



Florence Family YMCA Coach's Handbook

**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Table of Contents

I. About the YMCA	
a. Welcome	3
b. Mission	4
c. YMCA Values	4
d. Character Development	4
e. History	4
f. Volunteerism	4
II. Overview of YMCA Youth Sports Coaching	
a. YMCA Youth Sports Philosophy	5
b. Youth Sports Coach Job Description	6
c. Your Role as a Coach	7
d. Youth Sports Code of Conduct	8
e. Components of a Practice Summary	9
f. Practice Plan	10
III. Season Information	
a. Sports Seasons General Timeline	11
b. Skills Evaluation Purpose	11
c. Team Selection Process	11
d. Clothing, Uniforms, Pictures, and Equipment	11
e. Trophies	11
f. Practices	11
g. Games	11
h. Weather Policy	11
i. Pre-season Coach's Meeting	11
j. Frequently Asked Questions	12-14
IV. Forms	
a. Background Check And Acknowledgement Form	15

Each sport also has a specific coach's handbook appendix with more detailed information regarding that particular sport.

ABOUT THE YMCA Welcome

Dear Coaches,

We welcome you to the Florence Family YMCA Youth Sports Program. Whether you are a returning coach or someone new, we appreciate your desire and willingness to volunteer in support of your YMCA.

As anyone who is involved with working with children knows, it can be a fun and rewarding experience. Realizing that you are making a positive difference in child's life is something that you'll always remember.

The YMCA is a volunteer led organization dedicated to building relationships and enhancing the lives of our community members. As coaches, you're all representatives of the Y and in taking up that wonderful responsibility you have the duty to carry out the Y's mission....to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

Our goal is to provide you with the resources you will need to effectively lead a team of young athletes through a successful sports season. A successful season, however, is not a winning season. Success for these young children consists of far more than having the highest score at the end of the game. By the end of the season your team should have learned the following:

- The value of hard work
- The importance of teamwork
- Good sportsmanship
- The YMCA's 5 character traits – Caring, Honesty, Respect, Responsibility, and Faith

We want to provide a combination of skill development, physical fitness, and fun for all players involved. This should be done in an environment that encourages participation and safety. We can only develop our children if we are focused more on that instead of winning or losing games.

Communication is vital in all of this...among you, the parents, and the Y. We all need to be on the same page and working together. Our youth sports staff has the responsibility of making sure you have the tools you need to have a successful season. Remember, game schedules, weather updates, and other important information can be found on our website or Facebook page. Please let us know if you need any help or assistance with anything.

Have a great season! Thanks for volunteering to be a coach and being a part of our YMCA.

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ABOUT THE YMCA

Mission

- The YMCA is a worldwide organization that is committed to providing programs that help members and participants develop spirit, mind, and body.
- Our Mission: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

YMCA Values

- Character development is integral to all YMCA programs. We are guided by our five core values of caring, honesty, respect, responsibility, and faith. Whether it is in child care, the gym, at day camp, or at member services we strive to develop character values in ourselves, our members and participants. We believe strongly in our mission to promote and model these character-building values in all that we do.

Character Development

- The YMCA believes that character development focusing on the values of caring, honesty, respect, and responsibility is an essential element of its sports program.
- Caring
 - To love others and be sensitive to the well being of others involved in the sports program
- Honesty
 - To have integrity, making sure that one's actions match one's values through participation in sports
- Respect
 - To value the worth of every person, including oneself, one's teammates, opponents, and officials
- Responsibility
 - To be accountable for one's behavior and obligations

YMCA History

- The YMCA was founded in London England, in 1844, as the Young Men's Christian Association, to help people develop character in their daily lives. The movement spread quickly and reached the United States by 1851. By the early 1900s, the YMCA began serving boys and older men.
- After World War I women and girls became an active part of the YMCA movement. In the 1960s and 1970s, families became a major focus. Today, more than half of all YMCA members and staff members are women and girls. Simply put, the YMCA is a place where all are welcomed and strong values prevail.
- Sports such as racquetball, volleyball, and basketball were invented at YMCAs.
- In 1971 the Florence Family YMCA was founded at its current location. Today, YMCAs are alive and well in more than 140 countries across the globe.

Volunteerism

- Volunteers are the backbone of the YMCA. Volunteers not only founded the YMCA, but also operated it in its entirety in the early days. The involvement today of thousands of talented, committed individuals greatly extends the range, quality, and variety of YMCA programs.
- The YMCA defines a "volunteer" as anyone who, without financial compensation or expectation of compensation, performs a task at the direction of and on behalf of the Florence Family YMCA.
- **All youth sport coaches are volunteers.**

OVERVIEW OF YMCA YOUTH SPORTS COACHING

YMCA Youth Sports Philosophy

Everyone Plays.

- We do not use tryouts to select the best players, nor do we cut kids from our youth sports programs. Everyone who registers is assigned to a team. During the season everyone receives equal practice time and plays at least half of every game.

Fair Play

- Fair play is about more than just playing by the rules. It's about you, your players, and your player's parents modeling the Y's character values to all involved in the program. It's about you being a role model of good sportsmanship and guiding your players and parents to do the same. Remember, we're more interested in developing children's character through sport than in developing a few highly skilled players.

Positive Competition

- We believe competition is a positive process when the pursuit of victory is kept in the right perspective. The right perspective means adults make decisions that put the best interest of the children above winning the contest. Learning to compete is important for children and learning to cooperate in a competitive world is an essential lesson in life. Learning to win is just as important as learning to lose. Help your players set goals that are not about winning or losing. This way, no matter what the score of the game is, your players learn there is value in playing the game.

Family Involvement

- We encourage parents to be involved appropriately along with their child's participation in sports. In addition to parents being helpful as volunteer coaches, officials, or timekeepers, we encourage them to be present at practices and games to support their child. Give parents responsibilities that will benefit the team like leading devotions or bringing healthy snacks and water.

Sport for All

- YMCA Youth Sports is an inclusive program. This means that children who differ in various characteristics, including physical ability, race, gender, religion or ability are included in participation. Support and appreciate the diversity of children in our community and encourage your players and parents to do the same.

Sport for Fun

- Sport is naturally fun for most children. They love the challenge of mastering skills, playing with their friends and competing with their peers. Sometimes, when adults become involved in children's sports, they over-organize and dominate the activity to the point of spoiling the children's enjoyment of the sport. If we take the fun out of sports, we are in danger of our children taking themselves out of sports. Emphasize the importance of having fun to both players and parents, reminding them that the benefits of physical activity in childhood are long-lasting. Remember that these sports are for the kids; let them have fun.

Safety First

- Although some children may get hurt playing sports, we do all we can to prevent injuries. We have modified each sport to make it safer and more enjoyable to play. Teach the sports so that the skills taught are appropriate for the children's developmental levels. We ask you to make sure the equipment and facilities are safe. Develop your player's fitness levels gradually so they are conditioned for the sport. Constantly supervise your young players so that you can stop unsafe activities.

OVERVIEW OF YMCA YOUTH SPORTS COACHING
Youth Sports Coach Job Description



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Job Title: **YOUTH SPORTS COACH**

Job Grade: Volunteer
Reports To: Sports Director

Revision Date: 01-2016

JOB SUMMARY

To coach the specific sport emphasizing the YMCA's Christian Mission, character development, fundamentals of the sport, fair play and sportsmanship.

DUTIES AND RESPONSIBILITIES

- To coach games as well as teach participants the fundamental skills needed to be successful in the sport they are coaching
- Regular communication with all parents and players
- Maintain a positive attitude & encourage sportsmanship
- Invest more in the well-being and interest of players than in the win/loss record
- Remember that children play for fun and enjoyment and winning is only a part of it
- Never ridicule or yell at a child for making a mistake – remember positive coaching
- Help children develop respect for the opposing team as well as officials and opposing coaches
- Teach the rules of the game in an understandable manner
- Involve players' families in practices and games
- Plan each practice and game to include all players with maximum participation
- Provide equal playing time and the opportunity to start for all players regularly attending practices and showing good effort
- Serve as a positive role model for children
- Follow proper conduct for all coaches as put forth by the Y Sports Department
- Assist officials in initiating a prayer prior to each game
- Attend the coaches' pre-season trainings sessions
- Wear the required coaches' shirt to ALL games and/or follow ALL dress code policies at your Y
- Help your players develop character and build leadership skills
- Make each child's sport experience FUN

QUALIFICATIONS/REQUIREMENTS

- Thorough knowledge and understanding of the rules of the game is recommended
- Knowledge of court/field positioning is a plus
- Ability to communicate effectively with children and adults/parents
- Enthusiastic, patient, and always wearing a smile
- Minimum of one (1) Team Representative from your team must attend the pre-season coach's meeting or meet with the sports director before the season begins & relay the information to the other team members and coaching staff
- Follow the youth sport code of conduct and other guidelines set forth in the coach's handbook
- Pass background check

OVERVIEW OF YMCA YOUTH SPORTS COACHING

Your Role as a Coach

YMCA Youth Sports Coaches have the potential to influence a great number of people. We want you to be a positive role model for youth by maintaining an attitude of RESPECT, RESPONSIBILITY, HONESTY, CARING and FAITH.

Please Remember:

- Your attitude and actions are on display for your team, your team's parents, plus opposing teams. You are a role model. Volunteer coaches should appear clean, neat, and appropriately attired.
- You should treat all children equally regardless of sex, race, religion, or culture.
- Coaches must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism.
- YMCA coaches should be involved for each and every child to:
 - Teach skills and knowledge about the game
 - Teach common terminology used about and during the game
 - Teach fair play, sportsmanship, teamwork, and character
 - Set up and evaluate individual and team goals
 - Provide a fun, low-key environment for all
 - Promote good physical fitness habits, mental attitudes, and spiritual growth
 - Promote friendships and family togetherness
- Coaches should give high priority to the objectives above. Focusing on winning and recognition can destroy positive outcomes. Winning games is only one of the many goals which are important in sports. Help players and parents become more aware of other goals that sports help athletes to achieve: developing skills, being healthier, working as a team member, dealing with the emotions of sport, and having fun. Keeping things in perspective is key.
- Having clear open communication lines with parents, players, other coaches, officials, and the Y is essential. Strive to make sure everyone stays on the same page. We're all in this together to help our children.
- YMCA leagues focus on skill development, team building, and personal growth. The Florence Y encourages children to participate in sports at the highest level their ability will allow.
- Effective coaching experts agree that instructions should be given at practice. An over-abundance of instruction at game time only serves to confuse players.
- Mannerisms can be just as offensive as foul language, i.e. throwing things, flailing movements, foot stomping, and tone of voice. This behavior is not allowed.
- Under no circumstances should volunteers release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian.
- In order to protect YMCA volunteers and participants, at no time during a YMCA program should a volunteer leave a child unsupervised or be alone with a single child where they cannot be observed by others.
- Volunteers shall not abuse children including but not limited to:
 - Physical abuse – strike, shake, slap
 - Verbal abuse – humiliate, degrade, threaten
 - Sexual abuse – inappropriate touch or verbal exchange
 - Mental abuse – shaming, withholding love, cruelty
 - Neglect - withholding food, water, basic care, etc.

OVERVIEW OF YMCA YOUTH SPORTS COACHING Youth Sports Code of Conduct

The Florence Family YMCA plays an important role in promoting respect, caring, responsibility, and honesty. Therefore it is essential for parents, coaches, spectators, and officials to encourage youth athletes to embrace the values of good sportsmanship. Furthermore, parents, coaches, spectators, and officials involved in youth sport events should be models of good sportsmanship and lead by example by demonstrating fairness, respect, and self-control.

The Y asks for your cooperation by following this code of conduct and be responsible for your words and actions while attending, coaching, officiating, or participating in all youth sport events whether they are at the Y or another facility/event working in cooperation with the Y.

1. I will treat any coach, parent, player, participant, official, or any other attendee with respect.
2. I will encourage my child, to treat any coach, parent, player, participant, official, or any other attendee with respect.
3. I will not engage in any behavior which would endanger the health, safety, or well being of any coach, parent, player, participant, official, or any other attendee.
4. I will encourage my child or any other person, to not engage in any behavior which will endanger the health, safety, or well-being of any coach, parent, player, participant, official, or any other attendee.
5. I will not use drugs, alcohol, tobacco products, or e-cigarettes while at youth sport events and will not attend coach, officiate, or participate in youth sport events while under the influence of drugs or alcohol.
6. I will not permit my child or encourage any other person, to use drugs, alcohol, tobacco products, or e-cigarettes while at youth sport events.
7. I will not engage in use of profanity or any other offensive language.
8. I will encourage my child, or any other person to not engage in use of profanity or any other offensive language.
9. I will not initiate a fight or scuffle, or retaliate, with any coach, parent, player, participant, official, or any other attendee.
10. I will encourage my child or any other person, to not initiate a fight or scuffle, or retaliate, with any coach parent, player, participant, official, or any other attendee.
11. I will not engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official, or any other attendee.
12. I will encourage my child or any other person, to not engage in verbal or physical threats or abuse aimed at any coach parent, player, participant, official, or any other attendee.
13. I will not argue with any coach, parent, player, participant, official, or any other attendee.
14. I will encourage my child to not argue with any coach, parent, player, participant, official, or any other attendee.

Consequences for a first time offense of any one of the rules 1-12 will result in expulsion from the league for the rest of the season. Violators will be unable to attend any games or practices. Exception Rule 7: If a **player** uses profanity he/she will be suspended one game. A second offense will result in expulsion from the league.

Consequences for a first time offense of any one of the rules 13-14 will result in a one game suspension from the league. Violator may still attend practice. A second offense will result in expulsion from the league for the rest of the season. Violators will be unable to attend any games or practices.

The Y reserves the right to review any situation and make any changes if needed.

OVERVIEW OF YMCA YOUTH SPORTS COACHING

Components of a Practice

Opening Circle

- Take a few minutes to welcome your players to practice. Be sure to do the following:
 - Devotion or Thought for the day
 - Review of last game or practice – what we learned and how we can grow
 - Goal for today's practice – what skills will we be working on
 - Review rules
 - Overview of the flow of today's practice – roadmap of the next hour

Warm-up and Stretch

- Spend at least 5 minutes exercising to raise your players' heart rates and warm their muscles. Warm-up can be anything from a quick game of tag to running a few laps to conditioning exercises. Never skip the warm-up and stretch section of practice!

Individual Skill Drills

- This is a time for players to work on a skill and develop it as an individual player. Allow your players adequate time in learning any new skill before asking them to apply it as a team.

Team Skill Games

- This is a time for your team to learn to come together and develop their skills as a functioning group of players. The team skill drills should build on the individual skill drills, providing natural progression from individually mastering a new skill to applying it as a team.

Scrimmage

- There is no better way to prepare for a game and to apply the skills learned throughout practice than to put them to action in a game-type situation. Always try to include a scrimmage in every practice. It gives your players a chance to develop their teamwork and will enhance their comfort in game situations.

Closing Huddle

- Take just a few minutes at the end of practice to review the skills you worked on and to evaluate the goals set at the beginning of practice. Encourage your players to continue to practice throughout the week with their friends and parents. Review all the necessary information for the upcoming practice or game including:
 - Location
 - What time to arrive
 - Who is bringing snack
 - Bring your equipment

Water Breaks

- Whether it is hot or cold, be sure to allow your players to get water at several points during practice. Staying hydrated helps your players focus on the skills they're learning.

Active

- Minimize players standing around by utilizing activities or games that involve all players. This is extremely important for younger players as they tend to have shorter attention spans.

OVERVIEW OF YMCA YOUTH SPORTS COACHING
Practice Plan

Practice Date: _____

<u>TIME</u>	<u>ACTIVITY</u>	<u>PLAN FOR TODAY</u>
:00	Opening Circle -Overview of practice -Set goals for practice -Review rules -Devotion/Value Lesson	
:05	Warm-Up and Stretch	
:10	Individual Skill Drill	
:20	Water Break	
:25	Team Skill Games	
:40	Water Break	
:45	Scrimmage	
:60	Closing Huddle -Review of practice -Prepare for practice/game	Next Mtg. Date: _____ Location: _____ Snack: _____

Notes:

SEASON INFORMATION

Sports Seasons General Timeline (All sports are coed)

- | | |
|--|----------------------------------|
| • Youth Soccer for ages 3-13 | <u>Age Cutoff Dates</u> |
| ○ January – April | September 1 of the previous year |
| ○ July – October | September 1 of the current year |
| • T-Ball/Coach Pitch Baseball for ages 3-9 | |
| ○ March – June | April 1 of the current year |
| • Youth Flag Football for ages 5-11 | |
| ○ September – November | September 1 of the current year |
| • Youth Basketball for ages 3-12 | |
| ○ October – January | September 1 of the current year |

Skills Evaluation Purpose

- The purpose of the player skills' evaluations process will be to balance all teams with approximately the same age, gender, and talent of players. It should be noted and understood that no system of selecting players can be perfect. After a sport's evaluation process, the sports director will then divide the teams up. Any decision on player and team selection not covered in this policy will be made by the Y.

Team Selection Process

- After the skills' evaluations conducted by Y staff, the sports director will then split up the teams based on experience/ability, age, gender, and the following guidelines.
 - Head Coach's child(dren) will be placed on his/her team.
 - Assistant Coach's child(dren) are not guaranteed to be placed on his/her team.
 - If there is room, siblings in the same age group will be placed on the same team.
 - Players returning from the previous sport's season will be placed back on the same team with the same group of players and coaches assuming they all return. However, players will be split up once they enter a new age group division. Players returning for the spring soccer season, teams will be the same as the previous fall season's teams. There is no age up between the fall and spring seasons.
 - Days and times children cannot practice will be taken into consideration.
 - No other request will be accepted.
 - Every effort will be made to balance the teams as equally and fairly as possible.

Clothing, Uniforms, Pictures, Facilities, and Equipment

- Children should wear appropriate athletic attire for playing sports indoors/outdoors. Check a sport's current season schedule and FAQ for more information.

Trophies

- The Y provides no awards or trophies. It's up to each individual coach and team if they want to provide something for their players.

Practices

- All practices are held at the Y. A Y staff member must be present at practice. Available practice times and days are determined by the Y and you have the option of picking a time/day within that given time frame. Once selected that is your practice day/time for the entire season. Additional practices are not allowed. This is to ensure even and fair play among all teams. In the event of a Y decision to cancel practices, makeup practices aren't typically offered due to space and time constraints. Check a sport's current season schedule and FAQ for more info.

Games

- All games are held at the Y. They should last around one hour. In the event of a Y decision to cancel games, every effort will be made to schedule makeup games if sufficient space and time is available. Check a sport's current season schedule and FAQ for more information.

Weather Policy

- We generally don't make a decision to cancel practices/games due to inclement weather or poor field conditions until after 4:30 pm during the week. For practices/games that are on Saturday, the decision may come late Friday afternoon or early Saturday morning. In the event we do have to cancel, we will notify you as soon as possible and then you need to contact your team's parents. If you haven't received any contact from the Y, check our website or Facebook page, or sign up for Remind. However, there may be times when it's a game time decision.

Pre-season Coach's Meeting

- A meeting will be held prior to a season beginning to go over rosters, rules, expectations, etc. You must meet with the sports director before a sport's season starts.

SEASON INFORMATION

Frequently Asked Questions

Participation and Rosters

1. When will I receive my roster?
 - a. You'll receive a roster at the coach's meeting that's held 4-5 days prior to a season starting.
2. Once I receive my roster, do I need to contact my players and parents and let them know when practice is?
 - a. Yes, contact them by phone, email and/or text ASAP. Be sure to get a response especially if you're letting them know about the first practice.
3. I tried contacting a parent but the number and/or email are wrong. What do I need to do?
 - a. Contact the sports director to double check the parent's contact information.
4. (Child's name) hasn't been coming to practice or games lately. Should I contact them?
 - a. Yes, find out what's going on and let the sports director know.
5. I requested (child's name) to be on my team or a parent requested that I be their coach. Why isn't (child's name) on my team?
 - a. Teams are split up as evenly and fairly as possible based on experience, age, and gender. We also take into consideration when parents and children can practice due to their schedules. Any other type of request is not guaranteed to happen.
6. Does the Y provide trophies or awards to the players? Should I do an end of season party?
 - a. No, it's up to the discretion of each coach if he/she wants to get trophies/awards. I'd recommend doing some kind of end of season celebration but it's up to you.

Equipment and Uniforms

1. Do I have to provide my own equipment?
 - a. The Y provides each team at the start of each and every practice with the appropriate equipment (balls, bats, bases, tees, flag belts, cones, practice jerseys, etc.) You're more than welcome to bring your own equipment if you choose to. If you do bring equipment, please label it.
2. What do I do with the equipment when my practice is over?
 - a. Please gather and bag up the equipment, and leave it at your practice location so the Y staff can easily put it up or pass it on to the next team.
3. Do I have to pass out uniforms?
 - a. No, Y staff will call your whole team over and hand out uniforms to each player and hold onto any leftovers in case some are absent that particular day. For players that are absent, have them see Y staff the next time they are at practice.
4. A player's jersey on my team is too small/big. What can we do?
 - a. Jersey sizes are ordered based on the sizes selected by parents on the registration form when they sign their child up to play. Reordering just one jersey isn't possible. Check with other players on your team to see if a swap can be worked out.

Rules

1. How many quarters does a player play and can someone play a certain position the entire season?
 - a. Each player must play at least half of every game and also be rotated to different positions throughout the season.
2. Can a player wear jewelry during practices or games?
 - a. No, due to safety reasons all jewelry (watches, rings, earrings, beads, bracelets, necklaces, etc.) must be removed prior to playing.
3. What are the other rules for my age group?
 - a. Refer to the rules section in the appropriate sport's coach's handbook appendix.

SEASON INFORMATION Frequently Asked Questions

Practices

1. When is my practice day/time and how long does it last?
 - a. Check the top box of your roster. The day and time is listed there. It's based on what you selected on your child's registration form. Practices last one hour.
2. Where do I practice at?
 - a. All practices are at the Y. When you get your roster, check the box at the top. It has a field and/or goal location. Use the gym or field practice location diagram found in the appropriate sport's coach's handbook appendix to find out exactly where your practice is located at.
3. Is my team's practice on the same day, at the same time, and at the same location each week?
 - a. Yes, once your practice day, time, and location is set, it stays that way the entire season. However, there are certain circumstances (inclement weather, poor field conditions, a game, etc.) that may require a practice to be moved. The sports director will let you know.
4. Can I practice at another facility?
 - a. No, due to safety and insurance reasons, all practices must be held at the Y with a Y staff member present.
5. Can I scrimmage against another team in my age group during practice?
 - a. Yes, if there is enough field space and both teams practice on the same day and time.
6. There is threatening weather outside. Is practice cancelled? If practices are cancelled, will they be made up?
 - a. Always assume we're playing unless you hear from the sports director. We generally don't make a decision to cancel practices due to inclement weather or poor field conditions until after 4:30 pm during the week. For practices that are on Saturday, the decision may come late Friday afternoon or early Saturday morning. In the event we do have to cancel, the sports director will notify you as soon as possible and you in turn will need to contact your players. You can also check our website, check our Facebook page, or sign up for Remind for updates. However, there may be times when it's a game time decision. Due to space and time constraints, make up practices aren't typically offered.
7. I'm not going to be able to make practice. What do I need to do?
 - a. First, see if one or more parents on your team can cover the practice for you. If not, cancel the practice and be sure to contact all your players and let them know of the change. Then contact the Y and let us know too.

Games

1. When will I receive a game schedule?
 - a. You will receive a schedule at your second practice along with copies for all the parents on your team.
2. I lost my game schedule. How can I get another one?
 - a. You can visit our website at florenceymca.org to download another one, ask the front desk to make a copy for you, or ask the sports director for one.
3. I won't be able to make the game. What do I need to do?
 - a. Contact one or more parents on your team to see if they can cover the game for you. If not, contact the sports director. The game will still be played.
4. I'm not going to have enough players show up. Can we still play?
 - a. Yes, the other team will play down to your number or help you out by giving you players. We'll figure out the best option.
5. There is threatening weather outside. Is the game cancelled? If the game is cancelled, will it be made up?
 - a. Refer to #6 in the practices section above. We generally try to make up games if we have sufficient time and field space.

SEASON INFORMATION

Frequently Asked Questions

Facilities

1. Are pets allowed at the Y?
 - a. No, they are not.
2. Is smoking allowed at the Y?
 - a. No, the Y is a tobacco free campus. E-cigarettes and vaping are prohibited as well.
3. Where is a water fountain located?
 - a. The closest one to the front fields is located in the front lobby. The closest one to the back field and gym is located inside the building by the entrance to the outdoor pool which is near the indoor pool. There are also vending machines located in the front lobby and by the pool.
4. Where are bathrooms located?
 - a. Except during basketball, there will be a port-a-john located next to the shed that sits between the front fields. There's also a bathroom located in the front lobby. The closest bathrooms to the back field and gym are the ones inside the building in the youth locker rooms which are located close to the indoor pool.
5. Can parents bring their own chairs to practices and games?
 - a. Yes, they are more than welcome to as we have limited seating which is mainly reserved for players. However, during basketball games we do provide seating so bringing a chair is not needed.
6. Where should I and other parents park?
 - a. Please park in the main parking lot at the front of the Y, in the side parking lot adjacent to the childcare entrance, on side of Bob Danner Ave., or the side lot next to the far front field (Field 3). Please do not park on the side of the road of YMCA Lane, Dexter Dr., or Rutherford Dr.

Pictures

1. Do we take individual/team pictures?
 - a. Yes, each team takes individual and team pictures. The schedule will tell you when and it will be given to you at your first practice. Pictures are typically taken during one of your practices.
2. Is there a form I need to fill out?
 - a. Yes, picture order forms will be handed out one week prior to picture day. They also can be downloaded from our website.
3. How do I pay for pictures?
 - a. Quality Photo Sports takes cash or check.
4. When do I need to pay?
 - a. Payment is expected when pictures are taken.
5. When do I get pictures back?
 - a. Pictures will be returned before the season is over. The sports director will give you your team's pictures for you to pass out to them. If by season's end you still have some of your team's pictures left, please return them to the sports director.
6. If I or another parent are missing pictures, who do we need to contact?
 - a. Check with the sports director first. The missing pictures could be mixed in with another team by accident. If not then contact Gene Robinson at Quality Photo Sports at 843-260-6744 between Monday-Friday 9a-5p or by email at greatpicsinc@aol.com.



FORMS
Background Check

It is the policy of the YMCA to conduct background checks on all applicants. A prior conviction does not necessarily mean the YMCA will reject your application. We consider the nature of the offense, your age at the time, how long ago the offense occurred, and the position for which you are applying, among other factors. However, any false information given may disqualify you from further consideration.

The records include any traffic offenses that resulted in a penalty greater than \$100.

APPLICANT / VOLUNTEER INFORMATION

PRINTED NAME: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

DATE OF BIRTH: _____ SOCIAL SECURITY _____

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME? YES ____ OR NO ____

IF YES: DATE OF CONVICTION: _____

CHARGE: _____

DISPOSITION: _____

DATE OF DISPOSITION: _____

DEPARTMENT / COUNTY / CITY: _____

Acknowledgment

The Y reserves the right to review any situation and make any changes if needed.

By signing below, I agree to have read and adhere to polices and guidelines set forth by the Florence Family YMCA's Youth Sports Coach's Handbooks.

Position

Sport

Volunteer's Printed Name

Volunteer's Signature

Date