



EVENDALE RECREATION

Your Center For Life

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Youth Sports

Policies and Procedures Manual

Last Update: December, 2019

FUN is a pivotal reason for being involved in a sport.

Lack of FUN is a leading reason for dropping out!

(Study was sponsored by the Athletic Footwear Association. Over 10,000 students between 10-18 years participated in Ohio, Michigan and 8 other states.)

Questions or comments can be directed to:

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Youth Sports Mission Statement & Objectives

The mission of the Evendale Recreation Department Youth Sports Program is to provide sports activities to all who want to participate. These sports are provided to encourage learning, promote social interaction, physical exercise, skill development and FUN, all in a safe environment.

A primary objective of the Village of Evendale Recreation Department is to provide recreational team sports opportunities for all residents who want to participate. The Commission has formulated these policies to foster this participation, to increase the enjoyment and development of the participating players, and to provide guidelines for players, coaches, parents and Department personnel.

Inclusion Policy:

What Is Inclusion? Inclusion means individuals with and without disabilities participate in recreational activities together.

Meeting the recreational needs of a diverse community is important to the Evendale Recreation Department. Including individuals with disabilities in all programs and services is required by law and is consistent with our intentions to serve all citizens.

Rights of Persons with Disabilities

The person with a disability has the right to:

Participate: A person with a disability has the right to participate in any Evendale Recreation Department program as long as he or she meets the "essential eligibility" requirements for the program. Essential eligibility requirements include things such as: age limits, fee requirements, registration deadlines and program capacity.

Reasonable Accommodations: A person with a disability has the right to request an accommodation in order to participate, or participate more successfully. Accommodations may include: increased supervision, accessible transportation, activity adaptations, adapted equipment and other types of supports. An accommodation request may only be denied by the Department Director.

Behavior Management: An individual with a disability may be removed from a program if they exhibit behavior which is considered a direct threat to other participants and if this behavior cannot be reduced or eliminated through accommodations. Staff/coaches/volunteers must implement strategies to address the direct threat behavior. If these strategies are not successful in reducing or eliminating the behavior, the participant may be removed from the program with supported documentation.

Reference: The National Center on Physical Activity and Disability article "Recreation Access Rights" by John N. McGovern and Cincinnati Recreation Commission website.

<https://www.cincinnati-oh.gov/recreation/programs/therapeutic-recreation/inclusion/>

Philosophy of Youth Sports

The Evendale Recreation Department strongly believes in the benefits of organized sports for our youth. Participation in sports has proven to be a great asset to the learning experience as children grow, building self-esteem, promoting teamwork, and promoting fitness/exercise opportunities.

The Village of Evendale has incorporated the philosophies set forth in “National Standards in Youth Sports,” a publication compiled by the National Alliance for Youth Sports based on an assembly of the nation’s leading experts representing a vast variety of disciplines affecting youth sports. The following standards were established:

Core Area #1: Child Centered Policies and Philosophies

Recreational and developmental programs must be designed and administered so that every child, regardless of their abilities, has an opportunity to have a positive youth sports experience from their participation. To ensure the positive benefits of participation, youth sports programs must embrace a common philosophy.

Core Area #2: Volunteers

Volunteers are crucial to the delivery of youth sports programs. Youth sports providers must be selective when choosing volunteers since parents are entrusting their children to the adults running the youth sports league. Consistent and comprehensive screening strengthens the organization’s protective shield. To ensure that everyone involved strives to make the youth sports program safe, positive and fun for all children, all administrators, coaches and parents must receive information about the program’s philosophy, policies and procedures, as well as specific knowledge required for each position. By holding everyone accountable for their behaviors, high quality programming can be ensured.

Core Area #3: Parents

Parents are one of the key components to their child’s youth sports experiences. Parents/guardians must take an active and positive role in their child’s youth sports experiences. Programs should encourage parents to be caring and active in their child’s youth sports experiences by providing positive support as a spectator, coach and league administrator.

Core Area #4: Safe Playing Environment

Youth sports programs must provide safe playing facilities and equipment, healthful playing situations and be ready for emergencies, should the need arise. Children participating in youth sports are exposed to a variety of risks that are simply a part of the game. It is important for programs to take every precaution to protect participants from dangerous situations and in the event of an accident or emergency, everyone must be prepared to respond appropriately.

To view entire National Standards for Youth Sports document, please visit <http://nays.org/resources/nays-documents/national-standards-for-youth-sports/> Please note that the full standards are available on the website link provided. The Evendale Recreation Department reserves the right to modify standards as it sees fit.

Creating a Protective Shield

This youth sports program exists to help children in the development of positive life skills and self concepts. Our goal is to provide safe, enjoyable recreational opportunities for participants.

We are against any forms of abuse or maltreatment of children in youth sports. We each have a responsibility to do what we can to prevent any and all forms of child abuse.

We intend to take reasonable and intentional action to protect participants from any form of abuse or maltreatment and to deal with any transgressions in a timely and appropriate manner.

The Evendale Recreation Department uses all reasonable efforts to screen employees and/or volunteers in order to avoid instances where young athletes may be endangered, neglected or abused.

Although no organization can make every participant 100% safe from all forms of abuse, through screening, training, supervision and steps to create a healthy environment for children to thrive in youth sports, we are taking critical steps toward protecting all of our participants.

It is our mission to teach the basic skills which young people need to play sports in a safe and nurturing environment, where all children get an equal chance to play regardless of skill level.

Every child in our leagues has the right to have fun while participating in our program.

We will not tolerate any abusive behaviors that may jeopardize a child's well-being.

Adopted from the National Alliance for Youth Sports – Academy for Youth Sports.

Participation/Eligibility

1. All Evendale youth are eligible to sign-up for recreational team sports despite ability.
2. The Department will permit eligible family members and non-residents to play on Evendale recreational teams under the following conditions:
 - the rules of the specific sport league permit it, and all forms have been completed
 - the resulting team size is within the minimum and maximum team size
 - the players and their guardians agree to abide by general operating and youth sport policies set forth; e.g. team selection, playing time, code of conduct, National Standards, etc.
 - the coach(es) involved are consulted

A. Parent (s)/guardian(s) must participate in the PAYS program before a child is eligible to participate in our youth sports leagues

B. If a parent/guardian violates the principles/philosophies of the PAYS program during the course of a particular sport season, that parent/guardian will be suspended from attending at least one regularly scheduled game and that person must, again, view the PAYS DVD.

●**Non-Evendale** Coaches may recruit players, however, these non-resident players are not guaranteed to be on their team unless approved by the Program Supervisor. Non-residents also have to sign up after each sports resident deadline to ensure all residents have signed up first.

Playing Time

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

- Baseball and 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
- Basketball – each player plays at least one (1) quarter per game and 2 quarters when possible.
- Soccer – each player plays at least two (2) quarters (or one half) per game
- Other sports that may be affected are: swim, tennis, and volleyball
- **After playing requirements are met, coaches will be encouraged to give players additional playing time. Equal playing time is encouraged.**

Sign-Ups

1. Every sports league program has registration deadlines and unique rules on how the ERD must assemble teams. The Department will establish sign-up periods for each sport and will allow enough advance time for complete teams to be assembled before league registration deadlines.
2. Because of team size restrictions, signing up does not guarantee a position on a team roster. Therefore, the Department takes sign-ups on a first-come, first-serve basis. Reasonable efforts will be made to create additional teams when available teams are over-enrolled.
3. Team Size: the Department establishes minimum and maximum team sizes 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 and to assure reasonable levels of playing time for each registered player and to assure that each has the opportunity to receive appropriate amounts of direction from coaches.

4. 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. The Department may consult a team coach(es) if we make changes.
5. Medical Form: An Emergency Participation Agreement form must be completed if a child participates in a Department sponsored sports program.
6. The Department will not allow a child to move up to an older age division, unless the younger division has an abundance of players and the older division is short of players. If there is a special request to move a player up, the program supervisor will consider the request. The program supervisor will make a final decision after the supervisor confers with the player's past coach(es) and future coach(es).

Current Limits (Youth)

<u>Sport</u>	<u>Minimum Team Size</u>	<u>Maximum Team Size</u>
Basketball	6	10
Baseball	10	12
Softball	11	16
Soccer	7	22

FEES

The Participant fee for athletic sports league programs varies for each sport. Resident fees will range from \$10-\$40/participant. Non-residents fees may range from \$20-\$60.

After the "early bird" registration deadline date, an additional fee will be charged, and the registration is only accepted if there is space available. This fee will generally be \$10-\$20.

Refund Policy

The following refund policy applies to all programs unless otherwise noted in written Department material.

1. A refund may be issued when a team level is cancelled by the Recreation Department because of low enrollment or other circumstances. When the department does not have enough to field a team in a certain level. Efforts will be made to place kids on another community's team when available.

2. A refund may be issued when requested at least seven (7) days before the season, provided the request does not reduce the participation level below the required minimum.
3. A refund may be issued when a patron becomes ill. The patron must present a doctor's statement and notify the Recreation Department before the season.
4. A refund may be issued when the patron moves from the area, depending on when in the season the participant moved.
5. A refund may be issued when a team is full.

Refund Payouts

1. Credits for patrons will be compiled and refunds distributed by the Administrative Secretary or staff. Non-residents are not eligible for credits; therefore, the refund will be mailed to them. Depending on situation...see #3 below.
2. For patron requested refunds \$20.00 and under, the patron may receive a credit for future use. This "immediate" refund method will allow patrons to use the credit to pay for future classes, memberships, programs, and activities. The Department will not issue refunds to patrons if the amount is \$5.00 or less and the patrons do not accept a credit on file.
3. For refunds over \$20.00, a check should be issued by the Finance Department and sent to the patron. A \$5.00 service fee will be withheld, to cover processing costs, on all patron requested refunds over \$20.00.
4. **No cash refunds will be issued at anytime.** Refunds may take about four + weeks to process.

Uniforms

For certain sports, sometimes only for certain age groups, the Department purchases the uniforms and lends them to the players for the season. This reduces out-of-pocket costs for residents and allows Evendale teams to wear uniforms that are in line with those of other teams throughout the league.

Instructional Soccer- uniform t-shirts are available for purchase depending on assignment of team.

T-Ball- incorporated in sign-up is the cost of t-shirt and hat.

Baseball- uniforms are loaned out. Players must purchase a hat.

Softball-uniform pants are loaned out. T-shirts are incorporated in sign up fee.

Soccer & Basketball - uniforms are loaned out.

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

Medical Emergencies

For any injury or accident that requires something other than a cleaning and covering with a bandage, coaches and parents are required to seek professional medical assistance through a 911 call.

*All outside sport coaches will have a first aid kit assigned to them to carry with them at all times. If supplies are used during the season, please ask for more when needed.

*Please notify the league if your child has a pre-existing medical condition (i.e. allergies, medications, physical impairments, etc.) at registration. The league will then inform the coach of the situation.

*Emergency Medical Form/Participation Agreement Form should be completed for every player and given to coaches to take to away games in the event that a parent is not present. These should be completed at registration.

Safety

A safe playing environment is essential to provide a high quality recreational sports program. Coaches must inspect the playing area prior to the beginning of any game or practice to look for dangerous materials or hazards. Coaches should report any and all findings or accidents to the Building Attendant on duty, regardless of the nature of the incident; use the accident report form, which is provided to you. Please call 563-2247 for assistance with field issues/concerns.

Weather

A decision to conduct games will be made by 7:45 am on Saturday or two hours prior to start of game and 11:00 am on Sunday. The decision to conduct any afternoon/evening game will be made by 4:30 pm.

Coaches may make decisions sooner if they see fit (baseball only), but are required to call Building Attendant immediately when building opens so that referees/umpires can be notified.

Emergency Action Plan for Lightning Storms

Lightning is random and unpredictable. The Village of Evendale employees and volunteer youth sports coaches must follow specific guidelines when the risk of lightning makes it necessary to suspend activities and clear the area. Evendale uses the Thor Guard Lightning Prediction System which is a state of the art lightning predictor that will sound **one (1) 15-second blast of a horn when signs of lightning are detected.** If the horn sounds, **activities must be** suspended, immediately. If you are within visibility of the system, which is installed at the Recreation Center (unit on roof, west side) you will also see a strobe light flashing and remain flashing until safe conditions return. All participants, coaches, parents, and spectators must immediately evacuate the athletic venue and seek safe shelter. Activities may resume only after you hear **three (3) 5-second blasts of the horn**, the strobe light will also stop flashing. Coaches are

responsible for following the emergency action procedures in the absence of an ERD employee, such as during practice.

Locations of safe shelter

While no place is absolutely safe from a lightning threat, some are safer than others. When activity has been suspended because of the Thor Guard Prediction System alert, participants, coaches, parents, and spectators must evacuate to one of the following suggested safe shelters:

1. **Vehicle** – fully enclosed metal vehicles such as cars, trucks, and vans with windows rolled up provide good shelter from lightning. Avoid contact with metal or conducting surfaces outside or inside the car. It is not the rubber tires that makes a vehicle safe, but the hard metal roof which dissipates a lightning strike.
2. **Evendale Recreation Center** – large enclosed structures tend to be much safer than smaller or open structures.

3. If you or anyone else feels their hair standing on end, and/or hear “crackling noises,” you are in lightning’s electric field. If caught outside during this time, immediately remove metal objects (including baseball cap), place your feet together, duck your head, and crouch down low in a baseball catcher’s stance with hands on knees, and do not lay flat on the ground.

Avoid being in or near the following areas and items:

1. Open fields and high places
2. Isolated trees
3. Open air picnic shelters, including the pool concession stand area
4. Flagpoles and light poles
5. Bleachers (metal or wood; dugouts)
6. Metal fences
7. Golf carts
8. Electrical/electronic equipment
9. Under an umbrella

Resumption of Athletic Activities

When the Thor Guard sensor detects that danger has passed (a minimum of ten (10) minutes after the initial alarm) the system will send the all-clear signal (three (3) 5-second blasts of the horn, and the strobe light will stop flashing.) If an activity (most activities) cannot resume after a 45 minute delay, the activity will be officially postponed or cancelled.)

The inclement weather hotline number (956-2667 ext. 620) will be updated. The Building and Grounds Supervisor on duty at the Recreation Center will be responsible for calling home team coaches and updating the hotline number.

Rescheduling Games

Coaches, please try your best to get games in when scheduled. The only good reasons for rescheduling should be associated with religious or school functions. When this does occur, please contact Kristen Maiden about all requests for rescheduling. If cancelled due to bad weather, games need to be rescheduled within 48 hours and played as soon as possible. Do not wait to make up the game until the end of the season.

Practice and Game Schedules

Practice and Game schedules are prepared according to facility availability. Coach's requests are taken into consideration whenever possible. There may be times when department programs will make your field/court unavailable. You will be given these dates ahead of time, whenever possible. If you know you will not be using a practice time, please notify Kristen Maiden. This may give another team an opportunity to have a practice.

Trophies/Awards

Participation awards will be distributed to instructional soccer, t-ball and beginner basketball.

Basketball- individual awards are given out to 1st and 2nd place in league.

Soccer - individual awards are given out to 1st and 2nd place in league

Baseball/Softball—team and individual awards are given out to 1st and 2nd place in league

Alcoholic Beverages, Tobacco and Drugs

*Alcoholic beverages and drugs are not permitted on Village property.

*No coach or volunteer shall participate in any Village games or practices, while under the influence of alcohol or drugs.

***Smoking or use of any tobacco product is not permitted in or around youth sports practices or games.**

Grievances

Any participant, parent or volunteer may file a grievance when necessary. Grievances will be heard regarding all matters pertaining to conduct in violation of the Policies and Procedures Manual.

- The procedure for filing a grievance is to first provide Kristen Maiden 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 will be scheduled.
- If matter is not resolved, it will be forwarded on to the Recreation Director, and, if necessary, to the Evendale Recreation Commission Board.

Team Selection Procedures

Each sport defines team selection. Evendale teams are randomly selected. Specific questions should be directed to Kristen Maiden.

Disciplinary Policies/Code of Conduct

The purpose of the Code of Conduct is to insure that there will be a safe and healthy environment for all Evendale recreational activities on Village premises or at Village sponsored events. Levels of violation will determine the range of responses that can be taken. If coaches feel they have a serious disciplinary situation concerning their team, they should call Kristen Maiden for how to handle. Disciplinary action can range from suspension from program and recreation center for a week or longer, depending on severity.

For detailed list of violations and code of conduct policies for the Recreation Department, please contact 563-2247.

Team Photos

The department will schedule team photos in the fall for soccer, winter for basketball and baseball/softball in the spring. Photos are optional- participants do not need to purchase. Head coaches and assistants will receive a free 5x7 team photo.

League Rules

Website links can be found at www.evendaleohio.org for all our youth league rules or will be posted directly on our site. Parents are encouraged to read the rules to become familiar with sport.

Evaluations

Evaluations are available online at

<https://www.evendaleohio.org/sites/evendaleoh/files/uploads/evaluationforparents.pdf>

Parents and coaches are encouraged to complete evaluations at their convenience. They are also encouraged to email comments to Kristen.maiden@evendaleohio.org Staff will review the evaluations and make recommendations when necessary. Coach evaluations can be completed online at www.nays.org - contact Kristen for details.

Personal Liability

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

As a coach or official, you can practice duty of care, provide a duty of supervision and act as a reasonable person under the circumstances.

Some practical suggestions for acting in a reasonable manner are:

1. Detail your practice and game plan ahead of time.
2. Survey your practice and game area for safety hazards and make appropriate adjustments. Notify the program supervisor if you need assistance in providing a safe atmosphere.
3. Inform players of safety rules.
4. Do not allow players to participate unattended or involve themselves in horseplay.
5. Do not use drills that utilize names such as “meat grinder” or “bone crusher.”
6. Spend some time at the beginning of each practice and game for warm-ups.
7. Practice and follow our program philosophy.
8. Look at the game from the players’ perspective.
9. Practice good public relations with parents.
10. Do not use profanity or make derogatory marks towards players, coaches, officials, or spectators.
11. Take care of injuries immediately.
12. Follow up with parents on all injuries.
13. Ensure players have made appropriate transportation arrangements. Do not leave players unattended after practices and games.
14. Remind players of bicycle and pedestrian safety after practices and games.
15. Report any unauthorized persons attending your practices and games.
16. Ensure that all of your assistant coaches follow the program philosophies and guidelines.
17. Display mature attitude.
18. Listen to comments from your players and parents.
19. Provide a good role model.
20. Use common sense.
21. Be the first person to practice and the last to leave.
22. Always follow the guidelines of the National Youth Sports Coaches Association.

Bullying in Sports

The National Alliance for Youth Sports is aware that bullying in sports is an extremely important topic for coaches and parents of young athletes regardless of the age of the players. The Centers for Disease Control and Prevention have found 20% of high school aged kids have experienced some form of bullying on school grounds alone in their lifetime. Those numbers only increase when incorporating recreation sports.

Because this is such an important subject, we have created optional bullying prevention training courses for NAYS Coaches and NAYS Parents as a supplement to the information they received during their training. NAYS has also decided to offer this course to everyone, completely FREE! Visit www.nays.org for more information or to take the FREE course.

Coaches Corner

Selection of Volunteer Coaches

Volunteers will complete the Volunteer Application and Agreement form and Background Check form (see Appendix.) A prospective coach will not be allowed to coach if these forms are not completed. The cost of the background check will be paid by the Village of Evendale. If a prospective coach would refuse authorization to conduct background check, they would not be allowed to coach. Volunteers should attend the scheduled coaches' meeting(s) before the start of a season. The Department trains volunteers through the National Alliance for Youth Sports.

* If a volunteer coach successfully completes the training program, the coach will receive a Department collared shirt.

*All volunteer coaches shall be "at will coaches," and may be discharged by the Department with or without cause.

Priority Order in the Selection of Coaches

- (1) Coaches in the same class with a son or daughter returning to play.
- (2) Coaches in the same class with the greatest number of years of service as a coach (assistant or head).
- (3) Coaches moving up from a lower class with a son or daughter returning to play.
- (4) Coaches moving up from a lower class with the greatest number of years of service as a coach (assistant or head). If not applicable, the coach with the greatest number of returning players would have next priority.
- (5) If conditions at all levels are the same, a coin toss would occur.
- (6) All coaches will be at least 18 years old. When circumstances come about and coaches are younger, they will have a designated adult that must be present at all practices/games.

Enforcement of NYSCA's Code of Ethics

It is the responsibility of the Evendale Recreation Department to hold coaches to the Code of Ethics pledge they signed when being certified as a NYSCA coach. Any complaints against a NYSCA member coach for allegedly violating the Code will be handled by the Program Supervisor (Kristen Maiden), and the Recreation Director and Recreation Commission if necessary. Possible actions could include: Warning, probation, game suspensions, season suspension or permanent revocation of coaching certification.

Certification of Volunteer Coaches

The Evendale Recreation Department requires that all volunteers selected as head coaches complete the NYSCA Certification course. This is done in the effort to properly prepare the coach for the responsibility they are about to undertake, as well as to protect the child, the coach and the Evendale Recreation Department. The information below was taken from www.nays.org, then clicking on “Coaches” at top of website. Coaches are also required to have Concussion Training every 3 years. They can do this at the same website www.nays.org

All certifications are completed online. Coaches prepay and once completed, please print out confirmation and your recreation account will be credited the amount.

Overview

Youth sports coaches, many of which are volunteers, are the foundation of youth sports in the U.S. Those who are trained and educated on the many different aspects involved with coaching kids are best prepared to provide participants with a fun-filled, safe and rewarding experience.

NAYS Coach Training & Membership Program, formerly the National Youth Sports Coaches Association or NYSCA, is the most widely used coach training program in the nation, having trained more than 3 million coaches since its inception in 1981. NAYS Coach Training is available online for coaches to complete at their convenience; and it's also offered on-site in more than 3,000 communities nationwide.

The training and membership fee is \$20.

Training

The top quality NAYS Coach Training features two components: Coaching Youth Sports and a sport-specific training. The Coaching Youth Sports portion covers topics coaches of all sports need to know, such as working with parents; motivating kids; building confidence; instilling good sportsmanship; safety; and nutrition and hydration; among many other areas.

In the sport-specific training coaches learn how to teach the basic skills and fundamentals of the particular sport they are coaching, as well as effective drills to use during their practices.

Initial Level Member Benefits

Coaches who successfully complete all parts of the Initial Level Membership training, whether at an on-site clinic or online, will be entitled to these benefits:

All NAYS Coaches receive a high quality **membership card** with key tag. Cards include the member's name, membership ID, each sport completed, and expiration date.

Each NAYS Coach receives [\\$1,000,000 excess liability insurance coverage](#) in case he/she becomes liable for an occurrence while coaching.

Coaches gain access to a [members-only section](#) of the NAYS website, with coaching resources and additional training opportunities. These include a Resource Library, Coach Rating System, Skills and Drills section, and a coaching Forum. Coaches have the ability to

complete several additional trainings at no cost, including Concussion Awareness, Bullying Prevention, Protecting Against Abuse and Coaching Children with Mental Health Challenges.

Through partnerships with reputable companies, NAYS members may participate in corporate discounts and exclusive programs.

Continuing Membership Benefits: (Village of Evendale will continue to pay for your training as long as you are still coaching our youth teams.)

- Excess Liability Insurance increased to \$2,000,000
- \$250,000 Excess Accident/Medical Insurance
- Membership card with key tag
- Member Newsletter
- [Exclusive Corporate Discount/Programs](#)
- Online member account
 - Add additional sports to membership
 - Renew membership online
 - Review training videos
 - Access sport specific skills and drills
 - Resource library full of coaching resources
 - Participate in coach forums
 - Obtain feedback through the Coach Rating System
 - Much more...

Lindsey's Law – both coaches and parents

What is Lindsay's Law? Lindsay's Law is about Sudden Cardiac Arrest (SCA) in youth athletes. It covers all athletes 19 years or younger who practice for or compete in athletic activities. Activities may be organized by a school or youth sports organization. Forms can be downloaded or can be signed at the front desk once a year.

Concussion Training

All coaches are required to take the Concussion Training. The training is good for 3 years. Link for training can be found at www.evendaleohio.org -then click on coaches training.

SAFESPORT TRAINING

This training has been added for youth soccer and tennis. These two sports are governed by National committees.

To acquire code needed to complete– please email Kristen.maiden@evendaleohio.org
Coaches: This is a two hour training. You can watch parts of it over time, pause, come back to it, etc. So you do not have to complete in one setting. There are 3 sections and you can track with the menu tab, top left corner.

There is a certificate you can screen shot and send to me or print out and turn in once completed. Training is good for two years.

NAYS Code of Ethics for Coaches

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

- 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.

Coach Signature: _____

Date: _____

www.nays.org

Your behavior directly affects the behavior of everyone around you. If you are yelling at an official, then the parents and players think it is okay to yell at them, too. You are a role model for everyone involved.

No matter what individual sport rules recommend, the Village of Evendale's Recreation Department always encourages coaches to give equal playing time to everyone on their team.

Thank you for taking on such a big responsibility.

Department Assistance/Misc. Information

The Recreation Department staff is here to assist you when needed. Please feel free to call Kristen Maiden or speak with the Building Attendants when needed. We are here to make your volunteer coaching a pleasant experience.

Roster will be completed and a copy will be given to you before your first game.

Equipment- can be checked out after coaches meeting. You will receive an equipment check-out form. Basketball is the only sport where equipment is not checked out.

Therefore, during basketball season, you may check out 2 balls for your away games. There is a sign-out/sign-in sheet for this process. Please check them out as close to your game time as possible and return as soon as you can after the game. All balls are marked with EVENDALE; please make sure they all are returned.

Soccer balls can be brought in anytime during the season to have them blown up for you. Much easier than the hand pumps that we provide you.

Equipment needs to be returned after your last game. If you have practice jerseys, please wash them before returning them.

Uniforms- plan on bringing your team in before, during or after a scheduled practice to get their uniforms. You may schedule a date and time or talk to a Building Attendant. Please remind your team at the end of season to WASH & RETURN their uniforms.

Referee/Umpire Money-for soccer, baseball and softball, coaches will be given money to pay referee(s)/umpire for their home games. Exact change will be given so you do not have to worry about making change. You are required to sign-out the money when given to you for accounting purposes. Once you sign out the money, you are responsible for the money. Please double check amount before signing for money.

Updated Scores Online – each league is a little different, but most have each coach update their scores online. If you have any questions on this, please check with Kristen Maiden.

End of Season

Coaches are encouraged to have an end-of-season party for their teams. You may reserve rooms at the Recreation Center at no charge. We have discounted pizza deals with Dominoes in Reading 821-1700 and Papa Johns 563-1900, as long as pizzas are delivered to the Recreation Center.

We can also provide you with participation certificates for each of your players upon request. If you have nick names or a team name you'd like added to certificates, please email this information to Kristen.maiden@evendaleohio.org Please give two weeks notice when requesting certificates.

Minimal Touch Policy + 2 Person Minimum

It is strongly recommended that coaches are not alone with players at anytime. Before the season starts, please discuss this with your parents and ask that someone stays at a practice with you if you don't have assistant coaches present.

Along with this recommendation, please be aware that we have a "minimal-touch" policy between coaches and players. A pat on the back, high-five or a quick hug is appropriate in most circumstances. Please be aware of each player. Some players may like a quick hug; others will think that is too personal. Because it is hard to judge people at times, not being alone with players is very important.

2 Person Minimum (in regards to coaches and/or parents) is recommended at all practices and games for the safety of the players and coaches.

Transportation: coaches should not transport kids to and from practices/games. This is to support the 2 person minimum with coach and player. When teams do need rides, a staff member who has been background checked and has driver's license check are the only ones that can drive to and from matches. This is currently just utilized with our Jr. Tennis Team.

Adult to player ratios: we strongly suggest that teams have enough coaches/assistant coaches or volunteers to adequately supervise their team. This can vary depending on sport/players/age of team. If coaches see that two coaches are not enough, then parents should be asked to stay and help manage the players.

Parents Corner

At least one Parent or guardian is required to take the Parents Alliance for Youth Sports (PAYS) program before their child may participate in the Evendale Recreation youth sports program.

Parents are encouraged to visit www.nays.org – click on “Parents” at the top and then “online program” on left of screen to take program. Parents will pay for the program. Once completed, print off or email confirmation to Kristen Maiden and their account will be credited at the recreation center.

NAYS Parent Orientation

OVERVIEW

NAYS Parent Orientation & Membership Program, formerly the Parents Association for Youth Sports or PAYS, is an education and membership program that supports youth sports parents while helping youth sports organizations eradicate parent issues. NAYS Parent Orientation has set a standard for parent orientation programs by providing a video-based training which offers a simple, effective way to make youth sports parents aware of their roles and responsibilities, as well as ways they can make their child’s experience more enjoyable and positive.

The training and membership fee is \$5 per family for parents affiliated with a NAYS Member Organization.

IF YOUR SPOUSE DID NOT TAKE THE PAYS PROGRAM ONLINE, AND THEY TEND TO BE THE ONE THAT YELLS AT COACHES OR OFFICIALS...PLEASE PASS ALONG THE CODE OF CONDUCT THAT WAS SIGNED FOR BOTH PARENTS OR GUARDIANS.

Evendale has been fortunate to not have had serious incidences in our community. By participating in the Parent Orientation program you are helping to ensure that Evendale parents are setting a positive example. **THANK YOU FOR WATCHING THE PROGRAM.**

Responsibilities and Expectations

- Parents need to be positive role models at all times. Please show proper sportsmanship at all times, refraining from negativity of any kind.
- Coaches volunteer their time to spend it with your child. Please be supportive of their decisions and don't undermine their efforts. After all, they volunteered when you could not. If you don't agree with a coach, please talk to them at an appropriate time and away from the kids.
- Please drop off and pick up your children on time for games and practices. Parents are encouraged to stay at practices to help the coach and be involved with the team.
- Please report unsportsmanlike conduct or abuse of any kind that you may witness at games or practices.
- Competition and taunting between parents is not acceptable.
- No one has ever gotten thrown out of a game for clapping and cheering on their child!!!

NAYS Code of Ethics for Parents

All NAYS Parent members must agree to the NAYS Code of Ethics for Parents. The signing of the pledge takes place during the orientation.

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this NAYS Code of Ethics for Parents:

- 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 NAYS Code of Ethics for Coaches.
- 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.

Parent Signature: _____

Date: _____

Enforcement of PAYS' Code of Ethics

It is the responsibility of the Evendale Recreation Department to hold parents to the Code of Ethics pledge they agreed to when taking the program. Any complaints against PAYS members for allegedly violating the Code will be handled by the Program Supervisor (Kristen Maiden), and the Recreation Director and Recreation Commission if necessary. Possible actions could include: Warning and must view PAYS program again, probation, game suspensions, season suspension.

From the Fulleryouthinstitute.org on the only Six Words Parents Need to Say to Their Kids about Sports—or Any Performance

Before the Competition:

Have fun.

Play hard.

I love you.

After the competition:

Did you have fun?

I'm proud of you.

I love you.

It gets even better. Researchers asked collegiate athletes what their parents said that made them feel great and brought them joy when they played sports. Want to know the six words they most want to hear their parents say?

“I love to watch you play.”

Players' Corner

Responsibilities and Expectations

One of Evendale Recreation Department's goals for offering sports to the youth of Evendale is to provide the highest quality of athletic programs along with a positive experience for the child. The following are responsibilities we feel the participant has in this process:

- Players will listen to their coaches and be respectful of their elders.
- Players will take care of the facilities, equipment, and uniforms, which they are given.
- 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.
- Be present, on time, and prepared for all practices and games.
- Players will participate for the love of the game and competition and not to win at all cost.

Players' Code of Ethics

I hereby pledge to be positive about my youth sports experience and accept responsibility for my 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 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 of drugs, alcohol, and tobacco 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's important to me.
- I will do my very best in school.
- I will not bully or harass my teammates.
- I will remember that sports are an opportunity to learn and have fun.

Enforcement of Players' Code of Ethics

It is the responsibility of the Evendale Recreation Department to hold players to the Code of Ethics pledge they agreed to abide by when signing up for sports at the Evendale Recreation Department. Any complaints against a player for allegedly violating the Code will be handled by the Program Supervisor (Kristen Maiden), and the Recreation Director and Recreation Commission, if necessary. Possible actions could include: Warning, probation, game suspensions, season suspension or permanent expulsion from league.

Youth Sport League Affiliations

Village of Evendale is associated with several youth leagues to allow our kids to have recreational games versus other local communities.

Each have their own set of rules. Please visit their website to get further information on each. These links can be found on our website and have also been included below. Any questions on league information can be directed to Kristen Maiden, Kristen.maide@evendaleohio.org or 513-563-2247.

Youth Sports Websites (all links can be found at www.evendaleohio.org –recreation department, youth sports)

Youth Basketball League – Cincinnati Premier Youth Basketball League – schedules, standings, rules, field directions www.cpybl.com

Youth Soccer: Cincy Central Youth Soccer league – schedules, standings, field directions – <http://www.quickscores.com/Orgs/index.php?OrgDir=cincycentral>
And League, team and Referee information:
<http://clubs.bluesombrero.com/Default.aspx?tabid=312060>

SAY Soccer - Soccer Association for Youth – rules, field sizes, etc. www.saysoccer.org

Evendale Swim Team
www.evendaleeagles.org

Jr. Northeastern Tennis League (Jr. NETL)
www.evendaleohio.org

Youth Tennis Lessons (USTA)
NetGeneration.com