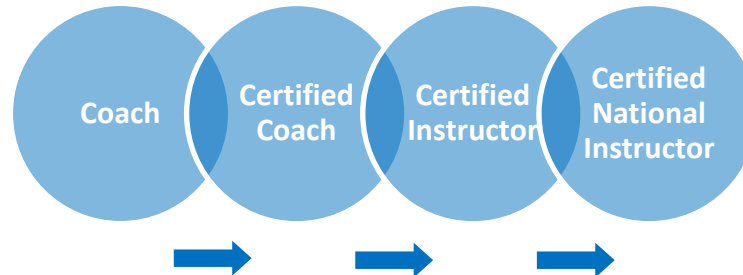


I. THE STEPLADDER OF COACHING

There are four levels of coaches in the NDYA:

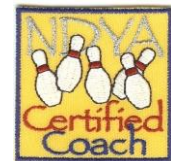


COACH

One who is at least 25 years of age; has been certified through the USBC Registered Volunteer Program; coaches an NDYA league, and upholds the NDYA Code, Rules, and Regulations.

CERTIFIED COACH

One who is at least 25 years of age, has been certified through the USBC Registered Volunteer Program, and has participated in a clinic conducted by a NDYA Certified Instructor.



CERTIFIED INSTRUCTOR

One who is at least 25 years of age, has been certified through the USBC Registered Volunteer Program, has participated in a clinic conducted by an NDYA National Instructor, has coached for a minimum of 3 years, and has passed a written and practical examination.

CERTIFIED NATIONAL INSTRUCTOR

One who is at least 25 years of age, has been certified through the USBC Registered Volunteer Program, has coached a minimum of 5 years (at least 2 years as an NDYA Certified Instructor), has met the following requirements, and has been approved by the NDYA Board of Directors:

- organized and supervised a house tournament;
- helped supervise a State or National Tournament;
- taught in-house coach's clinics;
- taught or assisted at a state-wide Instructors Clinic; and,
- conducted himself/herself in a manner consistent with the honor and integrity of the NDYA.

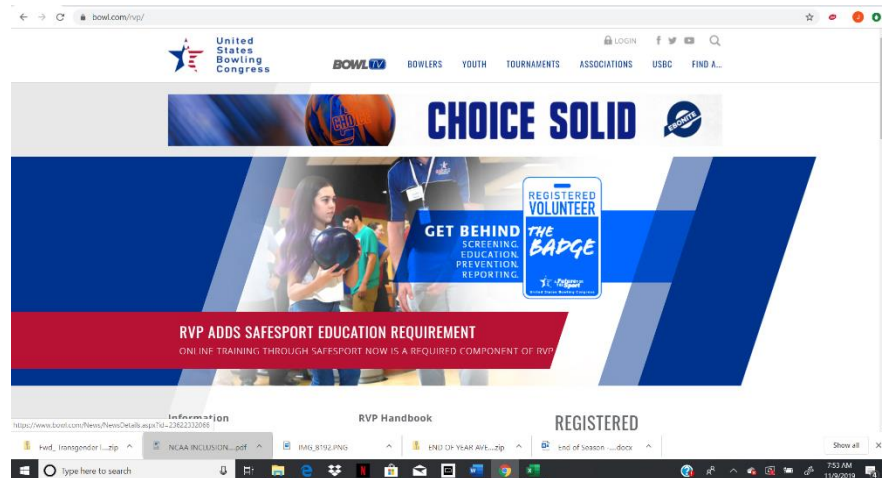
II. REGISTERED VOLUNTEER PROGRAM

Anyone who is working with the NDYA youth must be certified by the U.S. Bowling Congress (USBC) Registered Volunteer Program (RVP). Certification is a two-step process and can take up to several weeks.

Step 1:
Complete the USBC Membership Application and mail the completed forms to the NDYA Office, with the \$10 per person fee payable to the USBC.

The image shows two forms from the USBC. The left form is the "USBC ADULT MEMBERSHIP APPLICATION". It includes fields for Bowling Center, League/Tournament Name, Member ID#, Last Name, First, Initial, Suffix, Mailing Address, Apt., City, State, Zip Code, Male/Female checkboxes, Primary/Secondary Phone Numbers, and Date of Birth. It also has checkboxes for "New USBC Member" and "New to Association", and a "MEMBERSHIP CHOICES" section with "Standard", "Basic", and "Other" options. The right form is a "TEMPORARY MEMBERSHIP RECEIPT" with fields for Member ID#, Full Name, League, Membership type, Amount Paid, and Date purchased. It also includes a signature line for the League Secretary.

Step 2:
Once individuals receive their USBC Membership Card, they can complete the certification process by going online to www.bowl.com/RVP and completing the SafeSport Training Modules.



Whether you are a Coach, League Secretary or Program Director, you have an awesome opportunity to build and sustain a safe and welcoming duckpin bowling environment for youth of all ages, abilities, and skill levels. If you have questions or need assistance, please don't hesitate to contact your NDYA State Director or the NDYA Office. We are all on the same team, and we are all here for each other.

III. RESPONSIBILITIES

1. COACHES OF ALL LEVELS - As a coach, you accept the responsibilities of a teacher. Not only are you to teach bowling and its skills, but character development, sportsmanship, integrity, teamwork, and pride in personal accomplishment. Youth learn more from what we do than from what we say. It is imperative that you teach by example. In other words, while "on-duty" refrain from the things that you may do as an adult that we would discourage for children, i.e., smoking, cursing, etc. Responsibilities include:

*Keep your USBC
RVP Training
Current.*

It is absolutely imperative that everyone who works with the youth, be certified through the USBC's Registered Volunteer Program, to help ensure the safety of our youth.

Keep order.

Walk around. Be visible. If you have a coach's shirt, wear it regularly. This will help the youth and their families identify you quickly. It also serves as a symbol of authority for the league.

*Keep your youth
safe.*

Teach them the safety rules and insist that all bowlers wear bowling shoes (*see page 23 for exception*). Also, gently insist that the younger siblings of your bowlers refrain from running throughout the center.

*Educate the
children.*

Teach them good bowling etiquette, bowling skills, and accurate scorekeeping. Teach them lane courtesy and help them transition through the various bowling approaches and deliveries as they grow.

Know your youth.

Learn your bowlers' names as quickly as possible. This is difficult, but the rewards are plentiful. Youth love to be recognized and they love to hear their names. They will respond to you more positively when you use their names in conversation.

*Keep enthusiasm
high.*

Encourage the youth by celebrating good shots, sportsmanship, leadership, etc.

*Know and abide
by rules.*

Any rule that is not covered by the NDYA rules will be covered by the NDBC rules. It is imperative that you enforce these rules consistently.

*Be aware of all
awards.*

Know the awards that are available through the NDYA and your league. This will prepare you for answering your bowlers' questions and helping them determine the appropriate awards for their accomplishments.

Ch. 2 – COACHES / SECRETARIES / PROGRAM DIRECTORS

2. SECRETARIES - In addition to the duties listed above, as a League Secretary you are responsible for the administrative functions of the league. The accurate keeping of the records, averages, and handicaps of the league members and the prompt posting of the results of each week's games are highly essential. The youth and their families will rely on you for this and for running an orderly yet fun league. A good coach invariably means a good league. The League Secretary is directly responsible to the Program Director of the establishment on any and all matters pertaining to the league of which he/she has charge. Responsibilities include:

<i>Keep accurate attendance records for all members.</i>	Find out why a child is absent for three consecutive weeks. Never remove a youth from your records until you have confirmed with their parents or guardians that they will no longer be bowling.
<i>Keep accurate scores.</i>	It is imperative that your league scores be posted properly and in a timely manner.
<i>Apply for awards.</i>	Process awards as soon as possible but within 30 days of accomplishment using the NDYA Awards Request. The sooner the better. The youth will be excited about their accomplishment and will expect recognition to be quick. Let them know when to expect their awards so they are not disappointed if you don't present them the following week. You can submit your awards to the Program Director weekly for further processing and follow-up. At the discretion of the Program Director, you may mail/fax your awards forms directly to NDYA for award issuance.
<i>Prepare Weekly Standings Sheets.</i>	Include the current team schedule; team standings (<i>complete with wins/losses and total pinfall</i>); bowler's name, average, and handicap; and team handicap (<i>see page 17 for details</i>). In addition to providing weekly statistics, highlight outstanding accomplishments and unusual happenings.
<i>Write up outstanding achievements.</i>	Keep your youth advised of outstanding achievements and interesting happenings in your league. Give information to bowling center personnel to send to local newspapers.
<i>Help plan an end-of-season party and awards presentation.</i>	Submit all necessary paperwork to the Program Director. Ask parents to donate refreshments and/or decorations for the party. Ensure all awards are ordered in time for the awards presentation.

The responsibilities listed above are generally performed by the level of coach indicated; however, at the discretion of the Program Director, some duties may be performed by coaches at other levels.

3. PROGRAM DIRECTORS - In addition to teaching bowling and assisting your coaches wherever possible, as Program Director, you are responsible for the administrative functions of your center's entire youth program. This is an awesome task and can only be accomplished through good organizational skills and great teamwork. You may be in charge, but without the support of your coaches and your center management, there is little chance for a successful program. Responsibilities include:

<i>Organize your program.</i>	Determine the shift times and the number of lanes and age groups per shift. Also prepare a Calendar of Events for the year that highlights special tournaments and holiday celebrations (<i>see page 9 for ideas</i>).
<i>Advertise your program.</i>	Use your sanction cards from the previous year to create a mailing list for sending flyers or letters about the upcoming program. Attract new members by leaving copies of your flyers/letters at the bowling center and ask local stores, schools, day care centers, etc. to distribute them.
<i>Order league materials.</i>	Request league materials from the NDYA office. Remember to order early so you are prepared for the first week.
<i>Hold registration sessions.</i>	Just prior to your program starting date, hold one or two registration sessions. If possible, offer free bowling and even lunch for those who register during your sessions. It is also a good idea to hold a bowling clinic for new bowlers during these sessions. This will give new members a bit of familiarity with the lanes and confidence for the first day of league bowling.
<i>Sanction your leagues.</i>	Collect the sanction fees, complete all proper forms (<i>see page 11</i>), and turn over to the bowling center personnel, or mail directly to the NDYA. Obtain a receipt for same and file in league records.
<i>Select secretaries.</i>	Train them on how to keep and post schedules, individual and team standings sheets, etc.
<i>Select treasurers.</i>	Train them in the procedure of handling league funds.
<i>Hold periodic coach's meetings.</i>	Keep your coaches abreast of league happenings and upcoming events. Involve them in your decisions and ask for their input. Constantly remind them that you appreciate their contributions and that they are crucial links in the success of the program.
<i>Recruit new coaches.</i>	Ask the NDYA Office to schedule a Coach's Clinic in your area, or if you're a Certified Instructor, hold your own clinic in your center during times that are convenient for you and your participants.

Ch. 2 – COACHES / SECRETARIES / PROGRAM DIRECTORS

<i>Train team captains.</i>	Teach them the procedure for collecting bowling fees from their team members, where applicable.
<i>Order house awards.</i>	If you wish and have the finances to do so, order house awards such as trophies, plaques, medals, etc. to supplement the NDYA awards. Use them in conjunction with your Calendar of Events.
<i>Make a private Facebook Group.</i>	Once you acquire permission from each bowler's parent or guardian, post highlights and pictures of the weekly or monthly achievements. Remember, to keep the membership list secured only to your bowlers and their parents.
<i>Publish a newsletter.</i>	If you wish and have the resources to do so, publish a monthly newsletter highlighting upcoming events, tournament winners, and special happenings.
<i>Order bowling shirts.</i>	If you wish and have the resources to do so, purchase bowling shirts for the youth.
<i>Order end-of-season awards and plan awards presentation.</i>	Ensure all awards are ordered in time for the awards presentation. Ask parents to donate refreshments/decorations for the party. Make sure the children who are not present are notified when/where they can pick up their awards.
<i>Submit NDYA Seasonal Paperwork.</i>	In addition to completing the routine NDYA award requests, be sure to complete the following NDYA submissions in a timely manner so your youth receive all of the recognition they have earned: <ol style="list-style-type: none">Stars of the Month – By the 15th of each monthParamount Win-a-Ball Tournament – by 28 FebruaryYingling Scholarship – 15 MarchNDYA End-of-Season League and Tournament Average Spreadsheet and League Standing Sheets – by 31 MayNDYA All-American and Larochelle Awards (Top 5) – by 31 May

The responsibilities listed above are generally performed by the level of coach indicated; however, at the discretion of the Program Director, some duties may be performed by coaches at other levels.

IV. IDEAS FOR CALENDAR OF EVENTS/TOURNAMENTS

1. *Beat the Coach Tournament* – Youth against the Coaches. Everyone gets 80% handicap; coaches without averages get a blind average from which to base their handicap.
2. *Bowler of the Month* – Whoever bowled the most pins over their average for the month wins. Youth must be present the entire month to qualify.
3. *Holiday Singles* – Have singles tournaments around the holidays using “pins-over-average” to determine the winners.
4. *M&M “Most Marks” Tournament* – Count up all of the marks for the day. The bowler that has the most marks by age group wins a 1-lb bag of M&M’s®.
5. *Mystery Doubles Tournament* – Halloween is a good time for this one. Randomly pair your bowlers up and the team that has the highest score with handicap, or the most pins over average, wins a prize, i.e., soda, piece of pizza, plaque, etc.
6. *Painted Pin Day* – Ask your center’s management if they have any brightly colored pins tucked away. Place one on each lane. Give prizes (*piece of pizza or soda*) for anyone who gets the painted pin in the right position and knocks it down. For instance: Pee Wees – painted pin anywhere, must knock down 7 including the painted pin; Preps/Bantams – painted pin in the 1, 2, or 3 position, must knock down 9 including the painted pin; Junior/Majors – same but needs a strike or spare.
7. *Progressive Bowling Tournament* – Second game must be at least one pin higher than the first, and the third game must be at least one pin higher than the second.
8. *Top Banana Tournament* – The team with the highest set for a particular week receives coupons to an ice cream establishment of your choice.
9. *Youth-Adult Tournament* – Invite all NDYA members to bowl with an adult in this 80% handicap team competition. Have two divisions, one for adults with averages and one for adults who do not bowl. For the latter, give them a blind score from which to calculate their handicap. Remember to apply for sanctioning through the NDYA Office to ensure the youth are eligible for awards. Also be sensitive not to call this a family tournament; some children live with guardians who are not relatives.
10. *Bowler of the Year Tournament* – Invite all of the Bowler of the Month winners back for a final showdown for Bowler of the Year in each age division.
11. *Shirt Raffle* – As an incentive, hold a weekly raffle for those wearing their league bowling shirts and award small prizes like snack bar coupons or NDYA merchandise items (some of which are pictured on the next page).



Visit www.NDYA.org to see NDYA merchandise items, prices, and ordering procedures.