





LEARNING OBJECTIVES

- Discuss methods for developing policies/requirements related to management of youth sports coaches.
- Formulate a plan to communicate and enforce the recreation department's youth sports philosophy to the community and other organizations.
- Identify tools and resources used for tracking all requirements for coaches.

VISIONPOSSIBLE

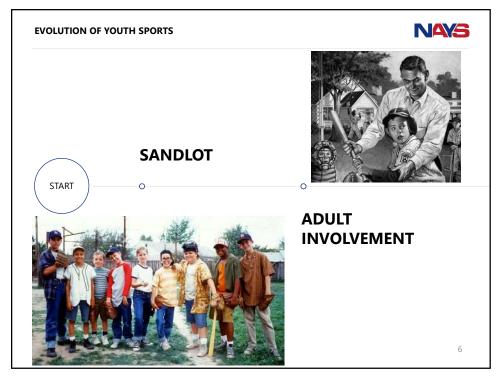
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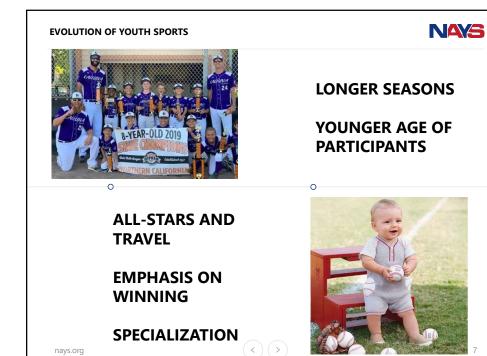


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Countless benefit of youth sports participation



- FUN!!!
- self-confidence
- self-esteem
- skill building
- social skills
- sportsmanship
- fitness
- respect
- discipline
- role model
- · follow through
- responsibility

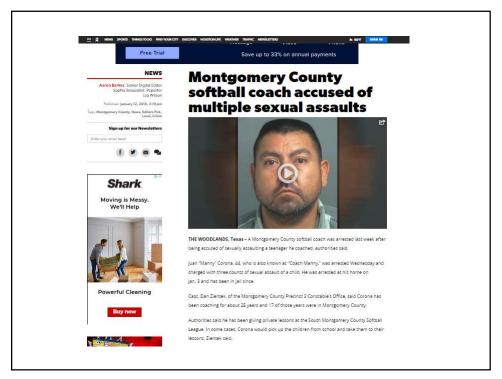
- play by the rules
- communication
- teamwork
- winning/losing
- motivation
- commitment
- · leadership
- positive outlook

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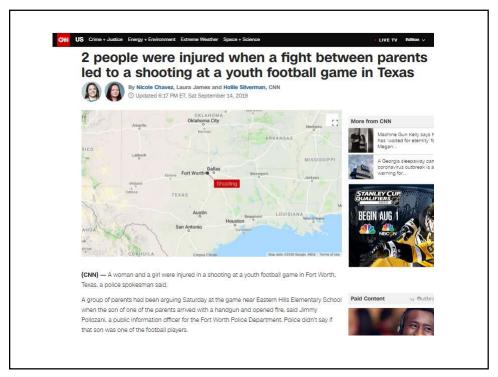


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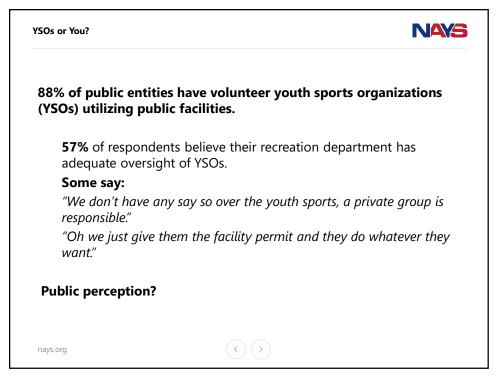


Is it your responsibility?

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Share

- # of youth sports organizations your department oversees
- Your top struggles related to YSOs

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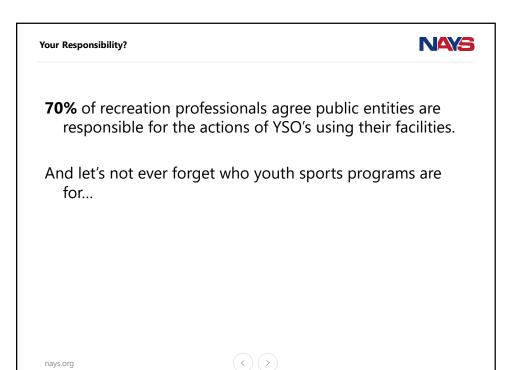
Struggles related to YSO's



- "Taking care of the facilities to our standard"
- "Communication issues"
- · "Disregard for the facility permitting process"
- "No control over them!"
- "Too much focus on winning"
- · "Having enough staff to monitor fields"
- "Frequent turnover in league administration"
- "Organizations feel entitled to facility use"
- "Confusion with public as to whether the program is run by an independent organization or by us"
- "Not enough fields to meet peak demand"
- "Too many practices and games"

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Remember the GOLDEN rule:

"whomever has the gold makes the rules!"

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Let's step up and <u>be accountable</u> - even if the *perceived* liability is on the youth sports organizations. As the recreation & youth sports authority of your community, you should set an example of excellence.

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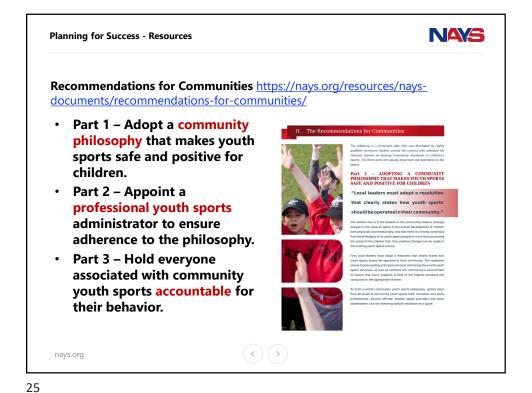
Making a plan



- Goal: Safe and positive community sports environment
- Goal: Establish mutually beneficial partnerships with Youth Sports Organizations



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Planning for Success - Resources

• Academy for Youth Sports Administrators

Certified Youth Sports Administrator

Certified

Youth Sports Administrator



Share

- Do you have a written youth sports philosophy?
- Think of your staff involve in youth sports. What training do they have specific to youth sports management?

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Facility usage requirements



- League insurance
- Residency
- Statement of need
- Submit by-laws
- Proof of non-profit status
- Mission statement
- Financial statements certified review
- · List of board of directors
- · Minutes from board Meeting
- Participant rosters
- · Facility maintenance
- Registration must be
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- open to the public
- Signed parents/coaches codes of ethics
- Approved training programs
- Background screening procedures
- A designated representative of the organization must attend meeting







Prioritization

- 79% implement a prioritization policy for organizations request facility use
- Various factors are considered when prioritizing organizations:
 - Municipal programs
 - School programs
 - · High residency organizations
 - Organizations in good standing status
 - In-season programs before out of season
 - · Timeliness of facility use request
 - · Recreational nature of program
 - · Non-profit status

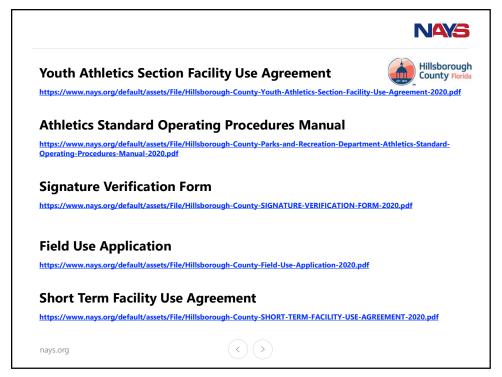
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Share Describe steps for checking requirements, processing facility permit applications and distributing permits?









1. BUSINESS REQUIREMENTS

- 501(c) (3) nonprofit in good standing with IRS
- Corporate filing in good standing with the State of Florida
- Separate active bank accounts in the name of the organization (same name as IRS filing)
- · Annual income and expense report
- Facility Use Agreement only issued to registered agents who are Hillsborough residents and listed a board member
- Organization address and name must be same as listed on IRS filing

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2. ORGANIZATION DOCUMENTS

- Incorporation documents
- Not for profit corporation annual report
- 501(c) (3) Determination Letter of Recognition of Exemption
- Annual Tax Exemption Certificate
- County issued Financial Statement template submitted by the end of the Youth Sports Organization's fiscal year.
- Current Department of the Treasury Internal Revenue Service Form 990.
- Constitution and/or bylaws Updates must be sent when changes are made.
- Succession Plan
- All affiliations (i.e. US Soccer, Little League, etc.)
- Current list of Board of Directors and their contact information to include emails and website.

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2. ORGANIZATION DOCUMENTS

- · Certificate of insurance
- Current volunteer/coach rosters
- Signature Verification Form background checks, coach training and concussions education
- Provide and confirm upon request verification of volunteer background checks in accordance with Florida Statutes Section 943.0438(2) (a), coach training and concussion education in accordance with Florida Statutes Section 943.0438(2) (e); (f); and (g).
- Verified seasonal registration numbers
- Provide and confirm upon request the Hillsborough County residency status including a full listing of coach/player names and addresses
- Season start and end dates
- Emergency Action Plan

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Requirements that must be met to be a volunteer coach

- Florida Department of Law Enforcement background check per Section 943.0438(2)(a), Florida Statutes.
- Concussion and Head Injuries per Section 943.0438(2)(e); (f); and (g), Florida Statutes
- Volunteer Training per the Facility Use Agreement in the Standard Operating Procedures Manual*
- CPR, First Aid and AED Training per the Facility Use Agreement in the Standard Operating Procedures Manual

*Training classes can be done online with NAYS only or an in person (now virtual) class hosted by Hillsborough County

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How to track all of these requirements?

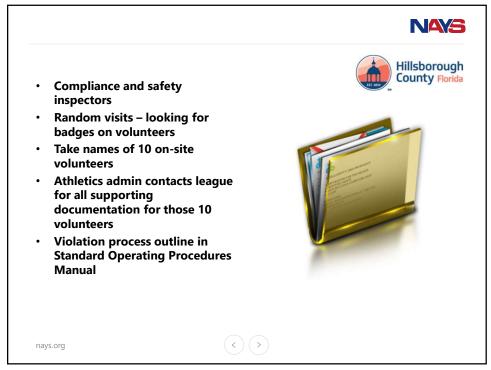
- Leagues are required to track
- Signature Verification Form signed that states all volunteers have complied with the four requirements
- Only after the volunteer has met all four requirements to include supporting documentation, then the league must issue a picture identification badge. This badge is to be visible always while on the fields. The badges are issued annually.

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- RegPack https://www.regpacks.com/
 - Based on the volunteers' responses the site will direct them to the Requirements to complete
- Upload
 - Valid photo ID
 - NAYS Membership Card and type in exp date
 - Hillsborough County training certification
 - Concussion certificate
 - CPR certificate

Background Check

- Coach authorizes background check through Sterling Volunteers/NAYS
- TBYFL reviews results and updates RegPack when requirement is complete

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Two options for Coaching Certification & New Background Vendor

- Hillsborough County Class Coach Certification only 2 year Free
 - Hillsborough County Coach Class Only -Registration 813-744-5394, (813) 653-7714 or email hendersonav@HCFLGov.net
 - Call the County Contact to Register for the Class attend the class, stay to the end to get your Card
 - $\bullet \quad \text{Take a free concussion course separately at NAYS.org, print your certificate} \\$
 - Make copies of Card & Certificate to submit with your registration
 - Complete a background check with our new vendor Sterling Volunteers \$39

Online at NAYS.org – Coach Certification/Background – 1 year \$59

- Nays.org Coach Course/Concussion/Background https://www.nays.org/tbyfl/
 - Note: Select TBYFL as the Organization
 - If Law Enforcement or have already done a Background : Select TBYFL Excluded
 - Coach Course & 1 sport \$20
 - Free Concussion Course
 - Background with new vendor Sterling Volunteers \$39

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- Protect the children
- Safety
- Reduce injuries
- **Positive experience**
- **Keep kids playing**

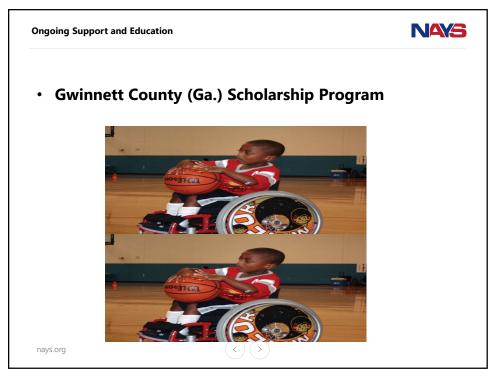
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Ongoing Support and Education





- NAYS offers support for league administrators, coaches, parents and officials
- Some programs are absolutely free!

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Free League Administrator Training

- Coach Management
- Participants/Kids
- Officials
- Dealing with Parents
- Volunteer Boards
- League Finance
- Youth Sports & the Law
- Marketing



https://nays.org/volunteer-administrators/

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