

Youth Sports Manual

2022



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1. Important Information

1.1 Important Contact Information

Below is a list of the Youth Sports program staff members we believe are important for you to know as well as their contact information should you have any questions. There is also contact information for registration, game schedules and game cancellations.

1.1a Sports Staff

Recreation Manager:

Sara Mendez	970-221-6308	smendez@fcgov.com
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Recreation Supervisor:

Zach Delissio	970-221-6338	zdelissio@fcgov.com
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Recreation Coordinator:

Tyler Robertson	970-221-6729	trobertson@fcgov.com
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Recreation Coordinator:

Amanda Dufek	970-416-4297	adufek@fcgov.com
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1.1b Registration, Schedules & Cancellation Information

Northside Aztlan Community Center Registration Office: 970-221-6256

Game schedules: www.teamsideline.com/fortcollins

City Line for Game Cancellations: 970-416-2898

2. Introduction

2.1 Purpose of Youth Sports

The youth sports program activities are sponsored by the City of Fort Collins Recreation Department and are set up on a basis of education through activity. It is a wonderful opportunity for placing the classroom out on the athletic field.

Competition has its place in the program however; competition must be under constant supervision. Winning the game has its place in the program as well but must be tempered to the program values. Attendance to practice and games, attitude, and effort are basics for the privilege of participation.

We describe this program as a supervised activity with emphasis on first teaching character, sportsmanship, and social attributes. Competition (a necessary factor in encouraging the best from a person) is placed second to the goals mentioned above.

2.1a What Can Participants Derive From the Youth Sports Program?

1. From association with the coach, the children have an opportunity to have interactions incorporating honesty, understanding, and integrity, in an environment other than a classroom.
2. There are opportunities to correct mistakes and achieve a high degree of knowledge of the sport and fundamental skills necessary to the game.
3. With wholesome activity and conversation not only during practices and games, but in their idle moments at school or home, participants keep their minds at work
4. To learn in this life there are certain rules, morals, and laws a good citizen must abide by and they can be conveyed through sport participation.
5. There are both physical and mental health benefits.
6. Participants gain satisfaction of achievements they have made.
7. It is hoped that participants obtain an overall enjoyment of sport.

2.2 Purpose of This Manual

The purpose of this manual is to be a guide to philosophy, procedures, rules, and regulations of coaching for our Youth Sports Program. It is hoped that through reading this manual you will have a better understanding of our program, and a more uniform and complete program may be developed for the benefit of everyone participating. The success of our program depends upon the work of our many employees and volunteers. The overall purpose of the coach is to be an effective leader for the child who participates in sports not only on the playing field, but in life as well.

2.3 Welcome Letter

Dear Coach,

Allow us to take this moment to welcome you aboard the City of Fort Collins Recreation Youth Sports program. Your responsibility as a youth sports coach is a tremendous one. Many of you have been involved with our recreation programs in the past, and others are new-comers. As we strive to maintain a successful program in light of increasing economic difficulties, your job as a youth sports coach becomes all the more important. Without your interest and dedication our youth programs would not be possible.

The Philosophy of all Fort Collins Recreation Youth Programs is:

1. To allow all youth an opportunity to participate in sport.
2. To provide an environment in which the participant will learn sportsmanship and camaraderie.
3. To have fun.
4. To promote self-esteem through the education of sports skills and develop understanding of the rules of the game.
5. To have participants develop an understanding of rules of the game.
6. To help develop the participants both mentally and physically.
7. To ensure the safety of all team members.

You, as the coach of a team of enthusiastic youngsters, are the direct and most important element in achieving these goals. Many coaches fail to realize the profound influence they can have on the kids who play for them. A coach wears many hats; coaches are a parent, a friend, a counselor, and an educator. You play a very prominent role in your players' lives and your actions and attitudes help to change their view of the work and themselves. Many times coaches get caught up in the "winning is everything" syndrome. Coaches should strive to build winning teams, but this must be secondary to promoting feelings of self-worth in the youngsters and developing positive and happy coach- player relationships.

A successful coach is not measured by the number of championship trophies and awards won. If, at the end of the season, youngsters feel better about themselves, gained new friendships, improved their skills, enjoyed the experience, and look forward to future participation, then we have been successful.

On the following pages you will find information on program policies and procedures, expectations for you as the coach, information pertaining to the role of coach, safety, organization and techniques, training, and other pertinent information. The purpose of both this manual and the "Coaches Training" is to help you become a better coach.

Please take the time to read this manual. We hope you have an enjoyable season coaching. We thank you for your interest, time, and deep concern for the youth of our community.

Sincerely,

Zach Delissio

Recreation Supervisor

Tyler Robertson

Recreation Coordinator

Amanda Dufek

Recreation Coordinator

3. General Polices & Procedures

3.1 Expectations-Demeanor and Behavior

Employees and volunteers are expected to conduct themselves in a manner that promotes the respect of the general public. The public notices everything every employee engages in, especially if it is something negative. Working for the city is comparable to working in a “fishbowl,” in that citizens expect all city employees to provide exemplary service. Employees should remember all citizens pay your salary through sales, property, and use taxes.

1. **Appearance/Uniforms/Name tags, etc.**

Recreation employees and volunteers are expected to look their best while working. Each program area has different requirements for dress. If you are not in a required “uniform,” you are expected to wear clean, neat clothing that is appropriate for the type of work. The following are examples of dress that is not acceptable while working:

- a. Clothing or hats that depict alcohol, drugs, smoking, gangs, profanity, slang, or “causes”
- b. Torn or ripped clothing
- c. Clothing worn inside out or ball caps worn backwards.

2. **Sexual Harassment**

Based on Title VII of the 1964 Civil Rights Act, it is the policy of the City to strictly prohibit any conduct which constitutes sexual harassment. Sexual harassment is any behavior, comments, gestures, jokes, physical contact, written material, etc., that makes another person uncomfortable.

3. **Smoking**

Smoking is not allowed in any City of Fort Collins buildings, parks, or on Poudre School District Property. Smoking while in contact with players does not convey a positive image and is not allowed.

4. **Alcohol and Drugs**

Neither alcoholic beverages nor illegal substances are allowed in any City of Fort Collins facility at any time. Possession of, drinking, or having the odor of alcohol on your breath while on duty is prohibited. Use of addictive drugs prior to or during working hours is also prohibited.

5. **Language**

Always be aware of your tone of voice when dealing with participants, or parents. Profane, suggestive, or excessively loud language is not appropriate while coaching in any recreation facility or practice.

6. **Absenteeism and tardiness**

We are dependent on you to create a positive recreational experience for our participants. Making them wait or not reporting for practice or a game does not lend itself well to that experience.

7. **Pick up Policy:** Coaches should never leave children alone post practices/games. All coaches are to explain and reinforce with parents that children should be picked up promptly after their games/practices. If a child is not picked up 15 minutes post game/practice, coaches should call the parent/guardian. If unsuccessful the emergency contact should be used. If all attempts are unsuccessful, contact the Recreation staff or the Program Coordinator for instructions on the best course of action. If children are not picked up within a reasonable amount of time/ facility is closing, Recreation staff/ Program Coordinator will contact the police for the children’s safety.

3.2 Code of Conduct

The City of Fort Collins Parks and Recreation Department has a Code of Conduct for all participants. The code of conduct is the standard to which all who participate in recreation activities need to uphold. A copy of the code of conduct for participants is located in *Appendix 6.1*.

The City of Fort Collins Parks and Recreation Department has a Code of ethics for all coaches. The code of ethics is the standard to which all who coach in our Youth Sports Program need to uphold. A copy of the code of conduct is located in the Coaches' Agreement, which a copy may be found in *Appendix 6.2*.

3.3 Customer Service

The value of public recreation to our community is immeasurable, and we're proud to provide services to a community of citizens who highly value their quality of life. Our philosophy about customer service is summarized in our mission statement:

Our mission is to enrich the quality of life of all persons by:

1. Providing and promoting a variety of recreational, educational, and leisure activities;
2. Advocating for health, well-being, and personal growth; and
3. Facilitating the efforts of service providers who share similar interests.

We value quality in all that we do:

1. As employees, we are dedicated team members who take pride in our work.
2. When dealing with customers, we are responsive to their needs and recognize their successes.
3. In delivering programs, we create opportunities that enhance lives.

We are proud of our reputation of positive customer service, and we are counting on *you* to help maintain that reputation.

3.4 The American with Disabilities Act -- ADA

The ADA is a comprehensive Federal law that prohibits discrimination against persons with disabilities. The City is required to provide reasonable accommodation for persons with disabilities to participate in recreation activities. Following are examples of special needs a person with a disability might request:

1. A sign language interpreter.
2. One-on-one assistance in an activity.
3. Access to a changing area that will accommodate someone of either gender and providing assistance to the person with the disability.
4. Wheelchair-accessible transportation for a program that provides transportation to all participants.

**The Recreation Division has a certified therapeutic recreation specialist on staff who can answer any questions you may have about the ADA, the various disabilities, or assist you with determining ways to best accommodate a person with a disability. Ask a program coordinator for more information.*

4. Coaches Information

4.1 Positive Coaches Alliance (PCA)

As always, the City of Fort Collins is dedicated to providing the youth of our community a positive experience through any of our programs. A short time ago, we were introduced to the Positive Coaching Alliance (PCA). They have provided us with ideas for our programs. Athletes, parents, and coaches will benefit from this new program. The following section will explain how the program works and what your role as a coach in this program is.

PCA is a nonprofit organization based at Stanford University. The Mission of PCA is to transform youth sports so sports can transform youth. This season we are focusing on how to be a Positive Coach, rather than a "win-at-all-cost" coach. A win-at-all-cost coach has only one goal: to win. A Positive Coach wants to win, but has a second goal: to help players use the sports experience to learn "life lessons" that will help them be successful in every aspect of their life. That's why PCA calls a Positive Coach a "Double-Goal Coach."

We intend to promote three major Positive Coaching themes this season and would like your help in promoting these themes, so that our young athletes get a consistent message from coaches and parents. These three themes, if taken to heart, have the power to reach the goals of the PCA. The three themes, which are explained in detail on the following pages, are:

1. Redefining "Winner"
2. Filling the Emotional Tank
3. Honoring the Game

4.2a Redefining "Winner"

In the professional sports entertainment business, there is only one goal--to have the most points at the end of a contest. In youth sports, however, there is a **second goal**: to produce young people who will be **winner in life**. In order to help our children get the most out of competitive sports, we need to redefine what it means to be a "winner." Regardless of what the scoreboard says, here's what winners do:

1. Make maximum effort.
2. Continue to learn and improve.
3. Refuse to let mistakes (or fear of making mistakes) stop them.

This is referred to as a Mastery Orientation. PCA has developed a memory aid for athletes called the "Tree of Mastery." We say that the Tree of Mastery is an ELM Tree where ELM stands for Effort, Learning, and Mistakes. If our athletes approach this season with these things in mind, not only will they be successful in practices and games, but they'll also develop habits that serve them well throughout their lives. Athletes who are coached with a Mastery Orientation tend to have reduced anxiety and increased self-confidence; reduced anxiety and increased confidence result in athletes who are more likely to have fun playing their sport!

Here's how you can help:

1. Tell your players that you want them to be winners in life and remind them how winners give maximum *effort*, always *learn* and do not let *mistakes* stop them (ELM).
2. Let your players know you appreciate it when they try hard even if they lose the contest.
3. Challenge yourself not to ask, "Did you win?" until after you've asked several, more important questions. Reveal what matters most to you through the questions you ask:
 - a. "Did you try as hard as you could?"
 - b. "Are you getting better?"
 - c. "When you made a mistake did you bounce back?"
 - d. "Did you have fun?"
4. Recognize that commitment to Mastery is hard work. Be patient and selective when criticizing your teams play, choosing times when they're most receptive. Also, point out situations in which you noticed them trying hard. Tell them when you notice that they are improving regardless of the outcome of a particular play or contest.

4.2b Filling the Emotional Tank

Research shows that the home team wins about 60% of the time because of the emotional support a team receives when it plays in front of its own fans. PCA wants to develop a *portable* home team advantage that our team can take with us wherever we go. The key to developing this advantage is an understanding of the "**Emotional Tank**."

Like gas tanks in cars, all of us have an Emotional Tank that fills and drains. An athlete with a low emotional tank is irritable, pessimistic, and unable to deal well with adversity. On the other hand, an athlete whose tank is filled is cheerful, optimistic, and better able to deal with adversity. Players with empty tanks are less coachable, while those with full tanks are more coachable. We want to fill our players' tanks so that they'll be able to play their best.

As coaches (and parents), there will be times when we need to correct and criticize. Research has shown that a "Plus/Minus Ratio" (praise to criticism) of 5:1 or better is ideal for children's learning. When the ratio of praise to criticism drops much below 5:1, children become discouraged (their tanks become drained!). We are going to strive to achieve this "Golden Ratio". We want to foster an environment where coaches, players, parents and fans fill each other's tanks.

Here's how you can help:

1. Fill your players Emotional Tank. Encourage them regardless of what happens in the game. Try not to give them a lot of advice (which after a tough game can seem like criticism, and drains a person's tank). Remember, it's difficult to do well with a low tank. When they make a mistake, you might say something like: "Don't worry. It's okay. Let's get the next one. You can do it." After tough losses, it's often helpful to acknowledge your child's feeling of disappointment. For example, saying "I can imagine you must be disappointed to have lost." might help them recognize your sincerity.
2. To give advice your players can hear, try using the "3-Pluses-and-a-Wish" technique. Before you give advice, find three things about your team's performance that you appreciated. Phrase the advice as a wish: "You really tried hard in the game today (Plus #1). I also saw you filling your

teammate's emotional tank after he made a mistake (Plus #2). And that play you made towards the end of the game shows how much you are improving (Plus #3). One thing I wish is that you wouldn't get down on yourself when you make a mistake." If you can't come up with three pluses, don't say the wish because then it may drain your child's emotional tank rather than fill it.

3. Remember the Golden Ratio. Try to praise your each of your players about 5 times for every one time you criticize. If you do, your child will be better able to hear your criticism without becoming defensive.

4.2c Honoring the Game

Sportsmanship may seem like an out-of-date concept today when professional athletes and coaches act in ways we would not want our children to imitate. We intend to reverse this trend on our team with the concept of "Honoring the Game." Honoring the Game gets to the **ROOTT** of the matter, where ROOTT stands for respect for: **R**ules, **O**pponents, **O**fficials, **T**eammates, & **T**radition.

1. **Rules:** Respect for the rules is important, even when it's possible to break them without getting caught. We want our teams to play to the merit and spirit of the rules, and to refrain from "bending" them when it dishonors the game.
2. **Opponents:** Without opponents, competitive sports make no sense. A worthy opponent challenges us to do our best. We must respect opponents and remember they are members of our community. We will try our hardest to win but not at the expense of demeaning or demonizing our opponents.
3. **Officials:** Officials have been selected and trained to enforce rules to keep sports from degenerating into chaos. Officials are not perfect (just like coaches, athletes and parents!) and sometimes make mistakes. However, there is no excuse for treating officials with disrespect when they make errors. We want our coaches, players and their parents to show respect for officials, even when they disagree with the call.
4. **Teammates:** Our players should feel a commitment to each other as teammates. We ask them to encourage and support one another on and off the playing field.
5. **Tradition:** The game our children play has a great tradition. We want to share that tradition with athletes. It is important to us that players recognize how privileged they are to be able to participate in organized sports.

Here's how you can help:

1. Let your players know that you want him or her to honor the game. Discuss the meaning of each element of ROOTT with your team. This idea may be difficult for younger children to understand so you may have to adapt the idea to the age and comprehension level of your players.
2. Be a good role model. Cheer for your team and the opposing team when good plays are made. If, in your opinion, an officiating mistake is made, refrain from yelling at the official. Use this as an opportunity to think about how difficult it is officials to officiate a game perfectly.
3. Find a way to incorporate an element of ROOTT in every practice or game.

Thanks for reading this important information. Make this season a rewarding one for your Team and for yourself.

For more information about Positive Coaching Alliance, you can visit the PCA website at www.positivecoach.org, call 650-725-0024, send e-mail to pca@positivecoach.org, or write Positive Coaching Alliance, Department of Athletics, Stanford University, Stanford, CA 94305-6150.

4.2 Safety for Coaches

4.2.1a Volunteer Insurance Coverage

The City of Fort Collins has an accident insurance program for citizens working as volunteers for City-sponsored programs and activities. Volunteers are not covered under the City of Fort Collins workers' compensation program. *To be eligible for coverage under this policy, a volunteer must be officially registered with Human Resources.* The following is a brief summary of the coverage.

Accident Insurance: This provides excess accident medical insurance directly to a volunteer when he or she is injured while participating in volunteer activities for the City. "Excess", as referred to previously, simply means that if the volunteer has other insurance, such as Medicare, that insurance would be primary (pays for a claim first), and the coverage provided by this policy would be excess of Medicare and any supplemental policies that the volunteer has in force. In the event that a volunteer has no other insurance coverage, this policy would be primary. There are two parts to this insurance coverage:

1. **Medical Coverage:** If due to an injury and within 26 weeks from the date of the accident, a volunteer requires medical or surgical treatment, including hospitalization but excluding dental care, coverage up to \$10,000 will be provided up to 104 weeks after the accident has occurred
2. **Dental Care:** Up to \$500 is available due to an accident, for dental treatment, services, and supplies.

Accidental Death, Dismemberment, or Loss of Sight: If within 180 days after the date of the accident such injuries result in a volunteer's death, dismemberment, or loss of sight, the insurer will pay:

1. Death: \$2,500
2. Both hands or both feet or both eyes : \$2,500
3. Either hand or foot and one eye: \$2,500
4. One hand and one foot: \$2,500
5. Either hand, foot, or sight of either eye: \$1,250
6. Thumb and index finger of the same hand: \$625

There are a number of definitions, exclusions, and other provisions in the insurance policy that are not discussed in this memo. A complete copy of the accident insurance policy is available for your review at Risk Management, 215 Mason.

If a volunteer needs to file a claim under this policy, please call Risk Management at 221-6708. The appropriate claim form(s) will be forwarded to the volunteer at that time. Return the completed claim form(s) to Risk Management. *Accident insurance claims must be submitted to the insurance company within 30 days after a covered loss begins.* Even if you do not know if a claim will be covered, please complete a claim form to protect the volunteer's rights.

4.2b Personal Liability

During the past several years, liability from law suits has become a very controversial issue in athletics. There have been several publications in regards to the pros and cons of athletic liabilities. Each case is judged on its individual merits and we cannot guarantee our guidelines will fully protect you from a liability suit. However, with some thought about what you are coaching, how you are coaching and the coaching techniques you are using can help stack the odds in your favor.

4.3 General Youth Coaching Principles

Coaching is an extremely important responsibility. A good coach always places the best interests of a player before winning. The players and their parents have placed you in a position of leadership, and you have a responsibility to give them your best effort. Additionally, this experience will play a significant factor in determining whether the players continue participating in the future.

Coaching youth sports is a difficult job because parents expect professional results from people who mostly are volunteers. High school, college, and pro coaches start as assistants and work their way up through the years of intense professional training. If you follow the list of coaching principals, then the players and their parents will be better served.

4.3a Ten Coaching Guidelines

- 1.** A coach should be enthusiastic without being intimidating. He or she should be sensitive to the children's feelings and genuinely enjoy spending time with them. He or she should be dedicated to serving children and understand that sports provide physical and emotional growth for its participants. Remember the sports are for the children.
- 2.** A coach needs to realize that he or she is an educator, not a drill sergeant. He or she should help the children learn and work to improve their skills. Personal gains are never a consideration. The job does not depend on winning. The best interest of the child transforms into the best interests of the game.
- 3.** The safety and welfare of the children never can be compromised. A coach will consider these factors above all others.
- 4.** A coach needs a tremendous amount of patience. Don't push children beyond limits in regards to practice. Children have many daily pressures and the athletic experience should not be one of them. Playing sports is supposed to be fun.
- 5.** A coach should care more about the players as people than as athletes. The youth sports program is a means to an end, not an end to itself.
- 6.** A coach should encourage his player to dream and set lofty goals. It is important to remain positive and refrain from discouraging remarks. Negative comments are remembered far more often than positive affirmations.
- 7.** A coach needs to remember that the rules of the game are designed to protect the participants, as well as to set a standard for competition. He or she never should circumvent or take advantage of the rules by teaching deliberate misconduct. A coach who puts his or her opponents' team at risk should not be involved with children.
- 8.** A coach should be the first person to demonstrate good sportsmanship. A coach should take a low profile during the game and allow the kids to be the center of attention.
- 9.** Parents and players place a lot of trust and confidence in the coach. The coach has an important role in molding the athletic experience of the child.
- 10.** A coach can measure success by the respect he gets from his or her players, regardless of victories or defeats. Children who mature socially and physically while participating in sports are the best indication of good coaching.

5. Safety Information

5.1 Safety

Safety is everyone's responsibility. Participants often don't take their own safety into consideration when having fun. It is our responsibility as coaches to be safety-conscious and protect the participants from injury. Look for unsafe situations or hazards and correct them yourself or immediately notify your supervisor.

5.1a First Aid & CPR

Coaches are strongly encouraged to become CPR/first aid certified. In the event that first aid must be administered, staff members must wear gloves. Know the location of the closest first aid kit. If you think an injury is serious, solicit the aid of another staff member if possible. Know from your supervisor the correct procedures for all injury situations.

5.1b Concussions

On January 1st, 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 any youth sports must take a brief online concussion training that will teach you the importance of recognizing a concussion in a young athlete.
2. Makes it mandatory that an athlete may not return to play after a suspected concussion without the authorization of a medical professional.

Getting trained is easy. Visit: <http://cdc.gov/concussion/> and watch the video. At the conclusion of the video you will take a quiz. Once you pass the quiz print the certificate and turn it into the office of the sport you are coaching. This quiz must be taken and completed prior to the beginning of the season. Don't have a computer? Visit any public library or Northside Aztlan Community Center (call 970-221-6256 for computer lab hours). *Concussion signs and symptom flyer as well as an action plan are located in the back of this manual in Appendix 6.3.*

***Certifications can roll over from sport to sport and need to be completed 1 time every calendar year.**

5.1c To Ensure Safety and Prevent Accidents, You Should:

1. Properly plan your practice.
2. Be sure the environment is safe; the court/field is clear of any objects which could cause accidents.
3. Be sure all players have proper and adequate equipment.
4. Teach the fundamentals of the game, and match athletes by size, maturity, and skill.
5. Do not have practice or drills without supervision.
6. Do not allow crowding, pushing, or "horseplay" before, during, or after practice and games.
7. Be aware, warn of inherent risks and evaluate athletes for injury or incapacity.
8. Each activity should always have a first aid kit accessible and emergency protocol should be well known.
9. Keep adequate records of incidents.

5.1d Conditioning, and Exercise

Coaches should acquire an understanding of the concepts regarding training and conditioning which are specific to the sport they are coaching. Experienced coaches, athletic trainers, and sports medicine physicians should be helpful in this respect.

Regardless of the sport with which a coach is involved, there are usually some practices which may be harmful to the well-being of the players. There are situations and activities that should be avoided. It is your responsibility to understand these potentially harmful situations.

Safety cannot be assured in any activity through action of leaders alone. Children must be impressed with the importance of safety and should be taught to avoid accidents to them and to prevent accidents to others. The results of this education will carry over to the school playground, home, and later in life. Health and sanitation can be a feature of these programs. The health and physical welfare of the children can be promoted and protected by the supervisors, coaches, officials, etc. To accomplish this you should:

1. Encourage players to warm up before games - cool off gradually after games.
2. Alternate players and watch for excessive fatigue.
3. Encourage players to be clean and neat.
4. Instill in children an appreciation of personal hygiene and development of healthy habits.
5. Don't encourage children to use soiled or dirty equipment.
6. Encourage children to eat balanced meals and to get adequate sleep and rest.
7. Encourage all children to shower after each activity.
8. Teach all children to control tempers in all circumstances.

5.1e Tips for Conditioning, Warm-Up, Cool Down and Stretching

1. Conditioning

Every practice should begin with a warm-up. The importance of the warm-up should not be overlooked. Failure to properly warm-up before practice will increase the risk of injury.

2. Warm-Up

Warm-up with some light activity, then have your athletes begin stretching and concentrate on the muscles used in the sport. Try to have five to ten selected stretching exercises. As a minimum, have your athletes stretch the hamstrings and lower back to avoid lower back problems. Regularly remind your athletes of the importance of maintaining flexibility.

3. Cool Down

Many coaches neglect the cool-down period, which if not done will increase the risk of injury to the athletes. Spend a few minutes slowly returning the body to its resting state. Do so with light exercise; additional stretching is also important.

4. Stretching Tips

Do not "bounce" while stretching. Stretch until it is felt in the muscles and hold for about 15 - 20 seconds. Repeat and try to stretch a little further but do not force the stretch. Flexibility is essential and will help the athlete as well as reduce the risk of injury.

5.2 In Case of Emergency

1. Maintain the phone numbers and ensure the availability of nearby emergency care units.
2. Assign an assistant coach or another adult the responsibility of contacting emergency medical help upon your request.
3. Do not move an injured athlete.
4. Calm the injured athlete and keep others away from him or her.
5. Evaluate whether the athlete's breathing is stopped or irregular, and if necessary, clear the airway with your fingers.
6. If the athlete's circulation or breathing has stopped, administer cardiopulmonary resuscitation (CPR), or have a trained individual administer it and call 911.
7. Remain with the athlete until medical personnel arrive.
8. Complete an incident report (See Section 5.3 for more information).

5.3 Incident Reports

An incident is any activity that includes but is not limited to thefts, misconduct, fighting, vandalism, etc. A completed incident report includes names of **every** person involved, including witnesses, as well as addresses and phone numbers; a detailed description from you and others involved about the incident, whether or not the police were called (for thefts), date and time, and your name, along with any other staff members working at the time. See your supervisor for more specific instructions concerning involving the police department.

5.3a Player Incidents

Occasional accidents are bound to occur in sport, therefore, recreation employees need to be prepared to act promptly and efficiently in the instance of an accident. An incident report needs to be completed for each incident, and is particularly important any time a participant is injured. This form must be completed immediately, regardless of how trivial an injury or accident may seem. It is very important to include details, since they are easier to remember while the situation is still fresh in your mind. It is also critical to get names and phone numbers of witnesses and to sign and date the report. It goes without saying that all reports should be readable by others. Know the proper procedure for filing these reports with your supervisor.

5.3b in Cases of Serious Incidents

1. Notify the parents.
2. Call an ambulance if it is necessary (the cost is the responsibility of the user).
3. Submit the written report of the accident to the Program Coordinator.
4. In town, a doctor should not be called without the consent of the parent or guardian unless it is a matter of life or death.

***NOTE: See your field supervisor for more questions and further information on incident and concussion reports.**

Revised Summer 2015

6. Appendix

6.1 City of Fort Collins Sport Code of Conduct

SPORTS CODE OF CONDUCT

Applicability:

This Sports Code of Conduct applies to all sports organized by the City of Fort Collins Recreation Department, whether taking place on City-owned property, or on any other property that the City of Fort Collins has arranged to use. “Sports” include any and all activities or events listed under the category of “sports” in the most current edition of the City of Fort Collins *Recreator* Publication. The City of Fort Collins may add or delete activities from this category in the City’s discretion.

Definitions

City: The City of Fort Collins.

Coach: The person designated as a team’s spokesman; may be either a player or non-player in adult sports.

Field of play: The part of a court, field, ring or other sports venue that is considered within the boundaries for regulation play of a particular sport.

Field supervisor: The City of Fort Collins employee responsible for the operational functions and staff assigned to the sports games, activities or events scheduled, in addition to this Code of Conduct.

Manager: The City’s Recreation/Sports Manager or other such persons (the Director of Recreation).

Official: A person who the City has arranged to be present at a sports venue for the purpose of administering the rules of the game, match or event, in addition to this Code of Conduct.

Parent: The legal guardian responsible for a child who is under the age of 18 and is participating in a sport sponsored by the Recreation Department.

Participant: Any coach, player, parent, spectator, official, or any other person involved in any way with any sport sponsored by the Recreation Department.

Participation: Any involvement in a Recreation Department sport, including spectating, officiating, playing, coaching, or attending a sporting event.

Player: A person who physically participates in a sport or is on the roster of the team or group participating in the sport.

Probation: A period of time during which a person who has previously violated the Sports Code of Conduct may have no further violations.

Recreation Department: The City of Fort Collins Recreation Department.

Sport: Any Recreation Department-organized activity or event that is listed under the category of “Sports” in the most current edition of the *Recreator* publication or a new yet-to-be advertised activity that is run by a recreation staff member who is specifically designated by organizational chart as a member of the sports team.

Spectator: A person who watches a sport for entertainment with no physical involvement.

Sportsmanship: Conduct, such as fairness, graciousness in winning or losing, respect for one’s opponent and for officials; conduct appropriate to one participating in a sport.

Sports venue: Designated buildings and areas improved with fencing, bleachers, goals, turf, lines or other markings that are intended for use by players, officials, spectators or anyone else participating in a sport.

Examples: fields, courts, tracks, gymnasiums or field houses, arenas, pools, ice rinks, and bowling alleys.

Suspension: Loss of the privilege to participate in any manner in a Recreation Department sport.

Unsportsmanlike: Exhibiting poor behavior through negative, disruptive or inappropriate actions

Prohibited Acts:

No participant before, during or after scheduled games, activities, matches or events shall:

1. Physically attack any other participant or any City staff person. This includes but is not limited to striking, shoving, kicking or otherwise touching or subjecting another person to physical contact in a threatening or alarming manner.
2. Refuse to abide by an official's decision and /or contest such decision in an unsportsmanlike manner.
3. Use obscene language or gestures, harassing, insulting, taunting or challenging language, racial, ethnic or sexual slurs, or unsportsmanlike demonstrations of dissent concerning an official's decision.
4. Use unnecessary roughness in the play of a game against an opposing player.
5. Throw or dispose of any object onto the field/court of play.
6. Violate the City of Fort Collins smoking, open container ordinance, other state or local alcohol or drug laws while at the sports venue; nor shall a participant enter the field of play while under the influence of drugs or alcohol.
7. Display other unsportsmanlike conduct while at a sports venue.

Enforcement:

The official and on field supervisor have the full discretion to handle the misconduct as deemed fit; warnings will be assessed before penalties are enforced. The misconduct will be addressed by the following enforcements:

1. **Minimum Penalties:** Participant misconduct resulting in an ejection from the current sport activity and suspension from the next scheduled game, activity or event. In the instance the ejection is post game play; the player will not be permitted to play in the next two scheduled games. *Once a participant has been ejected, the participant must leave the sports venue immediately. This means going far enough away that he or she cannot be seen or heard by any participant within the sports venue.*
2. **Mid-Range Penalties:** Participant misconduct resulting in suspension for up to the remainder of the scheduled season or up to one year, in addition to one or more years on probation. After review of the alleged violation by Recreation Department staff, mid-range penalties may be imposed if :
 1. Another infraction has occurred by the individual resulting in a penalty within the past calendar year;
 2. The individual violated more than one section of this Code during the current incident; and/or
 3. In the judgment of staff, the severity of the infraction justifies penalty beyond the minimum but not to the maximum level. Mid-range penalties may be imposed in addition to minimum penalties.
3. **Maximum Penalties:** Participant misconduct resulting in suspension for one year to lifetime banishment. Maximum penalties may be imposed if, after review of the alleged violation by Recreation Department staff, it is determined that the severity of the violation justifies the maximum penalty, based on negative impact to the program, other participants, spectators, and/or staff. Maximum penalties may be imposed in addition to minimum and/or mid-range penalties.

Additional Penalty Information

1. Any participant ejection results in team probation until cleared by the sports coordinator or supervisor.
2. Any behavior that is also a violation of law may result in criminal charges.
3. Any participant who engages in three prohibited acts during any twelve-month period shall be suspended for up to five years, followed by two years of probation.
4. Any participant who engages in a prohibited act while on probation shall be suspended for one to five years.
5. Any participant who engages in more than three prohibited acts during any twelve-month period shall be banned for life from recreation sports, activities and events.
6. Any coach that is ejected from a contest or is given more than one unsportsmanlike conduct penalty in a season is required to take the National Federation Sportsmanship Course before they are allowed to coach in any contest.

Appeals:

Appeals of any enforcement decision may be made by submitting a written statement of appeal to the Recreation/Sports Manager **before your next scheduled game** of the issuance of the decision to be appealed. If an enforcement decision is not appealed within the proper time period, it shall be considered final. The statement of appeal shall include:

1. A description of the decision in question and related events
2. The basis for the appeal
3. Any additional information he or she believes is relevant in support of the appeal

The Recreation Manager will conduct such investigation as he or she determines to be appropriate, given the basis of the appeal and the related facts, and may conduct an informal hearing on the matter in his or her discretion. In the alternative, the Manager may convene an Appeals Board made up of Parks and Recreation staff that has no personal involvement in the decision being appealed, and such board shall conduct an appropriate investigation. The Recreation Manager or Appeals Board, if one is convened, shall issue a written decision on the appeal within 30 days from the filing of the appeal. The written decision shall include an explanation of the basis for the conclusion reached.

***Appeals may not be made for instances that are penalized as minimum penalties.**

Cast Policy:

No player may participate in any sports program while wearing a cast due to concerns of safety for both the player and others participating in our sports programs. This policy is mandatory and unnegotiable. In the event of a serious injury (like breaking a bone) during a City of Fort Collins Recreation event, a refund may be distributed to you.

6.2 Coaching Agreement

City of Fort Collins Recreation Department COACHING AGREEMENT

Coaches' Responsibilities

1. Be present at all scheduled practices and games; be early and stay until after the last team member has gone.
2. Inform players of the time and location of all practices and games.
3. Establish and maintain a telephone and email list of all players, coaches, and emergency numbers.
4. Make sure every team member is fully and properly equipped.
5. All equipment issued should be treated with utmost care and returned to the Parks and Recreation office as soon as the season is over (except t-shirts).
6. Instruct participants on the rules of the game; teach participants the techniques, fundamentals, and skills of the game.
7. Use understanding and appropriate language when coaching. Use a good deal of positive reinforcement.
8. Ensure participation of all team members.
9. Provide a safe environment for practice and impress upon the team the importance of safety.
10. Be responsible for your team members' conduct, including parents
11. Your own conduct should be professional. Remember, you are representing the City and should act accordingly.
12. Be an example, and carry through with your responsibilities, and keep in mind that you easily influence the youth as a coach.
13. Maintain a neat, orderly appearance at all times while coaching.
14. Hold a parent meeting to establish team rules, objectives and responsibilities, and pass out team schedules.
15. Complete all paperwork required by the City of Fort Collins Youth Sports Office (application, background check, Concussion Certification and Coaching Agreement). Paperwork is also required for any assistant coaches who may be alone with the team during the season.

Game Responsibilities of the Coach

1. Have a line-up and sub plan ready before going into the game.
 2. Have all of the team members at the game site 15 minutes before game time.
 3. Keep all team members together and away from the field of play during other games.
 4. Play all players fairly and equally regardless of ability and knowledge of the game (as long as they attend practices). All players need to be substituted unless you only have enough players to play at a time.
 5. A good coach uses opportune times during the game to provide instructional tips and encouragement.
 6. Most of a coach's teaching should be done in practice. Remember during games you should be positive and don't take your embarrassment out on the players.
 7. Promote good sportsmanship with the parents and players for games and practices. Explain to parents that it is your responsibility to talk to the officials and they should refrain from contact with the officials.
 8. Adhere to the officials and other City staff during games and not argue with the officials/staff.
 9. Read and adhere to the City of Fort Collins Sports Code of Conduct.
 10. At the end of the game, always thank the officials for their effort and acknowledge the opposing coach.
- City of Fort Collins Recreation Department Code of Ethics for Coaches

I understand that my responsibilities as a coach are of great importance and that my actions are a very visible example to the participants with whom I am involved. I promise to uphold the specifics of the following code:

1. I will treat each individual (player, opposing coach, official, parent, and administrator) with respect and dignity.
2. I will do my best to learn the fundamental skills, teaching techniques, and strategies of my sport.
3. I will become thoroughly familiar with the rules of my sport.
4. I will become familiar with the objectives of the youth sports programs with which I am affiliated. I will strive to achieve these objectives and communicate them to all participants.
5. I will uphold the authority of officials who are assigned to the contest in which I am involved, and I will assist them in every way to conduct fair and impartial competitive contests.
6. I will learn the strengths and weaknesses of my players, in order that I might place them into situations where they have a maximum opportunity to achieve success.
7. I will conduct my practices and games so that all individuals have an opportunity to improve their skill level through active participation.
8. I will communicate to the participants the rights and responsibilities of all individuals.
9. I will cooperate with the administrators of our organization in the enforcement of rules and regulations, and will report any irregularities that violate sound competitive practices.
10. I will protect the health and safety of my players by insisting that all of the activities under my control be conducted for the physiological welfare.
11. I understand that if I am given more than one unsportsmanlike penalty during any season or if I am ejected from a game I will not be allowed to return to coaching until I 1) Take the National Federation Sportsmanship Course and 2) Meet with the Recreation Coordinator or Supervisor to discuss expectations of displaying proper sportsmanship in Youth Sports.

As a coach in the youth sports program for Fort Collins Recreation Division, I have read, understand, and I agree to the above expectations of me as a coach. I fully understand the points of emphasis and that if I do not adhere to these requirements that I may not be able to continue coaching for the City of Fort Collins.

PRINT NAME

SIGNATURE

DATE

6.3 Concussion Information

6.3a Concussion Signs & Symptoms

Heads-Up CONCUSSIONS

Signs & Symptoms

Athletes who experience any of the signs and symptoms listed below after a bump, blow or jolt to the head or body may have a concussion

Signs Observed by Coaches	Symptoms Reported by Athlete
Appears dazed or stunned	Headache or “pressure” in head
Is confused about assignment or position	Balance problems or dizziness
Forgets an instruction	Nausea or vomiting
Is unsure of game, score or opponent	Feeling sluggish, hazy, foggy or groggy
Moves clumsily	Double or blurry vision
Answers questions slowly	Sensitivity to light
Loses consciousness (even briefly)	Sensitivity to noise
Shows mood, behavior or personality changes	Concentration or memory problems
Cant recall events prior to hit or fall	Confusion
Cant recall events after hit or fall	Does not “feel right” or is feeling down”

WHEN IN DOUBT, SIT THEM OUT!

6.3b Concussion Action Plan

ACTION PLAN

If you suspect that an athlete has a concussion, you should take the following four steps:

1. Remove athlete from play.
2. Ensure that the athlete is evaluated by an appropriate health care professional. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussions.
4. Keep the athlete out of play the day of the injury and until an appropriate health care professional says they are symptom-free and it's OK to return to play.



7. Youth Sports General Rules & Regulations

1. **Player Registration:** Registration of all participants will be done at any City of Fort Collins recreation facility. Call 970-221-6256 to inquire about openings. Coaches must make sure participants are registered; unregistered participants should never be allowed to participate.
 - a. Participants may be divided into teams according to grade at each school.
 - b. Never tell a child there is room on your team.
2. **Eligibility:** Participant must be in grades K-8 to be eligible to participate in this program.
3. **Fees:** Each participant shall pay a program fee and a shirt fee, if needed. If a participant is unable to pay the fee, they will not be kept from participating. The participant should contact the Recreation Department at 970-221-6256 for more information.
4. **Rosters:** The keeping of the players' roster of each team, transferring of players, and the addition of new players shall be the responsibility of, and subject to the approval of the Program Coordinator.
5. **Practices:** Each team shall practice up to two days a week, and play one or two league games a week. Due to scheduling there may be only one practice per week.
 - a. Practices shall not exceed one and one-half hour.
 - b. Practices shall not exceed your scheduled time slot. Coaches may schedule practice games if they desire.
 - c. A practice game must be cleared through the Program Coordinator, and will count as a practice.
 - d. Do not hold Sunday practices.
6. **Game Time Presence:** Coaches are responsible for having the team at the site and ready to play 15-minutes before game time. Please have rosters (team league only) ready 10 minutes prior to game.
7. **Participation/ Attendance:**
 - a. All players in the program shall receive fair playing time.
 - b. No coach may permanently dismiss a player without first conferring with the Program Coordinator.

NOTE: Please notify parents and the Program Coordinator if you are not planning to let a player participate in a game because of unexcused absences or disciplinary reasons.

8. **Gym/ Field Time:**
 - a. Do not call the school district or school about gym time. All requests need to go through the Program Coordinator even if you are a teacher or know a staff member at the school. Stay with your scheduled practices days/times, have permit on your person during practices.
 - b. Practice gyms will/may be shared. With an increase in numbers of participants and limited space, gym sharing at practice facilities may be necessary. Make the most of it and design your practices around half court use.
 - c. Practice fields assigned by the Program Coordinator upon request only. Coaches must practice at one of the locations provided.
7. **Determination Wet Ground:** Prior to 7:30 A.M., the determination will be made by the Parks and Recreation Staff. Coaches and players can call City Line at 970-416-2898 for information after 7:30 A.M. on Saturday game days. Practice is determined by the coaches. Please exercise sound judgment in your decisions. Keep in mind the safety of your players and the impact on the practice surface. **Please do not practice in rain or snow, as it will destroy the fields.**

9. **Equipment:** Equipment must be issued through the City of Fort Collins Parks and Recreation. Any equipment provided by the participant must be approved by the Program Coordinator.
 - a. **Uniforms:** Each player must purchase a reversible recreation T-shirt to wear; middle school league athletes will wear school logoed t-shirts. Sweat pants and shorts without pockets are recommended; athletic supporters are also recommended for some sports. See sport specific rules for more information. *Jerseys can be purchased at Northside Aztlan Community Center, 112 E. Willow or EPIC, 1801 Riverside.*
 - b. **Shoes:** Acceptable footwear includes canvas or leather-type tennis shoes, rubber molded sole, round cleat soccer style shoes, or turf style shoes. Cleats that expose metal are illegal. If you have questions concerning shoes, please contact the Recreation office.
 - c. **Equipment purchased by parent:** Any equipment that is purchased by the parent for the player must be approved by the Program Coordinator before any player is allowed to use said equipment in any scrimmage or regular game. All protective equipment must meet the guidelines set forth by the governing body for rules.
 - d. **Equipment Return:** Players will turn their own equipment in immediately following the final game. Coaches are to remind players to bring a change of clothes to their last game
10. **Jewelry:** No jewelry is allowed; all jewelry is considered illegal equipment. This includes earrings, watches, rings, necklaces, bracelets, etc. The only exception is medic alert jewelry, which must be secured and considered safe to other players by the gym supervisor.
11. **Blood Rule:** Whenever a player suffers a laceration or wound where bleeding or oozing occurs, the game will be stopped immediately. The player will be removed from the game until the bleeding has stopped. If a substitute is available, he/she will replace the injured player and play will continue. The player may re-enter the game only with the officials' approval. This means bleeding must be stopped and/or wound covered. Any piece of saturated clothing with blood must be removed and replaced.
12. **Health:**
 - a. Physicals are strongly recommended. The league coordinator reserves the right to make physicals mandatory to any participant.
 - b. Athletes that are ill may not participate. This includes any athlete that has a fever, chronic cough or other flu like symptoms.
13. **Coaches:** Coaches are expected to display good sportsmanship at all times. If during a game/match a coach has a question of the official he may request to speak with the official at the table for clarification. Coaches may never yell out disagreements with the official. Any excessive arguing from a coach or assistant coach at the field supervisor, official or Program Coordinator will lead to that coach or assistant coach excused from game and must leave the park immediately. That coach is then on suspension until a ruling comes from the Program Coordinator or Recreation Supervisor.
14. **Unsportsmanlike Acts & Ejections:** Any player, coach or spectator displaying unsportsmanlike behavior, which includes, but is not limited to: Swearing, taunting, arguing with an official or supervisor, or arguing with other team, will be ejected from the game, receive an additional one game suspension, and be placed on probation for the remainder of the year.
 - a. Any foul language could result in expulsion from the game and include an additional one game suspension.
 - b. Any player who throws a punch, pushes or makes other unsportsmanlike contact with a player will be ejected from the game and will receive an additional game suspension. He/she

- will immediately be placed on suspension until the ruling comes from the Program Coordinator.
- c. Any player, coach or spectator ejected from a game will automatically be not eligible for the next scheduled game, must leave the facility and may have to meet with the Program Coordinator before eligibility is reinstated.
15. **Complaints:** All complaints must go to the Program Coordinator. For any incident, all the information must be written up and given to the Program Coordinator.
16. **Elastic Clause:** Any decision made by the umpire, field supervisor, or program coordinator is final. If an umpire or supervisor feels that a rule needs to be made during a game that umpire or supervisor may do so by informing both coaches.