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# Eden Prairie Track & Field Association (EPTFA)

## 2009 Coaching Instructions

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**EPTFA Website:** [www.eptfa.org](http://www.eptfa.org)

Encourage parents to utilize the website for the most up-to-date information

- Practice Schedule
- Meet Schedule
- Event List
- Team Roster
- Contact Coach
- Team News
- CMS Directions
- Weather Cancellation Policy
- Volunteer Opportunities
- EPTFA Apparel
- EPTFA Handbook

**Background Checks:**

All adults are required to have a background check to participate as a head or assistant coach with EPTFA.

**Check List Prior to the First Practice:**

Call or email all parents on your team to inform them of the season details:

- Introduce yourself, Assistant Coach(es) and Team Manager
- Practice schedule (Day, Time, Location)
- Meet schedule (Day, Time, Location)
- Participant registration process for first practice (check-in tables, verify contact information, receive t-shirt)
- Track location is Central Middle School (CMS)
- Kids should bring a water bottle
- No snack policy
- Bathroom break policy

**Parent/Team Meetings:**

Hold a parent and athlete meeting the first day of practice (preferably before)

- Set the tone of the season (enthusiasm & excitement)
- Review the checklist (see above)
- Review EPTFA policies & goals (see below)
- Set your goals for the athletes (instruct them on how to enjoy the sport, etc.)
- Network with parents (it is a more enjoyable season when they know each other)
- Express need for meet volunteers (timers, field events); EPTFA is requesting that each family volunteers for one (1) meet during the season

- Encourage parents to drop off and pick up participants on time; you will need to remain with your team until the last participant has been picked up
- Provide parents with your and Assistant Coaches' cell phone numbers for emergencies; request cell phone numbers from parents as well if not provided on team roster
- Inform parents of their responsibility to stay within field boundaries for watching participants and managing the safety of their non-participating children (at practice and meets)
- Inform parents about Picture Day date
- Solicit a Team Manager if one hasn't been identified for you

### **EPTFA Goals:**

- Teach our youth (K-6) the sport of track and field
- Provide proper instruction on form and drills for each running and field event
- Teach the athletes how to have fun and enjoy the sport
- Introduce them to healthy competition and improving on their own individual times and distances
- Prepare them for future participation at the Middle School (CMS) and High School programs

### **EPTFA Bathroom Break Policy:**

- Ask parents to have athletes use the restroom *prior* to practices or meets
- If restroom use is necessary during practices or meets, port-a-potties are available and *parents* need to take them (coaches are not allowed to leave their team)

### **EPTFA Spike Policy:**

- Due to the fact that we are a youth program and promote safety among our athletes, we do not allow participants to wear any type of spike running shoe

### **Water Bottles:**

- Coaches are encouraged to insert a water break or two during practices and meets
- Encourage parents to bring a water bottle to each practice and meet and have athlete's name printed on it

### **Participation:**

- The EPTFA program is for kids in Kindergarten through Sixth Grade (current school year)
- Each grade will have a progression of skill sets that will compliment the practice drills and events at Saturday meets
- No one is *required* to participate – we can only encourage hesitant athletes

### **“Coaches Corner”:**

- It is recommended that each Coach is responsible for sending out a brief, weekly e-mail to the team following each meet
- Topics to be shared include, meet results (only each athlete's should be shared with the parent; not the entire team's results), T&F tips if necessary, athlete recognition, weekly schedule and general reminders

### **Meet Results & Certificates:**

- Each athlete will receive their individual results after each meet
- Coaches will be provided with an Excel spreadsheet template that will allow you to track individual performances for each meet
- Coaches can either provide event results on place and/or participation ribbons immediately following the meet; or, opt to hand out ribbons and results at the next practice
- At the end of the season, each athlete will receive a Meet Results Certificate that will include their best running event times and field event distances
- Coaches will complete the certificates
- Coaches are responsible to keep accurate records throughout the season; Team Managers will assist Coaches in document results during the meets
- EPTFA does not maintain any official event results

### **Practices & Meets:**

- The Coaches Coordinator will set-up a 20 minute Coaches Meeting prior to the first practice to review all necessary information
- Practice & Meet Coordinator will set-up a 20 minute meeting on the regular practice night, prior to the first meet, to review how the meets are run, the process, and any specific “tips” on how to effectively coach a meet
- Coaches, Assistant Coaches and Team Manager may be asked to help with field set-up prior to practices and meets in addition to field take-down/clean-up
- Safety kit is available by the timers stand (starting line) for any injuries. Please locate an EPTFA Board Member (yellow shirts or red jackets) to assist you.

### **Sportsmanship:**

- We cheer for each other even when we are not competing
- We are courteous at all times
- When we finish a running event, we immediately move off the track and onto the grass infield, stay as a team and move to the next location
- After a field event, we exit the active area, stay with our team and move to the next event
- Incorporate safety whenever you can
- We are always good sports win or lose