

Plainville Recreation Commission Youth and Adult Sports

Policy and Procedure Manual



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Introduction: The purpose of this manual is to be an overview of the philosophy, rules, regulations and procedures for the Plainville Recreation Commission’s (PRC) Sports programs. It is our hope that by reviewing this handbook, you will have a better understanding of our programs, policies and procedures.

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Mission: The Plainville Recreation Commission is a public supported agency serving the citizens of USD #270. We are dedicated to provide recreation programs, facilities and services that respond to the changing needs and goals of our community through quality leisure, cultural, sports, fitness and educational programs.

Recreational Philosophy: A. To provide a fun, safe learning environment for participants to experience the benefits of playing sports, including: 1. Self confidence 2. Sports Skills 3. Social Skills 4. Sportsmanship 5. Respect 6. Conflict Resolution 7. Communication 8. Playing by the Rules 9. Teamwork

Vision:

- I. Provide relevant and positive contributions to our Industry, our Organization and our Department.
- II. Create diverse program opportunities for our Community that are safe, fun and educational. Reinforce a recreational philosophy in program options. A. Provide diverse program opportunities for participants of all ages, interest groups and abilities. Continue to explore new options, review stagnant programs and sustain successful programs with positive customer experience. B. Programs should be participant based and educational for all participants.
- III. Be connected with our community. A. Keep the community informed about our program opportunities. B. Reward community members for their participation and assistance with our programs. IV. Create and maintain a high quality, safe and fun work environment. A. Have well-trained staff who enjoy working with and for the Plainville community.

Sport Registration and Payment Policies:

- I. **General Registration and Payments** A. All registrations are taken on a first come, first serve basis. B. Registrations may be processed online, by mail, or in person at the PRC Fitness Center unless otherwise specified. C. Registration will open seasonally with a limited number of space available. 1. A late fee will be assessed for payments that are not received by the due date listed on the registration. 2. A customer must pay all past due balances before any future purchases, registration or otherwise, will be allowed for any family member associated with the customer's account.
- II. **Registration and Payments – Youth Sports** A. All registrations are processed individually, as opposed to a team registration in order to prevent teams becoming “stacked”. 1. Coaches may not reserve space for an entire team; however, they may reserve spots for their child/children, as well as their assistant(s) child/children. a. Spots will only be saved for up to 3 coaches per team. b. Account balances must be paid prior to the first practice. See information above regarding late fees. 2. Coaches should not guarantee players a spot on their team. 3. A few leagues offer competitive divisions or seasons in which team registration is accepted in order to maintain the competitive nature of that division/season. B. Each participant must be registered in their current age/grade division. 1. For leagues (i.e. youth soccer, youth basketball, youth volleyball), divisions are determined by the grade the participant is in during the current school year. 2. For activities (i.e. camps and clinics), age is determined by the participant's age at the start of the activity. C. Cancellation, refund and transfer requests must be made three (3) business days prior to the scheduled start date of the activity.
- III. **Athlete Location of Play** A. An athlete must compete in the town of what school he/she is enrolled in, unless otherwise specified by the PRC Director. B. Rooks County teams and leagues will be determined by both the Stockton Recreation Commission and Plainville Recreation Commission.
- IV. **Registration and Payments – Adult Sports** A. All registrations will be processed as a team, unless otherwise noted. 1. Each participant in Adult Sports must be at least 18 years old. Payment will be taken from the team's captain or a designated payer for the team. A. The payment is due before the team's first game. B. Cancellation, refund or transfer requests must be made three (3) business days prior to the scheduled start of the activity. 2. Should the team captain fail to make full payment, their team will forfeit all remaining games in the current season. A. Full payment is required, deposits will not be allowed.
- V. **Refund Policy** A. Sports Refund Policy If a league/activity is canceled or teams are combined due to insufficient registration, the customer will be notified prior to the start date and will receive a full refund, credit or transfer to another sport or team.
- VI. **Sponsorship** - Advertising and sponsorship helps the PRC continue to offer quality programs and events at reasonable rates or, in some cases, free of charge. These advertising and sponsorship opportunities give businesses and organizations excellent exposure and shows their customers that they are committed to the Plainville community. A. Sponsorship opportunities include Fitness Center advertising, youth sports uniform advertising, Recreation event sponsorship and more. B. Contact the PRC Director for additional advertising and sponsorship information.

General Sports Information

- I. Program Marketing A. Upcoming season information can be found on our website at www.plainvillerec.com.
- II. Alcohol and Substance Use A. Alcohol and smoking are not allowed on/in the PRC Fitness Center and Max Malin Memorial Ballpark premises. B. Officials and the PRC Director/Staff are responsible for monitoring the game and active participants during their designated game time within the facilities, field of play, dugouts and immediate adjacent areas. C. Officials and PRC staff may eject anyone they suspect to be intoxicated during sporting events. 1. Further sanctions may be imposed by the PRC depending on the infraction.

General Information – Youth Sports

- I. Uniforms A. All players should be given a team shirt prior to the first game. B. Shirts are to be worn at all games (practices are optional). C. Coaches will also receive a team shirt.
- II. Equipment A. Most youth sports require minimal equipment. Each sport will provide a list of required equipment that must be provided by the participant. B. The PRC provides coaches with equipment bags containing sport specific balls and occasionally other items such as pinnies, cones, tees, helmets, etc. Equipment must be returned following the last game.
- III. Officials A. Officials and supervisors have complete authority to administer the program and their decisions are final. B. The focus of youth recreation leagues are fun and skill development. Please be respectful of the officials and the calls they make. C. Anyone interested in becoming an official for the PRC may visit the office or contact the PRC director.
- IV. Practices A. As a general rule, practice days and times are chosen at the time of registration based on availability. Outdoor sports practice 1 to 2 times per week, depending on the sport. B. Teams may not exceed their allotted weekly practice time. 1. Check each league for specific practice information. C. Teams may only practice at their designated practice location and time. 1. Exceptions may be approved by the PRC director in situations where a makeup practice is needed and space is available. D. Cancellations – practice cancellations are up to the coach’s discretion in terms of weather and field playability. 1. If the Parks division closes our fields for any reason and teams are unable to practice, the PRC Director will contact league coaches. 2. Make up practices are offered as often as possible but are not guaranteed. Most make up practices will be held at a separate time/location and teams may be required to share space.
- V. Games A. Youth sports teams may play up to 2-3 games per week, not including tournaments. Bye weeks and double headers are occasionally included in league schedules. B. Game schedules can be found online at www.plainvillerec.com or Facebook page. C. Games will start on time even if the coach is not present. Make up games will be scheduled based on facility availability. E. Game Guarantees 1. The scheduled amount of games for youth sports varies by sport. 2. The PRC does its best to ensure that every scheduled game

- is played. However, due to weather and other unforeseen circumstances, some games may not be rescheduled. a. If games cannot be rescheduled, refunds will not be issued.
- VI. Sideline and Behavioral Procedures A. All coaches are required to remain on the sidelines with their team and may not coach from on the field/court. 1. While on the sideline the coach may walk up to mid field/court on their half, not the full field/court unless instructed otherwise. 2. Parents are required to remain in designated spectator areas. B. We encourage family and friends to come and watch the games and show support. Positive cheering and encouragement help provide a fun atmosphere. C. Negative comments of any kind are not part of our recreational program and will not be tolerated by the game officials. D. Coaches should not tolerate negative comments. Officials are instructed to stop the game if this becomes a problem.
 - VII. Parent Drop-Off/Pick-Up Requirements A. Parents are responsible for dropping off and picking up participants in a timely manner to all practices and games. B. Coaches are volunteers so please refrain from leaving children unattended at practices whenever possible. 1. Some coaches may request parents stay and/or participate at practice. C. Parents must pick up their children within 15 minutes of the end of a game or activity. 1. Late pick up will be deemed “habitual” if a parent is late more than two (2) times in one (1) season. a. Parents will then be required to be present for all sporting activities their children are involved in (practices, games, clinics, etc.)
 - VIII. When We Can No Longer Serve a Child A. The PRC will make every effort to provide a positive experience for each participant. However, if participants cannot abide by the Code of Conduct she/he may be dismissed. Behaviors resulting in dismissal include but are not limited to: 1. Repeated profanity 2. Disrespect 3. Bigotry 4. Unsafe and/or Inappropriate behavior
 - IX. Youth League Tournaments A. Any league that does include an End of Season Tournament are still considered recreational leagues and tournaments are only played for the sake of participant fun and experience.
 - X. Pictures A. Each team may have a designated time for team pictures. B. The PRC reserves the right to use photographs and videos of PRC participants for promotional purposes.

Youth Coaches Expectations

- I. Team Rosters: A. Please send a team email, text, phone conference, etc. and contact every child and parent prior to the first practice. Introduce yourself to them and remind them of your practice time and location. 1. If the phone numbers on provided rosters are incorrect, please contact the PRC for a corrected number. B. Only those participants listed on the team roster may participate in sports activities including team games and practices. C. If you find that a child on your roster is not in the appropriate age group, contact the PRC immediately so that child can be placed on an appropriate team.
- II. Practices A. Coaches may be given the opportunity to choose their desired practice day/time/location prior to league registration, based on availability and season of sport. 1. Practice assignments are filled on a first come, first serve basis. B. Practices should begin and end on time to accommodate all teams. 1. Coaches and players may not utilize the facilities past their allotted practice time. C. Teams may only practice at their designated

- practice location and time, unless approved by the PRC. D. If a coach chooses to cancel practice due to questionable weather, it is their responsibility to contact their teams. Coaches should follow the weather safety guidelines as described in the Safety section. 2. It is the coach's responsibility to confirm their make up practice and communicate changes with their team. E. Coaches are responsible for the content and practice plan for each practice. 1. Resources are available online and upon request. F. There are no practice requirements for players (football excluded). Participants are encouraged to attend as many practices as possible. Coaches may not sit players during game time due to practice attendance.
- III. Games A. Each participant must play 50% in most recreational youth leagues. 1. Partnerships and competitive leagues may be the exception to this rule. B. Coaches should communicate game schedules and changes with their team. 1. If a coach has specific schedule requests (within reason), these must be made prior to the release of the schedule. a. The PRC will attempt to accommodate requests, but these are not guaranteed.
- IV. Parent Drop Off /Pick up and Coach's responsibility A. Coaches are only responsible for supervising children from the start time to the conclusion of their assigned practice or game, but they may not leave a child unattended. B. If a parent is habitually late picking up their child, it is the coach's responsibility to contact the PRC Director to determine the next course of action. 1. Late pick up will be deemed "habitual" if a parent is late more than two (2) times in one (1) season. 2. If a child is not picked up within 15 minutes of the end time, coaches are instructed to call the PRC Director.
- V. What does Success Look Like?" A. Success in a PRC setting may look a bit different than in other, more competitive sports leagues. We base success on these key factors: 1. Did your team and individuals improve throughout the course of the season? 2. Did all participants have fun? 3. Did all participants learn more about the sport? 4. Did participation enhance qualities such as teamwork, sportsmanship and self-confidence?
- VI. Contact Policy A. Never take a single child to an area where they may not be observed by others. B. As a general rule, do not have any one on one contact or time with a child that cannot be observed by others. C. Never take a child into a bathroom alone. If the child is too young to handle their own personal care needs, a parent or other adult assuming responsibility should be present at games and practices. 1. If a parent or other adult resuming responsibility is not present, another parent or adult must be present with you at all times while attending to a child, for your protection as well as the child's.
- VII. Appropriate Touch-Policy: This policy was developed to teach those caring for children how to protect themselves from misinterpretations of their physical contact with children. This policy outlines touches and situations that should be avoided if at all possible. A. Nurturing touch is very important to developing a sound relationship with youth. Children should be touched appropriately on faces, hands, shoulders, head and thighs. B. Never touch a child in the area which should normally be covered by a bathing suit. 1. This includes "patting, slapping, spanking, etc." an athlete's buttocks. C. The following actions are considered unduly harsh punishment and are forbidden in all PRC programs: 1. verbal abuse 2. rough handling 3. shoving 4. hair pulling 5. shaking 6. slapping 7. spanking 8. biting 9. pinching 10. hitting 11. Requiring a child to do anything that is demeaning to their character (hazing) a. Do not use excessive conditioning-running as a punishment 12. Requiring a child to say

- anything that is demeaning to their character D. Volunteers should never tickle children. It is over stimulating and is considered to be a deceptive device that may lead to more inappropriate touching (fondling). E. Volunteers should never allow a child to stand between their legs when seated. Gently guide the child to your side. You may still speak eye to eye and comfort the child or talk quietly with them at your side when necessary. F. Holding school age and older children on your lap is not appropriate. Holding a preschooler or toddler on your lap is appropriate for short time spans when comfort is needed. G. All activities and practices should be scheduled so that all children are within your view at all times. H. Never kiss a child on your lips. Never let a child kiss you on the lips. Note: this is especially important to remember if you are coaching an older team of the opposite sex. Don't let the excitement of the moment allow you to lose your senses or permits a youth with a crush to lose theirs. I. First Aid should be administered as gently and respectfully as possible. Always ask for assistance if the child needs to be removed from the playing area. J. If anything happens that you believe may put you at risk of accusation by anyone, please do not keep this a secret! The PRC staff in charge of your program should be informed and appropriate action (if deemed necessary) will be discussed with you.
- VIII. Anti-Bullying - The PRC holds coaches and participants accountable for conducting themselves in a respectful manner at all times. 1. The Department will establish a culture of inclusion and respect that welcomes all participants. 2. The Department will ensure that participants interact safely. 3. The Department will lead by example and set the tone of respect. B. If bullying behavior is found, the coach's responsibility is to contact the PRC as soon as possible to review the behavior. The PRC staff will impose consequences in accordance with the following Department policies: 1. Patron Code of Conduct 2. Sports League Behavioral Policies C. Discipline actions include, but are not limited to: 1. Counseling efforts with the offending party a. Parent/child conferences in the case of minors i. Parents/guardians of both the child being bullied and the child doing the bullying will be contacted by Department staff. 2. Education efforts 3. Loss of privileges 4. Suspension or expulsion.
- IX. Concussion Training A. Youth athletes must be immediately removed from a game or practice if a concussion is suspected. 1. Athletes need written medical clearance to return to play. a. The written notification of medical clearance must be provided to the coach before returning to play. A copy must be provided to the PRC Director. 2. Coaches must receive annual concussion training. This training is made available to all coaches prior to each season. 3. Following the completion of the training, each coach acknowledges that they have completed the training by sending the certificate to the PRC Director B. Should concussion-like symptoms occur at a team practice, the coach must inform the parents and the PRC Director that same day. 1. Coaches are encouraged to communicate closely and clearly with parents regarding concussion symptoms and procedures. C. Should concussion-like symptoms occur at a team game, the coach must inform the staff (officials or PRC). The parents and the PRC Director should also be notified on that same day.
- X. Background Check A. All volunteer coaches may be subject to complete a background check prior to the season beginning.
- XI. Reporting Child Abuse and/or Neglect A. If child abuse is suspected, coaches should immediately call the PRC Director to report the suspected abuse or neglect. League coaches

are mandatory reporters and will report to the proper authorities. These proper resources are: 1. Plainville Police Department – 785-434-2222 2. Rooks County Sheriff's Office – 785-425-6853 3. Emergency Services-- 911 C. All calls are kept confidential. D. Even if a coach is not sure if they should call, these lines serve as a resource for coaches to see if they need to report.

- XII. PRC volunteers are covered under the PRC's general liability insurance as long as they are performing their duties in the interest of the commission. A. Volunteers are not covered by workers' compensation and must seek medical assistance through their own medical providers at no cost to the PRC.

General Information – Adult Sports

- I. Uniforms and Equipment A. Teams are required to provide their own matching uniforms. 1. As long as shirt colors are similar (i.e. all blue shirts) this will be considered matching. 2. We encourage teams to provide a light and dark colored shirt in case the opponent has the same team color. This will prevent teams from wearing pinnies. B. The PRC will provide game balls and necessary field equipment. 1. Teams are required to provide any player equipment. 2. Please report any damaged field equipment to the PRC Director.
- II. Officials, Supervisor and PRC Employees A. The PRC hosts recreational adult leagues for participant's fun and skill development. 1. The PRC Director will check rosters, treat injuries, assist with player/bench concerns and in some cases can help with on the field disputes. D. All PRC employees have complete authority to administer the facilities and programs and their decisions are final.
- III. Game Schedules and Playoffs A. Game Guarantees 1. The scheduled amount of games for adult sports varies by season. a. However, due to weather and other unforeseen circumstances, some games may not be rescheduled. i. If games cannot be rescheduled, refunds will not be issued. B. Subbing in Playoffs 1. Players must have played in at least one game during the regular season to be eligible for playoffs. a. Subs may not be used if a team is still advancing toward the championship game. C. The playoff format for each league and division depends on the number of teams registered. D. Prizes are awarded to the league champion.
- IV. Forfeits A. Teams may forfeit by calling the PRC Director a minimum of 3 hours prior to their scheduled game without penalty. B. Forfeit scores vary by sport.
- V. Unsupervised Children A. The safety of the league players as well as their children is a top priority. It is recommended that children be accompanied by a care provider or left at home during adult sports leagues. Children attending adult games must remain seated on the bleachers or the surrounding floor area. 1. Children under 10 must always be supervised by a responsible adult. Children ages 5 to 9 must be supervised by someone age 14 or older. B. Children are not allowed to play or engage in any other activity in the warm-up areas. Children are not allowed in the team bench or scorers booth areas.

Adult Captains Expectations

- I. Scheduling Communication A. The PRC Director will communicate schedules and any changes to the Team Captain. The Captain is responsible for communicating with their team players. B. Forfeit Fines: It is the captain's responsibility to notify the PRC if their team cannot attend a scheduled game. Captains must provide 3 hours notice at minimum.
- II. Roster Management A. All players must sign the team roster before playing any game. If a player is not listed on the roster OR has not played during the regular season, the player cannot play in any tournament games. B. Roster limits may be set for particular sports. Check specific rules for details. C. Prior to each game, the Team Captain is responsible for ensuring each player has signed the roster: a team will forfeit games if all players and subs have not signed the waiver prior to the start of the game. 1. Individual players must complete and sign the roster form themselves. The captain is simply responsible for making sure each player completes this process. D. Print each name legibly. E. All players must be 18 years old at the start of the season. 1. Additional age requirements may be specified by league. F. Any active party in the game (director, referee, team captain) may request a roster/identification check.
- III. Sportsmanship Management A. Team Captains are responsible for their team member's behavior. B. Captains are expected to address poor behavior/sportsmanship immediately and address any ongoing issues with their team and with the PRC Director. I. When a team member violates the league's rules or the Sports League Behavioral Policy (Appendices), the PRC will issue appropriate suspensions and work directly with the Team Captain. 1. It is the Captain's responsibility to facilitate a player's appeal process if they so choose. a. Check specific rules for details. b. All suspension and behavioral policies apply as normal.
- IV. Rule Knowledge A. Team Captains are expected to have thoroughly reviewed the League rules. B. Captains will be held accountable to the expectations as defined in each league rules and in this document. 1. Ignorance of PRC rules will not be accepted as an excuse to break the rules. C. Any issues with rules must be brought to the PRC Director by the Team Captain.

Safety

- I. A safe playing environment is essential to provide a high quality recreational sports program. I. Coaches/Captains should report any and all safety concerns or accidents to the PRC, regardless of the nature of the incident. II. It is best to ensure safety to prevent accidents and emergencies. There are several ways to do this: A. Be sure all players are properly equipped. B. Be sure the court/field is clear of any objects that could cause accidents. C. Prevent crowding, pushing, or horseplay before, during and after practice and games. D. Directly supervise each activity. III. In Case of Emergency: A. Do not move an injured participant. B. Report the incident to the PRC Director immediately. If the director is not staffed for your event, email the PRC as soon as possible, within 24 hours of the incident. C. Assign another adult to contact emergency medical help if needed. D. Calm the injured athlete and keep others away from him or her. E. Stay with the injured participant until medical personnel arrive.

- II. Field Safety (unsafe conditions, broken/vandalized areas) A. If the structure or any part of the structure of the field has been tampered with creating unsafe conditions, please refrain from using. B. If property has been damaged please report immediately to the PRC.
- III. Weather Safety (lighting, tornados, etc.) A. The safety of participants, officials, and spectators is the primary concern in cases of inclement weather. Once the game has started, the officials and PRC Director will have the responsibility to remove the players from the field if the conditions become extreme. B. In most programs, games are played rain or shine. Cancellations occur only due to severe weather or persistent rain. C. Lightning: The PRC will monitor the weather and make the decision to notify participants of dangerous situations and recommend the suspension of activity in the event of lightning or severe weather. 1. When the director is not in attendance, the supervising coach will have the ability to suspend activity. 2. Activity should be suspended when: a. Lightning is reported within 10 miles of the facility as indicated by the Lightning Tracker app regardless of the presence of visible lightning. i. The Lightning Tracker app is monitored by the PRC Director or other PRC staff. b. Coaches can download the app for free. If the app is not available, coaches should suspend practice using the Flash-to-Bang Method: i. When you see the FLASH, count the seconds to the BANG. Every 5 seconds equals 1 mile. Divide by 5 to give the distance in miles from you to the lightning. ii. 30/30 Rule: The first 30 means, if, between flash and bang, you count to 30 or less, you are in danger and should find safe shelter. The second 30 means wait 30 minutes from the last flash of sound of thunder to establish "all clear." c. Visible lightning and/or thunder in the immediate area D. Announcement of Suspension of Activity: Once it is determined that there is a danger of inclement weather, the PRC Director (during a game) or coach (during practice) will immediately request the removal of all players, coaches, and support staff from the playing field. E. Evacuation of the Playing Field: Immediately following the announcement of suspension of play, all players, coaches, officials, support personnel and spectators are to evacuate the facility to their vehicles. 1. Participants and spectators should be advised that we do not consider the bathrooms, dugouts, bleachers, playground equipment and/or areas under the picnic shelters within our facilities to be deemed a safe location in the case of lightning. 2. All parties will be urged to evacuate the entire facility immediately and remain in a safe location until conditions improve unless otherwise notified by appropriate representatives. F. Return to Play: Play will be resumed by following the KSHSAA guidelines listed here: <http://www.kshsaa.org/Public/PDF/Lightning.pdf>
- IV. Jewelry A. These guidelines are implemented for safety of the player. B. Any confusion or disagreement about the safety of any particular item is at the discretion of the PRC staff on site and their decision is final. This is not a guideline subject to protest. C. Youth Sports 1. No Jewelry may be worn during sports participation. a. Medical alert jewelry may be worn but must be taped to the body or covered (i.e. with a sweat band). b. No taping of earrings. i. Exception: Jewelry Implants that have a flat back and must be surgically removed may be covered with athletic tape or BandAids. The earring back must be flat. 2. Fitness Trackers may be worn attached to shoe laces or beneath clothing (i.e. attached to a sports bra). D. Adult Sports 1. Exposed Jewelry may NOT be worn during sports participation. a. Medical alert jewelry may be worn but must be taped to the body or covered (i.e. with a sweat band). 2. Protruding stones are not allowed. 3. Fitness Trackers may be worn. 4. If, in the

- opinion of the referee, any jewelry (exposed or not) is deemed dangerous to any player or staff, the player must remove it.
- V. Hard Casts A. If a participant has been medically cleared to play, they may play wearing a hard cast. 1. Casts must be covered in a soft material to prevent injuries to fellow players. a. Soft sided material may include wrapping the cast in a t-shirt or bubble wrap, etc.
- VI. Concussion Training A. Please see more information in the Coaches Expectations section for coaches' requirements. B. Parents should review Concussion information so they are prepared in the event their child is suspected of having a concussion. 1. If a coach suspects a child has sustained a concussion following an observed or suspected blow to the head or body, the child will immediately be removed from the activity. a. Parents/guardians will be required to obtain medical clearance from a health care provider with training and specialization in concussion evaluation and management before the child may return to play.
- VII. Emergency Response Plans A. For activities hosted at the football fields, ballpark or gyms, or when the PRC Director is present, participants should follow the instructions of the PRC who have procedures in place for emergency situations. B. For activities where no PRC staff is present, the following lists the Emergency Response Sequence: 1. Call 911 2. If a minor is involved, call the parent(s). 3. Do not leave the scene until help has arrived and command is transferred. 4. Gather remaining participants and debrief the incident. 5. Notify the PRC director of the incident within 24 hours C. The Full emergency sequence should be completed for: 1. Major injury (anything requiring immediate medical attention) 2. Death 3. Assault 4. Fire 5. Damage to property D. Non-emergency incidents listed below require at minimum a call/text to the PRC. 1. Minor injury (minor scratches, minor cramps, other situations where medical intervention is not urgent) 2. Missing participant 3. Angry participant (parent, coach, spectator, etc.) 4. Any situation receiving media attention 5. If the situation cannot be resolved quickly, call 911 and initiate the emergency sequence.
- VIII. First Aid: Each sports location is equipped with a full first aid kit and several ice packs. If a participant is injured, please report it immediately to the supervisor at hand and he/she will determine what action should be taken. A. 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. B. The PRC Fitness Center and Plainville High School gyms are equipped with AED machines. 1. Portable AED devices may be available at off-site sporting events, but are not regularly provided. 2. Contact 911 in the case of a cardiac event. C. If medical transportation is required, the charges incurred will be billed to the parents and/or the parent's/guardian's insurance policy. D. Please notify the league if your child has a pre-existing medical condition (i.e. allergies, medications, physical impairments, etc.) at the time of registration; the league will then inform the coach. This is essential in order to determine the severity of an accident and to assist the medical personnel who respond to the scene.

Facility Usage

- I. Use for practices/games A. Practice and game schedules are prepared according to the following criteria: 1. Facility availability: There may be times, with limited notice, that regularly scheduled activities may be canceled or relocated to a different facility. 2. Coach's availability: For most youth programs, coaches are able to choose which days they are available to practice. B. School Gymnasium Usage: The PRC works closely with USD 270 for use of indoor gymnasiums. 1. The PRC Director will be the site supervisor for all games at any school gymnasium. 2. School gymnasiums are owned and operated by USD 270. Use of school gymnasiums by the PRC is permitted through cooperation between the school district and the PRC. 3. Abuse of facilities and fields (vandalism, intentional or unintentional damage, litter, etc.) may result in the suspension of athletic activities and possibly the cancellation of the leagues. 4. Participants are to stay off school bleachers as well as any equipment located in the gym area. 5. Recreation schedules are subject to sudden schedule changes as a result of school activities. a. Programs that use school facilities will be cancelled in the event that the school is closed for a snow day.
- II. Fitness Usage A. Enrollment in PRC Leagues does not grant use of the PRC Fitness Center. 1. Those who wish to use our fitness center must abide by facility membership and daily admission policies.
- III. Concessions A. Concessions may be made available at games and/or practices depending on the facility location. B. Concession stands are provided by the PRC. 1. Outside concession sales are not allowed during league play.
- IV. Drone Policy A. Drones are not allowed at PRC sporting events. B. The United States Department of Transportation issued Model Aircraft Operating Standards, which can be summarized as follow. 1. Fly below 400 feet and remain clear of surrounding obstacles 2. Keep the model craft within visual line of sight at all times 3. Remain well clear of and do not interfere with manned aircraft operations 4. Don't fly within 5 miles of an airport unless you contact the airport and control tower before flying 5. Don't fly near people, bicyclists, motorists, roadways, parking lots or stadiums 6. Don't fly model craft that weighs more than 55 lbs. 7. Don't be careless or reckless with your model craft – you could be fined for endangering people or other aircraft
- V. Maintenance Standards A. Please bring all concerns regarding field/facility conditions and safety to the immediate attention of the PRC so we can address the concerns as quickly as possible. 1. Safety and maintenance issues at PRC owned facilities will be addressed as quickly as possible, whenever possible. 2. The ability to correct any maintenance issue at schools and city fields is dependent upon their willingness and ability address any issues we bring to their attention. 3. Please note, there are certain concerns that cannot be addressed due to resources and/or best practices (i.e. spraying for certain pests may violate best practices).

Appendices

- I. Codes of Conduct
- II. Sports League Behavioral Policy
- III. Volunteer Disqualifiers

Code of Conduct

All participants within the PRC sports leagues will abide by the following codes of conduct inspired by the National Alliance for Youth Sport:

League Administrator Code of Conduct: I will run youth sports programs for the children involved, not the adults. I will ensure that I am knowledgeable in the area of youth sports administration. I will do my best to provide a safe playing situation for all participants. I will provide support for coaches, officials and parents to provide a positive and enjoyable experience for all. I will require all coaches and officials to be trained in the responsibilities of being a volunteer. I promise to keep informed about current issues involving youth sports programs.

Official Code of Conduct: I will encourage good sportsmanship by demonstrating positive support of all players, coaches, fellow officials and league administrators at all times. I will ensure that I am knowledgeable of the rules of each sport I officiate, and apply those rules fairly to all participants, teams and coaches. I will not allow personal friendships and associations to influence my decisions during a contest. I will refrain from the use of tobacco and alcohol products when in the youth sports environment. I will remember that youth sports provide an opportunity for children to learn and have fun and I will place their safety above all else.

Coaches Code of Conduct: I will place the emotional and physical wellbeing of my players ahead of a personal desire to win. I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group. I will do my best to provide a safe playing situation for my players. I promise to review and practice basic first aid principles needed to treat injuries of my players. I will do my best to organize practices that are fun and challenging for all my players. I will lead by example in demonstrating fair play and sportsmanship to all my players. I will not cheat or engage in any form of unethical behavior that violates league rules. I will 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. I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players. I will use those coaching techniques appropriate for all of the skills that I teach. I will remember that I am a youth sports coach, and that the game is for children and not adults.

Parent Code of Conduct: 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 be a positive spectator and engage in positive cheering from the parent's sideline. Insulting comments, arguing and challenging the coaches will not be tolerated. 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 demonstrate respect for officials, in part by accepting their decisions. Insulting comments, arguing, gestures and profanity directed at officials will not be tolerated. I will demand a sports environment for my child that is free from 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 for adults. I will do my very best to make youth sports fun for my child. I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, or providing transportation. I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability. I understand that violence and abuse of any nature will not be tolerated.

Player Code of Conduct: I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship. I will respect others and maintain individual boundaries. Profanity will not be tolerated. I will attend every practice and game that I can, and will notify my coach if I cannot. I will expect to receive a 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 demonstrate respect for officials, in part by accepting their decisions. Insulting comments, arguing, gestures and profanity directed at officials will not be tolerated. I 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 from 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 is important to me. I will do my very best in school. I will remember that sports participation is an opportunity to learn and have fun. I understand that violence and abuse of any nature will not be tolerated.

Sports League Behavioral Policies

The following policies have been adopted for PRC programs and facilities. These rules of conduct will be strictly enforced. It is the coach/manager's responsibility to ensure all players understand and follow these rules.

Sportsmanship Policy

Each team is responsible for the actions of its members before, during and after competition. Unsportsmanlike conduct, including intimidation and infliction and/or threat of bodily harm, will not be tolerated and will result in ejection from competition and/or facilities.

No game is important enough to warrant physical or verbal abuse of officials, participants or spectators. Please remember that these games are not professional sporting events. No one's job is on the line. The officials are doing the best they can, just like the players. Please make the utmost effort to win with class, lose with dignity, and treat the game officials, staff and opponents with respect.

The following behavior is unacceptable for any player, coach or spectator: Pushing, striking, threatening (verbally or physically) another player. Pushing, striking, threatening (verbally or physically) an official/umpire or staff member. Refusal to abide by officials' decisions, including dissent and verbal abuse directed toward officials. Use of alcoholic beverages, illegal drugs or tobacco while in a PRC facility. Failure to follow PRC and/or school district regulations.

Sanctions: Sanctions for behavior violations can range from verbal or written warning to a permanent ban from PRC programs. The PRC will determine suspension lengths, penalties, or rule interpretations. Game officials have the authority to penalize for unsportsmanlike behavior. This is a judgment call by the official and cannot be protested. All players, coaches or spectators ejected from a game will be suspended for a minimum of one week. Anyone ejected from a game must leave the facility within 5 minutes or the game may be forfeited and law enforcement may be called. If two or more players from a team are ejected in the same game, the game will end and the offending team will lose by forfeit. If a player is ejected from more than one game in a season, the player will automatically be suspended for the remainder of that season, at minimum. Suspended players may not play in additional PRC sports leagues while suspended. Suspended players may not participate as spectators in PRC sports leagues during their suspension timeframe. All suspensions are subject to a probation period determined by the PRC. Once a player(s), coach, and/or team has been placed on probation, their conduct will be evaluated throughout the remainder of the season. • Further conduct violations during the probationary period will result in a suspension for the remainder of the season, at minimum. All fees paid will be forfeited.

Due Process: All ejections will be considered final. All ejections are subject to review by the PRC Director or his/her designee. All ejections result in a mandatory one-game suspension with possible extended suspensions after review. The PRC Board will review staff and official reports of the suspension and any player appeals as deemed necessary for due process. The PRC Director will determine if an extended suspension is necessary based on the PRC Board's findings. In the event of an extended suspension, the PRC will notify the team captain and/or suspended person of any further disciplinary action taken. A suspended player has five (5) business days from the date of notification to make an appeal in writing. Appeal must be filed with the PRC.

Facility and Supervision of Children Policy:

Children under 10 must always be supervised by a responsible adult. Children ages 5 to 9 must be supervised by someone age 14 or older.

If a child is found unsupervised during your team's game, the PRC Director or staff on duty will notify the parent or individual responsible. The individual, if participating, will be required to leave the playing field immediately to tend to the child if there is no other adult present to provide supervision. If this situation causes a forfeit to occur, due to not enough players as a result, that will be the official ruling. Children are not allowed in the team bench or scorers booth areas. Please make sure you have prior arrangements in place to avoid these situations.

Volunteer Disqualifier Sheet: We appreciate your willingness to volunteer for the PRC. Your application process may include a background check. To be respectful of your time and ours, please review the list of disqualifiers below before submitting your application.

Disqualifying Convictions: No individual shall be permitted to volunteer for the PRC if the results of the background check show that the person has ever been convicted of or has a charge pending against them in which it is alleged that they have committed a crime that falls under one of the following categories. Examples of crimes under each category are not exclusive. All Felony Offenses- kidnapping, aggravated burglary, carjacking, arson, drug related crimes, etc. All Sex Offenses – child molestation, sexual assault, rape, sexual battery, indecent exposure, child exploitation, etc. All Violence Offenses – murder, manslaughter, aggravated assault, robbery, an offense involving a weapon, etc.

In addition, an applicant may also be disqualified as a volunteer if the person has: Had parental rights terminated. History with another organization (volunteer, employment, etc.) with complaints of sexual abuse of minors. Resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual abuse of minors. Has a history of other behaviors that indicate a possibility of a danger to children, elderly or disabled, or other vulnerable persons. Has a history of other behaviors that indicate a possibility of a danger to employees or citizens.

Other Disqualifying Factors: Pending Charges – Should a background check indicate that an applicant has criminal charges of any nature pending, including a deferred judgment or deferred prosecution the applicant will be considered on a case-by-case basis and may be rejected until there is a resolution of the charges or successful completion of the deferred period. Subsequent Charges – Should an applicant subsequently have any criminal charges brought against them during their term of service with the PRC, they will be required to disclose the nature of the charges to the PRC, and voluntarily terminate their volunteer activities until determination is made by the PRC regarding the effect of the pending charges. Suspicion of Drug or Alcohol Use – Volunteers who use controlled substances or alcoholic beverages on PRC or city property or report or return to their duties under the influence of controlled substances or alcohol will be subject to termination of service. The PRC reserves the right to suspend volunteer duties to investigate allegations of controlled substance or alcohol abuse while representing any PRC activity.

Adopted 4/15/2020