



YOUTH ATHLETICS

VOLUNTEER COACH'S HANDBOOK

WHERE OUTLAWS COME TO PLAY!

SISTERS PARK & RECREATION DISTRICT
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Dear Volunteer Coach,

Sisters Park & Recreation District welcomes you to our youth athletics program! Our goal is for all participants and their parents/guardians to have an enjoyable experience. SPRD's youth athletic programs are designed to be recreational with a focus on fundamental skill development, participation, teamwork, sportsmanship, and FUN! As a volunteer coach, you are an integral part of this, and we thank you for your dedication, time, and energy spent coaching our community's youth.

We also want to make your coaching experience an enjoyable one. Part of this experience is equipping coaches with the information and training they need to be successful. This handbook has been developed as a guide and reference tool to help inform and better serve you as a volunteer coach. If you have any questions, please contact our youth athletic staff at the contact information provided.

Thank you again for your willingness to inspire our community's youth through sports. We appreciate you and look forward to having a fantastic season!

Sincerely,

*Sisters Park & Recreation District
Recreation/Athletics Team*

District Information

District Mission

Sisters Park & Recreation District will provide our community with exceptional recreation opportunities that enhance livability.

Contact Information

District Office

sprd@sistersrecreation.com
541-549-2091

Recreation/Athletic Coordinator

Kassidy Vaughan, CYSA
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541-549-2091

Deputy Director

Jared Lustig, CPRP, CYSA
jared@sistersrecreation.com
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Stay Informed

District Website

The district uses its website (www.sistersrecreation.com) as a tool to disseminate information to district residents and program participants. It can be a valuable tool for coaches and parents to access information about our programs.

TeamSideline

The district uses its TeamSideline website (www.teamsideline.com/sistersrecreation) to manage its athletic programs, including schedules, rosters, rules, and program communication.

Newsletter

The district sends out a monthly digital newsletter to keep district residents informed of upcoming programs and events. Visit www.sistersrecreation.com to subscribe.

Social Media

The district uses social media to keep district residents informed and up to date on programs, events, and other important announcements.

FACEBOOK: www.facebook.com/sistersrecreation

INSTAGRAM: @sistersrecreation

Our Philosophy

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

SAFETY & FUN

We are committed to creating a safe, fun, and positive environment for all participants that allows each participant to thrive and enjoy their experience in our programs.

EVERYONE PLAYS

We are committed to promoting participation through fair play and equal playing time for all participants to maximize their experience and strive to create a lifelong love of sport.

SKILL DEVELOPMENT

We are committed to promoting instruction and learning over competition through individual and team development that focuses on the fundamental skills of each sport and improving each participant's personal skill level.

TEAMWORK

We are committed to creating a strong sense of team and a positive environment where all participants feel valued, contribute to and learn to work collaboratively with others.

SPORTSMANSHIP

We are committed to instilling good sportsmanship in all participants through fair play, encouragement, and hard work with an emphasis on each child having fun, doing their best, and focusing on the overall experience rather than the outcome of games.

National Alliance for Youth Sports

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



Volunteer Coach Information

Volunteer coaches are vital to the success of our youth athletic programs. Your support allows the district to offer youth athletic programs at an affordable rate so that all youth in the community have a chance to participate. Our youth athletic programs would not be possible without our volunteer coaches. Sisters Park & Recreation District greatly appreciates every volunteer coach each season.

How to Become a Volunteer Coach

All volunteer coaches are required to complete the volunteer coach application process and must complete the following mandatory requirements and trainings:

1. [SPRD Volunteer Application](#)
2. Criminal Background Check
3. Attend Coaches Meeting
4. Attend Coaches Clinic
5. DHS Mandatory Reporting
6. Coach's Code of Conduct
7. NAYS Coach Certification
 - a. Coaching Youth Sports
 - b. Sport-Specific Training
 - c. Basic Youth Sports Safety & First Aid
 - d. Concussion Training

Exception - Returning volunteer coaches may be exempt from certain trainings. The program coordinator will inform returning coaches of all trainings they are required to complete before the start of each season.

Coaching Expectations

Volunteer coaches are looked upon as mentors and role models for our youth. Volunteer coaches are considered representatives of the district and must be supportive of the district's youth athletic philosophy and program goals. It is the expectation that volunteer coaches will follow the Coach's Code of Conduct and always present themselves in a positive and professional manner.

For programs to be successful and provide a positive and enjoyable experience, the district has established the following expectations for volunteer coaches. Failure to follow these expectations may result in dismissal as a volunteer coach and being barred from any future volunteer opportunities.

Communication

- Communicate with the program coordinator if they will be absent from practices or games due to illness, work conflicts, or personal commitments. Coaches should notify the program coordinator before the season begins of possible conflicts.
- Communicate with the program coordinator regarding any player or parent/guardian issues or concerns.
- Communicate with team parents/guardians regarding the district's youth athletics philosophy, practice schedules, game schedules, playing rules, picture day, and any other pertinent program information.
- The district recommends that volunteer coaches **do not** give out their personal phone number or email address. The district utilizes *TeamSideline Team Sites* as a communication tool for coaches and parents/guardians for digital messaging and team notifications.

Mandatory Reporting

The district considers all volunteer coaches to be mandatory reporters. All volunteer coaches are required to complete a one-time [mandatory reporting of child abuse training](#) from the State of Oregon and complete and return the district's *Mandatory Report Questionnaire* to the program coordinator.

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

Practices & Games

- Arrive 10-15 before practices and games are scheduled to start. To avoid supervision problems, coaches should communicate with parents that players do not arrive more than 5-10 minutes before practices are scheduled to start.
- Stay at practice and game site until the last participant has been picked up.
- Be prepared and have a plan for all practices and games.
- Be present and attentive during practices and games; the district discourages coaches from using their cell phone and asks that coaches keep their phones away, on silent, and refrain from personal calls and texts while coaching.
- Coaches are **NOT** allowed to schedule extra practices or games, or change practice days, times or locations without explicit consent from the program coordinator.

Player Safety

- Coaches are expected to remind participants of their safety and to be aware of situations that might pose a threat.
- Coaches are expected to alert the district of any unsafe equipment or issues with facilities or fields.
- Coaches should avoid transporting children, other than their own, under all circumstances.
- Coaches should avoid being left alone with a single participant; if a player is the last to be picked up, it is recommended to remain in plain sight of the public if possible.

Negligence - Volunteer coaches are responsible for the care and well-being of the participants under their guidance. Recent legal court decisions have expanded the definition of negligence to include “failure to warn” and “failure to instruct.” Improper instruction specific to a sport could lead to a successful lawsuit.

Player Discipline

Coaches are responsible for handling disruptive behavior in an appropriate manner that addresses the behavior and **NOT** the child. Coaches are expected to communicate and work collaboratively with parents/guardians to resolve any behavioral issues. All continued behavioral issues should be communicated with the program coordinator in a timely manner if additional assistance is needed.

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

Helpful tips to prevent discipline:

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

Helpful tips if there is a problem:

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

Alcohol, Tobacco & Other Drugs

- The district prohibits the possession and consumption of alcohol, tobacco, and other drugs on district property and during all district programs. This includes smoking, vaping, and other electronic or battery-operated devices which allow a substance to be inhaled. This policy extends to all participants, coaches, parents, and spectators.
- Individuals found to violate this policy will be asked to leave the premises immediately and may be banned from district facilities and future programs. Law enforcement may be contacted at the discretion of district staff if necessary.
- Any volunteer coach cited for the illegal use of drugs or related to alcohol **MUST** report it to the program coordinator. The individual will be removed from their coaching duties until all investigations are completed. At that time and based on the outcome, a decision will be made to either reinstate or remove the individual from their volunteer coaching duties.

Celebrations

Teams are encouraged to celebrate their season! End-of-season parties are a great way to accomplish this but are the responsibility of each coach. The district will provide the following:

- Coaches may request up to two hours to host an end-of-season party at the Sisters Community Recreation Center at no cost. Requests will be fulfilled on a first-come, first-served basis and based on facility availability.
- End-of-season party must occur during regular business hours.

Coaching Benefits

Volunteer head coaches are eligible to receive a RecTrac account credit equal to the cost of their program registration fees **after** returning all program equipment following the end of the program.

Coach's Code of Conduct

All coaches are expected to adhere to the following *Coach's Code of Conduct*.

- 1. I will place the emotion and physical well-being of my players ahead of a personal desire to win.**
 - Allow and encourage the players to listen, learn and play hard within the rules.
 - Fulfill the expected role of a youth coach to adopt a “children first” philosophy.
 - Place the emphasis on fun, participation and team.
- 2. I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.**
 - Recognize the differences of each child and treat each player as an individual.
 - Encourage all players, regardless of their skill level.
 - Recognize that some physical tasks, drills and demands are not appropriate for all youth
- 3. I will do my best to provide a safe playing environment for my players.**
 - Maintain a high level of awareness of potentially unsafe conditions.
 - Correct and avoid unsafe practice or playing conditions.
 - Use appropriate safety equipment necessary to protect all players.
 - Report unsafe conditions to SPRD staff.
- 4. I will do my best to organize practices that are fun and challenging for all my players.**
 - Establish practice plans that are interesting, varied, and productive which are aimed at improving all players' skills and individual abilities.
 - Devote appropriate time to the improvement of each individual player.
 - Conduct practices of reasonable length and intensity appropriate for the age and conditioning of the players.
 - Focus on skill development, fun and fundamentals.
- 5. I will lead by example in demonstrating fair play and sportsmanship to all players.**
 - Abide by and support the rules of the game as well as the spirit of the rules.
 - Provide an environment conducive to fair and equitable competition.
 - Use the influential position of a youth coach as an opportunity to promote, teach and expect sportsmanship and fair play.
 - Use appropriate language at all times; at no time is profanity acceptable.
- 6. I will not cheat or engage in any form of unethical behavior that violates league rules.**
- 7. 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.**
 - Be alcohol and drug free during all league sponsored events.
 - Refrain from the use of any type of tobacco products at all team activities or in the presence of players.
 - Encourage parents to refrain from public use of tobacco products or alcohol during team activities.

8. I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.

- Study and learn the rules of the game for the appropriate age group.

9. I will use coaching techniques appropriate for all the skills that I teach.

- Review all coaching materials provided to coaches.
- Attend all coach's meetings.

10. I will remember that I am a youth sports coach and that the game is for children and not adults.

- Emphasize skill development, participation, sportsmanship, teamwork, and fun over winning.
- Treat parents and other coaches with respect.
- Treat officials and league administrators with respect.

11. I will assist SPRD to uphold and enforce both the player and parent code of conduct for the duration of the season.

- Hold players and parents accountable for their actions and violations of their code of conduct.
- Report repeated violations to SPRD staff.

Enforcement

SPRD is dedicated to providing a youth sports experience that is positive, safe, and provides learning opportunities for all participants. In the event a coach violates the *Coach's Code of Conduct*, the following actions may be taken depending on the severity of the infraction:

- Verbal discussion and warning
- Written warning
- Probation
- Suspension (single-game or multi-game) and meeting with SPRD staff
- Seasonal suspension and meeting with SPRD staff
- Indefinite suspension

Coaching Resources

Keys to Being a Good Coach

- **Have Fun** - Make sure that smiles are your main focus. If each participant walks away every day excited about coming back, you know you accomplished your goal.
- **Be a Role Model** - Your players will have a tendency to copy your actions and moods. Show players how to act and carry themselves in a proper manor at all times.
- **Be Positive** - Stress everyone's good points. It will help to make each situation, whether positive or negative, a learning experience.
- **Be a Friend** - Give encouragement, take time to talk and listen to the participants.

Coaching Clinics

The district works with Sisters High School coaches and other local entities to provide coaching clinics as supplement trainings. Coaching clinics are mandatory for all coaches.

Coaching Tips & Resources

- **Organization** - Come to practices and games organized and well prepared. Make sure you have a plan and the equipment needed to be successful.
- **Practices** - Practices are where players will develop the most!
 - **Keep it Game-like** - Practice should be as game-like as possible. Use drills and games that mimic game-like situations and incorporate the skills players need to develop to be successful when its gametime. Use competitive games to keep practices FUN and engaging!
 - **Keep Players Moving** - Coaches should limit the amount of time players are standing around and in lines. Players should keep moving as much as possible to get the most benefit from practices. This will also help reduce behavioral issues with players.
- **Feedback** – Keep your feedback positive and be generous with it! Keep track of good behavior and reward it often! Provide your players with continuous feedback to correct unwanted actions and behavior. Ask your players questions to keep them engaged. Focus on correcting the skill you are trying to teach, and not what the player did wrong. Young players can easily become frustrated and disinterested when given negative feedback.

Additional coaching resources are available online on the district's [TeamSideline](#) site under *Coach's Corner*. Available resources include general coaching tips, drill examples, and sample practice plans. For additional coaching resources or practice ideas, coaches should contact the program coordinator for assistance.

Working with Parents

Volunteer coaching can be an exciting and rewarding experience. However, from time to time, you may experience difficulties with a parent/guardian. It is important to remember that they are simply looking out for their child. An important part of being a coach is having open and continued communications with team parents/guardians.

Helpful Tips

- Host a team meeting before or after the first practice and discuss the following:
 - Introduce yourself and your coaching style.

- The district's youth athletic philosophy.
 - Participants and parent/guardian expectations.
 - Practice and game schedules.
 - Playing rules.
 - Parent/guardian assistance (assistant coach, practice/game help, snacks, etc.).
- Encourage involvement, appreciate their interest, listen to their ideas, respect their concerns, and be respectful and polite.
- Discuss issues and concerns one-on-one and in a private setting. Coaches and parents are encouraged to use the "24-hour" rule and wait to discuss issues and concerns unless it is a matter of safety. It is not recommended to discuss issues and concerns in a crowd or in front of participants or other parents/guardians.
- Resist unfair parental pressure. YOU are the coach, and YOU are expected to uphold all district policies.
- Be fair and consistent with the treatment of participants; you will gain the respect of their parent/guardian.

Program Information

Player Eligibility

Participants must be registered with the district for the program to be eligible to participate. Participants who are not registered are ineligible to participate in both practices and games. Allowing players who are not registered for the programs opens both the district and you as an individual up to legal liability.

Player Assessments

Player assessments may be conducted before the start of or during the first week of each program to assist district staff in determining each participant's current skill level. Assessments are conducted by program staff with the assistance of volunteer coaches. All assessment results shall remain confidential and only be shared as needed and as determined by program staff.

Team Selections

Teams will be divided at the discretion of the program coordinator using the results from player assessments and input from coaches. It is the district's goal to create teams that are fair and balanced in terms of both age and physical ability. To maintain this balance, the district does not guarantee special requests for coaches and/or team placements but will consider these on a case-by-case basis.

Playing Time

- The district requires all participants to receive **fair and equal playing time** regardless of skill or ability. Players should play, at minimum, 50% of each game unless there is a valid reason otherwise.
- Playing time may be reduced at the volunteer coach's discretion under the following circumstances:
 - Repeated absences from practice with or without notice from the parent/guardian.
 - Repeated behavioral issues.
 - Player safety.
- Before playing time may be reduced, volunteer coaches must:
 - Work collaboratively with the parent/guardians to resolve the situation. Coaches should notify the program coordinator in all such instances.
 - Work with the program coordinator to resolve the situation.

Playing Rules

- Playing rules for each sport will be provided to coaches at the coaches' meeting. Programs that are offered through a program partner will follow the rules established by the partner organization for that specific age/grade level.
- Rules will be posted on the [SPRD TeamSideline](#) for coaches and parents to reference.
- Coaches should review the playing rules with their teams before the first game.
- Any questions or concerns regarding playing rules should be directed to the program coordinator.

Locations

- | | |
|---------------------------------------|--|
| • Sisters Community Recreation Center | 611 E. Cascade Ave. |
| • Sisters Elementary School | 2155 W. McKinney Butte Rd. |
| • Sisters Middle School | 15200 McKenzie Hwy. |
| • Sisters High School | 1700 W. McKinney Butte Rd. |

TeamSideline & Team Sites

The district uses TeamSideline (www.teamsideline.com/sistersrecreation) to manage its athletic programs, including practice and game schedules, rosters, rules, and program communication.

All volunteer head coaches will have access to a designated TeamSideline Team Site. Team Sites allow coaches to communicate directly with their team's parents/guardians, view practice and game schedules, and track practice and game attendance.

Practice Schedules

- Practice locations and times are determined by the district based on facility availability; specific team practice times will be determined by the district based on each coach's availability.
- Practice schedules will be distributed at least one week before the first week of practices to coaches.
- Coaches are responsible for contacting all parents/guardians after team selections have been completed with their practice schedule.
- Coaches must contact the program coordinator if there are any changes to their practice schedule, including cancellations, change of day/time, etc. Coaches are **NOT** allowed to schedule additional practices; if this occurs, coaches will be subject to disciplinary action and be personally responsible for the cost of the field rental.

Game Schedules

- Game locations and times are determined by SPRD based on facility availability.
- Game schedules will be distributed at least one week before the first week of practices to coaches.
- Coaches are responsible for contacting all parents/guardians after team selections have been completed with their game schedule.
- All teams will be limited to one (1) game per week unless the district needs to reschedule games due to cancellation.

Scoring & Standings

- Scoring will not be kept unless explicitly stated in the playing rules.
- **NO** standings will be kept. Please keep in mind that SPRD youth athletic programs are recreational programs with a focus on participation and instruction, not competition.

Uniforms

- The district provides uniforms for all participants. With the exception of tackle football, uniforms may be kept by each participant at the end of the season. Tackle football uniforms must be returned at the end of each season; if a uniform is not returned, the parent/guardian will be billed for the current replacement value of the uniform.
- Uniforms will be distributed to coaches before the first game.
- Coaches are responsible for distributing uniforms to their teams. If there are any uniform issues, coaches should contact the program coordinator in a timely manner.
- Participants must wear the uniforms provided on game days; no alterations or modifications are allowed to uniform during the season.
- All uniform bottoms (shorts or pants) must have **no pockets**.
- Personal safety equipment must be worn by each player as designated in the playing rules (e.g., helmets, shoulder pads, mouthguards, shin guards, etc.)
- Parents/guardians are responsible for providing any individual sport-specific equipment outlined in the playing rules (e.g., cleats, shin guards, mouthguards, etc.)
- Proper footwear must be worn as specified in the playing rules.

- **No baseball caps/billed hats** are allowed to be worn during practices or games.
- **No jewelry** is allowed to be worn during practices or games.

Equipment

- The district provides each volunteer coach with basic sports equipment (balls, cones, pinnies, pump, whistle, etc.) to conduct team practices.
- Coaches are responsible for returning all district equipment loaned to them within two weeks after the final game.
- If equipment is not returned during this timeframe, coaches will be billed for the current replacement value of the equipment; if equipment is returned the balance will be removed.

Pictures

- The district will schedule a designated photographer for team and individual pictures each season.
- Teams are required to use the district's designated photographer for team and individual pictures.
- Coaches will be provided with several dates/times to choose from and will be filled on a first-come, first-served basis.
- Pictures are optional and not included in registration fees; parents/guardians may purchase photos directly through the designated photographer.

Transportation

- The district does not provide transportation to youth athletic programs; it is the responsibility of parents/guardians to transport participants to and from all practices and games.
- The district prohibits volunteer coaches from transporting participants, other than their own, to and from practices and games.

Program Evaluations

The district values and encourages feedback on all programs. The district provides volunteer coaches will an opportunity to provide formal feedback through its *Youth Athletic Volunteer Coach Survey* at the end of each program. The district uses this information to learn how it is doing, how it can improve, and inform decision on future programs.

Emergency Procedures

Medical Emergencies

- For injuries and/or accidents that require more than basic first aid, volunteer coaches should **call 9-1-1** for professional medical assistance.
- If medical transportation is required, the parent/guardian is responsible for any costs incurred.
- If 9-1-1 is called, coaches must notify the program coordinator immediately.
- Parents/guardians should notify the district of any pre-existing medical conditions (e.g., allergies, medications, physical limitations, etc.) at the time of registration. The district will inform coaches of any conditions to assist professional medical personnel in the event of an injury or accident.

Concussions

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

Concussion Procedures

1. All district staff and volunteer coaches are required to complete concussion training through the NAYS/CDC Heads Up program.
2. All parents will receive a [concussion fact sheet](#) at the beginning of each sports season.
3. Additional information for parents and athletes on concussions is available through:
 - a. [NCYS STOP Sports Injuries](#)
 - b. [NFHS Concussion in Sports Training](#)
 - c. [CDC HEADS UP to Youth Sports - Parent website](#)
4. In the event of a head injury during a practice or game:
 - a. Coaches will treat all head injuries, whether in practice or game as if they are concussions.
 - b. For serious head injuries, 9-1-1 will be called for professional medical assistance.
 - c. If a concussion is suspected, the player should be removed from the field of play immediately, monitored, and not allowed to return the rest of the day. **“When in doubt, hold them out.”**
 - d. Parents will be contacted immediately and informed of the head injury.
 - e. Coaches must complete an *Accident/Incident Report* and submit it to the program coordinator as soon as possible and within 24 hours of the injury.

Return to Play Procedures

- If a concussion incident occurs, a player will not be allowed to return to practice or games until they have received written clearance to resume activity from a qualified medical professional.
- The parent/guardians must provide documentation to the program coordinator.
- The program coordinator will inform the participant’s coach that the player has been cleared to resume activity.

Accident/Incident Reporting

- *Accident/Incident Reports* are required to be completed whenever there is an accident or incident during practice or games. This includes all minor or major injuries and behavioral incidents.
- If 9-1-1 is called for any reason, the program coordinator must be contacted immediately.

Inclement Weather

Delays/Cancellations

The district reserves the right to delay or cancel practices and games at its discretion for the safety of all participants and spectators.

- All efforts will be made to reschedule games in a timely manner.
- Practices may be rescheduled at the discretion of the district.
- The district will make all final decisions regarding program delays/cancellations.
- The district will make every effort to communicate delays/cancellations no later than 2:30 pm on weekdays and 7:00 am on weekends.
- All delays/cancellations will be communicated to volunteer coaches and parents/guardians via email and posted to the [SPRD TeamSideline](#) page.
- Coaches are responsible for contacting their team's parents/guardians to inform them of any delays/cancellations.
- Coaches and parents/guardians are responsible for checking any delays/cancellations.

Excessive Heat

The district is dedicated to the health and safety of all program staff, participants, coaches, parents/guardians, and spectators. During times when the local heat index is 80F or greater, the district and volunteer coaches must take the following actions to reduce heat exposure.

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

Air Quality

The district is dedicated to the health and safety of all program staff, participants, coaches, parents/guardians, and spectators. During times when local air quality moves to an *Unhealthy* or *Hazardous* rating, the district will take actions to reduce exposure under its [AQI Policy](#).

AQI Value	Recommendations/Actions
0-50	<ul style="list-style-type: none">Air quality is satisfactory and air pollution poses little or no risk.Programs shall operate as normal; no actions recommended.
51-100	<ul style="list-style-type: none">Air quality is acceptable; there may be a risk for some people, particularly those who are unusually sensitive to air pollution.Programs shall operate as normal; coaches should monitor players, provide modifications, and increase rest periods as needed.Players with asthma should have a rescue inhaler readily available and consult with their healthcare provider.Players with respiratory illness, asthma, lung, or heart disease should monitor symptoms and reduce or cease activity if symptoms arise.
101-150	<ul style="list-style-type: none">Members of sensitive groups may experience health effects; the public is less likely to be affected.Programs shall be modified; coaches should reduce physical intensity and duration, take additional breaks, and move inside if possible.Players with asthma should have a rescue inhaler readily available and consult with their healthcare provider.Players with respiratory illness, asthma, lung, or heart disease should monitor symptoms and reduce or cease activity if symptoms arise; coaches should provide additional breaks.Programs may be canceled at the discretion of the district.
151-200	<ul style="list-style-type: none">Some members of the public may experience health effects; members of sensitive groups may experience more serious health effects.SPRD shall cancel all outdoor youth athletics.
> 201	<ul style="list-style-type: none">Health alert/warning; the risk of health effects is increased for everyone; everyone is more likely to be affected.SPRD shall cancel all outdoor youth athletics.

Thunder/Lightning

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

Field Conditions

The district will cancel play whenever field conditions are deemed hazardous and could result in injury to participants or damage to fields. Program staff will inspect and assess the playability of all fields before use and during inclement weather for possible hazards and notify coaches and parents as needed.

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

Harassment, Intimidation & Bullying Policy

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

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

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

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

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

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

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

Mandatory Reporter Questionnaire

Training Video: https://www.oregon.gov/dhs/abuse/pages/mandatory_report.aspx

Questions:

1. List three (3) examples of who is responsible for reporting child abuse.
2. When are you “off-duty” from reporting?
3. To whom are you responsible to report?
4. What information should you provide when reporting abuse?
5. List three (3) kinds of abuse that may be taking place.
6. Do you need proof before you report potential abuse?
7. What should you do if the abuse happened a long time ago? Should you still report it?

Coach's Name *(please print)*

Coach's Signature

Date

Coach's Acknowledgement Form

I acknowledge that I have received a copy of the Sisters Park & Recreation District's:

- *Volunteer Coach's Handbook*
- *Coach's Code of Conduct*
- *Harassment, Intimidation & Bullying Policy*

Further, I understand that it is my responsibility to read and understand the contents of the *Volunteer Coach's Handbook* and complete all trainings as required by the district. I understand and agree to abide by and uphold all guidelines, rules, policies, procedures, and expectations established by the Sisters Park & Recreation District. I understand that failure to abide by and uphold all guidelines, rules, policies, procedures, and expectations established for volunteer coaches may result in my removal and dismissal as a volunteer coach and may prevent me from future volunteer opportunities with the district.

Coach's Name *(please print)*

Coach's Signature

Date