

## YOUTH SPORTS POLICIES

### 4.1 Philosophy

The City of Evans Youth Sports Philosophy is to provide a safe and fun environment for children to learn the importance of teamwork, fair play and skill development. Our objectives include developing positive social skills, encouraging lifetime participation in sports and involving entire families in our programs.

### 4.2 Child Abuse

Every child associated with any Evans Recreation program has the right to have fun while participating. We will not tolerate any abusive behaviors that may jeopardize a child's well-being. We are against any form of abuse or maltreatment of children in and around our programs. We each have a responsibility to prevent child abuse. **The City of Evans requires that any team member of the program, who has reasonable cause to know, observe or suspect that a child has been subjected to abuse or neglect, or been placed in circumstances which could reasonably result in abuse or neglect, must immediately report such information to Weld County Social Services or the Evans Police Department.** Also, please make note that if a parent/legal guardian suspects child abuse, contact either Weld County Social Services at 970-352-1551 or the Evans Police Department at 970-339-2441.

### 4.3 Inclusion of All Children

The City of Evans offers recreational youth sports programs to all children of any mental or physical capability. Rules and/or equipment may be changed to suit different capabilities of children.

### 4.4 Age of Participation

Participant must be of minimum age and may not turn the maximum age throughout the season to be eligible to play. **If the parent chooses, their child may play up ONE age/grade but are not allowed to play down an age/grade.**

### 4.5 Location and Times

All practices will be held at local sports fields, gyms or parks. Please respect these locations as we are very limited on space and fields and any losses would put the program at risk for limiting participation. Practices are scheduled for 60 minutes, one day a week for our Kindergarten-3<sup>rd</sup> grade Hot Shot programs and 60 minutes, twice a week for 4<sup>th</sup>-8<sup>th</sup> grade Extreme programs. Please be respectful of all other teams practicing before and after you. These practices should consist of skills, drills, conditioning, game strategies as well as scrimmaging. Game locations will be posted on the game schedules that will be handed out to each coach and posted on our website for HS programs and the NVAA website for Extreme programs.

For all practices, the gym will open 5 minutes before scheduled start time. If participants arrive before and want to practice, they must pay the drop-in fee (for practices at ECC only). This option is not available at any other practice site.

### 4.6 Team Shirts/Jerseys

For all sports programs, Evans Recreation registrants will need to purchase an Evans Recreation reversible blue and white jersey before the first game from the recreation front desk. These Evans Recreation jerseys MUST be worn for all Evans programs. If Evans Recreation jerseys are not worn, games will not be played. Once you have purchased a jersey you will not have to purchase another one unless you need a bigger size or misplaced the one

you have. Outside agencies will be handled on a case by case basis with prior approval from a Recreation Coordinator.

#### **4.7 Jersey Return**

The City of Evans Recreation Department does not accept jersey returns.

#### **4.8 Officiating**

All City of Evans Youth Sports programs are for fun and skill development. Due to the non-competitive nature of these programs, officials may act more like an instructor rather than a regular official. Please be respectful to these officials. Unsportsmanlike behavior directed towards officials will not be tolerated!

#### **4.9 Team Photos**

Evans Recreation will not schedule team photos.

#### **4.10 Parent Contact**

It is mandatory that coaches contact the parents of each player on his or her roster prior to the first practice. Please make sure contact information is correct and up to date so coaches can pass on program information.

#### **4.11 Game Schedules**

Game schedules will be handed out to coaches at least one week prior to the first scheduled game. Changes may be made to these schedules for any unforeseen situations. To ensure fair play time and in respect for all involved, games will start on time. A forfeit will be called if the minimum number of players is not met 10 minutes after the scheduled game time.

Updated schedules for City-sponsored programs can be obtained on the City of Evans website at [www.evanscolorado.gov](http://www.evanscolorado.gov) (go to the Recreation page, Programs tab then Youth Sports). Updated schedules for all NVAA programs can be found at <http://www.quickscores.com/nvaa>.

#### **4.12 Play Time**

Play time must be divided evenly between all team members. All participants must have equal playing time.

#### **4.13 Fun**

Remember this league is for FUN! If you as the coach/parent are having fun then the kids will be having fun!

#### **4.14 Weather Cancellations**

During business hours, contact the Evans Recreation Front Desk for any game cancellation information (970-475-1125). We will update the Evans Recreation TeamSideline website and our Evans Recreation Facebook page. If the website and Facebook posts have not been updated, then games have not been cancelled. It is up to the coaches to cancel practices due to inclement weather. Keep in mind that the most important factor is the safety of our participants.

### All outdoor programs/facilities

Any and all activities will be cancelled if any one of the following weather occurrences exist:

- **Air Quality Index (levels from [airnow.gov](http://airnow.gov)):**
  - Levels of 151 or greater
    - All practices and/or games will be cancelled by the City of Evans
  - Levels between 51 and 150
    - Practice cancellations are at the discretion of individual coaches
- **Thunder/Lightning:** The City of Evans Recreation Department follows the “See It, Hear It, Clear It” policy meaning that if any lightning is seen or thunder is heard we clear all outdoor facilities. The activity will be stopped for thirty minutes from the last sight of lightning or thunder.
- **Rain or Snow:** Any time there is constant rain or snow that affects the visibility and/or safety of the field, the game will be cancelled.
- **Light:** No light is present due to loss of sunlight and facility does not have adequate light to provide a safe environment.
- **Playing Field:** Activities will be cancelled if the playing environment is determined unsafe due to condition.
  - Standing water on activity surface.
  - Footing is unsure and slippery.
- **Cold Temperature or Wind:**
  - Kindergarten-2<sup>nd</sup> Grade Hot Shot Programs
    - Temperature is lower than 36 degrees Fahrenheit.
    - Sustained wind speeds exceeding 25 mph or wind gusts of 50 mph.
    - Any time there is wind that makes visibility of the playing field poor.
  - 3<sup>rd</sup>-6<sup>th</sup> Grade Extreme Programs
    - See specific league rules
- **High Temperature:**
  - 70-80 degrees Fahrenheit
    - Children should receive a 5-10 minute rest and fluid break after every 25 to 30 minutes of activity
  - 80-90 degrees Fahrenheit
    - Children should receive a 5-10 minute rest and fluid break after every 20 to 25 minutes of activity
  - 90-95 degrees Fahrenheit
    - Children should receive a 5-10 minute rest and fluid break after every 15 to 20 minutes of activity
  - 95 degrees Fahrenheit and higher
    - All practices and/or games will be cancelled by the City of Evans

### Rescheduling

Every effort will be made to reschedule practices and/or games that have been cancelled due to weather.

However, due to staffing, time restraints and/or field usage conflicts, some practices and/or games may not be rescheduled. If practices and/or games cannot be rescheduled, refunds will not be issued.

Games will only be rescheduled if a team falls below the minimum number of guaranteed games per season.

Games will be played as scheduled and may not be altered at the discretion of individual coaches.

- Guaranteed games
  - Hot Shot Soccer, Hot Shot T-ball, Hot Shot Coach Pitch, Co-Ed Softball, Flag Football and Hot Shot Basketball programs are guaranteed 4 games per season.
  - Volleyball, Extreme Basketball and Extreme Soccer programs- See NVAA Rules

#### **4.15 Post Game Snacks**

No coach or parent is expected to provide snacks.

#### **4.16 Team Selection**

1. All immediate family members (siblings) will be placed on the same team.
2. Requests can be made but there are no guarantees on placement of children.
3. Players will be placed on teams based on the school they attend.
4. Home school children will be placed on team based on physical address.
5. Each participant will be able to request one other participant. Request MUST be mutual.
6. Participants will be allowed to request a coach.
7. Coaches will only be able to request two players to play on their team; relatives will be counted as these requests. If an assistant coach has a son or daughter registered in the program, this player will be counted as the second request.

#### **4.17 Coaches**

All youth sport coaches are volunteers and are not paid for their services. Coaches are required to fill out a coaching application and have a background check performed prior to the start of the program. Coaches are given materials and brief instruction on their expectations, duties and responsibilities. All coaches must attend an introductory coaches meeting or meet with recreation team prior to the start of each season as well as complete an online concussion training program. All NVAA program coaches must also complete an NVAA coaching test prior to the first game.

#### **4.18 Adult/Child Ratio**

The City of Evans recommends that there are at least two adults present with a single player at all times. As a parent we ask that you are prompt in picking your child up from practices and also that your coach always has another parent present with a child waiting for a ride. The City of Evans reserves the right to turn any child left at program past thirty minutes of scheduled end time over to Social Services.

#### **4.19 Transporting Participants**

Coaches and/or any other City employee or volunteer are not permitted to transport participants in their personal vehicles at any time, for any reason.

#### **4.20 Player/Parent Conduct**

Unsportsmanlike conduct will not be tolerated by any parent, coach, and player. This includes inappropriate language! Please inform us of any issues. Keep in mind who these programs are for.

#### **4.21 Zero Tolerance**

The City of Evans follows a "Zero Tolerance" policy meaning parents, spectators, players, volunteer coaches and team members will be suspended from participation in a youth sports event due to failure to adhere to the youth sports code of conduct.

#### **Parents, Spectators and Players**

*Minor Incident-* Individual will be suspended from one week of participation. Two minor incidents will be the equivalent of one major incident.

*Major Incident-* Individual will be suspended from one year of participation.

*Two Major Incidents-* Individual will be suspended from participating in any program.

### **Coaches and Team Members**

*Minor Incident-* Individual will be suspended from duties for one week. Two minor incidents will be the equivalent of one major incident.

*Major Incident-* Individual will be suspended from holding any position within any sports program.

#### **Minor incidents include, but are not limited to:**

- Disregard of policies, procedures, safety rules and/or common practices.
- Habitual tardiness.
- Horseplay, scuffling, running, or throwing objects.
- Insubordinate or argumentative responses to legitimate direction or orders.
- Use of abusive language to an official, employee, supervisor, or the general public.
- Adding children to your roster without approval from a Recreation Coordinator.

#### **Major incidents include but are not limited to:**

- Abuse, misuse or deliberate destruction of City property, tools, equipment, or the property of other employees.
- Not following coach's or parent code of conduct.
- Possession or consumption of substances that are likely to reduce mental capacity or physical coordination.
- Attending programs under the influence of alcohol or drugs or reporting to work while still under the influence of an alcoholic or drug hangover or in an unsafe condition.
- Threatening, intimidating, coercing, or interfering with officials, employees, supervisors, or the general public at any time.
- Theft or unauthorized use of any City vehicle or equipment.
- Sabotage or fighting on premises at any time.
- Any criminal act performed while on duty.
- Conviction of a crime involving an offense classified as a class B misdemeanor or greater.
- Violation of sexual harassment policy.
- Improper dress.
- Enforcing a policy in a physical manner with a participant.

### **4.22 First Aid**

Each coach will be given a basic first aid kit with their equipment bag. Please let us know if you use something out of the first aid kit and need more. There will be a team member available during all practices that will be able to provide basic first aid. Please call 911 for any emergency.

### **4.23 Equipment**

Coaches will be given some equipment to use at practices and games. Equipment must be returned to the front desk following the end of the season. Parents will need to provide the following equipment for each sport:

- An Evans Recreation Department reversible blue and white jersey
- Tennis shoes
- Soccer- shin guards
- Volleyball- knee pads (recommended)
- T-Ball/Coach Pitch/Softball- glove
- Football- mouth guard

### **4.24 Introductory Team Meeting**

At the first practice we ask all coaches to hold a meeting for the parents. This is a good time to make sure everyone's information listed on rosters are up to date as well as review any rules and our philosophy with

parents. Coaches may also choose to set up a schedule for snacks and/or find assistants that may help throughout the season.

#### **4.25 Rosters**

Any changes to the rosters will be made directly by a Recreation Coordinator and the respective coach will be notified. Coaches are not at liberty to make changes to these rosters as they are turned into the league. Please contact the Recreation Front Desk for extra copies of your roster.

#### **4.26 Demeanor and Behavior**

All City of Evans employees and volunteers are expected to conduct themselves in a manner which promotes the respect of the general public. Volunteer coaches also need to realize that when working with youth, they need to adjust their adult behavior so that it is appropriate for a youth-friendly environment.

#### **4.27 Appearance**

Recreation employees and volunteers are expected to look their best while working. Programs have different requirements for dress. If you are not in a program that requires a “uniform,” you are expected to wear clean, neat clothing that is appropriate for the type of work you will be doing. The following are examples of dress that are NOT appropriate for working with youth: 1) clothing or hats that depict alcohol, drugs, smoking, gangs, profanity, slang, or jargon, or “causes”; 2) torn or ripped clothing; and 3) clothing worn inside out or ball caps worn backwards.

#### **4.28 Absenteeism or Tardiness**

Evans sports programs are dependent on volunteers and team members to create a positive recreational experience for our participants. Making them wait or not reporting for work as scheduled does not lend itself well to that experience.

#### **4.29 Sexual harassment**

Sexual harassment is a specific form of discrimination/harassment that undermines the integrity of the employment relationship. It shall not be tolerated. The City believes that all employees’ singular and collective responsibility to deal fairly and honestly with their peers, subordinates, and superiors as well as applicants to ensure a work environment free of discrimination and harassment. Disrespect for or abuse of anyone’s dignity through sexual slurs, or through other derogatory or objectionable conduct is unacceptable, and may be subject to disciplinary action up to and including immediate termination.

#### **4.30 Accident/Incident Reporting**

An **incident** is any activity that is not an accident (where an injury occurs). An incident report needs to include the names of every person involved, as well as an address and phone number. The names and phone number of any witness is also very helpful. It is recommended that a report be filed with the City of Evans Police Department for major incidents. It needs to be noted on the report if the patron chose to call the police or not.

An **accident** report needs to be completed anytime a situation occurs and someone is injured. This form must be completed immediately regardless of how trivial the injury may seem. The report should include how the accident occurred in the victim’s words, how the coach felt the accident occurred, the time and date of the accident, witnesses, the extent of the injury, and any medical advice that was given to the patron.

#### **4.31 Background Screening**

All volunteer coaches are required to pass a background check prior to the start of the season. Returning coaches will be screened every calendar year. Individuals found to be guilty at **any** time of the following crimes will not be accepted for either head or assistant coaching positions within the department.

1. Guilty means the individual was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by the court's finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This policy does not apply if criminal charges resulted in acquittal or dismissal. Any pending charges will be taken on a case-by-case basis.

- Aggravated assault, aggravated battery, murder, attempted murder, robbery, attempted robbery, or other felonies involving extreme violence.
- Sex offenses such as sexual battery, attempted sexual battery, lewd or lascivious acts, soliciting lewd acts, indecent exposure, or any other crime of a sexual nature.
- Crimes involving obscenity or pornography.
- Extortion, kidnapping and attempted kidnapping.
- Manslaughter and vehicular homicide.
- Sale or distribution of a controlled substance.
- Any crime against children.

2. An individual found to be guilty of the following crimes within the past 10 years immediately preceding his/her coaching application will not be accepted.

- Felony involving possession or use of a controlled substance.
- Burglary
- Felony possession of a concealed firearm or weapon.
- Felony assault or felony battery, such as assault or battery of a teacher or law enforcement officer.
- Forgery or uttering a forged instrument.
- Prostitution or solicitation of prostitution.

3. An individual found to be guilty of the following crimes within the past 5 years immediately preceding his/her coaching application will not be accepted.

- Misdemeanor possession of a controlled substance or drug paraphernalia.
- Misdemeanor possession of a concealed weapon.
- Assault or battery.
- Resisting arrest with violence.
- Felony domestic violence.

4. Individuals found guilty of the following crimes will be considered on a case-by-case basis.

- Driving while under the influence of alcohol or a controlled substance (one incident only. If more than one must show proof of rehabilitation).
- Sale or delivery of an alcoholic beverage to a minor.
- Other criminal traffic offenses.
- Issuing a worthless check.
- Disorderly conduct or disorderly intoxication.
- Petty theft.
- Misdemeanor domestic violence.
- Multiple crimes.
- Other crimes not listed above.

Should a coaching applicant have been found guilty of any of the crimes listed in 1-4 above, **prior to the time period noted (if any)**, their application will be considered on a case-by-case basis. The Background Check Sub-Committee may consider accepting the coach after careful consideration is granted regarding the nature of the offense, the rehabilitation of the individual, the nature of the offense as it relates to the volunteer position being applied for and the risk to children. Under no circumstances will the coach be considered if the crime was one against children, involved violence, or was a sexual offense. Felony convictions of any nature will be viewed with extreme caution. Misdemeanor convictions, particularly when remote in time, may be viewed with less caution, particularly where the applicant's conduct since the conviction indicates rehabilitation and lack of risk to children. Fraud or theft convictions may prevent the volunteer from any positions regarding handling money or property of the Department. Should the background check indicate that a volunteer has criminal charges of any nature pending, the volunteer will be considered on a case-by-case basis and may be rejected until there is a resolution of the charges. Should an approved volunteer subsequently have any criminal charges brought against him/her during their term of service to the Department, they will be required to disclose the nature of the charges to the Background Check Sub-Committee, and voluntarily terminate their coaching duties until a determination is made by the Recreation Department regarding the effect of the pending charges on the volunteer's functions within the league. The Background Check Sub-Committee will consist of the Recreation Program Manager, Recreation Specialist and the Police Department.

#### **4.32 Volunteer Youth Sports Coach Waiver of Fees**

Every City of Evans volunteer youth sport coach will receive a credit following the successful completion of one season. Credit certificates will be given to the coach to be used for future programs and the credit will be equal to the amount of the program the coach volunteered for totaled (not to exceed \$55). Jersey fees will not be included in credit. Any volunteer that coaches more than one sport each season will get a credit for each sport they coached.

Successful completion of a season for a volunteer youth sports coach will entail the following:

1. Coach must remain in voluntary coach position for one (1) sport season participating in practices and games set forth by the team members of the Evans Recreation Department.
2. Abide by the responsibilities and expectations of a youth sports coach, set aside by the coach packet.
3. All equipment is returned after the season ends.

#### **4.33 Injury Care Procedures**

##### **Minor Injury Care:**

Scratches and cuts should be washed with soap and water. Wear rubber gloves when dealing with open wounds. Second aid must also be applied. This involves genuine concern for the injured person. Reassurance and kindness are essential to successful treatment. The injured guest may be permitted to use the phone to call home. Do not forget to ice bumps, stings, and insect bites. Under no circumstance is any medication, including aspirin or Tylenol, to be given out to the participants. First Aid kits are given to each coach with their equipment bag.

##### **Serious Injury Care:**

Call 911 and notify the parents and program supervisor immediately. If a serious injury occurs, a person certified in first aid or CPR must be the one to administer the proper first aid.

##### **In case of an emergency**

- Maintain the phone numbers and ensure the availability of nearby emergency care units.
- Assign an assistant coach or another adult the responsibility of contacting emergency medical help upon your request.
- Do not move an injured athlete.
- Calm the injured athlete and keep others away from him/her.



- Evaluate whether the athlete's breathing is stopped or is irregular. Only if you are certified in cardiopulmonary resuscitation (CPR) should you administer help.
- Call 911 for immediate assistance.
- Remain with the athlete until medical personnel arrive.

BE SURE TO FILL OUT AN ACCIDENT REPORT AS SOON AS POSSIBLE AFTER THE ACCIDENT.

#### **4.34 Volunteer Coaches Personal Liability Concerns**

During the past several years, liability from lawsuits has become a very controversial issue in athletics. There have been several publications regarding the pros and cons of athletic liabilities. Each case is judged on its individual merits, and we cannot guarantee that our guidelines will fully protect you from a liability suit. However, with some thought about what you are coaching, how you are coaching, and the coaching techniques that you are using, you can help stack the odds in your favor. **As a coach, you can practice duty of care, provide a duty of supervision, and act as a reasonable person under the circumstances.**

Some practical suggestions for acting in a reasonable manner are:

- Detail your practice and game plan ahead of time.
- Survey your practice and game area for safety hazards and make appropriate adjustments. Notify the program supervisor if you need assistance in providing a safe atmosphere.
- Inform players of safety rules.
- Do not allow players to participate unattended or involve themselves in horseplay.
- Do not use drills that utilize names such as "meat grinder" or "bone crusher".
- Spend some time at the beginning of each practice and game for warm-ups and again at the end of practice for cool down.
- Practice and follow our program philosophy.
- Look at the game from the player's perspective.
- Practice good public relations with parents.
- Do not use profanity or make derogatory remarks towards players, officials, coaches, or spectators.
- Take care of injuries immediately.
- Follow up with parents on all injuries.
- Ensure players have made appropriate transportation arrangements. **Do not** leave players unattended after practices or games.
- Report any unauthorized persons attending your practices and games.
- Ensure that all of your assistant coaches follow the program philosophies and guidelines.
- Display a mature attitude.
- Listen to comments from your players and parents.
- Provide a good role model.
- Use common sense.
- Have team member fill out accident and incident reports immediately after accident or incident.

#### **4.35 Complaints**

Complaints will be reviewed by supervisor to determine level of severity and follow through. Complaints will be broken up into three different categories based on the severity and time sensitivity of the complaint. All minor and major complaints will be reviewed by the complaint committee made up of the Recreation Coordinators and Recreation Director. The committee will go through each complaint and discuss how complaint was handled and future procedures and policies.

**Standard Complaint:**

Standard complaints are complaints that can be remedied by making small changes or correcting procedures. All standard complaints will be assessed by the Recreation Coordinators only and changes will be made if deemed necessary.

- Registration procedure complaint
- Team formation
- Date or time complaint
- General service complaint

**Minor Complaint:**

Minor complaints are complaints that need quick action to make sure dangerous situations do not escalate. Coordinators will need to follow up with complaints and research all parties involved. Coordinator will make immediate changes and/or corrections.

- Safety concerns of participants due to equipment or facility.
- Parent, spectator, coach, team member or player behavior complaints not involving abuse or criminal concerns.

**Major Complaint:**

Major complaints are complaints that involve some sort of criminal offense including abuse and maltreatment. Any major complaint will be turned over to the Recreation Director as well as the Evans Police Department for further investigation.

- Complaints involving perceived criminal offenses.
- Complaints involving abuse or maltreatment.
- Complaints involving drugs or alcohol use.
- Complaints of patrons or participants defacing city property.