



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



## **2021 YOUTH SPORTS PARENT HANDBOOK YMCA of Northwest North Carolina**

YMCA OF NORTHWEST NORTH CAROLINA

301 N. Main Street, Suite 1900, Winston-Salem NC 27101

P 336 777 8055 [www.ymcanwnc.org/sports](http://www.ymcanwnc.org/sports)

Our Mission: "Helping all people reach their God-given potential in spirit, mind and body."

Dear Parent:

You have chosen a sports program where the staff is dedicated to the development and well-being of your children. We will provide your children with compassion, patience, learning opportunities and love. In turn, we ask that you, as the parent, help us by letting us know of any questions, concerns or ideas at any time. In this way, staff and parents can function as a team that is oriented toward helping children. The YMCA is a place for families and it is our intent to do everything possible to help strengthen and support your family.

Thank you for choosing Y sports and welcome!

Sincerely,  
Patrick Whitbred, Sports Senior Director

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## YMCA Mission

“Helping all people reach their God-given potential in spirit, mind, and body.”

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## YMCA Sports

**Our goal** is to ensure youth are prepared for life by helping them achieve, build relationships and feel like they belong.

**Our focus** at practice and games is to encourage players to meet their potential by demonstrating five key character traits: caring, honesty, respect, responsibility and faith.

**Our purpose** is to provide a quality, Christian-oriented experience that is safe, convenient and affordable. Our programs present age- appropriate opportunities to participate in sports while having fun, making new friends and building good character.

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## YMCA Sports Branch Leadership Staff

Executive Director	Scott Spillman	336.679.7962	<a href="mailto:s.spillman@ymcanwnc.org">s.spillman@ymcanwnc.org</a>
Senior Sports Director	Patrick Whitbred	336.712.2000	<a href="mailto:p.whitbred@ymcanwnc.org">p.whitbred@ymcanwnc.org</a>
Volunteer Coordinator	Michelle Barson		<a href="mailto:m.barson@ymcanwnc.org">m.barson@ymcanwnc.org</a>
Davie Family YMCA	Zack Manley	336.751.9622	<a href="mailto:z.manley@ymcanwnc.org">z.manley@ymcanwnc.org</a>
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Kernersville Family YMCA	Marquis McClendon	336.996.2231	<a href="mailto:m.mclendon@ymcanwnc.org">m.mclendon@ymcanwnc.org</a>
Statesville Family YMCA	Danny Gathings	704.873.9622	<a href="mailto:d.gathings@ymcanwnc.org">d.gathings@ymcanwnc.org</a>
Stokes Family YMCA	Ty Walser	336.985.9622	<a href="mailto:t.walser@ymcanwnc.org">t.walser@ymcanwnc.org</a>
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William G. White, Jr. Family YMCA	James McCorkle	336.721.2100	<a href="mailto:j.mccorkle@ymcanwnc.org">j.mccorkle@ymcanwnc.org</a>
Winston Lake Family YMCA	Frank Ratchford	336.724.9205	<a href="mailto:f.ratchford@ymcanwnc.org">f.ratchford@ymcanwnc.org</a>

## **Pre-Season**

### **How to Register**

You can register online, by phone or in person at the membership desk. Full payment is expected at the time of your registration. Early registration, as well as membership to the YMCA, often provides a discounted rate. Financial assistance is available for families who qualify. If interested, please pick up a financial assistance application from the Member Services desk or online at [www.ymcanwnc.org/membership/open-doors](http://www.ymcanwnc.org/membership/open-doors). Please allow 7-10 business days for financial assistance approval.

### **Age of Registrant**

Your son or daughters' age on the first day of their first practice dictates the default division in which he/she will fall. In other words, do not base it on the age your child is at registration, but on the age they will be when the season you are registering for begins.

If your child is an exceptional athlete or is perhaps taller for their age you may prefer that they "play up" an age division. This is acceptable, but requires special permission from the Sports Director and an over-the-phone or in-person registration.

### **Refunds**

To request a refund for a sports program, you will need to stop by the YMCA Member Services desk in person and complete a "Sports Program Change/Cancellation Request Form." All request forms will be handled by our Member Services staff up to the first practice date. Changes/cancellations can be made, at no cost, up to 14 days before the program starts. A \$15 Fee will be applied for any changes/cancellations made within 14 days of the start of the program.

After practices have begun, requests will be sent to the Sports department where a decision will be made as to whether to move forward with the refund whether to pro-rate the refunded amount. The only time a refund may be considered after the first practice is in case of an injury or a family move. Documentation must be provided to consider refund.

Refunds will not be assessed for the following reasons: unhappy with team selection/assignment, weather cancellations, requests not honored, no designated head coach, no longer desire to play among others.

## **Coaches**

### **Parent & Community Volunteers**

Our coaches are parent and community volunteers. This means they are not paid. It is one of the many ways we keep our prices low and maintain a clear focus on character development. We are always in need of coaches. If you would like to learn more about what it means to be a coach or would like to apply to be a coach, please visit [ymcanwnc.org/be-a-coach](http://ymcanwnc.org/be-a-coach).

### **Coaches as Mentors**

Your coach is just like you, a parent or caring member of the community who wants to help kids thrive. We ask that our coaches serve not just a coach, but as a leader and mentor for their team. We entrust them to help pass on valuable life lessons and build good character.

### **Picking a Coach**

As implied above under "Registration", there are no opportunities to request a coach. If there is a specific coach you would like to stay with year to year, we recommend that you request their personal contact information to coordinate their practice day and time with your choice of practice day and time at registration. This is not available for sports that have drafts and evaluations.

### **Team without a Coach**

If your team has no coach your child's season will not be cancelled and the team will not be disbanded. By the time the season begins, please know that we have made every effort to find a parent on your team to serve as head coach, but that no one has made the formal commitment yet.

In this rare occurrence, a YMCA employee will attend the first practice to create a committee of parents who take turns coaching the team each week. This includes at least one practice and one game per parent or some other variation that works for your teams' parents unique circumstances. Our hope is always that a single parent will take on the role of head coach and that

another will serve as their assistant to fill in when they are unable to.

## Team Formation Guidelines

### **Soccer, Flag Football, T-Ball/Baseball, Futsal, Volleyball and Basketball (divisions ages 4-10 boys & girls)**

- No evaluations and drafts.
- You choose your team at the time of registration by registering for a specific practice day and time.
- If you would like to play with a particular coach or friend, it is your responsibility to contact the other party to coordinate and register for the same team.
- Early registration is strongly recommended to meet specific day and time constraints or to guarantee play with a specific friend or coach.
- No waiting lists will be formed once a team is full. **You must check the website or call the branch to find out if an opening on a team has occurred.**

### **Basketball (divisions ages 11-18 boys and girls) and Volleyball (if evaluations take place)**

- Choose two nights you CANNOT practice at the time of registration.
- All players will attend a skills evaluation. After the evaluation, teams will be assembled by a coaches' draft. Team assignments will be sent 3 days prior to the start of the program.
- The goal is to create as balanced as possible. Therefore, we cannot honor teammate or coach requests. You will have the opportunity to request one teammate, however they must request you back for it to be considered.
- Refunds will not be given on account of a request not being granted or any other circumstance such as practice time or location.

### **Lacrosse (Jerry Long)**

- Program Leader and Coach Mike Kittner will form teams after the conclusion of a second practice. Coach Kittner forms the teams in order to create balanced teams that will maximize both fun and fairness.
- Players may request to play with a friend at the time of registration. Coach Kittner does see the requests prior to team formation.

\*Team Formation Guidelines are subject to change.

## **\*Questions, Concerns, Special Circumstances?**

**Please contact your local Sports Leadership Staff using the contact information on page 2.**

## Team Reduction Guidelines

Each sport has a required number of players to form a team. If a team is below the minimum number of players nearing the end of registration ALL members of that team will be moved to another team. We do this to provide every registered child the opportunity to play as well as to provide ample time to recruit coaches. We will try our best to keep those who signed up together on the same team (applies to non-drafted teams only). If your new team has a practice day and time that is not convenient for your family, please call the Sports Office and we will work with you to find a better option.

## **Communication**

### **Pre-Season**

You will begin receiving communication from the sports department two weeks prior to the season beginning. Our hope is that you will hear from your coach one to two weeks prior to the season beginning. There are reasons why this may not occur so do not panic. The emails you receive from the sports staff will have everything you need to know.

### **In-Season**

You will receive a weekly email update from the sports staff. Each update will include a brief summary of the previous week, information for the week ahead and the word of the week. Any reported issues or changes will be shared via this communication if needed.

### **PLAYERSPACE**

PLAYERSPACE is our league management system that manages team schedules, rosters and parent communication. Prior to the season, you will receive an email inviting you to create a log-in (if you do not already have an account). Upon log-in, you will receive communication from the YMCA and your coach through the PLAYERSPACE platform. You will also be able to view your teams' schedule, teammates and be able to communicate with your coach.

You may also receive text message alerts from PLAYERSPACE. It is very important we have your correct email and mobile number on file to ensure you are receiving communication. If you feel as though you never received a log in email or are not receiving updates, please check your trash and junk mail and be sure to add [noreply@playerspace.com](mailto:noreply@playerspace.com) to your address book.

In addition to using PLAYERSPACE on your computer, you can also download the app and sign up to receive text message alerts. For help and tips on how to use PLAYERSPACE, please visit [playerspace.net/parent-help-sports](http://playerspace.net/parent-help-sports).

## **Season Logistics & Details**

### **Spring & Fall Locations**

Whenever possible we try to keep our sports on campus at your local YMCA. However, that is not always possible. Your child may have practices and games at nearby schools or churches (no more than 20 minutes away from your local branch). Please note that pets and smoking are not allowed at any facility. Please note it is not possible for you to choose your location. Locations are pre-determined prior to the season.

### **Winter & Summer Locations**

Due to the size of our basketball program, older divisions often play off campus for games and practices. These locations include nearby schools and churches (no more than 20 minutes away from your local branch). Please note that pets and smoking are not allowed at any facility. Please note it is not possible for you to choose your location. Locations are pre-determined prior to the season.

### **Drop Off / Pick Up**

It is our expectation that you will stay on campus during both practice and games. No one is able to take on the individual responsibility of your child so for the safety and well-being of your child, please stay nearby. You are permitted to have another adult chaperone your son or daughter. This can be a sibling or other relative as well as caregivers over the age of 16. If your child is 12 or older they can attend practice and games without individual adult supervision.

### **Staffing**

A YMCA director or coordinator supervises all of our sports. All staff members are required to attend over 10 hours

of training prior to the beginning of the season, which includes First Aid and CPR training.

### **Jerseys & Equipment**

All athletes will receive a jersey, which will be handed out at the first practice. Everyone should be dressed in comfortable athletic or play attire and should bring a water bottle to stay hydrated and cool. All personal items need to be clearly labeled with the child's first and last name. We recommend the following equipment for each sport:

Soccer: shin guards, socks that cover the shin guards, and cleats (tennis shoes for futsal)

Flag Football: mouth guard and cleats

Volleyball: knee pads

T-Ball/Baseball: fitted baseball glove and cleats

Lacrosse: stick, gloves, helmet, and mouth guard

Basketball League + Academy: nothing additional required

### **Lost Items**

In the event that a personal item becomes misplaced a sports employee will take it inside to the membership desk where it will be placed in the lost and found. Please go inside to the lobby and inquire about your specific item at the Member Services desk. Please provide as much detail as possible if it is not labeled.

### **Game Days**

Please arrive ten to 15 minutes early to allow ample time for parking, finding the correct field or court and seeing to any last minute needs prior to the beginning of the game.

### **Playing Time**

All children are guaranteed 50 percent playing time regardless of team size or personal ability. If you believe that your coach is not adhering to this policy, please let your coach know or come to a member of the sports staff after the game. Mistakes do happen, but we will work with you to be sure that they do not become a regular part of your sport experience.

### **Behavioral Expectations & Guidelines**

It is our expectation that children and adults will treat one another with respect and kindness. If a child or adult partakes in bullying, name calling, teasing and other unsportsmanlike conduct they will receive one warning. Following that warning they may be asked to leave the field or court. It is at the discretion of the site supervisor to determine the severity of the issue. If the problem continues past a single practice or game, it will be at the discretion of the Sports Director to determine a proper course of action which may include ending the season early for a child or prohibiting an adult for further game and practice attendance.

### **Inclement Weather & Cancellations**

It is our intent to get every practice and game in as scheduled, however the safety and well-being of our participants, volunteers, staff and officials is our top priority. Any practice that is cancelled will not be made up. ONE game or session will be made up at the end of the season.

### **Sunscreen & Bug Spray**

In order to comply with our child abuse prevention guidelines, the application of topical products will need to be completed by a parent. Our coaches and staff are not to apply by hand or spray any topical product.

### **Emergencies**

In the event of an emergency, trained YMCA staff will initiate emergency care by activating the chain of survival,

which includes calling 911. Emergency care and transportation will be handled by 911 and local emergency services.

## **Youth Sports Parent Code of Conduct**

YMCA Youth Sports Philosophy: YMCA Youth Sports are based on certain beliefs and philosophies: participation and everyone plays. The YMCA encourages having a healthy spirit, mind, and body, meaning the development of the whole person. The YMCA also emphasizes fundamentals, teamwork, fair play, cooperation, and respect for the officials, one's self, one's team-mates, and the other team. Our philosophy is simple: EVERYONE PLAYS EVERYONE WINS. Every decision you make and every behavior you display is based first on what you think is best for your athletes, and second, on what can be accomplished to have everyone become a winner.

I hereby pledge to provide positive support, care, and encouragement for my child participating in the Youth Sports Program by following this Parent Code of Conduct:

- I will encourage good sportsmanship by demonstrating positive support for all participants, coaches, and officials.
- I will do my best to make this program fun for my child.
- I will keep winning in perspective. A child usually forgets the outcome of the game: it is the adults that have a tendency to stress the win/loss record.
- I will ask my child to treat other participants, coaches, officials, parents, and spectators with respect regardless, of race, age, sex, creed, or ability.
- I will treat officials and coaches with respect. They are there to provide your child with a safe and healthy learning environment. Officials and coaches deserve the same type of environment from the parents and spectators.
- I will strive to be a good role model for my child and the other children in the program. I will encourage my child to learn to lose with dignity and win with grace.
- I will respect my child's coach and do my best to have my child at all practices and games on time.
- I will recognize the importance of volunteer coaches.
- I realize they are important to the development of my child and the program.
- I will communicate with them and support their decisions.

## **Sports Camp Additional Policies**

### **Program Location**

Our Sports Camp is an outdoor-based program that utilizes campus field space. (Basketball and Volleyball camps are our only camps that are mostly indoors). We take extra care to ensure your child is safe and comfortable while participating in our program. We know firsthand how hot summer can get. When weather reports indicate an unhealthy heat index or poor air quality, we adjust our camp day to safeguard campers from dehydration and overexposure to sun and heat. We provide cool, indoor or shaded places for camp activities, provide frequent water breaks and monitor sun exposure.

### **Rides In/Rides Out Procedures**

Staff will be outside at designated locations during Rides In and Rides Out times to assist parents with getting campers in and out of vehicles. Staff will not take children prior to the Rides In start time. All details will be emailed to parents the Sunday prior to the first day of camp.

### **Late Pick-up**

In fairness to our staff and due to subsequent program demands, it is very important that your child be picked up on time. A late fee will be charged for each child not picked up by the camp end time. For any child picked up within 5 minutes of the camp end time, the late fee will be \$5. There is an additional \$1 fee for every minute thereafter.

## **Code Words**

Anyone picking up a camper from a YMCA Day Camp must be on the camper's authorized pick-up list. To ensure the safety of all our campers, a code word is required when picking up your child. The code word is a word or phrase that you and your child come up with which we will ask for prior to releasing your child to anyone. Please ensure that if you are not the adult picking up the child, that the individual who is will be aware of the code word and has a photo ID. Otherwise the YMCA will not release your child to him or her.

## **Staffing**

A YMCA director or coordinator supervises all of our camps. We recruit our counselors from local churches, colleges, universities and leadership organizations. All staff members are required to attend over 40 hours of training prior to the beginning of the camp season, which includes First Aid and CPR training.

## **Huddles**

A huddle is a group of campers and counselors your child is assigned to for the week. A huddle participates in activities together throughout the day. The staff to camper ratio is 1:15.

Huddle assignments are made on a weekly basis and based on the ages of campers. Because the make-up of the entire camp can be different each week due to the different ages of the campers enrolled for the particular session, the huddles may change from week to week. However, camp staff will make every attempt to keep the huddles as consistent as possible. At the request of the parent, children with special needs will be grouped in the huddle that best fits their needs.

## **Pre-Camp Email**

Prior to the beginning of each session, an email will be sent to all parents who have registered by Sunday noon prior to the start of camp. This email will include a welcoming message as well as a newsletter with all relevant camp information for the week. You can expect to receive this email by 3:00pm each Sunday prior to camp start date.

## **Illness Policy**

Please do not send your child to camp if they are ill and/or running a fever. Campers must be symptom-free for at least 24 hours prior to returning. If a child becomes ill during camp, a parent or emergency contact will be notified to pick up the camper.

## **Medication Policy**

If your child requires any medication (sunscreen, bug spray, prescription medicine, over the counter medicine) during the day, please fill out an Orders for Medication form that is attached to the registration packet. Please bring the medication directly to the camp staff on the Monday morning of each session.

Written instructions as to quantity, time to be administered, and your name and phone number must be provided. For prescription medication, the bottle or prescription directions from the pharmacy must be turned in along with an Orders for Medication form. Camp staff will ensure the proper administration of the medication, per the Orders for Medication form.

## **Payment & Registration**

Please read all registration materials thoroughly and ensure all forms are filled out correctly. Most camps have a \$40 registration fee.

A nonrefundable \$5 weekly deposit is required to secure your weekly spot in all summer camps. All balances must be paid by the Wednesday prior to your camp session. A \$10 late fee will be assessed on all payments after Wednesday.

Your camper will not be able to attend if your balance is not paid in full by Monday morning, before he/she is signed into camp. Please refer to the summer camp brochure or registration form for specific camp fees.

### **Refunds & Credits**

Please take note that we are unable to prorate weekly camp fees. We require cancellation no later than Thursday at 5:00 pm prior to each session in order for you to receive a refund (less deposit). After Thursday, there will be no cancellations with a refund. You must come to the branch and stop by the YMCA Welcome Center and complete a "Sports Program Change/Cancellation Request Form."

### **Rainy Days**

In the event of a rainy day, camp remains in operation. Regular camp activities will continue during light rain conditions. During more severe weather including thunder and lightning, we alter a typical day's schedule and plan more indoor activities.

### **What to Bring**

A backpack is recommended in order to keep track of all items which should be labeled with camper's first and last name. Campers should bring the following:

- Comfortable athletic clothes appropriate for the weather and sneakers are recommended. Campers may bring cleats for outdoor use only if they choose.
- Swimsuit (one piece for girls) and Towel on Wednesday for Water Day
- Sunscreen and bug spray (An Order for Medication form is required for either of these)
- A plastic bag for wet/dirty clothes
- Closed toed shoes are required at camp
- Pack a snack that does not require heat or refrigeration

### **Prohibited Items**

The following items will be confiscated by YMCA staff and held in the office for parents to retrieve at the end of the camp day:

- Trading/Playing cards
- Electronic games or devices (including cell phones)
- Valuables (YMCA not responsible for lost/stolen items)
- Weapons (play or real)
- Candy, gum, cough drops (Due to food allergies, campers should not bring candy or snacks to share. Peanuts or peanut products are prohibited at YMCA Sports Camp.)

### **Behavioral Consequences\***

Campers not adhering to camp behavior standards will be handled on an individual basis. Frequent or severe violation may result in suspension or expulsion from the program at the discretion of the Camp Director. No refunds will be given due to expulsion or suspension on account of behavior. Staff in YMCA childcare programs use a positive, teaching form of guidance. Staff continually remind campers of program guidelines. Children are redirected to other activities when behavior contradicts camp guidelines. Parents are always kept informed of their children's progress. In order to ensure each camper has a safe and memorable experience, the following behavior guidelines are set forth:

If a camper is unable to comply with the behavior expectations, they will be given an initial warning and his or her parents/guardians will be notified. If the camper's behavior continues to be disruptive, he or she will receive a written reprimand and parents/guardians will be notified and consulted concerning the campers behavior.

- 3 written discipline reports = 3 day suspension
- 6 written discipline reports = 5 day suspension
- 9 written discipline reports = expulsion from program

\*The YMCA reserves the right to immediately suspend or expel a child based on the severity of the offense.

**\*\*In addition to these guidelines in the Youth Sports Parent Handbook, be sure to stay up to date on our latest COVID-19 safety guidelines.\*\***

**Last Revised: October 1, 2021**