FREDERICKSBURG PARKS AND REC	REATION DEPARTMENT
GENERAL YOUTH SPORTS PROGRAM	POLICIES & PROCEDURES
	INITIATED SEPTEMBER 1987 UPDATED FEBRUARY 2004 REVIEWED ANNUALLY

GENERAL YOUTH SPORTS POLICIES & PROCEDURES

FREDERICKSBURG PARKS & RECREATION DEPARTMENT

2004

I. MISSION:

The mission of the Fredericksburg Parks and Recreation department is to enhance the lives of our citizens by providing a diverse package of recreation and park opportunities.

II. ORGANIZATION:

The Fredericksburg Parks & Recreation Department Youth Sports Program consists of: Baseball, Basketball, Field Hockey, Football, Soccer, and Softball. Youth Football is a collaborative effort of Fredericksburg and the Northern Neck and therefore, operates under the rules written by that coalition. The Fredericksburg Recreation Commission herein approves all policies.

Policies specific to each youth sport are attached as addenda as appropriate.

III. FEES:

Each Youth Sports registrant falls under one of three categories:

- A. City Resident: any person living within the boundaries of the City of Fredericksburg, who works for the City Government, or who owns a business in the City.
- B. Non-City Resident: All those who do not meet the definition of City Resident.
- C. Waivered Resident: Those who meet the definition of City Resident and who qualify for a full fee waiver with the Department of Social Services: Applications are available at the Dorothy Hart Community Center.

IV. COACHES:

A. Each team is allowed three coaches, 1 head coach and 2 assistants. The head coach prior to player placement may select one assistant coach. One assistant coach may be selected after player placement but may not carry with him/her a child to be placed on that team. Exceptions may occur for teams whose coaches are recruited after the team placement occurs. Although this situation will be avoided, it is likely that all coaching positions will not be filled by player placement. All coaches must be approved by the Parks & Recreation Department before being officially designated as such. Football teams will be permitted a third assistant coach.

- B. Youth Sports Program coaches are considered volunteer agents of the city and will not receive remuneration for their time or personal expenses. All youth sports team needs must be processed through the Department of Parks and Recreation.
- C. All persons wishing to be a head coach or an assistant coach for any youth sports program team under the auspices of the Fredericksburg Parks and Recreation Department must complete an Authorization for the Release of Information to the Police Department for a background check. Persons who have been determined to have an adverse police record will be withdrawn from consideration as a youth sports coach. Individuals who fall into this category may be reconsidered by submitting a written and signed appeal to the Director of Parks and Recreation. The appeal document should contain any information relevant for reinstatement. However, because of the extreme care taken to protect our youth, reinstatement is unlikely. Additional appeal may be made through the Recreation Commission, which meets monthly at the Dorothy Hart Community Center.

V. GENERAL COACHING DUTIES:

- A. To meet with team parents to review areas identified by the Recreation Department. This meeting may be a short review at the first team practice.
- B. To keep the Parks & Recreation Department informed of player injuries and withdrawals, and to communicate to players. Official withdrawals are accomplished only when both player and coach have notified the department.
- C. To safeguard all equipment issued by the Department and to be responsible for its return.
- D. To supervise the conduct of team members, assistants, and team followers.
- E. To organize team practice schedules in accordance with department guidelines.
- F. To keep team members and parents informed of schedules, policies, changes and other information.
- G. To coach team members on the fundamentals and strategies of a given sport as appropriate to the age of the participants and the recreational nature of the Youth Sports Program.
- H. To carry forth the Recreation Department's philosophy of a recreational sports program designed for team involvement, fun and excitement, and the development of self esteem as well as sports skills.

VI. INCLEMENT WEATHER:

A. The Recreation Department has a cancellation line that should be called for information at 372-1086 ext. 2 for Parks and Recreation then 1 for the cancellation line,

or visit our website at www.fredericksburg.va.us_and look for *Cancellations*. You may also check www.Fredericksburg.com and listen to local radio stations. Postponements will be announced over WBQB/WFVA (101.5 FM) and WFLS (93.3 FM) radio stations on game day. No one should call the radio stations. If weather conditions are questionable and participants do not hear an announcement, they should report for their game.

- B. The Recreation Department will re-schedule postponed games as necessary. The Department will also cancel games when appropriate due to weather or otherwise. Schedule changes will be disseminated to the affected team coaches as soon as reasonably possible. In turn, coaches are expected to inform team members in the same manner.
- C. The cancellation of team practices is left to the discretion of the Head Coach. The Recreation Department will not have this information.

VII. SEVERE HEAT PRECAUTIONS:

During conditions of unusually high temperatures, the following provisions will be in effect at the discretion of the on duty Sports Supervisor. This is to insure the safety of all youth sports participants and coaches:

T-BALL, COACH PITCH, Rookie & CO-ED SOFTBALL:

- a. Morning games will conclude no later than 11:00 a.m.,
- b. Evening games will start at no earlier than 6:30 p.m.,
- c. A one hour time limit for each game will be in effect,
- d. Coaches will check each player's physical condition between each inning,
- e. Coaches will require mandatory water intake between each inning for each player.

T-BALL: Games will consist of 2 innings only.

COACH PITCH: Games will consist of 3 innings only.

ROOKIE SOFTBALL & ROOKIE BASEBALL: Games will consist of 4 innings only.

JUNIOR BASEBALL:

- a. Morning games will conclude no later than 12:00 noon,
- b. Evening games will start no earlier than 6:00 p.m.,
- c. All games will have a two-hour time limit,
- d. Coaches will check each player's physical condition between each inning,
- e. Coaches will require mandatory water intake between each inning for each player.

Under the most severe conditions, the Director of Parks and Recreation or designee may find it necessary to cancel all youth sports activities until conditions moderate to a safe level.

VIII. UNSPORTSMANLIKE CONDUCT:

- A. Any player or coach found guilty of unsportsmanlike conduct on the field or adjacent to the field towards officials, players, or participants will be subject to at least a penalty enforced by officials. Ejection from a given game or suspension for the balance of a given season could result from more serious offenses.
- B. Any player or coach ejected from the game by an official shall automatically be suspended from the next game to be played by his/her team. If a player or coach deviates from this ruling, it will constitute an immediate suspension from the remainder of the league games.
- C. When a coach or team follower is ejected from a ball game, he/she must leave the playing area by a distance of at least 100' and he/she is prohibited from any contact (direct or indirect) with the team for the remainder of the game. Failure to comply will result in termination of the game. A substitute coach will be named as a replacement for the ejected coach.

IX. PROTESTS:

Protests of a game or of an official's call are discouraged. The philosophy behind the Department's Youth Sports Program is for the recreational benefit of our youth. Protests which may change the outcome of a particular game due to an oversight or an official's ruling will most likely be rejected. Coaches who still feel the urgency to file a protest will receive a review. Protests should be submitted to the Parks and Recreation Department. The Head Official and the Director of Parks and Recreation will jointly make a final decision. Any coach who submits a protest with an accompanying threat of any kind will have the protest automatically rejected, and will not serve as a youth sports coach for the City of Fredericksburg in the future.

X. GENERAL TEAM POLICY:

- A. Games will begin as scheduled. A five minute grace period will be allowed for all games beginning at their specified times.
- B. A maximum of three hours of practice may be scheduled per week.
- C. Coaches should ask players and parents to wait in their cars during lightning storms until an official rules on game continuance.
- D. All coaches and parents must remain off the playing field/court area during games. Designated coaching areas should be observed.
- E. Coaches, players, substitutes, team assistants, parents, or team followers shall not coach or address any players from the opponent's side of the field/court.

- F. If an ineligible player is used, the game will be declared a forfeit.
- **G.** The team appearing second on the game schedule will be considered the home team. This will be noted on all schedules.
- H. Game and practice schedules will not be modified for the convenience of individual team members.
- I. In the event a game must be suspended because of conditions, which make it impossible to continue play, the head referee shall declare it an official game if one complete half or more has been played. If less than one half has been played, the game may be rescheduled. This rule does not apply to playoffs or baseball/softball. Playoffs will pick up at the point at which the game was suspended. For baseball, please see baseball/softball rules
- J. Casts and splints are prohibited during games.
- K. No jewelry, earrings, or hard hairpieces may be worn during games. Soft hair bands are permitted. Medic Alert or religious jewelry must be taped to the body.
- L. Players who wear external hearing aids should have them fastened securely, with tape if necessary.
- M. Players who wear eyeglasses shall wear a safety strap to keep them in place.
- N. The use of tobacco products by coaches and players is prohibited in the proximity of the playing field/court area during games and/or practices.
- O. After the completion of a game, both teams shall form two lines to congratulate each other and show good sportsmanship.
- P. Standings in each league, when appropriate, will be determined by: a) League record, b) Head-To-Head competition between tied teams, and c) Parks and Recreation staff.
- Q. Any player bleeding must leave the ball game until medical attention has been performed, bleeding has stopped, and affected area has been adequately covered with a bandage.

XI. PLAYER PARTICIPATION:

A. REGISTRATION: A youth is not considered registered unless: 1.) all applicable forms are fully completed and signed, 2.) the youth's birth certificate has been reviewed and documented, 3.) all relevant fees have been assessed and a receipt issued to the parent or guardian.

- B. PLACEMENT: A youth is placed on to a team only by the Department of Parks and Recreation. Registered youths will be placed on team rosters. Coaches will be provided their respective team's roster. Coaches will then contact team members or their parents.
- C. WAITING LIST PLACEMENT: Individuals who are taken from the waiting list and who have subsequently completed the registration process explained in A above, will be placed on a team only when the following two procedures have taken place: 1.) the registrant has been contacted by Parks and Recreation and given information about the team on which he/she has been placed, and 2.) the coach has been contacted by Parks and Recreation and given information about the youth being added to his/her team, and subsequently issued a revised roster containing the registrant in question.
- D. TEAM VACANCY: A vacancy does not occur on any team until there is formal communication between the parent of a player in question and Youth Sports personnel from the Department of Parks and Recreation. Players will not be removed from team rosters until the above takes place. Coaches are advised to contact parents of team players about whom they have concerns.
- E. Any member of the Youth Sports Program who is suspended, expelled, or serving an inschool suspension will not be permitted to participate until the suspension is lifted. Non-compliance is subject to forfeiture.
- F. ALL players MUST participate in at least one half of the total game time. If a coach does not play a player the required amount of time, a warning will be issued, followed by a suspension for subsequent violations. A suspension is defined as a specific amount of time and includes the conditions of: no coaching or interacting with team members during suspension period to include practice sessions, and no conduct during suspension period which may be perceived as conduct typical of a coach. Non-adherence to these conditions may facilitate additional suspension time. Championship games will be monitored for participation in all cases and subject to automatic forfeiture for a violation.

EXCEPTION: Players who miss practice or games or who fail to observe team rules, etc., may have limited playing time depending on the ruling by the team coach. However, for such situations, the coach must inform the participation recorder or a game official. Failure to do so may result in a forfeiture.

XII. PLAYER PLACEMENT:

A. Most sports activities will be divided into divisions based on the overall age range, and number of children within that league. As leagues become larger, the age range within divisions may become less. Children will be placed in those divisions that are most appropriate for their age. The age cut off will be specific to each particular sport and will be based on the following rule:

A "first day of the month or end of the second week" date will be chosen prior to registration of a given sports league season which approximates the end of that

league season, and will be called the AGE DETERMINATION DATE. The age of any given youth on this date will be the age used in determining the appropriate division in which to place that child.

In order to be fair to every child, this rule will hold even if the difference is one day.

- B. Youth Football is governed by the bylaws of the Northern Neck Football League, which render this policy not applicable.
- C. A Head Coach is authorized to have his/her child on his/her team. Two assistant coaches are authorized. One assistant coach, and as a consequence any eligible children of that coach, may be selected by the Head Coach prior to the placement of players to teams. In addition, one assistant coach may be selected after player placement, but MUST be selected from the parents of the placed players. Exceptions may occur for teams whose coaches are recruited after the team placement occurs. Although this situation will be avoided, it is likely that all coaching positions will not be filled by player placement.
- D. Children who are mentally or physically impaired, or have a reduced capacity may play in age divisions below the age for which they would otherwise be appropriate, provided a pediatrician specifies in writing the appropriateness of this application for each league for which the request is made.
- E. New players who have siblings either currently on a given team, or on a given team the previous year, will automatically be assigned to that team, unless parent declines placement to that team, in which case the children in question will be placed in the general pool of players and be assigned using the placement procedure as discussed herein.
- F. Parents who have a child who is at the oldest permissible age in a given division may declare that child to be physically matured for appropriate placement in the next older division. In this circumstance, the child will be classified at the lowest age of the next age division and be permitted to play in that division for the duration of that specific league, and only for that season. Repeated exceptions for the same child will require separate application for each additional request. A parent will be required to complete a SPORTS AGE WAIVER FORM, which will include a special section designed to place the liability on the parent for such a decision (see attached). Children may not use an age waiver to enroll in camps or the youngest division of tot programs.
- G. Parents are not allowed a waiver to place a child in an age division younger than one for which the child qualifies.
- H. A parent may request that the child not return to a given coach, for whatever reason. In such cases, these players will be identified to block re-placement to the same team, and enter the draft pool. The sibling rule would take affect after re-placement.

I. Based on the total number of registrants, the number of teams in a given league is established by using the minimum, optimum, and maximum number scale specified below:

LEAGUE/DIVISION	MINIMUM	OPTIMUM	MAXIMUM	ON FIELD
Tot Soccer	15	50	60	N/A
Spring/Fall Soccer:				
Novice Division	8	9	10	6
Rookie Division.	10	11	12	8
Junior, Senior	13	14	15	11
Tot Field Hockey	15	50	60	N/A
Spring/Fall Field Hockey:				
Rookie Division	11	12	13	9
Junior Division	13	14	15	11
Senior Division	13	14	15	11
Tot Football	15	50	60	N/A
Youth Football	18	25	35	11
Tot Basketball	15	50	60	N/A
Youth Basketball	7	8	9	5
Tot Baseball	15	50	60	N/A
Youth Baseball	13	14	15	9-11
Youth Softball	13	14	15	9-11

- J. Players are not to be placed on a team or with a coach for the convenience of the parents. This includes car-pooling, location in the city, or for any other reason. This rule is not intended to cause inconvenience, but to insure that the nature of the league maintains a recreational philosophy.
- K. After teams have been assigned all players from the available pool, a waiting list will be available. Players will be assigned to teams from this list as spaces become available. Players will not be assigned beyond the maximum spaces determined at the outset of player assignment. Such assignments may occur as a result of an initial team roster imbalance. The following provides the maximum time permitted for individuals to be placed from the waiting list to a given sports division:

TIME PERIOD AFTER THE PLACEMENT CUT-OFF DATE THAT PLAYERS CAN BE TAKEN FROM THE WAITING LIST

LEAGUE/DIVISION

unlimited

Youth Sports

Tot Programs

until day before 2nd season game

Youth Football

TEL CHE DIMETON

In accordance with the Northern Neck Youth Football

League rules

- L. Registrants who have previously played in a particular league and who have registered after the deadline for placement in that league will abide by the same waiting list rule as any other late registrant. They will be placed in the first available space, regardless of the coach, when that player is next on the list.
- M. Players may not move to another team at the request of parents. If a coach is deemed unsatisfactory, he/she may be replaced. It is suggested that the parent try to work out any concerns or differences with a given coach. Until removed, each coach has the full backing of this department.
- N. Each youth sport is presented below by division and the associated age spread.

LEAGUE/DIVISION	AGES
Tot Soccer	4 & 5
Spring/Fall Soccer:	
Novice	6 & 7
Rookie	8 & 9
Junior	10 & 11
Senior	12 - 15
Spring/Fall Field Hockey:	
Tot	6
Rookie	7 – 9
Junior	10 & 11
Senior	12 - 15
Youth Football	See football rules
Tot Flag Football	7
Tot Basketball	5 & 6
Youth Basketball:	
Novice	7 & 8
Rookie	9 & 10
Junior	11 & 12
Senior	13 – 15
Tot Baseball	4 & 5
Youth Baseball:	
T-Ball	6
Coach Pitch	7 & 8
Rookie	9 & 10
Junior	11 & 12
Senior	13 – 15

Youth Softball:

Rookie 7 – 9 Junior 10 – 13

XIII. DRAFT PLACEMENT PROCEDURE:

- A. Receive registrations for a given sport.
- B. Place previous year's players on the same team with the same coach.
- C. Place the balance of the players in a general pool. They are not assigned to a team based on a parent's preference, coach's request, or child's preference.
- D. Express team content before placement to indicate each team's relative POWER QUOTIENT (PQ). This is determined by assigning each player a number based on age in that age group such as for the 6, 7, and 8 year old division: for team A, each of three 6 year old children are give a value of 1, each of three 7 year children are given a value of 2, and each of two 8 year children are given a value of 3. The aggregate value for team A provides a PQ = 15. Likewise, each team is given a PQ, to include expansion teams whose PQ = 0.
- E. Rank order the player pool by age. Based on the available pool and each team's PQ, the identified ages in the pool are hypothetically placed on each team to determine the final PQ for each team, which will be most equitable. Names are not specified at this point, just ages. Once the most equitable team placement has been achieved to include an equitable distribution by gender, it is locked in for the placement procedure. A hypothetical case is shown below for a division with 3 returning teams, 1 expansion team, and allowing for 13 players to be placed per team.

RANK ORDER OF PLAYERS IN THE POOL

8	7	6	
8	7	6	
8	7	6	
8	7	6	
8	7	6	
8	7	6	TOTAL POOL =
8	7	6	
8	7	6	30 PLAYERS
	7	6	
8	7	6	
	7	6	
	11	11	

Teams are expressed below with ages rank ordered. Blanks indicate needed fill. Numbers to the right of the blanks indicate the hypothetical placement.

TEAM A	TEAM B	TEAM C	EXPANSION
8	7	8	_(8)
8	7	8	_(8)
7	7	8	_(8)
7	6	8	_(8)
7	6	8	_(7)
6	_(8)	8	_(7)
6	_(8)	6	_(7)
6	_(7)	6	_(7)
_(8)	_(7)	6	_(7)
_(8)	_(7)	_(6)	_(6)
_(7)	_(7)	_(6)	_(6)
_(6)	_(7)	_(6)	_(6)
_(6)	_(6)	_(6)	_(6)
: 15	8	24	0
(25)	(25)	(28)	(26)
	8 7 7 7 6 6 6 -(8) -(7) -(6) -(6)	8 7 8 7 7 7 7 6 6 -(8) 6 -(8) 6 -(7) -(8) -(7) -(8) -(7) -(7) -(7) -(6) -(7) -(6) -(6) 15 8	8 7 8 8 7 8 7 6 8 7 6 8 6 -(8) 8 6 -(8) 6 6 -(7) 6 -(8) -(7) -(6) -(7) -(7) -(6) -(7) -(6) -(6) -(6) -(6) -(6) -(7) -(6) -(6) -(6) -(6) -(6) -(7) -(6) -(6) -(7) -(6) -(6) -(7) -(6) -(6) -(7) -(6) -(6) -(7) -(6) -(6) -(7) -(6) -(6) -(7) -(6) -(6) -(7) -(6) -(6) -(7) -(7) -(7) -(8) -(7) -(6) -(7) -(6) -(7) -(8) -(7) -(6) -(7) -(6) -(7) -(8)

- F. Apply the following special cases prior to the actual placement of names to teams, and in accordance with placement policy:
 - a. Place the head coach's children and those of his one assistant coach, if he so chooses, to the team they are coaching.
 - b. Place any siblings from the pool with the team to which other siblings are currently returning.
- G. Divide names by age, then draw at random and place in accordance with the predetermined age breakdown of each team. If a name is drawn which is blocked for return to the previous year's team (if spring sport, then previous spring etc), that name is returned to the pool and another is drawn.
- H. Ensure there are no extra players, since the total pool and total waiting list is utilized for the placement procedure.

XIV. EVALUATION:

All Youth Sports Programs will be evaluated at the conclusion of each season using the attached standard evaluation form. After a reasonable waiting period, the Sports Program Supervisor will develop a consolidated report on each team. Consolidated team reports will be made available to each team coach and reviewed if appropriate. Consolidated reports will be made available in accordance with the Quarterly Program Report System.

XV. TEAM TROPHIES/PARTIES:

Teams may be provided trophies or some other award depending on: final team standing, department finances, and the ages of a given division. Team awards based on final standings or tournament results are determined prior to the season by department staff. Generally, not all players in a division will be given trophies. Trophies and team parties by parents or coaches may be given to team players at the discretion of each team coach. Advice on trophies/awards can be secured through the Recreation Department.

FREDERICKSBURG PARKS & RECREATION DEPARTMENT YOUTH SPORTS AGE WAIVER FORM

I, the parent, request that my son/daughter be considered one year older than his/her true age for consideration in youth sports league placement. I realize the inherent and potential danger of such a decision with respect to the nature of the sport specified on this document.

In consideration of accepting my waiver request, I hereby, for myself, and my dependent, waive and release any and all rights and claims against the City of Fredericksburg Parks and Recreation Department, its agents, employees, and sponsors for any and all injuries, circumstances, and outcomes affecting my son/daughter during the youth sports program specified below, sponsored by the Fredericksburg Parks & Recreation Department.

SPORT:	AGE DIVISION:		
CHILD'S NAME:	DOB:/		
PARENT'S NAME:	PHONE #:		
DADENT'S SIGNATUDE:	DATE: / /		

FREDERICKSBURG PARKS AND RECREATION DEPARTMENT

YOUTH SPORTS TWO YEAR AGE WAIVER FORM

I, the parent, request that my son/daughter be considered two years older than his/her true age for consideration in youth sports league placement, and therefore, realize the inherent and potential danger of such a decision, with respect to the nature of the sport specified on this document.

In consideration of accepting my exemption request, I hereby, for myself, and my dependent, waive and release any and all rights and claims against the City of Fredericksburg Parks and Recreation Department, its agents, employees, and sponsors for any and all injuries, circumstances, and outcomes affecting my son/daughter during the youth sports program specified below, sponsored by the Fredericksburg Parks and Recreation Department.

SPORT:	SEASON:	AGE DIVISION REQUESTED:
CHILD'S NAM	1E:	
DATE OF BIR	тн:	
PARENT'S NA	AME:	PHONE:
PARENT'S SIG	GNATURE:	DATE:
	youth sports league place	d be considered two years older than his/her true age for ement, in accordance with the Fredericksburg Parks and
PREVIOUS CO	DACH NAME:	DATE:
PREVIOUS CO	DACH SIGNATURE:_	
SPORTS SUPE	ERVISOR NAME:	DATE:
SPORTS SUPE	ERVISOR SIGNATUR	E:
APPROVAL B	Y RECREATION COM	MMISSION:
CHAIRPERSO	ON SIGNATURE:	DATE: