



YOUTH SPORTS
POLICIES AND PROCEDURES MANUAL

VILLAGE OF RUIDOSO YOUTH SPORTS POLICIES & PROCEDURES

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Welcome to the Village of Ruidoso Parks & Recreation Youth Sports Program

Village of Ruidoso Mission of Statement:

Our mission of our youth programs, and any of our recreational programs, is to better serve our community. To create recreational opportunities for growth and development throughout an array of diverse, affordable, and multicultural events & programs. We hope to promote physical, mental, and social health for better quality of life. We believe assisting and offering our services to existing leagues/organizations will improve relations and better serve our youth in our communities.

This handbook was developed to better serve you; our parents, coaches, athletes, officials, and volunteers. We are dedicated to the betterment of all our recreational programs and want to provide a positive experience for all.

Sincerely,

Rodney Griego

Parks and Recreation Director

OBJECTIVES

The objectives of the Village of Ruidoso Parks & Recreation department are as follows:

- ✓ To offer sports programs that produce a positive and fulfilling experience for participants in our community as well as participants in surrounding communities
- ✓ To ensure every athlete is treated equally and respectfully regardless of race, religion, or socio-economic status
- ✓ To better prepare our participants for the next level of play and life
- ✓ To ensure every adult volunteer is giving each young athlete an equal chance at success
- ✓ To ensure every young athlete is treating each of our adult volunteers with respect and courtesy
- ✓ To urge our parents to respect our volunteers and young athletes in a supportive, encouraging and positive manner

PHILOSOPHY OF YOUTH SPORTS

The Village of Ruidoso Parks & Recreation passionately believes the participation of organized sports produces positive character traits in sports and life outside of sports. Participation in team sports teaches the importance of respecting one another and working as a team, being accountable, and developing not only the skills but developing the mindset. Therefore, the goal of the Village of Ruidoso is not only to prepare our youth for higher level of competition in sports but to motivate them to become active members of our communities. *The following philosophies are set to help us achieve these goals:*

- ✓ **Everyone Plays:** We believe every child should have equal playing time opportunities. We will mandate that each player must play at least half of every game.
- ✓ **Balanced Teams:** We believe no team should have an advantage. Therefore, we will host tryouts/drafts each year; head coaches will not be able to pick an assistant coach until draft is over and there will be no property players (coaches' child/sibling will be the only exception).
- ✓ **Open Registration:** Our youth sports programs range from 6U-14U age divisions (depending on sport). We will not turn away any kid that is from the Lincoln County area (Mescalero included).
- ✓ **Positive Coaching:** We believe our coaches should be a positive example for our young athletes. Everything a coach does should be done in a positive manner.
- ✓ **Good Sportsmanship:** The focus of a sport is not too win, but rather to learn values in competition, such as teamwork, showing respect for teammates, coaches, opponents, and officials that can be carried over to the classroom, at home, and into adulthood.
- ✓ **Respecting Other Teams:** Each team is important and without each team there would not be a league. Therefore, each team will be treated with respect and dignity.
- ✓ **Respecting Self:** Respecting oneself is just as important as respecting others. Respecting ourselves and acknowledging the value each individual brings to a team and community is essential. Set personal goals and hold yourself to a higher accountability.
- ✓ **Respecting Officials:** Officials are there to facilitate each game and to ensure rules and regulations are being fulfilled. Officials are to be treated with respect and courtesy.
- ✓ **Building the Team:** It is important to engage with everyone on the team and build healthy relationships amongst each other.
- ✓ **Integrity over Winning:** Maintaining integrity throughout a season is much more valuable than having a winning season without virtue.

GENERAL POLICIES

Participation

- ✓ The Village of Ruidoso Parks & Recreation Youth Sports programs highly encourage participation in all aspects. From drafts and tryouts to practices and games, we encourage coaches and parents alike to get involved.
- ✓ Each young athlete should receive playing time as described in each individual sports rulebook. Every child will participate for at least the minimum amount of time required per game/practices unless injury or health reasons prohibit.

Sign-Ups

- ✓ All registrations will take place online via the Parks and Recreation website; every participant will need to register individually or per family
 - If online access is not easily available, the Parks and Recreation office will assist in registration
- ✓ Scholarship opportunities may be available through an application process; please email or call our office if interested in scholarship funds
- ✓ Every Youth Sports program has a registration start date and deadline. The Village of Ruidoso will oversee planning of the dates for sign-up, tryouts, and drafts.
- ✓ There will be no team requests but will allow trades. Trades can only take place through and approved by the Village of Ruidoso Parks & Recreation. Both teams involved must be an agreement with trade offers.
- ✓ Team sizes will vary from program to program:

SPORT	AGE GROUP	MINIMUM	MAXIMUM	TARGET
Flag Football	ALL	6	10	8
Youth Volleyball	ALL	7	10	9
Youth Basketball	ALL	6	10	8
Youth Soccer	ALL	8	12	10
Youth Fast Pitch	ALL	10	12	11
Youth Baseball	ALL	10	13	12

Schedules and Locations

Practice and Gamedays are dictated by the following:

- ✓ **Facility Availability:** Facility Availability is a big factor when it comes to practice and game times. We will be working with Ruidoso Public Schools to accommodate each youth sport program as best as possible.
- ✓ **Coach's Availability:** Head Coaches will be choosing practice days and times. Most of the time we do not know who is coaching until registration has been completed and coaching requirements are met.

Game Cancellations and Rescheduling

VILLAGE OF RUIDOSO YOUTH SPORTS POLICIES & PROCEDURES

- ✓ Games and practices can and will be cancelled/rescheduled due to weather and unforeseeable circumstances.
- ✓ If a game is cancelled the Village of Ruidoso Parks & Recreation will work with the coaches and officials to make their best effort to reschedule.
- ✓ Due to facility availability and calendar constraints some games will not be able to be rescheduled.
- ✓ It will ultimately be the decision of the Village of Ruidoso Parks & Recreation department.

Locations

Outdoor Youth Sports Programs:

- ✓ White Mountain Sports Complex
- ✓ Ruidoso High School Baseball Field
- ✓ Gavilan Canyon Softball Field
- ✓ North Park Tee Ball Field
- ✓ Eagle Creek Softball Complex
- ✓ Ruidoso Middle School Field
- ✓ Horton Stadium
- ✓ All-American Softball Field

Indoor Youth Sports Programs:

- ✓ Horton Gymnasium
- ✓ Horton Auxiliary Gymnasium
- ✓ White Mountain Intermediate Gymnasium

Note: Many of these locations are not owned and operated by the Village; Parks and Rec will work closely with each location to collaborate and secure each programs schedule, however availability is not guaranteed.

League Rules

- ✓ League Rules will be posted directly on our website and will be handed out before each season of each league. We encourage everyone who is involved with our Youth Sports Programs to read the rules and become familiar with them
- ✓ Fundraising is prohibited for any teams participating in a Ruidoso Parks and Recreation programs (acceptations must be approved by the Parks and Rec Director)
- ✓ All teams must wear the uniforms provided through the league; no additional uniforms will be allowed

Payments and Refunds

- ✓ All payments are due for all programs at time of registrations
- ✓ If a program is cancelled, the participant is entitled to a full refund or credit.

Insurance

- ✓ Village of Ruidoso Parks & Recreation maintains a general liability insurance policy. It is recommended that all participants be covered under a personal medical/accident insurance policy.

Medical Emergencies

- ✓ For any injuries or accidents that requires more than a first aid kit coaches are required to seek professional medical assistance through 911 calls.
- ✓ If medical transportation is required, the charges incurred will be billed to the parents and/or the parents/guardians insurance policy.
- ✓ It is mandatory that parents/guardians provide pre-existing medical conditions (i.e. allergies, medications, physical impairments, etc.) on registration form; the league will then inform the coach of the situation. This is essential in order to determine the severity of an accident and to assist the medical personnel who is on the scene.

Social Media Policy:

- ✓ Photos and videos may be taken of participants and may be used for league advertisement or put up on the Village of Ruidoso's social media pages. The league has no control over photos appearing elsewhere.

If you wish for pictures or videos to be removed from our pages, please contact the Parks and Recreation Department at (575) 257-5030.

Team Photos

- ✓ The Ruidoso Parks and Recreation Department will provide a photographer for each youth sports program. Teams are required to use the photographer provided by the Parks and Rec Dept.

Trophies/Awards

- ✓ The Village of Ruidoso Parks & Recreation will provide 1st place and 2nd place trophies for each youth sport program.
- ✓ Coaches are highly encouraged to have an end of the year party at any of parks/pavilions. Make sure you make a reservation two weeks prior to party to ensure availability.

Volunteers and Background Checks

- ✓ We strongly encourage any interested parents or community members to volunteer with our sport programs. Our programs are made possible by the individuals who volunteer their time to coach and officiate our leagues.
- ✓ Whether the person is volunteering to be a coach or an official they are required to pass a background check conducted by the Village of Ruidoso Parks & Recreation.
- ✓ If the person is not willing to take a background check, they will not be able to volunteer their time through our programs.
 - Volunteers are ineligible if a person has been convicted (including crimes whereby a plea of "no contest" was entered) of a crime of child abuse, sexual assault, child neglect, murder, voluntary manslaughter, felony assault, arson, robbery, burglary, indecent exposure, public lewdness, terrorist threats, any offense against a minor, kidnapping, or has been subject to any court order involving any sexual or physical abuse of a minor; the Parks and Rec Department shall have final decision on all matters.

Grievances

Any participant, parent, or volunteer may file a grievance when necessary. All grievances should be written and directed through the following sequence of authorities: Coach; Program Coordinator; Recreation Director; Mayor.

- ✓ Grievances will be heard regarding all matters pertaining to conduct in violation of the Code of Ethics as indicated within the Village of Ruidoso Parks & Recreation Department Youth Sports Program Policies and Procedures Manual.
- ✓ The procedure for filing a grievance is to first attempt to discuss the issue with the team Coach, if this is not deemed suitable, provide the Program Coordinator with written documentation of the grievance including date of incident(s), name(s) of person(s) involved, name(s) of any witness(es), and a brief description of the incident(s).
- ✓ If necessary, a meeting with the Program Coordinator or Recreation Director will be scheduled.
- ✓ If the matter is not resolved it may be forwarded to the Mayor.

Protest

- ✓ No protests of games or contests will be permitted
- ✓ Decisions of on-field officials will stand

Safety

- ✓ Safety is always a priority. Coaches will be required to record any accidents, injuries, etc. to the Village of Ruidoso Parks & Recreation Department using the accident report form that is provided.

Weather:

- ✓ **Once the game has started:** Officials will have the responsibility to remove the players from the field if the conditions become extreme.
- ✓ **Lightening:** If lightening is within a 10-mile radius all outdoor sports activity must come to a stop for a minimum of 30-minutes. If another lightning strike within the 10-miles radius takes place within the 30-minutes, the wait time is started over. All athletes, parents, and volunteers are asked to take shelter in vehicle until circumstances improve.
- ✓ **Rain:** If rain gets to the point of visual impairment officials are asked to stop all sports activity until circumstances improve. All athletes, parents, and volunteers are asked to take shelter in vehicle until circumstances improve.
- ✓ **Wind:** If wind causes visual impairment or is becoming damaging officials are asked to stop all sports activity and are asked to escort you to your vehicle until circumstances have improved.

All of these could result in cancellation of the game or activity. Programs that use school facilities will be cancelled in the event that the school is closed for a snow day.

Alcohol and Drugs

- ✓ Alcoholic beverages are not permitted on Village Property or Ruidoso Public School Property.
- ✓ No coach or other volunteer shall participate in any Village of Ruidoso Parks & Recreation sponsored event, including practices and games, while under the influence of alcohol or drugs.

Participation

In order for a program to be truly successful, it takes the cooperation of everyone involved: players, coaches, officials, league administrators, and parents.

Players, coaches, and officials will be asked to help with game set up and take down duties before and after each game. Players and coaches will take care of the facilities, equipment, and uniforms, which they are given.

Parents Responsibilities and Expectations:

The Village of Ruidoso is passionate about providing a positive and enjoyable experience for everyone who is involved in our Youth Sports Programs. In order to have a positive and fun program we have adopted and implemented the National Alliance for Youth Sports parent guidelines.

Parents have the following responsibilities and expectations when participating in the Village of Ruidoso Parks & Recreation Youth Sports Programs:

Parents have a responsibility to their children:

To make sure that your child gets the most out of his or her playing experience, parents should show their unwavering support, including positive reinforcement of your child's performance and effort. This is 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.

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 and not in front of the children. ***It is not acceptable to approach a coach before or during a game to discuss playing time etc.*** Parents are also expected to participate in order to maintain control of the group and assist the coach as needed.

Parents have a responsibility to the League:

League Administrators cannot be at all games and practices of all teams. Therefore, in order to maintain the protective shell around these programs, it is essential for parents to report abusive behavior or any other situation that needs to be addressed to the league administrator. This is the only way that these programs can achieve their intended goals.

Parents have a responsibility to the other parents:

Personal gain and satisfaction should not be derived from your child's performance. Competition and taunting between parents is never acceptable, and no parent 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.

Parents have a responsibility to themselves:

It is your responsibility to enjoy watching 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.

Guidelines for Supportive Parents

Few youth programs are successful without the support of parents. Below are a few guidelines for concerned parents as they strive to support their young athletes:

- ✓ Supportive parents focus on mastering sport skills and strategies rather than on competitive ranking
- ✓ Supportive parents decrease the pressure to win
- ✓ Supportive parents believe that the sport's primary value is the opportunity for self-development
- ✓ Supportive parents understand the risks that competition places on a child
- ✓ Supportive parents communicate their true concerns directly with the coach
- ✓ Supportive parents understand and respect the differences between parental roles and coaching roles
- ✓ Supportive parents control negative emotions and think positively
- ✓ Supportive parents avoid the use of fear and punishment to get kids to perform better
- ✓ Supportive parents avoid criticizing children, coaches, and officials
- ✓ Supportive parents recognize and understand expressions of insecurity and provide support when necessary
- ✓ Supportive parents avoid the use of guilt to manipulate children to perform the way they want them to
- ✓ Supportive parents show empathy for the young athlete

Important Don'ts for Parents

1. Don't put yourself in the place of your son or daughter on the field. Your child is in the game, not you. Glory or grief, it is his/her game.
2. Don't criticize your child or other children on your child's team or other teams.
3. Don't yell instructions to your child; that is the coach's job. Besides, your child will be able to hear your voice over the crowd, which will make him/her more nervous. Please shout encouragement only.
4. Don't start analyzing your child's performance right after the game. All your child wants is peace, quiet, and something to eat.
5. Never criticize the coach, even if it is apparent that he doesn't understand the game. Before you complain, decide whether you are ready to give up your valuable free time to step into the shoes of the coach. If not, don't complain.
6. Don't abuse or criticize the officials. This type of behavior does not promote the respect for authority you expect from your children.
7. Don't decide that your child has a future with a professional team, but don't write him off either. Kids mature athletically at different paces.
8. Don't forget to praise your child for simply performing. Don't over praise or dwell on a mistake with scorn or anger.
9. Don't forget to praise all of the players after a game, even if they lost.
10. Don't take sports so seriously. Even the "Big game" can't solve the world's problems. Just let the kids have fun!

Corrective Action Policy

Parents who do not follow the Code of Ethics and guidelines will be subject to a Correction Action Policy. It is the philosophy of the Village of Ruidoso Parks & Recreation Department, that parents should not spoil the experience of participation in Youth Sports for the children. Furthermore, RPRD will never punish a child for the actions of his or her parent(s). Therefore, the following guidelines have been established for addressing problem parents.

The Corrective Action Policy is in place to guide and/or assist coaches and Village of Ruidoso Parks & Recreation staff run a positive experience program. The Corrective Action Policy is a 4-step system designed to forgive a mistake but to firmly address toxic behavior.

For violations of the Code of Ethics or Responsibilities and Expectations, the following steps will be taken:

Step 1: Verbal Warning- Coach will discuss undesirable conduct with parents and stress that this behavior will not be tolerated. Coach will document this conversation and forward to Program Coordinator and/or Recreation Director.

Step 2: Written Warning- Coach or official will notify the recreation Director or Program Coordinator of continued breach of Code of Ethics and Program Coordinator will bring parent(s) in for a meeting to discuss actions and proper behavior. There will be formal documentation of counsel given to the parent(s) stating that the next offense will lead to parent being banned from the sporting event venue for the following game.

Step 3: Game Suspension- Village of Ruidoso Parks & Recreation Department will ban the parent(s) from the following game and document the third offense. The parent(s) will be notified that the next offense will lead to parent(s) being banned from all future contests.

Step 4: Season Suspension- Parent(s) will be banned from attending all league contest after a 4th offense. The parent(s) will then have to make a formal request to be re-instated into any additional league. The parent(s) will then have to meet with the Recreation Director and Program Coordinator prior to the start of the new season to determine if the parent(s) is capable of behaving within the spirit and conditions of the guidelines of this program.

These guidelines are not absolute in dealing with behavioral problems. Severe situations could merit harsher sanctions against the parent(s).

Players Responsibilities and Expectations:

The Village of Ruidoso is passionate about providing a positive and enjoyable experience for everyone who is involved in our Youth Sports Programs. In order to have a positive and fun program we have adopted NAYS Players' guidelines.

Players have a responsibility to their Parents:

Players of all ages, race, religion, socio-economic background, etc. play a vital role in our sports programs. Our young athletes have a responsibility to their parents and families to represent their values.

Players have a responsibility to the Coaches:

Players are to treat the Coaches with respect and open communication. Coaches are volunteering their time and energy—It is important that our young athletes' value and appreciate our coaches' commitment to them and the program.

Players have a responsibility to other Young Athletes:

Players are to treat other young athletes, both within their own teams as well as those on opposing teams, with dignity and respect. Without one another there would be no league. It is important to value every person and the role they play within the programs.

Players have a responsibility to themselves:

Players are to value their unlocked potential and seize the opportunities that arise during these programs. Our players are in a position to shape their lives in a great way through sports and teamwork. Every practice and game are an opportunity to learn from winning, losing, and an opportunity to see the positive in every situation.

Corrective Action Policy

Players who do not comply to rules, regulations, and or Players' Code of Ethics and guidelines will be subject to disciplinary action. The Village of Ruidoso Parks & Recreation Department will not allow a young athlete to create a negative experience for our Youth Sports Programs.

The Corrective Action Policy is in place to guide and/or assist coaches and Village of Ruidoso Parks & Recreation staff run a positive experience program. The Corrective Action Policy is a 4-step system designed to forgive a mistake but to firmly address toxic behavior.

For violations of rules, regulations, and or Players' Code of Ethics, these steps will be followed:

- ✓ **Step 1- Verbal Warning:** Coach will discuss undesirable conduct with player and parents and stress that this behavior will not be tolerated. Coach will document this conversation and forward to Program Coordinator and/or Recreation Director.
- ✓ **Step 2- Period Suspension:** Coach will bench the offending player for 1 period of time during a game when he/she should be playing. Coach will document and inform the Program Coordinator of the issue and period suspension.

- ✓ **Step 3- Game Suspension:** Coach will bench the offending player for 1 entire game when he/she should be playing. Coach will document and inform Program Coordinator of the 3rd offense, prior to the player being allowed to resume playing. The player will be warned that the next offense will result in his/her expulsion from the league.
- ✓ **Step 4- League Removal:** On the 4th offense the participant will be expelled from the league and no refund will be issued. The parent(s) then have to make a formal request for the child to be re-instated into any future league. The child and parent(s) will then have to meet with the Program Coordinator prior to the start of the season to determine if the child is capable of playing within the guidelines of this program.

These guidelines are not absolute in dealing with behavioral problems. Severe situations could merit harsher sanctions against participants.

Coaches Responsibilities and Expectations:

The Village of Ruidoso is passionate about providing a positive and enjoyable experience for everyone who is involved in our Youth Sports Programs. In order to have a positive and fun program we have adopted NAYS Coaches' guidelines.

Coaches have a responsibility to their Players:

Coaches play a vital role in the development of their players. It is their responsibility to teach their young athletes the correct techniques and methods to become a better athlete and individual.

Coaches have a responsibility to their Parents:

Parents are entrusting coaches to teach their young athletes the correct techniques and methods of playing a sport. It is important coaches address open communication with their parents on practices, games, their philosophy on coaching as well as any issues or concerns.

Coaches have a responsibility to the League:

Coaches are a representation of the league they are part of—It is their job to be a positive reflection of the program and to encourage other parents, kids, and volunteers to be part of the program.

Coaches have a responsibility to the other Coaches:

Coach to coach relationship should be on respectable terms. Coaches are expected to treat one another as respectable co-workers with the same goal, to better our young athletes through organized sports.

Coaches have a responsibility to themselves:

Coaches have a responsibility of representing themselves in a positive light. It is important that coaches carry themselves in a way that is respectable and be treated as such.

Coaches Team Bonding Exercise

As a way to showcase our youth programs all coaches will be required to create a team exercise video tutorial to promote team bonding and to encourage sound training philosophies. Videos will then be shared throughout our Facebook page to share with our community the benefits of organized sports programs. Each sport league will be given criteria to meet for each video along with content material and ideas.

Corrective Action Policy

Coaches who do not comply to rules, regulations, and or Coaches' Code of Ethics will be subject to disciplinary action. The Village of Ruidoso Parks & Recreation Department will not allow a coach to create a negative experience for our Youth Sports Programs.

The Corrective Action Policy is in place to guide and/or assist coaches and Village of Ruidoso Parks & Recreation staff run a positive experience program. The Corrective Action Policy is a 3-step system designed to forgive a mistake but to firmly address toxic behavior.

For violations of rules, regulations, and or Coaches' Code of Ethics, these steps will be followed:

- ✓ **Step 1- Verbal Warning:** Program Coordinator will discuss undesirable conduct with coach and stress that this behavior will not be tolerated. Coach will document this conversation and forward to Program Coordinator and/or Recreation Director.
- ✓ **Step 2- Game Suspension:** Program Coordinator will suspend the offending coach for 1 entire game he/she should be coaching. Program Coordinator will document and inform the coach of the 2nd time offense and give notice of when he/she is allowed to resume coaching. The coach will be warned that the next offense will result in his/her expulsion from the league.
- ✓ **Step 3- League Removal:** The coach on the 3rd offense will be expelled from the league. The coach will then have to make a formal request to re-instated into any future league. The coach will then have to meet with the Program Coordinator and Director prior to the start of the season to determine if the he/she is capable of coaching within the guidelines of this program.

These guidelines are not absolute in dealing with behavioral problems. Severe situations could merit harsher sanctions against participants.

Complaint against a Coach Procedure

Complaints against a Coach must be documented and filed through the Village of Ruidoso Parks & Recreation Department. Complaints must include:

- ✓ Date of incident(s)
- ✓ Name(s) of person(s) involved
- ✓ Name(s) of any witness(es)
- ✓ A brief description of the incident(s)

At this point, the Parks & Recreation Program Coordinator will:

- ✓ Gather information and eyewitnesses accounts of the incident(s) that took place from everyone involved to determine if a violation of the letter or intent of the Coaches' code of ethics pledge has occurred. This may include the site supervisor, game officials, and other coaches, parents and children.
- ✓ Require the member coach to attend a meeting to address the complaint and to offer his/her side of the incident.
- ✓ The Recreation Director and Program Coordinator has the authority to determine the severity of the situation and whether or not the affected coach has violated the expected behaviors outlined under each of the canons of the Code of Ethics pledge that comprise the Code of Conduct.

The Recreation Director has the authority to enforce the appropriate range of disciplinary actions outlined in the Code of Conduct. The information will be logged in the member file.

Officials Responsibilities and Expectations:

The Village of Ruidoso is passionate about providing a positive and enjoyable experience for everyone who is involved in our Youth Sports Programs. In order to have a positive and fun program we have adopted NAYS Officials guidelines.

Officials have a responsibility to their Players:

Officials are in position to make sure the game is flowing and being managed correctly. It is the responsibility of the official not to be a decision maker of who wins or loses but to be an observer of the game.

Officials have a responsibility to their Parents:

Officials are put in high stake situations and can be involved in big game calls. It is important officials do not make decisions based off parents or spectators. They are to carry themselves in a professional manner.

Officials have a responsibility to the League:

Officials are a representation of the Ruidoso Parks & Recreation Department and the mission and values of the programs. Officials are expected to be respectful and courteous of the programs and participants they are officiating.

Officials have a responsibility to the other Officials:

Officials are to work as a team and be as one. They are to have each other's back and always come to an agreement on calls for each scenario.

Officials have a responsibility to themselves:

Officials are responsible to carry themselves with self-respect and to not tolerate any sort of disrespect. Officials play a major role in our Youth Sports Programs and we could not do it without them.

Corrective Action Policy

The Corrective Action Policy is in place to guide and/or assist coaches and Village of Ruidoso Parks & Recreation staff run a positive experience program. The Corrective Action Policy is a 3-step system designed to forgive a mistake but to firmly address toxic behavior.

For violations of rules, regulations, and or Officials' Code of Ethics, these steps will be followed:

- ✓ **Step 1- Verbal Warning:** Program Coordinator will discuss undesirable conduct with Official and stress that this behavior will not be tolerated.
- ✓ **Step 2- Game Suspension:** Program Coordinator will document and suspend the offending official for 1 entire game. The official will be warned that the next offense will result in his/her expulsion from the league.
- ✓ **Step 3- League Removal:** The official on the 3rd offense will be expelled from the league. The official will then have to make a formal request to re-instated into this league. The official will then have to meet with the Program Coordinator and/or Director prior to the start of the season to determine if the person is capable of officiating within the guidelines of this program.

These guidelines are not absolute in dealing with behavioral problems. Severe situations could merit harsher sanctions against participants.

Complaint against an Official Procedure

Complaints against an official must documented and filed through the Village of Ruidoso Parks & Recreation Department. Complaints must include:

- ✓ Date of incident(s)
- ✓ Name(s) of person(s) involved
- ✓ Name(s) of any witness(es)
- ✓ A brief description of the incident(s)

At this point, the Ruidoso Parks & Recreation Program Coordinator will:

- ✓ Gather information and eyewitnesses accounts of the incident(s) that took place from everyone involved to determine if a violation of the letter or intent of the Officials code of ethics pledge has occurred. This may include the site supervisor, game coaches, and other coaches, parents and children.
- ✓ Require the member Official to attend a meeting to address the complaint and to offer his/her side of the incident.
- ✓ The Recreation Director has the authority to determine the severity of the situation and whether or not the affected official has violated the expected behaviors outlined under each of the canons of the Code of Ethics pledge that comprise the Code of Conduct.

The Recreation Director has the authority to enforce the appropriate range of disciplinary actions outlined in the Code of Conduct. The information will be logged in the member file.

THE FACTS ABOUT CONCUSSIONS

What are the signs of a possible concussion?

Coaches, parents, officials, and Parks & Recreation staff should look for:

- ✓ Physical activity that has caused visible damage to the head or movement to the head or body that causes rapid movement of the head.
- ✓ Any changes in the athlete's behavior, thought process, or physical capabilities.

Signs observed by coaching staff and game official that may indicate a concussion has happened:

- ✓ Appears dazed or stunned
- ✓ Is confused about assignment or position
- ✓ Forgets an instruction
- ✓ Is unsure of game, score, or opponent
- ✓ Moves clumsily
- ✓ Answers questions slowly
- ✓ Loses consciousness (even briefly)
- ✓ Shows mood, behavior, or personality changes
- ✓ Can't recall events prior to or after hit or fall

Symptoms reported by athlete:

- ✓ Headache or "pressure" in head
- ✓ Nausea or vomiting
- ✓ Balance problems or dizziness
- ✓ Double or blurry vision
- ✓ Sensitivity to light and/or noise
- ✓ Feeling sluggish, hazy, foggy, or groggy
- ✓ Concentration or memory problems
- ✓ Confusion
- ✓ Does not "feel right" or is "feeling down"

Concussion Action Plan:

- ✓ If any physical activity that has happened that leads to these symptoms being observed and relayed by the athlete pull the from physical activity and document incident.
- ✓ Next would be to take the athlete to a physician to be examined if in fact they have suffered a concussion.
- ✓ If a concussion has/has not taken place the athlete will need to return with a document that states they are able/not able to return to play.
- ✓ The athlete will then be monitored by parent/coach until there is no indication that a concussion has taken place.

BASIC FIRST AID & INJURY IDENTIFICATION

Identifying the Severity of an Injury

When you're approaching an injured child, look at their lip color, feel the chest or put your cheek next to their nose to see if they are breathing. If they are not breathing and there is no palpable pulse in their neck or wrist, you must immediately initiate Cardiopulmonary Resuscitation (CPR) and have someone call for immediate medical assistance. This is why it is strongly recommended that anyone working with children in sports is CPR certified. If the injury sustained is to the head or neck, the athlete must be calmed and remain in the position found while emergency medical assistance is responding.

Remember P-R-I-C-E for Common Injuries

P- PROTECTION

The injured area must be wrapped, splinted and protected.

R- REST

The injured area must be immobilized and rested.

I – ICE

The use of ice has two basic purposes. The cooling effect is anesthetic and provides some relief from discomfort. It also constricts the blood vessels and reduces swelling to the injured area. Ice should be applied for 20 to 30 minutes and then removed for 1-2 hours before it is reapplied.

C – COMPRESSION

Compression should be applied to the area that's injured to minimize the swelling to provide comfort along with and immobilization.

E – ELEVATION

The injured should be elevated higher than the heart level to minimize the addition of swelling to that area.

USE C-O-A-C-H WHEN DEALING WITH A SERIOUS INJURY

Coaches must be prepared for ANY type of injury. Including when a child goes down and may have a lost consciousness. The acronym COACH is a handy reminder of how to respond:

C- are they CONSCIOUS?

O- are they OXYGENATING

A – ASK where does it hurt?

C- CONTROL the area that is painful

H- do they need a HOSPITAL?

Make the decision if you need to call for immediate medical assistance and have the child taken to a hospital.

INJURY TERM

First degree injury:

Stretching in a ligament or muscle tightness; able to move muscle with some discomfort; minimal swelling

Second degree injury:

More extensive tearing of fibers; pressure or weight increases pain; sudden twinges during movement; may notice swelling

Third degree injury:

Over 90 percent rupture of a muscle, tendon or ligament; movement severely affected; noticeable swelling; usually bruising

KNOW THESE SYMPTOMS – AND HOW TO RESPOND

Heat Cramps – Sudden, painful muscle contractions often caused by loss of body fluids and mineral depletion through sweating, or as the result of an acute blow

What to do: Gently stretch and massage the affected muscle area and have the athlete drink lots of fluids.

Heat Exhaustion – Weakness, dizziness, profuse sweating or rapid pulse

What to do: Call for emergency medical assistance, have the youngster rest in the shade with their legs elevated and replenish fluids.

Heat Stroke – High body temperature, red hot but dry skin; also a rapid pulse, difficulty in breathing, convulsions, collapsing.

What to do: This is a medical emergency and can be fatal; immediately call for medical assistance; place the youngster in the shade and cool the body by removing layers of clothing; while waiting for help to arrive massage the lower body with ice.

Strains/Sprains – Localized pain, limited range of motion, swelling, and possible skin discoloration.

What to do: Carefully compress ice to the injured area and elevate it above the level of the heart to help reduce swelling and provide an anesthetic effect.

Dislocation/Fracture – Pain, deformity and loss of function.

What to do: Call for emergency medical assistance to transport the athlete. Do not move the athlete.

STOCKING YOUR FIRST AID KIT

It's important for a coach to have a properly stocked first aid kit. Here's what should be in yours:

Small bottle of water and soap – to clean the cut or abrasion.

Band Aids/gauze pads – to assist in stopping any bleeding, to clean the area and to protect the area.

Bandages – used to hold ice in a place over the injured area and provide compression to aid in reducing swelling.

Flexible Splint – used to help control injured areas like a finger or wrist.

Athletic Tape – used to hold a flexible splint or ace bandages in place

Sling – immobilizes injuries to the shoulder and arm

CPR mouth protector

Small bottle of water and an eye cup – to safely and effectively remove debris from a child's eye

Ice or cold packs – used to reduce swelling and pain. You can also freeze water in small paper cups and then tear off the top of the cup when needed to massage the injured area.

SUN PROTECTION

Exposure to the sun is an often-overlooked health risk when it comes to youth sports. The Skin Cancer Foundation (www.Skincancer.org) points out that our skin is an excellent record keeper. Every moment we spend in the sun adds up, accumulating like money in the bank. Unfortunately, the payoff is often skin damage and skin cancer. One in six people will develop skin cancer at some point during their life and at least 90 percent of these are the results of long-term exposure to ultraviolet radiation from the sun. The best defense to protect yourself and your athletes when outdoors is to use a sunscreen with an SPF of at least 30.

Code of Ethics for Parents, Players, Coaches and Officials

Parents Code:

I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents' 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 a personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events.
- I will remember that the game is for youth - not for adults.
- I will do my very best to make youth sports fun for my child.
- I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, or providing transportation.
- I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.

Date

Parent Signature

Players Code:

I hereby pledge to be positive about my youth sports experiences and accept responsibility for my participation by following this 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 equal 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, sex, 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 from drugs, tobacco and alcohol and expect adults to refrain from their use at all youth sports events.
- I will encourage my parents to be involved with my team in some capacity because it is important to me.
- I will do my very best in school.
- I will remember that sports participation is an opportunity to learn and have fun.

Date

Player Signature

Coaches Code:

I hereby pledge to live up to my certification as a NAYS Coach by following the NAYS Coaches' Code of Ethics:

- I will place the emotional and physical wellbeing of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I promise to review and practice basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will not cheat or engage in any form of unethical behavior that violates league rules.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for all of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.

Date

Coach Signature

Officials Code:

I hereby pledge to live up to my certification as a NAYS Official by following the NAYS Officials Code of Ethics.

- I will encourage good sportsmanship by demonstrating positive support of all players, coaches, fellow officials and league administrators at all times.
- I will ensure that I am knowledgeable of the rules of each sport I officiate, and apply those rules fairly to all participants, teams and coaches.
- I will not allow personal friendships and associations to influence my decisions during a contest.
- I will refrain from the use of tobacco and alcohol products when in the youth sports environment.
- I will remember that youth sports provide an opportunity for children to learn and have fun and I will place their safety above all else.

Date

Official Signature

ACCIDENT REPORT FORM

This form must be filled out for all injuries. Use the back of this form if necessary.

Date of Accident _____ Time _____

Name of injured person _____

Age _____ Grade _____ Parents' names _____

Circumstances of accident... Explain in detail how accident happened and where you were...

Scene of accident... Describe nature of injuries.

Injuries and damage... Describe nature of injuries.

Was further medical attention required? If, what, where, and when?

Treated by: _____

Witnesses: Give names, addresses, and phones of all witnesses who know anything about accident or circumstances surrounding it.

Date of this report _____ By: _____

PROGRAM EVALUATION- YOUTH SPORTS

How did your child benefit from this program? _____

What did you like best/least about this program? _____

What did your child like best/least about this program? _____

What would you like to see changed- if anything? _____

Comment on the selection process for the teams (if applicable).

How did you register?

_____ Online _____ Walk in

How did you find out about the program?

_____ Word of Mouth _____ Facebook _____ Other

Was the registration process: (Check all that apply)

Convenient _____ Efficient _____ Confusing _____ Other _____ (explain below)

Did your child have fun? _____ Does your child agree with this evaluation? _____

Taking everything into consideration, the season as a whole was: _____

Would you like to teach, coach or volunteer for Village of Ruidoso Parks & Recreation Department?

General Comments: _____

COACH EVALUATION

This form is utilized by The Village of Ruidoso Parks & Recreation Staff to evaluate volunteer coaches.

Please check if coach is satisfactory. If not, please note improvements needed.

Program: _____ Date: _____

Coach: _____

PARENT SECTION: please check if coach is satisfactory. If not, please note improvements needed.

	Satisfactory	Improvements Needed
Knowledge in coaching the sport		
Ability to organize practice		
Communicate with parents		
Follows Coaches Code of Conduct		
Teaches Fundamentals of the sport		
Prepares a game day plan		
Provides positive role model for participants		

Overall Evaluation:

Would you like to be contacted? Yes, Name _____

Phone Number _____

PARTICIPANT SECTION

Did you have fun this season?	YES	NO
Did you improve?	YES	NO
Would you play this sport again?	YES	NO

Coach Evaluation by Program (INTERNAL USE ONLY)

This form is utilized by The Parks & Recreation Department to evaluate volunteer coaches.

Please check if coach satisfactory. If not, please note improvements needed.

	Satisfactory	Needs Improvement
Placed the emotional & physical wellbeing of players ahead of a personal desire to win.		
Treated each player as an individual remembering the large range of emotional & physical development for the same age group.		
Did their best to provide a safe playing situation for my players		
Did their best to organize practices that are fun & challenging for all players.		
Practiced the basic first aid principals needed.		
Lead by example in demonstrating fair play and sportsmanship to all players.		
Provided a sports environment that was free of drugs, tobacco, alcohol, and refrained from use at all youth sports events.		
Knowledgeable of the rules of each sport that was coached and taught these rules to players.		
Used coaching techniques appropriate for each of the skills.		
Remembered that he/she is a youth sports coach, and that the game is for children and not adults		
Followed and complied with all policies & procedures provided by the Village of Ruidoso Parks & Recreation Department.		

Parent Signature _____ Date _____

League Administrator _____ Date Reviewed _____

Would you recommend this coach for future coaching positions? _____ Yes _____ No

Comments: _____

