



YOUTH SPORTS PROGRAM

POLICIES & PROCEDURES MANUAL

Updated February 13, 2019



Organization Administration and Contact Information

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Alamosa Family Recreation Center

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Mission Statement

We strive to offer children an opportunity to have fun, learn sportsmanship and teamwork, and develop fundamental skills. Our goal is to enhance the quality of life by providing affordable, year-round recreation, leisure, and community activities.

Organizational Philosophy

Although sports are inherently competitive in nature, our programs exist to provide children with the fundamental knowledge and principles of the game as well as to encourage participation in a fun, safe, and positive environment. As a recreational-level organization, it is our goal to provide children fifty percent (50%) playing time in all games in all divisions. We also implement a model of competitive progression. Which means- in the younger divisions, our goal is to teach the fundamentals and help your child to adapt to the sport. Score in these divisions is typically not kept. In the mid-level divisions, score is usually kept, but competitive play in tournaments is not offered. In the upper-age division levels, we strive to normalize play, keep score, introduce aspects of competition through end of season tournaments, and prepare children for the next level of the sport.

Codes of Conduct

Parent & Spectator Code of Conduct

- I will provide positive support and encouragement for all players, coaches, and recreation staff when attending Alamosa Parks and Recreation youth program activities.
- I will encourage my child to show good sportsmanship at all games, practices, and events.
- I will place the emotional and physical well-being of participants ahead of any desire to win.
- I will demand a sports environment that is free of drugs, tobacco and alcohol and will refrain from their use at youth sports events.
- I will do my very best to make youth sports fun for my child.
- I will insist that events will be safe and healthy.
- I will not be involved with any altercations (verbal or physical) with any other parents, spectators, coaches and/or officials.
- I will not coach or yell instructions at players, coaches, or recreation staff from the sidelines.

Participant Code of Conduct

- I will treat all teammates, opponents, coaches, and recreation staff with respect.
- I will play the game according to the rules and I will not cheat to get ahead.
- I will do my very best at every practice and game.
- I will congratulate all opponents at the end of the game.

Coach Code of Conduct

- I will effectively communicate with team members, parents, and recreation staff.
- I will be a positive role model, promote sportsmanship, and conduct myself in a professional manner at all games and practices, putting the needs of the child over any desire to win.
- I will attempt to play each child no less than 50% of each game.
- I will respect, encourage, and listen to all participants, parents, and recreation staff.

Volunteers/Coaches

Volunteer coaches are always needed, which may include parents, friends, and relatives of our youth program participants. Other, unrelated individuals from the community are welcome to volunteer as well. The coaching requirements for our programs include: the desire to coach, basic knowledge of the sport, and a dedication to the children's safety and well-being. Volunteer coaches are required to pass a background check and complete concussion training/certification annually. Volunteer coaches are offered training through coaches' meetings and clinics, as well as other materials when they are available.

To show appreciation for our volunteer coaches, we issue a coaching credit to the head coach's account at the Recreation Center for the amount of the tuition cost of his/her dependent child(ren) in the program that he/she has volunteered to coach. Credits are issued to head coaches at the end of the season once the equipment bag has been returned and are valid for up to one year.

Registration Policies

Registration for most Fall and Winter programs opens around August 1st. Registration for most Spring and Summer programs opens around March 1st. Registration is available at the Recreation Center or online at www.AlamosaRec.org.

Once the official registration deadline has past, a maximum league capacity is set and the number of teams in each division is formulated. An ample number of spots are created to allow for late registration; however, once these spots fill up, the league will close and no one else will be admitted to the league unless another participant drops. Interested parties may be placed on the waiting list to be contacted if any openings become available. Also, once the official registration deadline has passed, a \$5 late fee will be added and online registration closes.

If there are not enough participants registered to form three or more teams; the program may shift into a clinic-style format. This format would still involve one or two practices per week and include all program participants. For games, coaches or Rec Staff would divide participants into two teams so that teams may change week to week for variety.

Youth Sports Divisions, by Age/Grade

Children must be the minimum age (and conversely may not exceed the maximum age) by the day of the first game. Children who are older may not play "down" a division. Younger children are allowed to play "up". Please see the 'Player Move-Ups' section below. Other programs are listed by grade level and are more straightforward.

Policy Regarding Outside/Club Teams

Any Outside/Club team wishing to participate in AP&R programs must meet with the Recreation Supervisor at the start of a sport registration period so we may gauge interest/commitment, assess costs, and plan accordingly. To promote transparent practices, an outside/club team will have to attend the any assessments that are scheduled for the youth programs. Their coaches will also be required to attend the coaches' meetings and drafts, as well as follow all the Recreation policies & procedures. If there is only one team in a division, that team will only be scheduled for friendly scrimmages.

Player Move-Ups

Player move-ups are allowed after the child has completed one season in correct age division. Moving your child up when registering online may prove difficult. If so, register them in the correct age division and contact the league director to move them up. Rec staff have the authority to keep or place a child in a division deemed appropriate.

Participants of a league may only play in one division at a time. If a player needs more of a challenge than the division they are registered in, a transfer to the next division up will be considered if space allows.

Special Requests

Special requests have proven problematic in regulating fair play. Previous, more accommodating policies have taught us how these requests can undermine our goal to balance teams and it is our duty to support a level playing field.

Special requests may only include:

- 1- to request ADA accommodations
- 2- to request for siblings in the same household to be on same team within a division
- 3- to request to avoid a specific coach

Requests must be made in writing and have valid reasons supporting what is being asked. Forms are available at the AFRC Front Desk or a note can be entered when registering online. All written requests will be reviewed by the league director, but not all requests can be granted.

Team Draft Procedures

Our goal is to achieve non-discriminatory results. The Coach's and Assistant Coach's children are automatically assigned to their team, but no more than two children will be placed to one team. Only siblings of same household in same age division are guaranteed to be assigned to same team. Please indicate any family relations upon registering, especially if children have different last names.

Our primary objective is to equally distribute talent across all teams. To accomplish this, we assess participants' skills before the season either through a formal assessment event or through a discussion and evaluation at the Coaches' Meeting. Coaches then draft their own teams with Recreation Staff moderation. A team without a coach is drafted by Recreation Staff. Participant attendance at a Skills Assessment event is important, not mandatory; however, please try to bring your child if one is held.

Once teams are drafted, players may not freely switch teams. If you are dissatisfied with your child's volunteer coach and cannot resolve the problem and/or if we cannot move your child to another team, we will consider a refund of the participation fee.

Practices

The day and time of practices are usually at the discretion of the coach, although we do ask coaches to practice after 5:00 PM on weekdays. This is when they are able to volunteer their time, so please be understanding. Attendance at practice is not mandatory and will not affect the amount of time your child plays in games. At the recreational level, please do not expect to practice more than once a week, as coaches, like most everyone, may only have a limited amount of time to volunteer. Some leagues may have firmly scheduled practices due to location availability constraints.

Parent Responsibilities

Arrive at least 15 minutes or more before games to allow for a warm-up and to prepare your child for the game and weather, if applicable. Water is essential, as well as the required uniform, footwear, and safety equipment.

Be your child's cheerleader! Leave the team strategy and play calling to the coach. Be sensible and maintain your emotions at games and practices. We expect you to respect your coach and referee. Please do not confront the coach or referee before, during, or after a game or practice. These can be emotional times for all parties involved. Meetings of this nature usually do not promote positive resolutions; instead, schedule a conference with the coach or call the Recreation Supervisor.

Uniforms

Uniform shirts are included in registration fees of most programs. Shirts will be distributed to your child through the coach prior to the first game.

Exceptions:

- Soccer– the uniform shirt is not included in the registration fee, but is offered at the Rec Center for \$12.
- Ice Hockey– the jersey is considered part of the equipment bag, which requires a deposit and must be returned.

Pictures

The photographer's information will be provided to coaches. All handling of any sport pictures will be between the photographers and the coaches. Photos are available at an additional cost, but you are not required to take or purchase any. If you have any questions regarding pictures, please contact coach and/or the photographer. Photographer information can be found at our Front Desk, from coaches, or through the Recreation Supervisor. AFRC will not handle any pictures.

Published Pictures:

As much as possible, our organization reports program events and photographs to the local newspaper for publication.

Program Changes

We reserve the right to modify program structure and details if needed. If you are not satisfied with the changes made, we will consider a refund of program tuition. Program changes are made by Recreation Staff only and will be communicated through coaches. Coaches do not have the right to cancel or reschedule games, or to transfer/accept players from other teams/divisions.

Insurance Information/Waiver

We recommend that all sports program participants have insurance due to the inherent risks involved in sports. All participants must have a signed waiver/code of conduct on file before taking part in any activity.

Transportation policies

We do not provide any transportation for our program participants, as most of our leagues are in-house. We prefer that parents/guardians/relatives transport children to and from games and practices. For protection of all parties, we discourage coaches from transporting any children that are not their own.

Emergency procedures

Adverse weather conditions may include lightening, hail, heavy snow or rain, high winds, or extreme cold temperatures. These conditions may affect outdoor games/events. If the conditions are deemed to be unsafe by Rec Staff, the day's events will be postponed or cancelled. Participants and spectators will be asked to vacate the premises and/or seek safe shelter immediately. Coaches should use their best judgement

Currently, we adhere to the National Weather Service's Lightning policy, "When thunder roars, go indoors." Activities shall be postponed for no less than 30 minutes after the last lightning strike has been recognized within ten miles.

Indoor events are not affected greatly by weather conditions. The only exceptions would be if the roads became impassible due to weather conditions or possible equipment or facility failures.

Notification of any cancellation would occur promptly. Our procedure to disseminate this notice is as follows: staff will contact coaches and the coaches are responsible for contacting players. In situations like this, our Front desk is flooded with phone calls and yours may not get through. For this reason, we also update our website www.AlamosaRec.org and the City of Alamosa's Activities page.

Make-Ups

Due to time constraints, not all games will be made up; however, every attempt to reschedule games will be taken. Please be prepared to adjust your schedule.

Complaint Procedures

If anonymity is preferred, dissatisfaction can be detailed in an anonymous letter and mailed to the Alamosa Family Recreation Center at 2222 Old Sanford Road Alamosa, CO 81101. If anonymity is not required, communicate complaints or concerns with the Recreation Supervisor or the Recreation Division Manager.

Disciplinary Procedures

Violations of the stated codes of conduct by a parent, coach, player, or spectator will be reviewed on an individual basis. At the least, a verbal reprimand or letter of caution will be issued. At the most, the participant or coach may be removed from the program. If parents or spectators violate the code of conduct, they may be restricted from attending program events.

Child Protection

Child abuse is defined as the physical, sexual, emotional mistreatment, or neglect of a child. Coaches, officials, and recreation staff undergo a background screening before becoming responsible children. If you believe your child or any child is being mistreated by a coach, assistant coach, official, or any other person, please contact the Recreation Specialist immediately. If the abuse is severe and/or criminal, please contact the local authorities.

Alamosa Parks & Recreation does not condone the mistreatment of any child in our programs. Every effort will be taken to ensure the health, safety, and well-being of all program participants.

Program Feedback

Parent/participant feedback is always welcome, as we always hope to improve the quality of our offerings. Please do not hesitate to contact us.