



## Kramer Athletics Coach Guidance (2020-2021)

Coaches,

Thank you for your time and talent! This guide is meant to help new coaches understand their role and the resources available to them and to help experienced coaches understand any changes and improvements in Kramer Athletics.

### IMPORTANT CONTACT INFORMATION

- Kramer Athletics – Caroline Moore - [kramerathletics@gmail.com](mailto:kramerathletics@gmail.com).
- Semones Family YMCA sports website – [https://www.ymcadallas.org/locations/town\\_north/programs/sports](https://www.ymcadallas.org/locations/town_north/programs/sports)
- PTA website (for registration and payment) - <https://kramerelementary.org/athletics/>

### NEW POLICIES IN 2018

1. **Coaches need to report any issues/complaints/problems through Kramer Athletics; Coaches should not contact the YMCA about these things directly.** You MAY respond if the league reaches out about rescheduling a game (i.e. rained out soccer game), but please copy [kramerathletics@gmail.com](mailto:kramerathletics@gmail.com) on your response. Kramer is a “scholarship school”, which means that the YMCA allows us to play at no cost. Our status can be jeopardized if we are challenging to work with, disrespectful or too much of a burden. Please let the Athletics team help you navigate any challenges to avoid damaging this important partnership.
2. To better manage our equipment and funds, and to keep costs low for families, uniforms have been standardized. Participants now must buy a jersey, which can then be used for any Kramer sport. We encourage coaches to use white uniform bottoms and gold socks to further allow families to use gear for multiple sports. See details in Uniform section below.
3. Athletic equipment is organized and will be checked out/in by coaches each season. This allows us to ensure we have adequate equipment for all teams and reduces the cost of replacing equipment that isn't returned. See details in Equipment section below.

### GETTING STARTED

- Email your team ASAP to let them know you are the coach and their child is on your team. Things to include:
  - Practice day/time and location (or ask preferences)
  - Uniform/gear needed
  - Expected date of first game and when game schedule will be available

- o Plans for after game snacks (some ask for volunteers to sign up; others assign and ask folks to trade among themselves if any issues)
  - o Request any assistance needed
- Complete Voly registration (once per school year) before first practice; please ask any “assistant coaches” to also complete this registration. <https://dallasisd.voly.org/>
- Complete YMCA coach background check (once per year) before beginning the season (head coach only). The YMCA will email you with instructions; please complete ASAP.
- Attend Coach meeting at Semones Family YMCA; meetings are posted on their website a few weeks prior to the start of the season.
  - o Learn rules and any changes from previous years
  - o Sign up for practice locations (if not using Kramer facilities)
  - o Submit schedule requests (typically able to make 2 schedule requests per season...e.g., ask for bye on school carnival day)
- Read YMCA rule handout for your sport (available at coach’s meeting or can download from their website).
- Coordinate with Kramer Athletics to pick up your team’s jerseys and equipment; Kramer athletics will send an email to all coaches to advise when these will be available for pick up each season. *We highly recommend collecting these and distributing them ASAP so any changes needed can be dealt with before the first game.* Please keep in mind that Kramer Athletics is coordinating with many people in a concentrated period of time before each season begins. We appreciate your responsiveness, flexibility and good communication throughout this process; you can also designate a team parent to collect your gear if you have a challenging schedule.
- Respond to Kramer Athletics request for preferred practice schedule if you would like to use Kramer facilities and make sure to get a confirmation of your selected time from them; PK-1<sup>st</sup> usually practice once per week; 2<sup>nd</sup>-5<sup>th</sup> often practice twice per week.
- We request all coaches set up a Remind group for their team. Remind is the primary communication tool used by Kramer Elementary, and it is most effective to use the same communication system. This tool also will easily translate messages into Spanish, which is critical to making sure both English and Spanish speaking parents get all of the team info. You will need to contact PTA president Abby Mayer ([abbymayer4@gmail.com](mailto:abbymayer4@gmail.com)) to get your Remind thread/group set up for your team.
- Once schedules are posted on the YMCA website, we encourage you and your team to use the RSS feed feature to add the schedule to your personal calendar. This makes knowing when/where to be so easy, especially because schedule changes are automatically updated for you. Directions are available on the YMCA website. *(Note, the options might change with the new website; we’ll update this as we learn about the new options.)*
- It benefits Kramer for us to track volunteer hours. To make sure we do this, please respond to the email asking for your assistant coaches’ names and emails. Mrs. Sancedio will send an email at the end of the season to all coaches and assistants with

an estimated number of volunteer hours for you to confirm. Please respond to her email with a revised amount or confirm her estimate. She will enter your hours for you in Voly.

### **RAINOUT/INCLEMENT WEATHER INFORMATION**

- The Semones YMCA updates their website and emails head coaches when games and practices (for the fields they manage) are cancelled due to inclement weather.
- For teams that practice at Kramer, we ask coaches to use their best judgment to avoid damaging our fields or causing unnecessary risk to players. Practices should always be cancelled if thunder/lightening is heard/seen within 30 minutes of practice time. If fields are saturated, you may be able to coordinate to use the gym or the blacktop as an alternative. Contact [kramerathletics@gmail.com](mailto:kramerathletics@gmail.com) to determine if they are available.

### **UNIFORMS**

Families will purchase a jersey during the registration process that can be used for all Kramer sports. Jerseys can be purchased for \$15, as needed, by contacting [kramerathletics@gmail.com](mailto:kramerathletics@gmail.com).

We recommend using white uniform bottoms and gold socks for all teams so that families can re-use them for multiple seasons/sports. Team Sports and Performance Apparel (5211 Forest Ln #127) is our preferred vendor for uniforms, but families should have the freedom to purchase gear from their vendor of choice.

### **EQUIPMENT**

Equipment will be checked in/out at the beginning and end of a season. This process allows us to more easily identify equipment needs and ensure it is allocated fairly. Please follow the below best practices to keep our equipment safe and our costs down. (The value of equipment ranges from \$100-\$400/team and sport.)

- Count your equipment after each practice and game and track down missing items before leaving the field/gym.
- Do not leave equipment unattended.
- For sports where it makes sense, assign one parent the role of equipment manager to make sure all equipment used during warm-up is collected before the game starts; coaches don't have time to do this, and this is when many balls go missing. Having one responsible party allows them to "know" which balls are Kramer's and makes it easier to track them down.
- Consider bringing less equipment to games for sports where this makes sense (e.g., soccer—warm up time is limited, so 3-4 balls are typically enough).

Please let us know if you have any questions, concerns or suggestions on how we can support you! Thanks again for all that you do for Kramer!

Kramer Athletics