

## Johns Creek UMC Coaching Manual

This manual is intended for those who may be interested in coaching in the Johns Creek UMC recreation program. It is also intended to inform new and returning coaches of policies and procedures that affect how to become a coach in our program.

### **I would be willing to assist a head coach in your program.**

Through the process of registering your child for our program, you will be asked about being an assistant coach. If you have interest in helping in this area, you should answer, “yes” to this question, or mark “yes” on the manual registration form. Sometimes when we are in need of head coaches for teams, parents who marked that they would assist the coach are called to try and recruit a “Head” coach for a particular team.

### **I am interested in being a Head Coach in your program. What are the requirements of being a Head Coach?**

#### Time Requirements

Coaching a team in our program requires 1 hour per week for practice and about 1 hour for a game. Games are normally played on Saturdays.

#### Coaching Requirements

##### Background Check Form

Anyone wishing to be a Head coach in our program must submit a background check form. Forms can be downloaded online and faxed to the church at (770) 418-0578. Forms will also be available at the Coaches Meeting. (See Calendar for Coaches Meeting Dates, Meeting Times vary and are announced prior to the coaches meeting.) Background check forms must be completed and turned in before the first practice. Background checks must be completed annually on all coaches in our program.

##### Johns Creek Video

Anyone wishing to be a Head coach in our program must watch our Recreation Ministry video. This video explains our philosophy, policies, and also helps to train coaches in the non-strategic facets of our program. We also recommend that you have any assistant coaches watch this video. Head Coaches will be required to sign off saying that they have watched the Recreation Ministry video and agree to our philosophy, policies, and procedures.

### Special Training

Throughout the calendar year and prior to each season, the Recreation Ministry will try and make available to every Head coach in our program the opportunity to attend a specialized coaching clinic particular to the sport that they are going to coach. The clinic will provide each coach with written materials, diagrams, hands-on drills, and more. While coaches are not required to attend this clinic, the Recreation Ministry strongly recommends that all coaches attend the coaching clinic. There will be a minimal fee to attend the clinic.

### **I definitely would like to be a Head Coach in the program. What do I need to do next?**

Complete the registration requirements for your child.

Complete and return a background check form to the Recreation Office as soon as possible.

Register your information on the coaching signup page on the web page.

Select your practice day and time preferences.

Soccer M-F 5:00 or 6:00

Basketball M, T, TH 4:30, 5:30, 6:30, 7:30, 8:30 (Older teams must take later slots)

Flag Football M-F 4:30

Baseball M-F 5:00, 6:00, 7:00

Make sure that you get the coaches meeting e-mail.

Attend coaches meeting.

### Interpreting the Coaching Packet that I receive at the Coach's Meeting.

**Roster**—Your roster will be included in your coach's packet. Your roster will include vital information about the players on your team. There are assistant coach (AC) and team parent (TP) codes on the roster. This helps you to know what parents have already volunteered for these roles. Rosters should be called as soon as possible so that everyone is informed of their first practice day and time. Team parents should be communicated back to the Recreation Office by e-mail. You may also refer team parents to the website under the team parent page.

**Practice Schedule**—The practice schedule should be included in the coach's packet. The practice schedule includes all of the teams that practice at Johns Creek fields and their day and time of practice. Field Diagrams will also be included in the coach's packet. Field directions are available on the website.

**Coach's List**—A coach's list will list each team's coach in our league. A coach's list will normally include contact information for the Head coach as well as the team's #, and the color of their jerseys. A team's # is very important to know as that is how that team will appear on the game schedule.

Game Schedule—The game schedule may or may not be available at the coach’s meeting. The game schedule will be finalized at least 7-10 days prior to the first scheduled game. The game schedule will be posted online and also sent to the coaches in an e-mail.

Equipment—Equipment for each sport is normally available no later than the first practice. For soccer, coaches receive 3 practice balls. Flag Football coaches receive practice flags and a game ball. Baseball coaches receive practice balls and bats. Basketball coaches do not receive any equipment, as practice balls are available in the gym for each practice.

Rules—There will be a set of league rules in each coach’s packet. Each coach should become familiar with their sports, and more specifically, their league’s rules. Rules for all sports will also be posted on the web page.

Uniforms—The team parent should be able to assist the coach with the team’s uniforms. Each team will receive a uniform for each player on the team. (Except for Spring Soccer) The roster will contain what size uniform that each child should receive. If a player is not receiving a uniform, then the word “returning” will be in the uniform column. It is very important to give the appropriate size to the appropriate player. Most uniform conflicts that we have occur when coaches or team parents haphazardly give out uniforms with no regard for following the uniform column on the roster.

### **Playing and Managing Your Games**

All games should begin with the teams meeting and one of the coaches should lead in a prayer. In addition, teams should plan to shake hands at the end of the game. Teams should be instructed about these pre-game and post-game rituals.

Any game between players in 1<sup>st</sup> grade or higher will have an assigned referee. Pre-k and K games will not have a referee.

Pre-k and K soccer—Soccer coaches should plan to referee their own games. Teams should have one coach per team to help referee the game. The game should be refereed with fairness, honesty, and impartiality in mind. Coaches should communicate with one another about problems or issues that need to be worked out regarding rough play, etc...

Pre-k and K baseball—Coaches will assist in helping the game move along as well as calling outs on the bases. Some coaches allow kids to stay on the bases all the way around as getting someone out is rare.

