

City of Loveland Parks & Recreation Youth Athletics Manual

2026



City of
LOVELAND
PARKS & RECREATION

TABLE OF CONTENTS

- Important Contact Information 3
- Youth Athletics Sites & Schools 4
- Parks & Recreation Organizational Chart 5
- Youth Athletics Officials 5
- Program Offerings 6
- Welcome 7
- Philosophy 7
- Public Relations & Customer Service 8
- Code of Conduct 8
- Registration Process 8
- Staff Meetings 9
- Site Responsibilities 10
- Equipment & Youth Athletics T-Shirt 10
- Inclement Weather Procedures 11
- Incidents & Accidents 12
- Lost & Found Management 13
- Summary of General Duties & Responsibilities 14

IMPORTANT CONTACT INFORMATION

Police/Fire (Emergency)	911
Police (Non-Emergency)	970.667.2151
Chilson Recreation Center	970.962.2386

Athletics Staff

Recreation Coordinator Dana Redford	970.962.2450	Dana.Redford@CityofLoveland.org
Recreation Coordinator Karl von Zwehl	970.962.2444	Karl.VonZwehl@CityofLoveland.org
Recreation Coordinator Savannah Maldonado	970.962.2445	Savannah.Maldonado@CityofLoveland.org
Program Supervisor Kim Miller	970.962.2437	Kim.Miller@CityofLoveland.org
Recreation Manager Ashlee Taylor	970.962.2449	Ashlee.Taylor@CityofLoveland.org

Other

Athletic Information & Game Schedules	TeamSideline.com/Loveland
Registration	lovgov.org/WebTrac
Activity Guide	lovgov.org/ActivityGuide

YOUTH ATHLETICS SITES & SCHOOLS

City Parks

- Barnes Park – 405 S. Cleveland Ave.
- Centennial Park – W. First & Taft Ave.
- Edmondson Park – 49th St. & Ranch Acres Dr.
- Kroh Park – Hwy 287 & 52nd Ave.
- Loch Lon Park – Dotsero Ave. & Jocelyn Dr.
- Loveland Sports Park – 950 N. Boyd Lake Ave.
- Mehaffey Park – 3350 W. 29th St.
- North Lake Park – 29th St. & Taft Ave.
- Osborn Park – Boise Ave. & Fourth St. SE

Schools

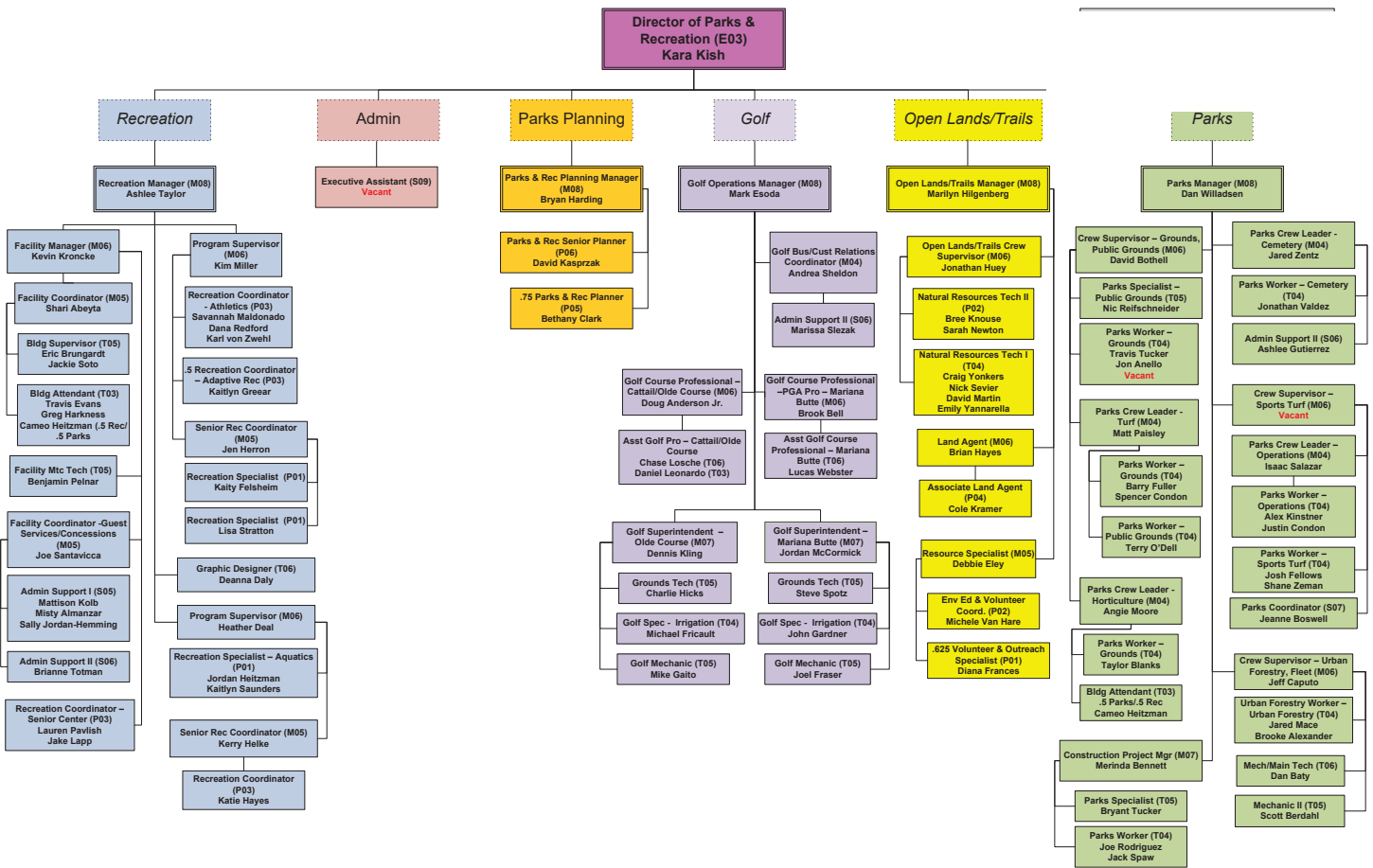
- Bill Reed Middle School – 370 W. Fourth St.
- Carrie Martin Elementary – 4219 Joni Ln.
- Centennial Elementary – 1555 W. 37th St.
- Cottonwood Plains Elementary – 525 Turman Dr.
- Coyote Ridge Elementary – 7115 Avondale Rd.
- Edmondson Elementary – 307 W. 49th St.
- Garfield Elementary – 720 N. Colorado Ave.
- High Plains School – 4255 Buffalo Mountain Dr.
- Lincoln Elementary – 3312 N. Douglas Ave.
- Loveland High School – 920 W. 29th St.
- Lucille Erwin Middle School – 4700 Lucerne Ave.
- Namaqua Elementary – 209 N. County Rd 19E
- Peakview Academy – 2660 N. Monroe Ave.
- Ponderosa Elementary – 4550 Florence Dr.
- Truscott Elementary – 211 W. Sixth St.
- Winona Elementary – 201 S Boise Ave.



For a full list of City parks, visit:
lovgov.org/Parks

For a full list of schools, visit:
tsd.org/Schools

PARKS & RECREATION ORGANIZATIONAL CHART



Last revised: Dec 2025

YOUTH ATHLETICS OFFICIALS

Officials have been selected and trained by our contractor, Northern Colorado Sports Officials (NCSO), to enforce the rules and regulations of the game and to maintain order. Please remember that officials are human and will make mistakes. Please offer grace and humility by refraining from yelling at the officials. Show respect for officials particularly when you disagree with a call. A civil conversation between yourself and the official is acceptable when questions arise. If you cannot reach an understanding or agree, please discuss with the facility supervisor onsite. If you still feel the situation requires further attention, the facility supervisor will escalate the issue to the Recreation Coordinator and/or NCSO.

PROGRAM OFFERINGS

Winter

- Basketball (2nd – 5th grade boys)
- Gymnastics (Ages 1½ – 12)

Spring

- Gymnastics (Ages 1½ – 12)
- Itty Bitty Ballers Basketball (K – 1st grade)
- Soccer (Preschool/Kindergarten – 8th grade)
- Volleyball (2nd – 5th grade)
- CARA Volleyball (5th – 8th grade)

Summer

- Baseball (Ages 6 – 9)
- Basketball (5th – 8th grade)
- CARA Track (Ages 5 – 16)
- Gymnastics (Ages 1½ – 16)
- Pickleball (Ages 8 – 17)
- Soccer (Ages 4 – 6)
- Softball (Girls ages 8 – 13 machine pitch & player pitch)
- T-Ball (Ages 4 – 6)

Fall

- Basketball (2nd – 5th grade girls)
- Flag Football (1st – 6th grade)
- Gymnastics (Ages 1½ – 12)
- Itty Bitty Ballers Basketball (K – 1st grade)
- Soccer (Pre-Kindergarten – 8th grade)
- Volleyball (2nd – 5th grade)



Other programs offered through local contractors include: Tennis, Tae Kwon-Do, Cheerleading, SkateStart, SuperTots, Skyhawks and British International Soccer Camps.

WELCOME

Welcome to Loveland Parks & Recreation Youth Athletics. THANK YOU for volunteering your time as a youth sports coach! We are very grateful for your time and effort as you will surely make an impact on our community's youth. We could not do this without you! While the responsibilities of a youth athletic coach are many, the rewards are great! Your actions, attitude and role in the lives of young athletes are a formative part of their development, therefore it is imperative that we promote a welcoming, positive and safe environment.

Purpose of the Youth Athletics Manual

The purpose of this manual is to provide every volunteer coach with the necessary knowledge and resources to consistently provide a positive and encouraging experience by outlining our philosophy, policies, procedures and expectations.

Philosophy

It is the goal of Loveland Parks & Recreation to provide quality Youth Athletic programs that promote skill development, equal participation, sportsmanship, fun and friendly competition in a positive, safe and recreational setting. Success is not measured by the number of games won or points scored. Success is whether each child develops a stronger sense of self-worth, has gained more confidence, has made new friends, improved their skills and has gained a greater respect for others.

For many, this will be the only organized sport they play, and there are many lessons to learn besides the game.

Purpose of Youth Sports

Youth sports are an extension of a child's education so they can continue to learn and develop important life skills while participating. Sports are one of the greatest tools to help children develop positive character traits and life values. The City of Loveland Parks & Recreation Department takes our role in each child's development process very seriously, which is why we adhere to and implement the National Standards for Youth Sports as compiled by the National Alliance for Youth Sports. The National Standards for Youth Sports is our blueprint for meeting the needs of our participants and ensuring the best possible youth sports experience for all.

The Standards consist of four core areas:

1. Child Centered Policies and Philosophies
2. Volunteers
3. Parents
4. Safe Playing Environment

See the full publication here:

nays.org/nays-publications-national-standards-for-youth-sports

Public Relations & Customer Service

As key representatives of the Parks & Recreation Department, it is your responsibility to provide excellent customer service at all times. We are here to serve the public and courtesy must govern our entire operation. Some general rules for providing good customer service are as follows:

1. Should problems arise offer suggestions and solutions if possible.
2. Do not grumble or complain to the parents or players.
3. Avoid rumors and cooperate with other coaches and staff.
4. Use good judgment. Ask the facility supervisor or coordinator when in doubt.
5. Act professionally at all times.

Code of Conduct

As a youth athletic coach, we expect you to agree to and adhere to our Coaches Code of Conduct:

- I will place the emotional 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 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.

Please sign and return/submit to your coordinator:

teamsideline.com/common/_GetDownload.aspx?d=LVVouEfxVHjUrUnSrPBf%2bBeNvDf%2f1lf2pZd%2b%2frwPS-FQ%3d

Registration Process

Parents register their children for classes via WebTrac or in person at the Chilson Center front desk. Coaches are not to take any registrations at their class site or approve additions to a class roster. Only the Program Coordinator has the authority to add students or make changes to a class roster. Parents of participants wishing to enroll should be encouraged to see the registration clerk at the Chilson Center.

All individuals participating must be on the roster. New participants **might** be added through the normal registration process if the class maximum is not reached. Please verify any participants in question by checking either their registration receipt, or with the field supervisor, contacting your coordinator or by calling the Chilson Center front desk at 970.962.2458.

Coaches Meeting

Coaches are expected to attend the pre-season coaches meeting, typically the week prior to the start of the program. Meetings may be held virtually, in-person or hybrid. It is important all coaches attend this meeting to ensure consistent communication of program rules, policies and procedures.

Parent | Player Meeting

Having a parent/player meeting before or after the first practice is crucial for setting expectations, building communication and fostering a positive team environment. It gives coaches the opportunity to outline goals, explain the season's structure and address any important logistics or concerns. This meeting also helps ensure that both parents and players are aligned on values like commitment, sportsmanship and team culture. When everyone is on the same page from the start, it sets the tone for a smoother and more enjoyable season.

Practices & Games

Coaches are expected to arrive no less than 10 minutes prior to their game or practice and remain onsite for the duration of the activity and until all participants have been picked up. If you are unable to meet this requirement, please contact your coordinator immediately, ideally 24 hours prior to the scheduled start of your practice or game. If possible, arrange an approved replacement for the absence, and communicate who the replacement will be with your coordinator. In case of illness, arrange a replacement and notify the coordinator as soon as possible.

Practices are held at the time and location determined between yourself and the coordinator.

The coaching environment you create must be safe and conducive to learning. Always prepare a written practice plan. Consider what you wish to work on and what activities you can use to achieve your goal. A written plan ensures smooth transitions, less downtime and a more organized use of time. Take a few minutes at the beginning of practice to review your plan and coaching points for the day with your team.

Ideally, set up your practice area in advance of players and parents arriving. This will set a positive tone for your practice and provide confidence for the parents. As you set up, inspect the area for any safety concerns such as debris, sharp objects, holes/divots, playing surface, etc.

When presenting instructions, avoid lengthy speeches! Keep instructions simple and quick, limited to one point at a time. Instructions should be concise, accurate, relevant and demonstrated whenever possible. Also, consider your voice – your volume and tone. Avoid being monotone. Always maintain control and NEVER raise your voice in anger or frustration!

An effective system of delivery for any age group is “Say, Show, Do and Review”:

1. **Say:** Explain the skill or technique (Remember to keep it brief!)
2. **Show:** Demonstrate the skill or technique either by yourself, if possible or a participant.
3. **Do:** Allow players to perform and practice the skill or technique.
4. **Review:** Observe, correct and confirm proper technique
 - a. **Observe:** Silently watch them practice for a time, make notes mentally or written, focusing on one area they can improve
 - b. **Correct:** Provide feedback as to what you saw in terms of their execution of the skill/technique and then communicate the corrections or modifications you would like them to try, demonstrating again if possible.
 - c. **Confirm:** Impress upon them and applaud their accomplishments about what they did correctly.

Site Responsibilities

In order to continue offering the number of programs and teams that we do, it is imperative we be respectful of the property we use. Whether indoors or out, please be an ambassador for the long term care of the site you use. Additionally, we have the privilege to use the school facilities for our youth programs. At any time, the school has the right to revoke our access if we don't follow their rules, so let's all work together to respect the space we've been given by adhering to their rules as outlined below, specifically for indoor use.

TSD Facilities Use and Agreement

Indoor Facility Use Guidelines for Youth & Recreation Groups

First and foremost, no one should be wandering through the facility at any time. Children must be supervised at all times, and families should remain in the gym area or go outside. Additionally:

1. Park in designated areas only. No parking in fire lanes, on adjacent private property, on fields or lawns or in posted "no parking" areas.
2. Use the exterior entry designated by the custodial staff (determined the first night of building use). Do NOT prop doors. Designate an adult to let remaining participants in upon arrival.
3. An adult supervisor/designated coach should be the first to arrive and the last to leave. Children or participants are not to enter the building before the supervisor/coach. Parents should not drop children off without confirming whether or not the supervisor/coach is onsite.
4. Arrive and leave on time. Time changes and cancellations must be communicated in advance to the Facility Use office 970.613.5351 or FacilityUse@tsd.org
5. Stay within the approved area only. Children and participants should not roam the building. Children should be accompanied by an adult to the restrooms.
6. Smoking, alcohol and controlled substances are not allowed on district property, including parking lots and fields.
7. Pets are not allowed on school district property. Service animals are allowed.
8. Supplies and other equipment are not to be used unless arranged in advance.
9. At the end of the scheduled time, leave the area in the same condition as it was found. Reset furniture and other items if they were moved and throw away all trash.
10. Custodians are not responsible for set up, clean up, supervision or assistance to groups unless arrangements have been made in advance for items such as bleachers and cafeteria tables.
11. Inappropriate behavior or language from parents, children or participants will not be tolerated.

AFTER HOURS EMERGENCY LINE: 970.613.5010

Thank you for your support and respect of the facilities we use!

Equipment & Youth Athletics T-Shirt

Coaches are provided with the proper equipment for the sport they are coaching, and it's essential to take good care of it. If any equipment goes missing or needs replacing, please reach out to your coordinator immediately. Players are welcome to bring their personal belongings to practice and games, but coaches are not responsible for their equipment. All players must purchase a Youth Athletics t-shirt from Mountain Rentals (401 E. Eisenhower, Loveland). A youth athletic t-shirt is required for all players to wear during games. The "home" team wears red, and the "away" team wears white.

Coaches are expected to maintain a professional appearance while coaching. Please ensure your clothing is clean, neat and appropriate. Unacceptable attire includes clothing or hats with inappropriate content, torn or ripped items, or clothing worn inside out or hats worn backward.

Inclement Weather Procedures

Rain, Snow & Extreme Cold

As a general rule, there should be no snow/ice on the field of play and no standing water that exceeds one inch in depth. The size of the puddle would need to be at least the size of a goal mouth area. Exception to this rule would be if excessive turf damage is noted by any assigned staff member and is considered to be a safety issue. The Parks division will notify Program Coordinators about field closures which will then be posted on TeamSideline.

Weather cancellation decisions will try to be made by the Program Coordinator as early as possible but up to 30 minutes before each session and will be noted on TeamSideline. After that, the decision to play will be made by the field supervisor or coach onsite as needed. Coaches may cancel their practices due to poor weather and notify their teams.

When cancellation of a game is necessary, if time allows, make-ups will be provided by extending the season one week or as necessary. Practice make-ups may be scheduled at the discretion of the coach with approval from the coordinator.

Lightening Rules of Thumb for thunderstorms/lightning:

1. No place outside is safe near thunderstorms!
2. Use the 30–30 Rule: If the time between lightning and thunder is 30 seconds or less, seek proper shelter. If the lightning can't be seen, just hearing thunder means the thunderstorm is close enough to be dangerous. Wait 30 minutes or more before leaving proper shelter.
3. The best shelter from lightning is a typical house, or other fully enclosed substantially constructed building with plumbing and wiring.
 - a. Stay away from corded telephones, plumbing, electrical appliances, wires, TV cables, metal doors or window frames or any electrical conducting path leading outside.
 - b. Don't stand near a window to watch the lightning. An inside room is best.
4. A vehicle with a solid metal roof and metal sides is the second best shelter from lightning. But close the windows and don't touch any conducting path leading outside.
5. Open picnic pavilions and rain shelters offer absolutely NO protection from lightning.
6. Outdoor sports have the fastest rising lightning casualty rate. Have a lightning safety plan for your location.
7. Lightning First-Aid: All lightning deaths are from stopped heart/breathing. CPR is the recommended first aid. Even if a lightning survivor seems okay after the strike, they should still go to the hospital to check for heart/lung problems which could cause death hours later. It is perfectly safe to touch a lightning victim to give them first aid.

Air Quality Rules of Thumb for air quality:

1. The City of Loveland treats air quality the same as our weather protocols. We allow our coaches to make the decision to cancel/postpone practices due to weather/air quality.
 - a. With multiple field locations throughout the City, the weather/air quality can vary greatly between locations.
 - b. The weather/air can change in a matter of minutes.
2. Parents/players are encouraged to use their own judgment when deciding what is best for the health of their players.
3. If the average EPA PM2.5 AQI for the City of Loveland and adjacent field locations reaches 150–199, games/practices will be modified (allow more breaks, modify intensity, etc.). If the average exceeds 200, programs will be cancelled for the safety and welfare of players and coaches. No teams may practice outdoors or participate in games when this threshold level is reached.
4. If the City decides to cancel practices/games due to weather/air quality, we'll do our best to cancel at least 45 min prior.
5. The City of Loveland uses the [PurpleAir.com](https://purpleair.com) or [Airnow.gov](https://airnow.gov) air quality monitoring website and will base decisions on the data provided. Please reference the graphics on page 2.
6. For more information, please visit: [Colorado.gov/AirQuality](https://colorado.gov/AirQuality)

Incidents & Accidents

The first line of defense in the treatment of incidents or accidents is to prevent them! Be prepared and stay alert.

Medical Emergency Procedures General Procedures for medical emergencies:

1. Assess the situation.
2. Keep public away from the situation.
3. Call 911 if deemed necessary.
4. Apply First Aid/CPR if necessary.
5. Notify parents or relatives if needed.
6. If injured party is ambulatory, remove him/her from playing area.
7. Fill out incident report as soon as possible.
8. Report to your coordinator immediately via phone if the injury requires that the participant be transported to the hospital.

Concussions

On January 1, 2012, SENATE BILL 11-040, "The Jake Snakenberg Youth Concussion Act" became a Colorado State Law.

As a coach this means:

1. All coaches that coach youth sports must complete the concussion training which is step 4 of the Loveland Athletics volunteer process. Certification can be used across multiple sports but must be completed every calendar year.
2. Does not allow a player to return to play after a suspected concussion without communicating with the Program Coordinator and authorization of a medical professional.

Mandatory Reporter

According to section 19-3-304 (ii) of the Colorado Revised Statutes, any director, coach, assistant coach or athletic program personnel employed by a private or public sports organization or program are required to report suspected child abuse and neglect. Mandatory reporters are required by law to report suspected child abuse and neglect.

Please report child abuse to 911 in case of emergency, or to 1-844-CO-4-KIDS.

If a child discloses to you, DO:

- Remain calm and have someone continually present.
- Reassure the child that he/she has done the right thing by telling someone.
- Remember any concrete information.
- Reassure your support for him/her.
- Inform them of the law to report abuse to someone who has helped children and families in similar situations.
- Report the incident to the proper authorities immediately.

If a child discloses to you, DO NOT:

- Promise confidentiality.
- Express panic or shock in reaction or expression.
- Ask questions, dig for detail or investigate.
- Make negative comments about the perpetrator.
- Disclose the information indiscriminately. Tell only those who need the information to protect the child
- Make judgments.
- Rush or interrupt the child.

For a full and comprehensive training on what constitutes abuse and/or neglect, when to call for assistance and how to make a report, visit: [ColoradoCWTS.com/public-training/mandated-reporter-training](https://coloradocwts.com/public-training/mandated-reporter-training)

The training also explains the process undertaken when a call is received.

Incident Reporting

An incident report must be filled out any time a participant is restricted from play for any length of time due to an incident occurring onsite. When completing an incident report form, refer to the general guidelines for each activity as outlined below. The incident form should be completed immediately following the incident and submitted to your coordinator as soon as possible. See sample incident report form in the back of this manual.

Use the following as a reference when filling out incident reports:

1. **Report Date:** Date incident form is completed. Form should be completed immediately following the incident.
2. **Employee Completing Form:** Full name of the employee or volunteer completing the form.
3. **Citizen Name/Age:** Full name of injured party and their age at the time of the incident.
4. **Incident Location:** Be specific. Include the name of park or facility and the area within the location the incident occurred (example: Loch Lon Park, north end of field #2).
5. **Department:** Parks & Recreation
6. **Division:** Recreation. Also include program name (example: Recreation/Flag Football)
7. **Incident Date:** Always be sure to put the exact date the incident occurred.
8. **Time:** The time the incident occurred, **not** the time the report is written. If you are unsure of the exact time, state “approximately” by the time written and attempt to estimate the time the best you can. Be sure to circle either AM or PM.
9. **Police Report #:** If the police are called and any report is taken, the police should provide a police report #.
The police set the criteria if a report will be taken. If there is no report, there is no number. It is our responsibility to ask the responding officer if a report will be taken. If a report is taken, the officer should provide you with their card with the report # written on the back of the card. This number should be written in the space provided.
10. **Describe Incident:** Be as objective as possible. It is important that you state the facts only and not your opinion.
Include as many pertinent details as possible and describe the sequence of events leading up to the incident.
11. **Witnesses’ Names, Addresses & Phone #s:** Gather full names and details of anyone who witnessed the incident.
12. **Citizen Injury:** Be specific. Regarding “Action Taken,” list all actions taken, including phone calls made to parents, supervisor, 911, etc. List all other actions taken regarding directions given, application of ice, bandages, etc.
13. **Describe Damage to Property:** Provide as many details as possible. List specific damages and equipment affected.
14. **Motor Vehicle Accident:** This section must be filled out if you are in an accident while driving on City property or are a witness to an accident on City property.

Lost & Found Management

Lost and found items should be turned in to the field supervisor or to the Chilson Center front desk as soon as possible. Items at the Chilson Center lost and found will be held for up to two weeks. After that, unclaimed items will be donated.

Summary of General Duties & Responsibilities

The coach of an assigned Youth Athletics team is responsible to provide quality instruction of the athletic activity. They will conduct themselves in a professional manner as a key representative of the Parks & Recreation Department.

Duties:

1. Reports to the Program Supervisor or Recreation Coordinator.
2. Reports to practice/class and games on time (minimum 10 minutes before scheduled start).
3. Stays at each practice/class or game until the session is complete. Does not leave the park or facility until each child has left or has been picked up.
4. Prepares lesson plans for daily activities.
5. Conducts practice in such a manner as to enhance and increase the ability of each athlete.
6. Maintains control at all times (athletes, parents and self).
7. Keeps track of equipment issued and returns it in a timely manner.
8. Assures that each player plays an equal amount of time in a variety of positions.
9. Surveys the practice/game area for safety issues. Reports concerns to coordinator immediately.
10. Attends pre-season coach's meeting and staff meetings as required.
11. Have strong knowledge of rules and regulations of the given event.
12. Communicates coaching philosophy, goals and expectations to parents and athletes.
13. Must be able to physically lead and demonstrate the skill and/or activity.
14. Offer quality customer service to public.
15. Dresses in appropriate athletic clothing.
16. Does not take personal calls while working.
17. May be required to maintain current certifications in CPR & First Aid and to provide basic service as needed.
18. Does not transport children, other than their own, in personal vehicles.
19. Remains in plain sight - never alone with a child.

Thank You!

Thank you for your unwavering commitment to the growth and development of young athletes. Your passion, patience and guidance are the cornerstone of building not only skilled athletes but also strong, confident individuals.

The impact you have on their lives extends far beyond the playing field, and your dedication shapes the future of youth sports. We recognize that coaching is not just about teaching the fundamentals of the game; it's about instilling values like teamwork, perseverance and resilience.

We're proud to have you as a part of this community.

