



# DALTON PARKS AND RECREATION YOUTH ATHLETIC POLICIES & PROCEDURES MANUAL

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**DALTON PARKS & RECREATION  
YOUTH ATHLETIC POLICIES & PROCEDURES MANUAL**

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Welcome to the Dalton Parks & Recreation Youth Athletic Program!

Participation in youth sports plays a valuable role in the development of children. Aspects of teamwork, dedication, discipline, physical fitness, self-esteem, and fair play all contribute to the overall growth and maturation of young people.

Dalton Parks & Recreation Department takes this responsibility seriously and strives to offer quality programs which will aid in this development. This handbook is presented to serve as a reference for you, as a parent or coach, so you will understand the philosophies of this organization regarding youth sports and allow you to do your part to make each program a success. If everyone works together and does their best to enrich the lives of children in the City of Dalton and Whitfield County we can accomplish remarkable things.

I look forward to your involvement with Dalton Parks & Recreation Youth Athletic Programs.

Sincerely,

*MD Miller*

Mike Miller  
Dalton Parks & Recreation Director

## DALTON PARKS & RECREATION YOUTH ATHLETIC POLICIES & PROCEDURES MANUAL

### ATHLETIC MISSION STATEMENT:

To provide quality “recreational” athletic programs for the youth of Dalton and Whitfield County where participation, instruction, sportsmanship, and teamwork are achieved in a safe and enjoyable environment.

### OBJECTIVES

The objectives of Dalton Parks & Recreation Youth Athletic Program are as follows:

- To offer these programs to fulfill the recreation needs and wants as a service to the community.
- To offer an equal amount of participation opportunities to both young men and women regardless of race, creed, religion, or socio-economic status.
- *To make these programs safe and enjoyable in an atmosphere that promotes learning and participation first and competition second.*
- To have the best possible people volunteer as coaches and to thoroughly train them to do the best that they can.
- *To demand from our coaches that those who need the most assistance are given it, rather than those who are already advanced.*
- To expect that good sportsmanship and fair play are standard behaviors.
- To demand from our parents to respect our volunteer coaches by being supportive of their coaching strategies and philosophies.
- To ensure that the child’s participation in youth sports is a **positive** and worthwhile experience.

### PHILOSOPHY OF YOUTH SPORTS

The Dalton Parks & Recreation Department fervently believes in the benefits of participation in organized youth sports. Participation in sports has proven to build self-esteem, promote teamwork, develop the body as well as the mind, and is an integral part of the maturation process. Therefore, the goal of the Dalton Parks & Recreation Department is to provide programs and services to young people of all backgrounds that will build the foundation for them to grow up healthy, competent, and caring individuals in our community. In order to operate successful youth sports programs; we will enforce the following five philosophies:

- **Everyone plays:** Our program goal is for kids to play. We mandate that every player on every team must play at least half of every game.
- **Balanced Teams:** Each year we form new teams as evenly balanced as possible because it is fair and more fun when teams of equal ability play.
- **Open Registration:** Our program is open to ALL children between the ages of pre-k through 6th grades.
- **Positive coaching:** Encouragement of player effort provides for greater enjoyment by the players and ultimately leads to better skilled and better motivated players.
- **Good Sportsmanship:** We strive to create a positive environment based on mutual respect rather than a win-at-all costs attitude. Our program is designed to instill good sportsmanship in every facet of DPRD programs.

## **DALTON PARKS & RECREATION YOUTH SPORTS POLICIES & PROCEDURES MANUAL**

### **FAIR PLAY CONCEPTS**

Playing sports can be an exciting and enjoyable struggle, both with you and others. The feelings of being excited and having fun are closely tied to your attitudes-what you think and feel about the game, the other team, and yourself. Top athletes have a set of attitudes that we call “fair play”. But what exactly is fair play? Here are some of the key points.

#### **Respect for the Other Team**

You need the other team. Without the other team you can't play. So you need to show respect for the other players by treating them as needed partners, not as enemies. When you play against a good, strong team that you respect, you usually play a better game.

#### **Respect for Yourself**

We know that how people look at things influences what they do. So, if you think of yourself as a good player, as an important part of the team, you are more likely to play like one-to set goals for yourself, practice on your own, and perform well in games. Fair play means that you believe in yourself and see yourself as important in some things, not everything.

#### **Cooperation with Officials**

The rules of the game help you play the game better. Fair play means that you go along with the rules and cooperate with the referees, who are there for one main purpose-to make sure the game, is played better. If you are really honest with yourself and with the referees, you'll usually get more out of the game.

#### **Getting involved**

A good player wants to get into the game but also wants others to play. Fair play means you defend the right to play both for yourself and for others.

#### **Building the Team**

To be a good team member, you need to get to know all of your teammates and the coach and to let them get to know you. We are all different in ability and in skills. Fair play is listening to each other, sharing ideas and feelings, and helping each other increase strengths and reach goals.

#### **Sticking Up for What You Believe**

If you believe in fair play and stick up for it, you will be respected. It means taking a stand in favor of the things listed above. It means letting others know that you value your teammates, the other team, yourself, and the rules of the game. We all like to win but it shouldn't be at the cost of giving up what we believe in.

## **DALTON PARKS & RECREATION YOUTH SPORTS POLICIES & PROCEDURES MANUAL**

### **CREATING THE PROTECTIVE SHIELD**

This youth sports program exists to help children in the development of positive life skills and self-concepts. Our goal is to provide safe, enjoyable recreation opportunities for participants.

We are against any forms of abuse or maltreatment of children in youth sports. We each have a responsibility to do what we can to prevent any and all forms of child abuse.

We intend to take reasonable and intentional action to protect participants from any form of abuse or maltreatment and to deal with any transgressions in a timely and appropriate manner.

Dalton Parks & Recreation Department uses all reasonable efforts to screen employees, and/or volunteers in order to avoid instances where young athletes may be endangered, neglected, or abused.

Although no organization can make every participant 100% safe from all forms of abuse, through screening, training, supervision, and steps to create a healthy environment for children to thrive in youth sports, we are taking critical steps toward protecting all of our participants.

*It is our mission to teach the basic skills which young people need to play sports in a safe and nurturing environment, where all children get an equal chance to play regardless of play level.*

*Every child in our leagues has the right to have fun while participating in our program.*

We will not tolerate any abusive behaviors that may jeopardize a child's well-being.

**Adopted from the National Alliance for Youth Sports Child Abuse and Youth Sports:**

**A Comprehensive Risk Management Program**

# DALTON PARKS & RECREATION YOUTH SPORTS POLICIES & PROCEDURES MANUAL

## GENERAL POLICIES

### Participation

- Most Dalton Parks & Recreation Youth Sports programs are participatory in nature and do not require participants to try-out to participate.
- All sports will emphasize the pleasure of skill development and physical fitness and avoid preoccupation with winning and perfectionism.
- Where equal and separate programs do not exist, girls and boys will be granted an equal opportunity to participate.
- Each child should receive playing time as described in individual sports rules. Every player participates for a significant period of time in every game or practice.

### Sign-Ups

1. Every sports league program has registration deadlines and unique rules on how the DPRD must assemble teams. The Department will establish sign-up periods for each sport and will allow enough advance time for complete teams to be assembled before league registration deadlines.
2. **Team Requests** - The Recreation Department realizes requesting certain teams for reasons of transportation, child care, friends, etc., would be appreciated by parents. **However, we do not honor special requests.** We are dedicated to the Player Rating System and making teams as BALANCED as possible.
3. Because of team size restrictions, signing up does not guarantee a position on a team roster. Therefore, the Department takes sign-ups on a *first-come, first-serve basis*. Reasonable efforts will be made to create additional teams when available teams are over-enrolled.
4. Team Size
  - A. The Department establishes minimum team sizes for each sport based upon experience. This is done to reduce forfeited games and to assure that players have reasonable rest breaks that the Department would expect for that sport.
  - B. The Department establishes maximum team sizes for each sport based upon experience. This is done to assure reasonable levels of playing time for each registered player and to assure that each has the opportunity to receive appropriate amounts of direction from the coaches.
  - C. The Department, from time to time, will approve minor changes to the minimum or maximum team sizes to deal with unique circumstances that may arise. The Department may consult a coach if we are considering making changes.
5. The Department will allow a child to move up to an older age division. A child moving up must have played at least one year in the league they wish to move up from. If there is a special request to move a player up, the program coordinator will consider the request. If a player is allowed to play up, once

they are selected to a team they may not decide to move back down in age group. They also may not play on an all-star team for the younger age group.

### **Creating Balanced Teams**

**Attention Parents / Guardians & Coaches:** Please note, before you register a participant for this program, that the Recreation Department utilizes a 'Draft' system to ensure parity of teams. *Only the HEAD coach's son/daughter and one (1) ASSISTANT coach's son/daughter is guaranteed a slot on the team he/she is coaching. Any siblings will also be guaranteed a spot on the team as well.* We cannot accept requests or guarantee a specific coach, team or any other player in the league since this would take away from the purpose of the drafting system. **Thanks for your support.**

## **DALTON PARKS & RECREATION YOUTH SPORTS POLICIES & PROCEDURES MANUAL**

### **Team Formation Process**

When the DPRD has more than one team entered in the same classification/age group, the following criteria will be used to formulate team rosters; with the objective of creating evenly matched and diverse teams by distributing players equitably(listed below by priority) . **We are sorry we cannot honor specific team, coach or carpool requests. "The only exception will be siblings registered in the same age and coaches with their children. NO OTHER EXCEPTIONS WILL BE MADE.**

- For grades K-2 a random draft process based on age, grade, and experience will be used.
- For grades 3-6 team formation is based on several criterion:
  1. Grade, Age, school or Both
  2. Experience and skill level
  3. Skills sessions may be held prior to each season allowing Recreation personnel, high school coaches, and volunteer staff to informally evaluate players.
  4. School based sports include: Volleyball, Drafted Soccer, Basketball

### **Post Season All-Star Selection**

- Coaches will vote for the all-star coach. Whichever coach receives the most votes may coach the team.
- Post Season All-Star teams are formed for kids ages 7 and older.
- The All-Star coach will select how many kids for the roster; with limits set by GRPA.
- Coaches may nominate who they feel is a worthy candidate of making the all-star team and a tryout may be held.
- The head All-Star coach gets final say on who makes the team.
- The All-Star team will play in a district tournament and if they place high enough, will compete in a State tournament.

### **Practice and Game Schedules**

- Practice and game schedules are prepared according to the following criteria:
  - A. Facility availability. There may be times, with limited notice, that regularly scheduled activities may be canceled or relocated to a different facility.
  - B. Coach's availability: For some programs coaches are able to choose which days they are available to practice. Most times we do not know who is coaching until registration has been completed and coaching applications have been accepted.

### **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 field usage conflicts, some games may not be rescheduled.
- It will be the decision of the Dalton Parks & Recreation Department and head coaches of some of the programs to decide if and when the games will be made up.

#### **Locations**

- Field locations and facility locations are indicated on the schedules of each individual sport.

#### **League Rules**

- Website links can be found at [www.mydprd.com](http://www.mydprd.com) for all youth league rules or will be posted directly on our site. Parents are encouraged to read the rules to become familiar with the sport.

#### **Payments and Refunds**

- Majority of sports are free, but programs that take a fee will follow these guidelines:
- Payments are due for all programs at time of registration
- If a program is cancelled, the participant is entitled to a full refund or a credit to the individual's household account for use within the current fiscal year.
- Refunds to those who choose to drop a program will be determined on a case by case basis. In order to cancel and receive a refund (minus a \$5.00 administrative fee) you must personally contact the Recreation Department five business days prior to the first day of class or program. Please allow 4-6 weeks for processing.

#### **Insurance**

- While Dalton Parks & Recreation maintains a general liability insurance policy, it is recommended that all participants be covered under a personal medical /accident insurance policy.

## **DALTON PARKS & RECREATION YOUTH SPORTS POLICIES & PROCEDURES MANUAL**

#### **Medical Emergencies**

- For any injury or accident that requires something other than a cleaning and covering with a bandage, coaches and parents are required to seek professional medical assistance through 911 calls.
- If a child is taking out of the game and not allowed to come back in due to injury the "Return to Play" form must be filled out by at a doctor's office and faxed to DPRD.
- If medical transportation is required, the charges incurred will be billed to the parents and/or the parent's/guardian's insurance policy.
- Please notify the league if your child has a pre-existing medical condition (i.e. allergies, medications, physical impairments, etc.) on the registration form; the league will then inform the coach of the situation. This is essential in order to determine the severity of an accident and to assist the medical personnel who respond to the scene.

#### **Photo Release & Team Photos**

- Photographs are occasionally taken of program participants during various recreation activities. These photographs are used to promote Dalton Parks & Recreation programs in future editions of the Program Guide, on the web and a variety of other Dalton Parks & Recreation publications. If you prefer that you or your child not be photographed, please notify us.
- The DPRD will schedule team photos for all youth sports. Photos are optional-participants do not need to purchase. Head coaches will receive a free 5x7 team photo.

#### **Trophies/Awards**

Coaches are encouraged to have an end-of-season party for their teams. The DPRD can reserve space to host a party at any of our park shelters and possibly our facilities at no charge. At least a two week advance notice is required. We also have discounted pizza deals with many of the local pizza shops in town. Give us a call before placing your order; we may be able to help you get a discount.

- Trophies are only given out in sports that we keep score in. Ages 7+.
- Only 1<sup>st</sup> and 2<sup>nd</sup> place will receive a trophy from DPRD.

### **Fundraising**

- No individual fundraising efforts will be permitted.
- All donations and sponsorships must be approved by the Dalton Parks & Recreation Department.
- All revenue will be maintained and allocated by the City of Dalton.

### **Selection of Volunteer Coaches**

Application Procedure: In order to ensure the safety of all participants in the Dalton Parks & Recreation Youth Sports Program, all individuals wishing to volunteer as a head coach for a youth sports team within the Dalton Parks & Recreation Department must follow this procedure:

1. Submit to Dalton Parks & Recreation, a completed Volunteer Application
2. Provide written consent for Dalton Parks & Recreation to conduct a criminal background check
3. Meet with the Recreation Director/Program Coordinator Background Checks:  
All new head coaches may be required to undergo a criminal background investigation. This process is to further ensure the safety and well-being of all participants. All coaches will be subject to random background and criminal investigations.

A person will be disqualified and prohibited from serving as a volunteer with the Dalton Parks & Recreation Department if the person:

1. Fails to consent to a personal criminal background search; or
2. Has been convicted (including crimes whereby a plea of “no contest” was entered) of a crime of child abuse, sexual assault, child neglect, murder, voluntary manslaughter, felony assault, arson, robbery, burglary, indecent exposure, public lewdness, terrorist threats, any offense against a minor, kidnapping, or felony violations of the Controlled Substance Act; or,
3. Has been twice convicted, in any combination, of the following offenses: Misdemeanor Assault, or any violation of the Controlled Substance Act; or,
4. Has been subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order for protection.
5. Has been adjudged liable for civil penalties or damages involving sexual or physical abuse of children; or
6. Has been subject to any court order involving any sexual or physical abuse of a minor, including but not limited to domestic order for protection. The Dalton Parks & Recreation Department shall have final decision on all personnel matters.

### **Grievances**

Any participant, parent, or volunteer may file a grievance when necessary. All grievances should be written and directed through the following sequence of authorities: Coach; Program Coordinator; Recreation Director.

- Grievances will be heard regarding all matters pertaining to conduct in violation of the Code of Ethics as indicated within the Dalton Parks & Recreation Department Youth Sports Program Policies and Procedures manual.
- The procedure for filing a grievance is to first provide the Program Coordinator with written documentation of the grievance including: date of incident(s), name(s) of person(s) involved, name(s) of any witness(es), and a brief description of the incident(s).
- If necessary, a meeting with the Program Coordinator or Recreation Director will be scheduled.

- If the matter is not resolved it may be forwarded to the Mayor.

### **Protests**

- No protests of games or contests will be permitted
- Decisions of on-field officials, DPRD coordinators, and Manager will stand

### **Safety**

- A safe playing environment is essential to provide a high quality recreational sports program.
- Coaches should report any and all findings or accidents to the Recreation Department, regardless of the nature of the incident; use the accident report form, which is provided to you.

### **Weather**

- The safety of participants, officials, and spectators is the primary concern in cases of inclement weather.
- Once the game has started the 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 shelter in an automobile or building until instructed to return to the playing field or told that the game has been cancelled.
- In most programs games are played rain or shine. Cancellations occur only due to severe weather or persistent rain. If you think the weather is questionable please call our information line at **(706) 278-5404** to check for possible cancellations. If there is an old message or no message pertaining to the day you are inquiring about than no cancellations have occurred.
- Programs that use school facilities will be cancelled in the event that the school is closed for a snow day.

### **Alcoholic Beverages**

- Alcoholic beverages are not permitted in public parks
- No coach or other volunteer shall participate in any Dalton Parks & Recreation sponsored event, including practices and games, while under the influence of alcohol or drugs.

## **DALTON PARKS & RECREATION YOUTH SPORTS POLICIES & PROCEDURES MANUAL**

### **Participant Section**

#### **RESPONSIBILITIES AND EXPECTATIONS**

Participation in youth sports programs can have a lasting and meaningful effect on children's lives. Therefore, it is the goal of Dalton Parks & Recreation to provide the highest quality of athletic programs to ensure that a child's experience with sport is a positive one. It takes the cooperation of everyone involved, including the participant, to make this happen. Therefore Dalton Parks & Recreation has established the following responsibilities for participants to adhere to:

- **Players will listen to their coaches and be respectful of their elders.**
- **Players will take care of the facilities, equipment, and uniforms, which they are given.**
- **Players will make sure to eat the right foods and drink plenty of water before and after practices and games.**
- **Players will avoid all types of taunting and belittling remarks to their teammates or opponents.**
- **Players will show good sportsmanship at all times, win or lose.**
- **Players will not make sports a priority over schoolwork or family.**

- **Players will refrain from horseplay and all other dangerous activities, in which they may become hurt.**
- **Players will participate for the love of the game and competition and not to win at all costs.**

### **PLAYERS CODE OF ETHICS**

**I hereby pledge to be positive about my youth sports experience responsibility for my participation by following this Player's Code of Ethics Pledge:**

- I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice by demonstrating good sportsmanship.
- I will attend every practice and game that I can, and will notify my coach if I cannot.
- I will expect to receive fair and equal amount of playing time.
- I will do my very best to listen and learn from my coaches.
- I will treat my coaches, other players, officials and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.
- I will deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!
- I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.
- I will encourage my parents to be involved with my team in some capacity because it's important to me.
- I will do my very best in school.
- I will remember that sports are an opportunity to learn and have fun.

### **CORRECTIVE ACTION POLICY**

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. Dalton Parks & Recreation does not want a problem child to spoil the experience of youth sports for the other children in the programs. Therefore, Dalton Parks & Recreation has instituted a Corrective Action Policy to establish appropriate consequences for inappropriate behavior. The Corrective Action Policy is a guide to assist coaches and Dalton Parks & Recreation run a quality program. The Corrective Action Policy is a 4-step system designed to forgive a mistake but to firmly address chronic misbehavior.

For violations of the Code of Conduct or Expectations, these 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 when he/she should be playing. Coach will inform the Sports Coordinator of the problem and why the child is sitting out 1 game period.

Step 3 – Game Suspension Coach will bench the offending player for 1 entire game when he/she should be playing. Coach will inform Program Coordinator of the 3rd offense, at which time the player and the parent(s) must attend a meeting with the Coach and the Athletic Manager before the player is allowed to resume playing. The player will be warned that the next offense will result in his/her expulsion from the league.

Step 4 – League Expulsion The participant on the 4th offense will be expelled from the league and no refund will be given. The parent will then have to make a formal request to be re-instated into this league. The child and parent(s) will then have to meet with the Coordinator, Manager, and Recreation Director prior to the start of the season to determine if the child is capable of playing within the guidelines of this program. These guidelines are not

absolute in dealing with behavioral problems. Severe situations could merit harsher sanctions against participant.

## YOUTH SPORTS PARENTS

- Being a parent is a tough job, and when a member of the family decides to join a youth sports team, it gets even tougher.
- You've done a lot already to bring up your child. You've created the environment in which your child has grown.
- You've shared your values with your child by the structure you've given his/her life and by the model you have been for him/her.
- You've exposed him/her to the world as he/she knows it.
- Since your child joined a youth sports team, you've been involved in a whole new set of things. You have had to adjust the family routine; a lot of your time has gone into transporting your child to practice at inconvenient times and to weekend games.
- You have sacrificed some of your own interests, and others in your family have had to adjust, but you have gotten some returns too. There is the pride you feel as your son or daughter plays.
- There is some kind of expression of thanks your child has "said" to you. You have met other parents and gained new friends.
- Being a youth sports parent isn't easy, but the rewards sure are grand!

## IMPORTANT DON'T'S FOR PARENTS

1. Don't put yourself in the place of your son or daughter on the field. Your child is in the game, not you. Glory or grief, it is his/her game.
2. Don't talk about the "big game" all day. Chances are the "big game" isn't as important to your child as it is to you. Your child will most likely keep the game in its proper perspective if only you would.
3. Don't criticize your child or other children on your child's team or other teams.
4. Don't yell instructions to your child; that is the coach's job. Besides, your child will be able to hear your voice over the crowd, which will make him/her more nervous. Please shout encouragement only.
5. Don't start analyzing your child's performance right after the game. All your child wants is peace, quiet, and something to eat.
6. Never criticize the coach, even if it is apparent that he doesn't understand the game. Before you complain, decide whether you are ready to give up your valuable free time to step into the shoes of the coach. If not, don't complain.
7. Don't abuse or criticize the officials. This type of behavior does not promote the respect for authority you expect from your children.
8. Don't decide that your child has a future with a professional team, but don't write him off either. Kids mature athletically at different paces.
9. Don't forget to praise your child for simply performing. Don't over praise or dwell on a mistake with scorn or anger.
10. Don't forget to praise all of the players after a game, even if they lost.
11. Don't take sports so seriously. Even the "big game" can't solve the world's problems. Just let the kids have fun!

## GUIDELINES FOR SUPPORTIVE PARENTS

Few youth programs are successful without the support of parents. Below are a few guidelines for concerned parents as they strive to support their young athletes:

- Supportive parents focus on mastering sport skills and strategies rather than on competitive ranking.
- Supportive parents decrease the pressure to win.
- Supportive parents believe that the sport's primary value is the opportunity for self-development.
- Supportive parents understand the risks that competition places on a child.
- Supportive parents communicate their true concerns directly with the coach.
- Supportive parents understand and respect the differences between parental roles and coaching roles.
- Supportive parents control negative emotions and think positively.
- Supportive parents avoid the use of fear and punishment to get kids to perform better.
- Supportive parents avoid criticizing children, coaches, and officials.
- Supportive parents recognize and understand expressions of insecurity and provide support when necessary.
- Supportive parents avoid the use of guilt to manipulate children to perform the way they want them to.
- Supportive parents show empathy for the young athlete.

## RESPONSIBILITIES AND EXPECTATIONS

In order for a program to be truly successful, it takes the cooperation of everyone involved: players, coaches, officials, league administrators, and especially parents. Parents have the following responsibilities and expectations when participating in Dalton Parks & Recreation Youth Sports Programs:

### **Parents have a responsibility to their children:**

To make sure that your child gets the most out of his or her playing experience, parents should show their unwavering support, including positive reinforcement of your child's performance and effort. This is absolutely essential, especially at an early age, to ensure their healthy development. Parents should also be positive role models, including, but not limited to, showing proper sportsmanship at all times and refraining from negativity of any kind.

### **Parents have a responsibility to the coaches:**

Coaches volunteer their personal time to spend it with your child. They need you to be supportive of their decisions and not undermine their efforts. If you don't agree with a coach, you are expected to tell that coach, but make certain it is done at the right time and place and not in front of the children. **It is not acceptable to approach a coach before or during a game to discuss playing time etc.** Parents are also expected to drop off and pick up their children on time for games and practice, and it is highly encouraged for parents to stay and participate in order to maintain control of the group and assist the coach as needed.

### **Parents have a responsibility to the league:**

League Administrators cannot be at all games and practices of all teams. Therefore, in order to maintain the protective shell around these programs, it is essential for parents to report abusive behavior or any other situation that needs to be addressed to the league administrator. This is the only way that these programs can achieve their intended goals.

### **Parents have a responsibility to the other parents:**

Personal gain and satisfaction should not be derived from your child's performance. Competition and taunting between parents is never acceptable, and no parent should ever feel embarrassed or disappointed by their team or child's performance. Good plays should always be cheered, and disappointments should always be consoled, no matter whose team it affects.

### **Parents have a responsibility to themselves:**

It is your responsibility to enjoy watching your child and other children participate and learn. The joy and pride associated with watching children participate in sports should be experienced to the fullest, because a lifetime of memories is being created before your very eyes.

## PARENTS CODE OF ETHICS

**I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents' Code of Ethics Pledge:**

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
- I will place the emotional and physical well-being of my child ahead of a personal desire to win.
- I will insist that my child play in a safe and healthy environment
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol and will refrain from their use at all youth sports events.
- I will remember that the game is for youth - not adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches Code of Ethics.
- I will encourage my child at all times and teach them that honest effort is as important (maybe even more important) than winning.
- I will remain in the spectator area during competitions.
- **I will support my child's coach and let him/her coach during the game.**
- I will accept that officials are doing the best job they can.
- I will keep my emotions under control.
- I will help when asked by a coach or official.
- I will remember that my child will get the most out of sports with my love and **positive support.**

## ZERO TOLERANCE POLICY

The goal of Dalton Parks and Recreation Department (DPRD) is to provide a fun, safe, positive and supportive atmosphere for the players, staff and spectators of DPRD athletic events. Due to the increase of unsportsmanlike conduct and actions at our youth sporting events, the Department has taken a proactive, no tolerance stance towards any unsportsmanlike act or conduct. Any participant, coach, spectator or official may be disqualified from future participation in the City's athletic programs for any unsportsmanlike conduct and actions. This includes but is not limited to: booing, shouting at officials, or arguing any calls. Expressing ANY negative behavior or comments, threats or obscene gestures to players, coaches, officials or other spectators is also unacceptable. Cheering in a positive fashion, for both sides is highly encouraged. We are a recreational league with fundamentals and FUN as the 2 primary emphases. All coaches are volunteers and we should all appreciate their time and efforts. Our officials will be treated with respect. Officiating youth sports is a low paying, selfless profession. All spectators should support the coaches and officials so they set a good example for their children.

Any spectator who does not behave appropriately, as stated in the Zero Tolerance Policy,

will be asked to leave the sporting event according to the following steps:

1. Officials / Park and Recreation Staff will identify violator(s).
2. Officials / Park and Recreation Staff will then approach the spectator(s) and may give a warning, or ask the person to leave.
3. If the decision is made for the spectator(s) to leave IMMEDIATELY, play will not resume until they have left the facility. If they refuse to leave, the police will be called and the game may be forfeited.

The following will be the consequences for violating the Zero Tolerance Policy:  
If a coach or spectator violates the policy and is asked to leave a facility without further incidence then:

1st offense- The coach or spectator will be suspended for the remainder of that game and the next scheduled game or a make-up game. The suspended coach or spectator must come to DPRD and sign the Zero Tolerance Policy that will describe the second offense and punishment. The coach or spectator cannot return until Policy is signed.

2nd offense- The coach or spectator will be suspended for the remainder of that game and the rest of that season, post-season included. If the offense should happen with less than four games remaining in the season then the suspension will carry over to the next sport that their child registers for. On the second offense the same punishment will apply to the child UNTIL the suspended coach or spectator comes to DPRD and sign the Zero Tolerance Policy again that will describe the third offense and punishment. Once the policy is signed the child is free to play. The coach or spectator cannot return until Policy is signed and the suspension has been fulfilled.

3rd offense- The coach or spectator will be suspended for the remainder of that game and will be suspended for 1 year from the date of the incidence. On the third offense the same punishment will apply to the child UNTIL the suspended coach or spectator comes to DPRD and sign the Zero Tolerance Policy again that will designate the time in which the coach or spectator is allowed to come back. Once the policy is signed the child is free to play. The coach or spectator cannot return until Policy is signed and the suspension has been fulfilled.

If a coach or spectator engages in a physical altercation with an official, staff, coach or spectator the consequences will be as followed:

1st offense- The coach or spectator will be suspended from all Dalton Parks and Recreation Facilities for 1 year. This will include all programs and non-program events on Dalton Parks and Recreation facilities. The suspended coach or spectator must come in and sign the Zero Tolerance Policy that will describe the second offense and punishment. The coach or spectator cannot return until Policy is signed.

2nd offense- The coach or spectator will be suspended from all Dalton Parks and Recreation Facilities for unlimited duration. This will include all programs and non-program events on Dalton Parks and Recreation facilities. The suspended coach or spectator must come in and sign the Zero Tolerance Policy that will describe the second offense and punishment.

All violations must be reported to the Park and Recreation Department. All reports will be investigated and subject to disciplinary action in accordance with the "Zero Tolerance Policy". All suspensions are subject to review by the Dalton Parks and Recreation Director and/or Recreation Commission. The Recreation Commission reserves the right to alter any suspension.

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

## COMPLAINT AGAINST A COACH PROCEDURES

**All grievances should be written and directed through the following sequence of authorities: Coach; Athletic Manager; Program Manager; Recreation Director; Commission Chair.**

- The procedure for filing a grievance against a coach is to first provide the Athletic Manager with written documentation of the grievance including: date of incident(s), name(s) of person(s) involved, name(s) of any witness(es), and a brief description of the incident(s).
- Gather information and eyewitness accounts of the event(s) that took place from everyone involved to determine if a violation of the letter or intent of the Coaches' Code of Ethics Pledge has occurred. This may include the site supervisor, game officials, and other coaches, parents and children.
- Require the member coach to attend a meeting to address the complaint and to offer his/her side of the incident.
- The Athletic Manager has the authority to determine the severity of the situation and whether or not the affected coach has violated the expected behaviors outlined under each of the canons of the Code of Ethics Pledge that comprise the Code of Conduct.

The Athletic Manager has the authority to enforce the appropriate range of disciplinary actions outlined in the Code of Conduct. The information will be logged in the member file.

### **Dalton Parks & Recreation's Coaching Expectations:**

#### **Now you're a Coach**

For your players, you, the coaches are the single most important adult leader. You will help the players have fun, learn skills, develop sportsmanship, and discuss values in a meaningful way.

#### **Coaching Philosophy**

As the coach, forget the professional and college coach models and the win at all cost approach. Do not try to get your feeling of self-worth from your team's win-loss record. Coaching youth sports calls for **teaching** the fundamentals properly, **developing** the basic team concepts, **working** on fair play values **and encouraging** all players to participate and enjoy the sport. The most important element is the relationship between the **coach** and the **team**. ***The coach is a leader, role model, teacher and friend.*** This relationship is far more significant than points scored or the games won.

**The quality of the coach-team relationship is the ultimate measure of success for youth sports coaches.**

- **Keep it simple:** Most sports are relatively simple to play and can be enjoyed by all ages. Overcomplicated formations, plays and strategies tend to confuse and frustrate youth. By keeping it simple, it will build self-esteem and confidence.
- **Work on basic skills:** Younger teams especially should concentrate on fundamentals. Teach skills and concentrate on the basic. Help players become conscious of the importance of proper execution. Stop the action often to help individual players improve, but don't interfere excessively.
- **Work with every player on your team:** The most highly skilled and least skilled players on your team should be given equal attention. **Every player should be helped to improve in ability and to enjoy the game. It is important that every player participates and has fun, rather than just a few good players dominating the action.**
- **Teach 'Fair Play':** Playing fair is an essential part of youth sports. Respect for one's self, team mates, the other team, the rules and the officials who uphold them.
- **Help players set and evaluate individual goals:** Competing against oneself is perhaps the best way to improve skills, help players measure their skills, set goals for the future and work to reach those goals. What is important is not so much how players measure up against each other, but how much each player learns and reaches new levels of skills and enjoyment.

- **Keep winning in perspective:** Winning games is only one of the many goals that are important in sports. Help players and their parents become aware of other important goals: learning skills, becoming better physically fit, being a good leader and a good follower, dealing with the emotions of sports and having fun.

## **Coaching Policies, Procedures & Guidelines**

### **You Will:**

1. Read and review all league rules and paperwork pertaining to the season prior to the first scheduled day.
2. Coaches should arrive to practice at least 15 minutes early to set up and should not leave until every child has been picked up by a parent/guardian.
3. Contact parents and players when necessary.
4. **Conduct parent/players meeting.**
5. **Distribute all materials given to you by the Recreation Department in a timely manner.**
6. Return any paperwork distributed to you by the Recreation Department in a timely manner.
7. Look at yourself and explore your own motivations, values and goals.
8. Listen to and share with other adult leaders.
9. Explain your discipline procedures for behavior problems, missed practices, etc., (nothing to severe, unless cleared with Athletic Manager, refer to policies and procedure manual for guidance).
10. Stress parental and player conduct during a game.
11. Inform parents about proper equipment: appropriate clothing, good fitting shoes and water.
12. Players are responsible for their own equipment.
13. Require clean uniforms for every game.
14. Stress the need for players to maintain good school grades.
15. Get parents involved: at practice, umpire, score keeper, team mom, etc.
16. Verify your roster, making sure all player information is correct; pass on any corrections to the Recreation
17. Department. Absolutely no roster changes without notifying the Athletic Manager first!
18. Question and answer period after every practice and game.

### **Conduct Practice Sessions:**

1. **Come prepared to practice.** Prepare a practice plan outlining the skills you will be teaching and the drills you will use to teach them for that day. Make copies for those parents who may assist you.
2. Get to know your players personally.
3. Help them set goals and work towards them.
4. Lead discussions by asking questions and introducing problems and situations for players to deal with.
5. Teach appropriate skills, chants and physical fitness.
6. Build teamwork.
7. Enjoy yourself and let your players know it.
8. **ABSOLUTELY NO PRACTICE SESSIONS SHALL BE SCHEDULED AT ALTERNATE TIMES OR LOCATIONS WITHOUT RECEIVING PERMISSION FROM THE DALTON PARKS & RECREATION DEPARTMENT FIRST.**

Practice **must** be conducted the time, day, and location scheduled by the Recreation Department **unless** you receive permission in **advance (7 days)** from the Recreation Department to practice at/on another time, day, or location. Failure to do so will result in actions of the **ENFORCEMENT OF THE CODE OF CONDUCT.**

**Game Responsibilities:**

1. See that your players are present and ready to play.
2. Pre-game warm ups.
3. Introduce yourself to the game official and the opposing teams coach.
4. Fill out any paperwork (rosters etc.) prior to the start of the game and submit properly.
5. **Control yourself, players and parent behavior during and after the game.**
6. **Coach and encourage your team during the game. DO NOT try and officiate the game from the sideline!! If you would like to officiate, please call the Rec. Department.**
7. **Coaches and players must clean their bench area before leaving the facility!**

Accident Report Form

This form must be filled out for all injuries. Use the back of this form if necessary.

Date of accident \_\_\_\_\_ Time \_\_\_\_\_

Name of injured person \_\_\_\_\_

Age \_\_\_\_\_ Grade \_\_\_\_\_ Parents' names \_\_\_\_\_

Circumstances of accident...Explain in detail how accident happened and where you were....

\_\_\_\_\_

Scene of accident...Describe location where accident occurred.

\_\_\_\_\_

\_\_\_\_\_

Injuries and damage...Describe nature of injuries.

\_\_\_\_\_

\_\_\_\_\_

Was further medical attention required? If, what, where, and when? \_\_\_\_\_

Treated by: \_\_\_\_\_

\_\_\_\_\_

Witnesses: Give names, addresses and phones of all witnesses who know anything about accident or circumstances surrounding it.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of this report \_\_\_\_\_ By: \_\_\_\_\_

**PROGRAM EVALUATION – YOUTH SPORTS**

How did your child benefit from this program?

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What did you like best/least about this program?

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What did your child like best/least about this program?

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What would you like to see changed –if anything?

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Comment on the selection process for the teams (if applicable).

How did you register?

Mail\_\_\_\_\_ Online Walk In\_\_\_\_\_ Drop Box\_\_\_\_\_

How did you find out about the program?

Newspaper\_\_\_\_\_ Pamphlet\_\_\_\_\_ Postcard\_\_\_\_\_ Word of Mouth\_\_\_\_\_

Was the registration process: (check all that apply)

Convenient\_\_\_\_\_ Efficient\_\_\_\_\_ Confusing\_\_\_\_\_ Other\_\_\_\_\_ (explain below)

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Did your child have fun?\_\_\_\_\_ Does your child agree with this evaluation?\_\_\_\_\_

Taking everything into consideration, the season as a whole

was:\_\_\_\_\_

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Would you like to teach, coach or volunteer for Dalton Parks & Recreation Department? Please leave name, phone #, and email

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What other types of courses would you like to see offered by Dalton Parks & Recreation Department?

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General Comments:

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**PARENT'S EVALUATION OF COACH – YOUTH SPORTS**

**This form is utilized by Dalton Parks & Recreation Staff to evaluate volunteer coaches.**

**Please check if coach is satisfactory.**

**If not, please note improvements needed.**

**Program:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Coach:** \_\_\_\_\_

**PARENT SECTION: Please check if coach is satisfactory. If not, please note improvements needed.**

Satisfactory  Improvements Needed

**Knowledgeable in coaching the sport**

Ability to organize practice

Communicates with parents

Follows Coaches Code Of Conduct

Teaches fundamentals of the sport

Prepares a game day plan

Provides positive role model for participants

**Overall Evaluation:**

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Would you like to be contacted by DPRD Staff? Yes,

Name \_\_\_\_\_

Phone

Number \_\_\_\_\_

**PARTICIPANT SECTION:**

Did you have fun this season?  YES  No

Did you improve?  YES  No

Would you play this sport again?  YES  No

**This form is utilized by Dalton Parks & Recreation Staff to evaluate volunteer coaches. Please check if coach is satisfactory. If not, please note improvements needed.**

- O Place the emotional & physical well-being of my players ahead of a personal desire to win.**
- O Treat each player as an individual remembering the large range of emotional & physical development for the same age group.**
- O Do my best to provide a safe playing situations for my players.**
- O Do my best to organize practices that are fun & challenging for all of my players.**
- O Promise to review & practice the basic first aid principals needed to treat injuries to my players.**
- O Lead by example in demonstrating fair play and sportsmanship to all of my players.**
- O Provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.**
- O Be knowledgeable of the rules of each sport that I coach, and I will teach these rules to my players.**
- O Use coaching techniques appropriate for each of the skills I teach.**
- O Remember that I am a youth sports coach, and that the game if for children and not adults.**
- O Followed and complied with all policies & procedures expected of me as set forth by the Dalton Parks & Recreation Department.**

Coaches Signature \_\_\_\_\_ Date \_\_\_\_\_

League Administrator \_\_\_\_\_ Date Reviewed \_\_\_\_\_

Will recommend this coach for future coaching positions? \_\_\_\_\_YES \_\_\_\_\_NO

COMMENTS:



RETURN TO ATHLETIC PARTICIPATION

Participant Name \_\_\_\_\_

Date of Medical Evaluation \_\_\_\_\_

Return to play release:

I authorize and clear the above named participant to return to play and participate in Athletic practice and competition without restrictions on \_\_\_\_\_, 20\_\_\_\_.

Additional notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Medical Provider\*: \_\_\_\_\_

Printed Name of Medical Provider: \_\_\_\_\_

Office Address: \_\_\_\_\_  
\_\_\_\_\_

Office Telephone Number: (\_\_\_\_) \_\_\_\_\_

\*Clearance may only be given by a Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Registered Nurse Practitioner (ARNP), Physician's Assistant (PA), or a Naturopathic Physician (ND). If the athlete was evaluated for a head injury and possible concussion, you certify that you are trained in the evaluation and management of concussion.

**PLEASE FAX THIS FORM BACK TO DPRD FROM THE DOCTOR'S OFFICE.**

***NO FORMS WILL BE ACCEPTED IN PERSON.***

**Dalton Parks & Recreation FAX: (706)278-1057**

