

**Ayden Arts and Recreation  
Department  
Youth Sports Manual**

Revised August 17, 2017

## **Introduction**

The Sports Athletic Manual is designed as an aid for all participants, officials, volunteer coaches and parents participating in youth sports. This manual emphasizes rules, regulations, procedures and policies governing the activities of the Sports Department of Ayden Arts and Recreation Department. This manual is updated annually to include new programs, rule changes and procedures. The Ayden Arts and Recreation Department distributes the sports manual to all volunteer coaches during league meetings.

Please take time to familiarize yourself with this manual. It is the aim of this manual to eliminate much of the uncertainty pertaining to rules, regulations and procedures in all sport programs. The contents of this manual will be strictly enforced. This manual may be reviewed at the Ayden Recreation Center 4354 Lee St, Ayden during operational hours, or online at:

<https://aydenartsandrec.recdesk.com/recdeskportal/>.

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## **Article 1 - Youth Sports Mission Statement & Objectives**

The mission of Ayden Arts and Recreation Department Youth Sports Program is to provide sports activities to all willing to participate. Our sports programs are provided to encourage learning, social interaction, physical exercise, skill development and, most importantly, FUN!

A primary objective of the Ayden Arts and Recreation is to provide recreational team sports opportunities for all residents willing to participate. Ayden Arts and Recreation has formulated these policies to foster participation, increase enjoyment, promote development of the participating players as well as to provide guidelines for players, coaches, parents and department personnel.

### **1.1 Mission Statement**

*The mission of Ayden Arts and Recreation Department is to provide high quality, diverse and accessible programs, services and facilities that enhance the quality of life for all ages, cultures, and abilities.*

## **Article 2 - Recreation Department Duties and Responsibilities**

The Ayden Arts and Recreation Department's Staff shall be totally responsible for the promotion and registration of each sport, scheduling of practices and games, and formation and enforcement of the rules and polices. Ayden Arts and Recreation Staff shall be responsible for ruling on all issues that are not stated in the Youth Sports Manual.

### **2.1 Department Responsibilities**

- To ensure that all participants have registered and have paid the appropriate fee,
- To appoint head coaches; however, if a coach has coached the same team in the previous season, he/she will have first right of refusal,
- To run State of North Carolina background checks on all coaches per town procedures,
- To arrange a schedule of games which ensures that teams will play an even number of games,
- To publish a complete schedule of practices for each coach at the beginning of each season, and to inform coaches of any changes to that schedule,
- To ensure that officials are competent and fully aware of the objectives of the program and the level of proficiency of the players,
- To ensure that a game schedule is made and passed out to each coach,
- To ensure that the facilities are ready for games and coaches are notified of any scheduling changes, and
- To ensure that all coaches are familiar with appropriate precautions, procedures and policies.

### **2.2 Promotion of Upcoming Sport**

As Ayden Arts and Recreation Department Staff, we aim to promote the sports registration to all areas of our community and beyond. Great efforts are taken to get the registration information out to the public through a variety of methods, including:

- Posting banners in different areas of the community,
- Posting/promoting in newspaper and online ads 2-3 weeks before registration and during registration dates,
- Sending out flyers to the schools at the beginning of registration, and



- Posting flyers at local businesses.

### 2.3 Youth Sports Programs Offered

Below is a chart that lists all the various youth sports programs offer by Ayden Arts and Recreation Department.

**Table 2.1. Youth Sports Programs Offered**

<b>Program</b>	<b>Ages</b>	<b>Season</b>
Winter Basketball	5-16	Jan. – Feb.
Flag Football	5-8	Sept. – Nov.
Soccer	4-16	June – Aug.
Summer Basketball	5-16	June – Aug.
Softball	4-16	May - June
Tackle Football	8-13	Sept. – Nov.
Volleyball	4-16	Sept. – Nov.
Cheerleading	6-12	Sept. – Nov.

### 2.4 Registration for Sports

Parents may register at the Ayden Arts and Recreation Center Offices at 4354 Lee Street from 8 a.m.-5 p.m. Monday-Friday during the scheduled registration dates. Parents also have the option to register online at <https://aydenartsandrec.recdesk.com/recdeskportal/>. At registration, a player’s information form, parent’s code of conduct form and release form must be completely filled out by a parent or guardian. All registration fees are due at registration. The Ayden Arts and Recreation Department offers youth athletic programs to all participants inside and outside the Town Limits. Participants that reside in the Town Limits shall be required to pay a resident fee and participants who reside outside the Town Limits will be required to pay a nonresident fee. All registration fees may be paid in person using cash or check or by using a credit card online. All Recreation Fees are set by the Town’s Governing Board. (All sports will have an early bird registration discount).

After the registration deadline has passed, any additional players must contact the Ayden Arts

and Recreation Staff directly to enroll. Registration will be allowed only if space is available. **Coaches are NOT to make these arrangements on their own.** Coaches must also ensure that each child participating on their team is indeed on the team roster. **NO siblings or spectators are allowed to participate in practices at ANY TIME!**

## **2.5 Registration Fee**

All registration fees collected will go towards:

- Participant's Accident Insurance,
- Participant's Jersey/Uniform,
- Participant's Trophy/Medallion,
- End of the Season Banquet,
- Participant's Equipment needed for Play, and
- League Official Fees.

## **2.6 Refund Policies**

- Any refund must be approved by the Ayden Arts and Recreation Staff,
- A refund may be issued when a team is cancelled by the Ayden Arts and Recreation Department because of low enrollment or other circumstances,
- A refund may be issued when requested at least seven (7) days before the start of the season/first game, provided the request does not reduce the participation level below the required minimum; otherwise the refund request will not be honored,
- A refund may be issued when a participant becomes ill. The participant must present a doctor's statement and notify the Ayden Arts and Recreation Department before the start of the season (first game),
- For all refunds, a check should be issued by the Town of Ayden's Finance Department and mailed to the participant's address,
- The refund process may take 4 or more weeks to process, and
- No cash refunds will be issued at any time.

### **Article 3 - Uniforms and Equipment**

Ayden Arts and Recreation Department will purchase the uniforms and equipment needed for all youth sports.

#### **3.1 Uniforms**

- Jerseys will be provided by the Ayden Arts and Recreation Department for all youth sport participants,
- Players may keep their Jerseys for all youth sports except tackle football. Ayden Arts and Recreation Department will lend tackle football jerseys to the players for the season. Players must return all football jerseys,
- Players shall NOT alter the uniforms in any manner, and
- Parents will be required to purchase shorts/pants and shoes.

**All loaned out uniforms MUST BE WASHED AND RETURNED AFTER THE SEASON.**

#### **3.2 Equipment**

No equipment should be purchased or used if the quality is less than that supplied by the Ayden Arts and Recreation Department. **Players shall NOT alter the equipment in any manner.**

**Note:** Equipment sizes may change due the age groups of players.

### 3.3 Equipment Used

The following chart shows the equipment that will be used per age group in each sport.

**Table 3.1. Equipment Used**

<b>Sport</b>	<b>Ages</b>	<b>Equipment</b>
Coed Basketball	5-6	Junior Size Basketball (27")
Boys' Basketball	7-12	Official Youth Basketball (28.5")
Boys' Basketball	13+	Official Men's Basketball
Girls' basketball	All	Official Lady's Basketball (28.5")
Girls Softball	4-5	Soft Tee ball
Girls Softball	6-11	11-inch Softball
Girls Softball	12+	12-inch Softball
Tackle Football	All	Junior Size Football
<b>Note:</b> Ayden Arts and Recreation Department will lend tackle football equipment to the players for the season. Players must return all football equipment.		
Flag Football	All	Pee Wee Size Football
Soccer	4-6	Size 3 Soccer Ball and Goal 4'high x 6' wide
Soccer	7-9	Size 4 Soccer and Goal 6'5" high x 12' wide
Soccer	10-12	Size 5 Soccer and Goal 6'5" high x 18'5" wide
<b>Note:</b> Parents must purchase shin guards.		
Volleyball	8U	Net Height 6'4.25"
Volleyball	10U & 14U	Net Height 7'4.25"
<b>Note:</b> Parents may purchase knee pads.		

#### **Article 4 - Trophies/Awards**

Ayden Arts and Recreation Department will provide individual trophies or medallions for all participants. All awards will be passed out at the end of the season banquet.

**No other awards shall be given out at the end of the season banquet.**

#### **4.1 Trophies/Medallions**

All players will get a participation trophy in leagues that do not have an end of season tournament.

Leagues that have end of season tournament:

- The Regular Season Winner will get a medallion,
- Trophies will be given out based on tournament results,
- This will only be for in season sports (Football, Basketball, Soccer, Softball, and Volleyball), and
- For out of season sports (Summer Basketball) everyone will receive a participation medallion.

## **Article 5 - Participation/Eligibility/Playing Time**

Ayden Arts and Recreation Department has developed the following guidelines for participation/eligibility/playing time to ensure a wholesome and enjoyable recreational activity for the participants.

### **5.1 Participation/Eligibility Policies**

- A participant's residency will not affect the player's eligibility; however, there will be a higher registration fee for all non-residents (this is determined by the Town of Ayden Governing Board),
- All residents and non-residents are eligible and encouraged to sign up for any recreational team sports regardless the participant's talent/ability,
- The participant's original birth certificate is required at registration in order to verify their date of birth,
- A player's eligibility may be revoked for using falsified birth certificate or exhibiting unbecoming actions,
- Ayden Arts and Recreation Department Staff shall have the authority to suspend any player whose conduct is considered detrimental to the best interest of the Ayden's Recreational Programs,
- All outstanding fees must be paid in full before the child can be registered for the new or upcoming sport, and
- At the beginning of each sports year, all new and returning players must be entered into the Draft for their team selection (see Section 6.3 "Draft Process"16 for more details).

### **5.2 Age Divisions**

Ayden Arts and Recreation Department sets the age divisions for each sport. The age divisions are set up to promote a safe and competitive environment for all players. All age divisions are subject to change from year to year depending on the registration outcome. No player is allowed to play outside his/her age division without Staff approval. Any player interested in playing outside of his/her age division must notify a Staff member at the time of registration for their case to be reviewed. **The Ayden Arts and Recreation Staff reserve the right to waive the age minimum or maximum as deemed necessary.**

## Current Age Divisions:

- 1) Football (Age cutoff date is September 1<sup>st</sup>)
  - a. 5-6 year old Flag
  - b. 7-8 year old Flag
  - c. 8-10 year old Tackle
  - d. 11-13 year old Tackle
- 2) Basketball (Age cutoff date is December 31<sup>st</sup>)
  - a. Mini Might's – Ages 5-6 years old
  - b. Pee Wee – Ages 7-9 years old
  - c. Midgets – Ages 10-12 years old
  - d. Juniors – Ages 13-16 years old
- 3) Girls Softball (Age cutoff date is December 31<sup>st</sup>)
  - a. Tee ball – 4-5 years old
  - b. Machine Pitch – 6-8 years old
  - c. Coach Assist – 9-11 years old
  - d. 12 and Up – 12-15 years old
- 4) Girls Volleyball (Age cutoff date is September 1<sup>st</sup>)
  - a. 9-11 year old Division
  - b. 12-14 year old Division
- 5) Cheerleading (Age cutoff date is September 1<sup>st</sup>)
  - a. 6-12 year old Division (Tackle Football)
  - b. 6-12 year old Division (Winter Basketball)
- 6) Soccer (Age cut off is May 31<sup>st</sup>)
  - a. Mini Might's League: 4-6 years old
  - b. Pee Wee League: 7-9 years old
  - c. Junior League: 10- 12 years old
  - d. Senior League: 13- 16 years old

### **5.3 Playing up an Age Division**

No player may play outside his/her age division. If there is a special request to move a player to a higher age division, the Ayden Arts and Recreation Staff will consider the request and

determine what is in the best interest of the player and league. Players must be within one year of the high age division. No player will be allowed to move down to lower age division. A player that is moved to a higher age division will not be eligible for all-stars in their regular age assigned division. Issues that will affect the decision can be but are not limited to:

- Number of players on each team in the lower age division,
- Number of players on each team in the higher age division,
- Age variation in each age division in both young league and experience league, and
- Any other reasons for the request.

#### **5.4 Team Sizes**

All team sizes are set by the Ayden Arts and Recreation Department and can be changed as deemed necessary by the Department. Team sizes are set in place to ensure league sustainability and protect the well-being of the participants.

- The Department establishes a **minimum team size** for each sport based upon experience. This is done to reduce forfeited games and to assure that players have reasonable rest breaks that the Department would expect for that sport.
- The Department establishes a **maximum team size** for each sport based upon experience. This is done to assure reasonable levels of playing time for each registered player and to assure that each player has the opportunity to receive an appropriate amount of direction from the coaches.
- The Department, from time to time, will approve minor changes to the minimum or maximum team sizes to deal with unique circumstances that may arise.



**Table 5.1. Number of Players per Sport**

Sport	Minimum Number of Players	Maximum Number of Players
Tackle Football	16	25
Flag Football	12	16
Basketball	6	9
Softball	10	13
Volleyball	7	9
Soccer (Ages 4-6)	7	9
Soccer (Ages 7-9)	8	10
Soccer (Ages 10-12)	12	14
Soccer (Ages 13-16)	12	14

### 5.5 Playing Time

To foster enjoyment and personal development for all players participating in team sports, the Ayden Arts and Recreation Department expects coaches adhere to the following time requirements. League rules should be followed if the minimum playing time is greater than the Department requirement.

- Basketball: 3 MINUTE PARTICIPATION RULE: For the first, second, and third quarter of the game the three-minute rule will be in effect. This rule states that after the first three minutes of play the clock will stop and the coach will sub in all the players on the bench.
- Football: Every player must play at least 12 downs during the game.
- Flag Football: Each player must play a minimum of five (5) plays from scrimmage each half per game.
- Softball: Each player plays at least two (2) innings in the field per game and is a part of a continuous batting lineup; i.e. if league rules permit a continuous lineup.
- Volleyball: All players will rotate out and in of the game after each dead ball.
- Soccer: Every player is required to start and finish two (2) full quarters of each game.

**After playing requirements are met, coaches will be encouraged to give players additional playing time. Equal playing time is encouraged.**

**Note:** For more information about playing time, see the coach's handbook for that particular sport.

## 5.6 Practice Requirements

Ayden Arts & Recreation Department wants to insure that your athlete is safe while on the court or playing field. Youth sports of Ayden require athletes to attend practices that will allow them an opportunity for them to gain the skills needed to participate in their chosen sport safely. While the Department understands how difficult it can be to bring your child to practice, it is important to know that when athletes miss practices they are not only hurting their team and their coach, but, most importantly, themselves by not acquiring the necessary skills and understanding of the game.

Ayden Arts & Recreation has developed the following penalties for players missing practice:

### Basketball:

- One (1) missed practice – will play minimum requirements
- Two (2) missed practices – one (1) quarter suspension
- Three (3) missed practices – two (2) quarter suspension
- Four (4) or more missed practices – three (3) quarter suspension

### Football:

- One (1) missed practice – will play minimum requirements
- Two (2) missed practices – two (2) plays during a game
- Three (3) missed practices – four (4) plays during a game
- Four (4) or more missed practices – eight (8) plays during a game

### Softball:

- One (1) missed practiced – will play minimum requirements
- Two (2) missed practices – limited to one (1) inning in the playing field
- Three (3) or more missed practices – not allowed to play in the field for the whole game

### Volleyball:

- One (1) missed practice – will play minimum requirements
- Two (2) missed practices – two (2) rotation in a game
- Three (3) missed practices – four (4) rotations during a game
- Four (4) or more missed practices – eight (8) rotations of a game

### Soccer:

- One (1) missed practiced – will play minimum requirements
- Two (2) missed practices – one (1) quarter suspension
- Three (3) missed practices – two (2) quarter suspension
- Four (4) or more missed practices – three (3) quarter suspension

## **Article 6 - Player Selection/Draft Process**

All players will enter into the draft for team selection for all youth sports except tackle football. Players who did not participate in tackle football the previous year must be entered into the draft for team selection. Also, if a player sat out the previous year, he/she must be reentered into the draft. The draft will be conducted by the Ayden Arts and Recreation Staff and Head Coaches only.

**Note:** Football Coaches will not be permitted to hold players if they have not registered before the draft.

### **6.1 Siblings need to be on the Same Team**

During the registration process, parents/guardians must notify the Ayden Arts and Recreation Staff if they have two (2) or more siblings that need to be on the same team for transportation purposes.

- If siblings need to be on the same team, the Ayden Arts and Recreation Staff must be notified at the registration. **Once the draft is complete, players will not be moved from their chosen team.**
- If two children share the same home address, they may be allowed to be on the same team for transportation purposes. An Ayden Arts and Recreation Staff member must be notified at the time of registration. Once the draft is complete, players will not be moved from their chosen team.
- The Ayden Arts and Recreation Department reserves the right to approve two (2) or more players that are not siblings and do not live in the same household to be drafted to the same team under certain circumstances. This must be approved by the Ayden Arts and Recreation Staff and is decided on a case by case basis.

### **6.2 Player Evaluations**

In an attempt to provide an even disbursement of talent to each team, a player evaluation will be held for all individual registration programs with participants. However, no evaluations will take place for divisions with participants aged 4-6. **All registered players** are required to participate

in the evaluation including the children of coaches. This is not a try-out. No player will be excluded from being placed on a team due to a lack of ability.

The evaluation procedure is as follows:

- Each player will be given a number, which is to be clearly visible throughout the evaluation,
- Players in each division will be separated into smaller groups and run through a series of drills at different “stations”,
- All players will be given an equal opportunity to show their skills, and
- Some sports require specific skill positions (pitchers, goalies, etc.), so participants requesting to be placed in those positions will have an additional position specific evaluation.

Players will be evaluated by an evaluation committee consisting of the Ayden Arts and Recreation Staff and head coaches. Players will be rated by the committee based on their projected round in the draft. An average will be taken from the combined total.

EXAMPLE: A player receives a rating by each coach as follows:

Coach #1	-	3
Coach #2	-	1
Coach #3	-	1
Coach #4	-	2
Coach #5	-	4
Dept. Staff	-	<u>3</u>
Total:		14

Divide total (14) by number of remaining evaluators (6). Average = 2.33.

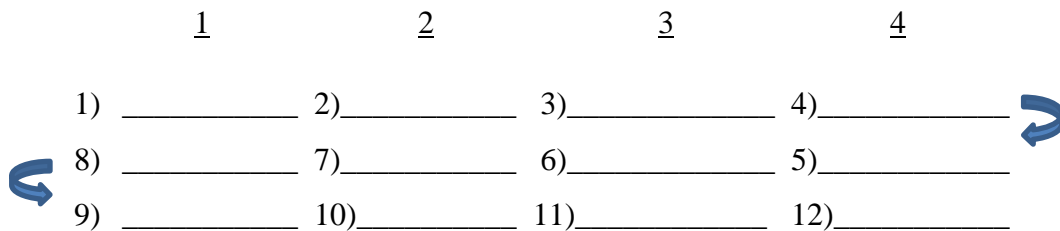
The average will be rounded up if it is .50 or higher, if it is below .50 it will be rounded down.

Example: Average = 2.33 it would round down to a 2.

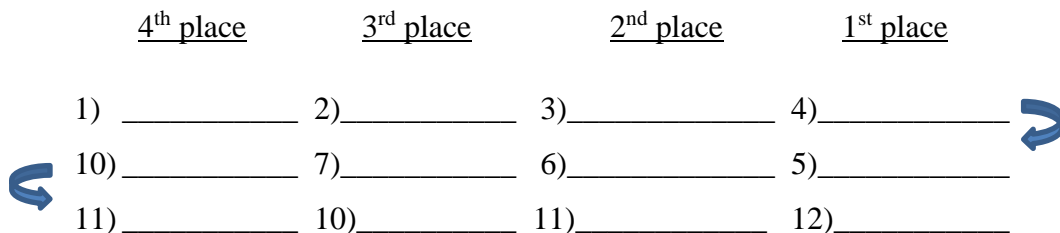
After all players' totals have been averaged, players are placed into rounds (from highest ranking to lowest) by grouping players by the number of slots in each round.

### 6.3 Draft Process

- Draft Order: Each coach will draw a number to determine the draft order for all youth sports except tackle football.
  - The Draft order will be carried in the order of the number the coach drew. The coach that drew the number one (1) will choose first in the draft, then number two (2), three (3) and so on.
- The draft order will go as follows: (4 teams)



- Draft Order: Tackle Football draft order is determined by the previous season's overall record unless otherwise stated by the Ayden Arts and Recreation Staff.
  - The Draft order will be carried out in descending order from the previous year's final season record/standings. The team that finished in last place in the season will choose first in the draft. The team that finished first place in the season will choose last in the draft and etc.
- The draft order will go as follows: (4 teams)



- Second Draft Order: Each coach will draw a number to determine the draft order. After second draft players will be placed on a team by Ayden Arts and Recreation Staff if team drops below the minimum number of players.
- Siblings: If two siblings are entered in the draft selection, they must be picked as a pair. If one sibling is chosen then the other sibling will be that coach's first pick in that players assign round. (See note below)

**Note:** If you draft siblings and one is rated higher than the other, the player with lower rating will be your first pick when the round for players with the same rating are drafted.

Example:

Draft Sheet: You are second in the draft order. (Highest to the lowest)

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
4	(your pick) 4& <b>2</b>	4	4
3	3	3	3
2	<b>2</b>	2	2

- Returning Players: (Tackle Football Only). The number of returning players may alter the number of draft picks a coach will get. If one team has 7 returners and another team has 3 returners, the team with less returners will get extra picks in the 3<sup>rd</sup>-7<sup>th</sup> round or until the numbers of players are even. All returning players must be registered by the cutoff date; otherwise they will be entered into the draft. It is the coaches' responsibility to encourage their returning players to register on time.
- Any other special draft outliers will be discussed before the draft selection begins.
- All Draft selections are final. No players can be switched or moved for any reason.
- Once all the players have been selected, the player's information will be passed out to the coaches for them to call their players and inform them of the first practice date.

**Note:** Teams with participations between the ages of 4 and 6 will be drafted by Ayden Arts and Recreation Staff.

## Article 7 - All-Star Selection

The number of selections will depend on the sport, number of teams in the league, and number of All-Star teams. **Participating in All-Stars is considered a privilege and can be revoked at any time by the Ayden Arts and Recreation Staff.**

### **7.1 Coaches Selection Process**

The head coach and the assistant coach with the best season record will be selected as the head coach and the assistant coach for the all-star team. The head coach of the 2<sup>nd</sup> place team will also be the second assistant coach of the all-star team. **Coaching an all-star team is considered a privilege and can be revoked by the Ayden Arts and Recreation Staff at any time.** Any coach that is not in good standing because of poor attendance, poor communication, unsportsmanlike conduct or bad behavior can be overlooked when selecting the All-Star coach.

### **7.2 All-Star Selection Process**

The Staff will give each coach a list of his/her team roster. The coach will be asked to select/nominate 3-5 players that he/she feels would represent Ayden Arts and Recreation Department in a respectable manner.

Other all-star characteristics would be:

- Displays Good Sportsmanship
- Positive Attitude
- Always Hustles
- Coachable
- Talented and Athletic Ability
- Understands Team Unity

The Staff member will consolidate the nominations into one (1) ballot for the coaches to make their final selection. Each coach will receive the consolidated master ballot. From the master ballot, the coach will be asked to choose who they feel is most deserving of making the All-Star team. The number of final selections will vary for each sport. For example, basketball

All-Stars carries 10 players and one (1) alternate while softball carries 12 players and one (1) alternate.

The Staff member will then collect all master ballots and tally the 10 players that had the most votes. If there is a tie between players, all of the coaches will be given an additional ballot with the players' names that are tied for them to vote in order to break the tie.

Once the team is finalized, the head coach will be given the team roster to make phone calls informing the selected players that they have made the all-star team.

### **7.3 Uniforms**

All-Star jerseys will be provided by the Ayden Arts and Recreation Department. Parents are responsible for all other uniform requirements.

### **7.4 Transportation**

A Town van *may* be provided for transportation of players only to and from the All-Star games. If no van is supplied, players are responsible for their own transportation to and from the tournament.



## Article 8 - Weather

Inclement weather (lightning, snow, ice, rain, high winds, etc.) may impede a youth sports league practice or game.

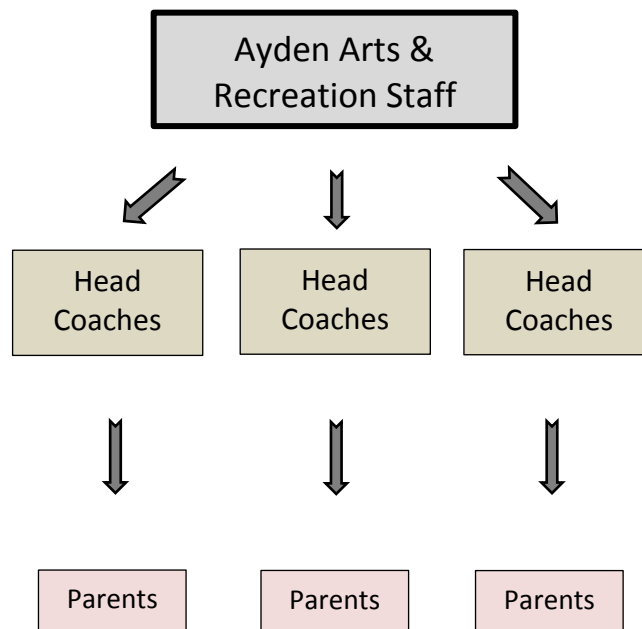
### **8.1 Cancelling Games**

A decision to conduct or cancel games due to impending weather will be made by Ayden Arts and Recreation Staff at least 60 minutes prior to the scheduled game time. During the week, the decision will no later than 5:00 p.m. The Ayden Arts and Recreation Staff will contact the head coaches from each team, and it will be their responsibility to contact the parents of their team members with the information.

In order for a game to be cancelled due to inclement weather, any one of the following must be required:

- The field is unplayable and/or unsafe for play and may cause harm to the players, fans, officials, and/or staff, or
- The roads are unsafe for travel to and from games.

Communication Flow Chart



## **8.2 Rescheduling Games**

Not all canceled games will be rescheduled. Any games that are rescheduled will be done so by the Ayden Arts and Recreation Staff as deemed necessary.

## **8.3 Cancelling Practices**

Coaches are responsible for cancelling their own outdoor practices. Ayden Arts and Recreation Staff will make the final decision to cancel indoor practices due to weather. It is the coach's responsibility to contact the parents of their team members if a practice is cancelled.

## **8.4 Severe storms**

Severe storms can produce high winds, heavy rain, hail, lightning, thunder and/or tornados. If a severe storm approaches the playing area, the safety of the players is the top priority of coaches and referees. The game will be suspended while shelter is sought. In the event the game is suspended, ALL participants MUST clear the field immediately to seek shelter.

## **8.5 Thunderstorms**

Lightning is the second leading cause of storm-related deaths (flooding is first). The danger from lightning can persist for 20-30 minutes or more after a thunderstorm has passed. If a person can hear thunder or see lightning, the danger is already present.

Referees and Coaches should adhere to the following:

- If lightning is seen, with or without hearing thunder, the game(s) or practice(s) should be suspended and shelter sought,
- Ayden Arts and Recreation Department recommends that participants seek immediate shelter if there is a nearby thunderstorm. Smaller, open structures, tents, trees, isolated areas, etc, should be avoided. Cars with windows rolled up, can, at times, provide adequate shelter. Avoid contact with metal and other conducting materials to the outside surfaces. Do not stay in open, unprotected areas.
- **Games or practices shall not be restarted for at least 30 minutes** after the last lightning strike is seen or roll of thunder is heard.

**Note:** During a game, the Head Referee will make the call when to stop play and resume play.

## 8.6 Heat Index Guidelines

The following actions shall be taken in order to reduce the number of heat related injuries and illnesses:

- Preparing athletes weeks before practices and games start is crucial to getting them conditioned to extreme heat,
- Ensuring players drink plenty of water before, during and after sporting events,
- During extreme heat indexes, it is recommended for players not to wear shirts under their jerseys,
- Ayden Arts & Recreation Department will provide coolers with ice water during every game and help ensure they remain filled up, and
- Officials will be notified to discuss whether the heat is deemed playable before game time.

The Town of Ayden Arts & Recreation Department has issued the following heat index guidelines to help ensure safety during extreme weather conditions. Air temperature and relative humidity are considered when determining the severity of playing in the heat. We will help monitor this by checking the National Weather Service's forecast regularly.

The Department has created four (4) levels of heat index that will help determine the decision if a game gets played:

 **White Zone: Heat Index 65-80 Degrees**

There is very little to no danger when having athletes participate in the sporting events.

 **Yellow Zone: Heat Index 81-98 Degrees**

Coaches are encouraged to take extra steps as far as keeping players properly hydrated.

 **Orange Zone: Heat Index 99-105 Degrees**

Coaches are encouraged to take extra steps as far as keeping players properly hydrated.

During softball games, the Department will implement a policy that will only allow catchers to catch a maximum of two (2) innings. Coaches are required to take frequent breaks and make sure players keep hydrated during all practices.

## **Red Zone: Heat Index 106-115 Degrees**

The Department will cancel all games and practices for that specific day until the heat index goes below 106 degrees.

### **8.7 Cold Weather Guidelines**

- **Temperature guidelines:**
  - 50 Degrees or above: No change - Games played as scheduled.
  - Below 50 Degrees: Additional clothing beneath uniform suggested (Long sleeves, Long pants, Additional Socks, Gloves, Caps).
  - Below 45 Degrees: Shorten games (Flag Football: 2-15-minute halves with a 3-minute halftime).
  - Below 32 Degrees: Games cancelled.

### **8.8 Important Tips for Cold Weather**

- Jackets are allowed, but the jersey must be worn over it and visible at all times,
- No players, coaches or spectators should lie directly on ground due as heat is lost much faster when body parts make direct contact with the ground,
- Stay hydrated, and
- Keep a close eye on players who have the least amount of movement on the field due to becoming colder much faster than the players that are active.

## Article 9 - Medical Emergencies

Parents or guardians must notify the Ayden Arts and Recreation Department of any pre-existing medical conditions that could affect the player throughout the season (i.e. allergies, medications, physical impairments, etc.). All outside sport coaches will have a first aid kit assigned to them.

**Coaches are to have their first aid kit with them at all practices and games.**

Coaches or Department staff will treat minor injuries. Any major or life-threatening injury or accident that occurs on the playing field or at the facility, during scheduled game/practice times will follow this procedure:

- 911 will be called immediately,
- Parent/Guardian will be contacted,
- Based on the professional decision of the EMT unit, the participant may be transported to the closest medical facility for immediate care, and
- For any injury that requires medical attention or the athlete is required to sit out for a period of time, an accident form must be filled out by the Department Staff, coach, and parent/guardian of the injured child.

### **9.1 Concussions/Head Injuries**

Prior to the start of any season, parents, coaches and assistant coaches should become familiar with and have access to a copy of the County Concussion and Head Injury Policy. These individuals are also strongly encouraged to view the “Heads Up: Concussion in Youth Sports” online course from the Center for Disease Control. This online course can be found at:

<https://www.cdc.gov/headsup/youthsports/index.html>.

It is policy of Ayden Arts and Recreation Department to educate coaches, parents and players of the signs, symptoms or behaviors consistent with sports induced concussions. The Town requires that players, under the age of 18, suspected of having a concussion or head injury are removed from the activity and seek medical attention.

**This requires that athletes follow the proper procedures before returning to play:**

- Any participant exhibiting the signs, symptoms or behaviors associated with a concussion or head injury: (1) must be immediately removed from the activity and (2) may not again participate in any activity until cleared by an appropriate health care professional. **REMEMBER WHEN IN DOUBT SIT THEM OUT!**
- The injured participant may not be cleared for practice or competition the same day that the sign, symptom or behavior associated with a concussion or head injury was observed.
- The injured participants' parent/guardian should be notified immediately of the suspected concussion or head injury so that they can be evaluated by an appropriate health-care professional.
- An Accident Report Form (Appendix E) must be completed and submitted to the Ayden Arts and Recreation Department within 24 hours or on the next business day following the incident.
- The parent or guardian of a participant who is suspected of a concussion or head injury must submit written medical clearance from an appropriate health-care professional to the Ayden Arts and Recreation Department prior to returning to any activity. **Players will not be allowed to participate until this document is produced.**

## **Article 10 - Coaches' Responsibilities and Guidelines**

The Ayden Arts and Recreation Department encourages anyone who is interested in being a positive force in a child's life to contact a recreation staff about becoming a volunteer recreation coach.

Coaches are role models for teaching the fundamentals of the sport, sport skills, tactics and sportsmanship. Coaches are responsible for their personal conduct and behavior as well as the conduct and behavior of their players. Coaches are required to follow the Ayden Arts and Recreation Department's guidelines at all times. A coach who does not follow the guidelines provided by the Department will need to meet with the Recreation Director in order to continue to coach. All volunteer coaches shall be "at will coaches", and may be discharged by the Department staff without cause at any time. Only coaches who have been approved by the Department will be granted access to the field or court of play during practices and games.

### **10.1 Responsibilities and Guidelines**

Coaches participating in Ayden Arts and Recreation Department youth sports shall:

- Be reliable, and on time. (The first to arrive and the last to leave...),
- Be responsible for distributing a game/practice schedule to parents/guardians prior to the beginning of the season,
- Have during all games and practices the Emergency Contact Information forms for each participant,
- Be responsible for ensuring first aid kits supplied by the Department are on-site at every practice and game,
- Be responsible for ensuring the parents/guardians of each participant are informed of any changes to game and practice schedules. This includes cancellations the day of the game or practice,
- Ensure that each player receives playing time in games according to Ayden Arts and Recreation Department policy on playing time (Page 11). Equal participation in the program is the desired goal,

- Be responsible for communicating Ayden Arts and Recreation Department playing time policy as well as their own philosophy regarding playing time to parents/guardians and athletes prior to the start of the season,
- Have all players and team coaches shake hands after the completion of the game,
- Never play an injured or bleeding player,
- Think of the player first and not the team's final outcome,
- Conduct themselves in a professional manner always, and shall refrain from directing abusive or sarcastic language or gestures toward officials, other coaches and players,
- Serve as a role model for players and spectators,
- Ensure that Ayden Arts and Recreation Department equipment is accounted for, and maintained in usable condition and returned promptly at the end of the season, and
- Leave facilities in the same or better condition than they were when the team arrived.

## **10.2 Communication**

We expect our coaches to communicate with the parents/guardians in a positive and respectful manner. Coaches are expected to be the primary contact person for all questions regarding practices, games, times, locations, cancellations and rainouts. Ayden Arts and Recreation Department expects our coaches to be organized and on time for meetings, practices and games. Coaches must wear appropriate clothing for all practices and games.

## **10.3 Application**

All applications are to be submitted a *minimum of* four (4) weeks prior to the first practice. The Ayden Arts and Recreation Department requires every individual interested in becoming a coach to complete application and authorization for background investigation form (with a copy of his/her State Issued Photo Identification). This procedure is in place to protect participants from individuals who may be unsuitable as a coach. Coach's application and authorization for background investigation form can be found on our website:

<https://aydenartsandrec.recdesk.com/recdeskportal/>.



#### **10.4 Selection of Coaches**

Ayden Arts and Recreation Department requires that our coaches set an example not only for the participants but also the parents/guardians. Selecting quality, qualified and well-rounded coaches is our top priority. All coaches must complete a Coaching Application and sign the Coaches' Code of Conduct form before the applicant can be considered by the Ayden Arts and Recreation Department.

Background checks are required for all coaches of every sport. All coaches must be at least 18 years of age unless approved by Ayden Arts and Recreation staff. A current coach's Spouse is allowed to be a head coach in a different league and /or be assistant coach in the same league.

Priority will be given to head coaches in the following manner:

- Certified Coaches,
- Coaches in the same league with a son or daughter,
- Coaches in the same league with the greatest number of years of experience, and
- Coaches moving up from a lower league with a son or daughter returning to play.

#### **10.5 Certification and Training**

Ayden Arts and Recreation Department holds voluntary coach's meetings to become certified through the National Youth Sports Coaches Association (NYSCA).

#### **10.6 Certification**

NYSCA is a program designed to train volunteer youth coaches on how to work with children in all aspects of sports. Certified coaches receive training, continuing education, excess liability insurance coverage and are held accountable to a code of ethics while coaching. The fee for certification is \$20.00 per coach per sport.

If a coach earns certification through NYSCA, their child(ren)'s participation fee will be waived for the entire year regardless of the sport. In order to get the fee waived you must be a head or assistance coach for at least one sport that year. For instance, a mother of a basketball player

coaching her daughter in basketball would allow the daughter to play softball that year without paying a registration fee.

### **10.7 Training**

The Ayden Arts and Recreation Department will make every effort to provide individuals with the information and training necessary to become an effective coach. When possible, books, videos, and other training aids will be made available to coaches.

### **10.8 Background checks**

All head coaches and any assistant coach who would be alone with players will be required to undergo a criminal background investigation. This process is to further ensure the safety and well-being of all players.

### **10.9 Disqualification**

A person shall be disqualified and prohibited from serving as a coach with Ayden Arts and Recreation Department if the person has been found guilty of the following crimes:

#### **SEX OFFENSES**

- All Sex Offenses – Regardless of the amount of time since the offense
  - Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

#### **FELONIES**

- All Felony Violence - Regardless of the amount of time since the offense
  - Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.
- All Felony offenses other than violence or sex within the past 10 years
  - Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

#### **MISDEMEANORS**

- All misdemeanor violence offenses within the past seven (7) years

- Examples include: simple assault, battery, domestic violence, hit & run, etc.
- All misdemeanor drug & alcohol offenses within the past five (5) years or multiple offenses in the past 10 years
  - Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer
  - Examples include: contribution to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

### **10.10 Guilty**

Guilty means that a person was found guilty following a trial, entered a guilty plea or entered a no contest plea accompanied by a court finding of guilty. This is regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This does not apply if criminal charges resulted in acquittal, Nolle Prosequi or dismissal.

### **10.11 Pending Cases**

Anyone who has been charged for any of the disqualifying offenses or for cases pending in court shall not be permitted to volunteer until the official adjudication of the case.

### **10.12 Offense & Penalty (to include but not limited to)**

Coaches may not conduct themselves in an unsportsmanlike manner at any time. They may be removed from the coaching staff if they do. Regardless of the situation, we expect our coaches to act with the upmost respect and integrity at all times.

**Note:** Coaches are subject to ejection from a game without warning. This will result in an immediate ejection, removal from the premises, and a minimum one (1) game suspension.

*Offense:* Failure to follow established guidelines, rules, policies and procedures as applicable to related sport

**Penalty:** Not necessarily preceded by a warning...immediate ejection, removal from the premises and a minimum One (1) game suspension.

**Offense:** Malicious obscene/profane/vulgar verbal abuse directed towards another individual.

**Penalty:** Not necessarily preceded by a warning...immediate ejection, removal from the premises and a minimum two (2) game suspension. This includes regular and tournament games, practices, award ceremonies or any other Ayden Arts and Recreation Department function(s).

**Offense:** Physical aggression towards another; pushing, shoving, striking or touching another individual.

**Penalty:** Not necessarily preceded by a warning...immediate ejection, removal from the premises and a minimum five (5) years suspension. This includes regular and tournament games, practices, award ceremonies or any other Ayden Arts and Recreation Department function(s).

**Offense:** Any violation of North Carolina law; possession of firearms, knives, explosive devices weapons or under the influence of alcohol, narcotics, controlled substances, chemical or drug paraphernalia; assault with or without a weapon.

**Penalty:** Not necessarily preceded by a warning...immediate ejection, removal from the premises and a minimum five (5) years suspension. This includes regular and tournament games, practices, award ceremonies or any other Ayden Arts and Recreation Department function(s).

### **10.13 Procedures for Complaints against Coaches**

This section outlines the procedures Ayden Arts and Recreation Department will use when the Department receives a complaint against a coach in an Ayden Arts and Recreation program.

- Gather information and document eyewitness accounts of the event(s) that took place from interested parties involved to determine if a violation of the letter or intent of the Coaches' Code of Ethics Pledge has occurred. This may include officials, other coaches, parents and children.
- Require the coach to attend a meeting with the Recreation Director to address the complaint and to offer their take of the incident. *This meeting will be documented.*
- Ayden Arts and Recreation Department has the authority to determine the severity of the situation and whether the affected coach has violated the expected behaviors outlined under each of the canons of the Code of Ethics Pledge.
- The Recreation Director has the authority to enforce the appropriate range of disciplinary actions outlined in *Offense & Penalty* section of this manual.

## **Article 11 - Players' Responsibilities and Expectations**

Participation in youth sports programs can have a lasting and meaningful effect on a child's life. Thus, it is the goal of the Ayden Arts and Recreation Department to provide the highest quality of athletic programs to ensure that the child has a positive experience with sports. However, it takes the cooperation of everyone involved, including the participant, to make this happen. Therefore, the Ayden Arts and Recreation Department has established the following responsibilities for participants to adhere to:

- Players will listen to their coaches and be respectful of their elders.
- Players will take care of the facilities, equipment, and uniforms which they participate in.
- Players will make sure to eat the right foods and drink plenty of water before and after practices and games.
- Players will avoid all types of taunting and belittling remarks to their teammates or opponents.
- Players will show good sportsmanship at all times, win or lose.
- Players will not make sports a priority over schoolwork or family.
- Players will participate for the love of the game and social interaction with peers.

### **11.1 Players Code of Ethics**

Players are expected to conduct themselves in a positive manner regarding their youth sports experience and accept responsibility for their participation by following the Players Code of Ethics Pledge:

- I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.
- I will attend every practice and game that I can, and will notify my coach if I cannot.
- I will expect to receive a fair and just amount of playing time.
- I will do my very best to listen and learn from my coaches.
- I will treat my coaches, other players, officials and fans with respect regardless of race, gender, creed or abilities, and I will expect to be treated accordingly.
- I deserve to have fun during my sports experience and will alert parents or coaches if

it stops being fun!

- I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sporting events.
- I will encourage my parents to be involved with my team in some capacity because it's important to me.
- I will do my very best in school.
- I will remember that sports are an opportunity to learn and have fun.

### **11.2 Offense & Penalty (to include but not limited to)**

Players may not conduct themselves in an unsportsmanlike manner at any time and may be removed from the league if they do. Regardless of the situation, we expect our players to act with the upmost respect and integrity in any scenario.

**Note:** Players are subject to ejection from a game without warning. This will result in an immediate ejection, removal from the premises, and a minimum one (1) game suspension.

- **Offense:** Failure to follow established guidelines, rules, policies and procedures as applicable to related sport.
- **Penalty:** Not necessarily preceded by a warning...immediate ejection, removal from the premises and a minimum One (1) game suspension.
  
- **Offensive:** Malicious obscene/profane/vulgar verbal abuse directed towards another individual.
- **Penalty:** Not necessarily preceded by a warning...immediate ejection, removal from the premises and a minimum two (2) game suspension. This includes regular and tournament games, practices, award ceremonies or any other Ayden Arts and Recreation Department function(s).
  
- **Offense:** Physical aggression towards another; pushing, shoving, striking or touching another individual.
- **Penalty:** Not necessarily preceded by a warning...immediate ejection, removal

from the premises and a minimum one (1) year suspension. This includes regular and tournament games, practices, award ceremonies or any other Ayden Arts and Recreation Department function(s).

- ***Offense:*** Any violation of North Carolina law; possession of firearms, knives, explosive devices weapons or under the influence of alcohol, narcotics, controlled substances, chemical or drug paraphernalia; assault with or without a weapon.
- ***Penalty:*** Not necessarily preceded by a warning...immediate ejection, removal from the premises and a minimum three (3) years suspension. This includes regular and tournament games, practices, award ceremonies or any other Ayden Arts and Recreation Department function(s).



## **Article 12 - Parents' Responsibilities and Expectations**

In order for a program to be truly successful, it takes the cooperation of everyone involved: players, coaches, officials, staff, spectators and especially parents. Parents have the following responsibilities and expectations when participating in any Ayden Arts and Recreation sponsored athletic program:

### **12.1 Parents have a responsibility to their children.**

To make sure that your child gets the most out of their playing experience, parents should show their unwavering support, including positive reinforcement of your child's performance and effort. This is absolutely essential, especially at an early age, to ensure their healthy development. Parents should also be positive role models, including, but not limited to, showing proper sportsmanship at all times and refraining from negativity of any kind.

### **12.2 Parents have a responsibility to the coaches.**

Coaches volunteer their personal time to spend it with your child. They need you to be supportive of their decisions and not undermine their efforts. If you don't agree with a coach, you are expected to tell that coach, but make certain it is done at the right time and place, in a non-argumentative manner and not in front of the players. Parents are also expected to drop off and pick up their children on time for games and practice, and it is highly encouraged for parents to stay and participate in order to maintain control of the group and to assist the coach as needed.

### **12.3 Parents have a responsibility to the league.**

Recreation staff cannot be at games and practices of all teams. Therefore, in order to maintain the positive nature of these programs, it is essential for parents/spectators to report any abusive behavior or any other situation that needs to be addressed to staff. This is the only way that these programs can achieve their intended goals.

#### **12.4 Parents have a responsibility to other parents.**

Personal gain and satisfaction should not be derived from a child's performance.

Competition and taunting between parents is never acceptable and no parent/spectator should ever feel embarrassed or disappointed by their team or child's performance.

Good plays should always be cheered, and disappointments should always be consoled, no matter whose team it affects.

#### **12.5 Parents have a responsibility to themselves.**

It is your responsibility to watch your child and other children participate and learn. The joy and pride associated with watching children participate in sports should be experienced to the fullest, because a lifetime of memories is being created before your very eyes.

### **Article 13 - Parent's Code of Ethics**

I hereby Pledge to provide positive support, care and encouragement for my child participating in youth sports by following this code of ethics. I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sports event. I will place the emotional and physical well-being of my child ahead of any personal desire to win. I will insist that my child plays in a safe and healthy environment. I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all. I will remember that the game is for children and not adults. I will do my best to make youth sports fun for my child. I promise to help my child enjoy the youth sports experience within my personal constraints by assisting with coaching, being a respectful fan, providing transportation or whatever I am capable of doing. I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed, or ability. I will request that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach agrees to the youth sports Coaches' Code of Ethics.

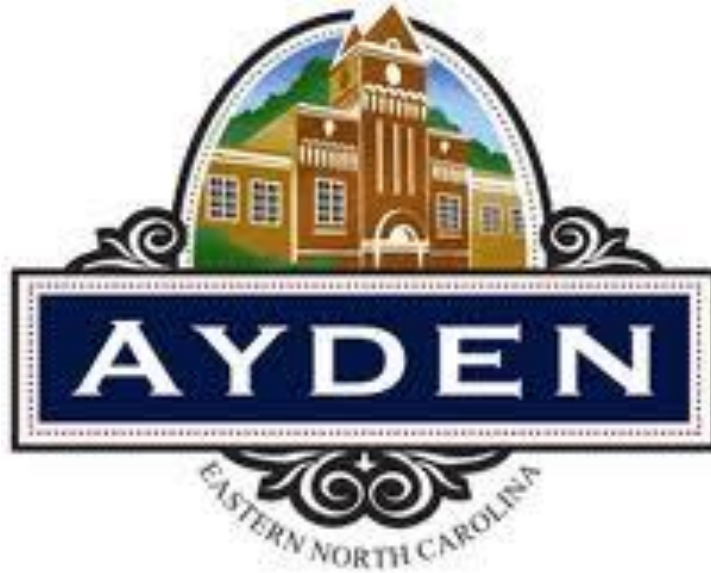
#### **13.1 Possible Disciplinary Action – Parent**

In order to provide the Ayden Arts and Recreation with the flexibility to take appropriate action when a parent is found to have violated the Parents Code of Ethics, a range of possible actions has been developed. These actions may be implemented above and beyond what is called for in the sport specific rules.

Possible disciplinary actions for parents include (in no particular order):

- Written or verbal warning,
- Probation,
- One game suspension,
- Multiple game suspensions,
- Season suspension, and
- Indefinite suspension.

These guidelines are not absolute in dealing with behavioral problems. Severe situations could merit harsher sanctions against the parent(s) including but not limited to arrest and prosecution.



# **Youth Sports Manual**

## **Appendices**

## **Appendix A: Coaching Application**

## Coaching Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ NC Driver's License # \_\_\_\_\_

***Please complete the following questions. Incomplete forms may be returned to applicant.***

Have you been ***charged*** or ***convicted*** of a felony criminal offense? Yes No

Did you coach last season? Yes No

Which position are you applying for? Head Coach Assistant Coach

Which sport do you wish to coach? \_\_\_\_\_ Age Group? \_\_\_\_\_

1. Why do you want to coach youth sports?

\_\_\_\_\_

2. What is your coaching philosophy and style?

\_\_\_\_\_

3. What specific skills will you teach and what method will you use?

\_\_\_\_\_

***Previous Coaching Experience:***

Organization: \_\_\_\_\_ Position: \_\_\_\_\_ Year: \_\_\_\_\_

Organization: \_\_\_\_\_ Position: \_\_\_\_\_ Year: \_\_\_\_\_

***References***

NAME	ADDRESS	TELEPHONE

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix B: Volunteer Coaches Job Description**

# Volunteer Coaches Job Description

## **Mission Statement:**

The mission of Ayden Arts and Recreation Department is to provide high quality, diverse and accessible programs, services and facilities that enhance the quality of life for all ages, cultures, and abilities.

## **Statement of need:**

The Ayden Arts & Recreation Department needs volunteers to coach youth sports teams in its' Athletics Division. The Athletic Division provides recreational and competitive opportunities for Town of Ayden's youth who have an interest in cheerleading, flag football, tackle football, basketball, softball, and volleyball. Volunteer coaches are expected to assist, collaborate and support a safe and wholesome environment where participants are encouraged to learn and feel empowered to participate. The measure of success is not by the score but the development of our youth.

## **Job Description:**

Volunteer Youth Sports coaches will teach children sport-specific skills and game concepts. They will promote sportsmanship, teamwork, and physical fitness. Volunteers will manage training and practice activities. As well as lead youth sports teams in league-sponsored competitions. Volunteer coaches are expected to lead a team of youth participants for the selected sport by following the established coach's guidelines which include, but are not limited to:

- Establish communication channels with administrators, parents and participants
- Comply with all safety requirements
- Assist with distribution and collection of equipment, uniforms, and other inventory as needed
- Follow and support Ayden Arts and Recreation rules, regulations and policies regarding incidents, accidents, and emergencies



**Qualifications:**

Volunteer coaches must be adults who can pass a criminal history background screening, according to the criteria set forth by the Department. Volunteers must have basic knowledge of the sport for which he or she is applying to coach, demonstrated via interview with the Athletic Coordinator. Additionally, volunteer coaches must:

- Exhibit a positive attitude
- Work well and communicate with children in one-to-one and group situations and have a commitment to empathy, dignity, self-esteem, and skill building.
- Display an energetic, enthusiastic, dependable, honorable, trustworthy, and friendly personality
- Present a neat, orderly, and appropriate appearance
- Be organized and prepared.

**Experience and Training:**

Volunteers who wish to serve as coaches with the Ayden Arts & Recreation Department must be at least eighteen years old. A high school diploma or equivalent credential is preferred. Assistant coaches need no prior experience. At least two years of prior experience leading youth recreational programs and/or athletic teams is preferred for those volunteers applying for head coaching positions. All volunteers must demonstrate an ability to perform the specified duties of a coach and a willingness to learn from those involved in the program

**Benefits:**

Volunteer head coaches will receive free team t-shirt, and admission to games. Volunteers may receive recognition at sport banquet. Volunteers also receive satisfaction in knowing their efforts contribute to the positive development of Town of Ayden youth.

## **Appendix C: Background Check Release Form**

## Background Check Release Form

This form is used by the Ayden Arts and Recreation Department to obtain background checks. The information provided on this form will be held in the strictest confidence. Please fully complete all sections in LEGIBLE PRINT so that your paperwork can be processed in a timely manner

**PLEASE NOTE: You must provide your FULL NAME (first, middle, last, and maiden)**

Name: \_\_\_\_\_  

Last
Frist
Middle
Maiden/Nickname
  
 Driver's License Number \_\_\_\_\_ Issuing State \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Sex: M or F Race \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  

Street
City
State
Zip Code

Length of Time at this Residence: \_\_\_\_\_

Previous Address: \_\_\_\_\_  

Street
City
State
Zip Code

Length of Time at this Residence: \_\_\_\_\_

**PLEASE NOTE: If the number of years that you have lived at your current address plus the number of years that you lived at your previous address is LESS THAN 3 YEARS, you must provide additional address (es) to equal three years.**

Previous Address: \_\_\_\_\_  

Street
City
State
Zip Code

Length of Time at this Residence: \_\_\_\_\_

**Have you ever been convicted of an offense against the Law?      Yes      No      (circle one)**  
**Are you currently under charges for any offense against the Law?      Yes      No      (circle one)**

**If you answered "Yes" to any of the above questions, please explain the circumstances:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**AUTHORIZATION OF A BACKGROUND CHECK:**  
 I hearby certify, by my signature below, that the information I have provided is accurate and true to the best of my knowledge and I authorize the Town of Ayden to conduct a periodic police, court, and sex offender records check on my background while I am volunteering with the Town of Ayden I understand that the disclosure of a record will not result in an automatic disqualification from employment, but will be considered in relation to the specific position for which I am applying. I also understand that the failure to complete this form or providing false information will result in disqualification of participation.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**Appendix D: Athletic Participation Form**

# ATHLETIC PARTICIPATION FORM

## Please Print

Sport: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
Player's Name: \_\_\_\_\_ Gender: (Male) (Female)  
Parent's/ Guardians Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone Carrier: \_\_\_\_\_  
Is there a sibling participating in the same league? (YES) (NO)  
If YES, Please List the Sibling's Name & Age: \_\_\_\_\_  
T-shirt Size (Circle one below) Y=Youth A = Adult  
YS YM YL AS AM AL AXL A2XL Jersey Number: \_\_\_\_\_  
Would you or your Spouse be interested in Coaching? (YES) or (NO)  
Person Interested in Coaching: \_\_\_\_\_ Phone: \_\_\_\_\_

## MEDICAL/EMERGENCY INFORMATION

Emergency Contact other than Parent: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation: \_\_\_\_\_  
Allergies or other medical conditions \_\_\_\_\_

I hereby pledge to provide positive support and care for my child participating in youth sports by encouraging and demonstrating good sportsmanship for all players, coaches, and officials at every game, practice and youth sports events. I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.

**Photography Waiver:** Pictures may be taken of my child while participating in Town activities and may be used for program publicity. If you do not concur please contact the Arts and Recreation Department.

**Release and Indemnity Agreement:** I understand that participating in the recreational program selected involves risk of injury. These risks include inclement weather, accidents while traveling, equipment problems or failures, contacts with actions of other participants, slips/trips/falls, and musculoskeletal injuries, among others. I choose for myself or for my child to participate in the selected programs desire the risks. By signing the registration form, I acknowledge all risks of injury, illness and death and affirm that I have assumed all responsibility of injury, illness or death in any way connected with participation in the program. I also agree for myself and for any child participant to follow all rules and procedures for the program and to follow reasonable instructions of the teachers and supervisors of the program.

In return for the opportunity to participate in this program, I agree for myself and for my heirs, assigns, executors and administrators to release, waive and discharge any legal rights I may have to seek payment or relief of any kind from the Town, its employees or its agents for injury, illness or death resulting from this program. If I am registering a child for a program, I agree that I am a parent, legal guardian, or am otherwise responsible for the child whose application I am submitting and that I release, waive, and discharge any legal rights that I may request on behalf of the child participation in the program. I also agree not to sue the Town, its employees or its agents and agree to indemnify the Town for all claims, damages, losses, or expenses, including attorney's fees, if a suit is filed concerning an injury, illness or death to me or my child resulting from participation in the program.

Parent's/ Guardians Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix E: Accident Report Form**

## ACCIDENT REPORT FORM

Date: \_\_\_\_\_ Time of Injury: \_\_\_\_\_  
 Name of Injured: \_\_\_\_\_ AGE: \_\_\_\_\_ Gender: (M) (F)  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Person Injured:    Circle one            Player            Spectator            Coach            Staff/Official

<p><b>Part of the body injured:</b>    Circle one</p> <p>Abdomen    Chest    Neck    Pelvis    Mouth          Back    Head    Nose    Other: _____</p> <p style="text-align: center;">Right or Left</p> <p>Ankle                      Hamstring          Calf                      Knee          Elbow                      Quadriceps          Eye                      Ribs          Finger                      Shin          Foot                      Shoulder          Forearm                      Toe          Groin                      Upper arm          Hand                      Wrist</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p><b>Nature of Possible Injury:</b>    Circle one</p> <p>Bruise    Cut    Sprain          Dislocation    Fracture          Other: _____</p> <p style="text-align: center;"><b>Severity of Injury:</b>    Circle one</p> <p style="text-align: center;">1 2 3 4 5 6 7 8 9 10</p> </div>	<p><b>Sport being played when injury occurred:</b>          Circle one</p> <p>Winter Basketball          Summer Basketball          Cheerleading          Tackle Football          Flag Football          Softball          Volleyball          Camp</p> <p>Other: _____</p>
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What action(s) taken:

\_\_\_\_\_ EMS called but victim not transported

\_\_\_\_\_ First aid (describe): \_\_\_\_\_

\_\_\_\_\_ First aid supplies used: \_\_\_\_\_

\_\_\_\_\_ EMS called and victim transported

Time EMS called \_\_\_\_\_.

TIME EMT arrived \_\_\_\_\_.

Location of Accident: \_\_\_\_\_

\_\_\_\_\_.

-Transported to:    \_\_\_\_\_ Hospital    \_\_\_\_\_ Health Center    \_\_\_\_\_ Home    \_\_\_\_\_ Other

-Method of Transport:    \_\_\_\_\_ Ambulance    \_\_\_\_\_ Private Auto    \_\_\_\_\_ Police    \_\_\_\_\_ Other

**Employee - Narrative**

State factual information, not opinions. Never diagnose injuries. (Interview the victim. Report the who, what, when, where, how, and what you did surrounding the accident.) Use additional paper if necessary.

Employee name: \_\_\_\_\_ Phone

Number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date and

Time: \_\_\_\_\_

**Witness – Narrative**

(Note: to be completed by a witness who saw the accident-not a recreational event staff employee or the injured participant.)

State factual information, not opinions. Never diagnose injuries. (Interview the victim. Report the who, what, when, where, how, and what you did surrounding the accident.) Use additional paper if necessary.

Employee name: \_\_\_\_\_ Phone

Number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Signature of Witness: \_\_\_\_\_ Date and time:

\_\_\_\_\_



**Appendix F: Incident Report Form**

## INCIDENT REPORT FORM

Date of incident: _____	Date of report: _____
Time of incident: _____	Time of report: _____
Type of Incident:      _____ Theft      _____ Unsportsmanlike Conduct/Verbal Abuse _____ Fighting/Physical Abuse      _____ Other (Describe) _____	
Location of incident: _____	
Were the Police called (yes) (no) Officer's name and badge number: _____	
Name of Employee taking report: _____ Phone: _____	
Job Title: _____ Email: _____	
Did you, the employee observe the incident? (yes) (no) If yes, please describe the events: _____	
_____	
_____	
_____	
Was the player/parent/fan cooperative after the incident? (yes) (no) If no, please describe: _____	
_____	
_____	
<b>Involved Participant #1</b> Name: _____ Phone: _____ Email: _____  Player      Parent      Fan      Other Circle one	<b>Involved Participant #2</b> Name: _____ Phone: _____ Email: _____  Player      Parent      Fan      Other Circle one
Gender: (M) (F) Race: _____ Age: _____	Gender: (M) (F) Race: _____ Age: _____
Height: _____ Hair Color: _____	Height: _____ Hair Color: _____
Distinct Feature: _____	Distinct Feature: _____

**Witness Statement**

- Using direct quotation if possible, please address the following in your statements:
- Why was the player/participant asked to leave the game or facility?
- Please describe in detail what happened.
- Please be objective in describing the situation and person(s) involved. Refrain from using your opinion.

Witness #1 (print name) \_\_\_\_\_ Signature \_\_\_\_\_

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Witness #2 (print name) \_\_\_\_\_ Signature \_\_\_\_\_

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Adopted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Chairperson of Arts and Recreation Commission

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Arts and Recreation Director