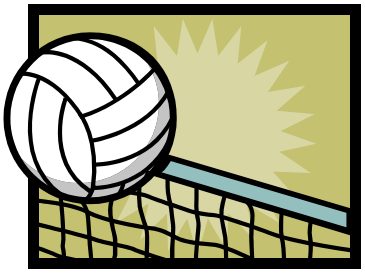
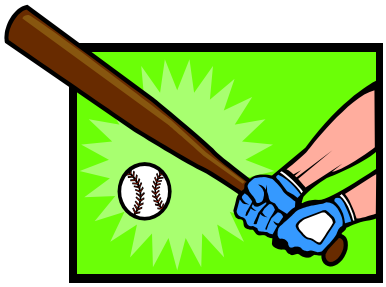
2013
YOUTH SPORTS
Parent Handbook





FAIRNESS~RESPECT~TRUSTWORTHINESS~CARING~RESPONSIBILITY~CITIZENSHIP

General Policies

- **Payments and Refunds** –
  - PAYMENT-Payments are due for all programs at time of registration. If a program is cancelled, all participants are entitled to a full refund.
  - REFUNDS-If the participant wishes to cancel enrollment or fails to participate in a program, the participant must notify the Parks & Recreation Department at least 5 days before the start of the program to receive a refund. No refunds will be issued less than 5 days prior to the start of the program or reservation date. There are 3 refund options: 1) Parks & Recreation Household Account: if the customer wants to have the refund posted to his/her account, a credit for the amount that was paid minus the online convenience fee charge will be issued. This amount must be used within one year of the issue date. 2) Check Refund: if the customer paid by cash or check and would like a check issued from the City Finance Department, a 20% or $5 administration fee (whichever is greater) will be deducted from the amount that was originally paid. A check will be mailed within two weeks. 3) Credit Card Refund: if the customer paid by credit card and would like to credit his/her credit card, a 20% or $5 administration fee (whichever is greater) will be deducted from the amount that was originally paid minus the online convenience fee charge. A credit card refund will be issued within 3 days.

- **Medical Issues** – **<u>A first aid kit is provided to each team</u>**. For any injury or accident that requires something other than a cleaning and covering with a bandage from the kit, the Coaches/Team Managers and parents are required to seek professional medical assistance through a 911 call, a visit to an emergency room or urgent care facility. Any significant accidents or injuries beyond a minor scrape should be reported to the City of Goodyear Recreation Division's staff at the facility or via phone at 623-882-7525. Please notify the league if your child has a pre-existing medical condition (i.e. allergies, medications, physical or psychological impairments, etc.) on the registration form. The league will then inform the coach of the situation. This is essential in case of an accident/emergency to determine the severity of an incident and assist the medical personnel who respond to the scene. All information will be kept confidential.

- **Weather** – The safety of the participants, officials, and spectators is the primary concern in cases of inclement weather. Once a game has started, the game officials will have the responsibility to remove the players from the field if the conditions become extreme. If ordered to do so, please find a safe place until instructed to return to the playing field or told that the game has been canceled. GAMEDAY RAIN-OUT HOTLINE 623-882-7536. For information on whether practices are rained-out, please contact your Head Coach.

- **Game Cancellations and Rescheduling** – If a game is canceled due to weather or other unforeseeable circumstances, all efforts will be made to reschedule that game. However, due to time restraints and/or facility usage conflicts, it will be the decision of

the CITY OF GOODYEAR RECREATION DIVISION if and when the games are made up. Coaches/Team Managers are not permitted to reschedule games; when games are rescheduled and coaches cannot attend, they must find a substitute (Adult over the age of 18) to coach or forfeit the game(s).

- **Facility Guidelines**– Alcohol, tobacco, glass containers, and swearing are prohibited in and around the all Youth Sports fields/facilities. Fields and Facilities in neighborhoods/developments/schools are impacted by our presence and as such, we must respect these third parties.

- **Volunteer Coaches/Team Managers/Assistant Coaches-**

Qualifications:
-Be at least 16 years of age to assistant coach; 21 years of age as Head Coach, (*Ages 19-20 considered on a case-by-case basis)*
-All Coaching candidates must complete a volunteer application; submit it for evaluation and approval to the Park & Recreation Division and designated as an "Official Coach"
-Adhere to COGYS Coach's Code of Conduct while modeling the National Youth Sports Coaches Association's Code of Ethics. Coaches are held accountable to a **strict** Code of Conduct

- **Team Assignments** – We have implemented a "**60/40 Save Rule**" policy for Head Coaches to save players. Sixty percent (60%) of the stated roster will be assigned by the Recreation Division utilizing the team assignment hierarchy and Head Coaches will be able to save forty-percent (40%) of the stated roster of the sport that they volunteer to be the Head Coach for:

  - Head Coaches must submit their save list by designated due date. *NOTE: to be eligible for a coach's save list, only those players that registered before the registration deadline are eligible. Player's who have registered late are not eligible.*
  - EXAMPLE: A team with the roster set at ten (10) players, the Head Coach can save forty percent [in this case four (4) players] to his/her save list. The Coach's first child would be assigned to the team and excluded from counting against the coach's save list**.** If the event the Head Coach has a set of twins or children close in age playing in the same age group, the coach would then be required to use a "save" for that sibling and/or each subsequent child up to the forty-percent (40%) of the stated maximum roster.

Coaches/Team Managers are never permitted at any time to recruit players from other teams within the league-if a volunteer coach/manager is found to be violating this principle, they may be barred from coaching. Note: this is a major violation of the coach's code of conduct and is consider poor sportsmanship. Trading of players is not permitted; only the Youth Sports Coordinator or Programmer may make changes or additions to the team roster.

The Head Coach will contact Parents the week prior to practice to inform them of practice dates, times and locations.

Registered Children may only play or practice for the team they are assigned. Non-registered children are NEVER PERMITTED TO PLAY OR PRACTICE WITH TEAMS (i.e.: siblings, friends) and MAY NOT BE ALLOWED ON THE PRACTICE OR GAME FIELDS.

- **Practices**- Practice days and times are determined by the Volunteer Head Coach and are selected at the Head Coaches meeting for each season and may occur any day of the week. ***Teams are allowed a maximum of two practices per week through the city before games begin. Once games begin no more than one practices per week through the city. Practices are not to exceed 1 ½ hours per session and cannot exceed 1 hour for Ages 5-6.*** For health & safety reasons, practices must include frequent water breaks within the practice time limit-temperature and physical strain determines the number of breaks during a practice.

  Practice fields are assigned for practices to begin at 5pm, 6pm , 7pm and 8pm. Teams may be assigned a field for a maximum of one (1) hour (with no practice lasting more than 1 ½ hours), coaches may use a ½ hour of non-field time for warm-up, stretching and/or conditioning. For information on whether PRACTICES ARE CANCELLED OR ANY PRACTICE SCHEDULE QUESTIONS, please contact your Head Coach directly.

- **Attendance** – Players are expected to attend team practices and games regularly as their teammates are counting on their participation. If your child cannot attend a practice or game, please notify your child's coach as soon as possible. Players are never to be penalized or excluded from a game for missing practice but, must make every effort to inform their coach. Players certainly should not expect to start and playing time may be limited as they may not know the plays. This will be the coach's discretion.

  Teams are created to be as equal as possible in regards to skill and number of children. When a player misses a game, it puts the team at an immediate disadvantage and if enough players are not present the team may be required to forfeit. Please make all efforts possible to maintain good attendance. If transportation is an issue, discuss it with your child's coach and consider organizing a team carpool.

  Parents are highly encouraged to assist coaches at practices and help manage the group and should stay at practices whenever possible. At a minimum, parents are advised to stay at practice in case of injury or illness.

- **Uniforms** –
  - The jersey/uniform is reversible to distinguish who is the home team (PURPLE) and who is the visiting team (WHITE/GOLD) and listed as such on the game schedule.
  - If a refund is granted for dropping a program, a portion of the refund may be retained if the uniform is not returned in brand new condition, directly to the City

of Goodyear Recreation Division Youth Sports Coordinator. Uniforms must be worn in the condition that they are given out. Unauthorized alterations to the uniform (i.e. cutting the sleeves off, making a "half shirt) will require the parent to pay for a replacement uniform. Players are permitted to have their names printed on the back of their jerseys. If a player chooses to have a nickname printed it must be in good taste. If the City of Goodyear Recreation Division deems the nickname inappropriate the player will not be permitted to wear the jersey during games.

- UNIFORM PICK-UP: Uniforms must be pre-paid. All players who have pre-purchased a uniform will have their uniform distributed the week prior to the first regularly scheduled game of the season directly to the Head Coach and will receive their uniform from the HEAD COACH. Uniforms may only be purchased at the recreation office prior to the season and cannot be purchased at the fields.

- **Awards/Pictures** –Players that participate in the regular season will receive a small token to acknowledge their involvement in the program**. Individual teams may choose to purchase awards/trophies for their own teams. This will be set up by a team parent or coach.** Individual pictures and team pictures will be taken with picture packets being handed out to coaches/managers. Picture Day generally occurs during Week 2 of the sport's season. ***All pictures are handed out to the team manager/coach AFTER THE LAST GAME OF THE REGULAR SEASON in exchange for the team's issued equipment and supplies. No early pick-ups will be allowed.***

- **Team Parent**
  The duties of the team parent are extremely important to the efficiency and organization of the team. Here are some ways a Team Parent can contribute:
  - Setting up a snack schedule for parents to follow each week (first practice)
  - Setting up a phone tree to help with last minute practice/game adjustments (WK 1)
  - Making sure parents have picture day schedule and envelopes (WK 1 and 2)
  - Passing out information to other parents (newsletters, picture schedules, evaluations, upcoming events, etc.) (ongoing)
  - Order and collect money for trophies/awards
  - Evaluating that all league safety guidelines are followed. As such, the Team Parent will be the primary first-aid provider and also ensuring the First Aid kit is replenished as supplies are used. (ongoing)
  - Organizing a season ending team party if the team chooses to hold one (WK 7)
  - Help by distributing Pictures (WK 8)

CORRECTIVE ACTION POLICY- PLAYERS

- Players who fail to adhere to the Code of Conduct or do not live up to their responsibilities or expectations will be subject to disciplinary action. Accordingly, CITY OF GOODYEAR RECREATION DIVISION has instituted a Corrective Action Policy to establish appropriate consequences for inappropriate behavior.

- The Corrective Action Policy is a guide to assist Coaches/Team Managers and CITY OF GOODYEAR RECREATION DIVISION to run a quality program. The Corrective Action Policy is a 3-step system designed to forgive a mistake but to firmly address chronic misbehavior.

- For violations of the Code of Conduct or Ethics, the following steps will be followed:

    - Step 1 – Verbal Warning – Coach will discuss undesirable conduct with player and parents and stress that this behavior will not be tolerated.

    - Step 2 – Period Suspension - Coach will bench the offending player for 1 period of time during a game (inning, quarter, etc.) when he/she should be playing. Coach will inform Field Supervisor of the problem and why the child is sitting out 1 game period. Coach should discuss undesirable conduct with the parents.

    - Step 3 – Game Suspension - Coach will bench the offending player for 1 entire game when he/she should be playing. Coach will inform the Youth Sports Director of a game suspension, at which time the player and the parent(s) must attend a meeting with the Coach and Youth Sports Director before the player is allowed to resume playing. The player will be warned that the next offense may result in further disciplinary action up to and including expulsion from league.

- These guidelines are not absolute in dealing with behavioral problems. Severe or unsafe situations could merit the harshest sanctions against the participant.

"One man practicing good sportsmanship is far better than 50 others preaching it." - Knute K. Rockne

CORRECTIVE ACTION POLICY- PARENTS

- Parents who do not follow the Code of Conduct will be subject to a Corrective Action Policy. It is the philosophy of CITY OF GOODYEAR RECREATION DIVISION that parents' actions should not spoil the experience of participation in youth sports for the children. Furthermore, CITY OF GOODYEAR RECREATION DIVISION will never punish a child for the actions of his or her parent(s). Therefore, the following guidelines have been established for addressing problem parents.

  For violations of the Code of Ethics or Responsibilities and Expectations, the following steps will be followed:

  Step 1 – Verbal Warning – Coach/Team Manager will discuss undesirable conduct with parents and stress that this behavior will not be tolerated. Coach/Team Manager will document this conversation and give to league administrator.

  Step 2 – Written Warning - Coach/Team Manager or official will notify the league of continued breach of Code of Ethics/Conduct and the league will bring parent(s) in for a meeting to discuss actions and what the proper behavior is. Furthermore, there will be a formal letter of reprimand given to parent(s) stating that the next offense will lead to parent(s) being banned from the sporting event venue for a period of 1 or more games.

  Step 3 – Game Suspension - League will ban the parent(s) from attending the next scheduled contest and another letter will be given to parent(s) stating that the next offense will lead to parent being banned from all future contests.

  Step 4 – Season Suspension The parent(s) will be banned from attending all league contests after a 4th offense. The parent(s) will then have to make a formal request to be re-instated into this league. The parent(s) will then have to meet with the League Supervisor and the Recreation Division supervisor prior to the start of the season to determine if the parent(s) is capable of behaving within the spirit and letter of the guidelines of this program.

- These guidelines are not absolute in dealing with behavioral problems. Severe situations could merit harsher sanctions against the parent(s).