



YOUTH ATHLETICS HANDBOOK

WHERE OUTLAWS COME TO PLAY!

SISTERS PARK & RECREATION DISTRICT
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Welcome

Welcome to Sisters Park & Recreation District (SPRD) Youth Athletics! The purpose of this handbook is to outline the district's policies and procedures, program philosophy, and expectations for its youth athletic programs. The handbook was developed as a guide and reference tool to help inform and better serve staff, coaches, and parents.

District Mission

The mission of Sisters Park & Recreation District is to provide Sisters Country with exceptional recreation opportunities that enhance the livability of our community.

Philosophy of Youth Athletics

Sisters Park & Recreation District believes youth athletic programs benefit the Sisters Country community and serve as an important part in the physical, social, emotional, and mental development of children. SPRD youth athletic programs are designed to be recreational and promote a non-competitive approach to youth sports. Our programs strive to create a safe, fun, and positive experience with an emphasis on participation, instruction, teamwork, and sportsmanship. Through the combined efforts of staff, coaches, and parents, Sisters Park & Recreation District is committed to providing an exceptional experience for all participants and believes this can be accomplished through the following actions:

- | | |
|--------------------------|---|
| SAFETY & FUN | We are committed to creating a safe, fun, and positive environment for all participants that allows each participant to thrive and enjoy their experience in our programs. |
| EVERYONE PLAYS | We are committed to promoting participation through fair play and equal playing time for all participants to maximize their experience and strive to create a lifelong love of sport. |
| SKILL DEVELOPMENT | We are committed to promoting instruction and learning over competition through individual and team development that focuses on the fundamental skills of each sport and improving each participant's personal skill level. |
| TEAMWORK | We are committed to creating a strong sense of team and a positive environment where all participants feel valued, contribute to and learn to work collaboratively with others. |
| SPORTSMANSHIP | We are committed to instilling good sportsmanship in all participants through fair play, encouragement, and hard work with an emphasis on each child having fun, doing their best, and focusing on the overall experience rather than the outcome of games. |

National Alliance for Youth Sports

Sisters Park & Recreation District is a proud member organization of the National Alliance for Youth Sports (NAYS). We have partnered with NAYS to educate, equip, and empower youth sports leaders, volunteers, and parents so all children can enjoy the lifelong benefits of sports. NAYS, a nonprofit 501(c)(3) organization, partners with more than 3,000 community-based organizations and has trained more than four million adults since 1981. For more information about NAYS, visit www.nays.org.



Program Management

District Office (541) 549-2091

Allie Didion Recreation & Athletic Coordinator

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Jared Lustig Recreation & Athletic Supervisor

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Stay Up to Date

Website

Sisters Park & Recreation District utilizes its district website, www.sistersrecreation.com, as a tool to disseminate information to district residents for its programs. It can be a valuable tool for coaches, players, and parents to access information about our youth athletic programs.

Newsletter

Subscribe to the Sisters Park & Recreation District monthly newsletter to stay up to date on district happenings. This newsletter includes important programs and registration dates. Visit www.sistersrecreation.com to subscribe today!

Social Media

Follow us **@sistersrecreation** on social media (Facebook and Instagram) for additional district updates, marketing, and communications.

Communication

Email

Email is the primary form of communication Sisters Park & Recreation District relies upon to communicate with youth athletics coaches and parents. It is the expectation of the district that coaches and parents will check their email on a regular basis to ensure they receive all communications in a timely manner.

Delays & Cancellations

In the event Sisters Park & Recreation District needs to delay or cancel practices or games for any reason, the district will communicate with all coaches and parents via email and post to its social media channels.

District Youth Athletic Programs

Sisters Park & Recreation District offers a variety of youth athletic programs throughout the year for all ages and abilities. Our programs are designed to be recreational and non-competitive with a focus on instruction and fundamental skill development for each participant.

Sport	Grade(s)	Division(s)	Format	Season	Registration Opens
Youth Soccer	K-4	Coed	Recreational	Fall	March
	3-4	Boys & Girls			
Middle School Soccer*	5-6	Coed	Recreational	Fall	March
	7-8	Boys & Girls			
Flag Football	1-2	Coed	Recreational	Fall	March
	3-4				
Tackle Football*	5-6	Coed	Recreational	Fall	March
Youth Basketball	K-3	Coed	Recreational	Winter	August
	4-5	Boys & Girls			
Youth Tennis	K-5	Coed	Recreational	Winter	December
	K-12			Summer	March
Youth Lacrosse*	1-2	Coed	Recreational	Spring	December
	3-8	Boys & Girls			

**Program is offered in partnership with other local and regional youth athletic partners; additional travel may be required to practices and/or games.*

Committee Youth Athletic Programs

Sisters Park & Recreation District sponsors committees that benefit the SPRD community by acting as their fiscal agent and support organization to provide expanded access and opportunities to district residents. Committees are operated by their own committee members and on a volunteer basis. The following committees offer supplemental youth athletic programs, please contact the individual committee for their specific program philosophy.

Committee	Grade(s)	Division(s)	Format	Season(s)	Registration Opens
Outlaw Basketball	5-8	Boys/Girls	Competitive	Winter	August
Outlaw Volleyball	3-8	Girls	Recreational	Winter	December
Outlaw Lacrosse	9-12	Boys/Girls	Competitive	Spring	December

General Information

Registration

1. Registration for all youth athletic programs is accepted on a first-come, first-served basis; payment is due in full at the time of registration.
2. Each program has a designated registration deadline; registrations will not be accepted after registration has closed unless approved by the program coordinator.
3. Each program has a designated minimum/maximum number of participants required to operate.
 - a. Programs may be cancelled at the discretion of the district if the minimum participation is not fulfilled.
 - b. Additional registrations above the maximum must be approved by the program coordinator.

Scholarships & Financial Assistance

SPRD believes youth athletics should be accessible to all. The district offers scholarships to qualifying in-district families to assist with offsetting the cost to participate in its programs. More information on the district's scholarship program and how to apply is available on the [district's website](#). For additional assistance, please contact the district office at (541) 549-2091.

Additional financial resources:

The organizations listed are not associated with SPRD. It is the responsibility of each parent to contact the organization regarding scholarship opportunities, restrictions, deadlines, etc.

- Every Kid Sports www.everykidsports.org (541) 508-3966
- All Kids Play www.allkidsplay.org (847) 749-5021

For additional financial options, please contact our district office.

Refunds

Refunds will be granted in accordance with the district's refund policy:

- 5 business days' notice or more prior to the first day of the program: 100% refund/credit minus \$5 processing fee.
- 3-4 business days' notice prior to the first of the program: 50% refund/credit minus \$5 processing fee.
- 2 business days' notice prior to the first day of the program or less: no refund given.
- Programs fees will not be refunded or prorated for participants who miss portions of the program.
- Full refunds or credits will be granted for programs that are cancelled by the district without the \$5 processing fee.

Insurance

SPRD maintains general liability insurance; it is recommended that all participants be covered under a personal medical or accident insurance policy.

Alcohol, Tobacco & Other Drugs

SPRD prohibits the possession and consumption of alcohol, tobacco, and other drugs on district property and during all district programs. This includes smoking, vaping, and other electronic or battery-operated devices which allow a substance to be inhaled. This policy extends to all participants, coaches, parents, and spectators.

Individuals found to be in violation of this policy will be asked to leave the premises immediately and may be banned from district facilities and future programs. Law enforcement will be contacted at the discretion of district staff if necessary.

Program Information

Player Eligibility

- Participants must register for the appropriate program based on their age or grade. Limited exceptions may be made at the discretion of the program supervisor.
- For programs with an **age requirement**, participants must meet the minimum age requirement before the start of the program to be considered eligible.
- For programs with a **grade requirement**, participants must register for the grade they will be in or entering at the start of the program to be considered eligible.

Player Assessments

Player assessments will be conducted the first week of each sport season to help assess each participant's current fundamental skill level. Participants will be assessed by program staff and coaches based on a scale of 1-3 (3=Above Average, 2=Average, 1=Needs Improvement). All player assessments will remain confidential and shared only as needed with program staff and coaches.

Team Selections

Teams will be determined following player assessments and communicated to coaches and parents. The program coordinator will divide participants as equally as possible between each team using the player assessments to determine the fairest allocation of participants. All final decisions will be made at the discretion of the program coordinator and supervisor. Special requests for coaches and other players may be considered on a case-by-case basis but cannot be guaranteed.

Playing Time

- SPRD requires all participants to have **fair and equal playing time** regardless of skill level or ability.
- Each participant must play 50% of the total playing time at minimum whenever possible.
- Participants who miss a practice may **not** have their playing time reduced.
- Participants who have repeated disciplinary issues may have their playing time reduced at the coach's discretion **after** communicating with parents and working with the program coordinator to resolve the issue. Coaches must inform the program coordinator in all such instances.

Locations

SPRD works with Sisters School District and the City of Sisters to utilize a combination of locations and facilities to meet the needs of each program. The district uses the following locations and facilities:

- Coffield Community Center [1750 W. McKinney Butte Rd.](#)
- Education & Recreation Annex [1307 W. McKinney Butte Rd.](#)
- Sisters Elementary School [611 E. Cascade Ave.](#)
- Sisters Middle School [15200 McKenzie Hwy.](#)
- Sisters High School [1700 W. McKinney Butte Rd.](#)

Schedules

Practice Schedules

- Practice locations and times are determined by SPRD based on facility availability; specific team practice times are determined by SPRD based on each coach's individual availability.
- Practice schedules will be distributed at least one week prior to the first week to coaches; coaches shall contact parents after team selections have been completed with their practice schedule.
- Teams will be limited to two (2) practices per week on non-consecutive days of the week; kindergarten teams will be limited to one (1) practice per week.

Game Schedules

- Game locations and times are determined by SPRD based on facility availability.
- Game schedules will be distributed at least one week prior to the first week to coaches; coaches shall contact parents after team selections have been completed with their game schedule.
- All teams will be limited to one (1) game per week unless the district needs to reschedule or make-up games.

League Rules

League rules for each program will be provided to coaches and parents prior to each season. Rules will be posted online on the [SPRD website](#). Coaches and parents are encouraged to become familiar with league rules and review them with program participants. Any questions or concerns regarding league rules should be directed to the program coordinator.

Scoring & Standings

- Scores shall not be kept unless explicitly stated in league rules.
- **No** standings shall be maintained; please keep in mind SPRD youth athletic programs are designed to be recreational with a focus on participation and instruction, not competition.

Uniforms

- SPRD will provide uniforms to all participants.
 - **Tackle football** - uniforms must be returned at the end of each season. If a uniform is not returned, parents will be billed for the current replacement value of the uniform.
- Uniforms will be distributed to coaches prior to the first game. It is the responsibility of each coach to distribute uniforms to their team. All uniform issues should be communicated with the program coordinator ASAP.
- All participants must wear the uniform provided by SPRD on game days. No alterations or modifications are allowed to be made to uniforms during the season.
- All uniform bottoms (shorts or pants) must have **no pockets**.
- Proper personal safety equipment must be worn for each sport as designated in the league rules (e.g., helmets, shoulder pads, shin guards, etc.).
- Parents are responsible for providing any individual sport-specific equipment outlined in the league rules (e.g., cleats, shin guards, mouth guards, etc.).
- Proper footwear should be worn for each sport as specified in league rules.
- **No baseball caps/billed hats** are allowed to be worn during practices or games.
- **No jewelry** is allowed to be worn during practices or games.

Equipment

SPRD provides each coach with the basic equipment needed to conduct team practices. Equipment is loaned to each coach on a contractual basis and must be returned within **two weeks** after the season ends. If equipment is not returned during this time, coaches will be billed for the current replacement value of the equipment.

Pictures

SPRD will schedule a designated photographer for individual and team photos for each sport. A picture time will be assigned to each team and distributed with the game schedule. Teams are required to use the designated photographer provided by the district. Pictures are optional and not included in the registration fees; a link to each team's picture will be provided via email; photos may be purchased directly from the photographer.

Transportation

- SPRD does not provide transportation to youth athletic programs. It is the responsibility of parents to plan for the transportation of participants to and from practices and games.
- Coaches are not allowed to transport children, other than their own, to and from practices and games.

Evaluations

Program Evaluation

SPRD values and encourages feedback on all youth athletic programs. The district shall solicit feedback through a formal survey at the end of each program to provide an opportunity to inform the district of how we are doing, and how we might improve, and to provide direction on future programming.

Emergency & Safety Procedures

Medical Emergencies

- For injuries and/or accidents that require more than basic first aid, staff and coaches should call 9-1-1 for professional medical assistance.
- If medical transportation is required, parents are responsible for any costs incurred.
- If 9-1-1 is called, coaches are expected to notify the program supervisor as soon as possible.
- Parents should notify the district of any pre-existing medical conditions (e.g., allergies, medications, physical limitations, etc.) at the time of registration. The district will inform their coach of the condition to assist medical personnel in the event of an injury or accident.

Concussions

Concussions are a risk while playing any youth sport. All staff and coaches are required to complete annual concussion training and take the appropriate steps should a concussion occur.

Concussion Procedures

1. All SPRD staff and volunteer coaches are required to complete concussion training through NAYS/CDC Heads up.
2. All parents will receive a [concussion fact sheet](#) at the beginning of each sport season.
3. Additional information for parents and athletes on concussions is available through:
 - a. [NCYS STOP Sports Injuries](#)
 - b. [NFHS Concussion in Sports Training](#)
 - c. [CDC HEADS UP to Youth Sports- Parent website](#)
4. In the event of a head injury during practice or play:
 - a. Coaches will treat all head injuries, whether in practice or during a game as if they are concussions.
 - b. For serious head injuries, 9-1-1 will be called for professional medical assistance.
 - c. If a concussion is suspected, the player should be removed from the field of play immediately, monitored, and not allowed to return the rest of the day. **“When in doubt, hold them out.”**
 - d. Parents will be contacted immediately and informed of the head injury.
 - e. Coaches will complete an *Accident/Incident Report* and submit it to the program coordinator ASAP.

Return to Play Procedures

If a concussion incident occurs, a player will not be allowed to return to practice or games until they have received written clearance to resume activity from a qualified medical professional. Documentation must be provided to the program coordinator, who will inform the player’s coach that the player has been cleared to resume activity.

Reporting

- Accident/Incident Reports are required to be completed whenever there is an accident or incident during a SPRD program. This includes any minor or major injuries and behavioral incidents.
- If 9-1-1 is called for any reason, the program supervisor should be contacted immediately.

Inclement Weather

SPRD reserves the right to delay or cancel practices and/or games at its discretion due to inclement weather or field conditions that could result in injury to participants or damage to the fields. All efforts will be made to reschedule games in a timely manner; practices will be rescheduled based on field availability at the discretion of the district. The district shall make all final decisions regarding inclement weather and program cancellations.

SPRD will make every effort to communicate any delay or cancellation no later than 3:00pm on weekdays and no later than 7:30am on weekends. All cancellations will be communicated with coaches and parents via email and posted to the district’s social media accounts. It is the responsibility of coaches and parents to check these sources for confirmation.

Air Quality

SPRD is dedicated to the health and safety of all staff, participants, coaches, parents, and spectators. During times when local air quality moves to an unhealthy or hazardous ranking, the district will take action to reduce exposure in accordance with its [AQI Policy](#).

At times when air quality is in question, the district shall monitor the Air Quality Index (AQI) from the [Central Oregon Air Quality Network](#) to make decisions on any AQI related recommendations or cancellations.

AQI Value	Recommendations/Actions
< 50	<ul style="list-style-type: none"> Air quality is satisfactory and air pollution poses little or no risk. Programs shall operate as normal; no actions recommended.
51-100	<ul style="list-style-type: none"> Air quality is acceptable; there may be a risk for some people, particularly those who are unusually sensitive to air pollution. Programs shall operate as normal; coaches should monitor players, provide modifications, and increase rest periods as needed. Players with asthma should have a rescue inhaler readily available and consult with their healthcare provider. Players with respiratory illness, asthma, lung, or heart disease should monitor symptoms and reduce or cease activity if symptoms arise.
101-150	<ul style="list-style-type: none"> Members of sensitive groups may experience health effects; the public is less likely to be affected. Programs shall be modified; coaches should reduce physical intensity and duration, take additional breaks, and move inside if possible. Players with asthma should have a rescue inhaler readily available and consult with their healthcare provider. Players with respiratory illness, asthma, lung, or heart disease should monitor symptoms and reduce or cease activity if symptoms arise; coaches should provide additional breaks. Programs may be canceled at the discretion of the district.
151-200	<ul style="list-style-type: none"> Some members of the public may experience health effects; members of sensitive groups may experience more serious health effects. SPRD shall cancel all outdoor youth athletics.
> 201	<ul style="list-style-type: none"> Health alert/warning; the risk of health effects is increased for everyone; everyone is more likely to be affected. SPRD shall cancel all outdoor youth athletics.

Thunder/Lightning

- SPRD shall suspend all outdoor youth athletic programs for 30 minutes from the last sound of thunder or flash of lightning before resuming play. Any subsequent thunder or lightning shall reset the clock and another 30 minutes must pass before resuming play.
- All players, coaches, and spectators should seek immediate shelter.
- If it is deemed play will not resume within one hour of the initial delay, all practices and/or games shall be canceled for the day.

Heat Index

Sisters Park & Recreation District shall utilize the [Oregon School Activities Association \(OSAA\) Heat Index Calculator](#) to make decisions on any heat-related cancellations. Coaches and parents should monitor players during extreme heat events.

Heat Index	Recommendations/Actions
< 80F	<ul style="list-style-type: none">• Heat index at or below this level provides little danger from heat.• Programs shall operate as normal; no actions are recommended.
80-89F	<ul style="list-style-type: none">• Coaches are encouraged to substitute frequently and remind players to hydrate frequently; coaches should ensure players have access to shade.• Players should have a water bottle for all practices and games.• No change recommended in practice or game duration.• Monitor players carefully and hydrate frequently.
90-104F	<ul style="list-style-type: none">• Coaches and officials should monitor players and substitute players frequently; coaches should ensure players have access to shade.• Players should have a water bottle for all practices and games.• Coaches should provide additional breaks, including a mandatory 10-minute water break for all players following a maximum of 30 minutes of play.• Intensity and duration of programs should be reduced at the discretion of the site supervisor or coaches.• Monitor players carefully and hydrate frequently.
≥ 105F	<ul style="list-style-type: none">• SPRD will cancel all outdoor youth athletics.

Field Conditions

SPRD shall cancel practices and/or games whenever field conditions are deemed hazardous and could result in injury to participants or damage to the fields. District staff shall inspect and assess the playability of all fields before use during inclement weather for possible hazards and notify coaches and parents as needed.

Coaches should report any questionable or unsafe field conditions if there is concern to the program supervisor ASAP and wait for further direction prior to play.

Coaches Information

Recruitment

SPRD recruits volunteer coaches during the registration period for each program. Volunteer coaches are integral to the success of our youth athletics programs and continue to allow the district to offer programs at an affordable rate. Programs would not be possible without volunteer coaches and the district truly appreciates each volunteer coach who chooses to dedicate their personal time and invest in the youth of our community to make each program possible.

Know Your Role

Coaches are looked upon as mentors, authority figures, and experts in their sport. Coaches are an extension of SPRD and must support the district's philosophy of youth athletics and program goals. The coach's role is to teach sport-specific fundamental skills, teamwork, sportsmanship, and encourage all players to participate and have fun!

Application Process

The district encourages all interested parents and community members to volunteer with its youth athletic programs. All individuals interested in becoming a volunteer head coach must complete the application process to be eligible. Individuals who fail to complete the application process will **not** be allowed to coach.

1. *Volunteer Application*

- All individuals interested in becoming a volunteer coach must complete and submit a [volunteer application](#).

2. *Background Check*

- All individuals interested in becoming a volunteer coach are required to pass a criminal background check **every other year**.
- Instructions on how to complete and submit the background check process will be provided by the program coordinator before each program.
- Individuals who are **not** willing to submit to a criminal background check will not be eligible to coach.

Training Requirements

The district requires no previous experience and provides all volunteer head coaches with basic training to be successful. To be eligible, all volunteers must first complete the application process. Once the application process has been completed, all volunteers must complete the training requirements outlined. Individuals who fail to complete the training requirements will **not** be allowed to coach.

Coach Orientation

All coaches are required to attend a pre-season Coach Orientation. Any coach unable to attend the meeting will be required to set up another time to meet with the program coordinator before coaching.

NAYS Certification

All volunteers interested in coaching must complete and maintain certification through the [NAYS Coach Training & Membership Program](#). This certification is meant to educate and prepare volunteer coaches for the duties and responsibilities of working with children in youth sports. Coaches will be trained in the philosophy of youth sports, injury prevention, practice organization, game rules, dealing with common issues, and much more. After a volunteer has been approved to coach, they will be sent instructions on how to complete the online training. The cost of certification is paid for by SPRD.

Required Trainings:

Training Name	Time (approximate)	Frequency
Coaching Youth Sports	60 minutes	Every 2 years

Sport-specific Training	60-90 minutes	Every 2 years
Basic Youth Sports Safety & First Aid	45 minutes	Every 2 years
Concussion Training*	20 minutes	Every 1 year

*Concussion training is required by state law each year.

Optional Trainings:

Training Name

Protecting Youth Athletics for Coaches

Bullying Prevention

Mental Health & Youth Sports

Sudden Cardiac Arrest

Mandatory Reporter

All coaches are considered mandatory reporters and required to must complete the State of Oregon’s one-time [mandatory reporting of child abuse training](#) and submit the included **Mandatory Reporter Questionnaire** (*Appendix F*) to the program coordinator.

Coaches are required to report any abuse or neglect an individual may be reasonably suspected to be undergoing. Whether you are on duty coaching your team or off duty, you are expected to report any abuse or neglect immediately. There is a wide range of what is considered abuse or neglect. Common examples can include, but are not limited to, physical abuse which may be apparent with bruises or cuts, emotional abuse, financial abuse, sexual abuse, or neglect from lack of care. If you suspect a case of child abuse or neglect, please contact the program supervisor immediately to determine the next steps.

Acknowledgment Form

Coaches must sign and submit the **Coach Acknowledgment Form** (*Appendix G*) attesting that they have reviewed, understand, and agree to abide by the district’s policies and procedures as outlined in the documents listed below:

- Youth Athletics Handbook
- Coaches Code of Ethics
- Harassment, Intimidation & Bullying Policy

Additional Recommended Training

- CPR/AED & First Aid
- Bloodborne Pathogens

Coach Expectations

Coaches are representatives of SPRD, and it is the expectation that coaches follow and abide by the **Coaches’ Code of Ethics** (*Appendix B*) to ensure continuity across its programs. Coaches are expected to always present themselves positively and professionally. Failure to do so may result in dismissal as a volunteer coach and being barred from future volunteer opportunities with the district.

To create the best possible experience for all participants involved in our youth athletics programs, it takes the cooperation of everyone involved, including players, coaches, officials, parents, and league administrators. For our youth athletic programs to be successful and provide a positive and enjoyable experience for everyone involved, SPRD has established the following responsibilities and expectations for all coaches:

Communication

- Coaches are expected to communicate with the program coordinator if they will not be able to make it to practice or games due to illness, work conflicts, and family or personal commitments. Coaches are expected to notify the program coordinator before the season begins of any possible conflicts.
- Coaches are expected and responsible for communicating with team parents regarding practice schedules, game schedules, league rules, the district's philosophy on youth athletics, and any other pertinent information related to participation in the program.
- It is recommended that coaches **not** give out their personal phone numbers or email address. Coaches may use a coaching app at their discretion to communicate with parents. Apps such as *Remind*, *Team Snap*, or *Mojo Sports* are popular apps that parents may already be familiar with. If you choose not to use an app, it is recommended that all communication be in person.

Playing Time

- SPRD requires all participants to have **fair and equal playing time** regardless of skill level or ability.
- Each participant must play 50% of the total playing time at a minimum whenever possible.
- Participants who miss practice may **not** have their playing time reduced.
- Participants who have repeated disciplinary issues may have their playing time reduced at the coach's discretion **after** communicating with parents and working with the program coordinator to resolve the issue. Coaches must inform the program coordinator in all such instances.

Practices/Games

- Coaches are expected to arrive 10-15 minutes before practices and games begin. Coaches should communicate with parents and enforce that players do not arrive more than 5-10 minutes before practices are scheduled to begin to avoid supervision problems.
- Coaches are expected to stay at the practice or game site until the last participant has been picked up.
- Coaches are expected to bring all assigned team equipment to all practices and games.
- Coaches are **not allowed** to schedule extra or additional practices or games; or to change practice days, times, or locations without explicit consent from the program coordinator or program supervisor.
- Coaches are expected to be present and attentive during practices. Coaches are asked to keep their cell phones away, on silent, and refrain from personal calls and texts while coaching.

Player Safety

- Coaches are responsible for reminding participants of their safety and to be aware of situations that might pose a threat.
- Coaches are responsible for alerting the district of any unsafe equipment or facility issues.
- Coaches should never, under any circumstances, transport children, other than their own, to and from practices and games.
- Coaches should avoid being left alone with a single player. If a player is the last to be picked up, it is recommended to remain in plain sight of other members of the public if possible.

Negligence

Volunteer coaches are responsible for the care and well-being of the players under their guidance. Recent legal court decisions have expanded the definition of negligence to include "failure to warn" and "failure to instruct". Improper instruction specific to a sport, such as how to slide into a pegged base which results in an ankle injury, may lead to a successful lawsuit. The following questions may be considered in such cases:

1. "Did the coach instruct the player how to slide into a pegged based?"
2. "Did the coach let participants know they were playing on a field with pegged bases?"

Coaches should consult with the program coordinator for common safety concerns specific to each sport.

Player Discipline

Coaches are responsible for handling disruptive behavior in an appropriate manner that addresses the behavior and **not** the child. Coaches are expected to communicate and work with parents to resolve any behavioral issues. All continued behavioral issues should be communicated with the program supervisor to be further addressed.

Under no circumstances should a player be made to perform excessive physical activity or any excessive physical form of consequences, such as running laps or sprints, doing push-ups, or withholding water/snacks, etc.

Here are some helpful tools to help prevent and curb the need for discipline:

- Create a positive team culture focused on learning, participation, and having FUN!
- Develop and communicate team rules so players and parents know what is expected of them. Keep rules fair and positive, be specific about behaviors, and enforce them consistently.
- Develop routines for practices and games. It can be helpful to outline what you will work on at the beginning of each practice to help prepare players. Players are **more** likely to misbehave if they do not know what to do or expect.
- Keep your practices exciting and engaging. It is important to focus on skill development, but this can be accomplished using a good mixture of progressive drills and games. Kids are great learners when they don't know they're learning!
- Provide continuous feedback; focus on positive reinforcement of performance and effort, not the actual outcome.
- Reward success, including little successes as part of a bigger picture.

Here are some helpful tools to help if there is a problem:

- Remain calm and exhibit self-control. Avoid yelling, shouting, name-calling, sarcasm, etc.
- Think about your reactions and potential actions first. Does this situation require disciplinary action? If yes, what is an appropriate consequence for the behavior?
- Speak with the child on their level. Get to their eye level and speak in terms they will understand.
- Remember, discipline the behavior, not the child.
- Provide a verbal warning and explain the consequences if the problem persists.
- Be consistent with all players.
- Keep disciplinary issues private and confidential. Remember these are kids, there is no need for public humiliation or embarrassment.
- Discuss the issue with the player's parents! Ask them for assistance or recommendations to help solve the problem.
- Report serious and persistent problems to the program supervisor ASAP.

Alcohol, Tobacco & Other Drugs

- All coaches are expected to follow and enforce the ***Alcohol, Tobacco & Other Drugs*** policy (see p. 5) outlined in this handbook.
- Coaches are expected to set a good example and abstain from the possession and consumption of alcohol, tobacco, and other drugs while coaching.
- Coaches are expected to report the possession and/or consumption of alcohol, tobacco, and other drugs while coaching to the program supervisor.
- Any coach cited or arrested for the illegal use of drugs or related to alcohol **must** report it to the program supervisor. The coach will be removed from their coaching duties until all investigations are completed. At that time and based on the outcome, a decision will be made to either reinstate or remove the individual from their coaching duties.

Volunteer Hours

- Coaches are responsible for tracking their volunteer hours each season to help the district with future program planning efforts.
- Coaches will be provided with a log to track their hours; the program coordinator will collect each coach's log at the end of the season.

Parent Interactions

Coaching is an exciting and rewarding experience, however, from time to time you may experience difficulties with a parent. Parents may question your coaching, their child's playing time, etc. It is important to remember that parents are simply looking out for their child. An important part of being a coach is having open and continued communication with parents.

Here are some helpful tips for working with parents:

- Hold a **parent meeting** at the beginning of the season, this works well either before or after the first practice, and should be quick (10-20 minutes), simple, and limited in scope. Introduce yourself, discuss your coaching style and expectations, and the district's philosophy on youth sports. This is a good time to see if any parents would be interested in assisting you (snack schedule, phone tree, etc.). Questions on the district's philosophy or program policies should be referred to the program coordinator.
- Encourage involvement, appreciate their interest, listen to their ideas, respect their concerns, and be respectful and polite.
- Discuss issues and concerns one-on-one and in a private setting. Coaches and parents are encouraged to wait 24 hours prior to discussing issues and concerns unless it is a matter of safety. Do not discuss issues and concerns in a crowd or in front of other parents or players.
- Resist unfair parental pressure. You are the coach and are expected to uphold all SPRD policies.
- Be fair and consistent with the treatment of players; you will gain the respect of their parents.

Additional Resources

SPRD strives to provide the best possible experience for everyone involved in its youth athletics program and recognizes this starts with providing volunteer coaches the best training possible. In addition to this handbook, SPRD will attempt to provide a pre-season coaching clinic whenever possible as a supplemental training. For additional coaching ideas or resources, coaches are encouraged to contact the program coordinator.

Benefits

Volunteer head coaches are eligible to have the cost of one (1) program registration, for the sport coached, reimbursed following the conclusion of the program and after all team equipment has been returned to the district.

Awards & Celebrations

Teams are encouraged to celebrate their players and seasons. End-of-season parties are a great way to accomplish this but are the responsibility of each coach.

- Coaches may request up to two hours to host an end-of-season party at the Coffield Center at no cost. Requests will be fulfilled on a first-come, first-served basis based on facility availability.
- If requested, SPRD can provide participation certificates.

Parent Information

Parent Involvement

Parents are an important part of their child's youth athletic experience. SPRD encourages parents to be involved with their child's team and take an active and positive role as a coach, team parent, or official. If you are interested in learning more about how you can be involved, please speak with your team's coach, or contact the program coordinator. We love to have parents involved!

Know Your Role

Parents are vital to the success of SPRD youth athletics. As a parent, it is your role to become familiar with the district's program philosophy, and parent expectations, and to understand the important role you play as a youth sports parent in your child's physical and mental development. The parent's primary role is to:

- Get your child to practice and games on time.
- Be a positive role model and demonstrate good sportsmanship.
- Motivate your child to be engaged and participate.
- Help your child through practice and assist the coach as needed.
- Provide positive support and feedback.
- Learn the rules of the game.
- Focus on LEARNING, PARTICIPATION, EFFORT & FUN!

Communication

- Parents are expected to communicate with coaches and district staff on all issues related to youth athletics.
- Parents are expected to inform their coach if their child will **not** be at practice or games.
- Parents are encouraged to ask their coach if they can help and assist with the team.
- Parents are expected to discuss issues and concerns with their coach in a related to their child in a private setting. Coaches and parents are encouraged to wait 24 hours prior to discussing issues and concerns unless it is a matter of safety. Do not discuss issues and concerns in a crowd or in front of other parents or players; do not confront your coach before or during practice or games.
- Parents are expected to discuss issues and concerns about their coach, program philosophy, and program policies with the program coordinator. Parents should wait 48 hours before contacting the program coordinator to discuss their concerns unless it is a matter of safety.
- Work collaboratively with the coach on disruptive behavior and disciplinary issues related to **YOUR** child.

Parent Expectations

To create the best possible experience for all youth involved in our programs, it takes the cooperation of everyone involved, including players, coaches, officials, parents, and league administrators. For our youth athletic programs to be successful and provide a positive and enjoyable experience for all, SPRD has adopted and implemented the following guidelines. Parents have the following responsibilities and expectations when participating in an SPRD youth athletic program:

- Ensure your child gets the most out of their playing experience. Show your unwavering support, including positive reinforcement of your child's performance and effort. Enjoy watching your child and others participate and learn. Focus on LEARNING, PARTICIPATION, EFFORT & FUN!
- Support your coach and their decisions. Coaches volunteer their personal time to spend with and teach **YOUR** child.
- Be a positive role model and show proper sportsmanship; be respectful of all players, coaches, parents, officials, and staff.
- Make positive and encouraging comments to all players and teams.
- Refrain from negative comments and actions; never criticize a child for making a mistake. Mistakes are part of the learning process.
- Control your emotions.
- Discuss your child's experience with them. Ask if they are having fun. Why are they having fun? If not, why?
- Refrain from using alcohol, tobacco, and other drugs at all youth athletic programs.
- Report abusive or suspicious behavior to program administrators. Staff cannot be at all practices and games for all teams. It is essential for the safety of our programs and the children who participate in them for parents to speak up.

Disciplinary Actions

The following actions will be taken for any parent who violates parent expectations and/or program policies:

- *1st offense*: Verbal and/or written warning
- *2nd offense*: 1 to 2-week suspension from **ALL** district youth athletic programs.
- *3rd offense*: Suspension for the remainder of the season and up to one year from **ALL** district youth athletic programs.

Player Information

Know Your Role

Players are the heart and soul of our youth athletic program! It is the role of each player to demonstrate good sportsmanship, follow instructions, have a good attitude, put forth their best effort, learn and HAVE FUN!

Player Expectations

To create the best possible experience for all youth involved in our programs, it takes the cooperation of everyone involved, including players, coaches, officials, parents, and league administrators. For our youth athletic programs to be successful and provide a positive and enjoyable experience for all, SPRD has adopted and implemented the following guidelines. Players have the following responsibilities and expectations when participating in an SPRD youth athletic program:

- Be present and on time for practice.
- Have a positive attitude and always give my best effort.
- Practice good sportsmanship and be respectful of other players, parents, coaches, and officials.
- Be a team player- support and encourage my teammates and other players.
- Encourage their parents to be involved.
- Learn and have FUN!

I hereby pledge to adhere to the NAYS Code of Ethics Pledge for Coaches and fully understand if I do not uphold them, I will be held accountable for my behavior, leading up to revocation of my membership, as outlined in the Accountability and Enforcement Policies enforced by the local member organization of the National Alliance for Youth Sports.

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

Coach's Signature: _____

Date: _____





Players Code of Ethics

1750 W. McKinney Butte | PO Box 2215 | Sisters, OR 97759 | (541) 549-2091 | www.sistersrecreation.com

I hereby pledge to be positive about my youth sports experience and accept responsibility for my participation by following this Players' Code of Ethics pledge:

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

Player's Signature: _____

Date: _____



Parents Code of Ethics

1750 W. McKinney Butte | PO Box 2215 | Sisters, OR 97759 | (541) 549-2091 | www.sistersrecreation.com

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

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practices, or other youth sports event.
- I will place the emotional and physical well-being of my child ahead of a personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the NAYS Code of Ethics for Coaches.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events.
- I will remember that the game is for youth- not for adults.
- I will do my very best to make youth sports fun for my child.
- I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, or providing transportation.
- I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed or ability.

Parent's Signature: _____

Date: _____



Harassment, Intimidation & Bullying Policy

1750 W. McKinney Butte | PO Box 2215 | Sisters, OR 97759 | (541) 549-2091 | www.sistersrecreation.com

Sisters Park & Recreation District is committed to a safe environment free from harassment, intimidation, or bullying for all participants, employees, volunteers, and patrons. Harassment, intimidation, and bullying means any intentional written, verbal, or physical act when such act:

- physically harms a participant or damages the participant's property; or
- has the effect of substantially interfering with an individual's participation; or
- is severe, persistent, or pervasive such that it creates an intimidating or threatening learning/recreational environment; or
- has the effect of substantially disrupting the orderly operation of the program and/or the district.

Harassment, intimidation, or bullying can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and mediate the impact on victims. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes a violation of this policy.

Any violation of this policy should be immediately brought to the attention of the coach and program coordinator. If the violation is not resolved by the coach or program coordinator to the satisfaction of the complainant, a formal written complaint to the program supervisor or executive director should be submitted. If the program supervisor or executive director fails to resolve the issue to the satisfaction of the complainant, the matter shall be referred to the board of directors. This will result in a meeting that includes the complainant, program supervisor, executive director, and one or two board members.

The district will investigate all complaints and, if warranted, will develop an approved conduct plan for the perpetrator. The perpetrator will be required to agree to the conduct plan as evidenced by signature. A minor child will be required to have a parent or guardian participate in this process.

The district reserves the right to immediately remove any perpetrator from participation in district activities and programs without recourse if the safety and well-being of others is at issue.



Concussion Information Sheet

1750 W. McKinney Butte | PO Box 2215 | Sisters, OR 97759 | (541) 549-2091 | www.sistersrecreation.com

Please visit the link below for the CDC Heads Up Concussion Information Sheet

- https://www.cdc.gov/headsup/pdfs/youthsports/Parent_Athlete_Info_Sheet-a.pdf



Mandatory Reporter Questionnaire

1750 W. McKinney Butte | PO Box 2215 | Sisters, OR 97759 | (541) 549-2091 | www.sistersrecreation.com

Training Video: [Mandatory Reporting of Child Abuse](#)

1. List three (3) examples of who is responsible for reporting child abuse.

2. When are you “off-duty” from reporting?

3. To whom are you responsible to report?

4. What information should you provide when reporting abuse?

5. List three (3) kinds of abuse that may be taking place.

6. Do you need proof before you report potential abuse?

7. What should you do if the abuse happened a long time ago? Should you still report it?

Coach's Name (please print)

Coach's Signature

Date



Coach Acknowledgment Form

1750 W. McKinney Butte | PO Box 2215 | Sisters, OR 97759 | (541) 549-2091 | www.sistersrecreation.com

I have received and reviewed the Sisters Park & Recreation District (“district”) rules, policies, and procedures governing its youth athletics programs and its expectations for volunteer coaches as detailed in the documents listed below:

- Youth Athletics Handbook _____ (initial)
- Coaches Code of Ethics _____ (initial)
- Harassment, Intimidation & Bullying Policy _____ (initial)

I understand and agree to abide by all rules, policies, procedures, and expectations as established by the Sisters Park & Recreation District. Furthermore, I understand that failure uphold the district’s rules, policies, procedures, and meet the expectations established for its volunteer coaches, may result in my removal as a volunteer coach and prevent me from future volunteer opportunities with the district.

Coach’s Name (please print)

Coach’s Signature

Date



Parent Acknowledgment Form

1750 W. McKinney Butte | PO Box 2215 | Sisters, OR 97759 | (541) 549-2091 | www.sistersrecreation.com

I have received and reviewed the Sisters Park & Recreation District (“district”) rules, policies, and procedures governing its youth athletics programs and its expectations for parents as detailed in the documents listed below:

- Youth Athletics Handbook _____ (initial)
- Parent Code Of Ethics _____ (initial)
- CDC Heads Up Concussion Info Sheet _____ (initial)
- Harassment, Intimidation & Bullying Policy _____ (initial)

I understand and agree to abide by all rules, policies, procedures, and expectations as established by the Sisters Park & Recreation District. Furthermore, I understand that failure uphold the district’s rules, policies, procedures, and meet the expectations established for its volunteer coaches, may result in my removal as a volunteer coach and prevent me from future volunteer opportunities with the district.

Parent’s Name (please print)

Parent’s Signature

Date