



AMERICA
SCORES
Cleveland

SCORES Coach Manual

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Dear SCORES Coach,

Welcome to America SCORES Cleveland! We are so glad that you have chosen to become a part of this exciting after school program and we would like to thank you in advance for leading engaging soccer practices and creative writing workshops for young people in Cleveland.

This manual is designed to give you an understanding of America SCORES and your role within the program. During the year, you can refer back to pages in this manual to answer questions or review for additional information. Of course, you can always ask the SCORES Staff any questions or come to us with any problems that may arise.

We look forward to working with you this year. Always remember, we all share the same goal: **to empower our youth using soccer, writing, creative expression, and service-learning**. Have a safe and successful year!

Sincerely,



Matthew Williams
Soccer Director
330.327.4638



Claire Holzheimer
Program & Evaluation Director
216.926.1676



Brittney Rzucidlo
Program & Communications Manager
216.870.2653

America SCORES Cleveland Overview

America SCORES' mission is to inspire urban youth to lead healthy lives, be engaged students, and have the confidence and character to make a difference in the world.

Our Programs:

Jr. SCORES Program (1st & 2nd grades): Serves 15 youth onsite at 12 Cleveland schools for 22 weeks of the school year (10 fall/12 spring) 4-days per week for 60-90 minutes after school. Poet- athletes are led in two days of reading and writing workshops and two days of soccer practices and health workshops.

Core Program (3rd, 4th, & 5th grades): Serves 30 youth onsite at 13 Cleveland Schools for 22 weeks of the school year (10 fall/12 spring), 5-days per week for 60-90 minutes after school. Poet-athletes are led in two days of writing and/or service-learning workshops, two days of soccer practices and health workshops, with Fridays dedicated to soccer games.

Middle School Program (6th, 7th, & 8th grades): Serves 15 youth onsite at eight Cleveland schools for 22 weeks of the school year (10 fall/12 spring), 4-days per week for 60-90 minutes after school. Poet-athletes are led in two days of writing and/or service-learning workshops, one day of soccer practice and health workshops, with Thursdays dedicated to soccer games.

Alumni Program (9th, 10th, 11th, & 12th grades): High school alumni of the SCORES Core and/or Middle School program(s) engage in college and career-readiness activities intended to keep them on track to graduate from high school and help prepare them for their post-secondary goals.

America SCORES Cleveland Program Host Sites

Schools hosting Jr., Core, and Middle School Programs:

Artemus Ward School (4315 W. 140th Street, 44135)

Buhrer Dual Language Academy (1600 Buhrer Ave, 44109)

Mound STEM School (5935 Ackley Avenue, 44105)

Newton D. Baker School (3690 West 159th Street, 44111)

Robinson G. Jones School (4550 W. 150th Street, 44135)

Wade Park School (7600 Wade Park Avenue, 44103)

Warner Girls Leadership Academy (8315 Jeffries Avenue, 44105)

Willson School (1126 Ansel Road, 44108)

Schools hosting Core & Jr. Programs:

Fullerton School (5920 Fullerton Avenue, 44105)

Franklin D. Roosevelt Academy (800 Linn Dr., 44108)

Schools hosting Core Programs:

Thomas Jefferson International Newcomers Academy
(3145 West 46th Street 44102)

Program Policies and Procedures

A. Student Registration

1. America SCORES Cleveland is only responsible for the safety of students currently registered with the program. **Unregistered students may not participate in any practices, games, or writing workshops.** This will be strictly enforced!
2. SCORES has strict enrollment requirements for each program at your school:
 - Jr. SCORES Program (1st-2nd grades): No more than 15 students (create a balance between boys and girls)
 - Core Program (3rd- 5th grades): No more than 30 students (15 girls and 15 boys)
 - Middle School Program (6th-8th grades): No more than 15 students (minimum of 6 girls)

A waitlist can be created if additional registration forms are collected after teams are full.

3. America SCORES is responsible for providing insurance for every youth participant registered in our program. Student registration forms must be entered in the Youth Services Database by the SCORES liaison at each school. If a child becomes injured during an official SCORES event (practice, game, special event, etc.), the America SCORES insurance policy will be used as a secondary policy if the child is covered through his/her parents. If the child is not covered by medical insurance, the America SCORES insurance policy will serve as the primary coverage.
4. The SCORES liaisons are expected to copy each student registration form. A copy of the student registration form should be placed in each coach's folder while liaisons should keep the originals.
5. The SCORES coaches are expected to review the student registration form for each participant prior to the start of a season. SCORES coaches should be familiar with the following information from the registration form:
 - Who each student can and cannot be released to
 - Whether students can walk home without an adult
 - Allergies and medical conditions of each participant

B. Coach Attendance Policy

1. SCORES coaches are expected to work their scheduled sessions. If a coach is absent or has another commitment, he or she is expected to find another SCORES coach from the school to cover their team that day. Coaches will be compensated for the days they work. Therefore, whoever covers that day should sign the attendance form.
2. Coach attendance forms must be emailed to Claire at cholzheimer@americascoroscleveland.org by the 15th and end of each month in order to get paid.

C. SCORES Equipment

1. Each season all schools will receive two types of soccer equipment for their teams:
 - Practice equipment (for Jr., Core, and Middle School): Balls and ball bag, along with blue/red bag with practice jerseys, first aid kits, cones, & air pump.
 - Uniform parts (Core and Middle School): SCORES jerseys and shorts will be in the team's green bin. Soccer coaches will be in charge of passing out and collecting uniform parts.
 - **At the end of each season, SCORES will collect practice equipment and uniform parts. Each player needs to turn in their uniform (jersey and shorts).**
 - Past participants should reuse socks and shin guards from past seasons. New participants to the SCORES Program will be provided with new socks and shin guards.
2. Students must be properly dressed in order to play in soccer games. This means they must be wearing athletic shoes, have socks pulled over the shin guards, shorts, and their game jersey. **A child without all proper parts of the SCORES uniform is not allowed to participate for that day.**
3. Each season, all schools will receive writing bins containing everything the coach needs for the writing workshops. At the end of each season, the writing bin should be returned to the SCORES office.

D. SCORES Coach Folders and SCORES Liaison Binders

1. Each coach will be given their own folder that contains the following: SCORES coach manual, a program calendar, SCORES curriculum, discipline letters, accident/incident form, and attendance trackers. Coach attendance form will be emailed to Claire at cholzheimer@americascoroscleveland.org on the 15th and end of each month.
2. Each liaison will be given a binder that contains the SCORES coach manual, a program calendar, and extra copies of the following:

registration forms, discipline letters, accident/incident forms, and attendance trackers. In addition, all originals of student registration forms will be kept in this binder. Liaisons will be responsible for taking attendance before each session using the provided attendance trackers. Attendance must be entered into Youth Service at the end of each week. Hard copies of attendance forms should be emailed to Claire at cholzheimer@americascoroscleveland.org by the 15th and end of each month.

E. SCORES Coach Pay Schedule

1. SCORES coaches will be paid in two installments. Once in the middle of the season and again at the end.

F. Snack Program

1. America SCORES Cleveland provides snacks, as needed on a school-by-school basis, to poet-athletes during all writing and soccer sessions and game days. SCORES poet-athletes must be entered into the Youth Services database with a Student ID number in order to receive a snack through the district.

G. SCORES Coach Communication

1. Communication between members of the SCORES coaching staff at your school is vital to the success of the program. To help make regular communication happen, we have set up the following guidelines:
 - Before the season starts, SCORES coaches at each school should work together to complete the team planning worksheet. Filling out this worksheet helps coaches finalize all of the details of how the program will run at their school. Liaisons should then make copies for each coach, and email the form to Claire at (cholzheimer@americascoroscleveland.org).
 - Coaches need to maintain communication between themselves to discuss any problems, behavior issues, and upcoming special events. Writing and soccer coaches need to exchange phone numbers.
 - Each Monday or Tuesday morning, the America SCORES Cleveland office will send you a Weekly SCORES Coach Chronicle by email. This chronicle will contain information specific to each program (Jr., Core, and Middle School Programs). **The liaison is responsible for making sure that all coaches are receiving the weekly chronicle.** Please read this chronicle thoroughly each week. If you do not receive it, notify your liaison.

- Twice each season there are SCORES training sessions (once prior to the start of the season and once mid-season). Attendance at these trainings is **mandatory** because they allow the America SCORES Cleveland staff the opportunity to provide vital program information to the entire SCORES coaching staff.
- At the end of each season, America SCORES Cleveland will conduct a program evaluation, allowing SCORES coaches to give their input on the program and to make any suggestions for improvement.

H. Special Events

1. Poet-athletes from all programs (Jr., Core, & Middle School Programs) are invited to attend the following annual soccer events:
 - **Fall Frenzy!** is our yearly kick-off event that includes soccer games. Fall Frenzy is a great way to start the fall season and get kids, coaches, families, and community members involved and excited about the upcoming SCORES season.
 - **Jamboree! & BLAST** are America SCORES Cleveland's year-end celebrations that brings kids, teachers and coaches, members of the school communities, and family and friends together. The event includes soccer games, fun family activities, food and drink, music, and special guests.
2. Poet-athletes in the Core and Middle School programs will participate in their own Poetry SLAM!
 - **Community Poetry SLAM!** is a celebration of the fall poetry program for both Core and Middle School programs. Poet-athletes from all schools will perform their original poetry at this unique showcase. All America SCORES Cleveland poet-athletes, soccer and writing coaches, school liaisons, families, friends, school community members, and special guests are invited to this special event.

I. SCORES Publications

1. **Kicker!** magazine is an annual publication by America SCORES designed to showcase students' work, serve as an outreach mechanism for motivating and recruiting students, and provide entertainment and resources to the reader. This magazine features teachers and students participating in SCORES programs throughout the country.

J. Family Involvement

1. Family involvement is important to the success of the program. SCORES programs work not only with children and teachers but also with parents and other family and community members. Here are some strategies to help you encourage parents at your school to get involved:
 - At the start of the season, all students will receive a Parent Packet to take home. Inside this packet, parents will find all of the information they need to know about the program. Parents should keep this packet as a reference throughout the year.
 - Each season, schools are encouraged to host a Family Night. SCORES coaches should invite parents to visit the program on this day to see children play soccer or view samples of written work created in the writing workshops.
 - Parents, family, and friends should be encouraged to attend the soccer games each week.
 - Each season, every child will be given an issue of the SCORES Scoop. In this newsletter, parents will find samples of student work from all Cleveland host schools, profiles of some members of the SCORES coaches, a note from our national organization, and information about upcoming special events.
 - Parents love to come to special events, especially when they get to see their child in action! Help us to recruit parents to serve as chaperones and volunteers for the Fall Frenzy, Poetry Slam, BLAST, and Jamboree!

K. Transportation

1. America SCORES Cleveland has a limited transportation budget. The following are guidelines to ensure youth safety during all forms of transportation:
 - Coaches should never be alone with one participant during transport.
 - There must be one seatbelt per participant.
 - When transportation is provided, a **SCORES coach must** accompany each group of participants.

L. Code of Conduct for Youth and Coach Safety

1. America SCORES Cleveland is committed to ensuring the safety of all youth participants. In working with America SCORES program participants, SCORES coaches will act professionally at all times and must respect personal boundaries, both physical and emotional, while supporting them in achieving academic and life skills goals. In the staff/student relationship there is an inherent power imbalance; staff must take care to avoid actions which can be misconstrued by students. The following are some guidelines:

- Avoid being alone with a student in an area that is visually closed.
 - Avoid physical contact that is unacceptable within cultural norms, could be interpreted as sexual, or is uncomfortable for the employee or student(s).
2. The following behaviors and actions are prohibited between employees and all current program participants. These behaviors and actions are also prohibited between employees and former program participants who are under the age of 21:
 - Hosting them in their homes or visiting their homes in the absence of the parent or guardian.
 - Having sexual relations with them.
 3. Staff must be aware of the limits of their professional knowledge and not provide services for which they are unqualified, such as referrals to social service programs. Staff may express such concerns to the school principal, as appropriate.
 4. If an employee feels that a student is in immediate danger of injury or suicide, he or she must attempt to stay with the student until the appropriate assistance has arrived or the immediate threat of danger has passed, and the employee **must** contact the SCORES Executive Director or his/her designee immediately.
 5. In accordance with Ohio Law and the Ohio Department of Education, SCORES coaches are required to report all suspected cases of child abuse or neglect to the Department of Children and Family Services (696-KIDS) and to the school principal.

M. FERPA

1. Personal and financial information relating to America SCORES participants, and their parents or guardians, from any source and in any form, is confidential and is available to employees and SCORES coaches solely for the performance of official duties as employees.
 - Per the federal Family Education Rights and Privacy Act of 1975 as amended (FERPA), employees and SCORES coaches must protect the privacy and confidentiality of protected participant information to which they have access and must use it solely for the performance of their official duties. This information should also not be accessed unless such access is required for the performance of official duties.

Discipline Policy

The SCORES environment will be a safe place where all poet-athletes are welcome and make choices to respect each other. Strikes are related to team activities, whether on the soccer field OR during a writing workshop. Strikes accrued in one setting carry over to the next setting. (For example, if David receives a strike on Tuesday in writing and a strike on Wednesday at soccer practice, he has accrued TWO strikes, not strike one in each separate setting).

Strikes can only be issued during SCORES programming and only by SCORES coaches!

SCORES requires that strikes are issued for the following behaviors: *Examples, but not limited to: swearing, hitting, verbal abuse of other poet-athletes/coaches, or violent behavior of any kind that could potentially injure a student-athlete or is continually disruptive to the team setting. Some of the above could be cause for immediate dismissal from the SCORES program depending on the severity of the incident. Coaches should contact SCORES staff immediately to inform them of the infraction.*

- **Strike One:** If you are having a disciplinary problem with a student, it is imperative that you contact the SCORES office when the first strike is issued. A letter will be sent home to the parent from the coach notifying them that their child has received a strike. The SCORES staff will meet with the child during the next SCORES session to explain the STRIKE system to the child, making sure they understand the potential implications of further infractions.
- **Strike Two:** If a second strike is issued, the coach should contact the SCORES staff and inform them of the infraction. A letter will be sent home to the parent from the coach notifying them that their poet-athlete has received a second strike, and one more strike will result in dismissal from the program.
- **Strike Three:** If a third strike is issued, the SCORES staff should be notified immediately. The child will be dismissed from the program. A letter will be sent to the parents explaining why the child has been removed from SCORES. All SCORES items (uniform, socks, and shin guards) will be collected by the coach and returned to the SCORES office. Failure to return equipment will result in a fine to the parent.

Please Note: America SCORES Cleveland staff reserves the right to remove poet-athletes from the program for any reason they deem necessary.

Attendance Policy

America SCORES Cleveland requires poet-athletes to attend ALL writing and soccer workshops, practices, and games.

Poet-Athletes must participate in all SCORES activities that are part of the specific program in which they are enrolled. If a poet-athlete misses a workshop or practice during the week, they will miss one half of the next scheduled soccer game. If a poet-athlete misses two or more workshops or practices during the week, they will miss the whole next game. Poet-athletes must be present at the game, even if they are not participating due to absence(s).

If a child is absent from school due to a sickness or for any other personal reason, then a Parent's note must be given to the coach the first day the poet-athlete returns. The coach will then determine the poet-athlete's status on game day.

America SCORES Cleveland staff reserves the right to remove poet-athletes for excessive absences. Continually being absent demonstrates a lack of commitment to their team and the SCORES program.

Patch Program

What is the Patch Program?

The Patch Program is America SCORES Cleveland's answer to trophies, ribbons, and medals. The Patch Program is a tool for the coaches to teach and encourage the SCORES values of **Commitment, Teamwork** and **Leadership**.

All Program Participants

Participation Patch – All poet-athletes will receive a Participation Patch at the end of the Fall season. This is a symbol that he/she is part of the America SCORES Cleveland team and fulfilled the SCORES values of Commitment, Teamwork, and Leadership.

Commitment Patch – At the end of the spring season, a poet-athlete who has attended at least 93% of SCORES sessions, or conversely only missed 3 sessions, will receive the Commitment Patch. (Due to the change in enrollment that occurs at the beginning, the first week of program will be omitted from the count).

Leadership Patch – At the end of each soccer game, coaches will distribute two Leadership Patches during post game huddles. The patch should go to the two poet-athletes that best exemplify Teamwork, Leadership and Commitment during the game. The coach will give one to an opposing team member and one to a member of their own team.

Teamwork Patch – At the end of soccer games, referees will distribute two Teamwork Patches during post game huddles. The referee will give one patch to one player on each team. The patch should go to the poet-athlete who has exemplified teamwork and positive sportsmanship during the game on the soccer field.

Emergency Procedures & Plan

If an emergency occurs, stay with the student and call (or designate an adult) to call 911 using the guidelines below:

1. Dial 911.
2. State who you are. ("I am _____, a coach in the America SCORES Cleveland after-school program.")
3. State where you are. ("I am at the _____ (School or Location), address _____ . My cell phone number is _____.")
4. State the problem. ("There is a _____ year old child here that is _____ . We need an ambulance now.")
5. Give specific directions. ("I will meet you at _____ to direct you.")
6. Don't hang up. Ask for the information to be repeated back to you and answer any questions the dispatcher may have. Hang up the telephone when all information is correct and verified.
7. You will need to:
 - Call parent/guardian(s) or emergency contact(s).
 - Call the America SCORES Cleveland office at 216-881-7988.
 - *If you are unable to reach someone at the SCORES office, call the Program Director or Program Managers:*
Matthew Williams: 330-327-4638
Claire Holzheimer: 216-926-1676
Brittney Rzucidlo: 216-870-2653
8. Paramedics will take over care of the student when they arrive.
9. If the child's parent is not present, then a SCORES coach, liaison, or staff member will accompany the student to the hospital (if this does not leave the team without an authorized SCORES representative). The SCORES coach, liaison, or staff member should wait with the student until his/her parent/guardian arrives.
10. Paramedics will decide which hospital is appropriate.
11. Fill out an ACCIDENT/INCIDENT REPORT FORM and turn it in to the America SCORES Cleveland staff within 24 hours.
12. A SCORES coach, liaison, or staff person must remain with the rest of the SCORES team.

Contact Information

Please contact **SCORES Program Staff** with any program-related questions, issues, or feedback. The SCORES office number, staff cell phone numbers, and email addresses are listed below.

SCORES Office 216-881-7988

SCORES Program Staff:

Matthew Williams, Soccer Director 330-327-4638
mwilliams@americascoroscleveland.org

Claire Holzheimer, Program & Evaluation Director 216-926-1676
cholzheimer@americascoroscleveland.org

Brittney Rzucidlo, Program & Communications Manager 216-870-2653
brzucidlo@americascoroscleveland.org

Josiah Quarles, Program Coordinator 216-246-2193
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Other SCORES Staff:

Debi Pence-Meyenberg, Executive Director 216-470-7028
dpence@americascoroscleveland.org

Alison Black, Development Manager 419-783-7634
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