

**Boulder City Parks & Recreation Department
Sports Division**

Youth Sports Manual



PURPOSE

To guide each participant through an organized program and to develop the fundamentals of sports and team play through teaching, training, and sportsmanship. Participation, skill acquisition, sportsmanship, and fun are the goals of the programs as well as fostering a positive attitude without overly emphasizing, as a primary goal, winning every game. These goals must be kept in mind at all times by coaches, players, officials, parents, and spectators.

TEAM ESTABLISHMENT

- A. Players must register with the Recreation Department and may attend scheduled skills clinics.
- B. Teams will be drafted in the following format and procedure which will be conducted by a representative of the Recreation Department.
 - 1. Players will be assigned randomly to teams according to a rating system.
 - 2. The ratings are assigned to players as a result of their performance from their prior season. It is given by the coach and may be adjusted by comparing players to other players at the clinics. This is used as a method to balance the teams as equally as possible.
 - 3. Once teams are drafted, coaches will receive their roster. They may begin practices.
 - 4. Brothers and sisters will automatically be drafted on the same teams unless otherwise requested by the parent.
 - 5. Each team will be allowed a maximum of two (2) official coaches.

TEAM REQUESTS

Although the Recreation Department realizes requesting certain teams or coaches for reasons of transportation, baby-sitting, friends, favorite coaches, etc., would be appreciated by many parents, honoring such requests for everyone would be impractical and impossible. Our policy is that all players will be randomly drafted and assigned to teams by Recreation Department staff. However, brothers and sisters will automatically be drafted on the same team unless otherwise requested. All players will be randomly assigned to teams, and no requests will be honored. **NO EXCEPTIONS.**

COACHES' AND ASSISTANT COACHES' SONS/DAUGHTERS

A coach of a Boulder City Parks and Recreation Department sports activity is authorized to have his/her son/daughter assigned to his/her team. An assistant coach is authorized to the same policy under normal circumstances. Final approval in the case of the assistant coach will rest with the Recreation Department.

ROSTERS AND ROSTER CHANGES

1. For the protection of the coach and the City of Boulder City, all children must be officially registered and his/her name appear on the team roster to be eligible to participate in games or practices.
2. If a team loses a player during the season, the coach may notify the Recreation Department and be assigned a replacement player if one is available.
3. Late sign-ups will be assigned at the discretion of The Youth Sports Coordinator ONLY.
4. Maximum number of players will be established for each sport and league. Teams will not be assigned more players than the determined maximum number.
5. Players will play with the team they are assigned to for the duration of the season. Players will not be permitted to switch teams for any reason.

LATE SIGN-UPS

1. Every effort will be made to accommodate players registering late. However, there are no guarantees.
2. Requests to be assigned to certain teams will not be honored.
3. A waiting list will be established for players registering late if team rosters are full. All players who register before the coaches meeting will be assigned to a team.
4. Late sign-ups will not be guaranteed a uniform.

REGISTRATION AND ELIGIBILITY

1. All players participating in any sport activity must be registered and have an accompanying release of liability form on file with the Recreation Department. The player's name appearing on the roster indicates this has been completed.
2. Appropriate age or grade divisions will be created for each league and sport.
3. No player shall be permitted to play in a lower age/grade division than their actual age or grade in school.
4. Players may play up into the next age/grade division only at the desire and request of the coaching parent. This decision will be made on a case-to-case basis.
5. No player less than 5 years old will be permitted to participate in 5-6 T-Ball.
6. Age or grade level is determined by the present age or grade at the time of the clinic except baseball which will use the date, May 1st as the age cut-off date.

RULES

Concussion awareness information and written rules pertaining to and governing each league and sport will be established and maintained by the Recreation Department and distributed to all coaches and parents. Parents and coaches are expected to sign a code of conduct pledge stating that they are aware of the rules and behavior expectations in this league prior to each season.

PROTESTS

No protests will directly be allowed in any youth sport contest. All matters of concern should be directed to the Recreation Coordinator or Assistant Recreation Coordinator in person, in writing, or by phone (702)508-1297 by the Monday following the incident. Every attempt will be made to resolve the issue by the end of work week following the complaint. Any questions or disagreements should be taken care of before the game. During and following the game, the decisions of the referees and officials will be final. PLEASE RESPECT THEM!

GAMES MAY END EARLY DUE TO UNSPORTSMANLIKE CONDUCT

Recreation Leaders have the authority to call a game if said game reaches the point it no longer follows the philosophy of this program.

STANDINGS AND SCORE

Game scores will not be posted and win loss records will not be kept. League or team standings will not be posted or kept.

POST SEASON PLAY

All-star games, play-off games, or tournaments of any kind are not allowed or endorsed by the Boulder City Parks and Recreation Department.

FORFEITS

Forfeits are a moot point since standings are not kept in the leagues. Games that cannot be played due to too few players will not be rescheduled. For the purpose of a win or a loss, official forfeits will not exist and games unable to be played will merely be considered cancelled.

SCHEDULING

1. Games that require rescheduling due to gym conditions, light failure, or other unforeseen problems will be rescheduled at the earliest open date if/when and where feasible or possible.
2. Scheduled games that conflict with other events and are not in control of the Recreation Department which cause forfeits or a game not to be played will not be rescheduled (see policy concerning forfeits).
3. Cancellations and schedule changes will only be made by the Recreation Department. No other cancellation requests or schedule change requests will be honored. BCRD cannot accommodate any individual(s) or individual team in regards to scheduling.

EQUIPMENT, UNIFORMS, SCHEDULES, AND OFFICIALS

1. All necessary equipment for practice and games will be provide by the Recreation Department.
2. Each player will be provided with an official T-shirt which will serve as the team uniform. Girls' softball and boys' baseball will be provided with a complete baseball uniform.
3. Players are expected to wear the official team uniform to participate in games.
4. Schedules for each player will be provided by the Recreation Department.
5. Game officials and scorekeepers will be provided by The Recreation Department.

TEAM PRACTICES

1. It is the responsibility of the coach to schedule all team practices.
2. Field or gym reservation information will be provided to the coach at the beginning of the season.
3. All reservations must be officially made through The Recreation Department to reserve fields or gym time.
4. Coaches are only permitted a maximum of three (3) contacts with the team per a one week period. These contacts can be either in the form of practices or games or a combination of both.
5. Sunday practices CANNOT be mandatory and must only be an optional practice.

PLAYING TIME

Minimum playing time standards (50% of game) will be established for each league/sport and stated in the Rules & Regulations Manual for that sport. Coaches are required to abide by the playing time rules for all players who are in good standing. Coaches will not be required to play all players who show up for games if there are justifiable disciplinary reasons, illness, or injury. If any of these should occur, the coach must notify the scorekeeper or officials before the beginning of the game and have the players name and reason for non-participation recorded on the scoresheet.

CONDUCT, DISCIPLINE, AND SUSPENSIONS

The Parks and Recreation Sports Coordinator or Assistant Sports Coordinator will be present at all youth sporting events in an attempt to supervise players, coaches, and staff conduct:

1. Profanity of any kind will not be tolerated and will result in ejection or technical fouls (basketball).
2. Abuse of officials or any representative of the Recreation Department Staff will result in disciplinary action.
3. Anyone (coach or player) ejected from a game will automatically be suspended from the next scheduled game. A meeting with the Recreation Coordinator or his designee may be required to determine further disciplinary action.

ALCOHOL, TOBACCO, AND GLASS CONTAINERS

1. The use or possession of any alcoholic beverage within the area of any Youth Sports activity, event, practice, or game is forbidden.
2. Coaches will not use alcoholic beverages immediately prior to or during the time he has contact with his team.
3. Any coach under the influence of drugs or alcoholic beverages during contact time with his team will be suspended.
4. No person (coach, parent, or spectator) will be permitted to use tobacco products within the immediate area of children involved in the programs.
5. Glass containers are not permitted at the ball fields or in the gymnasiums.

RESPONSIBILITIES OF COACHES, PLAYERS, AND SPECTATORS

COACHES SHALL:

1. Attempt to develop the following traits in the players who are under their guidance:
 - a. Encourage sportsmanlike conduct at all times
 - b. Understand and respect the rules, team members, coaches, other teams players and coaches, and the officials.
 - c. Support a “winning isn’t everything” attitude – display courage in defeat, tolerance and modesty in victory.
 - d. Show control over emotions, language, behavior, and self.
 - e. Teach a spirit of cooperation and team play.
 - f. Demonstrate a spirit of fair play.
 - g. Show how to apply the basics and fundamentals of the game.
2. Remember sportsmanship at all times. The methods coaches use in handling and training their young players can have a direct bearing on the future of the child. Especially important is what a coach says to a child and how he/she says it.
3. Always set a good example for the impressionable young people he/she is coaching.
4. Understand that conduct unbecoming to a coach and exhibiting excessive unsportsmanlike traits could result in removal from coaching. Adults are expected to set the example of sportsmanship and proper conduct for the players.
5. Coaches will be responsible for the conduct of his/her team.
6. Coaches will follow the guidelines of this manual and Rules and Regulations as set forth by the Recreation Department.
7. Coaches will be required to have knowledge of concussion protocols, basic first aid, and injury identification. They should also be aware of the emergency action plans pertaining to the facilities used (attached).
8. Coaches will possess participant’s emergency contact information, a first aid kit, and medical/injury treatment forms at all times.

PARENTS AND SPECTATORS SHALL:

1. Abide by the alcohol and tobacco policy as set forth by this manual.
2. Maintain order and never interfere with the progress of the game.
3. Remain within the proper boundaries and never enter the field of play during a game.
4. Refrain from annoying, abusing, yelling- at, or ridiculing any coach, player, or official.
5. Set a good example for impressionable children
6. Educate themselves on concussion awareness and protocol
(Free training at www.nays.org/resources/more/free-concussion-training/).

PLAYERS SHALL:

1. Show appreciation and respect towards the coaches, other players, and officials at all times.
2. Not argue with or ridicule any official, spectator, or members of the opposing team.
3. Display a sense of fair play at all times.
4. Understand players who argue with officials will be ejected from the game.
5. Understand that profanity, fighting, and unsportsmanlike conduct will not be tolerated.
6. Know that an ejected player will be suspended from the next game.

COACH BACKGROUND CHECKS

For the intended protection of children who are participants and to safeguard them against possible abuse, all staff and volunteer coaches over the age of 18 that work with children in any capacity are required to undergo a police background check including the sex offender registry and a criminal data base search. This requirement is State Law. For more information regarding this process, Applicants may contact The Parks and Recreation Department Offices during normal business hours (7am-6pm Monday-Thursday). All fees to complete this process are paid for by the Recreation Department. All information processed is strictly confidential and the only time our department is notified or alerted to any history or record a person might have is if the situation deals directly with children or abuse and the matter needs to be brought to our attention for the safety of the youth involved in the programs. The Boulder City Parks and Recreation Department adheres to the volunteer screening guidelines and recommendations set forth by The National Recreation and Park Association and The National Alliance for Youth Sports.

INJURIES

Any injury beyond a minor scrape or bruise must be reported to the gym supervisor or Recreation Department Staff member on duty. An accident form must be completed. In the event the accident/injury occurs away from a supervised facility, and a staff member is not available, the coach should complete the accident form and contact the Recreation Sports Coordinator or Assistant Sports Coordinator at the earliest possible opportunity.

GENERAL PROVISION

Any matter not specifically mentioned in this manual or in the Rules & Regulations for a specific league or sport concerning policy or procedure shall come under the jurisdiction of the Boulder City Parks and Recreation Department Sports Coordinator or Assistant Sports Coordinator. Their decisions in such matters will be final.

