSCA Headquarters

1. Mail Rosters and Balance Sheet

NYSCA Headquarters

Attention: Chapter Services Department

2050 Vista Parkway

West Palm Beach, FL 33411

2. Fax Rosters & Balance Sheet to (561) 684-2546.

3. Email Rosters and Balance Sheet to nysca@nays.org.

Please remember to retain copies of all paperwork submitted to NYSCA. If emailing or faxing, please **DO NOT** mail originals as it could result in duplicate processing.

Training Programs Not JUST Coaches



Parents Association for Youth Sports

Orientation program for parents to understand their roles and responsibilities.



National Youth Sports Officials Association

Offers understanding of rules and responsibilities of officials in youth sports.



National Youth Sports Administrators Association

For volunteer league administrators responsible for planning and implementing youth sports.



Academy for Youth Sports Administrators

A 20 hour certification program offered live and online for professional youth sports administrators.



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