



# Youth Sports Policies

## **Philosophy**

The LaSalle Recreation Youth Sports philosophy is to provide a safe and fun environment for children to learn the importance of teamwork and skill development. We strive to include positive social skills while encouraging lifetime participation in sports.

## **Child Abuse**

Every child associated with LaSalle Recreation program has the right to have fun with participating. We will not tolerate any abusive behaviors that may jeopardize a child's well-being. We will not tolerate any form of abuse or maltreatment of children in and around our programs. We each have a responsibility to prevent child abuse. LaSalle Recreation 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 LaSalle Police Department.

## **Age of Participation**

Participants 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 level but are not allowed to play down age/grade level.

## **Location and Time**

All practices will be held in our local sports fields, gyms and parks. Please respect these locations as most of our locations are merely borrowed to us by the School District Weld RE-1. Any losses or damages would put the program at risk to lose practice locations. Practices are scheduled for 60 minutes, once a week for our Kindergarten – 2<sup>nd</sup> grade Hot Shot programs, twice a week for our 3<sup>rd</sup> – 8<sup>th</sup> grade programs.

## **Officiating**

All LaSalle Recreation 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 to help teach the children the rules of the game. Disrespect or unsportsmanlike conduct directed at our officials will not

be tolerated. Most of our officials are local high school students who are willing to help our program to be able to provide our youth with games.

### **Fun**

This league is for FUN!

### **Game Schedules**

Games schedules will be handed out to coaches at least one week prior to the first scheduled game. Changes may be made to schedules for any unforeseen situations. All games will start on time in respect for all involved. A forfeit will be called if the minimum numbers of players is not met 10 minutes after the scheduled game time.

Schedules for NVAA programs can be found at <http://www.quickscores.com/nvaa>

Schedules for Four Star Baseball Programs can be found at

<http://www.quickscores.com/fourstarbaseball>

Schedules for all other leagues will be posted on the LaSalle Recreation page

### **Weather Cancellations**

We will update our LaSalle Recreation Facebook page with any cancellations. Coaches are responsible for reaching out to parents. It is up to coaches to cancel practices due to inclement weather.

**Outdoor programs/facilities** Any and all activities will be cancelled if any one of the following weather occurrences exist:

- Thunder/Lightning: The LaSalle 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-2nd Grade Hot Shot Programs and 3rd -6th Grade Flag Football Program 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.
  - 3rd -6th Grade NVAA Programs ▪ See NVAA Rules

**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, T-ball, Coach Pitch, Flag Football and Hot Shot Basketball programs are guaranteed 4 games per season.
- NVAA Programs - Volleyball, Basketball and Soccer - See NVAA Rules

### **Post-Game Snacks**

No coach or parent is expected to provide snacks.

### **Team Selection**

1. All immediate family members (siblings) will be placed on the same team. (If close in age/grade)
2. Requests can be made but there are no guarantees on placement of children.
3. Participants will be allowed to request a coach, no guarantees on placement of child.

### **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 coach 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.

### **Adult/Child Ratio**

The Town of LaSalle 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 Town of LaSalle reserves the right to turn any child left at program past thirty minutes of scheduled end time over to Social Services.

### **Transporting Participants**

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

### **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.

### **Zero Tolerance**

The Town of LaSalle 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**

See Parent/Guardian Code of Conduct

### **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 Director.

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

- Abuse, misuse or deliberate destruction of Town or School 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 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.

### **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. Please call 911 for any emergency.

### **Equipment**

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

- Tennis shoes

- Soccer- shin guards
- Volleyball- knee pads (recommended)
- T-Ball/Coach Pitch/Softball- glove
- Flag Football- mouth guard

### **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.

### **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 Director for extra copies of your roster.

### **Demeanor and Behavior**

All Town of LaSalle 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.

### **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.

### **Absenteeism or Tardiness**

LaSalle 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.

### **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 Town 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.

### **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 Town of LaSalle 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.

### **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 Recreation Director, 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.

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

LaSalle Recreation 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 \$48). 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 LaSalle 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.

#### **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 (9-911 from any City landline) 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.

#### **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 in regard to 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.

### **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 Recreation Director, who 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 Director 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. Recreation Director will need to follow up with complaints and research all parties involved. Director 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 LaSalle 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.