

**City of Arab Parks and Recreation**

**Sports Policy and Procedure Manual**

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

Introduction

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

# Important Links

* Coach Safely: www.arpaonline.org

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# Mission

In order to develop lifelong athletes, we provide young athletes with healthy, instructional, and fun organized leagues where they will learn basic skills and rules of a variety of sports.

**Recreational Philosophy**

1. **Recreational Philosophy -** To provide a fun, safe learning environment for participants to experience the social and physical benefits of playing sports.

# Vision

1. Provide relevant and positive contributions to our Industry, our organization, and our department.
2. Create diverse program opportunities for our community that are safe, fun, and educational. Reinforce a recreational philosophy in program options.
   1. Provide diverse program opportunities for participants of all ages, interest groups, and abilities. Continue to explore new options, review stagnant programs, and sustain successful programs with positive customer experience.
   2. Programs should be participant based and educational for all participants.
3. Be connected with our community.
   1. Keep the community informed about our program opportunities.
4. Create and maintain a high quality, safe, and fun work environment for our staff.
   1. Have well-trained staff who enjoy working with and for Arab Parks and Recreation

**Sport Registration and Payment Policies**

1. General Registration and Payments
   1. All registrations are taken on arab.recdesk.com.
   2. Registration fee is $55.00 and must be at the Rec center after the registration is complete.
   3. Birth certificates must be loaded into rec desk at the time of registration.
2. Registration and Payments – Youth Sports
   1. All registrations are processed individually, as opposed to a team registration in order to prevent

teams becoming “stacked”.

* + 1. Coaches may not reserve space for anyone.
       1. Spots will only be saved for up to 2 coaches per team.
       2. Parents can non request a coach but they cannot request a coach.
       3. Transportation requests will not be granted.
    2. **Coaches should not guarantee players a spot on their team.**
    3. A few leagues offer competitive divisions or seasons in which team registration is accepted in order to maintain the competitive nature of that division/season.
  1. Once an activity is full, any further registrants will be added to a wait list that is maintained by Sports personnel.
     1. To be added to a waitlist for a league, contact the Rec Center at 256-586-6793.
     2. Potential registrants will be added to a team or an activity when an opening is available, and contacted by Sports personnel to register and pay.
  2. Refunds can be issued as long as equipment has not been ordered.
  3. Once rosters are filled out, we cannot move your child to a different team.

# General Sports Information

1. **Alcohol and Substance Use**
   1. Alcohol and marijuana are not allowed on/in the Arab City Park Fields/Arab Recreation Center premises.
   2. The use of tobacco or E-cigarettes (meaning any electronic or other oral device that creates a vapor or aerosol of nicotine or any other substances, and the use or inhalation of which simulates smoking) in any form is prohibited from bleachers, concession areas, and other areas near fences, in or near active playing areas before, during, and after sporting events.
   3. Officials and Sports Supervisors are responsible for monitoring the game and active participants during their designated game time within the facilities, field of play, dugouts, and immediate adjacent areas.
2. Officials and supervisors may eject anyone they suspect to be intoxicated during sporting events.
   1. Further sanctions may be imposed by the Park and Recreation Director depending on the infraction.

IX. For the privacy of all of our patrons, sports personnel will only provide email addresses when contact information is requested.

# General Information – Youth Sports

1. Uniforms
   1. All players should be given a team jersey prior to the first game. The only modification that can be done to these jerseys are names on the back. You cannot request numbers.
2. Equipment
   1. Most youth sports require minimal equipment.
   2. The City of Arab provides coaches with equipment bags containing sport specific balls and occasionally other items such as bats, tees, helmets, etc. Equipment must be returned following the last game.
3. Officials
   1. Officials and supervisors have complete authority to administer the program and their decisions are final.
   2. The focus of youth recreation leagues is ***fun*** and skill development. Please be respectful of the officials and the calls they make.
   3. Anyone interested in becoming an official or supervisor for Arab Parks and Recreation Sports can apply at the Arab Rec Center.
4. Practices
   1. As a general rule, practice days and times are chosen at the time of registration based on availability. Outdoor sports practice 1 to 2 times per week, depending on the sport.
   2. Teams may not exceed their allotted weekly practice time.
      1. Exceptions may be approved by a member of the Sports Staff in situations where a make- up practice is needed and space is available.
   3. Cancellations – If the Parks and Recreation cancels a practice then please stay off the fields. If a coach cancels a practice, please inform the Rec Center.
      1. If the Parks division closes our fields for any reason and teams are unable to practice, your Sports Coordinator will contact league coaches via email, text, or our Facebook page.
      2. Make up practices are not guaranteed.
   4. Games: Youth sports teams will play 1 to 2 games per week. Bye weeks and double headers are occasionally included in league schedules.
   5. Game schedules will be provided by the coaches and/or the Arab Sports Staff
   6. Games will start on time even if the coach is not present.
   7. In case of inclement weather, call the weather line at 256-931-7276. Make up games will be scheduled based on facility availability.
   8. Game Guarantees
      1. The scheduled number of games for youth sports varies by sport.
      2. The Arab Parks and Recreation Department does its best to ensure that every scheduled game is played. However, due to weather and other unforeseen circumstances, ***some games may not be rescheduled.***
5. Sideline and Behavioral Procedures
   1. All coaches are required to remain on the sidelines with their team and may not coach from *on* the field/court.
      1. While on the sideline the coach may walk up to mid field/court on their half, not the full field/court unless instructed otherwise.
      2. Parents are required to remain in designated spectator areas.
         1. In general, the designated spectator area is located on the opposite side of the field/court from the coaches and teams but may include other areas.
         2. Designated spectator areas are *never set on the same side as the player/team sideline.*



Team A Team B

Parents A Parents B

* 1. We encourage family and friends to come and watch the games and show support. Positive cheering and encouragement help provide a fun atmosphere.
  2. Negative comments of any kind are not part of our recreational program and will not be tolerated by the game officials.
  3. Coaches should not tolerate negative comments. Officials are instructed to stop the game if this becomes a problem.

1. Parent Drop-Off/Pick-Up Requirements
   1. Coaches are volunteers so please refrain from leaving children unattended at practices whenever possible.
      1. Some coaches may request parents stay and/or participate at practice.
   2. Parents must pick up their children within 5 minutes of the end of a game or activity.
      * 1. If this becomes an issue, parents will then be required to be present for all sporting activities their children are involved in (practices, games, clinics, etc.).
2. When We Can No Longer Serve a Child
   1. Sports staff will make every effort to provide a positive experience for each participant. However, if participants cannot abide by the Code of Conduct, she/he may be dismissed. Behaviors resulting in dismissal include but are not limited to:
      1. Repeated profanity
      2. Disrespect
      3. Bigotry
      4. Unsafe and/or Inappropriate behavior
3. Youth League Tournaments
   1. Most Youth Leagues do not have an End of Season Tournament scheduled due to scheduling and staffing constraints.
   2. Any league that does include an End of Season Tournament are still considered recreational leagues and tournaments are only played for the sake of participant fun and experience.
4. Pictures
   1. Each team pictures are something that is up to the coach. If you have them done, please share them with us on our Facebook page and also with the Arab Tribune.
5. Protests will **not** be reviewed for youth sports. Coaches are encouraged to discuss any rule discrepancies with the field supervisor or with the sports Coordinator so corrective measures can be initiated.

# Youth Coaches Expectations

1. Team Rosters:
   1. Please send a team email and contact every child and parent as soon as the draft is done. Introduce yourself to them and remind them of your practice time and location.
      1. If the phone numbers on provided rosters are incorrect, please contact the Rec Center for a corrected number.
   2. Only those participants listed on the team roster may participate in sports activities including team games and practices.
   3. If you find that a child on your roster is not in the appropriate age group, contact the Rec Center office immediately so that child can be placed on an appropriate team.
   4. You many not pick up another player from another Arab team to fill in any spots on your roster for any game.
2. Practices
   1. Coaches will be given the opportunity to choose their desired practice day/time/location prior to league registration, based on availability.
      1. Practice assignments are filled on a first come, first serve basis.
   2. Practices should begin and end on time to accommodate all teams.
      1. Coaches and players may not utilize the facilities past their allotted practice time.
   3. If a coach chooses to cancel practice due to questionable weather, it is their responsibility to contact their teams.
      1. Coaches should follow the weather safety guidelines as described in the Safety section.
   4. Coaches are responsible for the content and practice plan for each practice.
3. Games
   1. Each participant must play 50% in most recreational youth leagues.
   2. Coaches should communicate game schedules and changes with their team.
   3. Coordinators will attempt to accommodate requests, but these are not guaranteed.
4. Parent Drop Off /Pick up and Coach’s responsibility
   1. Coaches are only responsible for supervising children from the start time to the conclusion of their assigned practice or game, but they may not leave a child unattended.
   2. If a parent is habitually late picking up their child, it is the coach’s responsibility to contact the appropriate Sports Coordinator to determine the next course of action.
5. Contact Policy
   1. Never take a single child to an area where they may not be observed by others.
   2. As a general rule, do not have any one-on-one contact or time with a child that cannot be observed by others.
   3. Never take a child into a bathroom alone. If the child is too young to handle their own personal care needs, a parent or other adult assuming responsibility should be present at games and practices.
      1. If a parent or other adult resuming responsibility is not present, another parent or adult must be present with you at all times while attending to a child, for your protection as well as the child’s.
6. Appropriate Touch-Policy: *This policy was developed to teach those caring for children how to protect themselves from misinterpretations of their physical contact with children. This policy outlines touches and situations that should be avoided if at all possible.*
   1. Nurturing touch is very important to developing a sound relationship with youth. Children should be touched appropriately on faces, hands, shoulders, head, and thighs.
   2. **Never touch a child in the area which should normally be covered by a bathing suit.**
      1. **This includes “patting, slapping, spanking, etc.” an athlete’s buttocks.**
   3. The following actions are considered unduly harsh punishment and are forbidden in all Arab Parks and Recreation programs:
      1. verbal abuse
      2. rough handling
      3. shoving
      4. hair pulling
      5. shaking
      6. slapping
      7. spanking
      8. biting
      9. pinching
      10. hitting
      11. Requiring a child to *do* anything that is demeaning to their character (hazing)
          1. Do not use excessive conditioning-running as a punishment
      12. Requiring a child to *say* anything that is demeaning to their character
   4. Holding school age and older children on your lap is not appropriate. Holding a preschooler or toddler on your lap is appropriate for short time spans when comfort is needed.
   5. All activities and practices should be scheduled so that all children are within your view at all times.
   6. Never kiss a child on the lips. Never let a child kiss you on the lips. Note: this is especially important to remember if you are coaching an older team of the opposite sex. Don’t let the excitement of the moment allow you to lose your senses or permit a youth with a crush to lose theirs.
   7. First Aid should be administered as gently and respectfully as possible. Always ask for assistance if the child needs to be removed from the playing area.
   8. If anything happens that you believe may put you at risk of accusation by anyone, please do not keep this a secret! The Arab Parks & Recreation Sports staff in charge of your program should be informed and appropriate action (if deemed necessary) will be discussed with you.
7. Anti-Bullying - The Arab Parks and Recreation holds coaches and participants accountable for conducting themselves in a respectful manner at all times.
8. The Department will ensure that participants interact safely.
9. The Department will lead by example and set the tone of respect.
10. If bullying behavior is found, the coach’s responsibility is to contact a Sports Coordinator as soon as possible to review the behavior. City of Arab Parks and Recreation staff will impose consequences.
11. Discipline actions include, but are not limited to:
    1. Counseling efforts with the offending party
       1. Parent/child conferences in the case of minors

Parents/guardians of both the child being bullied and the child doing the bullying will be contacted by Department staff.

* 1. Education efforts
  2. Loss of privileges
  3. Suspension or expulsion

1. Concussion Training will have to be done from a link sent you by the Parks and Recreation Department.
   * 1. Each coach must take this concussion training annually.
        1. This training is made available to all coaches prior to each season.
     2. Following the completion of the training, each coach acknowledges that they have completed the training by completing the Coach Safely course.
   1. Should concussion-like symptoms occur at a team practice, the coach must inform the parents and the sports coordinator that same day.
      1. Coaches are encouraged to communicate closely and clearly with parents regarding concussion symptoms and procedures.
   2. Should concussion-like symptoms occur at a team game, the coach must inform the staff (officials or supervisors) and complete an incident report. The parents and the sports coordinator should also be notified on that same day.
2. Background Check
   1. All head and assistant coaches are required to complete a background check prior to the season beginning.
      1. These background screens must be completed once a year.
   2. The background screen process serves as the volunteer application.
3. Reporting Child Abuse and/or Neglect
   1. If child abuse is suspected, coaches should immediately call a Sports Coordinator to report the suspected abuse or neglect. League administrators are mandatory reporters and will report to the proper authorities.
   2. Coaches may also report directly to proper authorities. These proper resources are:
      1. Arab Police Department – 256-586-8124
   3. All calls are kept confidential.
   4. Even if a coach is not sure if they should call, this line serves as a resource for coaches to see if they need to report.
4. Youth Leagues
   1. 5–8-year-olds
      1. Focus on learning specific, correct techniques (shooting, dribbling, trapping).
      2. Practice good sportsmanship throughout practices and games.
      3. Increase the speed of the game
      4. Parent involvement: Parents are expected to support their children and provide them with a positive role model.
   2. 9–10-year-olds
      1. Build on past skills and work on proper technique.
      2. Continue to practice good sportsmanship and teamwork.
      3. Players will play at a variety of positions in order to learn and develop all skills of the game.
      4. Parent involvement: Parents are expected to provide their children with support and encourage them in a positive way.
   3. 11–12-year-olds
      1. Further develop proper techniques in all aspects of the sport.
      2. Work towards game awareness and how to read the game.
      3. Continue learning all positions and understand where they are strongest.
      4. Parent involvement: Parents are expected to support their children and demonstrate good sportsmanship.
   4. 13–14-year-olds
      1. Specialize in positions and breakdown each positions’ responsibilities.
      2. Begin to understand the opponent and what their playing style is.
      3. Continue to build on skills that players have acquired over time.
      4. Parent involvement: Parents are expected to provide support and a positive role model for their children.
5. Coaches/Captains should report any and all safety concerns or accidents to the Parks and Recreation Department, regardless of the nature of the incident.
6. It is best to ensure safety to prevent accidents and emergencies. There are several ways to do this:
   1. Be sure all players are properly equipped.
   2. Be sure the court/field is clear of any objects that could cause accidents.
   3. Prevent crowding, pushing, or horseplay before, during and after practice and games.
   4. Directly supervise each activity.
7. In Case of Emergency:
   1. Do not move an injured participant.
   2. Report the incident to the sport supervisor immediately. If a supervisor is not staffed for your event, email or call the Rec Center as soon as possible, within 24 hours of the incident.
   3. Assign another adult to contact emergency medical help if needed.
   4. Calm the injured athlete and keep others away from him or her.
   5. Stay with the injured participant until medical personnel arrive.
8. Field Safety (unsafe conditions, broken/vandalized areas)
   1. If the structure or any part of the structure of the field has been tampered with creating unsafe conditions, please refrain from using.
   2. If property has been damaged, please report immediately to the sports coordinator or another Parks and Recreation staff member.
9. Weather Safety (lighting, tornados, etc.)
   1. The safety of participants, officials, and spectators is the primary concern in cases of inclement weather. Once the game has started the officials and supervisor will have the responsibility to remove the players from the field if the conditions become extreme.
   2. In most programs, games are played rain or shine. Cancellations occur only due to severe weather or persistent rain. If you think the weather is questionable, please call our weather line at 256-931-7276 to check for possible cancellations.
      1. If there is an old message or no message pertaining to the day you are inquiring about, then no cancellations have occurred.
   3. Lightning: Arab Parks and Recreation sports staff will monitor the weather and make the decision to notify participants of dangerous situations. They may recommend the suspension of activity in the event of lightning or severe weather.
   4. Announcement of Suspension of Activity: Once it is determined that there is a danger of inclement weather, the sport Supervisor (during a game) or coach (during practice) will immediately request the removal of all players, coaches, and support staff from the playing field.
   5. Arab City Pool must clear the pool for 15 minutes for thunder and 30 minutes for lighting. This clock with restart every time a lifeguard hears thunder or sees lightening.
   6. Evacuation of the Playing Field: Immediately following the announcement of suspension of play, all players, coaches, officials, support personnel, and spectators are to evacuate the facility to their vehicles.
10. Jewelry
    1. These guidelines are implemented for safety of the player.
    2. **Any confusion or disagreement about the safety of any particular item is at the discretion of the staff on site and their decision is final. This is not a guideline subject to protest.**
    3. Youth Sports
       1. No Jewelry may be worn during sports participation.
          1. Medical alert jewelry may be worn but must be taped to the body or covered (i.e., with a sweat band).
          2. No taping of earrings.
             1. Exception: Jewelry Implants that have a flat back and must be surgically removed *may* be covered with athletic tape or Band-Aids. The earring back **must** be flat.
       2. Fitness Trackers may be worn attached to shoe laces or beneath clothing (i.e., attached to a sports bra).
11. Hard Casts
    1. **If a participant has been medically cleared to play**, they may play wearing a hard cast.
       1. Casts must be covered in a soft material to prevent injuries to fellow players.
          1. Soft sided material may include wrapping the cast in a t-shirt or bubble wrap, etc.
12. Emergency Response Plans
    1. For activities hosted at the Arab Recreation Center or Sports facilities with sports staff, participants should follow the instructions of the staff who have procedures in place for emergency situations.
    2. For activities where no staff is present, the following lists the Emergency Response Sequence:
       1. Call 911
       2. If a minor is involved, call the parent(s).
       3. Do not leave the scene until help has arrived and command is transferred.
       4. Gather remaining participants and debrief the incident.
       5. Notify staff contact of the incident within 24 hours.
       6. If available, complete an Incident Report as soon as the incident has ended.
    3. The Full emergency sequence should be completed for:
       1. Major injury (anything requiring immediate medical attention)
       2. Death
       3. Assault
       4. Fire
       5. Damage to property
    4. Non-emergency incidents listed below require at minimum, a call to the staff contact and filling out an Incident Report when available.
       1. Minor injury (minor scratches, minor cramps, other situations where medical intervention is not urgent)
       2. Missing participant
       3. Angry participant (parent, coach, spectator, etc.)
       4. Any situation receiving media attention
       5. If the situation cannot be resolved quickly, call 911 and initiate the emergency sequence.
13. First Aid: Each gym/field supervisor is equipped with a full first aid kit and several ice packs. If a participant is injured, please report it immediately to the supervisor and he/she will determine what action should be taken.
    1. For any injury or accident that requires something other than a cleaning and covering with a bandage, coaches and parents are required to seek professional medical assistance through 911 calls.
    2. The Arab City Pool, Arab Recreation Center, Baseball Complex, Softball Complex, and Football field are equipped with AED machines.
    3. If medical transportation is required, the charges incurred will be billed to the parents and/or the

parent’s/guardian’s insurance policy.

* 1. Please notify the league if your child has a pre-existing medical condition (i.e., allergies, medications, physical impairments, etc.) at the time of registration; the league will then inform the coach. This is essential in order to determine the severity of an accident and to assist the medical personnel who respond to the scene.

1. Incident Reports: An incident report is a document that records an incident, care provided, by whom,

and the victim’s information, etc. It is an important historical document of the incident that occurred.

* 1. Incident Report Forms are available at the Parks and Recreation sports office and/or should be available on site with all Sports Supervisors.
     1. Any time care is given by staff, an incident report should be completed. Arab Parks & Recreation employees will complete the Incident Report and may ask coaches, parents, and witnesses for further information.
     2. To ensure the most accurate information is recorded, an incident report should be completed at the time the incident occurs as long as it does not interfere with care of the victim.
     3. For incidents that occur when no staff is present, the volunteer coach should contact their Sports Coordinator within 24 hours and provide the following information:
        1. Injured Participant’s name
        2. Parent/Guardian’s name and contact information
        3. Description of what occurred
        4. Any care given, medical treatment, etc.

# Facility Usage

1. Use for practices/games
   1. Practice and game schedules are prepared according to the following criteria:
      1. Facility availability: There may be times, with limited notice, that regularly scheduled activities may be cancelled or relocated to a different facility.
      2. Coach’s availability: For most youth programs coaches are able to choose which days they are available to practice.
      3. Most times Coordinators do not know who is coaching until registration has been completed and coaching applications have been accepted.
   2. School Gymnasium Usage: The City of Arab works closely with each school located within the County for use of indoor gymnasiums.
      1. City of Arab will provide a site supervisor for all games and practices at any school gymnasium.
      2. School gymnasiums are owned and operated by the Arab City Schools. Use of school gymnasiums by Arab Parks and Recreation is permitted through cooperation between the school district and the Arab Parks and Recreation Department.
      3. Abuse of facilities and fields (vandalism, intentional or unintentional damage, litter, etc.) may result in the suspension of athletic activities and possibly the cancellation of the leagues.
      4. Food and drinks are allowed in School Gyms but please clean up after yourself.
      5. Participants are to stay off school stages as well as any equipment located in the gym area.
      6. Parks and Recreation schedules are subject to sudden schedule changes as a result of school activities.
      7. The league will not assign additional practice space to teams because there is not enough field/court/rink space available for all teams.
2. Concessions
   1. Concessions may be made available at games and/or practices depending on the facility location. 1.Outside concession sales are not allowed during league play.
3. Maintenance Standards and Field Ownership
   1. City of Arab fields and facilities are maintained by City of Arab employees.
   2. Fields and facilities that are rented for use by the City of Arab are maintained by that specific facility owner.
   3. Please bring all concerns regarding field/facility conditions and safety to the immediate attention of the Parks and Recreation Director or Supervisor so we can address the concerns as quickly as possible.
      1. Safety and maintenance issues at City owned facilities will be addressed as quickly as possible, whenever possible.
      2. The ability to correct any maintenance issue at rented schools and fields is dependent upon their willingness and ability address any issues we bring to their attention.
      3. Please note, there are certain concerns that cannot be addressed due to resources and/or best practices (i.e., spraying for certain pests may violate best practices).

# Code of Conduct

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

## League Administrator Code of Conduct

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

## Official Code of Conduct

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

## Coaches Code of Conduct

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

## Parent Code of Conduct

* I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
* I will be a positive spectator and engage in positive cheering from the parent’s sideline. Insulting comments,

Arguing, and challenging the coaches will not be tolerated.

* I will place the emotional and physical well-being of my child ahead of a personal desire to win.
* I will insist that my child play in a safe and healthy environment.
* I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
* I will demonstrate respect for officials, in part by accepting their decisions. Insulting comments, arguing, gestures, and profanity directed at officials will not be tolerated.
* I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol. I will also refrain from their use at all youth sports events.
* I will remember that the game is for youth - not for adults.
* I will do my very best to make youth sports fun for my child.
* I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, or providing transportation.
* I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
* I understand that violence and abuse of any nature will not be tolerated.

## Player Code of Conduct

* I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice by demonstrating good sportsmanship.
* I will respect others and maintain individual boundaries. Profanity will not be tolerated.
* I will attend every practice and game that I can, and will notify my coach if I cannot.
* I will expect to receive a fair and equal amount of playing time.
* I will do my very best to listen and learn from my coaches.
* I will treat my coaches, other players, officials, and fans with respect regardless of race, sex, creed, or abilities. I will also expect to be treated accordingly.
* I will demonstrate respect for officials, in part by accepting their decisions. Insulting comments, arguing, gestures, and profanity directed at officials will not be tolerated.
* I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun.
* I deserve to play in an environment that is free from drugs, tobacco, and alcohol. I will expect adults to refrain from their use at all youth sports events.
* I will encourage my parents to be involved with my team in some capacity because it is important to me.
* I will do my very best in school.
* I will remember that sports participation is an opportunity to learn and have fun.
* I understand that violence and abuse of any nature will not be tolerated.

# Sports League Behavioral Policies

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

**Sportsmanship Policy**

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

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

**The following behavior is unacceptable for any player, coach or spectator:**

* + Pushing, striking, threatening (verbally or physically) another player.
  + Pushing, striking, threatening (verbally or physically) an official/umpire or staff member.
  + Refusal to abide by officials’ decisions, including dissent and verbal abuse directed toward officials.
  + Use of alcoholic beverages, illegal drugs, or tobacco while in a City of Arab facility.
  + Failure to follow City of Arab and/or school district regulations.

**Zero Tolerance Policy:**

The league has zero tolerance for any type of comment that is deemed to be “hate speech”. If you or one of your players is heard using an ethnic or racial slur *or* derogatory term by a City of Arab Employee, the offending party will be suspended for **at least** one-year, without exceptions. The City of Arab sports leagues are meant to be a place of inclusion for all types of people to come together, have fun, and play sports. This written policy serves as the *only* warning given regarding this topic.

**Sanctions:**

Sanctions for behavior violations can range from verbal or written warning to a permanent ban from City of Arab programs. The City of Arab staff (Sports coordinator and Park Director) will determine suspension lengths, penalties, or rule interpretations.

* + Game officials have the authority to penalize for unsportsmanlike behavior. This is a judgment call by the official and cannot be protested.
  + All players, coaches, or spectators ejected from a game will be suspended for *a minimum* of one week.
  + Anyone ejected from a game must leave the facility within 1 minute or the game may be forfeited and law enforcement may be called.
  + If two or more players from a team are ejected in the same game, the game will end and the offending team will lose by forfeit.
  + If a player is ejected from more than one game in a season, the player will automatically be suspended for the remainder of that season, at minimum.
  + Suspended players may not play in additional Arab Parks and Recreation sports leagues while suspended.
  + Suspended players may not participate as spectators in Arab Parks and Recreation sports leagues during their suspension timeframe.
  + All suspensions are subject to a probation period determined by the league coordinator. Once a player(s), coach, and/or team has been placed on probation, their conduct will be evaluated throughout the remainder of the season.
    - Further conduct violations during the probationary period will result in a suspension for the remainder of the season, at minimum.
  + *All fees paid will be forfeited.*

**Due Process:**

* + All ejections will be considered final.
  + All ejections could result in a mandatory one-game suspension with possible extended suspensions after review.
  + The league coordinator and or Park and Rec Director will determine if an extended suspension is necessary based on findings. In the event of an extended suspension, the league coordinator will notify the suspended person of any further disciplinary action taken.
  + A suspended player has five (5) business days from the date of notification to make an appeal in writing. Appeal must be filed with the league coordinator.
  + Players may make a final appeal of the league coordinator’s decision in writing to the sports supervisor. The final appeal must be submitted within five (5) business days of receiving the league coordinator’s decision.

**Facility and Supervision of Children Policy:**

Children under 12 must always be supervised by a responsible adult. Children ages 5 to 9 must be supervised by someone age 14 or older.

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

# Volunteer Disqualifier Sheet

***We appreciate your willingness to volunteer for the Arab Park Recreation Department. Your application process will include a background check. To be respectful of your time and ours, please review the list of disqualifiers below before submitting your application.***

## Disqualifying Convictions

No individual shall be permitted to coach for the Arab Parks and Recreation Department if the results of the background check show that the person has ever been convicted of or has a charge pending against them in which it is alleged that they have committed a crime that falls under one of the following categories. **Examples of crimes under each category are not exclusive**.

* + **All Felony Offenses** - kidnapping, aggravated burglary, carjacking, arson, drug related crimes, etc.
  + **All Sex Offenses** – child molestation, sexual assault, rape, sexual battery, indecent exposure, child exploitation, etc.
  + **All Violence Offenses** – murder, manslaughter, aggravated assault, robbery, an offense involving a weapon, etc.

In addition, an applicant may also be disqualified as a volunteer if the person has:

* + Had parental rights terminated.
  + History with another organization (volunteer, employment, etc.) with complaints of sexual abuse of minors.
  + Resigned, been terminated, or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual abuse of minors.
  + Has a history of other behaviors that indicate a possibility of a danger to employees or citizens.

## Other Disqualifying Factors

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

To participate in basketball, swim team, or softball you must live within our district or go to Arab Schools. We can assist with this determination during the registration process.

**Questions, please contact Arab Parks and Recreation Director 256-586-6793.**