

# Sports Beijing Coaches Handbook



Fall 2017 & Spring 2018

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# 1. Introduction

## **a. Overview**

Founded in 1999, Sports Beijing was originally known as the Beijing Community Sports and Recreation Committee (BCSRC). The aim of this new organization was to co-ordinate previously disparate groups running youth soccer, little league baseball and junior ice hockey leagues that had been established by enthusiastic expatriate volunteers. Initially modeled on the Taiwan Youth Program Association, Sports Beijing worked closely with the international schools in Beijing to provide a range of recreational sporting activities to supplement their After School Activity programs which at the time were limited.

Over the next decade Sports Beijing grew from these humble beginnings into the leading name in the provision of sports and recreational activities with Beijing's International community. In addition to the three core sports, new programs were added such as Gymnastics, Tennis, Rugby, Basketball, Swimming and a wide range of Martial Arts. These programs are all thriving with participants from a wide range of backgrounds and nationalities. Nowadays Sports Beijing offers 17 sports at both recreational and competitive level.

## **b. Philosophy:**

### **WHY WE ARE HERE?**

Sports Beijing exists to provide the community with access to grassroots sports and activities program's following models from Europe and North America. Our aim is to develop enthusiasm and passion in kids for sports and to set them on the path of pursuing their sporting goals, whatever they may be.

In addition, we believe that with regular participation in our programs, that we are

able to play a key role in the development of character traits that will serve them well in later life both within sport and in general.

Everything that we do is in some way related to kids, sports and education.

## **WHAT WE DO?**

Sports Beijing is a community multi-sports organization dedicated to providing high quality sports and activities for junior athletes. We offer a wide range of recreational and competitive youth sports programs, professionally coached and aimed at developing physical, technical and social skills. Our activities are designed for participants of all backgrounds and abilities.

### **Recreational Programs**

The goal of Sports Beijing recreational programming is to promote fair play and skill development in a safe and fun environment. Our coaches are expected to provide training sessions that are inclusive, energetic and positive. We intend on limiting the pressures of competitive sport and instead place an emphasis on teamwork, social development and physical health.

### **Development Programs**

Sports Beijing offers several dedicated development programs that cater to competitive and serious athletes. The standard of our development team coaches must match up to the higher expectations of organization, parents and players. Development team coaches must be able to commit to more hours per week and must be able to perform, lead and motivate in a competitive environment. As our development teams require participants to tryout, coaches will be required to make difficult decisions regarding cuts. Specific curriculum that pertains to each development program will be presented to the coaches in a separate document.

Although our development teams will be engaged in competitive play against outside teams and organizations we still want to emphasize fair play, team work and sportsmanship, therefore each child that has been selected to play for the team will be given equal opportunity for game time and development of skills

## 2. Code of Conduct

### a. Coaches

All Sports Beijing coaches are expected to uphold a high level of professionalism on and off the field. The objective of each coach is to provide youth athletes with a fun, safe, and motivational environment while promoting the skills and passion for sport. Coaches are our most direct representative of the organization within our community and will be expected to interact with parents, players, and referees with respect and consideration. All coaches will be expected to:

- Have a high **knowledge** of their sport and the **energy/enthusiasm** to instill the proper skills, techniques, and values to their players.
- To be a **role model** for the players and use positive reinforcement when addressing the team. (Coaches should never be verbally or physically abusive towards any player, parent or referee).
- Exhibit and promote good **sportsmanship, fair play** and **teamwork** as a priority.

### b. Players

Sports Beijing coaches will also be responsible for the actions of their players and must ensure that they also, as representatives of the organization, uphold our standards of sportsmanship and fair play. Players will be expected to:

- Be prepared and on time for all training sessions and matches.
- Treat teammates as equals and not engage in any belittling or bullying.

- Participate in all training sessions to the best of their ability with a positive attitude and encourage their teammates to do the same.

### **c. Parents**

Parents have the right to be informed about their child's development in regards to their training and participation levels. They will also be responsible for acting as a representative of the community and should uphold the same standards that we require of our coaches and our players. Parents will be expected to:

- Respect the coach(es), other parents, and referees.
- Never interrupt the coach during a training session, or match. Any comments should be addressed before or after the session.
- Arrange for child to be dropped off and picked up in a timely matter for all team activities.
- Never use foul or abusive language while attending a Sports Beijing activity.

### **d. Confidentiality**

The Sports Beijing organization has several assets that are considered intellectual and trademarked property. As coaches and representatives of Sports Beijing, certain information contained in these intellectual properties will be revealed to you for the purpose of carrying out our programs. Any information that is given to you from Sports Beijing may not be used in any other capacity outside of your contracted responsibilities with Sports Beijing. Intellectual and trademarked properties of Sports Beijing include but are not limited to:

- Membership database and member information.
- Program curriculum and training materials.
- Sports Beijing logo which is registered and trademarked.

### **e. Non-Compete and Termination of Agreement**

Sports Beijing may terminate this agreement with one month's written notice for any reason; but immediately in the event of any of the following:

- Violation of the rules of any of the facilities hosting a Sports Beijing event.
- Provision of false qualifications.
- Violation of any Sports Beijing code of conduct.
- Inappropriate behavior, either verbal or written towards any Sports Beijing program participant, parent, opponent, coach or referee.
- Consumption of alcohol, drugs or tobacco while coaching a Sports Beijing program or while representing Sports Beijing.
- Misuse of any Sports Beijing property, including but not limited to equipment, materials and class lists.
- Solicitation of any Sports Beijing program participant for non-Sports Beijing programs.
- Once contracted as a Sports Beijing coach you are prohibited from engaging with any other rival organizations that conflict with the times, dates and responsibilities set forth in your coaching contract. Furthermore, as Sports Beijing coaches you are prohibited from holding any training under the guise of Sports Beijing, for personal or other reasons, outside of your contracted programs.

## **3. Volunteer & Paid Coaches**

Sports Beijing wishes to encourage committed and capable volunteers to coach regularly in its programs (both recreational and development teams). This is to ensure a community approach to our programming and also to reflect the way in which sports are commonly organized in Europe and North America. In addition to volunteer coaches, Sports Beijing will also engage foreign and local coaches with a high level of experience in coaching and playing to be hired as part-time coaches. Regardless if a coach is engaged in a volunteer or a paid capacity, all Sports Beijing

coaches will be accountable for their program's content, coaching schedule, equipment provided by the organization, and requirements listed in this handbook.

### **a. Volunteer Coach Incentive**

As an incentive, free places in the program will be available (optionally) for the children of any volunteer coach who meets the criteria listed below.

#### **Qualification Criteria:**

- Must commit in advance to attending 80% of scheduled sessions
- Must hold either a recognized coaching qualification; or have 5 years experience coaching young players; or have played the sport at a senior level.
- Must be a Head Coach of a Team, Program or Training Group comprising at least 10 participants.

All coaches must be vetted and formally appointed by Sports Beijing.

Notification of all coach's appointment and basic information will be made available to the parents of all program participants.

This policy applies only to the programs in which the coach is coaching. Free places for the children of volunteer coaches are not available in other programs.

### **b. Paid Coaches**

All paid coaches will be engaged according to the hiring process put in place by Sports Beijing management and payments are subject to the terms and taxation stated in the contract and/or local taxation regulation.

### **c. Shift Planning**

Shift Planning is the time management software that Sports Beijing uses to manage the working hours of SBJ paid coaches. Each coach will be individually responsible

for submitting their time sheet at Shift Planning by the end of each pay period. Each month pay period will be announced at Shift Planning.

#### **d. Pay Period**

The pay period for all Sports Beijing coaches will be accounted from the 15<sup>th</sup> day to the 14<sup>th</sup> day of the subsequent month, with eventual changes to adjust to natural weeks (final period pay day always being a Sunday).

#### **e. Pay Day**

Payment will be paid out no later than the 30/31<sup>st</sup> of the month. For your convenience payments will be submitted through bank transfer or when properly arranged, may be picked up at the Sports Beijing office.

Requirements of a paid coach:

- Must confirm hours worked by Shift Planning software by the end of the pay period.
- Must provide proper identification/passport and bank transfer information.
- Agrees to submit to a personal background check.

## **4. Preparation**

### **a. Time Management**

It is the responsibility of all coaches to be equipped and ready for the week's training session/game. In some instances a program may only meet once per week and it is imperative that coaches maximize the time allotted for instruction and training. This includes arrival and the venue in good time. We ask that all of our coaches arrive 10 minutes prior to any planned training/event in order to prepare the equipment and training space. Traffic is extremely variable in Beijing and as the responsible individual for that allotted time space, the coach needs to be present when the program begins.

## **b. Equipment**

Coaches are responsible for the care taking of all equipment issued by Sports Beijing or provided by the facility where the activity takes place. All equipment needs to be put away properly after each training session. Equipment is normally stored onsite at a given venue and must be retrieved and set up prior to practice. Basic equipment for any program's training session includes:

- Balls: Should be in good condition and appropriate for the age group.
- Bibs/pennies/vests: Used to divide up into teams or groups.
- Cones: Used to create boundaries or set up various drills and activities.

## **c. Training/Game Day Checklist:**

- ✓ On Time
- ✓ Equipment Prepared
- ✓ Safe Training Space
- ✓ Sports Beijing Coaches Uniform & ID Badge
- ✓ Attendance Checked & Marked
- ✓ Players in Proper Kit
- ✓ Introduction of Daily Activity
- ✓ Post Training/Game Recap
- ✓ At the end of a practice or game, all together "We Are....Sports Beijing"
- ✓ No Child Left Behind
- ✓ All Equipment Returned and Cleared from Training Space
- ✓ Incidents Report

## 5. Risk Management

We encourage all coaches and volunteers to carefully read the updated Emergency Protocol for injuries risk management. Available at:

<http://www.sportsbj.org/wp-content/uploads/Emergency-Protocol-SBJ.pdf>

### a. Prevention

There is always the possibility of an injury taking place during training. Prevention is the most effective form of keeping our athletes and yourselves safe from injury. Your responsibilities for preventing such injuries include:

- *Sound Planning*: Executing a safe and effective training session will come down to how well you know your drills/activity and how your players will respond.
- *Active Supervision*: You must be able to survey your entire training session and make frequent notes of the status of the players and their surroundings. Never leave a player unsupervised and never leave the training grounds until all of your participants have been picked up by a parent/guardian.
- *Know Your Players*: Be aware of any preexisting conditions or limitations that may put your players and risk of injury.
- *Safe Field*: Check the playing surface prior to training for any possible sources of injury or risks and remove them if possible.

## 6. Pollution Policy

### Air Quality (Pollution)

In the event that the AQI is above **250 two hours** before the scheduled start time of a session for children born in 2004 or earlier **or above AQI 225 for children born in 2005 or later**, the session will **NOT** go ahead. For programs that include participants from both age groups, we will use the lower AQI 225 as our cut-off level.

AQI levels will be taken from the station that is closest to the program (i.e. ISB, BSB, & WAB will use the Shunyi New Town Station).

This policy applies to outdoor sports only as follows: Rugby, Tennis, Field Hockey, Baseball, Golf, Soccer, Track & Field and Sailing. Indoor sports are not affected by this policy and will take place regardless of the AQI level.

If an event has already begun and the AQI rises beyond this limit then it will continue until the end. All coaches will be instructed to modify their activities to be less aerobic until completion of the program.

Please note that it is the responsibility of every member to check the website. No phone calls, text message or emails will be sent centrally as this is simply impossible to implement reliably.

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