



# City of Lakewood Youth Sports Leagues Handbook



**Lakewood**  
Recreation

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**Recreation Weather Hotline**

\*Cancellations will be made by 3:00 p.m. on practice days and as early as 8:00 a.m. on game days. Weather changes requiring cancellation after programs have started will be made on site and the weather hotline will be updated as necessary. If the weather hotline is not updated, please assume practices are on as scheduled. Recreation Weather Hotline: **303-987-7078 opt. 4** for Youth Sports.

Youth Sports Parents,

Thank you for your interest in the City of Lakewood Youth Sports Leagues. We are very proud of our leagues and classes and appreciate that your child is participating in our programs. This handbook will provide you with important information regarding our programs and will also serve as a guide to be a “Youth Sports Parent.”

Our mission is to provide your child with a positive introduction to athletics in a caring, fun, and non-competitive environment. We are more than just a sports program. We hope that through our programs children not only learn the sports that they are participating in, but a little about themselves, sportsmanship and being a team player as well.

Most of our coaches are parents that have volunteered their time to coach your children. Our coaches have all passed a background check and have received additional trainings and certifications.

We highly value each one of our participants. We know that without YOU, there is no US. Therefore, we hope to provide you with the best experience possible. Please feel free to call or e-mail me throughout the season with any comments or concerns that you may have. In order to provide the best programs possible, input from our participants is the best way to improve our programs. I look forward to speaking with many of you in the future.

Again, thank you for choosing the City of Lakewood Youth Sports Leagues for your child’s athletic experience. We look forward to a successful season!

Sincerely,

Coleen Wheeler  
Recreation Coordinator – Sports  
City of Lakewood  
720-963-5183  
[colkli@lakewood.org](mailto:colkli@lakewood.org)

## League Information

**Philosophy:** Our programs are skills-based for fun and recreation. All of our leagues are meant to be an introduction to sports for each participant. The emphasis is on FUN. We want each participant to enjoy sports outside of a competitive environment and to continue sports as they grow older.

### **Recreation Coordinator-Sports:**

If you have any questions or concerns during the season, please do not hesitate to contact me or the field supervisor. I hope that you and your child(ren) have a positive experience.

Recreation Coordinator: **Coleen Wheeler 720-963-5183 Email: [colkli@lakewood.org](mailto:colkli@lakewood.org)**

**Practices:** Practices are 30 minutes long for the U5 and U6 age group and are 45 minutes long for U7,U8, U9, U10, U12 and U13 age groups. Practices should consist of skills, drills, and scrimmages. Although our leagues are recreational in nature, practices should be structured and productive.

**Games:** Game schedules will be available during the first week of practice and will be available online at <https://www.teamsideline.com/sites/lakewood/schedules>.

**Make-up Games and Practices:** We will make every effort to reschedule all cancelled games. Cancelled Practices are not required to be re-scheduled. The coach of the team is responsible for scheduling a time to make-up a cancelled practice with the Recreation Coordinator-Sports.

**Indoor Sports:** During our indoor seasons, please respect the Recreation Center Staff, as it is very difficult to work when teams are congregating near the front desk before and after games. Please find a practical area- **Not near the front desk and not in the gym-** to have your pre or post-game meetings or snacks.

**Smoking Ordinance:** Lakewood Municipal code 9.38 states that smoking is not allowed within 25 feet of an entrance, at facilities such as playgrounds, pools, athletic fields, or picnic shelters. The use of alcohol and drugs is prohibited at youth sports events.

**Unsportsmanlike conduct:** Unsportsmanlike conduct will not be tolerated at any time. This includes players, coaches, officials and parents. Please be respectful of all participants, staff, and volunteer coaches. Please remember spectators should always encourage all players and sportsmanlike behavior.

**Zero Tolerance Policy:** The entire Youth Sports Staff will enforce a Zero Tolerance Policy in regard to profanity, verbal, and physically abusive actions and behaviors. Any individual in violation of this policy will be asked to leave the premises immediately and will not be allowed to participate/spectate at any of the remaining games

**Team Photos:** Each player will have the opportunity to have an individual and team photo taken. The date can be found on your league schedule. Players are not required to purchase team or individual photos. Information will be given to each parent prior to the photo day.

**Team T-Shirts:** Each participant will receive a Lakewood reversible T-shirt. Please make sure that each player wears the team shirt during games. Baseball caps will be given out during baseball season and participants are encouraged to wear those in addition to the t-shirt. Participants should not alter their team t-shirts in any way, such as numbering or by putting the participants name on the shirt.

**Equipment:** The City of Lakewood will supply all sports related equipment necessary for the program. Cleats can be worn but are not mandatory for our outdoor programs. (They must be rubber and are not allowed during our indoor programs.) Shin guards are **mandatory** for soccer programs but are not provided by Lakewood. Baseball gloves are strongly recommended. For the baseball season we have limited quantities and variations available. Tennis shoes are required for all sports; crocs, sandals, boots, etc. will not be allowed.

**Parking:** Parking at each recreation center and at the parks can be limited. Do not park at the Foothills Ice Rink, your car will be towed. Please allow yourself plenty of time to find safe and appropriate parking.

**Transportation:** Coaches are not permitted to transport participants in their personal vehicles at any time.

**Coaches:** Most of our dedicated coaches are parent volunteers, not professional coaches. They are volunteering their time to coach their kids as well as your child(ren). Please show your appreciation for the job that they are being asked to do. Coaches are required to pass a background check and a concussion course prior to coaching.

**Officiating:** Officials are City of Lakewood employees or contracted officials. The official assists by facilitating and helping children learn the game when playing. These are developmental leagues for small children and officials will be VERY lenient regarding calls. The focus is to mentor and coach the participants, so they become knowledgeable about the game. If you have concerns, please do not address the official, please let the Field Supervisor, Program Specialist or Recreation Coordinator know ASAP.

**Registration:** We will make every effort to run every team that is offered. We reserve the right to move players to other teams in order to keep the number of players on each team equal. It is in the best interest of the league, and all who participate, to have an equal number of teams in each age division.

**Program Supervisor & Field Supervisor:**

There will always be a Field Supervisor on site during practices and games. Please feel free to direct any questions or problems to the field supervisor.

## Our Purpose

- To provide a wholesome environment for young athletes who want to learn more about sports.
- To ensure the participation of all team members in practices and league play.
- To develop a strong sense of sportsmanship and fair play.
- To make participation in the Youth Sports Leagues a fun, enjoyable, and safe experience for all participants including, players, coaches, spectators, and staff.

## Carmody Recreation Center Rules

- Walking/Jogging track will NOT be open during practices or games. Equipment on the track is off limits. Equipment is also off limits if you do not have a pass to use them.
- Children must always be supervised.
- Please do not stand in the workout room/area. If you would like to work out during your child's practices or games, you are required to check in and pay at the front desk.
- Post-game snacks/meetings will be held in the lobby. Please do not block the front doors of the entrance area.
- Please help keep our facility clean and throw away trash and recycle.
- Chairs will not be provided for spectators. You may bring your own.
- Benches will be provided for the teams that are playing only.
- Do NOT Park at Foothills Ice Rink. Your vehicle will be towed.





### **Scheduling**

- Due to the size of our leagues, and number of participants we are not able to accommodate individual player/family scheduling requests.

### **Uniforms and equipment**

- Team shirts will be provided and should be worn at all games.
- Tennis shoes must be worn. Rubber cleats are okay for outdoor sports.
- Participants are not allowed to wear any jewelry while playing.

### **Game Score and League Standings**

- Score will only be kept for basketball and will discontinue after a team leads by 20 points.
- Score will not be kept for any other sport.
- Standings will not be kept during any leagues.
- We do not emphasize winning in our recreational leagues and ask that all spectators and participants support this view.

### **Participant playing time**

- Each player must play equal time in every game. A player's practice attendance will not affect playing time. Players are encouraged to attend all scheduled practices and games.

### **Coaches**

- Opposing teams and coaches are no longer required to shake hands after the games. Instead, teams are asked to tell each other good game verbally without contact.
- One coach from each team will be allowed on the field with their team during play. This is not mandatory for the U9 league. If a coach is on the field of play, they should not interfere with or stop play at any time.
- All coaches are required to fill out a Volunteer Application, background release, and must be cleared by the City of Lakewood before being allowed to coach, be an assistant, or cover any practices or games.
- If no assistant coach, the Youth Sports Staff will cover practices or games.

### **Spectators**

- Are expected to cheer on their team in a respectful and sportsmanlike manner. Anyone that is acting or behaving in an unacceptable manner may be asked to leave the site.



# **Basketball**

## **Players**

- Players are 4 to 12 years of age
- Co-ed for ages 4-12
- No more than 5 players on the court at all times

## **Duration of Game**

- U-5 & U-7
  - Two 16-minute halves
  - Subs every 4 minutes
  - Running clock
  - 2-minute halftime
- U-9 & U-12
  - Two 20-minute halves
  - Subs every 5 minutes
  - Allowed two 1-minute timeouts per half
  - Running clock
  - 3-minute halftime
  - Clock will stop during timeouts
  - Clock will stop on a dead ball or when the referee blows their whistle only when the score is within 5 points with a minute left to play

## **Duration of Practice**

- 30 minutes for ages U5
- 45 minutes for ages U7, U9 & U12

## **Equipment**

- U-5
  - Lower basket hoop – 6.5'
  - Size 27.5 basketball
- U-7
  - Lower basket hoop – 7.5'
  - Size 27.5 basketball
- U-9 & U-12
  - Regulation basketball hoop
  - Size 28.5 basketball



### **Rules of Play for U-5 and U-7**

- U-5 will start game by throwing the ball in at their baseline
- U-7 will jump ball in the middle of the court to start the game
- Man to man defense is required for U-5 and U-7
- Colored wristbands will be given to each team prior to each game to help with man-to-man defense
- Stealing the ball is not allowed on the dribble or when opponent has ball in hands
- Stealing the ball on the pass is allowed or if opponent fumbles the ball when dribbling
- No full court defenses. Must play defense behind half court
- No foul shots will be taken. The team that was fouled will take possession of the ball out of bounds where the foul was committed
- Overly aggressive play won't be tolerated. Too many fouls will result in a substitution.

### **Rules of Play for U-9 and U-12**

- Games will start with a jump ball at half court
- Man to man defense and zone defense can be utilized
- Picking and screening is allowed. No moving screens.
- Stealing the ball is not allowed on the dribble or when opponent has ball in hands
- Stealing the ball on the pass is allowed or if opponent fumbles the ball when dribbling
- No full court press is allowed, players can pick up their player at half court
- Traveling calls will be enforced
- Double dribble calls will be enforced
- Lane violations will be enforced with a 7 second count
- Numbered wristbands will be given to each team prior to each game to keep track of fouls
- Overly aggressive play won't be tolerated. Too many fouls will result in a substitution.
- If your team is clearly winning the game, the staff has the right to create a 5 or more passing rule for the rest of the game.
- If one team is up by more than 20 points, we will discontinue keeping the score

## Soccer

### Players

- Coed for all age groups
- Number of players on the field at one time:
  - U-6; 4 participants per team, no goalie (4 on the field)
    - No one should remain in front of the goal like a goalkeeper
  - U-8; 6 participants plus 1 goalie (7 on the field)
  - U-10 and U-13; 7 participants plus 1 goalie (8 on the field)
  - Goalies will wear a yellow or blue jersey to distinguish that they are the goalie provided by Lakewood

### Duration of Game

- U-6
  - Two 15-minute halves
  - Subs every 5 minutes
  - Running clock
  - 2-minute halftime
- U-8, U-10, and U-13
  - Two 20-minute halves
  - Subs every 5 minutes
  - Running Clock
  - 3-minute halftime

### Equipment

- Shin guards are mandatory and must be worn to participate in the game
- Cleats are recommended but not mandatory. Cleats must be rubber if decide to be worn.
- No jewelry!

### Rules of Play

- Games will begin with a kick-off. Opponents must be outside the center circle while kick-offs are in progress. Possession will be determined prior to game.
- Offsides will be called for the U-10, and U-13 leagues.
- Out of bounds will result in a throw-in, goal kick, or corner kick for U-8 and up. For U-6, the ball will be placed on sidelines and kicked inbounds, no throw-ins or goal kicks.  
**Throw-in:** Takes place when the ball goes out of bounds along the sideline by the team awarded possession. The thrower must keep two feet on the ground and throw the ball directly over their head with both hands touching the ball.  
**Goal kick:** Takes place when the ball goes out of bounds at the end lines by the attacking team. The ball is placed anywhere on the goal line and then kicked by the defending team. All other players must be outside of the larger box except the goalie.

**Corner kick:** Takes place when the defending team last touches the ball as it goes out of bounds at the end line. The attacking team then places the ball on the corner of the field and kicks the ball back into play.

- All fouls shall result in a free kick with the opponents a minimum of five yards away.
- Infractions include but are not limited to tripping, pushing, high kicking, and handling the ball with your hands. These will be primarily enforced in the U-10 and U-13 age groups but may be enforced if found excessive in all age groups.
- Hand balls will be called by the referee when they determine it is necessary to call. In the U-10 and U-13 league will call handballs more regularly.
- Slide tackling is **not** allowed at any age level; if done consistently a player may be removed from the game or opposing team awarded a penalty kick.
- OVER AGGRESSIVE PLAY WILL NOT BE TOLERATED. Too many fouls by a player may result in a substitution for that player.
- Lakewood Staff will be the referees U-8. Coaches are allowed to be on the field to help instruct their players, if need be, but let the players play.
- Coaches should try to refrain from being on the field for the U-8, U-10, and U-13 leagues. Referees should be treated with respect and understanding.
- After a single player scores more than three goals in a single game, that player must play defense or goalie the rest of the game.

## T-Ball (U-5 / U-7)

### Players

- All players on the team will take fielding positions, including the pitcher. Extra players should only be distributed into the outfield. All members of the team will bat each inning.
- Players must be rotated to different fielding positions each inning. This will allow all players to learn how to play all positions throughout the season.

### Duration of Game

- Games will consist of two innings or will be 1 hour in length whichever occurs first.

### Equipment

- Participants only need to bring their hat, shirt, and glove.
- Be sure to have all players put their name on their glove and their hat. Players should clearly label any and all equipment they bring to games/practices. Lakewood Sports Staff is not responsible for lost or stolen equipment.
- A soft t-ball and bats will be used and provided.

### Rules of Play

- Batting order will consist of all players in random order and should be maintained for the entire game. Batting order should be changed every game.
- All players on the field are expected to attempt a putout. They should not throw the ball back to a coach. This will also be stressed for the outfielders. All players should be taught that outfielders are to throw the ball back into the second baseman or shortstop. After time is called, play may be suspended to teach proper fielding techniques (***Please remember this is an educational league.***)
- All batters and base runners **MUST** wear helmets. **No Exceptions!**
- Only one on deck batter can be warming up in the designated warm up area. All other players shall remain on the bench.
- All batters are to hit the ball off the tee. The ball must be hit fair for the batter to run to first base. The batter will have up to six (6) attempts to put the ball in play.
  - If the ball is hit on the ground through the infield into the outfield a player can advance a maximum of two (2) bases. If the ball is hit in the air into the outfield the runner may continue until tagged out, runner scores, or the umpire calls TIME.
  - If the last batter in the lineup hits the ball into fair territory that player and players on base should continue to run to home plate during that play.
- The coach is responsible for announcing last batter!
- Coach's act as base coaches and assist in the field.
- Coaches shall not field the ball at any time.
- Batters and base runners will not be called out. Fielders are encouraged to make the correct play, but the runners will always advance.
- A catcher is not required for U-7 and below.
- Parents should always refrain from being on the field

## Coach Pitch (U-9)

### Players

- All players on the team will take fielding positions, including the pitcher. Extra players should only be distributed into the outfield. All members of the team will bat each inning.
- Players should be rotated to different fielding positions each inning. This will allow all players to learn how to play all positions throughout the season.
- A catcher should also take the field, they do not have to catch pitches, but should be there to make plays at home if needed.

### Duration of Game

- Games will consist of two innings or will be 1 hour in length whichever occurs first.

### Equipment

- Catchers are required to wear full equipment: mask, chest protector, and shin guards. Equipment will be provided.
- A regulation baseball will be used along with metal bats. Players should bring their own glove. Bats and helmets for everyone's use will be available.
- Tennis shoes are required. Soft rubber cleats are optional.
- Players should wear shorts, sweatpants, or baseball pants, team t-shirt and baseball cap.

### Rules of Play

- All batters and base runners **MUST** wear helmets. **No Exceptions!**
- Batting order will consist of all players in random order and should be maintained for the entire game. Batting order should be changed every game.

### Batting

- Only one on deck batter can be warming up in the designated warm up area. All other players shall remain on the bench.
- Batters will receive up to 6 pitches, regardless of strikes. After the 6<sup>th</sup> pitched ball, the batter will use a batting tee. Foul balls will count towards the batters 6 pitches.
- Teams will bat through their entire roster during each inning of play. Last batter will be called when the last player comes up to bat.
- No bunting. No infield fly rule.
- The coach is responsible for announcing last batter.

### Runners

- If the ball is hit through the infield on the ground, base runners can only advance two bases.
- If the ball is hit into the outfield in the air runners may continue until tagged out, runner scores, or when the umpire calls TIME.
- If the last batter in the lineup hits the ball fair, play will continue until the batter scores, is tagged out, or when the umpire calls TIME.

- No leadoffs. No base stealing. No sliding.
- Base runners will be called out if they are tagged out on a base. No outs or runs will be tracked but runner should return to dugout if called out.

**Pitching**

- Pitches will be thrown by batting teams' coach or youth sports staff.
- Pitches are to be thrown underhand or overhand to all batters.



# Lakewood Youth Sports Volunteer Coach Information





## Coaches Code of Conduct

I understand that my responsibilities as a youth sports coach for the City of Lakewood are of great importance and that my actions have the potential to significantly influence the young athletes that I coach. I will also conduct myself in accordance with the City of Lakewood's Youth Sports Leagues Code of Conduct:

1. I will remember that I am a youth coach and that any program in which I partake is for the participants not the adults.
2. I will treat every participant, coach, official, parent, and staff with respect.
3. I will learn the fundamental skills, teaching techniques, and strategies of the sport/program by attending coaches meetings, and trainings (CPR, Concussion, American Sport Education Program, etc...), and reading the rules and handbook.
4. I will become thoroughly familiar with the rules and regulations of the sport/program.
5. I will provide equal participation time for all program participants.
6. I agree to support the City of Lakewood Recreation mission, "*To provide exceptional recreational opportunities for the Lakewood community that enhance the quality of life,*" when making decisions as a youth sports coach.
7. I will learn the strengths and weaknesses of program participants and place them in situations where they have the maximum opportunity to achieve success while building their skills.
8. I will focus on safety, fun and the skill development of all program participants.
9. I will conduct my program so that all program participants have the opportunity to improve their skill level through active participation, decreasing the number of times that participants are standing in line to ensure active participation and engagement.
10. I will encourage all participants to be team players, demonstrating good sportsmanship.
11. I will lead by example in demonstrating fair play and sportsmanship to all program participants.
12. I will cooperate with all Youth Sports Staff and Facility Staff in the enforcement of the rules and regulations, and I will report any irregularities that violate these practices.
13. I will place the emotional, physical and mental well-being of program participants ahead of competition at all times.
14. I will provide an environment for my participants that is free of drugs, tobacco, and alcohol and I will refrain from their use at all youth sports events.
15. I will immediately report any violations of professional boundaries, suspicious behavior, inappropriate behavior, or abusive behavior.

## **No Isolated Moments Policy**

### **Interacting with Vulnerable Populations**

The City of Lakewood is committed to the safety of all staff and participants. Numerous positions interact with the public, including youth, older adults and/or individuals with a disability. These individuals are more vulnerable and classified as at-risk. Employee's conduct while having interactions with youth and/or vulnerable populations face a higher scrutiny. Various state and federal laws exist to protect vulnerable populations from being victims of inappropriate behaviors, to include sexual misconduct and/or abuse.

We take our responsibility to ensure the safety of our vulnerable guests and participants very seriously. Staff members have a responsibility to report any behavior they observe by fellow staff members which they feel may be inappropriate. An allegation of inappropriate conduct will be investigated and any conduct that violates any law or City policy is grounds for discipline, up to and including termination.

Each work area will have specific guidelines on how to ensure everyone is safe, and staff members are responsible to become knowledgeable of those requirements.

Below are the core expectations for staff to follow when interacting with vulnerable or at-risk participants and guests.

1. Staff and volunteers should not be alone with any vulnerable or at-risk participants or guests. If that situation cannot be avoided, check with your supervisor on required procedures.
2. Physical interaction with participants should not occur unless it is to aid in the learning of skills, for a program that provides specialized care to participants, or is required for assisting with mobility. Specific training and expectations will be provided for the above situations.
3. Instruction or assistance involving contact with a participant must be done in view of another staff member and/or in a group setting (youth sports fields), and never done when a staff/volunteer and participant/patron are one-on-one.
4. Interactions with underage, vulnerable or at-risk participants and/or patrons outside of City programs is not allowed. This includes calling, texting, e-mailing, etc., with participants on anything not specific to City of Lakewood business. This also includes contacting participants through Facebook or other social media sites. Employees should not contact adult participants without consent from the participant.
5. Transportation of participants in private vehicles is prohibited.
6. If an employee witnesses concerning behavior, it must be report to their immediate supervisor. This could be done either verbally or in writing. The City expects employees to make a timely complaint to enable the City to promptly investigate and correct any conduct that may be in violation of this policy.

## **Volunteer Coach Program**

### **Rewards:**

Volunteer coaches will receive a 50% off discount code for their child(ren)'s next youth sport with the City of Lakewood at the end of each season. Coaches will also receive a coach's shirt and a team picture.

### **Vouchers:**

Discount codes will be distributed the 7<sup>th</sup> week of the season to ensure volunteer has met the expectations listed below. This will allow adequate time to register before the next season starts. Discount codes are accepted in person, or over the phone at any recreation center at the time of registration. Codes may also be used online during registration.

### **Coach Attire:**

Volunteer Coaches can wear casual attire and will receive one short sleeve/long sleeve shirt each season they participate. Coaches are required to wear one of these shirts for practices and/or games to ensure a consistent and recognizable uniform.

### **Expectations:**

- **Coach submits required background paperwork and ensures background has cleared prior to coaching.**
- Coach attends at least 13 of 16 total, meetings, practices and games
- Coach abides by Code of Conduct, Handbook and City of Lakewood policies
- Coach utilizes and completes the coach checklist
- Coach communicates regularly with Field Supervisor/ Recreation Programmer-Sports
  - Inform of missing practice or game times (at least 48 hours in advance, unless emergency). If assistant coach is not available youth sports staff will cover.
  - Communicate team issues and/or concerns to Field Supervisor/Recreation Programmer-Sports throughout season.
- Coach must complete all trainings and certifications
  - Concussion and Coaches Training: prior to seasons start.



Find us on Facebook to see pictures and updates on all of our programs.  
[www.Facebook.com/LakewoodRecreation](http://www.Facebook.com/LakewoodRecreation)



# Lakewood

Recreation