

# City of Needles

## Youth Sports

## Handbook

**Adopted 5/2018**



# Welcome

Welcome to the City of Needles Youth Sports programs! We sincerely hope that you will find your participation in our leagues to be rewarding and, most of all, a positive experience for all of the kids.

Youth sports programs present a unique opportunity for adults to help shape the life-long skills and attitudes about sports. We all remember coaches that stand out as good teachers, supportive friends, and positive role models.

This handbook was created to help ensure that our young people remember our programs as a positive experience in their life. We want them all to have fun as we continue to reinforce such values as teamwork, sportsmanship, fitness, cooperation and respect. While we recognize that competition is a key component of sports, our programs are designed to be about much more than winning a game, making an all-star team, or having an undefeated season.

We thank you for giving your time and energy to help Needles' kids. The success of the program depends on the commitment of parents, coaches, officials and others to cooperate in creating a positive experience for each player. This handbook creates the framework for that commitment.

Thanks again for your participation in our Youth Sports program. Please feel free to share your ideas for improvement with our Recreation Department staff.

The City of Needles' Recreation Division Mission Statement:

*The Mission of the Needles Parks and Recreation Department is to enhance the quality of life for all residents of the community by striving to maintain a variety of programs, services and activities that increase the social, physical and cultural growth and development of our citizenry.*

The following objectives are designed to fulfill  
the Youth Sports Mission Statement:

- *To offer every participant the opportunity to learn the fundamental skills associated with each sport*
- *To emphasize the lifelong benefits of physical fitness and good sportsmanship, and to de-emphasize the importance of winning and losing*
- *To ensure a safe, drug-free atmosphere for games and practices*
- *To promote equal and fair treatment of every participant regardless of skill level, race, socioeconomic status, sex, creed, or physical ability*
- *To ensure all staff, volunteer coaches, and officials are adequately trained*
- *To expect and ensure good sportsmanship and fair play at all times*

## Why is This Handbook Necessary?

This handbook was developed to formalize how the City of Needles youth sports leagues are conducted. With the many components and factors involved in the administration and implementation of the youth sports leagues, it is necessary to standardize the process in writing. More specifically, it is designed to:

- *Standardize the process in the way youth sports are conducted*
- *Explain how leagues are organized and conducted*
- *Define expectations of coaches, parents, players and officials*
- *Better train our coaches and officials. Ensure a positive experience for all participant*

**I. YOUTH SPORTS PHILOSOPHY** — The City of Needles youth sports programs are designed to provide children with the opportunity to experience sports in a structured, wholesome environment. Participation in athletics plays a valuable role in the development of our children. Aspects of teamwork, dedication, discipline, physical fitness, self-esteem and fair play all contribute to the overall growth and maturation of young people. It is our goal to conduct programs such as basketball, flag football and volleyball to accomplish these objectives.

- To help implement this philosophy, the City of Needles has adopted standards dedicated to improving out-of-school youth sports by raising awareness through leadership, education and advocacy. The standards are as follows:

1. Proper Sports Environment — Parents must consider and carefully choose the proper sports environment for their child, including the appropriate age and development for participation, the type of sport, the rules of the sport, the age range of the participants, and the proper level of physical, social and educational well-being of children.
2. Programs based on the Well-Being of Children — Parents must select youth sports programs that are developed and organized to enhance the emotional, physical, social and educational well-being of children.
3. Drug, Tobacco & Alcohol-Free Environment — Parents must encourage a drug, tobacco and alcohol-free environment for their children.
4. Part of a Child's Life — Parents must recognize that youth sports are only a small part of a child's life.
5. Parent's Active Role — Parents must make a serious effort to take an active role in the youth sports experience of their child providing positive support as a spectator, coach, league administrator and/or caring parent.
6. Positive Role Models — Parents must be a positive role model, exhibiting sportsmanlike behavior at games, practices and home, while also giving positive reinforcement to their child and support of their child's coaches.
7. Parental Commitment — Parents must demonstrate their commitment to their child's youth sports experience by annually signing the Parent's Code of Ethics Pledge.
8. Safe Playing Equipment — Parents must insist on safe playing facilities, healthful playing situations and proper first aid applications, should the need arise.
9. Equal Play Opportunity — Parents, coaches, and league administrators must provide equal sports play opportunity for all youth regardless of race, creed, sex, economic status or ability.
10. Drug, Tobacco & Alcohol-Free Adults — Parents as coaches, fans and league administrators must be drug, tobacco and alcohol-free at youth league sporting events.

## II. GENERAL LEAGUE PROCEDURES

### a. Season Information:

- Basketball runs December through February (regular season), with tournament play in March.
- Pee Wee Basketball is conducted in July and August
- Pee Wee Soccer is conducted in September and October
- Volleyball runs September through October/November
- Football operates October through November
- The season lengths depend on the number of teams, but generally are 6 to 10 weeks long, (Pee Wee Basketball is the only exception). There are a maximum number of teams that each league can sustain due to facility and time constraints.
- The City of Needles youth sports leagues are divided by age and/or grade. The year of birth will determine eligibility. Divisions A, B and C are SCMAF guidelines. Combined Divisions and Pee Wee Divisions are modified to accommodate CITY OF NEEDLES league guidelines.
  - **Division A (7<sup>th</sup> & 8<sup>th</sup> grade) – Born in 2009 or 2010**  
Players who are born in 2009 or 2010 and players born in 2008 and in a grade no higher than 8<sup>th</sup> are eligible.
  - **Division B (5<sup>th</sup> & 6<sup>th</sup> grades) – Born in 2011 or 2012**  
Players who are born in 2011 or 2012 and players born in 2010 and in a grade no higher than 6<sup>th</sup> are eligible.
  - **Division C (3<sup>rd</sup> & 4<sup>th</sup> grades) – Born in 2013 or 2014**  
Players who are born in 2013 or 2014 and players born in 2012 and in a grade no higher than 4<sup>th</sup> are eligible.
  - **Combined Division (3<sup>rd</sup> – 6<sup>th</sup> grades) – Born in 2011 - 2014 (Volleyball only)**  
Players who are born in 2011, 2012, 2013 or 2014 and players born in 2010 and in a grade no higher than 6<sup>th</sup> are eligible.
  - **Pee Wee Age:** 6 – 7 year olds (Have not reached 8<sup>th</sup> birthday by July 1<sup>st</sup>)
  - **Jr. Pee Wee Age:** 3 – 5 year olds (Have not reached 6<sup>th</sup> birthday by July 1<sup>st</sup>)
- Boys and girls may play one division above their listed age division. Participants may play in only one Recreation division in a season.
- The CITY OF NEEDLES generally offers A, B and C Divisions in Basketball and C Divisions in Football.
- Players are not allowed to play up or down a division without approval by the CITY OF NEEDLES League Director.

### b. Facilities – The CITY OF NEEDLES may secure facilities for practices and games, and will provide scheduled practice times for leagues using the gym. Additional parks, schools, and recreational facilities throughout the community may be used by coaches for additional practices. *Smoking is not allowed within 20 feet of main entrances, exits and operable windows of public buildings (California Government Code 7596-7598).*

- The locations of the facilities below are shown on a map in Appendix F
  - **Basketball** may use the CITY OF NEEDLES Recreation Center gymnasium for games and practices
  - **Football** may use Nikki Bunch Softball Field.

- *Volleyball* may use the CITY OF NEEDLES Recreation Center gymnasium for practice and games.
  - *Pee Wee Basketball* may use the CITY OF NEEDLES Recreation Center gymnasium for practice and games.
  - *Pee Wee Soccer* may use Duke Watkins Field for practice and games.
- c. **Practices** – The CITY OF NEEDLES allows two 1-hour practices each week for every team in its youth sports leagues. Practice schedules are posted weekly at 8:00 AM on Mondays. Practice times are reserved on a first-come first-serve basis.
- Coaches will be give a *Practice Record* sheet to document practice dates and times, and player attendance.
  - Players are to be excused from practices if there are parental requests for church, school, and other family activities. Any requests from parents will be noted on the Practice Record.
  - Practices are primarily held on week nights, but may be held on weekends and holidays.
  - **Basketball** – *Scheduled* practices are held in CITY OF NEEDLES Recreation Center gymnasium. Each team is assigned half-court to use. Coaches may use the full court if it is available. All-star practices are all full-court and will be held in the CITY OF NEEDLES Recreation Center gymnasium.
  - **Football** – All practices are outdoors, and scheduled where space is available, including softball fields, soccer field and school fields. Space and availability must be worked out between football coaches and coaches of the other sports leagues.
  - **Volleyball** – *Scheduled* practices are held in CITY OF NEEDLES Recreation Center gymnasium. Each team is assigned half-court to use. Coaches will work together to practice full-court drills when two teams are represented.
  - **Pee Wee Basketball** - *Scheduled* practices are held in CITY OF NEEDLES Recreation Center gymnasium. Each team is assigned half-court to use. Coaches may use the full court if it is available.
- d. **Games**
- All games are generally scheduled weeknights, Monday through Thursday (Soccer games will be played on Saturdays). Occasionally, Friday night or Saturday games are necessary. In addition, teams may play double headers. Practices may be cancelled to allow for additional games.
  - Any game may be cancelled due to inclement weather or other reasons made by the CITY OF NEEDLES staff. Cancelled games may or may not be rescheduled due to time constraints, facility use conflicts, or other reasons.
  - All game schedules are created based on the number of teams with the intent to give each team approximately 8 to 10 games.
    - **Basketball** - Regular season Youth Basketball games will be played at CITY OF NEEDLES Recreation Center gymnasium. Needles Spring Classic Tournament Games will be played at CITY OF NEEDLES Recreation Center gymnasium and as needed, the Needles High School gymnasium, and the Fort Mohave Tribal gymnasium.
    - **Flag Football** games will be played on Nikki Bunch Softball Field.
    - **Volleyball** games will be played at the CITY OF NEEDLES Recreation Center gymnasium.

- *Pee Wee Basketball* games will be played at the CITY OF NEEDLES Recreation Center gymnasium.
  - *Pee Wee Soccer* games will be played at the Duke Watkins Field.
- e. **Uniforms** – All participants will receive a jersey to wear for the duration of the game and to be returned to the head score table immediately after the game.
- Parents are responsible for any other apparel or personal equipment required for the sport.
  - The jerseys are distributed by the coaches prior to the start of the game.
  - Jerseys are to be distributed by the size listed on the registration form.
- f. **Awards** – Each player will receive a participation medal at the end-of-season award ceremony. The CITY OF NEEDLES does not award trophies based on league standings. Trophies will be given to the 1<sup>st</sup> place teams in the end of season tournaments for Flag Football and Volleyball only.
- g. **Player Evaluation – Basketball and Flag Football:** The CITY OF NEEDLES will hold a player evaluation session for coaches to assess players' skill levels. All players will be encouraged to attend the session to help maintain equality between teams.
- Players are identified by numbers. These numbers are pinned to their shirts.
  - One half of the court/field will be used for skill demonstrations, while the remaining space will be used by CITY OF NEEDLES staff to organize players into groups.
  - CITY OF NEEDLES staff will give each group instructions to perform drills.
  - The coaches will receive a clipboard with evaluation sheets, and will be on the skill demonstration side. Players are to be evaluated on a scale from 1 to 5, with 1 being high skills and 5 being low skills.
  - Once a group is evaluated by all the coaches, the group is dismissed and the players may leave. Coaches will return their clipboard and evaluation sheets to staff at the conclusion of their division's evaluation, and may leave.
  - The scores from the evaluation sheets will be averaged and compiled by the CITY OF NEEDLES staff to create the pick sheets used for team selection.
- h. **Team Picks** – The CITY OF NEEDLES will hold a meeting for each division to select teams. Youth basketball teams can have a **maximum of 10 players** and youth flag football teams can have a **maximum of 12 players**. To ensure a high quality of instruction, the CITY OF NEEDLES will try to limit basketball teams to 7-8 players and flag football teams to 10-12 players.
- Head coaches will attend team picks. Assistant coaches will not be picked until after the draft. Players and parents are not part of the selection.
  - The picking order is determined by random number drawing. When picking order is established, each round will begin with #1 being allowed to pick first, then #2, #3, etc. This system is ongoing until all the rated players on the pick sheet have been selected.
  - Picking begins with the highest rated players and then in descending order (1, 2 ...5) order. The head coach automatically selects their own child. If the head coaches' child is in the current rating being picked, then they are the team's first pick for that rating. All same-division returning all-stars will be assigned the highest rating. All returning all-stars from the lower division go into the regular draft along with players of the same ranking.
  - Coaches that pick a player with a "sibling" must also select the player's sibling in their respective rating, and the coach will lose one pick in that ranking.
  - Players who do not attend player evaluations will not receive a rating before picks. Coaches will decide at the meeting a rating for each non-rated player from discussion. In the event of indecision CITY OF NEEDLES staff will determine ranking. The player will then be included in his or her rating group (this is done before the drawing for selection order is done).
  - Before picks begin, the CITY OF NEEDLES will provide the necessary information if a parent has requested that a child "not" be placed with a particular coach.
  - Coaches may not recruit their own players.
  - Teams may or may not have equal amount of players.



- Late signups will be placed on teams by the CITY OF NEEDLES until all rosters are full. Consideration will be given first to a team who has lost a player or less players than other teams. Team colors will be picked by coaches. If two coaches request the same color, then they will draw from a hat.
- i. **Coaches and Helpers** – Each team can have a maximum of two coaches.
  - A “helper” is an adult that is not a coach. Helpers are not to be considered as coaches, do not sit on the team bench, call plays, or make any other coaching decisions.
  - If a coach is no longer able to coach and a replacement is needed, then the CITY OF NEEDLES staff will find a replacement, and if necessary, designate a staff member temporarily.
- j. **Code of Ethics Pledge** – All coaches, parents, officials and players will be required to review, understand, and abide by a Code of Ethics. A signature is required on the appropriate pledge, except for participants. These pledges are attached to their respective forms.
  - The CITY OF NEEDLES prohibits the use of alcohol, illegal substances and/or tobacco by coaches, league administrators, game officials, parents, and staff at all youth sports events.
- k. **Inclusion** – Kids with disabilities are “children first and foremost” with the same dreams and aspirations as other kids. The only difference is that they happen to have a condition that may affect some of their abilities and skills.
  - Including all kids with disabilities in activities with their able-bodied peers is a concept and major guiding principle of the Americans with Disabilities Act (ADA). This federal law provides an opportunity to truly welcome all children into youth sports.
  - The law requires reasonable accommodations to help a child participate and enjoy the benefits all kids get from participation in youth sports.
  - The CITY OF NEEDLES may change rules, policies and procedures, remove architectural, communication, and transportation barriers, and provide auxiliary aids and people to help accommodate kids with disabilities in its youth sports programs.
- l. **Discrimination** – The CITY OF NEEDLES adheres to Title VII of the Civil Rights Act of 1964 which prohibits discrimination based on race, color, religion, sex, and national origin.
  - Other federal and state laws, such as the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990, prohibit further types of discrimination or harassment.
- m. **Sponsors** – The CITY OF NEEDLES accepts sponsorships from businesses and organizations in or beyond Needles. These sponsorships help offset the overall expenses for the youth sports leagues. The sponsor fee per team is approved by the Recreation Commission and City Council and is subject to change.
  - When a business chooses to sponsor a team, they may select a particular team, or division.
  - Businesses that provide a sponsorship will have their business name displayed on a banner inside the gym, a game schedule, a roster of the team’s players, recognition in the local newspaper, and a “thank you” award.
- n. **Equipment** – The CITY OF NEEDLES will use high quality balls for games only, and will provide each coach a practice ball. Sizes vary by division. Flag football coaches will receive flags in addition to a practice ball. All equipment checked out to coaches must be returned at the end of the season.
  - Youth basketball ball sizes are as follows:
 

➤ 30” Official	A and B Division Boys
➤ 28.5 Intermediate	B Division Girls, C Division Boys & Girls
➤ 27.5 Junior	Pee Wee Coed
  - Youth flag football ball sizes are as follows:
 

➤ Size 4 Intermediate/Youth	B Division Coed
➤ Size 3 Junior	C Division Coed
- o. **Emergency Planning**

- Accidents/Injuries – In the event of an accident or injury at a game, a First Aid/CPR certified CITY OF NEEDLES staff will be on duty to administer basic First Aid or CPR if necessary. A first Aid kit will be available. Staff on duty will call 911 if necessary, inform the League Director, and complete an accident report.
  - Physical Conditions – At the time of registering for the league, information will be obtained from the parent or guardian about the participant's physical condition, physicians, and emergency contacts. Parents must list vital statistics about the child, including allergies, current medications, etc. A copy of this confidential information will be kept on file by the CITY OF NEEDLES.
  - Inclement Weather – In the event of inclement weather (lightning, snow, ice, rain, high winds, earthquakes, etc.) that may impede a youth sports league game, the CITY OF NEEDLES staff assigned to that activity shall contact the League Director immediately to make a decision on whether to cancel that activity or to continue. If the League Director cannot be reached, the CITY OF NEEDLES staff on duty shall make a decision based on the situation.
  - Other Occurrences – When other emergency situations occur at a CITY OF NEEDLES youth sports activity that is non weather related (for example: facility damage, power outage, bomb threats, fights), similar procedures will follow as used under inclement weather conditions. Depending on the situation, it may be necessary to call 911 or the Sheriff's Department dispatch at 760-326-9200, prior to contacting the League Director.
  - Emergency Vehicles – If a designated area for emergency vehicles does not currently exist at a facility where a youth sports activity is being conducted, the League Director will determine the best access. Traffic cones will be set up by the CITY OF NEEDLES staff as needed.
- p. **Transportation** –
- Participants not picked up on time – Coaches are expected to stay with players until they are picked up after a practice, game or any other activity related to the league.
    - Coaches are expected to call the parent or adult responsible for transportation when five minutes has elapsed past the schedule time of departure from the activity.
    - When ten minutes has elapsed, and the coach has either not been able to reach the parent or has determined that the parent will not arrive for another 20 minutes or longer, a phone call to the League Director will follow.
    - The League Director will make a decision regarding the best course of action. The cell number of the League Director is (760) 221-1220.
- q. **Child Abuse** - If maltreatment of a child is reasonably suspected, a report should be made with Child Protective Services (760) 326-0342 or 24-Hour Hotline at (800) 827-8724. If immediate assistance is required, call the Sheriff's dispatch number at (760) 326-9200 or 911 if there is an emergency.
- Before filing a report, it is important to speak with the League Director or League Coordinator.
  - There are four types of abuse to be aware of:
    1. **Emotional** – This is a pattern of behavior that attacks a child's emotional development and sense of self worth. Examples include: constant criticizing, belittling, insulting, rejection and providing no love, guidance or support. Emotional abuse is sometimes referred to as verbal abuse or mental abuse.
    2. **Sexual** – This is the exploitation of a child for the sexual gratification of an adult. It may range from exhibitionism and fondling to intercourse or use of a child in the production of pornographic materials.
    3. **Physical** – This is non-accidental physical injury which is inflicted by another person and may include severe beating, burns, human bites, strangulation, or immersion in scalding water, with bruises and welts, broken bones, scars or serious internal injuries resulting.
    4. **Neglect** – This is the withholding of, or failure to provide a child with the basic necessities of life: food, clothing, shelter, medical care, attention to hygiene, or supervision needed for optimal physical growth and development.
- r. **All-Stars** - The CITY OF NEEDLES will select all-star teams for C, B and A Divisions for boys and girls in youth basketball only. All teams will represent Needles in the Spring Classic Tournament sponsored by City of Needles Recreation and attend two/three additional All-Star tournaments.
- Basketball all-star competition is generally conducted in March.

- The CITY OF NEEDLES will support the all-star teams for participation in the listed tournaments. Support includes practice facilities, registration fees, uniforms and all required paperwork. Parents will be required to pay a one-time All-Star Player fee of \$25 for registration fee into one tournament listed. The CITY OF NEEDLES has jerseys available for all-star use, but must be returned after competition.
- All-star coaches may participate in additional tournaments, but the CITY OF NEEDLES is unable to provide trip funding or registration fees.
- The CITY OF NEEDLES prohibits league coaches from forming additional all-star teams consisting of league players to participate in any all-star tournament following the regular Basketball season (Dec – Mar). The CITY OF NEEDLES will select a second all-star team from the players not picked to participate in the Needles Spring Classic Tournament only if applicable.

#### **1. Selection of All-star players -**

- Coaches will receive an all-star player ballot two weeks prior to the end of the season. Each division will have a separate ballot with the names of all players listed on the ballot. Coaches may nominate any number of players from any team in their division, not to exceed ten players total. The ballot must be signed by the coach or their vote is invalid. This constitutes the FIRST BALLOT. (Note: The Recreation Staff will collectively cast one vote for a 10-person team on the first ballot only).
- An all-star selection meeting will be held for each division. The CITY OF NEEDLES requests all division coaches participate in all-star selection. An assistant coach may attend the selection meeting if the coach is unavailable.
- At the all-star selection meeting, and in the presence of all coaches, ballots will be collected and votes tallied and displayed for all to see. Coaches who cannot attend the meeting and will not have an assistant coach represent them, must turn their ballot in to the League Director or the League Coordinator prior to the meeting. Their vote will be cast on the FIRST BALLOT only.
- If ten all-stars are not selected on the first ballot, a second ballot will be given to all coaches present. This ballot must also be signed to be valid. This constitutes the SECOND BALLOT.
- If ten all-stars are not selected on the second ballot, another ballot will be given to all coaches present. This constitutes the THIRD AND FINAL BALLOT.
- If players are still locked in a tie following the third ballot, the final selection will be made by the League Director and League Coordinator.

#### **2. Selection of All-star coaches -**

Head Coaches who are interested in being selected as an All-Star Coach must put a letter of interest in to the Recreation Director no later than February 1<sup>st</sup> of that season. The Recreation Director will make a decision based on criteria in the coaching section under Code of Ethics and Conduct and their season performance. Then the Recreation Director will take his/her recommendation to the Park & Recreation Commission for final approval. A coach's letter of interest will only be accepted for the division (C/B/A & Boys/Girls) that they coached in for that season.

### **III. COACHES SECTION**

#### **a. Screening Process – All prospective coaches will be required to:**

1. Be at least 18 years of age (or younger by approval of League Director).
2. Complete a youth sports coaches application
3. Pass a criminal background check and fingerprinted (California Department of Justice)
4. At a minimum, any person who is known to have been convicted of any of the offenses listed in group 'A' (see attachment A) warrants exclusion from being a volunteer in any City of Needles youth sports programs. Any offenses listed in group 'B', (see attachment A) may be appealed in front of the Park & Recreation Commission. This list of offenses is not intended to be an exhaustive list. The City of Needles Park & Recreation Commission may exclude any person from volunteering for any other offense that is deemed appropriately related to these issues.

#### **b. Team Activities – A coach or assistant coach must be present at all team meetings, practices, games, and any other team activities, including team pictures. If a coach or an assistant cannot be present at any of the**

aforementioned activities, he/she must notify the League Coordinator right away so alternative arrangements can be made.

- c. **Code of Conduct Enforcement** – The CITY OF NEEDLES firmly believes that for the sports experience to be positive, safe and a learning experience for youth, volunteer coaches must be trained and held accountable for their behavior when working with and around children. Every CITY OF NEEDLES coach is required to sign and adhere to a Coaches' Code of Ethics Pledge. The Code of Conduct has been developed to help explain how each of the standards of the Code of Ethics should be manifested in the actions and behaviors of a volunteer coach.
- It is the duty of the CITY OF NEEDLES to respond to complaints lodged against a coach that has allegedly violated the Code of Ethics. This is accomplished by submitting the complaint to the Parks and Recreation commission for the purpose of hearing complaints and determining what, if any, action should be taken towards correcting the coach's behavior.
  - Suggested committee members may include the Chapter Director, members (s) of the Recreation Commission (that are not involved in the same league as the coach in question), League Director, League Coordinator, coaches or chapter directors from a totally different community that understand the Code of Ethics. Again, impartiality is essential when selecting the review committee.
  - In order to provide the Park and Recreation commission the flexibility to take appropriate action when a coach is found to have violated the Coaches' Code of Ethics, a range of possible commission actions has been developed to accompany the Code of Conduct.
  - Possible actions include:
    - WARNING TO AND/OR APOLOGY FROM THE COACH
    - PROBATION
    - ONE GAME SUSPENSION
    - MULTIPLE GAME SUSPENSIONS
    - SEASON SUSPENSION
    - PERMANENT REVOCATION OF CERTIFICATION
  - The specific response of the commission may include terms and conditions supplementing one or more of the listed sanctions. When reviewing a complaint and deciding what action is the most appropriate in a given situation, the commission must take into consideration various extenuating circumstances.
  - Factors that might suggest a more lenient sanction include:
    - First offense
    - Remorse
    - Apparent desire to reform
    - Other good coaching attributes
    - Dedication to youth sports
  - Factors that might suggest a harsher sanction include:
    - Child endangerment
    - Violation of law
    - Prior complaints/review action
    - Lack of remorse
    - Number of ethics standards violated
    - Breach of duties as a role model
    - Extraordinarily poor judgment around children
- f. **Recruitment** – Coaches are accepted on a first-come, first-serve basis. Coaching applications will not be accepted prior to the first day of league registration. If additional coaches are needed CITY OF NEEDLES issues news releases in local paper, and places announcements on its' event calendar at the Recreation Center.
- g. **Recognition** – In general, coaches will be recognized at the end of the season.
- h. **Complaint Against a Coach Procedure** – When the CITY OF NEEDLES receives a complaint about a youth sports coach, they will:

1. Invite the coach to attend a meeting to address the complaint and to offer his/her side of the incident.
2. The Parks and Recreation commission will 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.
3. Upon majority vote, the Commission has the authority to enforce the appropriate range of disciplinary actions outlined in Section III D. The League Director is to report in brief, the nature of the complaint, the Commission findings, and the sanction applied to the coach.

#### IV. PARENTS SECTION

- a. **Reminder** – Children that participate in youth sports can experience life-long positive benefits. The CITY OF NEEDLES offers youth sports to help promote these positive gains for its youth. Your role as the parent is critical with the success of the program. Please remember that these programs are offered for kids, and not the adults.
- b. **Playing Time** - Each player will play a minimum amount of each game as specified for each league. Substitutions may be called for the sole purpose of meeting the minimum play rule. There are exceptions to this rule. At the discretion of the coach and approval by the League Director or League Coordinator, your child may not be allowed to participate if he/she has not attended practices, is ill and/or contagious, has displayed a poor attitude, etc.
- c. **Playing Equipment** – The CITY OF NEEDLES youth sports leagues do not require any sport specific equipment for participation. However, black-soled shoes that leave scuff marks on the gym floor are prohibited. CITY OF NEEDLES staff does recommend court/field appropriate footwear for safety.
- d. **Corrective Action Policy** – It is the philosophy of the CITY OF NEEDLES that parents should not spoil the experience of participation in youth sports for the children. Furthermore, the CITY OF NEEDLES will not punish a child for the actions of his or her parent(s). Parents who do not follow the Code of Ethics may be subject to a Corrective Action Policy listed below.
  - These guidelines are not absolute in dealing with behavioral problems. Severe situations could warrant harsher sanctions.
    1. Verbal Warning – The coach will discuss inappropriate conduct with parents and emphasize that such behavior will not be tolerated. The coach will document this conversation and provide a copy to the League Director.
    2. Written Warning – The coach or official will notify the League Director of continued misconduct and the League Director will request a meeting to discuss actions and the proper behavior. Furthermore, a formal letter of reprimand may be given to the parent(s) stating that the next offense may lead to the parent being suspended from the sporting event venue for a period of 1 (one) or more games.
    3. Game Suspension – League will suspend the parent from attending the next scheduled contest and another letter will be given to parent(s) stating that the next offense may lead to parent being banned from all future league activities.
    4. Season Suspension – The parent(s) will be suspended from attend all league contests after a 4<sup>th</sup> offense. The parent(s) will need to make a formal request to be re-instated into this league. The parent(s) will then be required to meet with the League Director prior to the start of the next youth sport season to determine if the parent(s) can behave within the spirit and letter of the guidelines of the program.

#### V. PARTICIPANTS SECTION

- a. **Reminder** – By participating in youth sports you have the opportunity to not only learn fundamental sports skills, but also life lessons. Appropriate behaviors and choices are important to the success of your growth. Please remember that these programs are offered to develop your skills, practice good sportsmanship, and to have fun.

- b. **Corrective Action Policy** – Players who fail to adhere to the Code of Conduct may be subject to disciplinary action. Therefore, the CITY OF NEEDLES has instituted a Corrective Action Policy to establish appropriate consequences for inappropriate behavior.
- These guidelines are not absolute in dealing with behavioral problems. Severe situations could warrant harsher sanctions.
  - 1. Verbal Warning – Coach will discuss inappropriate conduct with player and parents and emphasize that this behavior will not be tolerated. Coach will document this discussion and provide a copy to the League Director.
  - 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 inform the League Director or League Coordinator of the problem and why the child is sitting out 1 period of the game.
  - 3. Game Suspension – Coach will bench the offending player for 1 entire game when he/she should be playing. Coach will inform the League Director or League Coordinator of the 3<sup>rd</sup> offense, at which time the player and the parent(s) must attend a meeting with the Coach and League Director before the player is allowed to resume playing. The player will be warned that the next offense could result in his/her expulsion from the league.
  - 4. League Expulsion – The participant on the 4<sup>th</sup> offense may be expelled from the league and no refund will be given. The parent will need to make a formal request to be reinstated into this league. The player and parent(s) will next meet with the League Director and the League Coordinator prior to the start of the next youth sports season to determine if the child is capable of playing within the guidelines of this program.

## VI. PARTICIPANTS SECTION

- a. **Screening Process** – All prospective officials will be required to:
1. Be at least 14 years of age
  2. Complete a youth sports officials application
  3. Pass a criminal background check (adults only)
- b. **Evaluation Procedures** – Officials will be observed throughout the season by the CITY OF NEEDLES staff. The observations focus on, but are not limited to the officials' mechanics, positioning, leadership, attitude, professionalism, attire, demeanor, and punctuality.
- c. **Corrective Action Policy** – In the event that an official has committed an infraction of varying degree, CITY OF NEEDLES staff will address the infraction.
- The consequence, if any, will depend on the infraction, the official's history, and anything else deemed relevant by the CITY OF NEEDLES staff.
  - Corrective actions can be a verbal warning, reduction of scheduled games, suspension, and/or contract termination.
  - Any correction actions taken will be noted on the officials evaluation form.
- d. **Recruitment** – The CITY OF NEEDLES issues news releases to the general public, and places announcements in its event guide regarding the need for officials.
- The CITY OF NEEDLES will compile an ongoing mailing list of officials to be used before each season for recruitment.
- e. **Pay Policies** – The CITY OF NEEDLES pays youth sports officials by a pay scale that's broken down by division relative to each sport.
- The following pay scale will apply during the 2018-2019 season:

- C Division Basketball- \$10/game and A & B Basketball and Football - \$12.00/Game
- Pee Wee League is provided by staff
- Officials will be paid on Friday of each week for the games they officiated the previous week.

- f. **Scheduling** – Any changes in official assignments need to be noted on the referee schedule in at least one of the scorekeeper notebooks.
- If an official is late to an assignment, then a “fill in” official will start the game and receive pay for the game. The originally scheduled official will lose the assignment and pay.
  - If an official is late due to a prior assignment finishing late, then both officials (“fill in” and original) will receive pay for that game.
  - If an official has a sudden emergency, he/she needs to contact the League Director or League Coordinator as soon as possible to ensure proper coverage.

## **APPENDIX A** **SPORT SPECIFIC RULES**

### **City of Needles** **Youth Basketball League Rules**

These rules and regulations are established to govern league play for the City of Needles, which is a Southern Municipal Athletic Federation (SCMAF) participating agency. The League Director will have jurisdiction over all rules and regulations to govern any youth Basketball rules herein not covered. The decision of the league shall be final. With the exception of the following modifications, the National Federation Basketball rules shall govern league play.

#### **I) Rules**

- A. Timeouts: 2 per half and 1 per overtime period. Timeouts are one minute in length, and do not carry over.
- B. Overtime: 2 minutes regulation clock. (If still a tie after 1 overtime, game ends in a tie).
- C. In the 3 – 7 year old divisions there will be no score kept at the games. In the 8-9 and 10-11 year old divisions, no team can be more than 20 points ahead at any given time. If a team is ahead by 20 points or more they may continue to score, but the score will not be recorded until the opposing team is once again within 20 points.
- D. There shall be 1 minute between quarters and 3 minutes between halves.
- E. The bonus rule (1+1) shall be in effect on the 7<sup>th</sup> team foul in each half and two shots on and after the 10<sup>th</sup> foul in each half.
- F. Each team must begin the game with 4 registered players. Both teams will play with equal amount of players for the start of the game. If the fifth player shows up, then the opposing team may play with 5 players. Teams having less than 4 players at scheduled game time will be subject to forfeiting the game to the opposing team.
- G. If a team experiences a reduction in the number of players during the course of a game, the opposing team is not required to reduce their number of players. A team may continue to play in the game with no less than three players as long as they are still competitive (decision will be made by CITY OF NEEDLES staff).
- H. The designated coach’s box is the area in front of the team, between the ends of the bench. Only one coach may stand at any time.

#### **II) Regulations**

##### **3 – 7 year olds – Pee Wee**

- **Pee Wee Age:** 6 – 7 year olds (Have not reached 8<sup>th</sup> birthday by July 1<sup>st</sup>)
- **Jr. Pee Wee Age:** 3 – 5 year olds (Have not reached 6<sup>th</sup> birthday by July 1<sup>st</sup>)
- A. This division is designed to be a basketball introduction league. There will be no score kept in either division.
- B. A Junior size basketball is used (27.5”)
- C. Time: 6 minute running clock for Pee Wee. 4 minute running clock for Jr. Pee Wee.

- D. No backcourt press once the offense is in possession of the ball. Defensive players must stay inside the three point line until the ball crosses it. A “free shot zone” will be set up between the free throw line, volleyball line and the two sides of the key.
- E. The 3-point shot will not be used.
- F. Fouls will be called, but not marked down. If a player continues to excessively foul, he/she may be asked to sit out. There are no shooting fouls in this division.
- G. When a violation occurs, play will be stopped, the official will instruct the player(s) if needed, and play will then resume with no change in possession. The exception to this rule is any out of bounds violations.
- H. Pee Wee: Each player must play a minimum of 2 quarters. Jr. Pee Wee: No minimum play required.
- I. There will be no league tournament in Jr. Pee Wee or Pee Wee Basketball.

**C Division** (3<sup>rd</sup> & 4<sup>th</sup> grades) – **Born in 2009 or 2010**

Players who are born in 2009 or 2010 and players born in 2008 and in a grade no higher than 4<sup>th</sup> are eligible.

- A. This division is designed to be a basketball developmental league.
- B. Girls official size (28.5) basketball for both boys and girls
- C. Time: 8 minute running clock. Stop clock will be used for the last 2 minutes of the 2<sup>nd</sup> and 4<sup>th</sup> quarters, unless a team is ahead by 20 points.
- D. The 3-point shot will not be used.
- E. The free throw line shall be marked at 11 feet for girls and boys
- F. A 5 second key violation will be in effect.
- G. Backcourt press is not allowed once the offense is in possession of the ball. Defense must stay behind the half-court line. If violated, a penalty will be issued which can range from a warning to a technical foul.
- H. The 10 second backcourt rule will be enforced.
- I. Each player must play 2 full quarters to meet the must-play rule. There is free substitution in the fourth quarter only if all players have met the minimum play rule.

**B Division** (5<sup>th</sup> - 6<sup>th</sup> grades) – **Born in 2007 or 2008 and A Division** (7<sup>th</sup> -8<sup>th</sup> grades) in 2005 or 2006

Players who are born in 2007 or 2008 and players born in 2006 and in a grade no higher than 6<sup>th</sup> are eligible.

Players who are born in 2005 or 2006 and players born in 2004 and in a grade no higher than 8<sup>th</sup> are eligible.

- A. This division is designed to be a basketball organizational league.
- B. Men’s official size (30”) for boys and women’s official size (28.5) for girls.
- C. Time: 8 minute running clock will be used. Stop clock will be used for the last 2 minutes of the 2<sup>nd</sup> and 4<sup>th</sup> quarters, unless a team is ahead by 20 points.
- D. The 3-point shot will be used.
- E. The free throw line shall be marked at 13 feet for girls and boys.
- F. A 3 second key violations will be in effect.
- G. Teams may press in this division. However, a team that is ahead by 15 points or more may not press. If violated, a penalty will be issued which can range from a warning to a technical foul.
- H. The 10 second backcourt rule will be enforced.
- I. Each player must play 2 full quarters to meet the must-play rule. There is free substitution in the fourth quarter only if all players have met the minimum play rule.

## City of Needles Flag Football League Rules

The City of Needles Flag Football program is governed by the current Southern California Municipal Athletic Federation (SCMAF) Flag Football Rules, with local modifications. The game officials are responsible for ensuring that the rules of play are followed, and the League Director will have jurisdiction over all rules and regulations to govern any flag football rules herein not covered.

The following reminders are presented for quick reference:

### I) Rules

- A. Games are four 10-minute running clock quarters. There shall be 1 minute between quarters and 5 minutes between halves.
- B. A regulation clock will be used the last two minutes of the fourth quarter.



- C. Timeouts:
  - A and B divisions – 2 timeouts per half
  - C Division – 4 timeouts per game
- D. Overtime: Both teams will be given the ball on the 10-yard line and have four downs to score in the end zone (scoring will be the same as in regular game). Only one overtime period per game. If teams are tied at the end of overtime, the game ends in a tie.
- E. If a team is leading by a score of 14 point or more, the “running clock” will be used. The clock will only stop for charged time outs and official time outs.
- F. Each player must play a full quarter per half to meet the must-play rule. There is free substitution in the fourth quarter only for those players who have met the must-play rule.
- G. One coach per team will be allowed on the field during time outs.
- H. Scoring: TD= 6 points. Extra point = 1 point (2 yards) or 2 points (5 yards). Safety = 2 points.
- I. Official flag is “TRIPLE THREAT” 3-flag belt. Flags are provided by, and must be returned to the Needles Recreation Center at end of season.
- J. All flags must be worn properly. The hip points must be facing out. The ribs on the flag must be facing out.
- K. Offense has 4 plays to cross the mid-field line or score a touchdown.
- L. Ball must be snapped between legs, not off to one side to start play.
- M. It is recommended that all players wear a protective mouthpiece (not provided by league).
- N. Flagrant contact fouls will not be tolerated. Offending player(s) will be ejected from that game, and sit out the next game.
- O. No stiff-arming allowed (considered flag guarding).
- P. Center snap: If ball hits ground, ball dead at spot.
- Q. If player falls down, or if knee touches ground, ball is dead at spot. Player may not get up and run.
- R. Teams will switch ends at half time.
- S. **NO** metal baseball spikes allowed (rubber cleats only). Inspections will be made on field.
- T. No direct runs by the quarterback. The player that receives the snap is considered the quarterback for that play.
- U. Teams will play 8 man football.

## II) Regulations

- A. Blocking:
  - Offense: An offensive blocker may use only the standing block, with the forearms and hands folded to the body. Hands must stay “locked” throughout the block. As soon as the “locked” hand comes undone, the block is no longer legal.
  - Defense: Defensive players are restrained in use of hands to pushing the shoulder and body of offensive blockers.
- B. Charging/Tackling:
  - The ball carrier may not run through a defensive player, but must attempt to evade the defensive players.
  - The defensive player may attempt to clock a pass as long as contact is not made with the passer at any time.
  - Any defensive roughness against the ball carrier, if determined to be flagrant by the official is grounds for ejection.
- C. Fumbled Ball:
  - There are no fumbles in flag football. The ball is dead at the point of contact with the ground and play stops.
- D. Hurdling:
  - Intentional hurdling and/or jumping over any other player to avoid being “tackled” and which creates an unsafe condition will be penalized. Intentional diving into the end zone for a touchdown will be penalized.
  - Players may jump or hurdle when avoiding a collision, which could result in injury.
- E. Passes/Handoffs:

- An intercepted pass in the defensive team's end zone may be run out of the end zone or downed in the end zone. Touchbacks will be put in play at the 10-yard line.
- F. Tagging
- Tagging is placing one hand anywhere between the shoulders and knees of an opponent with the ball. If flags fall off of the pass receiver before he catches the ball, the play continues until the player is "tagged". When flags fall off the ball carrier inadvertently the ball is dead.
- G. Penalties: Offense and defense have option to decline penalty.
- Offensive Penalties: Loss of down and yardage
  - Defensive Penalties: Take the play or the first down.
  - Offensive Offsides: (False start) Ball is dead, loss of 3 yards and repeat the down
  - Defensive Offsides: Play continues, offense chooses yards gained if more than 3 yards, or the penalty 3 yards. If the penalty yards are taken there is a repeat of down
  - Any ball that hits the ground will be ruled dead. Fumbles are dead at spot.
- H. Field size: 60 yards long (74 yards including end zones), and 30 yards wide.

## City of Needles Volleyball League Rules

The City of Needles Volleyball Program is governed by a modified version of the State High School regulations. The game officials are responsible for ensuring that the rules of play are followed, and the League Director will have jurisdiction over all rules and regulations to govern any volleyball rules herein not covered.

### APPENDIX B CODE OF ETHICS

- A. **COACHES Code of Ethics** – I hereby pledge to live up to my being a Volunteer coach and by following the Coaches' Code of Ethics:
- I will place the emotional and physical well being of my players ahead of my 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 will 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 remember that I am a youth sports coach, and that the game is for children and not adults.
- B. **OFFICIALS Code of Ethics** – I hereby pledge to live up to the expectations as an official serving the youth sports leagues by follow this Code of Ethics:
- I will maintain high standards of excellence
  - I will study the game diligently
  - I will conduct myself in a professional and dignified manner
  - I will be fair and unbiased in my decisions on the field
  - I will be confident and firm in my calls, but not inflexible
  - I will be polite, not rude
  - I will prepare myself physically and mentally
  - I will honor all contracts and commitments
  - I will cooperate and be professional in my associations with fellow officials

- C. **PARENTS Code of Ethics** – I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this Code of Ethics:
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sports event.
  - I will place the emotional and physical well being of my child ahead of my 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 adults.
  - I will do my best to make youth sports fun for my child.
  - I will ask my child to treat other players, coaches, spectators and officials with respect regardless of any differences.
- D. **PARTICIPANTS Code of Ethics** – I hereby pledge to provide a positive attitude and be responsible for my participation in youth sports by following this Code of Ethics:
- I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice.
  - I will attend every practice and game that is reasonable possible and 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 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 I will alert parents or coaches if it stops being FUN!
  - I deserve to play in an alcohol, tobacco, and drug free environment and expect adults to respect that wish.
  - I will do my very best in school.
  - I will remember that sports are an opportunity to learn and have fun.

### **APPENDIX C** **CODE OF CONDUCT**

- A. **COACHES Code of Conduct** – The Code of Conduct defines the expectations for adults serving as coaches in youth sports and provides the tools to be used by the community, when necessary, to check behavior and to respond with resolve to protect all children from the psychological, emotional, physical or social abuses that can be perpetuated against them by youth sports coaches. This Code of Conduct was compiled by the CITY OF NEEDLES.
- The Code of Conduct that follows will be in effect before, during and immediately after all CITY OF NEEDLES practices, games and meetings when on City controlled property.
  - Carefully review the Code of Conduct listed below:
1. I WILL PLACE THE EMOTIONAL AND PHYSICAL WELL-BEING OF MY PLAYERS AHEAD OF A PERSONAL DESIRE TO WIN.
    - Using appropriate language in appropriate tones when interacting with players, league officials, game officials, parents and spectators.

- Including all players in team activities without regard to race, religion, color, sex, sexual orientation, body type, national origin, ancestry, disability, ability, or any other legally protected classification.
  - Treating all players, league officials, game officials, parents and spectators with dignity and respect.
  - Playing all players according to the equal participation rules established by the league and the spirit of those rules.
  - Encouraging youth to participate in other sports and activities to promote all aspects of their development.
  - Allowing reasonable absences from practice.
2. I WILL TREAT EACH PLAYER AS AN INDIVIDUAL, REMEMBERING THE LARGE RANGE OF EMOTIONAL AND PHYSICAL DEVELOPMENT FOR THE SAME AGE GROUP.
- Recognizing the differences of each child and treating each player as an individual while demonstrating concern for their individual needs and well-being.
  - Encourage all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.
  - Recognizing that some physical tasks, drills and demands are not appropriate for all youth.
  - Recognizing that youth may vary greatly in physical, social and emotional maturation and considering these factors when setting up competitions and when interacting with youth.
3. I WILL DO MY BEST TO PROVIDE A SAFE PLAYING SITUATION FOR MY PLAYERS.
- Maintaining a high level of awareness of potentially unsafe conditions.
  - Protecting players from emotional abuse, physical assault, or sexual molestation.
  - Correcting or avoiding unsafe practice of playing conditions.
  - Using appropriate safety equipment necessary to protect all players
  - Seeing that the players are provided with adequate adult supervision while under the coach's care.
4. I WILL PROMISE TO REVIEW AND PRACTICE THE BASIC FIRST AID PRINCIPLES NEEDED TO TREAT INJURIES OF MY PLAYERS.
- Keeping basic first aid supplies available in all practice and game situations.
  - Recognizing and administering proper first aid to an injured player.
  - Demonstrating concern for an injured player, notifying parents and cooperating with medical authorities.
  - Protecting the players' well being by removing them from activity when injured and not returning them to activity if they are compromised by the injury.
5. I WILL DO MY BEST TO ORGANIZE PRACTICES THAT ARE FUN AND CHALLENGING FOR ALL MY PLAYERS.
- Establishing practice plans that are interesting, varied, productive and aimed at improving all players' skills and individual abilities.
  - Devoting appropriate time to the individual improvement of each player.
  - Conducting practices of reasonable length and intensity appropriate for the age and conditioning of the players.
6. I WILL LEAD BY EXAMPLE IN DEMONSTRATING FAIR PLAY AND SPORTSMANSHIP TO ALL MY PLAYERS.
- Adopting the position, teaching and demonstrating that it is our basic moral code to treat others as we would like to be treated.
  - Abiding by and supporting the rules of the game as well as the spirit of the rules.
  - Providing an environment conducive to fair and equitable competition.
  - Using the influential position of youth coach as an opportunity to protect teach and expect sportsmanship and fair play.

7. I WILL PROVIDE A SPORTS ENVIRONMENT FOR MY TEAM THAT IS FREE OF DRUGS, TOBACCO, AND ALCOHOL, AND I WILL REFRAIN FROM THEIR USE AT ALL YOUTH SPORTS EVENTS.
  - Being alcohol and drug free at all team activities or in the presence of players.
  - Refraining from use of any type of tobacco products at all team activities or in the presence of your players.
  - Refraining from providing any type of alcohol, drug or tobacco products to any of your players.
  - Encouraging parents to refrain from the public use of tobacco products or alcohol at team activities.
8. I WILL BE KNOWLEDGEABLE IN THE RULES OF EAC SPORT THAT I COACH, AND I WILL TEACH THESE RULES TO MY PLAYERS.
  - Becoming knowledgeable, understanding and supportive of all applicable game rules, league rules, regulations and policies.
  - Teaching and requiring compliance of these rules among players.
9. I WILL USE THOSE COACHING TECHNIQUES APPROPRIATE FOR EACH OF THE SKILLS THAT I TEACH.
  - Teaching techniques that reduce the risk of injury to both the coach's own players and their opponents.
  - Discouraging illegal contact or intentional dangerous play and administering swift and equitable discipline to players involved in such activity.
10. I WILL REMEMBER THAT I AM A YOUTH SPORTS COACH, AND THAT THE GAME IS FOR CHILDREN AND NOT ADULTS.
  - Maintaining a positive, helpful and supportive attitude.
  - Exercising your authority/influence to control the behavior of the fans and spectators
  - Exhibiting gracious acceptance of defeat or victory
  - Accepting and adhering to all league rules and policies related to the participation of adults and youth
  - Fulfilling the expected role of a youth coach to adopt a "children first" philosophy.
  - Allowing and encouraging the players to listen, learn and play hard within the rules.
  - Placing the emphasis on fun and participation.

**B. OFFICIALS Code of Conduct** – The Code of Conduct defines the expectations for youth and adults serving as officials in the CITY OF NEEDLES youth sports leagues. This Code of Conduct was compiled by the Southern California Municipal Athletic Federation (SCMAF).

- The Code of Conduct that follows will be in effect before, during and immediately after all CITY OF NEEDLES practices, games and meetings when on City of Needles controlled property.
- Carefully review the Code of Conduct listed below:
  1. MAINTAIN HIGH STANDARDS OF EXCELLENCE:
    - Attend training meetings and clinics
    - Observe other officials and participate in peer evaluations
    - Guard against personal interest that may conflict with duties as an official
  2. STUDY THE GAME DILIGENTLY:
    - Have a thorough knowledge of rules, strategies, and safety precautions, and how they apply
  3. CITY OF NEEDLES DUCT YOURSELF IN A PROFESSIONAL AND DIGNIFIED MANNER:
    - Present a clean and professional image in terms of appearance, language, and conduct.
    - Conduct yourself honorably.

- Refrain from arguments or gestures that indicate agitation in front of coaches, players and spectators.
  - Shake hands with coaches at the beginning and end of competition.
4. BE FAIR AND UNBIASED IN YOUR DECISIONS ON THE FIELD:
    - A fair game is of utmost importance. Do not discriminate against, nor take undue advantage of any individual group or team.
  5. BE CONFIDENT AND FIRM IN YOUR CALLS, BUT NOT INFLEXIBLE:
    - Have the courage to correct mistakes
  6. BE POLITE, NOT RUDE:
    - Control the players effectively by being courteous and considerate without sacrificing fairness
  7. PREPARE YOURSELF PHYSICALLY AND MENTALLY:
    - Stay in shape, get enough sleep, and eat before you arrive.
  8. HONOR ALL CONTRACTS AND COMMITMENTS:
    - Once you commit to a game, show up.
  9. COOPERATE AND BE PROFESSIONAL IN YOUR ASSOCIATIONS WITH FELLOW REFEREES:
    - Strive to achieve maximum teamwork with fellow officials.

**C. PARENTS Code of Conduct** – The Code of Conduct defines the expectations for adults serving as spectators in the CITY OF NEEDLES youth sports leagues. This Code of Conduct was compiled by the CITY OF NEEDLES.

- The Code of Conduct that follows will be in effect before, during and immediately after all CITY OF NEEDLES practices, games and meetings when on City of Needles controlled property.
- Carefully review the Code of Conduct listed below:
  1. MODEL GOOD SPORTSMANSHIP AND ETHICS:
    - Give your support to the team, opponents, coaches, and officials on and off the field/court.
    - Encourage your child, regardless of their play.
  2. HELP ALONG THE COACHING PROCESS:
    - Emphasize the importance of skill development and attending practices.
    - Know and study the rules of the game. Being able to talk to your child about his or her favorite sport is important.
  3. FULLFILL COMMITMENTS:
    - Be on time and attend events as promised
  4. SEE THE BIG PICTURE:
    - Children should be involved in organized sports for their own enjoyment, not yours.
    - Realize it is a privilege for your child to compete, not a right.
    - Don't relive your own athletic career through your child in a way that creates pressure.
    - Get to know your child's coach so you are aware of his or her knowledge, philosophy, attitude, and ethics and so you are comfortable releasing your child to his or her watch.

**D. PARTICIPANTS Code of Conduct** – The Code of Conduct defines the expectations for youth serving as participants in the CITY OF NEEDLES youth sports leagues. This Code of Conduct was compiled by the CITY OF NEEDLES.

- The Code of Conduct that follows will be in effect before, during and immediately after all CITY OF NEEDLES practices, games and meetings when on City of Needles controlled property.
- Carefully review the Code of Conduct listed below:

1. LIVE UP TO HIGH IDEALS OF ETHICS AND SPORTSMANSHIP:
  - Abide by the rules and regulations of the game and encourage other athletes to do the same.
  - Treat everyone fairly and with respect.
  - Direct comments or criticism at performances rather than the individual.
2. BE AWARE OF SAFETY CONCERNS:
  - Participate in a manner that ensures safety of other athletes, coaches, and officials participation in the game.
3. BE RESPONSIBLE:
  - Abstain from the use of or the encouragement of the use of tobacco products, alcoholic beverages, or illegal substances.
  - Report Problems – Any wrongdoing or unhealthy behaviors should be reported to a coach, official, parent or staff.
4. HONOR ALL OBLIGATIONS:
  - Fulfill your commitments; do what you say you will do; be on time to practices and games.
5. CONDUCT YOURSELF IN A PROFESSIONAL DIGNIFIED MANNER:
  - Represent your team with honor
  - Live and play with class, be a good sport
6. COMPOSE YOURSELF IN A WAY THAT DEMANDS RESPECT:
  - Avoid using obscene language, gestures, boastful performances, and trash-talking.
  - Don't fight or show excessive displays of anger or frustration.

## **APPENDIX D** **JOB DESCRIPTIONS**

### **YOUTH SPORTS VOLUNTEER COACH JOB DESCRIPTION**

TITLE:	Volunteer coach for the City of Needles Youth Sports Leagues.
DESCRIPTION:	<ul style="list-style-type: none"> <li>▪ Coach of male or female athletes between the ages of 4-14</li> <li>▪ You will be considered a role model for 7-12 young athletes assigned to your team; Therefore sportsmanship, fair play and full participation are mandatory.</li> </ul>
RESPONSIBILITIES:	<ul style="list-style-type: none"> <li>▪ Plan and supervise games, practices, and events.</li> <li>▪ Supervise assistant coaches, or team parents.</li> <li>▪ Teach the young athlete the fundamentals of the sport.</li> <li>▪ Encourage the involvement of the parents in the sport.</li> <li>▪ Schedule and conduct parent and other necessary meetings.</li> <li>▪ Provide a safe and fun environment for the children.</li> <li>▪ Learn and follow all league rules, policies, and procedures.</li> <li>▪ Give each player equal playing time.</li> <li>▪ Put the feelings of the players ahead of your desire to win.</li> <li>▪ Attend all league functions and participate in league activities.</li> </ul>
QUALIFICATIONS:	<ul style="list-style-type: none"> <li>▪ Successfully complete the application procedure and pass a background check.</li> <li>▪ Attend any scheduled coaching interviews or meetings.</li> <li>▪ Be enthusiastic.</li> <li>▪ Not want to win at all costs.</li> <li>▪ Must be patient, especially with children.</li> <li>▪ Be organized.</li> <li>▪ Be dependable.</li> </ul>

**INFORMATION:** As a volunteer coach, you are treated by local, state, and federal law as being an unpaid employee of the agency in which you are associated with; therefore, you must conduct yourself in the same manner as you would your own job. In the same respect, you will receive the same treatment, aside from compensation and benefits, as the employee of the City of Needles.

### **YOUTH SPORTS LEAGUE GAME OFFICIAL JOB DESCRIPTION**

**TITLE:** City of Needles Youth Sports League Game Official.

**DESCRIPTION:** Game official of youth sports leagues for male and female athlete's ages 4-14

**RESPONSIBILITIES:**

- Insure that the game proceeds within the context of the rules
- Interfere as little as possible, never seeking to become the focus of attention
- Set and maintain an atmosphere of enjoyment of the game
- Show concern for athletes
- Display a positive and professional attitude from the time of arrival at the facility to the time of departure.

**QUALIFICATIONS:**

- Successfully complete the application procedure and pass a background check.
- Attend any scheduled officials meetings
- Thorough knowledge of the game rules.

**INFORMATION:** Be self confident, consistent, decisive, even-tempered and encourage good sportsmanship. Youth sports officials are considered a seasonal independent contract employee and will be scheduled on an "as needed" basis. City of Needles staff can terminate the contract agreement at any time in the event of unsatisfactory performance by the official.

### **APPENDIX E RIGHTS & RESPONSIBILITIES**

#### **A. COACHES Rights and Responsibilities**

##### **➤ Rights**

1. To have support from the administration/league
2. To know what is expected of him/her
3. To have a fair procedure to bring concerns and complaints forward
4. To have ample opportunities to receive training to be a youth sports coach, including child abuse prevention

##### **➤ Responsibilities**

1. To provide accurate background information to the league
2. To get needed training
3. To understand the role and influence of a "Coach"
4. To understand intervention and child abuse reporting procedures
5. To abide by a Code of Ethics and Code of Conduct
6. To be an advocate for the program's philosophy
7. To set expectations for the season
8. To recognize the special needs of EACH athlete, gifted or not gifted
9. To limit physical interaction while conducting instructions
10. To provide appropriate and caring touch
11. To never touch out of anger
12. To keep programs free from put-downs, trash talk, profanity, violence and abuse
13. To motivate with praise and instruction
14. To not use physical punishment
15. To learn effective ways to channel frustrations and anger



16. To communicate respectfully with parents, athletes, officials and administrators
17. To provide a safe and fun sports environment.

## **B. OFFICIALS Rights and Responsibilities**

- Rights
  5. To be treated with dignity and respect
  6. To be free from receiving abuse
  7. To have the support of the administration
- Responsibilities
  1. To set the tone for everyone to be a good sport
  2. To get training on being an official and child abuse prevention
  3. To be fair and impartial
  4. To abide by a Code of Ethics and Code of Conduct
  5. To set limits and boundaries by not allowing abusive behavior on the part of coaches, players, parents or fans
  6. To take an active role to create an environment free from abuse and inappropriate behaviors
  7. To provide a safe and fun sports environment

## **C. PARENTS Rights and Responsibilities**

- Rights
  1. To have a safe and fun experience for you child
  2. To have accurate and comprehensive information
  3. To be part of a quality program
  4. To know about the complaint procedures
- Responsibilities
  1. To have a part in the supervision of the child
  2. To be a good spectator
  3. To bring forward valid complaints and concerns
  4. To educate your child about abuse
  5. To abide by a Code of Ethics and Code of Conduct
  6. To help each child find the right sport and program for his/her needs
  7. To assess the philosophy of the coach and the organization
  8. To provide each child with the physical and emotional nurturing and guidance they need to thrive
  9. To be an advocate for each of your children
  10. To support sons and daughters equally as athletes
  11. To understand that all children are gifted, but not in equal ways
  12. To support the individual needs and interest of the child
  13. To provide unconditional love and support, not based on performance
  14. To pay attention to see if your children are having fun and learning as opposed to just winning
  15. To create a safe and fun sports environment

## **B. PARTICIPANTS Rights and Responsibilities**

- Rights
  1. To have sports be a safe experience, free from abuse and violence
  2. To have fun learning, trying new things and being able to practice and play
  3. To participate in a variety of sports opportunities
- Responsibilities
  1. To follow rules
  2. To be a good spectator
  3. To tell parents (or other trusted adult) about any abuse
  4. To learn the values of teamwork – helping and supporting one another
  5. To abide by a Code of Ethics and Code of Conduct
  6. To learn ways to deal with pressure and frustrations
  7. To care about what happens to others
  8. To settle conflicts without saying or doing things that hurt others
  9. To treat coaches and officials with respect

10. To treat others as you want to be treated
11. To be a good sport (how you talk to others and how you behave)
12. To let your parents and coaches know what you need

## ATTACHMENT 'A'

### **GROUP A:**

1. Registered Sex Offender
2. Murder
3. Kidnapping
4. Arson
5. Aggravated Domestic Violence
6. DUI – three or more in less than seven years
7. Contributing to the Delinquency of a Minor
8. Child Seduction
9. Criminal Deviate Seduction
10. Sexual Misconduct of Minor
11. Child Molesting
12. Child Solicitation
13. Rape
14. Sexual Assault
15. Injury to a Child
16. Child Pornography

### **GROUP B:**

1. Manslaughter
2. Robbery
3. Burglary
4. Reckless Homicide
5. Class A/B Drug Offenses
6. Embezzlement
7. Felony Theft
8. Aggravated Assault
9. Felony