

COACH HANDBOOK:

1. PROGRESS REPORT INTRODUCTION

On the first day, before the group rules are even introduced, please welcome the children to their group. Make it known they are at TAC Sports! A place for them to learn, to lead and to grow. Explain how this week they will meet new friends, have lots of fun and also at the same time challenge themselves. Make sure you use the poster provided for your sport and explain how their progress will be tracked using the progress report. It is crucial that the children know what the result they receive at the end of the week means.

2. GROUP RULES:

On the first day, when all the children have arrived, it is important to set the group rules and expectations. This allows you to introduce yourself as a coach and to set their expectations for the week. Along with the rules, you can also give a rough breakdown of the week's schedule. This can be done in any way you prefer. For example, the children can be sitting down in front of you, the coach, and you can go down your personal rule list orally. You can also sit in a circle if the group is smaller.

A few examples of rules are:

- Clean up your lunch area before you do anything else.
- No using tennis rackets or playing with balls off the courts
- Buddy system for bathroom usage
- Designated equipment helpers
- Designated table monitors (ensure the tables are clean and trash is in the garbage after lunch)
- Have fun!

Rules should be always very clear and avoid grey areas. Too many rules will overpower the learning environment. Make sure to add your own rules that involve the children and make them take on manageable responsibilities.

3. CALM MORNING GROUP BONDING:

Every morning your group will meet at a designated spot. This area will be the same throughout the week unless weather makes it impossible. On the first day, the children will be led to this spot by one of the group's coaches. We call the coaches in charge of this *floaters*. This spot is where the children will leave their personal belongings all day. This is also where your group will eat snacks and lunch. If any child ever loses the group after a bathroom break or a coordinator is looking for your group, this designated spot is always the first place to check.

When children slowly start arriving in the morning, you will obviously have to wait for everyone or almost everyone. This is the time to play some fun (non explicit) music on your speaker and have some downtime with the children who have arrived. You can chat, play card games, and more importantly assess the group energy. This will let you know what kind of day you are about to have. As a coach you must keep an eye out for children who seem energised, loud and

excited and on the other hand those who seem tired, upset and bored. Always adjust your day plan accordingly but also, make sure you adjust your mindset to them.

Note, rainy days have a special way of throwing the children off

4. ICE BREAKER GAMES:

As a coach and junior coach, it is crucial that you learn and memorize the names of all the children in your group each week. An easy way to do this is by playing icebreaker games where the children introduce themselves. Here is a sample game you can work from:

Ball game:

- *Playing area:* Medium
- *Set up:* None
- *Equipment needed:* Any ball (tennis, soccer, basketball, etc)
- *Rules:* Get the children to form a big circle standing up. Introduce a ball and pass it to a child. Ask them to introduce themselves (their name, if they have any siblings in the group, their age). Then ask them to add something fun, for example something they did that weekend or maybe their favorite sport. When they are done make sure they pass the ball to another child in the circle. Be aware children might be shy as it is the first day and you should make a point to lead this game loud and clear. It is always a good way to start this game by participating and introducing yourself first.

5. LONG WARM UP GAMES:

Mornings are for warming up! Long warm up games are the best way to get the children engaged early on in the day while their bodies are still warming up to physical activity.

Cops and robbers:

- *Playing area:* Large
- *Set up:* A big rectangle on a flat surface (can be marked with cones or with the help of trees and paths)
- *Equipment needed:* Cones and a tennis ball
- *Rules:* Separate the group into two teams. One will be designated the cops and the others will be the robbers. These roles will change each round. Next, have both teams line up horizontally on their respective baselines of the rectangle play area. Place a cone and on top of it a tennis ball about 2-3 meters from the cops' baseline. This will be the "diamond" the robbers need to steal. The game starts when the robbers leave the baseline and slowly make their way towards the diamond. When they get too close, a cop might be tempted to leave their baseline and to try and tag the robber. If the cop does decide to leave their baseline, they HAVE to tag a robber. Robbers must run back to their respectful baseline before getting caught.
- *How to win:* If you are a robber, win by either stealing the diamond and bringing it back to your base. You can throw and pass the diamond to another team player as long as it does not touch the group. You can also win by eliminating all the cops as they leave their

base to chase you but do not succeed in tagging anyone. If you are a cop, you can win by successfully tagging a robber with the diamond in his possession or by eliminating all the robbers.

Capture the flag:

Playing area: Large

Set up: Divide the playing field in half and designate two small “zones” that will be called “prisons” on both sides to hold people who are tagged with the help of cones or markers.

Equipment needed: “flags” and cones

Rules: Divide into two teams. Set the playing area boundaries and make sure they are known. Each team tries to take the other team’s flag and return across the center line without being tagged. When guarding the flag zone or the holding zone, a defender must be at least 2’ away from the zone boundaries. If a player is tagged while on their opponent’s side they must go to the holding zone on their opponent’s side. If a player who has stolen the flag is tagged, the flag is returned to the flag zone, and the player goes to the zone. A player can be freed from the holding zone when a teammate crosses the center line and tags the player; both players then receive a free walk back to their side. A player can only free one teammate at a time. If an opposing player can get both feet into the flag zone without being tagged, they can remain there safely (without getting tagged) before attempting to cross the center line.

(Note: Demonstrate safe tagging: light touch, like a butterfly wings, on the back or shoulder. Unsafe tags: hard contact that might cause the person being tagged to fall.)

Man hunt:

- *Playing area:* Large
- *Set up:* Before playing, outline your playing area using cones or lines on the floor.
- *Equipment:* Cones (if needed)
- *Rules:* Pick 1 child to start off as the tagger, or the “Hunter”. This is a free for all tag game, there are no teams. The game starts off with only 1 tagger and everybody will be trying to run away from them. When somebody gets tagged, they turn into a “Hunter”. As the game progresses, more people will get tagged and there will be more “Hunters” and less runners. Once all the runners are tagged and turn in to Hunters, the game is over. The runner who was the last one tagged by the Hunters will start off the next round as the first Hunter.

Cat and the mouse:

- *Playing area:* Medium/large
- *Set up:* A big enough surface area to run in circles
- *Equipment needed:* None
- *Rules:* Have everyone in the group pick a partner. If the numbers are odd, have a coach join in with a child. Next, have them scatter around a medium to large playing area and face all different kinds of directions. The two players all lock arms together. Once everyone is scattered around. Pick one team and separate them. Designate one as the

cat and one as the mouse. When the game starts, the cat chases the mouse and tries to tag them. The mouse runs away from the cat in order to not get tagged. Once the mouse is tired of being chased, they lock arms with a random duo they find on the playing area. If the mouse locks arm with the person on the left, then the person on the right needs to let go of his partner and start running. They are now the mouse and the cat is now chasing this new player. This repeats itself until the cat catches the mouse. If this happens, the mouse then becomes the cat and the cat becomes the mouse. They need to run and lock arms with a team.

- *How to win:* There is no way to win this game, it is an endless cycle.

World domination dodgeball:

- *Playing area:* Large, preferably gym
- *Set up:* Divide the gym into 4 playing areas using cones. There should be a team in each corner. Then create 4 even teams and tell them to choose country names.
- *Equipment:* Dodgeballs and cones
- *Rules:* The game starts with 4 teams in their corners. When players are hit, they join the team that hit them (so players are constantly changing teams). If one team is left with no players, the space opens up for the team who hit the last player. Play until there's only 1 team left!

6. FUN INDOOR GAMES:

Here are a few medium/big indoor games to play that will engage the children physically and mentally on a rainy day:

Mission impossible:

- *Playing area:* Large (indoors)
- *Equipment:* Anything you can find that can be used as a hiding spot for 1 to 4 children. Encourage children to be creative and make use of different things! (chairs, backpacks, tables mats). Tennis balls, cones and a speaker.
- *Set up:* On one end, set up the children's base. Make a big square using cones or markers and put an empty basket in the middle. Next, at the other end of the playing area, set up chairs for the coaches and a basket filled with tennis balls in front. Next, have the children make different hiding spots in the middle of the playing area using tables, chairs, backpacks, mats, towels, whatever they can find. All the obstacles should be facing the same direction and should be scattered out to allow them to run in between.
- *Rules:* Dim the lights if you can. Have the children all start in their base, their, they cannot be "seen". Start playing the mission impossible theme song. When the music is playing, the children must run around and hide, trying to inch their way up the playing area towards you, the coaches. Their goal is to steal your precious tennis balls and bring

them back to their base. When the music stops, they must be hiding. Next, take a moment and look around. If you can see a child, so much as a simple toe or the top of their hair, call out their name and hiding spot. They must go back to the base. If they had stolen a ball from you, they must put it back in the basket and then go back to their base. Once all the “visible” children are back in the base. Start the music again. This goes on until there are no balls left in the basket. (*Note: the children can only take one ball at a time*).

7. CALM GROUP GAMES:

It is important to find the time to relax during the day, especially when the children are constantly being asked to stay engaged both mentally and physically. A perfect time to relax is after right after lunch when the group area is cleaned up and the children everyone is digesting. Here are a few calm group games you can play:

Telephone:

Have the kids sit in a circle and choose a person to begin. That person whispers a phrase into the person’s ear beside them and then that person whispers to the next person. The phrase cannot be repeated so it is very important that all the kids stay quiet so everyone can hear the message. At the end, have the last person say the message out loud to see how silly the message turned out!

Broken Telephone:

To do when the kids are bored of the original version. Same concept and rules, but this time, the next person whispers something the word makes them think about. For example, “birthday” then the next person whispers “cake”, then the next whispers “food”, and so on! When it reaches the final person, circle back and ask each child to tell the group what they had said!

Graveyard:

It’s a little morbid, I know, but dead people don’t move or talk. All the children lie on the ground, close their eyes and don’t move. Choose one person to stand up and watch the others. Call them the guard of the cemetery. When someone moves or talks, they are out.

Heads Up, Seven Up:

You need a large group for this one. Tell all the players to put their heads down on a table or ground on their bellies with their thumbs up. Seven people are chosen to walk around and pick seven players. We’ll call those players the “tappers.” The people that are choosing the players gently tap the thumbs of the children that are sitting down. They can only tap one person. After the group that is doing the tapping has each tapped one person, they all return to the front of the room. Everyone can then look up. If a child had his thumb tapped, he then stands up and tries

to guess which one of the tappers tapped his thumb. If they guess correctly, the two players switch. The tapper goes back and lays down and the one who guessed correctly becomes a “tapper” for the next round. The game starts again.

Wink murderer:

Have the children sit in a circle. Then choose one detective who must leave the circle while the murderer is being chosen. Have the detective stand further away from the group, their back turned to you. Next choose the murderer. Make sure the entire group, except for the detective, knows who the murderer is. Next, call the detective back in the circle. They must stand in the middle. The game starts. If a person receives a wink from the murderer, that person must “die” by falling to the ground dramatically (in a funny way, such as clutching one’s heart or gasping with loud noises). He or she is allowed to wait a few seconds in order to make it harder to tell who the murderer is. The dead person must stay laying down and play resumes. The detective must try and guess who the murderer is. They have 3 guesses. The murderer must try and “kill” the entire circle before the detective catches him.

8. COMMUNICATION BOOKLET:

The communication booklet is a small booklet that can be found at the front table. It serves the following purposes:

- Coach before care and aftercare sign in.
- Coach before care and aftercare coach reviews
- Any important/relevant information that different parties need to see (coaches, coordinator, head office)
- Prevent/avoid miscommunication conflicts

It is encouraged to communicate as much as you can in the booklet to ensure the camp flows adequately and all parties feel their needs are heard and met.

9. BIG CAMP ACTIVITY:

After lunch, on the last day of the week, the entire camp meets up in one area. This can be the gym or the field. The coordinator will tell you in advance where the meeting will be.

Each group will sit by themselves with their coaches and the coordinator will be in charge of deciding the game or activity planned for the next 30 minutes. It is important for the head coaches to keep an eye on their groups to ensure the big camp activity works well.

The goal is to create a feeling of community within the TAC sports camp. All week, the kids have been secluded within their own sports. When we all meet together at the end, it shows the children that this sports camp is big, proud and unified. The campers leave the week feeling they were a part of something big and meaningful.

10. BEFORE CARE PLAN:

TIME:	ACTIVITY:
7:20 AM	<p><u>Before before care:</u></p> <p>Good morning and get settled in! Please set up the front table and make sure all three bins are under it:</p> <ul style="list-style-type: none"> - First aid bin - Paper work bin - Arts and crafts bin <p>Set up the laptop on the table and open the before care attendance list. Take a sip of coffee and wait for the parents to start arriving. You should be ready to greet them with lots of energy.</p> <p><i>(Note: When talking to the parents in the morning without the head coordinator, keep it short and sweet yet energetic. Say something like "Good morning (Child's name)! We have an exciting day planned today! Are you ready?" If the parents have any questions, answer them to the best of your capacities. However if you do not know the answer or feel uncomfortable answering, tell them they should call the office later or speak with the head coordinator at the end of the day.)</i></p>
7:30 AM	<p><u>Start of before care:</u></p> <p>A small number of children will start coming in. Set up the speaker and play upbeat and positive music (not too loud) to set the pace for the upcoming day. Pick a calm group game from the list above and encourage the children to play with you.</p> <p><i>(Note: The children are usually a little tired and shy this early, take your time and chat with them. Make sure to engage in a positive and energetic way. You can even let them pick a song to play)</i></p>
8:00 AM	<p><u>Middle of before care:</u></p> <p>Around this time, ask yourself these questions:</p> <ul style="list-style-type: none"> - How many children are currently present? - Is the group still small? - Is the group looking/feeling tired? - Is the group feeling very energetic? <p>After answering these questions you can readjust the game plan. For example, if the group is getting larger and more energetic, pick a long warmup game from the list. On the other hand, if the group feels tired, sit down in a circle and play a calm group game. This is all up to your judgement as a coach.</p>
8:30 AM	<p><u>Last bit of before care:</u></p> <p>Other coaches start coming in and go to their assigned tasks. As the head coaches get ready in their group meeting spots, start sending the respective children to them.</p> <p><i>(Note: If coaches are still settling in, do not rush to dismiss your children. You are still on before care duty and it is your job to keep the games going until all other coaches have settled in. Maybe switch to a new game and step away from the front table area in order to keep the children engaged and to prevent them from being distracted by the increased foot traffic)</i></p>
9:00 AM	<p><u>End of before care:</u></p> <p>At this time, all head coaches should be at their meeting spots waiting for the arriving children. The remaining before care children can be sent to them.</p> <p>Before you leave to go meet with your group, please write a small review of how beforecare went in the communication booklet. This review can include:</p> <ul style="list-style-type: none"> - How many children there were - What games you played - What the group energy level was like - If there were any accidents/incidents - Any other information you deem relevant

11. AFTERCARE PLAN:

TIME:	ACTIVITY:
3:50 PM	<p><u>Before aftercare:</u></p> <p>Before your aftercare starts, head over to the front table and write your name at the top of the communication booklet. Next, inform the coordinator where you will be grouping the aftercare children. The coordinator will make sure that the head coaches send their aftercare children to this said grouping spot.</p> <p><i>(Note: This grouping spot should be far away from the rest of the children but not so far that you are not seen by the coordinator and the front table anymore. This is to ensure a separation between the aftercare children and those who are not. It not only keeps the aftercare children engaged but also helps coaches know who is where when parents start coming in and foot traffic increases.)</i></p>
4:00 PM	<p><u>Start of aftercare:</u></p> <p>When all the children have arrived. Introduce yourself, some of them have never met you before. Make sure you know all the childrens names as they all come from different groups. Tell the children to leave their backpacks in one spot. After everyone is settled in, choose a long warm up game from the list and play with the children.</p> <p><i>(Note: As parents are coming in to get their children, we want to prevent at all costs that they see a group of children that is disorganized, scattered or worse, doing nothing. Keep it high energy! Play some music on the camp speaker and even participate in the activities with them!)</i></p>
4:45 PM	<p><u>Middle of aftercare:</u></p> <p>At this time, the coordinator will be leaving if they have not already left. Before leaving, the coordinator will bring the laptop and the communication booklet to you and you will be in charge of keeping attendance till the end of aftercare. You are now alone with the remaining children. No need to panic, around this time, ask yourself these questions:</p> <ul style="list-style-type: none"> - How many children are currently present? - Is the group still small? - Is the group looking/feeling tired? - Is the group feeling very energetic? <p>After answering these questions you can readjust the game plan. For example, if the group is getting larger and more energetic, pick a long warmup game from the list. On the other hand, if the group feels tired, sit down in a circle and play a calm group game. This is all up to your judgement as a coach.</p>
5:30 PM	<p><u>Last bit of aftercare:</u></p> <p>As children are starting to leave and the group becomes smaller and smaller, get the remaining children to play games with themselves. Introduce a soccer ball if the children left are still feeling energetic or a card deck if the children are feeling more tired. While the children are keeping themselves engaged, review the list of tasks you need to do before leaving.</p> <ul style="list-style-type: none"> - What still needs to be packed and put away? - Is there any trash laying around the area that I can clean up? - Write a short note about aftercare: <ul style="list-style-type: none"> - How many children were present? - What games were played? - How was the children's overall energy level? - Any other important/relevant notes
6:00 PM	<p><u>End of aftercare:</u></p> <p>At this time all children must have been picked up. You can pack up the remaining materials and put them away in the correct spot. Shoot a text to the location group chat saying you are done and leaving the premises! Have a great night!</p> <p><i>(Note: if any children are picked up late, that is past 6pm, it is very important you make note of it in the communication booklet so that the coordinator can advise the head office)</i></p>