



## Youth Sports Program Guidebook

Coquille Parks and Recreation District #14 (RD14) is fortunate to have volunteers who execute youth recreational sports programs on behalf of the District. In this unique partnership, the District provides staff, budget, and resources to staff, administer, construct and maintain quality sports fields and facilities. To that end, RD14 will enter into agreements with non-profit organizations to organize, plan, and operate outstanding youth sports programs. The RD14 Board recognizes the Madisonville Youth Boosters as the non-profit partner for youth sports programs. Together, this team ensures that wholesome, healthy, and enjoyable youth recreation activities are available to literally thousands of youth within District #14 and St. Tammany Parish.

This guidebook contains the overall mission, expectations and general policies expected by RD14 from associations operating youth sports programs, sports directors and coaches, and other volunteers. Each association will have a separate agreement that will outline more specific guidelines and expectations of not only the association, but also RD14.

### **Mission**

*At Recreation District #14 we are a community dedicated to improving the quality of life for residents of all ages through outstanding facilities and programs in a safe and friendly environment.*

### **Vision**

*Based at Coquille Park, our vision is to continue to develop and support key recreational assets, as well as volunteerism and partnerships, while preserving and enhancing sports and recreational opportunities for our community through exceptional park professionals and facilities.*

### **Values**

- **COMMUNITY**
  - Team
  - Participants
  - Neighbors
- **INCLUSIVITY**
  - Make your voice heard with proper communication; Work as a team not an individual
  - Opportunities for all users of the park
  - Fostering relationships for current and future opportunities
- **STEWARDSHIP**
  - Protecting Taxpayer Dollars
  - Minimizing use of the park by out-of-district participants
  - Creating ways to decrease the impact on the surrounding area
- **QUALITY OF LIFE**
  - Developing wellness opportunities
  - Discovering the history of Recreation District #14 and surrounding parish at Coquille.
  - Park Rx
- **SAFETY**
  - Emphasis on Training; Teamwork makes the Dreamwork
  - Maintaining the RD14 Emergency Action Plan and park policies that protect all users
  - Proper procedures to decrease likelihood of negative impacts on surrounding area

### **Objectives**

1. Physical fitness is encouraged through participation in intramural athletics, recreation, and exercise. Physical activities contribute to achieving self-confidence and self-discipline as well as developing leadership skills and teamwork.
2. Develop the mental and physical skills of individual responsibility and teamwork through sports and activities. Instruction in proper techniques, attitudes, and character development are the top priorities.

3. To provide a safe, fun and equitable environment for all participants of all ages which will foster the teaching of sportsmanship, fundamentals of the game, social interaction, participation, and a fun, positive experience.
4. To expose our youth to as many different teammates and coaches as possible for social and emotional development.

### **Standards**

The following standards have been adopted from the *National Alliance for Youth Sports*:

- Quality Sports Environment: Youth sports programs must be developed and organized to ensure, as well as to enhance, the emotional, physical, social and educational well-being of children.
- Sports participation should be fun and a portion of a child's life: Youth sports are only one portion of a child's life that must be balanced with other social and educational experiences and activities.
- Training and Accountability: Adults involved with youth sports must receive training and important information about the program and must be held accountable for their behavior.
- Screening Process: To ensure the safety and well-being of children in youth sports, individuals with regular, repetitive access or contact with children must complete the screening process.
- Parent's Commitment: Parents and guardians must take an active and positive role in their child's youth sports experience.
- Sportsmanship: Everyone involved in youth sports programs should exhibit positive sportsmanship behavior at all times.
- Safe Playing Environment: Youth Sports programs must provide safe playing facilities and equipment, healthful playing situations and proper first aid applications, should the need arise.
- Equal Opportunity: Parents, coaches and league administrators must provide equal opportunities for all youth regardless of race, creed, sex, economic status or ability.
- Drug, Tobacco, Alcohol and Performance Enhancer- Free Environment: Parents, coaches, officials, fans, players, and administrators must be drug, tobacco, alcohol, and performance enhancer free at youth sports activities.

### **General Park Policies**

- No alcohol, drugs, glass containers, or firearms are allowed in the park.
- Solicitation or the sale of food or drinks within the park is strictly prohibited.
- All patrons are expected to be courteous and respectful to Park staff.
- Any unauthorized use or users of the park may be asked to leave the premises.
- Pets are not allowed near youth activities, athletic fields, and/or in gyms, with the exception of service animals.
- No unauthorized ATVs or vehicles are allowed inside the gated areas.
- All traffic and speed limit signs in the park must be obeyed.
- A comprehensive list of rules and regulations can be found at [www.coquillerec.recdesk.com](http://www.coquillerec.recdesk.com)
- Inclement Weather
  - Field and park closures are dictated by the Facility Director based on field conditions. When the fields are closed Recreation District#14 will notify the community in one of several ways; the Rain Hotline, Facebook, Instagram, Team Snap and the website will all be ways to communicate to the public. Field closures are determined by 3 p.m. daily, however it is recommended that parents check the status of the fields before they leave for their game.
    - Every effort is made to remain open to adhere to practice and game schedules, however the safety of the participants will be the main determining factor. Other factors include the amount of rainfall, previous rainfall, and the timing and availability of staff to prepare the fields.
  - Coquille is protected by a weather system located above gym 1 and the maintenance building. For the safety of our visitors, when we are under "red alert" (flashing yellow light), a 15 second horn

blast will sound to give parents, coaches, and athletes time to evacuate the field of play. Dugouts and bleachers are not considered a shelter. When the “all clear” alert is given, three five-second horn blasts will occur letting all know it is safe to resume activities.

- When entering the park under “red alert,” there will be a sign posted at the entrance gates and by the Splash Pad. There will also be a flashing strobe light on top of Gym 1 and the green barn by the back fields.
  - RD14 staff will stop all outdoor activities while under “red alert”
  - Coaches are expected to help get kids to a safe place and not allow them to leave their vehicles until the “all clear” has sounded
- If concerned about inclement weather, check the status of the Thorguard on [www.coquillerec.recdesk.com](http://www.coquillerec.recdesk.com)
- Incident and Accident reporting
  - RD14 staff must be notified of all incidents and accidents. Reporting information will be used for the staff to follow up with the injured person, for filing insurance claims, and used in accordance with the Risk Management policies. Each sport has different filing requirements. Parents can reach out to RD14 staff for further information on secondary insurance policies.
- Insurance requirements
  - Programs are required to carry a minimum of:
    - \$1 million Each Occurrence
    - \$2 million General Aggregate
    - \$1 million Products/completed Operations Aggregate
    - \$1 million Personal/Advertising Injury
      - \$5,000 Medical Payments
    - \$1 million Participants Legal Liability
    - Commercial Automobile Hired and non-Owned Liability of \$1 million each Accident
    - Excess Liability or Umbrella \$1 million
- Offsite Practices: There are times when teams may choose to practice offsite due to time and space constraints. Coaches are required to get written permission from the offsite property owner. The coach will forward all information to RD14 Programs Staff. A certificate of insurance will then be issued in the property holder’s name. This request should be submitted at least 6 business days prior to the scheduled activity.
- Communications, Marketing and Promotions: All dissemination of information regarding the promotion, operation and administration of the youth recreation programs will be handled by Coquille Parks and Recreation via the RD14 Marketing Staff. Any special requests regarding the Coquille website, social media, and traditional media outlets, must be submitted to the RD14 Marketing Staff in writing for approval and subsequent release.
- Signage and Banners
  - Per LA Law Associations are prohibited from selling advertising to be displayed in or around Coquille Parks and Recreation fields and facilities. Unless the association pays a rental fee for the facility usage.
  - Groups may temporarily hang team banners on the back of dugouts during games, however, banners must be removed at the end of the game.
  - Championship Banners will be hung at the appropriate complex for one calendar year for teams that competed and won a state and/or higher championship title within the official sport’s affiliation. After one year, Coquille will highlight each suitable championship in a professional and appropriate manner.
  - Trophies will be displayed in the trophy case in the gym lobby for a one year period. All official affiliation district or higher championship trophies will remain in the trophy case, space

permitting. Other non-affiliation championship trophies will be displayed and returned to an appropriate member of the organization after the period of one year.

- Name and Phone number will be taped to the bottom of the trophy so that it can be returned once display period has expired
- Program Research: The District will conduct surveys to get feedback from parents, coaches, and athletes through in-person interviews, focus groups, town hall style meetings, and online surveying.
- Programming Staff Contacts
  - Assistant Director of Programs
- Participation Requirement: All Associations, must ensure that no person be denied access and/or participation in any recreation programs based on race, color, national origin, religious background, sex, or age, and be in compliance with the Americans with Disabilities Act.
- General Information
  - Website: [www.coquillerec.recdesk.com](http://www.coquillerec.recdesk.com)
  - Phone: 985-892-9829
    - Ext. 1- Rain Hotline
  - Fax: 985-635-4290
  - Facebook: "Coquille Parks and Recreation"
  - Twitter: @CoquilleRec
  - Instagram: CoquilleRec

#### **Registration and Budget Information**

- Budget deadlines and approvals
  - All purchases must comply with all RD14 business policies and procedures regarding multiple quotes, purchase orders, and public bid law (if applicable).
  - Budgets must be approved by the Recreation District 14 Board during regular board meetings held the second Monday of every month. Budgets must be approved to accommodate the designated timeframe for registration. Proposed budget items must be presented at the pre-season meeting between the Sport Director, 1 member of the MYB Board and RD14 Program Staff. See outline below of budget approval meetings:
    - Spring Baseball and Softball: December
    - Soccer: May
    - Football and Cheer: June
    - Fall Baseball and Softball: July
    - Basketball: August
- Length of registration
  - Registration will begin a minimum of five weeks prior to start of season.
  - If the league is not full, the league will extend registration for one week into the season or until the league is full.
  - All registrations are completed online. A computer will be available at the Coquille Office during normal business hours of 9a.m. - 4 p.m.
  - RD14 reserves the right to provide a discount on early registration fee or charging a late fee; the youth sports provider reserves the right to determine whether late participants can be accommodated.
- In an effort to market and promote our programs, registration information will be posted via the following outlets:
  - [www.coquillerecreedesk.com](http://www.coquillerecreedesk.com)
  - Facebook
  - Twitter
  - Instagram
  - The following outlets may also be used:

- West St. Tammany Chamber's Save Local Now
- St. Tammany Advocate
- St. Tammany Times Picayune
- St. Tammany Farmer
- The Lake Radio Station
- Direct mailings
- Signage and flyers
- Refunds
  - Full refunds will be given for any recreational program postponed, rescheduled or cancelled by RD14
  - Participant request for refunds must be submitted in writing to RD14 programs department. The amount of refund, if any, will be based on the date of request, cost associated with participation, and reason for withdrawal. RD14 reserves the right not to issue any refund once program / season has begun. For competitive programs the season begins once a participant has accepted the invite to join the team. All refunds are subject to a 10% or \$10 (minimum) processing fee.
  - Emails must include the following information:
    - Parent name
    - Primary account holders name
    - Athlete's name
    - Reason for withdrawing
  - Upon approval of the refund, the business office will issue refund checks on the 1<sup>st</sup> and 15<sup>th</sup> of each month. The Primary Account Holder will be notified via email when the check has been mailed.
  - Refunds are mailed to the address listed on the account. RD14 is not responsible for undeliverable mail. Any returned checks will be kept in the office for in-person distribution.

#### **Residency Requirements**

- Boundaries
  - The boundaries of Coquille Parks / RD14 are defined as the Parish line to the west, Lake Pontchartrain to the south, and the Tchefuncte River to the East and North.
- Map
  - Please see attached recreation districts map of St. Tammany Parish or visit the interactive map on the St. Tammany Parish Website.
- Fee
  - The Out of District fee is determined by the Recreation District #14 Board. The fee can change based on sport / competitive level of participant.
  - The purpose of the fee is to create fair and equitable financial support for those that are not contributing property taxes to be able to participate in the programs.
  - The Executive Director has sole discretion to modify, remove, increase, or waive the Out of District fee.
  - Those found in violation of not paying the Out of District fee may be removed from the program with no refund as well as jeopardize future participation.
- The policy for participants to be placed into a program that do not live in RD14 is as follows:

*To fulfil the appointed duties while representing and protecting the taxpayers of Recreational District 14, St. Tammany Parish, LA, The Board provides the following framework to employees of the District regarding the question of whether or not participation is permitted in certain programs for those that reside Out of District (OOD.)*

#### **Regarding OOD Program Participants:**

**General Rule: Accommodate and do what is in the reasonable best interest of the in-district taxpayers and in-district participants of Recreational District 14, St. Tammany Parish, LA.**

Programmers should ask if a program being analyzed for potential OOD participants can run properly with only in-district participants.

If yes, the program should generally NOT take OOD participants.

However, programmers and staff should consider if adding OOD participants and/or volunteers help the in-district participants, and the program as a whole, and as such, explore an exception to the General Rule.

*Please note, programs do not need to be fully contained within Rec. Dist. 14, and The Board encourages collaboration for teams and leagues with other area organizations and Recreational Districts.*

Moreover, Programmers are to review exceptions to the General Rule by considering various factors listed below on a sport by sport, and case by case basis.

As such, depending on the situation, one or more of any of the following factors may weigh more heavily than the others, but ALL factors should be reviewed, weighed, and considered, while keeping the General Rule in mind:

Factors:

- Fairness to, and priority for, our taxpayers and in-district program participants of Rec. District 14
- Field space and sustainability of our facilities to prevent abuse and overuse
- Number of participants and teams and desired recreational competition
- Calendaring and coordination with other programs
- Coach availability and volunteers
- Track record and experience of OOD participant(s) and volunteer(s)
- Family dynamics and complementary sports, ex. cheer / football, baseball / softball
- OOD Fees and potential availability of fundraising or scholarships
- Relationship with Rec. 14 stakeholders, notably, MYB Board, the Rec. 14 Board, and Rec. 14 Employees
- Capacity and distancing rules considering the fire code, pandemic rules, etc.
- Mobility of potential participant taxpayers and volunteers into and out of the district
- The Board maintains the ability to apply further exceptions to the OOD Participation for differing circumstances so long as the General Rule still applies.

**Regarding Utilization Fees for OOD Participants:**

- *In 2024, the median Rec. 14 district taxpayer paid roughly \$206. Since OOD participants do not pay Rec. 14 taxes, if they are not charged an OOD fee to utilize Rec. 14, participation and use of the park is unfair to in-district taxpayers.*

**Policy: Accommodate and do what is in the best interest of the in-district taxpayers and in-district participants of Recreational District 14, St. Tammany Parish, LA. No recreation program should exceed 5% out-of-district; no competitive program should exceed 30% out-of-district on a particular team or at a particular age level (per gender)**

As such, depending on the situation, one or more of any of the following factors may weigh more heavily than the others, but ALL factors should be reviewed, weighed, and considered, while keeping the General Rule and 30% or 5% guideline (depending on activity) in mind:

Factors:

- Fairness to, and priority for, our taxpayers and in-district program participants of Rec. District 14
- Field space and sustainability of our facilities to prevent abuse and overuse

- Park staff ability and availability
- Number of participants and teams
- Coach availability and volunteers
- Track record and experience of OOD participant(s) and volunteer(s)
- Relationship with Rec. 14 stakeholders, notably, MYB Board, the Rec. 14 Board, and Rec. 14 Employees

The Board maintains the ability to allow additional OOD Participation for differing circumstances so long as the General Rule still applies. Accommodate and do what is in the best interest of the in-district taxpayers and in district participants of Recreational District 14, St. Tammany Parish, LA.

#### **Sport Participation Numbers**

- Coquille Parks / Recreation District #14 reserves the right to limit the number of participants of each sport based on factors such as available space, coach availability, and scheduling. Furthermore, in-district registrants may have first right of participation over out of district registrants if restrictions are placed limiting the total number.

#### **Scholarship Opportunities**

- Scholarship opportunities are available for those who live in district. If there is a need for a scholarship to participate in any youth program, please notify via email the RD14 programs department with a Scholarship Application.
- Scholarships are included in each Program Budget that is approved by the Recreation District 14 Board.

#### **Conflict Resolution Procedures**

- To file a formal complaint, please submit an email to the RD14 program staff. The email should include contact information and as much detail about the situation as possible. MYB and RD14 staff will meet to discuss any incidents that occur on or off the property of RD14. MYB will then follow-up with all parties involved.
  - If immediate action is warranted the Executive Director for the Park will take immediate action pending a meeting of the Sports Conduct Committee.
  - A “hearing” will take place between all parties involved. (1) MYB Board Member, (2) RD14 employees including the Executive Director, the Youth Sports Director and a Recreation District #14 Board Member. This will be the Sports Conduct Committee
    - If a conflict exists with a member of the Sports Conduct Committee, they will not be allowed to sit on the Conduct Committee
  - Following the decision of the Sports Conduct Committee appeals can be made to the RD14 Program Committee and finally to the RD14 Board

Any appeal made can result in a decrease or increase of suspensions

#### **Volunteer Opportunities**

- Volunteers are the lifeblood of youth sports. There are more ways than coaching to get involved:
  - Special Events, Fundraising, and Boosters
  - Rules and Affiliations
  - Parent’s Club
  - Volunteer Recruitment and Retention
  - Tournament Planning and Management

#### **Coaching Requirements and Expectations**

**Commented [RB1]:** Coquille will need to keep a copy of any complaint, incident, or accident on file.



- Louisiana Youth Concussion Act (314)-The State of Louisiana voted in Act 314 in 2011. This law requires that a “public recreation facility”:

- “Shall provide pertinent information to all coaches, officials, volunteers, youth athletes, and their parents or legal guardian which informs of the nature and risk of concussion and head injury, including the risks associated with continuing to play after a concussion or head injury.”
- “Require each volunteer coach for a youth athletic activity and each coach with whom the club, facility, or league directly contracts with, formally engages, or employs who coaches a youth athletic activity and each official to concussion and head injury information sheet which includes, but not limited to adequate notice of the statutory requirements which must be satisfied in order for an athlete who has or is suspected to have sustained a concussion or head injury to return to play.”
- The Center for Disease Control “Head’s Up” program is “deemed to satisfy the education requirements provided.”
- Coaches are required to take the certification and submit the completed certificate prior to the first competition to the Coquille Programs Staff to keep on file. Certification is good for one calendar year.

- Background Checks

- Criminal background screening on all applicants is required before volunteering. Background checks are conducted by an outside third party which specializes in such work and overseen by the RD14 Programs Department. This is executed in an effort to protect all participants.
- In the event information surfaces via the background check, a screening committee, with members consisting of the RD14 Programs Staff, the Executive Director, a member of Recreation District 14’s Programs Committee, and/or Recreation District #14 Human Resources Representative, without a perceived conflict of interest, will review such background check information to determine coaching eligibility. Only members of the screening committee will review data obtained, which will then be processed discreetly. All information is strictly confidential and will not be made public under any circumstances.
- The following offenses will strictly prohibit a volunteer from coaching:
 

*A person will be disqualified and prohibited from serving as a volunteer for RD14 if the person has been found guilty of the following crimes. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt, or the record has been expunged. This policy does not apply if criminal charges resulted in acquittal, Nolle Prossesse, or dismissal.*

  1. All sexual offenses, regardless of the amount of time since offense. *Examples include, but are not limited to: • Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure.*
  2. All felony offenses that constitute crimes against the person, regardless of the amount of time since offense. *Examples include but are not limited to: • Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary.*
  3. Any crimes involving children, regardless of the amount of time since the offense.
- The following offenses may strictly prohibit a volunteer from coaching:
  1. All felony offenses other than those against the person or sexual within the past 10 years. *Examples include but are not limited to: • Drug offenses, theft, embezzlement, fraud, child endangerment.*
  2. All misdemeanor that constitute offenses against the person within the past 7 years. *Examples include but are not limited to: • Simple assault, battery, domestic violence, hit & run.*

**Commented [RB2]:** This was edited due to recent events. We have coaches on the field with youth before the background check results have been returned.

3. All misdemeanor drug & alcohol offenses within the past 5 years or multiple offenses in the past 10 years.

*Examples include but are not limited to:* • Driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia.

4. Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.

*Examples include but are not limited to:* contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies.

Pending cases: Anyone who has been charged for any of the disqualifying offenses or for cases pending in court may not be permitted to volunteer until the official adjudication of the case. Should any charges be uncovered or brought against the applicant during his/her time with RD14, the applicant shall be suspended until such time as the charges have been cleared or dropped and he/she is reinstated by RD14. The Applicant is required to disclose to the RD14 charges that are brought during his/her time with RD14.

- It is expected that coaches will be
  - Reliable and on time.
  - Responsible for distributing the uniforms to the team.
  - Ensuring that parents and athletes are aware of practice and game schedules.
  - Following the schedule request policies per sport.
  - Submitting game results in a timely manner.
  - Utilizing the software for effective communication among the team.
  - Ensuring that athletes are receiving fair playing time.
  - Promoting sportsmanship among the athletes and parents.
  - Ensuring athletes safety. If there are unsafe playing conditions, the coach is responsible for notifying the District.
  - Filling out injury reports that may be required for insurance purposes.
  - Conducting themselves in a professional manner at all times and in accordance with the adopted Coaches Code of Conduct.
  - Accounting for equipment they are issued. If any problems arise with the equipment, please contact the District.
- Code of Conduct
  - Coaches will accept the following conditions as found in the Coaches Code of Conduct.

*I will not curse, use profanity, or engage in any public confrontation or open display of anger with the referees, RD14 staff, Score Keepers, parents, or players.*

*I will not use illegal drugs, alcohol, or tobacco during any practice or game. I will not be under the influence of any illegal drugs or alcohol while the players participating in this league are under my care and direction.*

*I will not run up a score on any team or coach and I will abide by the rules set forth to govern these situations in my age group.*

*I will treat all RD14 staff, referees, parents and players with the utmost respect, just as I want to be treated. I will not verbally abuse, physically abuse, or intimidate anyone while acting in my capacity as a coach at Coquille.*

*I will abide by all particular age group rules.*

*I will instruct any of my team's parents to cease disruptive behavior, if it occurs during a game or practice. I understand if I am not able to curtail the disruptive behavior of a particular parent, the referee may call the game, and my team will forfeit the game.*

*I recognize and understand coaching is a privilege granted to me at Coquille Parks and Recreation and can be rescinded at any time, at the will of RD14 staff.*

**Commented [RB3]:** Create procedure if Coach violates Code of Conduct.  
Coquille recommends follow same procedure as the conflict resolution procedure.

- Any coach/ youth sports director who violates the Code of Conduct will go before the Sports Conduct Committee.
- Coaches are *strongly* encouraged to attend Coquille/ Recreation District 14 sponsored training clinics.
- Any volunteer will be provided by RD 14 with documentation supporting that the individual has volunteered a minimum of 30 hours. For RD 14 to provide the documentation, the volunteer must provide RD 14, in writing, a schedule of the hours the person worked during the season. This letter provides a state income tax deduction of \$500 per tax year. –Statute 13E- Recreation Volunteer- R.S. 47:293(9)(a)(xii)

\*This is subject to change based on Louisiana Law

**Commented [RB4]:** This was edited in case Louisiana changes the law we will not have to create an addendum at a later date.

#### Evaluations and Draft process

- RD14 will implement a fair and equitable evaluation and draft process. This will be done to try to create as even teams as possible for recreational leagues.
- Each sport has evaluations for each age group. When possible, Recreation District #14 will use independent evaluators that will evaluate participants and record scores. All players will be evaluated by minimum of 2 people. Only the Sport Director and a RD14 Programming staff member will see the athlete's name corresponding with the child's score. Drafts will be in place to prevent stacked teams. If a conflict of interest exists with the Sports Director and the drafting of a particular age group, it will be addressed on a case-by-case basis.
  - Coquille reserves the right to use the immediately prior seasons evaluation for a player.
- After the draft is performed, rosters will be posted. Coaches will use the software's method for correspondence to ensure parents are receiving communications regarding games and practices.
  - RD14 currently uses TeamSnap. All communication between coaches should and participants should be processed through TeamSnap.
  - No Coaches should communicate directly to players without another coach or the participant's parent included.
- The only teammate and coach guarantees are for siblings and parents.
- Changing age groups- Parents may submit a request to play in a different age group to the RD14 Programs staff. Governing bodies have different policies that reflect this procedure.
  - Governing body guidelines must be strictly adhered to. These affiliations will dictate whether age group changes can be accommodated.
  - Participants are strongly recommended to register within their corresponding age group according to their chronological age, as determined by the "cut off," or "age as of," date. All requests by parents for their child to play in an older age group will be considered on a case-by-case basis by the Coquille programs staff and the Sports Director.
- Children under the age of six will not be evaluated. This pertains to the following leagues:
  - Basketball 5/6
  - Baseball T-ball
  - Softball T-ball
  - Soccer U5 through U7
  - 6 year old Baseball
  - Exception: all tackle football players will be evaluated due to health and safety concerns.
  - If the Youth Sports Director wants to do evaluations for any age groups above they must get approval from the MYB Executive Board 30 days prior to evaluations and the RD14 Programs Committee.

#### Practices

- All practices are scheduled through RD14 Programs staff. The process for scheduling practices will be discussed at the preseason coaches meeting. All sports have different scheduling procedures for practice.
- Recreational teams can have a minimum of three weeks of pre-season practices.
- Prior to evaluations RD14 and MYB will work to offer skills clinics to the community. These clinics can only be attended by those individuals already registered to participate in that sport.

- All outdoor sports are subject to inclement weather. When fields are closed due to poor field conditions, teams will not be allowed to practice indoors without approval from RD14 Programs staff. Practices will be modified to follow the rules of the Gym.

#### **Regular season games and regulations**

- Participation rule- Rosters will be capped to ensure fair playing time and participation among the team. Unplanned circumstances may change the following numbers. This will be discussed between the Sports Director and Coquille Program staff.
  - Basketball
    - 8 players per team
    - The 5/6 age group plays 4 v 4, and will be reduced to 7 players
  - Baseball and Softball
    - 12 players per team
  - Soccer
    - Guidelines will be dictated by U.S. Youth Soccer and the Recreation Policies and Procedures provided by RD14 and MYB.
  - Football
    - Guidelines will be dictated by the approved governing body and the Recreation Policies dictated by RD14 and MYB.
  - Volleyball
  - Flag Football
  - Team sizes for all sports may vary during “developmental programs”
    - Example 3v3 basketball or fall baseball
- Ages 6 and under will not keep score or have a playoff. This applies to:
  - Basketball 5/6
  - Baseball T-Ball
  - Softball T-Ball
  - Soccer U5, U6, and U7
  - The governing body affiliation will determine the regular season rules and regulations in regards to keeping score.
  - RD14 will not offer playoffs during “developmental programs”
- Practice & Game Times: No games or practices will be scheduled at 8 p.m. or later on school nights
- Online Game Schedules: all in-house recreational programs will utilize the District’s online scheduling software. This allows parents to see the next scheduled game or practice on the home screen when they are logged in.
- Uniforms:
  - Uniforms are supplied through RD14 and vary among sports:
    - Soccer- responsibility of the parent / guardian
    - Basketball- reversible jersey
    - Baseball- shirt, belt socks, and hat
    - Softball- shirt
    - Football- jersey and pants
    - Cheer- shell, skirt, bloomer, and poms
  - Recreational teams will not modify the uniform in any way after it has been issued.
  - Recreational teams will not choose their numbers
  - Each uniform will contain appropriate logos for Coquille Parks and Recreation and the youth sports provider. All uniforms will also contain required logo/identification of affiliations.

#### **Recreational League Playoff Standards and Regulations**

- Playoffs will be single-elimination tournaments held at the end of the regular season for those age groups that keep score throughout the season.

- Any changes to playoff schedule will require the RD14 Programs Committee approval and the MYB Board.
  - RD14 will not offer playoffs during “developmental programs”
- Playoffs will follow the same rules and regulations as the regular season.
- All first and second place team, will receive sport specific championship awards.
- If the leagues do not keep score, all participants will receive an award.

#### **Extra Sessions**

- Extra session groups are determined by the top rated participants from the evaluation process. In –season extra practices are designed to be a more serious and intense practice setting.
  - For the team to be able to practice at Coquille without being charged the team must either have 100% participation from youth inside RD14 or all participants must have played in the Coquille Recreation league.
- Recreational teams will have practice scheduling priority over in-season extra practices.
- Practices are limited to facility availability and have no more than one practice per day.
- Any coach can help during the in-season extra practices. Participation in extra sessions does not guarantee that a player or coach will be a member of the all-star team.
- \*Extra sessions are supervised and run strictly through the youth sports provider. Any fees for these programs will be collected by the youth sports provider.

#### **All-stars/ Travel Teams**

- Team selection will be done by independent evaluators when possible. RD14 staff and the Sport Commissioner are the only people to see the ballots.
  - \*This can be changed and altered only by getting the approval of the MYB Executive Board and notifying Coquille Program Staff in writing 30 days prior to selection how the process will take place.
    - Softball: Selection of all-stars will result from assistant coaches’ ballots and a meeting of the regular season head coaches. The head coaches will cast their ballots at this meeting
    - Baseball:
      - All-Star Coaches will be selected on following criteria:
        - Ability to appropriately coach baseball
        - Ability to lead young men properly towards becoming better baseball players and citizens.
        - All coaches will be chosen by the MYB Baseball Executive Committee
        - All-star coaches are expected to help in running the baseball program.
        - All-Star Meeting: All Star Coaches will be required to attend an informational meeting in regards to expectations.
      - Player nominations:
        - Head coaches will nominate players from his/her Recreational team.
        - All-Star coaches and/or Baseball Board Members can nominate a player for tryouts that was not nominated by the recreational coach.
        - Head Coaches will provide all contact information on their nominated players.
        - Nominated players will be given an invitation for the All Star tryout date.
      - Tryouts will be held based on field availability prior to the end of the regular season. All head coaches are encouraged to help to assist the All-Star coaches at tryout.
      - Final Rosters:

**Commented [RB5]:** Please note at the bottom how RD 14 needs all final all-star rosters to be handled. We expressed at meetings that rosters need to be displayed for anyone to reference. All sports will be expected to follow those guidelines.

**Commented [RB6]:** Per softball director

- All-Star head coaches and assistant coaches (appointed by head Coach) will work together and submit a final roster of their age group to the Director and Executive Committee of the MYB baseball board for final approval.
- It is the intent to field teams for each of our age groups but if the MYB Baseball Executive Board feels a team will not be competitive then; either players will be added to a different age group or alternate opportunities will be offered to the top players of the age group. This decision will be approved by the MYB Executive Committee based upon recommendation by the MYB Baseball Executive Committee.
- All-star registration fees are mandated by the Director and approved by MYB board. Registration Fees need to be turned in to Director (in full) by the first scheduled tournament.
  - All checks should be written to MYB
- Tournaments:
  - All teams will participate in the Tchefuncte River Shootout hosted at Coquille
  - Teams will participate in District, State, Regional and National Tournament of their age group, pending qualification.
- All Star teams will wear uniforms approved by the MYB Executive Committee and recommended by the MYB baseball board.
- Basketball:
  - All-Star Coaches will be selected on following criteria:
    - All coaches will be chosen by the MYB Basketball Director.
    - All-Star Meeting: All Star Coaches meeting will be held before Christmas Break.
  - Player Nominations:
    - Head coaches will nominate players from his/her Recreational team.
    - All-Star coaches can nominate a player for tryouts that was not nominated by their head coach.
    - Head Coaches will provide all contact information on their nominated players.
    - Nominated players will be given an invitation for the All Star tryout date, and the invitation will be required at the tryout.
  - Tryouts:
    - Will be based on gym availability prior to Christmas/New Year's Break.
    - Head coaches will schedule their tryouts with RD 14 one week prior to tryout date.
    - All Age groups will hold one tryout and a make-up day during this time.
  - Final Rosters:
    - All Star head coaches and assistant coaches (appointed by head Coach) will work together and submit a final roster of their age group to the Director by the end of Christmas/New Year's Break.
  - It is the intent to field teams for each of our age groups but if the MYB Basketball Director feels a team will not be competitive, or a coach is not found prior to the tryout period then; either players will be added to a different age group or alternate opportunities will be offered to the top players of the age group. This decision will be approved by the MYB Executive Committee based upon recommendation by the MYB Basketball Director.

**Commented [RB7]:** Both baseball and basketball have asked to not field a team if they will not be competitive. I feel that for this to be done and RD 14 support the process the elimination of the team must be approved by the MYB Executive committee and a different opportunity must exist.

- All-star registration fees are mandated by the Director and approved by MYB board. Registration Fees need to be turned in to Director (in full) by the first scheduled tournament or the Basketball program will not fund any tournaments until received.
    - All checks should be written to MYB
  - Tournaments: All age groups are mandated to play in a Credential Tournament, State Tournament, Regional Tournament and National Tournament of their age group. Depending on player availability/travel etc, submitted from head coach, the Director can approve for a team not to compete in Nationals.
    - Soccer: All policies are dictated by the MYB Competitive Soccer Policies Handbook.
- All-star rosters will not be announced until after the regular season tournaments conclude, unless addressed elsewhere in the guidebook or rainouts prevent the season from ending on time. Roster sizes will be determined by the affiliation requirements.
  - Once a roster is chosen for all-stars, players that have made the team will be sent an invitation to participate. Once all invitations are accepted and any alternate spots are filled the roster will be available online for reference. Rosters should be available online prior to all-star practice beginning.
- Tournaments and scrimmages hosted at Coquille- whether fundraising or qualifying- must fill out the appropriate requests and turn in to the Program staff prior to the beginning of recreational season or 30 business days prior to the event. Park approval must be provided before applications are submitted to affiliations.
  - Qualifying tournaments are defined as District, State, Regionals, Nationals, or World Series that each governing body provides to their affiliates.
  - All-star scrimmages need to be scheduled through the Youth Sports Director and teams from other leagues must provide proof of insurance. Proof of insurance should be collected by MYB team and given to Coquille Programs Staff.

**Commented [RB8]:** All submitted per the basketball director

**Commented [RB9]:** All-star announcement process for all sports. It needs to be done this way to insure RD 14 has a place to direct parents.

## Waiver

### **Registration Waiver**

I understand that any false or inaccurate information could jeopardize not only my child's playing status but also that of the team involved.

### **Medical Release (Youth)**

I give my child permission to participate in the recreational and/or competitive sports program at Coquille Parks and Recreation. I understand my child will be covered by a secondary insurance policy mandatory through the league. I, the undersigned, parent or guardian of the herein registered child do release and hold harmless the Madisonville Youth Boosters organization, the Town of Madisonville, Recreation District #14, owners of the property used outside of District owned property, its Officers, Directors, Coaches, Referees and others appointed by or acting for such organization, with respect to any and all injury, disability, and death sustained by the herein registered child as a result of any practice, competition, or travel to and from such practices or competition, whether arising from the negligence of the releaser or otherwise, to the fullest extent permitted by the law. I understand the seriousness of the risks involved in participating in this program, my personal responsibilities for adhering to rules and regulation, and accept them as a participant or guardian. In the event of an accident or injury to my child, I give permission to the Madisonville Youth Boosters volunteers or Recreation District 14 staff to seek medical emergency treatment for my child by calling 911.

### **Louisiana Informed Consent about Concussions and Head Injuries**

Effective June 28, 2011, Louisiana Statute 40:1299.181-185 (Louisiana Youth Concussion Act) requires as a condition of participation in any athletic activities that the parent or guardian and the

youth athlete who is participating to sign and return a concussion information sheet that explains the nature and risk of concussion and head injury (including the risks of continuing to play after a concussion or head injury) and which includes notice of the Louisiana statutory requirements which must be satisfied in order for an athlete suspected of having a concussion or head injury to return to play. Just a reminder that this statute applies to all baseball activities including, but not limited to, practices, evaluations, games, travel tournaments, Double Play Activities, All Star Activities, and all State tournaments.

What is a concussion? A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow or jolt to the head or body that causes the brain to move rapidly inside the skull. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. Concussions can result from a fall or from players colliding with each other or with obstacles, such as a goalpost, even if they do not directly hit their head. MOST concussions occur without the loss of consciousness.

Signs and symptoms of concussion can show up right away after the injury or may not appear until days or weeks after the injury. To help recognize a concussion, you should watch for the following signs among your athletes:

1. A forceful blow to the head or body that results in rapid movement of the head
2. Any change in the athlete's mood, behavior, thinking, or physical functioning
3. Signs or symptoms of concussion that may be reported by a coach or other observer:
  - a. Appears dazed or stunned
  - b. Is confused about assignment or position
  - c. Forgets an instruction
  - d. Is unsure of game, score or opponent
  - e. Moves clumsily
  - f. Answers questions slowly
  - g. Loses consciousness (even briefly)
  - h. Can't recall events prior to hit or fall
  - i. Can't recall events after hit or fall
4. Signs and symptoms that may be reported by the player:
  - a. Headache or "pressure" in the head
  - b. Nausea or vomiting
  - c. Balance problems or dizziness
  - d. Double or blurry vision
  - e. Sensitivity to light
  - f. Sensitivity to noise
  - g. Feeling sluggish, hazy, foggy, or groggy
  - h. Concentration or memory problems
  - i. Confusion
  - j. Just does not "feel right"

Risks of Continuing to Play with a Concussion - If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing he/she is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover and the likelihood of having long-term problems. In rare cases, repeat concussions in young athletes can result in brain swelling, permanent brain damage or even death.

Both parents/guardians and players are advised to review the Center for Disease Control's free online concussion materials HERE - <http://www.cdc.gov/concussion/HeadsUp/youth.html>. Under Louisiana law, the player who has a suspected concussion or head injury must be removed from play or practice and the athlete's parent or guardian must be notified. The player may not return to practice or competition/games (i.e., any supervised team activities involving physical exertion) until he/she is evaluated by a health care provider and receives medical clearance for a full or graduated return to play. In Louisiana, an appropriate health care provider is defined as a physician (M.D. or Doctor of Osteopathic medicine (D.O.) as defined in Louisiana Statue 37:1262(2)); a licensed nurse practitioner; licensed physician assistant; or a licensed psychologist that has received training in neuropsychology or concussion evaluation and management. By clicking the box, Parent and Participant agree that we have read and understand this consent.



### **Parental Code of Conduct:**

Coquille Parks and Recreation has implemented the following Parental Code of Conduct for the important message it holds about the proper role of parents in supporting their child(ren) in sports. It is a requirement that all parents should read and understand this prior to their child(ren) participating in our leagues by acknowledging the Parental Code of Conduct during online registration.

*I therefore understand:*

- 1. I will not force my child to participate in sports.*
- 2. I will remember that children participate to have fun.*
- 3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.*
- 4. I will learn the rules of the game and the policies of the league.*
- 5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.*
- 6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.*
- 7. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.*
- 8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.*
- 9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.*
- 10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.*
- 11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.*
- 12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.*
- 13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.*
- 14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.*
- 15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.*
- 16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol, and I will refrain from their use at all sports events.*
- 17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.*

A Partial listing of references:

- “Facility Handbook: A Youth Sports Provider’s Guide to Facility Usage” from Palm Beach County, Florida
- Mecklenburg County Park and Recreation Department’s Youth Sports “Play up” Policy
- National Alliance for Youth Sports’ Position Statements
- “National Standards for Youth Sports: Modifying the Sports Environment for a Healthier Youth” by the National Alliance for Youth Sports

- “Recommendations for Communities: Helping Community Leaders Establish a Strong and Positive Youth Sports Culture” by the National Alliance for Youth Sports
- “Recreation Department Youth Sports Handbook: A Communication Guide” by Thetford Recreation Department
- “Sport for All, Play for Life: The Playbook on How to Get Every Kid in the Game” by the Aspen Institute.