

Town of Winterville  
Parks & Recreation Department  
2936 Church Street  
PO Box 1459  
Winterville, NC 28590



**TOWN OF WINTERVILLE PARKS AND RECREATION DEPARTMENT  
YOUTH SPORTS MANUAL**

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## **MISSION STATEMENT**

The mission of the Town of Winterville Parks and Recreation Department is to effectively and efficiently meet the recreation needs of residents of all ages. Efforts to fulfill our mission focus on the updating of present facilities and playgrounds, planning for the acquisition of future facilities, and the provision of a wide range of year round recreation activities that utilize traditional and innovative programming ideas.

## **WELCOME**

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

Sometimes volunteer coaches, parents/family, and fans forget why we do what we do. The goal is not to satisfy egos or relive glory days, but to provide a positive, healthy experience for our children that teaches the importance of team work, cooperation, ethics, playing by the rules, winning and losing with grace, respect for authority, and striving to do your best. This above all else, is what we and our programs should be about. There must be a cooperative effort between Department staff, volunteer coaches, officials, parents/family, and fans to ensure these goals become a reality.

We believe that with the cooperation of all involved that we can continue the most basic sporting principal. To have fun!

This manual was designed as reference material for Department staff, parents, volunteer coaches, officials, and everyone who is a stake holder in this Department and its programs. Reading and understanding this manual will contribute to a better understanding of Winterville Parks & Recreation youth athletics.

## **PHILOSOPHY**

Winterville Parks and Recreation youth sports programs are designed to allow all children an opportunity to have fun, participate, and learn fundamental sports skills. The Department is committed to providing both educational and recreational programs and services. Participants will learn sportsmanship, respect, teamwork, fair play, self-confidence, game rules, and how to play the respective sport. The sports environment will be safe and well maintained. Prudent behavior by adults is mandatory.

### **Essential Components of Winterville Parks and Recreation Youth Sports Philosophy**

1. All children who meet the basic program registration requirement have a right to participate in Department youth sports programs.
2. Department will offer programs at a reasonable cost, while providing quality facilities, and recognition of both volunteers and participants.
3. Department Staff will recruit volunteers who have the ability to act as role models, mentors, and facilitators.

4. All participants in Department youth sport programs shall be treated fairly, and without regard to race, color, disability, religion, sex, or national origin.
5. Youth sport program practices and games should be an enjoyable, challenging, and educational experience for all participants.
6. Those people in coaching and leadership positions in youth sport programs shall lead by example through the promotion of fair play and sportsmanship.
7. Youth sports programs focus on the enjoyment of the sport, not the score.

### **The Key to Keeping Kids in Youth Sports**

Research has shown that kids who stay in sports tend to stay in school, get better grades and show better behaviors. It makes sense then, for us to know something about what it takes to motivate kids to keep playing sports once they have started.

Don't expect something from a child which is not physically or emotionally possible, given the muscle coordination, attention span or level of dedication at a specific age level. The child then struggles to live up to the expectations of coaches or parents, sees no progress and eventually gives up or quits, feeling like a failure in the eyes of adults.

Help your child to compete against self, not all the other children. Start focusing on their personal best.

### **SPORTS PROGRAMS OFFERED**

Program	Ages	Registration Begins
Cal Ripken Baseball	7-12	In January
T-Ball & Pee Wee Baseball	4-6	In March
Tackle Football	8-13	In July
Flag Football	5-8	In July
Soccer	4-6	In July
Cheerleading	5-12	In July
Fall Baseball	6-12	In July

### **FREQUENTLY ASKED QUESTIONS (FAQ'S)**

**1. What if the program is full or you have missed the registration deadline?**

You are encouraged to register early for all programs. Participation for all programs is on a first come, first served basis. Please check registration information on each individual program. Those wishing to register after the deadline will be placed on a team if room is available. If there is no room in program, their name will be placed on a waiting list and added at a later date, if possible. If enough players are added to a waiting list, and coach obtained, an additional team may be created.

2. **What do you have to do to become a youth coach?**

Our coaches are volunteers and a valuable part of the Winterville Parks and Recreation team. All coaches must pass a background check and complete a coach application. Some youth sports coaches are required to obtain coaching certification, all are encouraged. For more information, please contact the Department at (252) 215-2434.

3. **How do I know if games have been cancelled?**

Department staff will communicate cancellations with coaches. Coaches will communicate information with players and parents. Department staff will also make cancellation info available on website, via text (must sign up with cell phone number and agree to receive texts in ActiveNet) and rainout line, (252) 215-2441.

4. **How do I express concerns about a coach, official, parent or staff member?**

Please contact the Department office at (252) 215-2434. We will be happy to discuss any concerns with you.

5. **How do I obtain general information?**

Please visit the Department website at <http://www.wintervillenc.com/parks-and-recreation> or call (252) 215-2434.

### **REGISTRATION PROCESS**

Registration for all youth athletic programs available in person and online:

Online

1. Go to <http://www.wintervillenc.com/parks-and-recreation>.
2. Click on the “Registration and Reservation” link.
3. New users must register for a new account. Return users may login to existing account with username and password.
4. Select desired program(s) and fill in relevant information.
5. Process is completed once payment is made.
  - a. **Note: Registration is not final and individual(s) not added to active participant list until payment is made.**

In Person

Registrations are accepted at the Winterville Parks and Recreation Department during scheduled registration periods and regular business hours. The Winterville Parks and Recreation office is located inside the Winterville Operations Center: 2936 Church Street, Winterville, NC 28590. Office hours are Monday through Friday, 8:00 a.m.-5:00 p.m.

### **Registration Fee**

All registration fees collected supplement cost of participation including, but not limited to: insurance, uniform, equipment, awards, official fees, staff, etc.

## MEDICAL INFORMATION

Parents or guardians should notify the Winterville Parks and Recreation Department of any pre-existing medical conditions which might affect the player during the course of the year (i.e. allergies, medications, pre-existing injuries, physical impairments, etc.).

The coach or Department staff will treat minor injuries. Any major or life threatening injury or accident that may occur on the playing field or at the facility, during scheduled game/practice times will be handled as follows:

1. Assess the situation. Do not panic. Administer first aid only if you are qualified.
2. Have an adult, Department Staff if on site, stay with injured person at all times.
3. If emergency assistance is needed, call 911 will be immediately. Provide the dispatcher with the following information:
  - a. Your name
  - b. Exact location of the accident, injured person, or incident
  - c. Victim's condition
  - d. Nature of the injury or incident and circumstances surrounding emergency
  - e. Stay on the line until instructed to hang up by dispatcher
4. Parent/Guardian will be contacted.
5. Based on the professional decision of the EMT, the participant may be transported to the closest medial facility for immediate care.
6. If medical transportation is required, the charges incurred (if applicable) will be billed to the parent/guardian and/or parents/guardians insurance policy. IF EMT deems transportation via emergency vehicle (i.e. ambulance) necessary, it is prohibited to transport participant in a personal vehicle.

Athletic Trainers are employed for tackle football games. When athletic trainer on site:

1. Athletic trainer will be called immediately
2. Parent/Guardian will be contacted
3. Athletic trainer will recommend course of medical action including, but not limited to: treatment of injury/injuries, removal from play, and requiring 911 call.
4. If athletic trainer recommends contacting emergency services, dial 911 and follow steps 3a-3e.

At no time should coach, official, Staff, spectator, etc. offer a diagnosis or express personal opinion as to the extent of the injury, unless a qualified medical official.

Any and all accidents in a Department program including, but not limited to, game and practices, should be reported to the Department using the Injury Report Form.

### Injury Policy

The number one priority of the Department is the safety of participants. That being said, precautions must be taken to avoid injury and aggravating existing injuries. Please see below for injury policy and procedures.

1. League Sanctioned Play Injury: League sanctioned play includes games, practices, and scrimmages.
  - a. Practice/Scrimmage Injury – Notify department staff as soon as possible (e-mail or call). Once Staff has been notified, coach should submit completed Injury Report Form to Department, as soon as possible.
  - b. Game – Notify Department Staff and athletic trainer (tackle football only) immediately.
2. Non-League Sanctioned Injury: These relate to any injury sustained outside of league sanctioned play.
  - a. Notify Department Staff as soon as possible (e-mail or call). Once Staff has been notified, coach should submit completed Injury Report Form to Department, as soon as possible.
3. Any participant injured or removed from play due to suspicion of injury, in either league sanctioned play or that outside of sanctioned play (non-league sanctioned), that requires medical attention, will not be eligible to participate until the Department receives signed medical release from doctor noting that the child is eligible to play or when they will be eligible to play with specific date.

Department Contact Information

Physical Address: 2936 Church Street, Winterville, NC 28590  
 Mailing Address: PO Box 1459, Winterville, NC 28590  
 Fax: (252) 215-2434  
 E-Mail: Brittany.washington@wintervillenc.com

This policy will be strictly enforced and is in the best interests of parents, participants, coaches, Winterville Parks & Recreation, and all other involved parties.

**Concussions**

Any player suspected of having a concussion or head injury is required to be removed from the activity. Player must seek medical attention and then follow the proper procedures for return to play. Please see Concussion/Head Injury Policy

**UNIFORMS AND EQUIPMENT**

Following is list of uniforms and team and/or individual participant equipment provided by the Department for each sport. Any equipment required but not shown below must be provided by player.

- Jerseys will be provided for all youth sport participants. Players may keep their jerseys for all youth sports except tackle football. Baseball, all ages, will be provided hat and jersey.
- The Department will lend tackle football game jersey, practice jersey, and pants to player for use during the season. Aforementioned items must be cleaned and returned at the end of each season.
- Uniforms shall not be altered in any manner.

Note: Uniforms purchased for team by entity other than the Town of Winterville must be approved by Department staff prior to use.

No equipment should be purchased or used if the quality is less than that supplied by the Department. Any equipment required but not shown below must be provided by player.

- Cal Ripken baseball: Cal Ripken/Babe Ruth League stamped baseball, batting helmet, Louisville Slugger Blue or Black Flame Pitching Machine (rookie only), catcher gear (mask, chest protector, leg guards, mitt).
- T-Ball: Safety baseball, batting helmet, batting tee
- Pee Wee: Safety baseball, batting helmet, batting tee, Louisville Slugger Blue or Black Flame Pitching Machine.
- Fall Baseball: Cal Ripken/Babe Ruth League stamped baseball, batting helmet, Louisville Slugger Blue or Black Flame Pitching Machine (rookie only), catcher gear (mask, chest protector, leg guards, mitt).
- Soccer: 6'W x 3.5'H portable soccer goal, size 3 balls, cones.
- Tackle Football: Tackling dummies, tackling shields, kicking tees, Wilson TDJ footballs
  - Department will loan tackle football individual equipment to players for season. Equipment includes: helmet, chinstrap, mouth guard (do not return), shoulder pads, and 7 piece pad set pants.
- Flag Football: Flags, cones, Wilson K2 footballs
- Cheerleading: Metallic black/silver poms

## AWARDS

### Trophies and Medallions

All players participating in a league that does not have an end of season tournament will receive a participation trophy.

Leagues that have an end of season tournament:

- Regular season 1<sup>st</sup> and 2<sup>nd</sup> place teams shall receive medallions. In the event of co-champions, no second place awards will be given.
- Tournament 1<sup>st</sup> and 2<sup>nd</sup> place teams shall receive trophies.

Participation awards, in the form of trophy or medallion, will be distributed to all programs designed for participants 6 years of age and under.

## TEAM SELECTION AND DRAFTS

For detailed drafting information please see sport specific rules.

Program	Method of Player Assignment
Cal Ripken	Draft
T-Ball	Assignment by Staff
Pee Wee	Assignment by Staff
Fall Baseball	Assignment by Staff
Soccer	Assignment by Staff
Tackle Football	Draft
Flag Football	Assignment by Staff
Cheerleading	N/A

### Player Evaluations

In an effort to equally distribute talent to each team and increase parity, a player evaluation will be held. For programs age 6 and under, teams will be assigned by staff without an evaluation. All registered players are required to participate in evaluation except head coach's children and assistant coach's children if already assigned to team. Evaluations are not a tryout, nobody is excluded. All eligible players will be placed on a team.

Exception: 7-8 year old flag football does not have a draft. Players are assigned to teams by staff.

### Siblings and Children Living in Same Household

During the registration process, parent/guardian must notify Department Staff if there are sibling and/or children living in the same household that need to be on same team for transportation purposes.

- Once draft/player assignment is complete, players will not be moved from team.
- Department Staff can approve players that are not sibling and do not live in same household to be placed on same team if there is a unique situation. These are decided on a case by case basis at the discretion of Department Staff. Request must be made in writing.

### Children Playing Up

1. Participants may only play up in following programs: tackle football, fall baseball (all divisions), and spring baseball (all divisions).
  - a. Exception: participants may be allowed to play up in order to field a team due to low participation or, when necessary, to meet league charter requirements.
2. Participant's parent may request to be moved up an age division if they are the oldest age in lower division.
3. All requests to play up are considered on a case by case basis. Requests must be made in writing and sent to [ian.mcleod@wintervillenc.com](mailto:ian.mcleod@wintervillenc.com) or faxed to (252) 756-1368.

4. No participant will be allowed to play down in any program or age division unless approved by the Department. Playing down is defined as someone too old for age division based off program's age cutoff date.
5. All participants are encouraged to play within their age division
6. Participants only eligible for all stars in the division in which they are participating.

## **PARTICIPATION AND ELIGIBILITY**

### **Eligibility**

1. A participant's residency, Winterville resident or non-resident, will not affect player's eligibility to sign-up for recreational team sports unless prohibited by rules of specific sports league.
2. All eligible to participate in Winterville youth sports may do so regardless of participant's talent/ability.
3. The participant's original birth certificate is required at registration to verify child's date of birth.
  - a. Department will make a copy of birth certificate to keep on file.
4. A participant's eligibility may be compromised or revoked for using falsified birth certificate or intentional use of incorrect address. Department Staff shall have the authority to invoke and enforce disciplinary action against any player whose conduct is considered detrimental to the best interest of Winterville Parks and Recreation's youth sports programs.
5. All of user and/or family's outstanding fees must be paid in full before a child can be registered for a youth sports program.
6. Players will be assigned or drafted to roster. Please see sport specific rules for method.

### **Participant Age and Calculation Date**

All dates are of current year except fall baseball which is calculated based off upcoming year.

#### Spring Baseball

##### Cal Ripken

Age Calculation Date – May 1<sup>st</sup>

Rookie – Ages 7-8

Minor – Ages 9-10

Major – Ages 11-12

##### T-Ball & Pee Wee – July 1<sup>st</sup>

T-Ball – Ages 4-5

Pee Wee – Ages 5-6

#### Football – September 1<sup>st</sup>

##### Tackle Football

8-10 year old division

11-13 year old division

##### Flag Football

5-6 year old division

7-8 year old division

Soccer – October 1<sup>st</sup>

Ages 4-6

Cheerleading – October 1<sup>st</sup>

Ages 5-10

Fall Baseball – May 1<sup>st</sup>

Of upcoming year.

**Playing Time**

To foster enjoyment and development of participants, the Department mandates minimum playing time (per player) by sport and, in some circumstances, age group. Coaches are encouraged to provide players the opportunity to participate above and beyond minimum requirement.

- Cal Ripken Baseball (spring, all divisions) – 1 at bat and 6 defensive outs.
- T-Ball – N/A
- Pee Wee – N/A
- Fall Baseball – No player will sit out more than 2 consecutive innings.
- Tackle Football – 6 downs per half for a total of 12 plays per game. 2 special teams’ plays (only) will count towards the number of total plays.
- Flag Football – 5 plays per half for total of 10 plays per game. Does not include kick offs.
- Soccer – Each player will play a minimum of 50% of total game time.
- Cheerleading – N/A

For additional playing time information please refer to sports specific rules.

**Team Size**

All team sizes are set by the Winterville Parks and Recreation Department. The Department reserves the right to set and change minimum and maximum team size if deemed necessary. Team sizes are set to ensure league sustainability and protect the well-being of participants.

Sport	Minimum	Maximum
Cal Ripken	10	13
T-Ball	11	12
Pee Wee	11	12
Fall Baseball	10	13
Soccer	8	8
Tackle Football	18	23
Flag Football	10	12
Cheerleading	5	20

**Grievances**

Any participant, parent or volunteer may file a grievance when necessary. Procedures to file a grievance:

1. Provide Director with written documentation of grievance. Written documentation shall include: date of incident(s), name(s) of person(s) involved, name(s) of any witness(es), and a brief description of the incident(s)
2. Department Staff will investigate grievance.
3. If necessary, a meeting will be scheduled.
4. Grievances shall be settled by Department Staff, may be in conjunction with affected party/parties.

## **CANCELLATIONS AND MAKE-UPS**

### **Game Cancellation**

Game cancellations affect many including, but not limited to, players, parents, coaches, game officials, Department Staff, etc. As a result, it is standard practice to play games unless doing so puts those involved at an unnecessary risk. Department Staff (only) has the right/ability to cancel games. On weekdays, decision to cancel games will typically be made by 4:00 p.m., day of. If games are cancelled, Department Staff will communicate cancellations with coaches. Coaches will communicate information with players and parents. Department staff will also make cancellation info available on website, via text (must sign up with cell phone number and agree to receive texts in ActiveNet) and rainout line, (252) 215-2441.

Below are the only circumstances under which games will be cancelled.

1. Weather or other unforeseeable circumstances which make field unsafe for play.
2. Weather or other unforeseeable circumstances which make travel to/from game unsafe.
3. Official school functions including, but not limited to: school dances, open house, parent-teacher conference, graded school function, etc. Under this circumstance games would only be cancelled if enough players are affected that result is lack of players to field regulation team.
4. Lack of players to field a regulation team due to illness.

The Department reserves the right to adjust the schedules as needed for unusual, unforeseen, or extenuating circumstances.

### **Make-Up Games**

The Department's goal is to make-up every game that is cancelled. Due to circumstances beyond our control, such as weather and season limitations, making up every game is not always possible.

- If standings are not kept for a youth sports program the Department guarantees a minimum of 8 games.
- If standings are kept for a youth sports program and season completion cannot be obtained, the Department reserves the right to utilize winning percentage to determine standings.

The Department reserves the right to reschedule games as needed for unusual, unforeseen, or extenuating circumstances.

### Cancelling Practices

If weather or other unforeseeable events make fields unsafe for play, Department Staff will notify coaches of field closures. If teams are practicing off-site, coaches are responsible for cancelling their own practices. It is the responsibility of the coach to contact parents in the event practice is cancelled.

## WEATHER

### Severe Storms

Severe storms can produce extreme weather including, but not limited to, high winds, heavy rains, hail, lightning, thunder, and tornados. If a severe storm approaches the playing area, the safety of all involved (players, coaches, officials, spectators, Staff, etc.) is the number one priority of Staff and officials. The game(s) will be suspended while shelter is sought. In the event of game suspension due to weather all attendees must clear the field immediately and move into their cars or other safe, permanent shelter.

**Dugouts are not a safe shelter in severe weather event.**

### Lightning and Thunder

Lightning may be the most frequently encountered severe storm hazard endangering physically active people each year. Winterville Parks and Recreation takes a proactive approach to lightning safety, including the implementation of this lightning policy.

Outdoor activities shall be postponed or suspended if lightning appears imminent before or during activity.

Lightning Event Management:

1. **Scene Command** is responsible for the decision to remove teams from a field or site in the event of lightning activity.
  - a. During games Department Staff shall serve as **Scene Command**.
  - b. During practices head coach shall serve as **Scene Command**.
2. **Scene Command** shall make the final decision regarding clearing the field during events.
3. Weather will be monitored:
  - a. Visually by Staff at games and coaches at practice.
  - b. Via weather monitoring applications.
4. Persons will be removed from the outdoors when:
  - a. Staff on scene – Lightning documented within 10 miles of location
  - b. No Staff – persons should adhere to: “See it (lighting), flee it. Hear it (thunder) clear it.”
5. Once determined that there is danger of severe weather, **Scene Command** will notify the field game official and/or head coach and immediately remove all athletes, coaches, support staff, spectators, etc. from the outdoor facility.
  - a. **Dugouts are not a safe shelter in severe weather event.** All involved should move to their vehicles or other safe, permanent shelter.
  - b. At this time, the only safe locations for each venue are vehicles.

6. The call to suspend play must occur promptly in order for all persons in attendance, including spectators, to reach safe shelter.
7. Weather will continue to be monitored. Once 30 minutes have passed from last lightning strike, **Scene Command** (as described in 3a, 3b, 4a, and 4b) shall make notification that it is safe to return outdoors. This is known as the “All Clear.”

### **SPORTSMANSHIP**

1. Sportsmanship is a major part of youth sports. It is expected that all involved, including but not limited to coaches, players, and spectators, will exhibit good sportsmanship at all times. It is the coach’s responsibility to see that their players, parents, and spectators show proper sportsmanship. Flagrant penalties or unsportsmanlike conduct will not be tolerated.
2. Teams will shake hands with all members of opposing team after every game.
3. Sportsmanship goals:
  - a. Accept the official’s decisions. Mistakes will be made, stay focused on the game.
  - b. Keep sideline conduct under control and make positive comments.
  - c. Cooperate with Staff.
  - d. Avoid flagrant penalties and unsportsmanlike conduct.
  - e. Respect your opponents.
  - f. Do not criticize.
  - g. No trash talking and/or taunting. Players, coaches, spectators, and all involved are to refrain from using harsh, derogatory, or abusive remarks. Offenders will be warned one time. If other instances occur, the offender may be ejected from game.
  - h. Any player, coach, or parent/spectator who is, at the discretion of the coach, Department Staff, or game official(s), deemed out of control will be asked to leave the facility in which the game is being conducted.

### **VOLUNTEER COACHES**

#### **Selection of Volunteer Coaches**

Volunteers will complete the Coach Application (new coaches only) and Background check. A prospective coach will not be allowed to coach if these forms are not completed prior to first official team activity. Volunteers should attend coach meeting(s) prior to the start of a season. The Department trains volunteer coaches through the National Alliance for Youth Sports. Exception: Cal Ripken/Fall Baseball coaches may be trained through Babe Ruth Coaching.

- The Department shall pay the cost of coaching certification for each head coach/manager.
- All volunteer coaches are “at will coaches,” and may be discharged by the Department with or without cause.

#### **Priority Order in Selection of Coaches**

1. Coaches in the same class with a son, daughter, or ward returning to play (head then assistant).
2. Coaches in the same class with the greatest number of years of service (head then assistant).

3. Coaches moving up from a lower class with a son, daughter, or ward returning to play (head then assistant).
4. Coaches moving up from a lower class with the greatest number of years of service as a coach (head then assistant)
5. If conditions at all levels are the same, the coach with the better record from the previous year will have priority to coach. If records identical, a coin toss would occur.

### **Background Screening**

Every coach must complete and successfully pass background screening before being allowed to coach. This includes, but is not limited to, those operating as official assistant coaches and those in an unofficial capacity.

### **Coaching Expectations**

1. Be reliable, and on time. First to arrive and last to leave.
2. No coach shall leave practice until all players have been picked-up by a parent or guardian
3. Ensure players' parent(s)/guardian(s) are informed of changes to the game or practice schedule. T
4. A coach should be enthusiastic without being intimidating. He or she should be sensitive to participants' feelings and genuinely enjoy spending time with them. He or she should be dedicated to serving children and understand that youth sports provide physical and emotional growth for participants. Remember who youth sports are for children.
5. Coach must understand that he or she is a teacher, not a drill sergeant. He or she should help children learn and work to improve their skills. A coach's personal gains are not a consideration. The job does not depend on winning. The best interest of the child transforms into the best interests of the game.
6. The safety and welfare of participants can never be compromised. A coach will consider these factors above all others.
7. A coach needs a tremendous amount of patience. Don't push participant's beyond limits in regards to practice. Children have many daily pressures and the youth sports experience should not be one of them. Playing sports is meant to be fun.
8. A coach should care more about participants as people than as athletes. The youth sports program is a means to an end, not an end to itself.
9. A coach should encourage his players to dream and set lofty goals. It is important to remain positive and refrain from discouraging remarks. Negative comments are remembered far more often than positive affirmations.

10. A coach needs to remember that the rules of the game are designed to protect participants while setting standards for competition. He or she should never circumvent or take advantage of the rules by teaching deliberate misconduct. A coach who puts his or her opponents' team at risk should not be involved.
11. A coach should be the first person to demonstrate good sportsmanship. He or she should take a low profile during the game and allow participants to be the center of attention.
12. Participants and parents place a lot of trust and confidence in the coach. The coach has an important role in molding the athletic experience of the participant.
13. A coach can measure success by the respect he or she gets from the players, regardless of wins and losses. Children who mature socially and physically while participating in sports are the best indication of good coaching.
14. A coach must always be early, be prepared, and make it fun! It is you leadership as a coach that children will remember over the games themselves.
15. Coaches are required to keep emergency phone numbers and medical information on their players at all times.

### **Coaches Code of Ethics**

Each coach must initial and sign the Coaches Code of Ethics/Conduct. Code of Ethics/Conduct serves as a way to make coaches aware of their roles and responsibilities and offers ways they can make the youth sports experience more enjoyable and positive. The Coaches Code of Ethics/Conduct seeks to hold parents accountable for their actions.

1. I will place the emotional and physical well-being of my players ahead of a personal desire to win.
2. I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
3. I will do my best to provide a safe playing situation for my players.
4. I will do my best to organize practices that are fun and challenging
5. I will lead by example in demonstrating fair play and sportsmanship to all my players.
6. I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
7. I will use coaching techniques appropriate for each of the skills that I teach.
8. I will remember that I am a youth sports coach, and that the game is for children not adults.

### **Communication**

Coaches are expected to communicate with parents in a positive and respectful manner. Coaches are expected to be the primary contact person for all questions regarding practices, games, times, locations,

cancellations, and rainouts. The Department expects coaches to be organized and on time for meetings, practices, games, and all other team activities. Coaches must wear appropriate clothing for all practices and games.

### **Complaint or Concern – Volunteer Coach**

It is the duty of Winterville Parks and Recreation to respond to complaints/concerns lodged against a coach that has allegedly violated the Coaches Code of Ethics. This is not an assumption of guilt but an investigation of alleged actions.

When the Department receives a complaint/concern about a coach, within seven (7) business days, Department Staff will initiate a review process that includes:

1. Gather information and document eye-witness accounts of the events that took place from those involved. This may include coaches, site supervisors, officials, parents, additional Department staff.
2. If warranted, the coach will be contacted by phone or will be required to attend a meeting to address the complaint/concern. Phone call and/or meeting will be documented.
3. Winterville Parks and Recreation Department Staff has the authority to determine the severity of the situation and to enforce the appropriate range of disciplinary actions. Department Staff will document, in brief, the nature of the complaint, the findings of the investigation, and the sanction applied to the coach. This information will be logged in the coach's file.

### **Possible Disciplinary Actions – Volunteer Coach**

In order to provide the Department with flexibility to take appropriate action when a coach is found to have violated the Coaches Code of Ethics, a range of possible actions has been developed. These actions may be implemented above and beyond what is called for in the sport specific bylaws. Possible disciplinary actions for coaches include (in no particular order):

- Suspension/action per sport specific rules
- Written or verbal warning
- Apology
- Probation
- One game suspension
- Multiple game suspensions
- Season suspension
- Indefinite suspension

These guidelines are not absolute. Severe situations could merit harsher sanctions against parent(s) including but not limited to arrest and prosecution.

### **Factors Considered in All Disciplinary Actions**

When reviewing a complaint/concern and deciding what action is most appropriate in a given situation, the Director or Recreation Program Supervisor (RPS) must take into consideration a variety of circumstances including, but not limited to, the following factors (in no particular order):

- Number of offenses on file
- Remorse or lack thereof
- Apparent desire to reform or lack thereof
- Other quality coaching attributes
- Child endangerment
- Violation of sport specific rules
- Violation of the Law
- Prior complaints/review action
- Blatant disregard for the rules
- Extraordinarily poor judgement

## **PARTICIPANTS**

### **Responsibilities and Expectations**

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

1. Participants will listen to their coaches and be respectful.
2. Participants will take care of the facilities, equipment, and uniforms, which they are given or participate in.
3. Players will make sure to eat the right foods and drink plenty of water before and after practices/games.
4. Players will avoid all types of taunting and belittling remarks to their teammates, opponents, officials, coaches, etc.
5. Players will show good sportsmanship at all times, win or lose.
6. Players will not make sports a priority over schoolwork.
7. Players will participate for the love of the game and social interaction with peers.

### **Participant Code of Ethics**

Participants are expected to conduct themselves in a positive manner regarding their youth sports experience and accept responsibility for their participation by following the Participants Code of Ethics.

1. I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice by demonstrating good sportsmanship.
2. I will attend every practice and game that I can, and will notify my coach if I cannot.
3. I will expect to receive a fair and just amount of playing time.

4. I will do my very best to listen and learn from my coaches.
5. I will treat my coaches, other players, officials and fans with respect and will expect to be treated accordingly.
6. I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun.
7. I will encourage my parents to be involved with my team in some capacity because it's important to me.
8. I will do my very best in school.
9. I will remember that sports are an opportunity to learn and have fun.

### **Possible Disciplinary Actions – Player**

In order to provide the Department with flexibility to take appropriate action when a player is found to have violated the Code of Ethics, a range of possible actions has been developed. These actions may be implemented above and beyond what is called for in the sport specific bylaws. Possible disciplinary actions for coaches include (in no particular order):

- Suspension/action per sport specific rules
- Written or verbal warning
- Apology
- Probation
- One game suspension
- Multiple game suspensions
- Season suspension
- Indefinite suspension

These guidelines are not absolute. Severe situations could merit harsher sanctions against parent(s) including but not limited to arrest and prosecution.

### **Factors Considered in All Disciplinary Actions**

When reviewing a complaint/concern and deciding what action is most appropriate in a given situation, the Director or Recreation Program Supervisor (RPS) must take into consideration a variety of circumstances including, but not limited to, the following factors (in no particular order):

- Number of offenses on file
- Remorse or lack thereof
- Apparent desire to reform or lack thereof
- Other quality coaching attributes
- Child endangerment
- Violation of sport specific rules
- Violation of the Law
- Prior complaints/review action
- Blatant disregard for the rules
- Extraordinarily poor judgement

## PARENTS

### How to be a Good Sports Parent

1. **Encourage** your child, regardless of his or her degree of success or level of skill.
2. **Ensure a balance** in your child's life, encouraging participation in multiple sports and activities while placing academics first.
3. **Emphasize enjoyment**, development of skills and team play as the cornerstones of your child's early sports experiences.
4. **Leave coaching to the coaches** and avoid placing too much pressure on your child about playing time and performance.
5. **Be realistic** about your child's ability.
6. **Be there** when your child looks to the sidelines for a positive role model.

### Responsibilities and Expectations

In order for a program to be truly successful, it takes the cooperation of everyone involved: players, coaches, officials, staff, spectators, and parents. Parents have the following responsibilities and expectations when participating (spectator) in any Winterville Parks and Recreation Department sponsored athletic program:

1. **Parents have a responsibility to their children.**  
To make sure that your child gets the most out of his or her playing experience, parents should show their support, including positive reinforcement of your child's performance and effort. This is absolutely essential, especially at an early age, to ensure their healthy development. Parents should also be positive role models, including, but not limited to, showing proper sportsmanship at all times and refraining from negativity.
2. **Parents have a responsibility to the coaches.**  
Coaches volunteer their personal time to spend it with your child. They need you to be supportive of their decisions and not undermine their efforts. If you don't agree with a coach, you are expected to tell that coach, but make certain it is done at the right time and place, in a non-argumentative manner and not in front of the children. Parents are also expected to drop off and pick up their child on time for games and practices. Parents are encouraged to stay and participate in order to maintain control of the group and to assist the coach as needed.
3. **Parents have a responsibility to the league.**  
Staff cannot be everywhere at once. In order to maintain the positive nature of programs, it is essential for parents/spectators to report any abusive behavior or any other situation that needs to be addressed, to staff.

4. **Parents/Spectators have a responsibility to other parents/spectators.**  
Personal gain and satisfaction should not be derived from a child's performance. Competition and taunting between parents is **never** acceptable, and no parent/spectator should ever feel embarrassed or disappointed by their team or child's performance. Good plays should always be cheered, and disappointments consoled, no matter whose team it affects.
5. **Parents have a responsibility to themselves.**  
It is your responsibility to watch your child and other children participate and learn. The joy and pride associated with watching children participate in sports should be experienced to the fullest because a lifetime of memories is being created before your very eyes.

### **Parent Code of Ethics**

A parent or guardian for each participant must initial and sign the Parents Code of Ethics/Conduct. Code of Ethics/Conduct serves as a way to make parents aware of their roles and responsibilities and offers ways they can make the youth sports experience more enjoyable and positive. The Parents Code of Ethics/Conduct seeks to hold parents accountable for their actions.

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sports event.
2. I will place the emotional and physical well being of my child ahead of a personal desire to win.
3. I will insist that my child play in a safe and healthy environment.
4. I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
5. I will remember that the game is for youth, not adults.
6. I will do my best to make youth sports fun for my child.
7. I will ask my child to treat players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.

### **Possible Disciplinary Actions – Parent**

In order to provide the Department with the flexibility to take appropriate action when a parent is found to have violated the Parents Code of Conduct/Ethics, a range of possible actions has been developed. These actions may be implemented above and beyond what is called for in sport specific rules. Possible disciplinary actions for parents include (in no particular order):

- Suspension
- Written or verbal warning
- Probation
- One game suspension
- Multiple game suspensions
- Season suspensions
- Indefinite suspensions

These guidelines are not absolute. Severe situations could merit harsher sanctions against parent(s) including but not limited to arrest and prosecution.

### **Factors Considered in All Disciplinary Actions**

When reviewing a complaint/concern and deciding what action is most appropriate in a given situation, the Director or Recreation Program Supervisor (RPS) must take into consideration a variety of circumstances including, but not limited to, the following factors (in no particular order):

- Number of offenses on file
- Remorse or lack thereof
- Apparent desire to reform or lack thereof
- Other quality coaching attributes
- Child endangerment
- Violation of sport specific rules
- Violation of the Law
- Prior complaints/review action
- Blatant disregard for the rules
- Extraordinarily poor judgement

### **DEPARTMENT DUTIES AND RESPONSIBILITIES**

Winterville Parks and Recreation Department staff shall be responsible for promotion and registration for each sport, scheduling of games and practices (requested by coaches), and creation/enforcement of rules and policies. Winterville Parks and Recreation Staff shall be responsible for ruling on all issues that are not stated in the Youth Sports Manual or sport specific rule book. Additional Department responsibilities include:

1. To appoint head coaches. Returning head coaches (same age group/division) will have the right of first refusal.
2. To run background checks on all coaches.
3. To schedule games ensuring teams even number of games in respective leagues and age divisions.
4. To ensure that game schedules are provided to each head coach and to notify of any schedule changes.
5. To ensure that officials are competent and fully aware of the objectives of the program and the level of proficiency of players.
6. To ensure that facilities are safe and ready for all events.
7. To ensure that coaches are familiar with appropriate precautions, procedures, and policies.