



**PARKER**  
C O L O R A D O  

---

Parks and Recreation

# **Town of Parker Youth and Adult Sports**

## **Policy and Procedure Manual**

*The outcome of an athlete is more important than the outcome of the game!*

# Table of Contents

Introduction.....	3
Contact Information.....	3
Important Links.....	3
Mission.....	3
Vision.....	3
Sport Registration and Payment Policies.....	4
General Sports Information.....	6
General Information – Youth Sports.....	7
Youth Coaches Expectations.....	9
General Information – Adult Sports.....	13
Adult Captains Expectations.....	14
Safety.....	16
Facility Usage.....	19
Appendices.....	22
Code of Conduct.....	23
League Administrator Code of Conduct.....	23
Official Code of Conduct.....	23
Coaches Code of Conduct.....	23
Parent Code of Conduct.....	23
Player Code of Conduct.....	24
Sports League Behavioral Policies.....	25
Volunteer Disqualifier Sheet.....	27
Disqualifying Convictions.....	27
Other Disqualifying Factors.....	27
Scholarship Guidelines for Applicants.....	28
General Information.....	28
Eligibility.....	28
How to Donate to the Recreation Scholarship Fund.....	28
Application Process.....	28

## Introduction

1. The purpose of this manual is to be an overview of the philosophy, rules, regulations and procedures for the Town of Parker's Sports programs. It is our hope that by reviewing this handbook, you will have a better understanding of our programs, policies and procedures.

## Contact Information

Parker Fieldhouse	303.805.6300
Parker Recreation Center	303.841.4500
Errin Koon, <b>Supervisor – Sports Programs</b>	303.805.6308
Bob Bullock, <b>Supervisor – Sports Field &amp; Park Rentals and Special Projects</b>	303.805.6311
Ryan Daberkow, <b>Sports Coordinator</b>	303.805.6314
Brandon Corley, <b>Sports Coordinator</b>	303.805.6327
Josh Gomez, <b>Sports Coordinator</b>	303.805.3266
Lou Meadows, <b>Customer Service Specialist</b>	303.805.6324
<b>WEATHER LINE</b>	303.805.3288

## Important Links

- Parker Parks and Recreation Home Page: [www.ParkerRec.com](http://www.ParkerRec.com)
- Sports Division: [www.ParkerRec.com/sports](http://www.ParkerRec.com/sports)
- Sports Schedules and Team Picture information: [www.teamsideline.com/parkerrec](http://www.teamsideline.com/parkerrec)

## Mission

The mission of Parker Recreation Youth Sports is to provide young athletes with healthy, instructional and fun organized sports leagues and to create an environment to learn the basic skills and rules of a variety of sports.

1. 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 for our staff.
  - A. Have well-trained staff who enjoy working with and for the Parker 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, over the phone, or in person at the Parker Fieldhouse
  - C. Registration will open seasonally with a limited number of space available.
  - D. Any applied account balances can be accessed online in the My Account section.
    - [www.ParkerRec.com/Login](http://www.ParkerRec.com/Login).
    - 1. A late fee of \$25 will be assessed for payments that are not received by the due date listed on the customer's account.
    - 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. Payment for coach's children is due prior to the first practice for each season.
        - i. Coaches may pay prior to registration using a saved credit card or by creating a balance on their account.
        - ii. 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.** Registrants can only be added to a team when an opening is available.
    - 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 division.
    - 1. For leagues (i.e. youth soccer, youth basketball, youth volleyball), division ages are determined by the age the participant is on the *final day* of the season.
    - 2. For activities (i.e. camps and clinics), age is determined by the participant's age *at the start* of the activity.
  - C. Once an activity is full, any further registrants will be added to a wait list that is maintained by Sports personnel.
    - 1. To be added to a waitlist for a league, contact the Sports Office at 303.805.6324.
    - 2. To be added to a waitlist for activities, register online. The online system will add you to a waitlist but *not* collect payment.
    - 3. Potential registrants will be added to a team or an activity when an opening is available, and contacted by Sports personnel to register and pay.
  - D. Cancellation, refund and transfer requests must be made three (3) business days prior to the scheduled start date of the activity. There is a \$5 processing fee for each change to the initial registration purchase.
- III. Registration and Payments – Adult Sports

- A. All registrations will be processed as a team, unless otherwise noted. Payment will be taken from the team's captain or a designated payer for the team.
    - 1. Free Agent teams are occasionally offered for adults. It is the individual player's responsibility to register and pay when joining a Free Agent team.
  - B. Each participant in Adult Sports must be at least 18 years old.
  - C. When registering, team captains have the option of registering with a \$100 deposit or paying the league fee in full.
    - 1. If the \$100 deposit option is chosen, the remaining balance will be automatically deducted from the credit card used for the deposit.
      - a. The automatic payment is due one day after the team's first game.
      - b. Deposits must be paid by credit card or electronic check.
        - i. Captains will be prompted to enter two payment forms in case the first payment type defaults.
    - 2. If a captain wishes to use cash or check for the remaining balance, that payment must be submitted prior to the start date of the league or the original credit card will be charged automatically.
  - D. Cancellation, refund or transfer requests must be made seven (7) business days prior to the scheduled start of the activity. The initial payment of \$100 is non-refundable and there is a \$5 processing fee for each change to the initial registration purchase.
  - E. If a team captain should default on a payment, Parker Recreation staff will contact the captain to collect payment.
    - 1. Captains will be given a deadline of one week from the date they were contacted to remit full payment.
    - 2. Should the team captain fail to make full payment, their team will forfeit all remaining games in the current season.
  - F. If a team captain defaults on two (2) or more payments within one year, all services for the Parker Recreation Center and Fieldhouse (including memberships) will be suspended and no further play in any Parker Recreation sports leagues will be allowed until full payment has been received by the Parker Recreation Department.
    - 1. If the failed payment has been sent to the Town's collection service, Professional Finance Company (PFC), payment must be received by PFC *and* by the Town of Parker before any services are reinstated.
    - 2. All payments for future Parker Recreation services must be made using Certified Funds (cash, cashier's check or money order)
      - a. The team captain must assure that certified funds are delivered to appropriate sports staff *in person* before the team is registered.
        - i. For leagues that fill quickly, it is recommended that the team captain provide funds at the Fieldhouse on the morning of registration to secure their spot in the league.
      - b. Full payment is required, deposits will not be allowed.
    - 3. If payment is successfully received for four (4) seasons, on time with no problems, the customer will be allowed to make payments under normal registration policies going forward.
      - a. Should the captain default in the future, certified funds will then be required for all future payments made to the Town of Parker Recreation Department.
- IV. Scholarships - The Town of Parker's Recreation Scholarship program was designed to help Parker families and/or individuals with limited financial resources participate in Town Recreation programs and facilities.

- A. Local businesses, community groups, and individuals may contribute annually to the scholarship fund. The amount in this fund varies each year.
  - 1. The scholarship fund is not supported by tax dollars.
  - 2. Scholarships may provide a percentage discount for families but will not cover the complete registration cost and do not guarantee a space in an activity.
- B. There is a \$100 maximum per family, per year.
- C. Scholarship Applications
  - 1. To apply, a Parker Parks and Recreation Scholarship Application must be submitted for each child.
  - 2. Applications may be dropped off at any Town facility or by contacting Alex Eaton at 303.805.6313 or [aeaton@parkeronline.org](mailto:aeaton@parkeronline.org).
- D. See Appendices for Scholarship Guidelines for Applicants

V. Late Fees

- A. Youth Sports
  - 1. A \$10 fee per transaction will be added to registrations within 10 days of each youth league's listed start date.
- B. Adult Sports
  - 1. A \$50 fee per transaction will be added to registrations within 10 days of each adult league's listed start date.

VI. Employee Discounts

- A. Active Town of Parker employees are offered discounts on most sports activities and leagues.
- B. To receive the discount for adult sports, the Town of Parker employee must be the financial manager and **acting** team captain.

VII. 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.

B. **Adult Sports:**

Cancellation, refund and transfer requests must be made seven business days prior to the scheduled start of the activity. The initial payment of \$100 is non-refundable and there is a \$5 processing fee for each change to the initial registration purchase.

- C. **Youth Sports:** Cancellation, refund and transfer requests must be made three business days prior to the scheduled start of the activity. There is a \$5 processing fee for each change to the initial registration purchase.

To submit a registration change request (transfers, cancellations, refunds) for sports programs, please contact Lou at [lmeadows@parkeronline.org](mailto:lmeadows@parkeronline.org).

VIII. Sponsorship - Advertising and sponsorship helps Parker Parks and Recreation 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 Parker community.

- A. Sponsorship opportunities include Recreation Activity Brochure advertising, Fieldhouse facility advertising, youth sports uniform advertising, Recreation event sponsorship and more.
- B. Contact Jaime Vollertsen at 303.805.3267 or [jvollertsen@parkeonline.org](mailto:jvollertsen@parkeonline.org) for additional advertising and sponsorship information.

**General Sports Information**

I. Program Marketing

- A. Upcoming season information can be found in our seasonal brochures which are provided three times yearly, Winter/Spring, (Delivery to mailboxes in early December) Summer (Delivery to mailboxes in early April) and Fall (Delivery to mailboxes in early August).
  - B. This information can also be found on our website at [www.parkerrec.com](http://www.parkerrec.com).
- II. Contract Service Agreements
- A. The Parks and Recreation Department seeks instructors for youth and adult leisure enrichment, fitness, sports and adapted activities when our staff is unable to provide a service to the community.
  - B. Contractors are chosen based on the service they can provide and the quality of program offerings.
  - C. While we do *not* have a “No Compete” clause in most contracts, we do evaluate our current opportunities to assure new programs will not conflict with existing offerings.
  - D. Interested contractors can complete a Recreation Program Proposal online and submit via email to [recreation@parkeronline.org](mailto:recreation@parkeronline.org).
- III. **Alcohol and Substance Use**
- A. Alcohol and marijuana are not allowed on/in the Fieldhouse or Recreation Center premises.
  - B. Town Ordinance #12.03.1 Section 1 prohibits the possession or consumption of any alcohol on city park lands.
  - C. Officials and Sports Supervisors 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 supervisors may eject anyone they suspect to be intoxicated during sporting events.
    - 1. Further sanctions may be imposed by league administration depending on the infraction.
- IX. For the privacy of all of our patrons, sports personnel will only provide email addresses when contact information is requested for team coaches and captains.

## **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 Town of Parker 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.
  - C. When the session is hosted at the Fieldhouse, Kinder (indoor) and Mini Mite coaches will have equipment provided by a supervisor at each session.
- 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 or supervisor for Parker Recreation Sports can apply online at [www.Parkeronline.org](http://www.Parkeronline.org).
- 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.

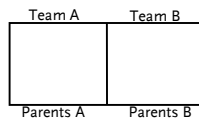
1. Check each league for specific practice information.
- C. Teams may only practice at their designated practice location and time.
  1. Exceptions may be approved by a member of the Sports Staff in situations where a make-up practice is needed and space is available.
- D. Cancellations – practice cancellations 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, your Sports Coordinator 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 will play 1 to 2 games per week. Bye weeks and double headers are occasionally included in league schedules.
- B. Game schedules can be found online at [www.teamsideline.com/parkerrec](http://www.teamsideline.com/parkerrec).
- C. Games will start on time even if the coach is not present.
- D. In case of inclement weather, call the weather line at 303.805.3288. Make up games will be scheduled based on facility availability. *See Practices section for information on make up practices.*
- E. Game Guarantees
  1. The scheduled amount of games for youth sports varies by sport.
    - a. Most youth sports are scheduled 6 to 8 games per season.
  2. The Town of Parker Sports Division 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.
    - a. In general, the designated spectator area is located on the opposite side of the field/court from the coaches and teams but may include other areas.
    - b. Designated spectator areas are *never set on the same side as the player/team sideline.*



- 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 5 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.)
    - b. The Sports Division may involve Parker Police Department to attend to the child.

#### VIII. When We Can No Longer Serve a Child

- A. Sports staff 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. Most Youth Leagues do not have an End of Season Tournament scheduled due to scheduling and staffing constraints.
- B. 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 will have a designated time for team pictures.
- B. Picture schedules are posted online at [www.teamsideline.com/parkerrec](http://www.teamsideline.com/parkerrec). Use the “Team Picture and Practice Info” link.
- C. As we are contracted with Lifetouch, no other photographer may take and sell pictures within Town of Parker leagues.

- XI. Protests will **not** be reviewed for youth sports. Coaches are encouraged to discuss any rule discrepancies with the field supervisor or with the Sports Coordinator so corrective measures can be initiated.

## Youth Coaches Expectations

### I. Team Rosters:

- A. Please send a team email 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 Athletics Department 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 Sports office immediately so that child can be placed on an appropriate team.

### II. Practices

- A. Coaches will be given the opportunity to choose their desired practice day/time/location prior to league registration, based on availability.
  - 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 a member of the Sports Staff.
- D. If a coach chooses to cancel practice due to questionable weather, it is their responsibility to contact their teams.

1. 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. 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. Schedules can be found online at [www.teamsideline.com/parkerrec](http://www.teamsideline.com/parkerrec).
- C. The Town of Parker Sports Division does not allow forfeits in youth sports.
1. If a coach knows the team will need subs, they should contact the appropriate sports coordinator to request substitute players.
    - a. Substitute players may only play if they are a registered player *within the same division*.
  2. If a coach has specific schedule requests (within reason), these must be made prior to the release of the schedule.
    - a. Coordinators 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 appropriate Sports Coordinator 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 5 minutes of the end time, coaches are instructed to call the non-emergency police line.

### V. What does Success Look Like?"

- A. Success in a Parker Parks and Recreation 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.**
- C. The following actions are considered unduly harsh punishment and are forbidden in all Parker Recreation 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 Parker Parks and Recreation Sports staff in charge of your program should be informed and appropriate action (if deemed necessary) will be discussed with you.

VIII. Anti-Bullying - The Town of Parker 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 a Sports Coordinator as soon as possible to review the behavior. Town of Parker Parks and Recreation 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
- D. Training resources are available at [www.ParkerRec.com/YouthSportsResources](http://www.ParkerRec.com/YouthSportsResources).

## IX. Concussion Training

- A. Colorado's concussion legislation, known as the Jake Snakenberg Youth Concussion Act, went into effect on January 1, 2012. This law requires the following:
  1. Youth athletes between the ages of 11-18 must be immediately removed from a game or practice if a concussion is suspected.
  2. 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 sports coordinator.
  3. Coaches must receive annual concussion training.
- B. The Town of Parker has obtained free concussion training from the Centers for Disease Control which used to meet the State of Colorado's concussion training requirement.
  1. Each coach for ages 10 years and up must take this concussion training annually.
    - a. The link used for the training is:  
[http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html)
    - b. This training is made available to all coaches prior to each season.
  2. Following the completion of the training, each coach acknowledges that they have completed the training by completing the Concussion Acknowledgment form at [www.teamsideline.com/parkerrec](http://www.teamsideline.com/parkerrec).
- C. Should concussion-like symptoms occur at a team practice, the coach must inform the parents and the sports coordinator that same day.
  1. Coaches are encouraged to communicate closely and clearly with parents regarding concussion symptoms and procedures.
- D. Should concussion-like symptoms occur at a team game, the coach must inform the staff (officials or supervisors) and complete an incident report. The parents and the sports coordinator should also be notified on that same day.

## X. Background Check

- A. All volunteer coaches are required to complete a background check prior to the season beginning.
  1. These background screens must be completed once every three years.
- B. Sterling Information Systems is used to ensure quick and easy online access and screening.
- C. The background screen process serves as the volunteer application.
- D. Please see the Volunteer Disqualifier Sheet in the Appendices for a list of disqualifying convictions as well as a list of other disqualifying factors.

## XI. Reporting Child Abuse and/or Neglect

- A. If child abuse is suspected, coaches should immediately call a Sports Coordinator to report the suspected abuse or neglect. League administrators are mandatory reporters and will report to the proper authorities.
- B. Coaches may also report directly to proper authorities. These proper resources are:

1. Douglas County – 303.688.4825
  2. Parker Police Department – 303.841.9800
  3. 1-844-COKIDS
- C. All calls are kept confidential.
- D. Even if a coach is not sure if they should call, this line serves as a resource for coaches to see if they need to report.
- XII. Town of Parker volunteers are covered under the Town's general liability insurance as long as they are performing their duties in the interest of the Town.
- A. Volunteers are not covered by workers' compensation and must seek medical assistance through their own medical providers at no cost to the Town.

## **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. Parker Recreation Staff will provide game balls and necessary field equipment.
    1. Teams are required to provide any player equipment (i.e. mitt, shin guards, bats)
    2. Please report any damaged field equipment to the on-site supervisor.
- II. Officials, Supervisor and Town Employees
  - A. The Town of Parker hosts recreational adult leagues for participant's fun and skill development. Please be respectful of the sports staff and the calls they make.
  - B. Adult games are officiated by two (2) officials when possible. One (1) game official will be present at all games.
    1. Adult Softball and Volleyball only schedule one official per field/court
  - C. One (1) field/court supervisor is provided to keep score and manage games. In some adult sports, the game officials also serve as the site supervisor (i.e. Adult Kickball).
    1. Supervisors will check rosters, treat injuries, assist with player/bench concerns and in some cases can help with on the field disputes.
  - D. All Parker Recreation employees have complete authority to administer the facilities and programs and their decisions are final.
  - E. See the Sports League Behavioral Policy for information regarding Due Process.
- III. Game Schedules and Playoffs
  - A. Game Guarantees
    1. The scheduled amount of games for adult sports varies by season, but typically ten (10) games are guaranteed. This includes regular season and playoffs.
      - a. However, due to weather and other unforeseen circumstances, *some games may not be rescheduled.*
        - i. If games cannot rescheduled, refunds will *not* be issued.
  - B. The playoff format for each league and division depends on the number of teams registered.
  - C. Prizes are awarded to the league champion.
- IV. Forfeits
  - A. Teams who commit 1 no-call, no-show forfeit in the regular season will automatically drop to the lowest seed for tournament purposes.
    1. Teams may forfeit by calling the league coordinator a minimum of 24 hours prior to their scheduled game without penalty.
  - B. Forfeit scores vary by sport.

- C. If the team is scheduled to play on Sunday, the captain may call the front desk at 303.805.6300 and ask them to get a message to the Sports Staff.
- D. Forfeit fines will be implemented. See Captain's Expectations for more information about Forfeit Fines.

#### V. Drop In Use

- A. Drop in sessions for adult sports may be scheduled during season breaks for indoor leagues.
- B. For all drop-in sessions, Parker Recreation members may play for free, anyone with a punch card may use a punch and all others will need to pay the daily admission fee.
  - 1. With proof of purchase, this fee is good for the entire day and grants access to the Recreation Center and Fieldhouse.
- C. Drop-in sessions are for adults only. Everyone must be 18 or older.
  - 1. Check with the Sports Coordinators for specific drop in dates.

#### VI. 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.
- C. See the Sports League Behavioral Policies for specific penalty assessment.

#### VII. Access to facilities

- A. Participation in Parker Recreation league sports does *not* grant access to our indoor facilities (Parker Recreation Center, Parker Fieldhouse).
- B. Those who wish to use our facilities to warm up prior to a game or for any other reason must abide by facility membership and daily admission policies.

## **Adult Captains Expectations**

### I. Scheduling Communication

- A. Sports Coordinators 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 league administration if their team cannot attend a scheduled game. Captains must provide 24 hours notice at minimum.
  - 1. Failure to contact the Sports Coordinator via phone or email with 24 hours notice will result in a Forfeit Fine of \$40.
    - a. The \$40 fine will be placed on the Team Captain's registration account.
    - b. All fines must be paid before playoffs.
      - i. Any fines incurred during playoffs must be paid prior to the start of a new season.
    - c. Future registration will not be accepted until the fine is paid in full.
  - 2. See General Information – Adult Sports for more information about forfeits.

### 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. Each player is required to have picture identification at all games and must present this if requested by staff.
- G. Any active party in the game (supervisor, referee, team manager) may request a roster/identification check.
  - 1. If a player *who is participating in the game* cannot produce a valid picture ID the team will forfeit the game, no matter what time the check was performed.
  - 2. If a roster is checked *before the game* and a player is found to be ineligible or unable to produce a picture identification, they will not be allowed to play; all eligible players can play as normal.
  - 3. All roster challenges must be made before the end of the game.

III. Players are able to play in all leagues if they meet the specific criteria of each league, but are only able to play with one team per division.

- A. Sharing players will result in a forfeit for the team in which the player is NOT on the roster.
  - 1. Adult Inline Hockey allows sharing of players. See specific rules for details.
- B. Players may drop off of one team roster and join another team within the same league during the first three (3) games of the season;
  - 1. Players may only make team changes once within the same season.

IV. Captain's Meetings

- A. Sports Coordinators hold Captain's meetings prior to the season beginning.
- B. Team Captains should attend to discuss any rule changes, suggestions, concerns and pass along all rules and league expectations to their team members.
- C. At the Sports Coordinator's discretion, captain's meetings may not be held every season.

V. 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 Sports Coordinator.
- 1. When a team member violates the league's rules or the Sports League Behavioral Policy (Appendices), the Sports Coordinator 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.
- C. Suspensions are communicated with the Team Captain only. Please do not have players contact the Sports Coordinator directly as they will be directed to have the Team Captain contact the League.

VI. Ejection Fines

- A. If a player is ejected from any adult league, a \$20 fine may be issued to the player.
  - 1. Fines are intended for actions warranting an immediate ejection and will not be applied to accumulated fouls (for instance, two Yellow cards in soccer).
    - a. Check specific rules for details.
- B. This fine must be paid in full before the ejected player is allowed to return to play *in any Parker Recreation adult league*.
  - 1. Fees must be collected by the Sports Administrative staff.
    - a. No money will be collected at the field/court.

- b. Contact 303.805.6300 to be transferred to a member of the Sports Staff.
  - C. All suspension and behavioral policies apply as normal.
- VII. Rule Knowledge
  - A. Team Captains are expected to have thoroughly reviewed the League rules. Many leagues have “house rules” that Captains must know and share with their teammates.
  - B. Captains will be held accountable to the expectations as defined in each league rules and in this document.
    - 1. Ignorance of Parker rules will not be accepted as an excuse to break the rules.
  - C. Any issues with rules must be brought to the Sports Coordinator by the Team Captain.
- VIII. Protests/Disputes
  - A. Team captains must declare a protest at the time of the incident before the ball/puck is put back into play.
  - B. Roster protests must be made and resolved before the end of the game. See above.
  - C. If the protest cannot be quickly resolved by Officials and Supervisors during play (i.e. a quick review of the rules), the captain has the option to initiate a Formal Protest.
    - 1. A formal protest will only be considered if it deals with misinterpretations of a rule.
      - a. No action can or will be taken involving personal judgment calls of the official.
    - 2. Officials and supervisors must be made aware of the captain’s declaration to formally protest.
    - 3. Both team captains will be made aware of the protest and the game will proceed.
  - D. All protests must be accompanied by a \$50 protest fee from the protesting team. No protest will be reviewed without the fee.
    - 1. If the protest is reviewed and deemed valid, the \$50 will be refunded to the protesting team.
  - E. All protests must be documented including the time of the incident, what is being protested, time left in the game, and score.
    - 1. Both captains and all staff must review and sign the protest documentation.
  - F. Once the form has been received by the Sports Coordinator, it will be reviewed within 2 business days following the game.
    - 1. The Sports Coordinator will review the incident with team captains and sports staff.
      - a. They may also seek additional support from players and spectators.
    - 2. If the protest is valid and deals with misinterpretation of a playing rule, the game will be replayed from that point on.

## **Safety**

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 Parks and Recreation Department, 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 sport supervisor immediately. If a supervisor is not staffed for your event, email your league contact 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.



#### IV. 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 sports coordinator or another Parks and Recreation staff member.

#### V. 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 supervisor 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. If you think the weather is questionable please call our weather line at 303.805.3288 to check for possible cancellations.
  1. If there is an old message or no message pertaining to the day you are inquiring about, then no cancellations have occurred.
- C. Lightning: Parker Parks and Recreation sports staff 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 a supervisor 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 *Spark Lightning Alert* on the WeatherBug app regardless of the presence of visible lightning.
      - i. The weather bug application is monitored by our on-site sport supervisor
    - 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 lighting 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 sport Supervisor (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 20 minutes following the last lightning strike. The last lightning strike will be determined by either the detection system or visual confirmation.
  1. The 20 minute time frame will immediately start over with each additional lightning strike.

#### VI. 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 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 attached to shoe laces, beneath clothing or covered (i.e. with a sweat band).
  - 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.

## VII. 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.

## VIII. 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.
- C. Links to the law and training are available at [www.ParkerRec.com/YouthSportsResources](http://www.ParkerRec.com/YouthSportsResources).

## IX. Emergency Response Plans

- A. For activities hosted at the Parker Fieldhouse or Parker Recreation Center or when a Sports Staff member is present, participants should follow the instructions of staff who have procedures in place for emergency situations.
- B. For activities where no 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 staff contact of the incident within 24 hours.
  - 6. If available, complete an Incident Report as soon as the incident has ended.
- 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 to the staff contact and filling out an Incident Report when available.
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.
- X. First Aid: Each gym/field supervisor is equipped with a full first aid kit and several ice packs. If a participant is injured, please report it immediately to the supervisor 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 Parker Fieldhouse and Parker Recreation Center 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. Parker police units on patrol have an AED should there be a cardiac event at any of our sporting events.
  - 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.
- XI. Incident Reports: An incident report is a document that records an incident, care provided and by whom, and the victim's information, etc. It is an important historical document of the incident that occurred.
- A. Incident Report Forms are available at the Parks and Recreation sports office and/or should be available on site with all Sports Supervisors.
    1. Any time care is given by staff, an incident report should be completed. Parker employees will complete the Incident Report and may ask coaches, parents and witnesses for further information.
    2. To ensure the most accurate information is recorded, an incident report should be completed at the time the incident occurs as long as it does not interfere with care of the victim.
    3. For incidents that occur when no staff is present, the volunteer coach should contact their Sports Coordinator within 24 hours and provide the following information:
      - a. Injured Participant's name
      - b. Parent/Guardian's name and contact information
      - c. Description of what occurred
      - d. Any care given, medical treatment, etc.

## **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.
  - 3. Most times Coordinators do not know who is coaching until registration has been completed and coaching applications have been accepted.
- B. School Gymnasium Usage: The Town of Parker works closely with each school located within the County for use of indoor gymnasiums.
  - 1. Town of Parker will provide a site supervisor for all games and practices at any school gymnasium.
  - 2. School gymnasiums are owned and operated by the Douglas County School District. Use of school gymnasiums by Parker Parks and Recreation is permitted through cooperation between the school district and the Parker Parks and Recreation Department.
  - 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. Food and drinks are not allowed in School Gyms.
  - 5. Participants are to stay off school stages as well as any equipment located in the gym area.
  - 6. Parks and 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 Parker Leagues does *not* grant use of the Town of Parker fitness facilities.
  - 1. Those who wish to use our fitness facilities must abide by facility membership and daily admission policies.

## III. Rental Procedures

- A. Room Rentals
  - 1. Parks, pavilions, conference rooms and party rooms at the Parker Recreation Center and Parker Fieldhouse are available to rent for team parties.
  - 2. Coaches within Parker Recreation leagues will receive the Non-Profit rate for room rentals.
  - 3. Coaches may use any of the Town's open space, such as Fieldhouse lobbies, parks, pavilions, etc. for team meetings.
    - a. These spaces are only available on a first come, first serve basis and are not readily available on weekends.
    - b. Reservations of parks, pavilions and rooms will guarantee they are not in use by another group.
- B. Renting Space for Additional Practices
  - 1. The league will not assign additional practice space to teams because there is not enough field/court/rink space available for all teams.
  - 2. Coaches may not rent additional space for *mandatory* practices.

## IV. Concessions

- A. Concessions may be made available at games and/or practices depending on the facility location.
- B. Concession stands are contracted with or provided by the Town of Parker
  - 1. Outside concession sales are not allowed during league play.

## V. Drone Policy

- A. Drones are not allowed at Parker Recreation sporting events.

- B. The Town prohibits hazardous activities at all Town parks and open space, which may include model craft of any kind that is not operated in a safe manner. 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

#### VI. Maintenance Standards and Field Ownership

- A. Town of Parker fields and facilities are maintained by Town of Parker employees and contractors.
- B. Fields and facilities that are rented for use by the Town of Parker are maintained by that specific facility owner.
- C. Please bring all concerns regarding field/facility conditions and safety to the immediate attention of the Sports Coordinator or Supervisor so we can address the concerns as quickly as possible.
  - 1. Safety and maintenance issues at Town owned facilities will be addressed as quickly as possible, whenever possible.
  - 2. The ability to correct any maintenance issue at rented schools and 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
- IV. Scholarship Policy

## **Code of Conduct**

All participants within the Town of Parker 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 The Town of Parker Recreation 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 Town of Parker facility.
- Failure to follow Town of Parker and/or school district regulations.

### **Sanctions:**

Sanctions for behavior violations can range from verbal or written warning to a permanent ban from Town of Parker programs. The Town of Parker staff (league coordinators and manager) 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.
- For adult sports, an ejection fee will be assessed. Please review the *Town of Parker Youth and Adult Sports Policy and Procedure Manual* for details.
- 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 Town of Parker sports leagues while suspended.
- Suspended players may not participate as spectators in Town of Parker sports leagues during their suspension timeframe.
- All suspensions are subject to a probation period determined by the league coordinator. 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 league coordinator or his/her designee.
- All ejections result in a mandatory one-game suspension with possible extended suspensions after review.
- A Suspension Review Board will review staff and official reports of the suspension and any player appeals as deemed necessary for due process. The Suspension Review Board may consist of the following staff:
  - Town of Parker sports supervisor/officials present at the incident
  - Contracted officials present at the incident
  - Town of Parker league coordinator
  - Town of Parker sports supervisor(s)
- The league coordinator will determine if an extended suspension is necessary based on the Suspension Review Board's findings. In the event of an extended suspension, the league coordinator 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 league coordinator.
- Players may make a final appeal of the league coordinator's decision in writing to the sports supervisor. The final appeal must be submit within five (5) business days of receiving the league coordinator's decision.

## **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 sports supervisor 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 Town of Parker Recreation Department. Your application process will 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 Town 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** (except as provided by C.R.S. § 24-5-101(4) as amended) - 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 as specified in C.R.S. Section 27-90-111, as amended, in Town programs.
- 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 Town, they will be required to disclose the nature of the charges to their supervisor or program coordinator, and voluntarily terminate their volunteer activities until determination is made by the Human Resources Department regarding the effect of the pending charges.
- **Suspicion of Drug or Alcohol Use** – Volunteers who use controlled substances or alcoholic beverages on Town property or report or return to their duties under the influence of controlled substances or alcohol will be subject to termination of service. The Town reserves the right to suspend volunteer duties to investigate allegations of controlled substance or alcohol abuse while representing any Town activity.

**Questions please contact Town of Parker Human Resources Department at 303-805-3333.**

## **Scholarship Guidelines for Applicants**

### **General Information**

The Town of Parker's Parks and Recreation Scholarship program was designed to help Parker families and/or individuals needing financial assistance to participate in the Town's Recreation programs and facilities. Scholarships may only provide a portion and of the total fee but never the entire amount. Local businesses, community groups, and individuals contribute annually to the scholarship fund, it is not supported by tax dollars and varies each year.

- Requests for scholarships for sports, classes and activities must be submitted at least two weeks prior to the start of the program.
- Need is the primary criterion upon which scholarships are considered. Accepted applicants are expected to pay at least 25% of the registration or membership fee. You may be expected to pay up to 90% of the class fee if it is a contractual class (not instructed by a Town employee). No full scholarships will be awarded.
- The Town of Parker reserves the right to determine scholarship values particularly if the demand for scholarships by the community is high as well as fund availability. The maximum scholarship value is \$100 per calendar year per family.
- Approval of any scholarship application does not automatically ensure a registration into a program, space must be available. Registration for any program is the responsibility of the person requesting assistance. All payments must be received prior to the registration deadlines and participation.
- All information received from applicant will remain confidential.
- Eligible programs include Sports leagues, Kids Zone classes, Aquatics, 3-month facility family pass or a 20-visit facility punch pass.

### **Eligibility**

- Family and/or individual must be a resident of the Town of Parker (proof of residency could include current utility bill, housing lease, etc., also must be primary residence).
- Family qualifies for Douglas County free or reduced lunch program (provide a copy).
- Proof of income – All applicants must show proof of income such as most recent tax return, last two pay stubs, or information from an appropriate social service agency that is acceptable to the Town.

### **How to Donate to the Recreation Scholarship Fund**

- If you are interested in donating to the scholarship fund, please make a check payable to and mail to:  
Town of Parker Scholarship Fund  
20120 E. Mainstreet  
Parker, CO 80138

### **Application Process**

- Complete the Scholarship Application Form (one per person). All information requested must be provided. Incomplete applications will not be considered.

Applications should be submitted (mail, email or fax) to:

Town of Parker Scholarship program  
Attn: Alex Eaton, Parks and Recreation Project Analyst  
20120 E. Mainstreet  
Parker, CO 80138  
Fax: 303.805.3123  
Email: aeaton@parkeronline.org  
Phone: 303.805.6313