



***Hello Coaches for Youth Spring Volleyball 2025.***

First, if we haven't met, please allow me to introduce myself. My name is Payton Funk. I am a Program Manager responsible for Adult and some Youth Sports for JC Parks. I look forward to working with you during the upcoming season.

Second, I want to thank you for coaching and volunteering your time to mentor young children. That is a very noble gesture. Coaching can be very rewarding and a great way to make a difference in our community. The purpose of this letter is to provide you with as much quality information as I can so you are well-prepared as a coach. I have broken it down into the various topics below:

**Coach's Registration:**

If you haven't already, you must complete the Coach's Registration by going to:

[www.teamsideline.com/jeffersoncity](http://www.teamsideline.com/jeffersoncity)

Under the "Youth Volleyball – Spring 2025" section, click on "Volunteer" and submit your information. If you don't already have an account with Team Sideline from coaching previously, you'll need to create one.

**Background Checks:**

As part of the Coach's Registration, we also require all head coaches to submit their information for a criminal background check through the Background Investigation Bureau (BIB). Once you submit your info., it should only take about 2-3 days to be approved.

**Team Sites:**

Once I have formed the teams (for Rec) and you have passed the background check, I will publish your online team site so you can see the players on your roster, their parents, and their contact information. You and your player's parents will receive an automatic email with a link to your team site from TeamSideline. To ensure delivery to your inbox, please add [no-reply@teamsideline.com](mailto:no-reply@teamsideline.com) to your address book and check your junk/spam mail in case it went there. If any information is incorrect on your team site (especially contact information) please let me know ASAP.

**Team Names:**

You will submit your team name as part of the coach's registration. We can't use your school name (i.e. Moreau Heights), but you can use their mascot (i.e. Chargers), but please keep in mind that not all players may be from one school. Otherwise, you can use whatever name you'd like as long as it's appropriate.

**Team Rosters:**

Rec. teams are formed by school and reciprocal buddy requests. I may add late registrations up until the time we order team T-shirts.

Modified and Competitive teams have a pre-formed team with a roster submitted by the Head Coach. If any Modified or Competitive teams are looking for more players, please let me know because I may have a list of players who are looking for teams.

For all teams, we prefer rosters to be between 8-10 players. Of course, 6 players are on the court at once, so having 8-10 players on your roster will allow for absences that may arise.

### **Communications:**

Once your Team Site is published, please contact all of your team parents by phone ASAP to introduce yourself, let them know they are on your team, inform them of any possible upcoming practices, verify their contact information, etc. There are also many free apps available for team communication like GroupMe, Team Snap, Remind, Shutterfly, etc.

### **Parent Meeting:**

Please also set up a Parent Meeting so they can meet you and you can go over your expectations, goals, etc. This can just be a quick meeting for 10 minutes before your first practice.

### **Coaches Meeting:**

All Head Coaches must attend the pre-season coaches meeting on **Wednesday February 12th at 5:30 PM at The LINC (1299 Lafayette St.) in the President's Suite/Room 205 (2nd Floor, east side)**. The meeting should last about one hour. If the Head Coach cannot attend, please send an Assistant Coach. We will discuss many important topics and everyone's attendance is required and appreciated.

### **Indemnification Forms:**

Each parent on your team must fill out an Indemnification Form and return it to you, the Head Coach. This form includes important information including indemnification, treatment authorization, emergency contact information, and medical conditions. Please distribute, collect, and keep these forms until the season is over. You do not need to submit these forms to me.

### **Certification Course:**

We certify all of our Head Coaches through an online course from the National Alliance for Youth Sports (NAYS). If you are a new coach to our programs, you will need to take the **Coaching Youth Sports Intro** course and the **Volleyball** course. There is no charge for this. It can be done online at your leisure, but please allow 2-3 hours total for both courses. **You must complete your certification before your first game.** I will send you an automatic email soon, through NAYS, with a link to the course.

After completion of the Coach Training, coaches become full members of NAYS. As members, coaches receive \$1,000,000 excess liability insurance coverage in case he/she becomes liable for an occurrence while coaching. Coaches also gain access to a members-only section of the NAYS website, with coaching resources and additional training opportunities. These include a Resource Library, Coach Rating System, Skills and Drills section, and a Coaching Forum. Coaches have the ability to complete several additional trainings at no cost.

If you have taken the general course, but not the volleyball course, I will add that for you.

If your membership has expired, I will renew it for you.

If you are certified through another organization please email me your membership card for verification purposes.

### **Assistant Coaches:**

Assistant Coaches need to complete the Coach's Registration so I have their contact information and submit the background check, but they do not need to take the certification courses.

### **Match Schedules:**

Rec and Modified teams will play 8 matches. Competitive teams will play 8 matches. Matches are once a week unless we need to do doubleheaders and/or bye weeks. Matches will begin the week of **March 3rd**. All matches will be at The Linc. Schedules will be released on TeamSideline at [www.teamsideline.com/jeffersoncity](http://www.teamsideline.com/jeffersoncity) one-two weeks before the season starts and are subject to change. **If there are any dates your team is not able to play, please let me know ASAP.** I will try to accommodate, but can't make any guarantees.

#### **Match Times:**

Matches will start at 5:45, 6:35, 7:25, & possibly 8:15 p.m.

Matches are 45 minutes each and scheduled 50 minutes apart.

#### **Practices:**

You can practice at The Linc, but we have very limited availability, usually only on Friday nights or Sundays. We can offer you two free pre-season practices and then the rate for this league is half-price, which is \$12.50 an hour. Due to the high demand, we can only allow you one practice per week. Call the front desk to reserve courts at (573)634-6482. If you cannot find practice time at The Linc, you may have luck finding times at your local school or church.

#### **League Rules:**

Complete [League Rules](#) and [League Rules Summary](#) are on our [website](#). Please take time to become very familiar with the rules of your division, like the net height, serving line, etc.

#### **Score/Standings/Awards:**

Score and standings are not kept for 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grade Rec teams; all players will receive an award (i.e. medal) at the end of the season.

Score and standings will be kept and posted on-line for the 5th-9th grade Rec, Modified and Competitive teams.

Awards are given to 1st and 2nd place teams.

We will notify you when the awards come in so you can pick them up at the front desk at The Linc during business hours and give them to your players.

If your division keeps score, the game officials will document the scores on a scorecard at the end of each match. Please sign the scorecard and return it to the officials.

#### **Equipment:**

We will issue each team 2-3 volleyballs (regulation or lite) at the coaches meeting. For practices at The Linc, you can check out volleyballs from the front desk. For games, we will provide a game ball. Please make sure all volleyballs get returned after use.

#### **Team T-Shirts:**

We provide players with Team T-shirts as part of the registration fee. I will send you a chart with all of the colors on it so you can **email me your top 3 color choices**. I will let you know when the shirts come in and you can pick them up at The Linc. Coaches do not receive a coach's shirt, but you can purchase them for \$5 each. **If you want coaches shirts, please email me your size(s) and bring cash (correct change please) to the coaches meeting for payment.** All shirts are unisex 50% cotton, 50% polyester and are true to size.

#### **Sportsmanship:**

Please make sure to always conduct yourself in a professional manner. This also includes your players and parents. You are responsible for their behavior as well. Please see the Coach's, Player's, & Parent's Code of Ethics in the Google Drive.

**Playing Time:**

Equal playing time is required in the Rec divisions. In Modified and Competitive, no player may sit out more than one game in a match. I've found that it works well to plan this out and write/type it out before the game begins.

**Cancellation Text Alerts:**

In case of cancellations due to inclement weather, cancellations will be updated on the [Cancellation Page](#) and all team managers will be notified via email through [Teamsideline](#) before 3:00pm.

**Officials/Line Judges/Facility Supervisors:**

There will be a Game Official for each court. Each team needs to provide one Line Judge.

We will have a Facility Supervisor on duty at The Linc during your games. They wear the fluorescent green shirts so you can spot them easily. If you need any assistance, please talk to them. Please report all emergencies, accidents, incidents, etc. to them ASAP. Please be considerate and respectful in all dealing with the Officials, Line Judges, & Facility Supervisors.

**Survey:**

At the end of each season, we will email a brief (3-5 minute) online survey to all coaches and parents. Please take the time to offer us constructive feedback so we can continue to improve all aspect of our operations and service.

**Thanks:**

I hope this information has been helpful and has answered all of your questions.

Please let me know if you have additional questions or need assistance at any time.

Thanks again for coaching and thank you for your time and efforts as we all work together to provide a safe, fun, and enjoyable experience for kids.