



Youth Basketball Academy 2013-2014 Coaches Packet

Policy/Guidelines/Manual

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Program Expectations

All teams are required to be consistent and coaches must work together within the YBA program structure and philosophy. The YBA Structure:

- YBA DAWGS teams are D1 and D2 AAU teams and may play out of town tournaments.
- YBA XTREME teams are D2 and D3 AAU teams and will primarily play locally at Hardwood Palace. The goal for 2014 is XTREME teams to be very competitive. The PANTHERS will continue to grow the AAU girls program.

There will be a training and competitive program for developing players. YBA may have leagues in the fall and summer. Coaches must promote the structure set forth and provide the players and the parents opportunities when players are ready to move up. Coaches have ultimate responsibility and freedom within a frame work of our highly developed program system. YBA will only hire self disciplined coaches who believe in the system and will do whatever necessary to make the system work.

It is strongly recommended coaches not coach more than 2 teams simultaneously. Paid, non-parent coaches are preferred at the 7th grade level and higher. (Coaches may be parent coaches or may coach 3 teams or more with approval of the coaches committee comprised of Ken Gee, Lance Ohara and Mike Shaw and are subject to annual review).

Each coach has the right to promote or demote players based on skill level, position, parental involvement and commitment/dedication. Coaches must discuss, communicate and work with the director and coach of a player PRIOR to promoting or demoting them. Often times these players are key players for other teams.

If a player is requested to move down a level the coach must be sensitive and talk face to face with the parents to promote the advantages and opportunities the move presents. Prior to a conversation with the player's parents the coach will be required to contact the director to ensure a good fit for all players involved.

Parents of a player asked to move down must be fully aware of all opportunities and advantages for the player moving down. These advantages and opportunities must be discussed with the parents of the player so they can make the best decision possible for their child.

Teams and Coaches Expectations

1.) Teams will practice a minimum of once a week. Each team will/may work with another team to defer costs. Extra full court time at YBA practice Facility or Hardwood will be available on a 1st come, 1st serve basis. Teams may use an additional outside gym site upon approval of the coaches committee.

2.) The cost for YBA Club Training will be included in each session's team costs, regardless if players (or team) participate in the program or not.

Details: There will be a Youth training program in 2014, players are assigned by Team/skill level (Players have the option of attending the training or not).

Costs: Included with players season fees

3.) AAU Teams will play about 4 tournaments per Session. Jan -May will be the AAU tournament season at the base price set forth by YBA board members. Cost per player will be included in the season fees.

Details: Each team will participate in a non-Harwood Palace tournament for variety and change of venue. Costs for the outside tournaments away from Sacramento area will be in addition to the set YBA session costs and must be collected by the coach and paid to YBA. Coaches will inform the Club Director when they will be playing in out of town tournaments.

Additional Tournament Cost: \$150 for Hardwood tournaments in 2014 (subject to change, as the costs are set by the Tournament Director).

4.) Parent Asst. coaches are considered volunteers. Parent head coaches may have expenses covered. Each paid coach must pay for his children's cost if they play within the program. Often times fees will be traded for coaching services. Coach may use credits or coaches stipend toward child(s) fees. Coaches who get paid \$600 or more will receive a 1099.

5.) Each team will be required to raise a minimum of \$300 for sponsorship for the club near the 1st of the year.

Details: This is to help defer and pay for administrative fees (Coaches Travel, Website, Bank Fees, Equipment, Insurance, Fingerprints, Accountant, Utilities and etc.)

6.) The Coach, Asst. Coach or Team Manager will inform the Director and Asst. Director of all issues regarding the team, club or parents.

7.) Coaches will all be fingerprinted.

9.) Coaches must sign and abide by the Coaches Code of Conduct. (Pages 14-15)

- 10.) Head coaches must be certified by PCA (Positive Coaching Alliance) through AAU and obtain an AAU card.
- 11.) All teams are required to have written consent from the Director for the use of the YBA Logo for apparel and or shirts and any additional items.
- 12.) YBA Administration and YBA Board Members may contact players, parents and teams for all events and any information for any reason.
- 13.) Coaches will receive a warning for 1st technical foul received in a 12 month calendar year. Subsequently a tier amount will be fined for technical(s) 2nd Technical \$25 fine, 3rd technical \$50 fine, 4th technical \$100 fine, 5th technical \$200 fine in a calendar year. Any ejection will result in a \$50 fine for the 1st offense and \$100 for each ejection thereafter in a calendar year. Coaches on the bench as assistants must pay the amount or count toward the head coaches fines. All technical(s) must be self-reported via EMAIL within 24 hours to Director. Fines will double if not reported within the 24 hour period. If any coach receive 3 or more in a calendar year they must meet with the Coaches Committee.
- 14.) Coaches are required to wear YBA gear (tennis shoes are preferred) for every tournament, game, practice and training session they coach or participate in as a YBA coach. **Details:** Coaches will be warned twice then a formal letter will be written then fined an amount determined by coaches committee.
- 15.) Coaches will be required to promote fundraisers and the coaches' game and are encouraged to attend and or participate.
- 16.) If a player will be borrowed from another team coaches are required to talk to the coach of the borrowed player and/or the Club Director.
- 17.) If a coach knows their team will not be using a practice slot, s/he will notify the YBA Director a minimum of 48 hours prior to the practice time so s/he may give all other coaches an opportunity to pay for extra court and practice time.
- 18.) Coaches and/or team managers should be organized and utilize the club website for communication. Practices, tournaments, game times and all other pertinent information for the team should be communicated in a clear and timely manner. YBA prides itself on being organized and having open lines of communication and the coaches and/or team managers are an integral part of this.
- 19.) Coaches will support the YBA Scholar Athlete Program and will have periodic grade checks. Those players that qualify for the YBA Scholar Athlete Program will be submitted to the Scholar Athlete Program Coordinator by parents.

The YBA Program was implemented to help the players become better basketball players but more importantly better people. We emphasize school and grades as a foundation for the players to prioritize their lives and we believe school and grades should be the priority so they become scholar athletes.

If a coach or a team does not abide by these expectations the team or the coach may be subject to removal from all YBA programs. Changes may be made throughout the year with approval of the coaches committee and changes are subject to annual review.

Program Structure

Players are INVITED to tryout for a team appropriate to their skill level and will be placed on a team most appropriate for their skill level under the guidance of the YBA coaches and/or the coaches committee and the YBA director.

Players will only be added to a roster if a team has a roster spot available and teams may have limited roster spots. During the course of any session players may be added to rosters if roster spots become available. The DAWGS AND XTREME teams are two separate programs. If the coach, the coaches committee and the director determine a new and/or outside player is suitable for a DAWGS team the new player will/may be added to the appropriate DAWGS roster in lieu of an XTREME player. YBA XTREME will be used to develop players and players may be promoted to play for the DAWGS program.

YBA reserves the right under the guidance of the coaches, the coaches committee and the club director to place any new player on any team the player qualifies for that has a roster spot opening. The DAWGS program, the Xtreme program and the Panthers program will co-exist together as one family, the YBA program.

Team definitions:

- The DAWGS Black teams- these teams will be considered the D1 teams
- The DAWGS Blue teams – these teams will be the D2 AAU teams
- The XTREME Blue teams - these teams will be the D2 AAU teams
- The XTREME White and Red teams - these teams will be the D3 AAU teams

Seasons

Winter, Spring #1 & Spring #2

- Main tournament season consummating on a travel tournament on Memorial Day.

Summer

- Focus on Leagues/Camps/Clinics and flexible due to vacations and summer activities

Fall

- Focus on Leagues/Camps/Clinics Typically this season is light due to football & soccer participating at this time of the year.

Middle School Winter and Spring teams

- Tryouts Late December (Dates and Times TBA)
- 1st Sunday before school starts Pre Season Games
- 1st Tournaments Week after school gets back in session.

High School Spring Session: Feb 18th - May 28th

- *** 12 Week - Extended Session ***
- 9th Grade starts last week of February
- Tryouts are Feb-Early March due to Playoffs
- Open Gym Sunday nights at the conclusion of season

YBA Youth Program Structure

Cost \$185 per session

Players must be selected to participate on teams. Cost Includes tournaments or games played on Saturday and/or Sunday (Tournament and league games based on the seasons). Teams can enter into more tournaments w/ payment of registration fees & any coaches fees incurred.

- Each team from Jan-May will play a minimum of 3-4 tournaments in a season.
- Tournament team members will incur additional uniform, practice jersey cost and an entrance fee to games.
- Athletes must have appropriate experience/abilities as determined by the YBA- staff.
- Includes: our highly regarded and experienced coaches, competitive tournaments, practices and YBA skills training in an organized, professional and positive environment.

YBA- Training program

Cost \$125

Open to all participants including players new to the game.

Includes About 5-6 training sessions held on Mondays organized for instruction and a professional positive experience

TRYOUT and PLAYER SELECTION PROCESS

YBA PROGRAM TRYOUTS

Teams will conduct an annual tryout for the winter season. Player evaluations will be ongoing throughout the year and as specified by pre-selected dates determined by the Coaches Committee and the YBA Director.

An initial evaluation preseason game or tournament may take place prior to finalizing teams. Rosters will be finalized based on a player's tournament behavior and/or overall tryout performance by the coaches.

1. The Dawgs Black team has 1st choice of players and can pick until Roster is full (Coaches discretion). Then Blue Dawgs, Then Xtreme Teams. Coaches may choose players from new players trying out
2. The finalized roster will be conducted to get each roster to approximately 10 players. All new and unprotected players trying out will be picked for next team in order of level. Typically Dawgs Black, Dawgs Blue, Xtreme Blue, Xtreme White and Xtreme Red team.
3. Age Qualifiers that can play on multiple teams will be given a choice. (This must be discussed with parents/players of that level. They may also play down in their age group if it is in their best benefit, i.e., lack of playing time at their grade level.
4. In certain situations, coaches can agree to another method if agreed upon by all sides and Director (or Delegate).

Coaches/Trainers/Volunteers

Policy/Guidelines Understanding

YBA coaches, trainers and volunteers who will receive a gross salary/wage per season or session as an independent contractor or at will employee. There are no other job benefits unless set forth herein in writing. YBA makes no promises regarding the number of hours it will ask coaches, trainers and volunteers to work in any given time period; coaches, trainers and volunteers understand that the number of hours may vary with the needs of YBA. At any time upon the demand of YBA, and in any event, upon termination coaches, trainers and volunteers with YBA, coaches, trainers and volunteers will immediately deliver to YBA all documents or tangible materials whatsoever, including all copies or duplicates, concerning any part of YBA's activities or concerning any activities as a coach, trainer or volunteer. Coaches, trainers and volunteers acknowledge that all such items, including YBA's own notes, are the property of YBA, though they may be entrusted to coaches, trainers and volunteers on a temporary basis.

Confidentiality: Coaches, trainers and volunteers will not, either during time with YBA or at any time thereafter, except as required in the conduct of the business of YBA or as authorized in writing by YBA use, publish, disclose, appropriate or communicate, directly or indirectly, any of the following information which coaches, trainers and volunteers, in any way, have acquired or may acquire during, or by reason of, time with YBA:

- a. marketing, sales, service, cost, business method, formula, product specification, planning, engineering, and/or technical information relating to YBA, as well as customer lists and/or any other information which could give any third party an opportunity to obtain advantage over competitors who did not know such information; and
- b. trade secrets, which are used by YBA and which give it an opportunity to obtain an advantage over competitors who do not know those trade secrets.

Coaches, trainers and volunteers understand this agreement applies regardless of whether there are any changes in YBA's job duties, job title, and/or the location of the place of work. This agreement shall remain in full force and effect if coaches, trainers and volunteers; voluntarily terminates time with YBA and thereafter is rehired; under such circumstances, Coaches, trainers and volunteers need not execute a new agreement, but will be bound by the terms of this agreement.

Attorneys Fees, Costs, Venue. In the event of litigation arising out of this agreement, the parties agree the exclusive venue for such litigation shall be in the County of YBA's primary place of business. The parties agree that if YBA prevails in any litigation the coaches, trainers and volunteers shall pay the YBA's reasonable attorneys' fees and costs.

2014 YBA- Coaches Pay Structure

Each session of the program will be approximately 6-7 weeks long (Excluding Summer). Each coach will practice during the week and coach team(s) on Saturdays and/or Sundays in about 4 tournaments in the Winter, Spring #1 and Spring #2 session. Each coach must pay for his children's cost if they play within the program. Coach may use credits or coaches stipend toward child(s) fees. If coaches are paid more than \$600 they will require providing a Social Security Number and address for a 1099 for independent contractor work. Paid coaches/Lead trainers will be approved by Director Ken Gee and/or Coaches Committee

Definitions of coaches will be defined as followed.

Dawgs Black Coach, Xtreme Blue or Lead Coach- The Lead coach will be in charge of communication and organizing 2 or more teams such as Dawgs Black and Blue, Xtreme Blue and White/Red or Panthers Black and Grey. The coach will need some website/computer experience.

Dawgs Blue, Xtreme White, Xtreme Red or Coach- The coach will/may be in charge of communication and organizing his team under a program structure, depending on Lead Coaches structure for the age group.

Volunteer or Parent Coach: If you have a child playing on your team you are considered a Volunteer or Parent coach. The coach may be in charge of communication and organizing the team under a program structure.

Mentor/Trainer/Assistants- will be helping in our training sessions during the week for the club. Lead coaches will get priority for training. Volunteers and or mentors will be helping trainers. Mentors will be working for community service and get opportunities to score keep. If a mentor is an assistant coach and helping with a specific team then he may be paid or potentially earn scholarship money for college.

Training/Practice players-Monday or Tuesdays will be the only days Training players will attend practice players may practice on Wednesday at coach's discretion.

YBA Coach Stipend

\$200 3-8th grade \$1000 High School.

3rd-6th Grade Training Program:

In addition to coach's stipend, coaches can receive a training stipend, volunteers or mentors can earn credit through our training program. Amounts will not carry over from season to season.

Monday trainers Session Rate/Credit (per session):

Lead Coaches/Trainers \$35

Qualified Coaches/Trainers \$25

Qualified Parent coaches \$20

Qualified Mentors/Internships \$20

Guest Coaches/Parents (Volunteer)

Coach Code of Conduct

I understand that my responsibilities as a youth coach are of great importance and that my actions have the potential to significantly influence the young athletes whom I coach. I understand that each YBA coach will be fingerprinted for the safety of our children.

I understand that as a youth coach I am obligated to honor the rules, opponents, coaches, and officials, and to teach my players to do the same.

Therefore, by participating as an YBA coach, I will adhere to the following Codes.

A. I will create an appropriate environment for our children that will have a positive lasting impact on the children of our community and promote building character and the teaching of life skills for the players that are assigned to my primary team.

B. I will act responsibly and do my best to assure that:

1. I cooperate with the administrator of our organization and work with the Director and the YBA coaches to build a cohesive Basketball Club.
2. I understand my actions represent YBA including both my on and off court behavior.
3. I understand that players can not play for two teams in the same tournament bracket. I understand if I have players unable to attend games I can borrow a YBA player ONLY under the following circumstances:
 - Team is short handed players.
 - Team is borrowing a player to help shortage for team players that may be sick, vacation, school function or personal reasons.
 - Borrowing said player is approved by primary player's coach.
 - Borrowing said player does not interfere with primary team's scheduling or games.
 - Borrowing Coach should keep the interest of primary players above borrowed players regarding starting and playing time.¹⁵
 - Coaches should communicate any problems to Director of YBA.

C. I will display appropriate behavior to include:

1. I will treat each player, opposing coach, official, parent or administrator with respect and dignity and will refrain from using profanity, inappropriate language and will display appropriate behavior.
2. I will uphold the authority of the officials who are assigned to the contests in which I coach. I understand I represent YBA and that arguing with officials will only have a negative influence on the rest of YBA and its coaching staff. These same referees officiate all our games and we do not want an official having negative attitudes regarding YBA. We have built a good reputation for our club and it only takes one coach to create a negative influence for the entire coaching staff. Officials are human and will make mistakes—help us teach the kids not to blame things on the referees.

D. I understand that as a parent/guardian coaching my own child I may be scrutinized by other parents and I will place the welfare of the team above my child's welfare (or the welfare of any individual player) regarding playing time and consistently applying expectations and rules.

E. Zero-Tolerance Offences (resulting in dismissal from coaching position).

1. I will never coach under the influence of drugs or alcohol.
2. I will never initiate or participate in any form of inappropriate verbal interaction or physical contact with any staff, volunteer, parent or child.

YBA reserves the right to take appropriate disciplinary action involving any coach in violation of the code of conduct. With my signature, which I voluntarily affix to Coaches Code of Conduct *Signature Page* (a part) of this contract, I acknowledge that this is an independent contractor or "At Will" employment agreement and that I have read and understood the policy, the guidelines, the YBA handbook and that I understand all the terms stated within them.

It is required for all Coaches to sign Coaches Code of Conduct *Signature Page*.

Youth Basketball Academy

COACHES CODE OF CONDUCT

RESULTS OF VIOLATIONS

Violations of the Coaches Code of Conduct will result in written documentation, advisory consultation and or possible disciplinary action. The following data outlines the disciplinary procedures of the YBA, however the YBA Club Director and or coaches committee reserves the right to exercise discretion with regard to the level of disciplinary action:

1. Warning
2. Probation
3. One game suspension
4. Multiple game suspension
5. Season/permanent suspension
6. Termination

Dealing with Parents:

The major purpose of the season is for the kids to learn the game, play the game, and have fun doing both.

There will be times, however, when parents will approach you directly with a concern about their child. The issue might be anything from playing time, to the position their child is playing, to questioning your offensive or defensive game strategies. As the coach, you have to let these parents voice their concerns. However, you also can let parents know there are right — and wrong — times to approach you. We recommend another coach and/or member of the coaches committee to be present. Give parents at least 3 to 5 minutes of uninterrupted time to present their concerns. In other words, don't feel compelled to challenge their thoughts or make your case. Most parents have already planned what they want to say and they want the opportunity to voice their concern. If nothing else, they will feel better once they have had their say. When they have finished, you should respond in a positive, non-confrontational manner. The absolute last thing you want is for the conversation to develop into a highly-charged debate. It's up to you to make sure this doesn't happen. Why? Because you have the position, authority, and perspective to make sure that things don't get out of hand.

The best way to end these potentially volatile situations is by telling the parent, "Well, thank you, Mrs. Smith. I hear your concerns about Billy, and I'll see what I can do to help improve the situation. I can't make any guarantees, mind you, but I'll definitely look into it."

That's all you have to say. And of course, check into what you can do to help the player.

Coaches a Parent Code of Conduct/Expectations form is attached on the next two pages. We recommend giving it to the parents when their child makes a team and at the start of the new season. These will be used in the case that a parent issue with their team has escalated out of control despite the coach using reasonable means to resolve the situation.

YBA EXPECTATIONS:

Commitments that we (Coaching Staff) make to Parents/Players:

- We will start and end practices on time (barring emergencies or facility issues), we will be prepared for practices and give our all (exactly what we ask of the kids).
- We will treat you and your children with respect at all times.
- We will correct performance that needs to be corrected and praise both effort and successes.
- We will answer your questions about your child honestly and to the best of our ability.
- We will model good sportsmanship and team values.
- We will ask your kids to be disciplined and focused. We'll ask them to work hard and to battle through adversity. But we won't lose sight of the fact that basketball should be fun.

Coaches' Expectations of Players:

- Take your commitment to the team seriously: Show up, play hard, support each other and commit to improving your game.
- Stay on top of your school work so you can come to practice and games. ***Never be confused—school work comes first!***
- Arrive at practices ***at least*** 10 minutes before practice starts and be ***ready to play***—mentally and physically. Once practice begins, we expect you to listen, hustle and focus. We'll have fun at practice but at this level distracting behavior, poor attitudes or poor effort are not acceptable. They hurt the team, they keep you from improving your game and they will cost you playing time!
- **Understand the *importance of practice***. We will only be as good in games as we are in practice—sloppy in practice, sloppy in games.
- Be open to feedback from your coaches. We know it is hard to hear that you aren't doing something right. But if we don't tell you when you are doing something incorrectly, we are not helping you.
- Support your teammates. Cheer them up when they are having a tough practice. Give them a high five when they do something well. As part of a team, we don't make fun of teammates when they fail, and we don't get down on them when things aren't going well. We will improve and win ***TOGETHER***.
- **Take *personal responsibility for improving your game***. If you want to play better or you want more playing time ask the coach what you need to improve on to reach that goal. Then work hard in practice ***and outside of practice***. If you are going to miss practice, remind your parents to let your coaches know ahead of time.

Coaches' Expectations of Parents:

- Make it a priority to get your kids to practice and games on time. If for any reason your child will be late or miss a practice or game, let us know as soon as possible. Excessive missed practice time and/or late arrivals will impact your child's development and their playing time. Help us teach the kids about the responsibility associated with making a commitment to a team.
- If you have any questions or concerns about anything to do with your child, our coaching or the team let us know (email is best). Give us the opportunity to respond directly to your concern or question. Always approach the coaching staff professionally when you are emotional wait for the next day. If you or your child's behavior is unacceptable we will follow the guidelines set forth in the YBA handbook regarding discipline. When we have concerns regarding your child we will commit to bringing them to your attention in a timely fashion. Open communication between parents and coaches is critical.
- When you come to games "cheer for **all** the kids" not just yours. **Please keep your comments positive.** We'll be correcting kids on the issues we see and often the most effective time to do that is **not** in the middle of a game. Praise their efforts and achievements. There is nothing more important to our kids than "atta-boys" from parents.
- Beyond the fundamentals, please don't try to coach your child—let us do this. Well-intentioned parents often inadvertently give their kids guidance that conflicts with what their coaches are telling them. If you have questions about what your child could do better or differently just ask us (email is best for this). Nothing is harder for kids than getting one set of instructions from their coach and another from their parent/s. **If you are coaching your child during a game, and I feel it is distracting them or others on the team, I will pull them out of the game. Unfortunately, while tough on the child, this is the only way I can deal with the situation during a game.**
- Let the coaching staff deal with the officials. We will not let the kids EVER blame referees for anything. When you do that, you give up control. We believe that good basketball will win games—even poorly officiated games. We can't control the referees—we *can* control our own performance, effort and attitude. (Kinda like life, huh?) Help us out by not letting the kids blame losses on bad officiating.

Again, we are really looking forward to a great season with the kids and encourage you to stay involved in the process. If there is ever any question or concern, please don't hesitate to email or call. **Please review the Expectations of the Players with your child and discuss them together.** Also please review the Expectations of the Parents. Once you've done this, please sign the form below and have your son/daughter sign as well. We'll collect these at practice and will need them back prior to participation in any games. Thanks!

We have reviewed and understand the expectations for Players and Parents. Date:

Parent Name

Player Name

Parent Signature

Player signature

AGREEMENT FOR SERVICES
Youth Basketball Academy

This agreement is made and entered into on the 1st day of January 2014, by and between Youth Basketball Academy, hereinafter referred to as "YBA" and _____ hereinafter referred to as "Coach," "Trainer" or "Lead Trainer" whose social security number is _____. This agreement is in effect as long as the Coach/Trainer/Lead Trainer carries out his/her duties for Youth Basketball Academy. His/her compensation for services rendered is as follows: _____. (Leave blank if no set amount)

Now, therefore, the parties agree as follows:

- 1) Coach/Trainer/Lead Trainer agrees to all duties assigned by YBA.
- 2) Coach/Trainer/Lead Trainer shall be compensated for all services rendered. No withholding taxes or contributions for social security, unemployment, disability insurance, or other employee benefits or contributions shall be deducted from Coach/Trainer/Lead Trainer compensation.
- 3) Coach/Trainer/Lead Trainer shall acquire, repair and maintain at his/her sole cost and expense, such equipment as Coach/Trainer/Lead Trainer needs for his/her performance of services.
- 4) Coach/Trainer/Lead Trainer shall abide by all rules and ordinances and regulations adopted and made known to him/her by YBA.
- 5) It is understood, acknowledged and agreed, that Coach/Trainer/Lead Trainer is an independent contractor and is not an agent or employee of YBA or any agency to which services are rendered as a result of this contract and is not subject to the control of YBA except as herein stated.
- 6) Coach/Trainer/Lead Trainer agrees to all hazards, damages and injuries which Coach/Counselor or his/her property may receive in the course of performing his/her contract and waives all rights whether known or unknown to claim damages therefore from YBA, its officers, agents, or employees. Coach/Trainer/Lead Trainer further agrees to indemnify and hold YBA and its officers, agents and employees, free and harmless from any liabilities arising out of, or in any relationship to, the performance by Coach/Trainer/Lead Trainer of services under this contract.
- 7) Coach/Trainer/Lead Trainer understands that the YBA has no Worker's Compensation Insurance for Coach/Trainer/Lead Trainer performing services as an independent contractor.

Signature

Date

Your Mailing Address