



**MIDDLEFIELD
RECREATION
DEPARTMENT**

The background features a collage of sports equipment. At the top left is a white volleyball with black lines. Below it is a large orange basketball. To the right of the basketball is a colorful tennis racket. In the bottom left corner is a white baseball with red stitching. In the bottom center is a yellow softball with red stitching. The text "Youth Sports Policies & Procedures" is overlaid in the center in a large, white, bold font with a black outline.

Youth Sports Policies & Procedures

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Welcome to the Middlefield Recreation Youth Sports Program!

Our recreation department would first like to thank you for your participation in our youth sports programs. Sports programs offer many benefits to help in the development of families in our communities. Participation in sport teaches our children the importance of teamwork, discipline, self-esteem, respect, responsibility and fair play through healthy competition. This handbook is presented to serve as a reference for you, as a parent or coach, so you may understand the philosophies of this organization regarding youth sports and allow you to do your part to make each program a success. When a program succeeds community bonds become stronger and as partners form, the Middlefield Recreation Department can continue to offer the latest, upcoming programs and events.

Sincerely,

**Billie Warren
Recreation Director**



MISSION STATEMENT

The mission of the Middlefield Recreation Department is to offer participants the opportunity to play in youth sports programs and provide a positive athletic experience by fulfilling needs for physical activity, social interaction, fun, and skill development.

OBJECTIVES

The objectives of Middlefield Recreation Youth Sports Program are as follows:

- To offer these programs to fulfill the recreation needs and wants as a service to the community.
- To offer an equal amount of participation opportunities to both young men and women regardless of race, creed, religion, or socio-economic status.
- To make these programs safe and enjoyable in an atmosphere that promotes learning and participation first and competition second.
- To have the best possible people volunteer as coaches and to thoroughly train them to do the best that they can.
- To demand from our coaches that those who need the most assistance are given it, rather than those who are already advanced.
- To expect that good sportsmanship and fair play are standard behaviors.
- To demand from our parents to respect our volunteer coaches by being supportive of their coaching strategies and philosophies.
- To ensure that the child's participation in youth sports is a **positive** and worthwhile experience.

PHILOSOPHY OF YOUTH SPORTS

The Middlefield Recreation Department fervently believes in the benefits of participation in organized youth sports. Participation in sports has proven to build self-esteem, promote teamwork, develop the body as well as the mind, and is an integral part of the maturation process. Therefore, the goal of the Middlefield Recreation is to provide programs and services to young people of all backgrounds that will build the foundation for them to grow up healthy, competent, and caring individuals in our community.



FAIR PLAY CONCEPTS

Playing sports can be an exciting and enjoyable struggle, both with you and others. The feelings of being excited and having fun are closely tied to your attitudes-what you think and feel about the game, the other team, and yourself. Top athletes have a set of attitudes that we call “fair play”. But what exactly is fair play? Here are some of the key points.

Respect for the Other Team

You need the other team. Without the other team you can't play. So you need to show respect for the other players by treating them as needed partners, not as enemies. When you play against a good, strong team that you respect, you usually play a better game.

Respect for Yourself

We know that how people look at things influences what they do. So, if you think of yourself as a good player, as an important part of the team, you are more likely to play like one-to set goals for yourself, practice on your own, and perform well in games. Fair play means that you believe in yourself and see yourself as important in some things, not everything.

Cooperation with Officials

The rules of the game help you play the game better. Fair play means that you go along with the rules and cooperate with the referees, who are there for one main purpose-to making sure the game, is played better. If you are really honest with yourself and with the referees, you'll usually get more out of the game.

Getting involved

A good player wants to get into the game but also wants others to play. Fair play means you defend the right to play both for yourself and for others.

Building the Team

To be a good team member, you need to get to know all of your teammates and the coach and to let them get to know you. We are all different in ability and in skills. Fair play is listening to each other, sharing ideas and feelings, and helping each other increase strengths and reach goals.

Sticking Up for What You Believe

If you believe in fair play and stick up for it, you will be respected. It means taking a stand in favor of the things listed above. It means letting others know that you value your teammates, the other team, yourself, and the rules of the game. We all like to win but it shouldn't be at the cost of giving up what we believe in.



CREATING THE PROTECTIVE SHIELD

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

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

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

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

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

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

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

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

Adopted from the National Alliance for Youth Sports Child Abuse and Youth Sports: A Comprehensive Risk Management Program



GENERAL POLICIES

Participation

- Most Middlefield Recreation Youth Sports programs are participatory in nature and do not require participants to try-out to participate.
- All sports will emphasize the pleasure of skill development and physical fitness and avoid preoccupation with winning and perfectionism.
- Where equal and separate programs do not exist, girls and boys will be granted an equal opportunity to participate.
- Each child should receive playing time as described in individual sports rules. Every player participates for a significant period of time in every game or practice.
- Leagues such as tackle football, pony & colt baseball, 14-under softball and any travel teams are more competitive in nature and participation rules may vary. Please request a copy of league rules before registering if this is a concern.

Sign-Ups

1. Every sports league program has registration deadlines and unique rules on how the MRD must assemble teams. The Department will establish sign-up periods for each sport and will allow enough advance time for complete teams to be assembled before league registration deadlines.
2. **Team Requests** - The Recreation Department realizes requesting certain teams for reasons of transportation, child care, friends, etc., would be appreciated by parents. **However, we do not honor special requests.** We are dedicated to the Player Rating System and making teams as balanced as possible.
3. Because of team size restrictions, signing up does not guarantee a position on a team roster. Therefore, the Department takes sign-ups on a first-come, first-serve basis. Reasonable efforts will be made to create additional teams when available teams are over-enrolled.
4. Team Size
 - A. The Department establishes minimum team sizes for each sport based upon experience. This is done to reduce forfeited games and to assure that players have reasonable rest breaks that the Department would expect for that sport.
 - B. The Department establishes maximum team sizes for each sport based upon experience. This is done to assure reasonable levels of playing time for each registered player and to assure that each has the opportunity to receive appropriate amounts of direction from the coaches.
 - C. The Department, from time to time, will approve minor changes to the minimum or maximum team sizes to deal with unique circumstances that may arise. The Department may consult a coach if we are considering making changes.
5. The Department will not allow a child to move up to an older age division, unless the younger division has an abundance of players and the older division is short of players. A child moving up must have played at least one year in the league they wish to move up from. If there is a special request to move a player up, the program supervisor will consider the request. The program supervisor will make the final decision after the supervisor confers with the player's past coach(es) and future coach(es)



GENERAL POLICIES

Payments and Refunds

- Payments are due for all programs at time of registration
- If a program is cancelled, the participant is entitled to a full refund or a credit to the individual's household account for use within the current fiscal year (September 1 – August 31).
- Refunds to those who choose to drop a program before a program starts will be determined on a case by case basis. In order to cancel and receive a refund (minus a \$15.00 administrative fee) you must personally contact the Recreation Director five business days prior to the first day of class or program. Please allow 4-6 weeks for processing.
- No refunds or credits will be issued to anyone who withdraws from a program early once the program has started. Only medical exceptions will be made with a doctor's note.

Insurance

- While Middlefield Recreation maintains a general liability insurance policy, it is recommended that all participants be covered under a personal medical /accident insurance policy.

Medical Emergencies

- For any injury or accident that requires something other than a cleaning and covering with a bandage, coaches and parents are required to seek professional medical assistance through 911 calls.
- If medical transportation is required, the charges incurred will be billed to the parents and/or the parent's/guardian's insurance policy.
- Please notify the league if your child has a pre-existing medical condition (i.e. allergies, medications, physical impairments, etc.) on the registration form; the league will then inform the coach of the situation. This is essential in order to determine the severity of an accident and to assist the medical personnel who respond to the scene.

Photo Release & Team Photos

- Photographs are occasionally taken of program participants during various recreation activities. These photographs are used to promote Middlefield Recreation programs in future editions of the Activities Guide, on the web and a variety of other Middlefield Recreation publications. If you prefer that you or your child not be photographed, please notify us.
- The MRD will schedule team photos for all youth sports. Photos are optional-participants do not need to purchase. Head coaches will receive a free 5x7 team photo.

Creating Balanced Teams

Attention Parents / Guardians & Coaches:

Please note, before you register a participant for this program, that the Recreation Department utilizes a 'Draft' system to ensure parity of teams. *Only the HEAD coach's son/daughter is guaranteed a slot on the team he/she is coaching. Any siblings will also be guaranteed a spot on the team as well.* We cannot accept requests or guarantee a specific coach, team or any other player in the league since this would take away from the purpose of the drafting system. **Thanks for your support.**



GENERAL POLICIES

Team Formation Process

When the MRD has more than one team entered in the same classification/age group, the following criteria will be used to formulate team rosters; with the objective of creating evenly matched and diverse teams by distributing players equitably(Listed below by priority) . **We are sorry we cannot honor specific team, coach or carpool requests. "The only exception will be siblings registered in the same age and coaches with their children. NO OTHER EXCEPTIONS WILL BE MADE.**

- For grades K-2 a random draft process based on age, grade, and experience will be used.
- For grades 3-6 team formation is based on several criterion:
 1. Grade, Age, or Both
 2. Experience and skill level
 3. Skills sessions may be held prior to each season allowing Recreation personnel, high school coaches, and volunteer staff to informally evaluate players.
 4. Past Rosters

. Uniforms/Equipment

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

- All loaned uniforms MUST BE WASHED & RETURNED AFTER THE SEASON.
- No unauthorized alterations to the uniform (i.e. cutting the sleeves off, making a shirt a "half shirt") are permitted.
- A fee for the full cost of the uniform will be charged to any individual who returns a damaged uniform, or does not turn one in at all; following the end of the program.

Trophies/Awards

Coaches are encouraged to have an end-of-season party for their teams. The MRD can reserve space to host a party at any of our park shelters and possibly school cafeterias at no charge. At least a two week advance notice is required. We also have discounted pizza deals with many of the local pizza shops in town. Give us a call before placing your order; we may be able to help you get a discount.

- Participation certificates will be awarded to all participants.
- No awards should be provided based on individual abilities or accomplishments.

Fundraising

- No individual fundraising efforts will be permitted.
- All donations and sponsorships must be approved by the Middlefield Recreation Department.
- All revenue will be maintained and allocated by the Village of Middlefield.



GENERAL POLICIES

Practice and Game Schedules

- Practice and game schedules are prepared according to the following criteria:
 - A. Facility availability. There may be times, with limited notice, that regularly scheduled activities may be canceled or relocated to a different facility.
 - B. Coach's availability: For some programs coaches are able to choose which days they are available to practice. Most times we do not know who is coaching until registration has been completed and coaching applications have been accepted.
 - C. Sister community information and cooperation. Keep in mind that game schedules require information from surrounding communities, and Middlefield Recreation can only do it's best to provide necessary information to league coordinator's in order to help speed up the scheduling process, but does not dictate how quickly this process will be accomplished.

Game Cancellations and Rescheduling

- If a game is canceled due to weather or other unforeseeable circumstances, all efforts will be made to reschedule that game.
- However, due to time restraints and/or field usage conflicts, some games may not be rescheduled.
- It will be the decision of the Middlefield Recreation Department and head coaches of some of the programs to decide if and when the games will be made up.

Locations

- Field locations and facility locations are indicated on the schedules of each individual sport.

League Rules

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



GENERAL POLICIES

Selection of Volunteer Coaches

Application Procedure: In order to ensure the safety of all participants in the Middlefield Recreation Youth Sports Program, all individuals wishing to volunteer as a head coach for a youth sports team within the Middlefield Recreation Department must follow this procedure:

- Submit to Middlefield Recreation, a completed Volunteer Application
- Provide written consent for Middlefield Recreation to conduct a criminal background check
- Meet with the Recreation Director/Activities Coordinator

Background Checks: All new head coaches may be required to undergo a criminal background investigation. This process is to further ensure the safety and well being of all participants. All coaches will be subject to random background and criminal investigations.

A person will be disqualified and prohibited from serving as a volunteer with the Middlefield Recreation Department if the person:

1. Fails to consent to a personal criminal background search; or
2. Has been convicted (including crimes whereby a plea of "no contest" was entered) of a crime of child abuse, sexual assault, child neglect, murder, voluntary manslaughter, felony assault, arson, robbery, burglary, indecent exposure, public lewdness, terrorist threats, any offense against a minor, kidnapping, or felony violations of the Controlled Substance Act; or,
3. Has been twice convicted, in any combination, of the following offenses: Misdemeanor Assault, or any violation of the Controlled Substance Act; or,
4. Has been subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order for protection.
5. Has been adjudged liable for civil penalties or damages involving sexual or physical abuse of children; or
6. Has been subject to any court order involving any sexual or physical abuse of a minor, including but not limited to domestic order for protection. The Middlefield Recreation Department shall have final decision on all personnel matters.

Grievances

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

- Grievances will be heard regarding all matters pertaining to conduct in violation of the Code of Ethics as indicated within the Middlefield Recreation Department Youth Sports Program Policies and Procedures manual.
- The procedure for filing a grievance is to first provide the Program Supervisor with written documentation of the grievance including: date of incident(s), name(s) of person(s) involved, name(s) of any witness(es), and a brief description of the incident(s).
- If necessary, a meeting with the Program Supervisor or Recreation Director will be scheduled.
- If the matter is not resolved it may be forwarded to the Village Administrator.



GENERAL POLICIES

Protests

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

ZERO TOLERANCE POLICY

Sportsmanship is our goal! To that end, the following ZERO TOLERANCE POLICY has been adopted by the Middlefield Recreation Department. There will be zero tolerance for fan misbehavior at all sporting events. This includes but is not limited to: booing, shouting at officials, or arguing any call. Expressing any negative behavior or comments, threats or obscene gestures to players, coaches or officials is also unacceptable.

Cheering in a positive fashion, for both sides is highly encouraged. Ours is a recreational league with FUN as the primary emphasis. Many officials and coaches are volunteers and we should all appreciate their efforts, and support them, setting a good example for the children. Any spectator or coach who does not behave appropriately {as directed above} will be asked to leave.

Safety

- A safe playing environment is essential to provide a high quality recreational sports program.
- Coaches should report any and all findings or accidents to the Recreation Department, regardless of the nature of the incident; use the accident report form, which is provided to you.

Weather

- The safety of participants, officials, and spectators is the primary concern in cases of inclement weather.
- Once the game has started the officials will have the responsibility to remove the players from the field if the conditions become extreme.
- If ordered to do so, please find a safe shelter in an automobile or building until instructed to return to the playing field or told that the game has been cancelled.
- In most programs games are played rain or shine. Cancellations occur only due to severe weather or persistent rain. If you think the weather is questionable please call our information line at **632-5823** to check for possible cancellations. If there is an old message or no message pertaining to the day you are inquiring about than no cancellations have occurred.
- Programs that use school facilities will be cancelled in the event that the school is closed for a snow day.

Alcoholic Beverages

- Alcoholic beverages are not permitted in public parks
- No coach or other volunteer shall participate in any Middlefield Recreation sponsored event, including practices and games, while under the influence of alcohol or drugs.



PARTICIPANTS SECTION

RESPONSIBILITIES AND EXPECTATIONS

Participation in youth sports programs can have a lasting and meaningful effect on children's lives. Therefore, it is the goal of Middlefield Recreation to provide the highest quality of athletic programs to ensure that a child's experience with sport is a positive one. It takes the cooperation of everyone involved, including the participant, to make this happen. Therefore Middlefield Recreation has established the following responsibilities for participants to adhere to:

- **Players will listen to their coaches and be respectful of their elders.**
- **Players will take care of the facilities, equipment, and uniforms, which they are given.**
- **Players will make sure to eat the right foods and drink plenty of water before and after practices and games.**
- **Players will avoid all types of taunting and belittling remarks to their teammates or opponents.**
- **Players will show good sportsmanship at all times, win or lose.**
- **Players will not make sports a priority over schoolwork or family.**
- **Players will refrain from horseplay and all other dangerous activities, in which they may become hurt.**
- **Players will participate for the love of the game and competition and not to win at all costs.**



PARTICIPANTS SECTION

PLAYERS CODE OF ETHICS

I hereby pledge to be positive about my youth sports experience responsibility for my participation by following this Player's Code of Ethics Pledge:

- I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice by demonstrating good sportsmanship.
- I will attend every practice and game that I can, and will notify my coach if I cannot.
- I will expect to receive fair and equal amount of playing time.
- I will do my very best to listen and learn from my coaches.
- I will treat my coaches, other players, officials and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.
- I will deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!
- I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.
- I will encourage my parents to be involved with my team in some capacity because it's important to me.
- I will do my very best in school.
- I will remember that sports are an opportunity to learn and have fun.



PARTICIPANTS SECTION

CORRECTIVE ACTION POLICY

Players who fail to adhere to the Code of Conduct or do not live up to their responsibilities or expectations will be subject to disciplinary action. Middlefield Recreation does not want a problem child to spoil the experience of youth sports for the other children in the programs. Therefore, Middlefield Recreation has instituted a Corrective Action Policy to establish appropriate consequences for inappropriate behavior.

The Corrective Action Policy is a guide to assist coaches and Middlefield Recreation run a quality program. The Corrective Action Policy is a 4-step system designed to forgive a mistake but to firmly address chronic misbehavior.

For violations of the Code of Conduct or Expectations, these steps will be followed:

- | | |
|----------------------------|--|
| Step 1 – Verbal Warning | Coach will discuss undesirable conduct with player and parents and stress that this behavior will not be tolerated. |
| Step 2 – Period Suspension | Coach will bench the offending player for 1 period of time during a game when he/she should be playing. Coach will inform the Recreation Director of the problem and why the child is sitting out 1 game period. |
| Step 3 – Game Suspension | Coach will bench the offending player for 1 entire game when he/she should be playing. Coach will inform League Supervisor of the 3 rd offense, at which time the player and the parent(s) must attend a meeting with the Coach and the Recreation Director before the player is allowed to resume playing. The player will be warned that the next offense will result in his/her expulsion from the league. |
| Step 4 – League Expulsion | The participant on the 4 th offense will be expelled from the league and no refund will be given. The parent will then have to make a formal request to be re-instated into this league. The child and parent(s) will then have to meet with the Recreation Director prior to the start of the season to determine if the child is capable of playing within the guidelines of this program. |

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



PARENT SECTION

YOUTH SPORTS PARENTS

Being a parent is a tough job, and when a member of the family decides to join a youth sports team, it gets even tougher.

You've done a lot already to bring up your child. You've created the environment in which your child has grown. You've shared your values with your child by the structure you've given his/her life and by the model you have been for him/her. You've exposed him/her to the world as he/she knows it.

Since your child joined a youth sports team, you've been involved in a whole new set of things. You have had to adjust the family routine; a lot of your time has gone into transporting your child to practice at inconvenient times and to weekend games. You have sacrificed some of your own interests, and others in your family have had to adjust, but you have gotten some returns too. There is the pride you feel as your son or daughter plays. There is some kind of expression of thanks your child has "said" to you. You have met other parents and gained new friends.

Being a youth sports parent isn't easy, but the rewards sure are grand!

IMPORTANT DON'T'S FOR PARENTS

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



PARENT SECTION

GUIDELINES FOR SUPPORTIVE PARENTS

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

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



PARENT SECTION

RESPONSIBILITIES AND EXPECTATIONS

In order for a program to be truly successful, it takes the cooperation of everyone involved: players, coaches, officials, league administrators, and especially parents. Parents have the following responsibilities and expectations when participating in Middlefield Recreation Youth Sports Programs:

Parents have a responsibility to their children: To make sure that your child gets the most out of his or her playing experience, parents should show their unwavering support, including positive reinforcement of your child's performance and effort. This is absolutely essential, especially at an early age, to ensure their healthy development. Parents should also be positive role models, including, but not limited to, showing proper sportsmanship at all times and refraining from negativity of any kind.

Parents have a responsibility to the coaches: Coaches volunteer their personal time to spend it with your child. They need you to be supportive of their decisions and not undermine their efforts. If you don't agree with a coach, you are expected to tell that coach, but make certain it is done at the right time and place and not in front of the children. **It is not acceptable to approach a coach before or during a game to discuss playing time etc.** Parents are also expected to drop off and pick up their children on time for games and practice, and it is highly encouraged for parents to stay and participate in order to maintain control of the group and assist the coach as needed.

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

Parents have a responsibility to the other parents: Personal gain and satisfaction should not be derived from your child's performance. Competition and taunting between parents is never acceptable, and no parent should ever feel embarrassed or disappointed by their team or child's performance. Good plays should always be cheered, and disappointments should always be consoled, no matter whose team it affects.

Parents have a responsibility to themselves: It is your responsibility to enjoy watching your child and other children participate and learn. The joy and pride associated with watching children participate in sports should be experienced to the fullest, because a lifetime of memories is being created before your very eyes.



PARENT SECTION

PARENTS CODE OF ETHICS

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

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
- I will place the emotional and physical well being of my child ahead of a personal desire to win.
- I will insist that my child play in a safe and healthy environment
- I will 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 of 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 very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
- 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 encourage my child at all times and teach them that honest effort is as important (maybe even more important) than winning.
- I will remain in the spectator area during competitions.
- **I will support my child's coach and let him/her coach during the game.**
- I will accept that officials are doing the best job they can.
- I will keep my emotions under control.
- I will help when asked by a coach or official.
- I will remember that my child will get the most out of sports with my love and **positive support**.



PARENT SECTION

CORRECTIVE ACTION POLICY

Parents who do not follow the Code of Ethics will be subject to a Corrective Action Policy. It is the philosophy of the Middlefield Recreation Department, that parents should not spoil the experience of participation in youth sports for the children. Furthermore, MRD will never punish a child for the actions of his or her parents(s). Therefore, the following guidelines have been established for addressing problem parents.

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

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

Step 2: Written Warning – Coach or official will notify the Recreation Director or Activities Coordinator of continued breach of Code of Ethics and league will bring parent(s) in for a meeting to discuss actions and what the proper behavior is. Furthermore, there will be a formal letter of reprimand given to the parent(s) stating that the next offense will lead to parent being banned from the sporting event venue for a period of 1 game.

Step 3: Game Suspension - Middlefield Recreation Department will ban the parent(s) from attending the next scheduled contest and another letter will be given to parent(s) stating that the next offense will lead to parent being banned from all future contests.

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

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



PARENT SECTION

COMPLAINT AGAINST A COACH PROCEDURES

All grievances should be written and directed through the following sequence of authorities: Coach; Program Supervisor; Recreation Director; Village Administrator.

- The procedure for filing a grievance against a coach is to first provide the Program Supervisor with written documentation of the grievance including: date of incident(s), name(s) of person(s) involved, name(s) of any witness(es), and a brief description of the incident(s).
- Gather information and eyewitness accounts of the event(s) that took place from everyone involved to determine if a violation of the letter or intent of the Coaches' Code of Ethics Pledge has occurred. This may include the site supervisor, game officials, and other coaches, parents and children.
- Require the member coach to attend a meeting to address the complaint and to offer his/her side of the incident.
- The Recreation Director has the authority to determine the severity of the situation and whether or not the affected coach has violated the expected behaviors outlined under each of the canons of the Code of Ethics Pledge that comprise the Code of Conduct.

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



Coaching Expectations

Middlefield Recreation's Coaching Expectations:

Now you're a Coach

For your players, you, the coaches are the single most important adult leader. You will help the players have fun, learn skills, develop sportsmanship, and discuss values in a meaningful way.

Coaching Philosophy

As the coach, forget the professional and college coach models and the win at all cost approach. Do not try to get your feeling of self-worth from your team's win-loss record. Coaching youth sports calls for **teaching** the fundamentals properly, **developing** the basic team concepts, **working** on fair play values **and encouraging** all players to participate and enjoy the sport. The most important element is the relationship between the **coach** and the **team**. ***The coach is a leader, role model, teacher and friend.*** This relationship is far more significant than points scored or the games won.

The quality of the coach-team relationship is the ultimate measure of success for youth sports coaches.

- **Keep it simple:** Most sports are relatively simple to play and can be enjoyed by all ages. Overcomplicated formations, plays and strategies tend to confuse and frustrate youth. By keeping it simple, it will build self-esteem and confidence.
- **Work on basic skills:** Younger teams especially should concentrate on fundamentals. Teach skills and concentrate on the basic. Help players become conscious of the importance of proper execution. Stop the action often to help individual players improve, but don't interfere excessively.
- **Work with every player on your team:** The most highly skilled and least skilled players on your team should be given equal attention. **Every player should be helped to improve in ability and to enjoy the game. It is important that every player participates and has fun, rather than just a few good players dominating the action.**
- **Teach 'Fair Play':** Playing fair is an essential part of youth sports. Respect for ones self, team mates, the other team, the rules and the officials who uphold them.
- **Help players set and evaluate individual goals:** Competing against oneself is perhaps the best way to improve skills, help players measure their skills, set goals for the future and work to reach those goals. What is important is not so much how players measure up against each other, but how much each player learns and reaches new levels of skills and enjoyment.
- **Keep winning in perspective:** Winning games is only one of the many goals that are important in sports. Help players and their parents become aware of other important goals: learning skills, becoming better physically fit, being a good leader and a good follower, dealing with the emotions of sports and having fun.

Coaching Policies, Procedures & Guidelines

You Will:

- Read and review all league rules and paperwork pertaining to the 2012 season prior to the first scheduled day.
- Coaches should arrive to practice at least 15 minutes early to set up and should not leave until every child has been picked up by a parent/guardian.
- Contact parents and players when necessary.
- **Conduct parent/players meeting.**
- **Distribute all materials given to you by the Recreation Department in a timely manner.**



Coaching Expectations

- Return any paperwork distributed to you by the Recreation Department in a timely manner.
- Look at yourself and explore your own motivations, values and goals.
- Listen to and share with other adult leaders.
- Explain your discipline procedures for behavior problems, missed practices, etc., (nothing to severe, unless cleared with Rec. Director, refer to policies and procedure manual for guidance).
- Stress parental and player conduct during a game.
- Inform parents about proper equipment: appropriate clothing, good fitting shoes and water.
- Players are responsible for their own equipment.
- Require clean uniforms for every game.
- Stress the need for players to maintain good school grades.
- Get parents involved: at practice, umpire, score keeper, team mom, etc.
- Verify your roster, making sure all player information is correct; pass on any corrections to the Recreation Department. Absolutely no roster changes without notifying the Recreation Director first!
- Question and answer period after every practice and game.

Conduct Practice Sessions:

- **Come prepared to practice.** Prepare a practice plan outlining the skills you will be teaching and the drills you will use to teach them for that day. Make copies for those parents who may assist you.
- Get to know your players personally.
- Help them set goals and work towards them.
- Lead discussions by asking questions and introducing problems and situations for players to deal with.
- Teach appropriate skills, chants and physical fitness.
- Build teamwork.
- Enjoy yourself and let your players know it.
- **ABSOLUTELY NO PRACTICE SESSIONS SHALL BE SCHEDULED AT ALTERNATE TIMES OR LOCATIONS WITHOUT RECEIVING PERMISSION FROM THE MIDDLEFIELD RECREATION DEPARTMENT FIRST.** Practice **must** be conducted the time, day, and location scheduled by the Recreation Department **unless** you receive permission in **advance (7 days)** from the Recreation Department to practice at/on another time, day, or location. Failure to do so will result in actions of the **ENFORCEMENT OF THE CODE OF CONDUCT**.

Game Responsibilities:

- See that your players are present and ready to play.
- Pre-game warm ups.
- Introduce yourself to the game official and the opposing teams coach.
- Fill out any paperwork (rosters etc.) prior to the start of the game and submit properly.
- **Control yourself, players and parent behavior during and after the game.**
- **Coach and encourage your team during the game. DO NOT try and officiate the game from the sideline!! If you would like to officiate, please call the Rec. Department.**
- **Coaches and players must clean their bench area before leaving the facility!**



Accident Report Form

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

Date of accident _____ Time _____

Name of injured person _____

Age _____ Grade _____ Parents' names _____

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

Scene of accident...Describe location where accident occurred.

Injuries and damage...Describe nature of injuries.

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

Treated by: _____

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

Date of this report _____ By: _____



PARENT EVALUATION – YOUTH SPORTS

How did your child benefit from this program? _____

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

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

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

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

How did you register? By Mail _____ Walk In _____ Drop Box _____

How did you find out about the program?

Newspaper _____ Pamphlet _____ Postcard _____ Word of Mouth _____

Was the registration process: (check all that apply)

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

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

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

Would you like to teach, coach or volunteer for Middlefield Recreation Department? Please leave name, phone #, and email. _____

What other types of courses would you like to see offered by Middlefield Recreation Department?

General Comments: _____



PARENT EVALUATION – YOUTH SPORTS

This form is utilized by Middlefield Recreation Staff to evaluate volunteer coaches.

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

Program: _____

Date: _____

Coach: _____

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

Satisfactory Improvements Needed

	Satisfactory	Improvements Needed
Knowledgeable in coaching the sport	<input type="radio"/>	
Ability to organize practice	<input type="radio"/>	
Communicates with parents	<input type="radio"/>	
Follows Coaches Code Of Conduct	<input type="radio"/>	
Teaches fundamentals of the sport	<input type="radio"/>	
Prepares a game day plan	<input type="radio"/>	
Provides positive role model for participants	<input type="radio"/>	

Overall Evaluation:

Would you like to be contacted? Yes, Name _____

Phone Number _____

PARTICIPANT SECTION:

Did you have fun this season?	<input type="radio"/> YES	<input type="radio"/> No
Did you improve?	<input type="radio"/> YES	<input type="radio"/> No
Would you play this sport again?	<input type="radio"/> YES	<input type="radio"/> No



This form is utilized by Middlefield Recreation Staff to evaluate volunteer coaches.

Please check if coach is satisfactory.

If not, please note improvements needed.

Satisfactory Needs Improvement

Place the emotional & physical well being of my players ahead of a personal desire to win.	<input type="radio"/>	
Treat each player as an individual remembering the large range of emotional & physical development for the same age group.	<input type="radio"/>	
Do my best to provide a safe playing situations for my players.	<input type="radio"/>	
Do my best to organize practices that are fun & challenging for all of my players.	<input type="radio"/>	
Promise to review & practice the basic first aid principals needed to treat injuries to my players.	<input type="radio"/>	
Lead by example in demonstrating fair play and sportsmanship to all of my players.	<input type="radio"/>	
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.	<input type="radio"/>	
Be knowlegable of the rules of each sport that I coach, and I will teach these rules to my players.	<input type="radio"/>	
Use coaching techniques appropriate for each of the skills I teach.	<input type="radio"/>	
Remember that I am a youth sports coach, and that the game if for children and not adults.	<input type="radio"/>	
Followed and complied with all policies & procedures expected of me as set forth by the Middlefield Recreation Department.	<input type="radio"/>	

Coaches Signature _____

Date _____

League Administrator _____

Date Reviewed _____

Will recommend this coach for future coaching positions? ____YES ____NO

COMMENTS: