



BEAUFORT COUNTY PARKS AND RECREATION YOUTH SPORTS COACHING MANUAL

Welcome! The purpose of this manual is to provide our youth coaches of Beaufort County Parks and Recreation with information about coaching youth sports within our department. We feel communication is a vital key to an enjoyable and successful season. This guide should provide you with all information you will need to know concerning the expectations of our youth coaches. Your input is always welcomed as well. If you ever have any questions please do not hesitate to contact our staff.

FOR BEAUFORT

- Athletic Supervisor- Raymond Hines (843) 986-4301 or Rhines@bcgov.net
- Athletic Supervisor- Rod Sawyer (843) 986-8846 or roderick.sawyer@bcgov.net

FOR BLUFFTON

- Athletic Supervisor - Darrell Ketola (843) 255-6714 or dketola@bcgov.net
- Athletic Supervisor - Bob Rozek (843) 962- 3375 or Robert.Rozek@bcgov.net
- Athletic Supervisor- Bob Lamb (843) 986-8556 or robert.lamb@bcgov.net

Parks and Recreation athletics staff above can answer any questions you may have. They are the direct contacts for youth sports programs in their specific areas. We ask that any coach with a specific question or concern, please make contact with one of our athletics staff first. Below are the youth sports we have, and the contact for each of those sports:

<u>Sport</u>	<u>Beaufort</u>	<u>Bluffton</u>
Baseball	Raymond Hines	Bluffton Youth Sports
Basketball	Rod Sawyer/ Raymond Hines	Darrell Ketola/Bob Rozek
Cheerleading	Rod Sawyer	Bob Rozek
Flag Football	Rod Sawyer	Bob Rozek
Lacrosse	-	Bob Rozek
Soccer	Raymond Hines	Darrell Ketola
Softball	Raymond Hines	Bluffton Youth Sports

Below you will find the contact information for Parks and Recreation administrative staff.

ADMINISTRATION

- Athletic Manager South – Evan Christian (843) 255-6685 or evan.christian@bcgov.net
- Assistant Athletic Manager South- Scott Schnee (843) 941- 0956 or scott.schnee@bcgov.net
- Athletic Manager North- Brandon Whitener (843) 812-8027 or brandon.whitener@bcgov.net
- Head of Officials- Kenneth Tensley (843) 592- 8860 or Kenneth.Tensley@bcgov.net

PARKS AND RECREATION MISSION STATEMENT

We will utilize proactive means to provide fun, safe, and fiscally responsible leisure services to elevate the quality of life in our county and region. We will accomplish this effort through standing by our core values:

- Professionalism – demonstrating proficiency and skill, as well as honesty, integrity, and respect.
- Accountability – taking personal responsibility to be engaged and receptive in providing quality leisure services.
- Teamwork – pursuing the best solution, or outcome, for both the community and organization.

YOUTH SPORTS PHILOSOPHY

Youth sports within Beaufort County Parks and Recreation exists to create opportunities for the youth in our community to participate in organized athletic activity. Everyone participating in youth sports, including coaches, parents, and athletes, should understand that the focus is on fun, safety, and skill development....not winning games. The main benefits of such participation are:

- Sportsmanship
- Physical fitness
- Developing self confidence
- Learning to be a part of a team
- Skill development

Based on the benefits above, we have core principles that will be a part of all of our youth sport programs. Which are:

- Every player will participate for a period of time in every game and practice.
- All sports will emphasize fun, safety, and skill development over winning at all cost.
- Coaches, players, and spectators are representatives of Beaufort County Parks and Recreation, and are expected to carry themselves in a manner that reflects good sportsmanship.

SPECIFIC RESPONSIBILITIES

Below you will see the specific responsibilities for each group involved in our youth sports programs:

PARKS AND RECREATION RESPONSIBILITIES

- Ensure all participants have registered and paid the appropriate fee.
- Appoint head coaches.
- Run background checks on all coaches.
- Ensure all coaches are aware of the rules of the sport they're coaching.
- Issue team rosters to the coaches.
- Issue practice equipment to the coaches.
- Arrange practice and game schedules, and then ensure their dispersed to the coaches.
- Ensure officials are competent and fully aware of the objectives of Parks and Recreation.
- Ensure facilities are ready for games, and that coaches are notified of any scheduling changes.
- Communicate to the coaches all appropriate policies and procedures.
- Ensure all coaches turn in player evaluations and equipment at the conclusion of the season.

COACH RESPONSIBILITIES

- Be reliable, be able to communicate, and be on time.
- Demonstrate leadership, good sportsmanship, and respect.
- Contact their players in a timely manner (A PHONE CALL NEEDS TO BE THE INITIAL CONTACT).
- Distribute practice/game schedules and uniforms to parents/guardians (MAKE SURE TO GIVE OUT THE CORRECT SIZES).
- Ensure safety of their players is their first responsibility.
- Ensure they are abiding by the playing requirements of their particular sport.
- Refrain from disparaging remarks about players, officiating, opponents, or play.
- Ensure their practice/game site is clean before leaving the facility.
- Ensure all players have a ride home before leaving the facility.
- Turn in player evaluations and any issued equipment back to Parks and Recreation at the conclusion of the season.
- Adhere to Parks and Recreation Code of Conduct.

PLAYER RESPONSIBILITIES

- Attend all scheduled practices and games, or notify the coach in advance if they will be unable to attend.
- Be courteous and respectful to their coach and teammates, along with the opposing coach(s), players, and officials.
- To show good sportsmanship at all time.
- Report any injury to their coach.
- Clean up prior to leaving their practice/game site.
- Adhere to Parks and Recreation Code of Conduct.

PARENT/GUARDIAN RESPONSIBILITIES

- Ensure their child is registered properly and on time.
- Ensure their child has transportation to all practices and games, and that they arrive on time.
- Be prompt in picking up their child from their practice or game.
- Notify the coach in advance if your child will miss a practice or game.
- Refrain from being a “sideline coach” at both practices and games.
- Refrain from disparaging remarks about officials, coaches, opponents, or players.
- Be supportive of all players (BE POSITIVE TO ALL).
- Return all equipment issued that is property of Beaufort County Parks and Recreation.
- Adhere to Parks and Recreation Code of Conduct.

COACHES MEETINGS

Coaches meeting will be scheduled prior to each youth sports season. Coaches will be notified at least one week in advance of the meeting's time and place. All coaches should attend these meetings. Failure to attend could not only cost a coach the chance to coach with us in the future, but will also hurt that coach from receiving valuable information for the upcoming season. The following information will be discussed in this meeting:

- Parks and Recreation expectation of our coaches
- Youth Sports Coaches Manual
- Staff contact information
- Rules
- Equipment
- Rosters and schedules of games (if available)

Any problems or issues that may arise should be directed through the following sequence of authorities:

- Coach
- Parks and Recreation staff assigned to that individual sport
- Athletic Manager for Parks and Recreation
- Deputy Director for Parks and Recreation
- Director of Parks and Recreation
- Parks and Recreation Advisory Board

GENERAL COACHING GUIDELINES

Coaches take on many roles leading a team. Remember that you will be dealing with all types of kids and adults with different backgrounds. One of your main challenges as a coach will be to deal with those differences in a positive manner so it will be an enjoyable experience for the entire team.

HOW TO BE A SUCCESSFUL YOUTH SPORTS COACH

- Make an effort to get to know each player on your team.
- Treat each player as an individual.
- Empathize with players trying to learn new skills.
- Treat players with respect.
- Be in control of your emotions.
- Keep a positive tone in all of your communications.
- Keep in mind that not all of your players learn at the same rate.
- Keep in mind that all players do not respond to the same instructional approach in the same way.
- Gain your players respect by showing that you can teach them to develop their skills, and that you are willing to make the effort to do so.
- Strive to make your players experience as enjoyable as possible.
- Always demonstrate good character and sportsmanship.

DEALING WITH PARENTS/GUARDIANS

Coaching youth sports is exciting and rewarding, but from time to time you may experience difficulty with parents on your team. Some may want their child to play more, or they might question decisions that you make. Here are a few thoughts to remember when dealing with parents:

- Know your objectives and do what you believe is best for the team (MAKE IT FUN).
- Make certain parents understand those objectives. Give them your expectations of both parent and player at the first practice.
- If a parent is upset, keep the situation in perspective, and don't let emotions take over. Remember your purpose when addressing the situation. Defer discussion to a later time if emotions cannot be controlled.
- Always listen. Some parents just like to vent. Listen first before giving a parent feedback.
- Show appreciation for their interest and concern. This will make them more at ease with the situation.
- Resist pressure from the parents. You are the coach, and it's your responsibility to make the final decisions for your team.
- Be consistent! Do not waver from your objectives or philosophy during the season. If a change is needed, make sure the parents are informed as soon as possible.
- Do not discuss individual players or parents with other parents or players.
- Most importantly, BE FAIR!

SUPERVISION OF YOUR PLAYERS

Coaches must supervise their players at all times during practices and games. At no time should any player(s) be left alone, unsupervised. Below are suggestions to help meet those responsibilities:

- Coaches need to be immediately accessible at practices and games, and be able to oversee the activity.
- Coaches must be alert to conditions that may be dangerous to their players, and take action to ensure their safety (inclement weather, hazards on the playing field, etc.).
- Coaches must be able to react immediately, and appropriately, to emergencies.
- Coaches need to be aware of emergency procedures.
- Coaches must be able to introduce basic fundamentals of the sport their coaching, and ensure their players become familiar enough with the sport to be able to safely participate.

PARKS AND RECREATION CODE OF CONDUCT

Offense	1st Offense	2nd Offense
1. No alcohol or drugs will be allowed on BC property.	Police will be notified. Anyone in violation will be removed from the league for the season. No refunds will be issued.	Police will be notified and a trespass notice will be issued.
2. No tobacco will be allowed on BC property.	Violators will be asked to dispose of tobacco.	Violators will be asked to leave.
3. Anyone under the influence of drugs or alcohol during PALS.	Current season suspension.	3 years suspension up to permanent
3. Anyone under the influence of drugs or alcohol during PALS. 4. All players/coaches are required to shake hands with the opposing team and coaches after the game.	Current season suspension. Child — Warning	3 years suspension up to permanent Child — 1 game suspension
4. All players/coaches are required to shake hands with the opposing team and coaches after the game. 5. No player may switch jerseys during a game.	Coach — 1 game suspension Players will be removed from the game and suspended from the next game.	Coach — 3 game suspension Players will be removed from the game and suspended for the remainder of the season.
6. No player may wear a jersey that is not registered with Parks and Recreation	Will be removed indefinitely.	
6. No player may wear a jersey that is not registered with Parks and Recreation 7. No one shall touch a child in an aggressive manner.	Will be removed indefinitely. Game suspension up to permanent depending on offense.	Season suspension up to permanent
8. Foul language said out loud but not directed at anyone.	Ejection from current game plus 1 additional game suspension	Current season suspension
9. Foul language directed at anyone.	Ejection from current game plus 3 additional game suspension	Current season suspension
10. Threat of physical abuse directed at anyone.	Game suspension up to permanent depending on offense.	3 years suspension up to permanent
11. Physical fighting with anyone.	Suspension for current season plus 1 year suspension.	3 years suspension up to permanent
12. Defacing, damaging, or destroying property or equipment.	1 year suspension up to permanent suspension.	3 years suspension up to permanent

- Anyone ordered to leave or suspended by Parks and Rec, a staff representative, or an official shall obey and immediately leave the facility (parking lot included). Failure to comply will result in an indefinite suspension. Suspensions issued includes; games and all Parks and Rec facilities.
- Anyone suspended for a flagrant violation of any rules cannot play again until meeting with and being reinstated by the director. All appeals of a suspension will be taken to the director.
- Anyone ejected from a game will automatically be suspended for the next proceeding game(s), regardless of whether it is a regular season game or post season game. If suspension occurs during post season game or tournament, suspension will carry over into the next Parks and Rec sport season in which the offending individual participates. (Not necessarily the same sport in which the suspension occurred) Anyone suspended twice in one season will automatically be suspended for the remainder of the season. Anyone ejected, removed or suspended during a regular season game may not be allowed to participate in post season or All-Star games. After the season, Parks and Rec will review all player and coaching conduct violations and may suspend participation in future Parks and Rec programs if warranted based on the nature and frequency of any violations that have occurred.
- Head coaches are responsible for the conduct of their assistants. They are also responsible to remind participants & associated spectators of the code of conduct.
- Any actions not specified in this code, but are deemed unsportsmanlike and/or detrimental to promoting or maintaining a safe and healthy environment for recreational sports as determined by a member of the Parks and Rec staff, may result in disciplinary actions at the discretion of the Parks and Rec Director.
- Parks and Recreation reserves the right to permanently remove anyone from the facilities for any length of time.



BEAUFORT COUNTY PARKS AND RECREATION YOUTH ATHLETIC DISCIPLINARY SHEET

Date: _____

Sport: _____ **Age Group:** _____

Players Name: _____

Coaches Name: _____

The above player will not meet the participation rule for my team's scheduled game on the above date for the following reason(s):

The following signatures acknowledge the circumstances in which the player will not participate in the above scheduled game. If the opposing coach does not agree the form must be approved and signed by a Parks and Recreation staff member.

Head Coach

Parent

Opposing Coach

Scorekeeper

Inclement Weather/Heat Policy

The safety and well-being of our players, coaches, and spectators involved in our athletic programs is of the utmost importance to us. Reasons below will be taken into consideration when instances arise for us to cancel practices/games:

- Weather is too dangerous for players, coaches, and patrons to attend (inclement weather, heat advisory, etc.).
- Current conditions of the playing surface are dangerous for our players and coaches. Poor playing conditions can lead to avoidable injuries.
- When practices/games are played on fields with poor conditions, it often causes irreversible damage to the fields.

LIGHTNING POLICY

Parks and Recreation staff will monitor for lightning when the weather is forecasted to be at a dangerous level. The onsite staff member will monitor by using a Strike Alert Lightning Detector, Lightning Alarm App, and/or WeatherBug App. Based on warnings, and information obtained, decisions will be made on the possible cancellation of athletic programs. Following steps will be made if lightning is seen or thunder is heard:

- Practices and games shall be suspended once lightning has been recognized or thunder is heard. It is required to wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard prior to resuming practice or game.
- Any subsequent lightning or thunder after the beginning of the 30 minute count shall reset the clock, and another count shall begin.
- All individuals at the field should all make the safest decision on stoppage, cancelling, and/or resuming play.

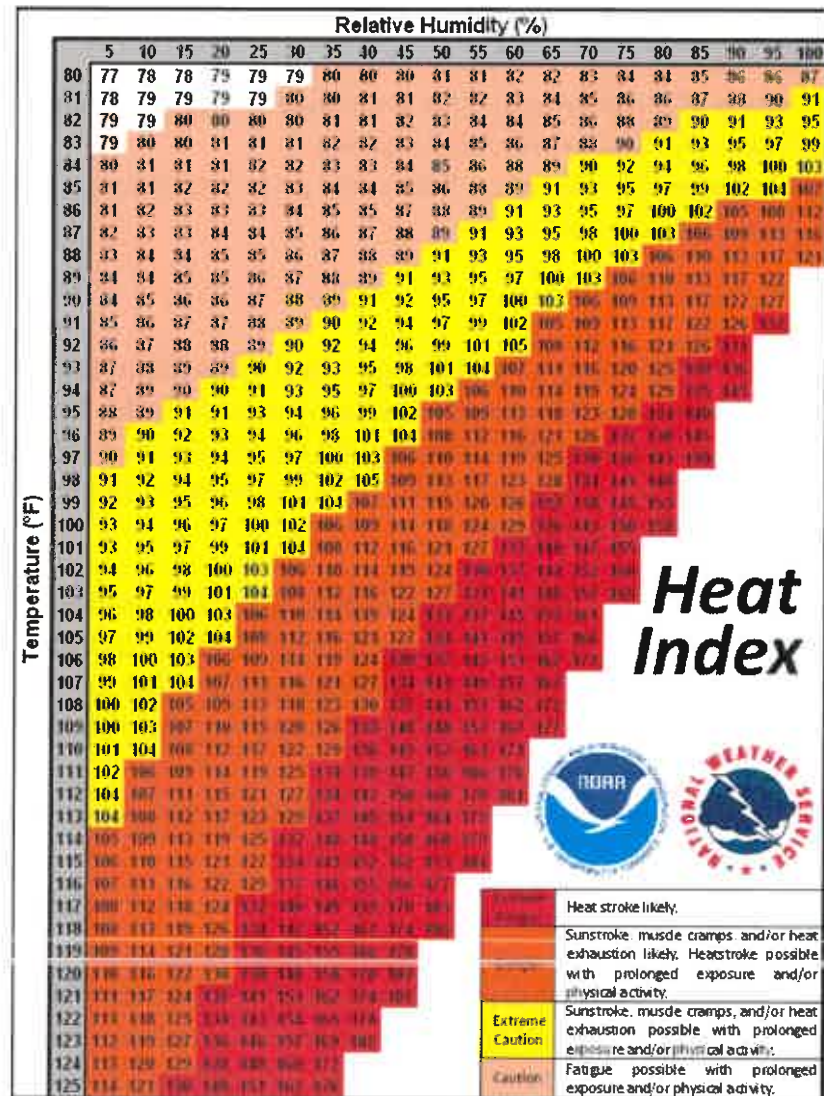
SEVERE HEAT POLICY

Parks and Recreation staff will monitor the heat index when the weather is forecasted to be at a dangerous level. Based on warnings, and information obtained, decisions will be made on the possible cancellation of athletic programs. Coaches have the right to cancel practices if they feel it's too hot for their players. Below are the levels will has Parks and Recreation our decision on:

- **Heat index of 80-89** (Considered low to moderate risk) – May proceed with scheduled athletic program, but coaches, parents, and staff will monitor all participants closely.
- **Heat index of 90-104** (Considered moderate risk) – Use extreme caution when participating in our athletic programs. Proper fluid intake, rest, and breaks should be added into practices/games. Parks and Recreation will recommend scheduled water

breaks of every 20-25 minutes, to reduce time of activity, and/or be modified to be less physically exhausting.

- **Heat index of 105-115** (Considered high risk) – Coaches, parents, and staff need to use extreme caution. Water breaks will be recommended every 15-20 minutes. Cancellation of the daily practices/game will be considered when temperatures reach this extreme.
- **Heat index of 115-130+** (Considered very high risk) – Cancellation of all outdoor practices/games will be put into effect as this level is too extreme to accommodate physical activity and proper fluid intake.



Parks and Recreation will always take precautions when dealing with inclement weather and/or heat advisories. Coaches need to refer to our Emergency Action Plan (EAP) for additional information concerning other weather and safety procedures.

SEVERE COLD POLICY

Parks and Recreation staff will monitor the weather when temperatures are supposed to reach freezing (32 degrees). Cold weather reported forecast of 32 degrees or colder will result in all outdoor activities being cancelled.

Icy weather and/or snow fall conditions that would significantly limit staff or participants ability to travel safely to and from activities will result in indoor and outdoor activities being cancelled.

Concussion Training Course

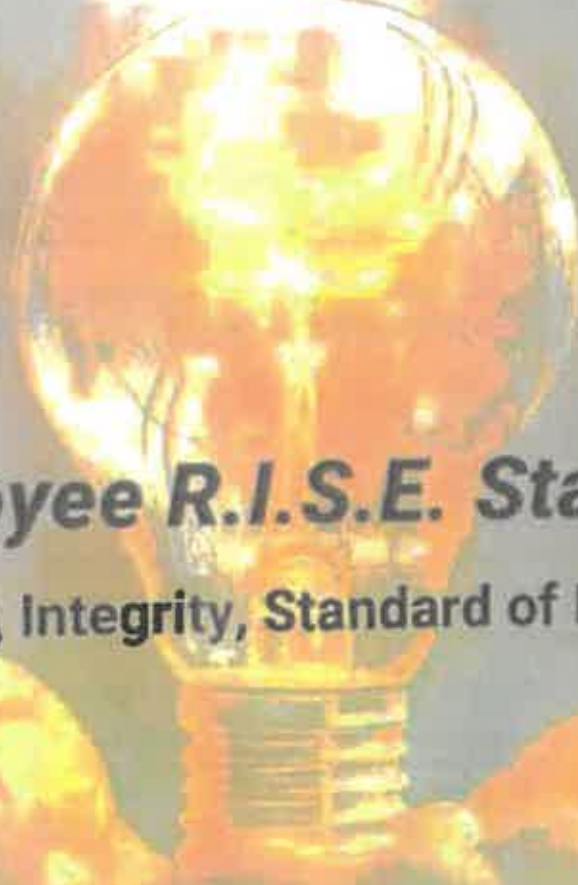
With safety in mind, Parks and Recreation has implemented a policy of requiring coaches to pass an online training course that will teach you the signs and symptoms of sports related concussions. This is the same requirement that any coach must fulfill to work athletes at our local high schools, in any sport. The course is free, and only takes about thirty minutes to complete. Upon completion of the course, a certificate can be printed and turned in at one of our recreation centers, or emailed to our staff.

- Visit <https://nfhslearn.com>
- Look at the top right of the page, and click "Parks and Recreation Register".
- Follow the steps to start an account (when asked to input profile information, click "Coach", enter any sports that you coach, enter your state and city, and type in "PALS" in the box that asks for your organization).
- You will now be taken to a page that says "My Courses" (a few tutorial pop-ups will come, just click next. Once the tutorial is finished, you will be on a page that says "State Coaching Requirements". The only course that you need is the "Concussion in Sports" course.).
- A window will pop up, click "Continue".
- You will be taken to the checkout page – you will see a price of \$0.00.
- Click the drop down box and select South Carolina.
- Next click "Checkout", and you will be sent to a receipt page.
- On the receipt page there will be a script prompting you to click to access your "Course".
- Follow the directions to complete the course, and take the test at the end.
- Once finished, click the "Download Certificate" box.
- The certificate can then be printed and turned in at Burton Wells or Buckwalter, or you can email to our athletic staff:
 - Bob Rozek in Bluffton at robert.rozek@bcgov.net
 - Darrell Ketola in Bluffton at dketola@bcgov.net
 - Robert Lamb in Bluffton at Robert.lamb@bcgov.net
 - Raymond Hines in Beaufort at Rhines@bcgov.net
 - Brandon Whitener in Beaufort at brandon.whitener@bcgov.net
 - Rod Sawyer in Beaufort at Roderick.Sawyer@bcgov.net

Thank you coaches and good luck this season! If you have any questions at all, do not hesitate to call us.

Burton Wells Rec Center – (843) 255-6680

Buckwalter Rec Center – (843) 255-6710

A large, glowing yellow lightbulb is the central focus. Inside the bulb, a goldfish is visible, swimming. The lightbulb is held by two hands, also appearing to be goldfish, which are positioned at the base of the bulb. The background is a dark, textured grey.

Employee R.I.S.E. Standards

(Respect, Integrity, Standard of Excellence)

May 23, 2024

POLICY



Beaufort County Parks and Recreation's RISE Standards provide guidance and set expectations for all employees regarding ethical and professional conduct.

The RISE standards are intended to be the foundation of how we treat each other, the residents, and visitors of Beaufort County.



As public servants,

we represent Beaufort County. Employees are expected to conduct themselves ethically and professionally whenever they are representing Beaufort County.

RESPECT



We treat others with compassion, courtesy, politeness, kindness, dignity, and **respect**, maintaining composure under pressure, adversity, and challenging situations.

Respect is a positive feeling or action shown towards someone or something considered important or held in high esteem or regard. It conveys a sense of admiration for good or valuable qualities. Respect can also be defined as the process of honoring **someone by** exhibiting care, concern, or consideration for their needs or **feelings**.

- We hold ourselves accountable and **responsible to the team and for** commitments **made to each other**.
- We value the uniqueness and strength of each **individual, which makes** us **better as a whole**.
- We communicate professionally, practice good listening skills, and **contribute** to a positive working environment.
- We speak positively when offering solutions, do not gossip or talk ill of others, and do not tolerate these actions by others.
- We respect diversity, encourage alternative viewpoints and perspectives, are tolerant, and accept the value differences can bring to the team. We demonstrate mutual respect.
- We take pride in our work and value everyone's contribution.
We empower our employees, encouraging them to contribute and express their viewpoints.
- We recognize and celebrate large and small **steps or progress toward milestones or objectives**.
- We communicate concerns regarding County administrative operations through the administrative staff chain of command rather than directly to elected officials to respect and comply with the County Charter requirements.

INTEGRITY



We act with transparency, accountability, honesty, and the highest ethical and moral standards and principles, as demanded by our role as public servants and within our profession.

Integrity is the practice of being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles and values. In ethics, integrity is regarded as the honesty and truthfulness or earnestness of one's actions. It can be defined as the quality of being honest and having strong moral principles. It also refers to the state of being whole and undivided. Integrity can be used as a noun, and it implies trustworthiness and incorruptibility to a degree that one is incapable of being false to a trust, responsibility, or pledge.

- Trust develops when we demonstrate reliability, enthusiasm, and commitment.
- Trustworthiness and truthfulness are integral to our County's role. We follow through on our commitments and promises and keep our word.
- We maintain our morals, principles, values, and ethics consistently.
- We steadfastly adhere to and support a documented set of County policies and procedures.
- We pride ourselves in our ability to handle confidential and sensitive information.
- We understand we are accountable for the County's financial well-being and information security.
- We aim to be fiscally responsible and ensure the best possible outcomes.
- We hold ourselves accountable for our attitudes, actions, and behavior.
- We demonstrate commitment and enthusiasm to our work and the work of others.
- We accept responsibility for a good work ethic, and when we make mistakes, we take responsibility for them, learn from them, and move on. We present challenges and problems in ways that support discussion and resolution.



STANDARD OF EXCELLENCE

A Standard of Excellence is what we are striving for in Beaufort County. We seek to achieve and maintain a Standard of Excellence through many actions and practices.

Standard of excellence refers to a compilation of the desired qualities and characteristics of a breed of livestock, usually with an indication of the faults to be especially avoided. It is a benchmark that defines the ideal traits and attributes for a particular breed. The standard serves as a reference point for breeders and judges to evaluate animals and determine their adherence to the desired qualities.

As individual and County team members, we work together to represent the RISE standards in our communication and actions, as we strive each day to bring an exceptional standard of excellence to **each other, our residents,** and our visitors.

- We are all committed to **service excellence.** We recognize that exceptional and compassionate **customer service** is integral to every job in the County, regardless of our position. We constantly strive to raise our standards.
- We understand **residents and visitors** are our external customers, and other employees and departments are our internal customers.
- We are part of a mission more significant than ourselves. We place the needs of the team and the County over our needs and ego.
- We are committed to enjoying our work while we work hard and serve others.
- We are team players and include the team's success in our definition of personal success. We are committed to teamwork (consideration, cooperation, assistance, encouragement) and believe each unique individual makes for a more outstanding team.
- We are dedicated to quality in everything we do and value getting things right the first time.

STANDARD OF EXCELLENCE



- We strive for excellence and are committed to change and continuous improvement, including welcoming new technology to become more efficient, effective, and responsive to our internal and external customers. We make consistency a habit.
- We seek new ideas and challenges and value learning, growth, and development, always striving for best practices.
- We communicate effectively, keep an open mind, and regularly seek constructive feedback, understanding we can constantly improve.
- We encourage ourselves and others to attain our professional and academic goals.
- We demonstrate confidence in our abilities yet comport ourselves with humility.
- We set goals, follow through, and make responsiveness a way of life.
- We pay attention to the details.
- We are committed to professional growth with mutual investment by our employees and the County.
- We believe in innovative thinking, thinking outside the box, researching best practices, and creativity.
- We set high standards and expectations, keep our eye on the desired outcome, and are persistent and eager to achieve our goals.
- Our attitude is critical to our success. We are optimistic, determined, and willing to help support each other and the County.



RISE

RESPECT · INTEGRITY · STANDARD OF EXCELLENCE

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COME RISE WITH US!

