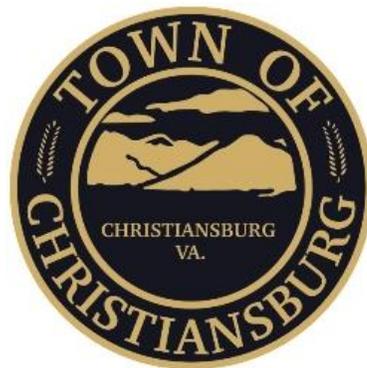


Town of Christiansburg  
Christiansburg Department of Parks and Recreation



## Youth Sports Handbook

Christiansburg Department of Parks and Recreation  
1600 North Franklin Street  
Christiansburg, VA 24073  
540-382-2349

Approved by Town Council on January 17, 2012

# Welcome!

Welcome to the Christiansburg Department of Parks and Recreation 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 life-long skills and attitudes about sports. We all remember coaches that stand out as good teachers, supportive friends, and positive role models. On the other hand, most of us can think of a few that fell short in these areas.

This handbook was created to help ensure that our young people remember our programs as a positive experience in their life. We want them 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 make the Christiansburg Department of Parks and Recreation Youth Athletic Program a success. 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 Director and Staff.

**The Christiansburg Department of Parks and Recreation Mission statement:**

*The Christiansburg Department of Parks and Recreation exists to promote and implement leisure programs and services that enhance the quality of life for all ages. In partnership with the community, we pledge to deliver quality leisure programs and services in a personal, effective and successful manner.*

**The Christiansburg Department of Parks and Recreation Youth Sports Mission statement:**

*The Christiansburg Department of Parks and Recreation Youth Sports program aims to provide each participant with a fun and positive sports experience in which sportsmanship, teamwork, skills development, respect for others, and physical fitness are promoted as values more important than winning and losing.*

The following objectives are designed to fulfill the Christiansburg Department of Parks and Recreation 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, socio-economic 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 Christiansburg Department of Parks and Recreation 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 equip our coaches.*
- ❖ *Ensure a positive experience for all participants.*

## TABLE OF CONTENTS

I.	Philosophy of Christiansburg Department of Parks and Recreation Youth Sports	1
II.	General League Procedures	
	a. Season Information	2
	b. Age Requirements	2-3
	c. Facilities	3
	d. Practices	4
	e. Games	4
	f. Uniforms	5
	g. Awards	5
	h. Player Evaluations	5
	i. Team Drafts	5-6
	j. Coaches	6
	k. Code of Ethics Pledge	6
	l. Inclusion	6
	m. Discrimination	6
	n. Sponsors	7
	o. Equipment	7
	p. Emergency Plan	7
	q. Participants not picked up on time after practice/games	8
	r. Child Abuse	8
	s. League Evaluation	8
	t. Updating the Handbook	8
III.	Coaches Section	
	a. Screening Process	9
	b. Training Requirements	9
	c. Team Activities	9
	d. Evaluation Procedures	9
	e. Code of Conduct Enforcement	9-10
	f. Recruitment	10
	g. Recognition	10
	h. Complaint Against a Coach Procedures	10
IV.	Parents' Section	
	a. Reminder	11
	b. Play Time	11
	c. Play Equipment	11
	d. Corrective Action Policy	11
V.	Participants' Section	
	a. Reminder	12
	b. Corrective Action Policy	12
VI.	Officials' Section	
	a. Screening Process	12
	b. Training	12
	c. Evaluation Procedures	12-13
	d. Corrective Action Policy	13
	e. Recruitment	13
	f. Pay Policies	13
	g. Scheduling	13

## APPENDIX

A.	Sport Rules	13
B.	Code of Ethics	
	• Coaches	14
	• Officials	14
	• Parents	14
	• Participants	14
C.	Code of Conduct	
	• Coaches	15-16
	• Officials	16-17
	• Parents	17
	• Participants	18
D.	Job Descriptions	
	• Coaches	19
	• Officials	19-20
E.	Rights and Responsibilities	
	• Coaches	20
	• Officials	20
	• Parents	21
	• Participants	21

**YOUTH SPORTS PHILOSOPHY-** The Christiansburg Department of Parks and Recreation youth sports programs are designed to provide children with the opportunity to experience sports in a structured, nourishing 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.

To help implement this philosophy, the Christiansburg Department of Parks and Recreation has also adopted the “National Standards For Youth Sports” compiled by the National Alliance for Youth Sports (NAYS), an organization 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 and emotional stress.
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. **Training** – Parents must insist that coaches are trained and certified.
6. **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.
7. **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.
8. **Parental Commitment** – Parents must demonstrate their commitment to their child’s youth sports experience by annually signing the Parent’s Code of Ethics Pledge.
9. **Safe Playing Equipment** – Parents must insist on safe playing facilities, healthful playing situations and proper first aid applications, should the need arise.
10. **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.
11. **Drug, Tobacco & Alcohol-Free Adults** – Parents, coaches, fans, and league administrators must be drug, tobacco and alcohol-free at youth league sporting events.

## **I. GENERAL LEAGUE PROCEDURES**

**REQUESTS WILL NOT BE TAKEN FOR PARTICIPANTS TO BE PLACED ON A CERTAIN TEAM.**

**Late Registration Policy is as follows:**

**\$5.00 for 1<sup>st</sup> week                      \$10.00 for 2<sup>nd</sup> week**

**After 2<sup>nd</sup> week no other registrations will be taken.**

**\*\* Copies of Birth Certificates are required at Registration \*\***

- a. **Season Information**-Youth flag football operates from August to October.  
**Registration starts the 1<sup>st</sup> week of July through 1<sup>st</sup> week of August.**
- Youth tackle football operates from August to October.  
**Registration starts the 1<sup>st</sup> week of July through 1<sup>st</sup> week of August.**
- Youth cheerleading operates from August to October.  
**Registration starts the 1<sup>st</sup> week of June through last week of July.**
- Youth basketball operates from November to February.  
**Registration starts the 1<sup>st</sup> week of September through last week of October.**
- Youth baseball and softball operates from March to June.  
**(Baseball and Softball Tournament Teams operate from mid June to first part of August)**  
**Registration starts the 1<sup>st</sup> week of January through 1<sup>st</sup> week of March.**
- Youth tee ball and coach pitch and machine operates from March to June.  
**Registration starts the 1<sup>st</sup> week of January through 1<sup>st</sup> week of March.**
- Youth Fall baseball and softball operates from August to October  
**Registration starts the 1<sup>st</sup> week of July through 1<sup>st</sup> week of August.**

**BE SURE TO LOOK FOR SEASONAL SPORTS CAMPS AND CLINICS IN THE CHRISTIANSBURG RECREATION BROCHURE**

**\*\*\*Age requirements may change upon request from the different sports associations that we sanction our leagues with.\*\*\***

- b. **Age Requirements** -Youth flag football - ages 5-6 (age as of November 1, current year)
- Youth tackle football** (age as of November 1, current year)  
Mite League – ages 7-8  
Junior League – ages 9-11  
Senior League – ages 11-13 (cannot be in 8<sup>th</sup> grade or playing on middle school football team.)  
\*\*\*weight limits will determine which league 11 year olds will play\*\*\*
- Youth cheerleading** (age as of November 1, current year)  
Mite League – ages 7-8  
Junior League – ages 9-11 and 5<sup>th</sup> graders  
Senior League – ages 11-13 (cannot be in 8<sup>th</sup> grade or cheering for middle school football.)
- Youth Fall baseball and softball** (Baseball age as May 1, upcoming year)  
(Softball age as January 1, upcoming year)  
Fall League Coach/Machine Pitch Baseball – ages 7-8  
Fall League AAA Baseball – ages 9-10  
Fall League “O” Zone Baseball – ages 11-12  
Fall League Boys Baseball – ages 13-14
- Fall League Coach/Machine Pitch Softball – ages 7-8  
Fall League Angels Softball – ages 9-10  
Fall League Ponytails Softball – ages 11-12  
Fall League Girls Softball – ages 13-14

**-Youth basketball** (age as of March 1, upcoming year)

Mite League – ages 5-6

Girls Pee-Wee League – ages 7-8

Girls Minor League – ages 9-10

Girls Major League – ages 11-12

Girls Senior League – ages 13-14

Girls High School League – Christiansburg High School grades 9-12

(Cannot be playing JV or Varsity Basketball)

Boys Pee-Wee League – ages 7-8

Boys Minor League – ages 9-10

Boys Major League – ages 11-12

Boys Senior League – ages 13-14

Boys High School League – Christiansburg High School grades 9-12

(Cannot be playing JV or Varsity Basketball)

**-Youth baseball and softball** (Baseball age as of May 1, current year)

(Softball age as of January 1, current year)

Youth Tee Ball – ages 5-6

Boys Machine Pitch Baseball – ages 7-8

Boys Dixie Youth “AAA” Baseball – ages 9-10

Boys Dixie Youth “O Zone” Baseball – ages 11-12

Dixie Boys Baseball – ages 13-14

Dixie Boys Pre-Majors Baseball – ages 15-16

Dixie Boys Majors Baseball – ages 17-19

Girls Coach/Machine Pitch Softball – ages 7-8

Girls Dixie Angels Softball – ages 9-10

Girls Dixie Ponytails Softball – ages 11-12

Girls Dixie Belles Softball – ages 13-15

Girls Dixie Debs Softball – ages 16-19

**\*\*\*Players are not allowed to play up in a league without the approval of the Supervisor of Youth Athletics.\*\*\***

**c. Facilities-**

The Christiansburg Department of Parks and Recreation will secure facilities for practices and games, and will provide scheduled practice times.

Youth basketball will use the Christiansburg Recreation Center for practices and home games.

Youth flag football will use the grass area at Christiansburg High School (CHS) between the Tennis Courts and Gymnasium for practices. The games will be held at CHS Football field.

Youth tackle football will practice at the old Christiansburg Middle School (CMS) fields and the fire department lot. All home games will be played at CHS Football field.

Youth cheerleading will practice at the Christiansburg Recreation Center. All home games will be played at CHS Football field.

Youth baseball, softball, tee ball and coaches/machine pitch will practice and play their home games at the Harkrader Sports Complex, Kiwanis Park, and Falling Branch Elementary School.

d. **Practices-**

**Youth Basketball** – 1 to 2 practices a week until games start. Practices will be 1 hour. Once games start, coaches can call Supervisor of Youth Athletics to schedule additional practices. Practices will be half-court. Coaches may use full court if it is available.

**Youth Flag Football** - 1 to 2 practices a week. Practices will be for 1 hour.

**Youth Tackle Football** – All teams will be allowed to have four meetings per calendar week (Calendar week is Sunday – Saturday), including games and practices. Practices are to be limited to 1 ½ hours per practice. Only one practice session will be allowed per day. A practice schedule containing time, place and date must be submitted to the Supervisor of Youth Athletics before practice begins. During the first week of practice, no physical contact will be allowed. No pads will be allowed during the first week. Players must wear their helmet the first week of practice. The first week of practice will consist of the fundamentals of blocking, tackling, stances and conditioning before any inter-squad scrimmaging occurs. Any late sign-ups must participate in three practices of just conditioning before they can practice in pads and engaging in hitting/tackling.

**Youth Cheerleading** – 1 to 2 practices a week until games start. Practices will be for 1 ½ hours. Practices will be held at the Recreation Center. Each team will have a half a basketball court to practice on. If a full court is available they can use the whole court.

**Youth Baseball, Softball, Tee Ball and Coaches/Machine Pitch** – 1 to 2 practices a week until games start.

Tee Ball and Coaches/Machine Pitch practices will be 1 hour or 1 ½ hours depending on field availability.

Youth Baseball and Softball – practices will be 1 ½ hour or 2 hours depending on field availability.

There will be a Christiansburg Department of Parks and Recreation staff member at all home games. When potential conflict exists for away games, then a full time staff member will oversee the game. All coaches are expected to oversee their practices as a representative of the Christiansburg Department of Parks and Recreation. If there are any injuries or incidents at practices the coach will need to call the Supervisor of Youth Athletics immediately.

Players are to be excused from practices if there are parental requests for church, school activities, injuries or illness. It is the parents responsibility to notify the coach that the player will not be attending practice and why.

Practices are primarily held on week nights, but may be held on weekends and holidays.

e. **Games-**

Game schedules are created based on the number of teams.

Games are scheduled on weekdays and some weekends. In addition, teams may play double headers, and weekday games will not start before 5:30pm and weekend games on Saturday could start as early as 9:00am.

Some of the leagues may have travel games to other local surrounding counties (Blacksburg, Giles County, Radford City, Pulaski County, Riner, Floyd County, and Shawsville.)

Practices may be cancelled to allow for additional games.

**Youth Basketball**

Practices and games on weekdays will automatically be postponed if Montgomery County Public Schools are closed or dismissed early for inclement weather. If there is inclement weather for weekend practices or games, the Supervisor of Youth Athletics will make a decision and notify head coaches, television and radio stations, and the Christiansburg Recreation cancellation line (382-2349 option #4). Cancelled games may or may not be rescheduled due to time constraints, facility use conflicts, or other reasons.

**Youth Baseball, Softball, Football and Cheerleading**

Practices and games may be cancelled due to inclement weather or other determinations made by the Christiansburg Recreation Department. We will try to have a decision by 3pm should games be cancelled. If fields are still playable, a game time decision will be made at the fields by the Supervisor of Youth Athletics. Cancelled games may or may not be rescheduled due to time constraints, facility use conflicts, or other reasons.

No coach has the authority to cancel games. Games can only be cancelled by the Supervisor of Youth Athletics or a Christiansburg Department of Parks and Recreation staff member.

f. **Uniforms-**

**Youth Flag Football** – Will receive a jersey.

**Youth Tackle Football** – Will receive a jersey, pants and mouth piece.

**Youth Cheerleading** – Will receive skirt, shirt, sweatshirt, wind pants and pom – poms.

**Youth baseball and softball**

Youth Tee Ball – Will receive a jersey and cap.

Boys Coach/Machine Pitch Baseball – Will receive jersey and cap.

Youth Baseball – Will receive jersey and cap.

Girls Coach/Machine Pitch Softball – Will receive jersey and cap or visor.

Youth Softball – Will receive jersey, and cap or visor.

Fall leagues – Will receive cap and jersey.

Parents are responsible for any other apparel required for the sport.

The uniforms will be distributed by the second week of the practice.

- g. **Awards-** The Christiansburg Department of Parks and Recreation does not give out trophies for participating in our youth programs. If a team wants to give trophies out at the end of the season that will need to be done between the coaches and parents.
- h. **Player Evaluations-** The Christiansburg Recreation Department will hold a player evaluation session for coaches to assess players' skill levels. The Christiansburg Recreation Department encourages all players to attend the session to help maintain equality between teams.
- Courts/Fields will be used for skill demonstrations.
- Christiansburg Recreation Department staff and coaches will give each group instructions to perform specific drills.
- The recreation staff and 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 5 to 1, with 5 being high skills and 1 being low skills.
- Once a group is evaluated by the recreation staff and coaches, the group will be dismissed and the players may leave. Recreation staff and coaches will return their clipboard and evaluation sheets to the Supervisor of Youth Athletics at the conclusion of their league's evaluation, and may leave.
- The scores from the evaluation sheets will be averaged and compiled by the Supervisor of Youth Athletics to create the draft sheets used for team selection.
- i. **Team Drafts-** The Christiansburg Department of Parks and Recreation will hold a meeting for each league to select teams.

Only coaches attend team drafts. Players and parents are not part of the selection.

The picking order is determined by random number drawing. Draft sheets will be distributed to the coaches. Each draft sheet will be based on their skill assessment evaluation. Each coach will draft from the highest draft sheet until that draft sheet is finished. Then they will go to the next highest sheet and so forth until this draft has been completed.

The coaches will pick from the draft sheets based on the number that they have randomly drawn. (Example: There are 5 teams and there are 15 players on the first draft sheet. Each team will receive three players from that draft sheet. Coach who had the #1 pick would have picks #1, #10, and #11, Coach #2 would have picks #2, #9, #12 and so on down to Coach #5 who would have picks #5, #6 and #15.)

Picking begins with the highest rated players and then in descending order (5, 4...1). Head and assistant coaches automatically select their own children. If the head or assistant coaches' child(s) is in the current rating being picked, then they are the team's first pick(s) for that rating.

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. The player will then be included in his or her rating group.

There may be notes next to player's names on the pick sheet. Coaches that pick a player with a "sibling" note must also select the player's sibling in their respective rating unless otherwise noted.

Any players registering after team picks are placed on a team by the Supervisor of Youth Athletics based on the draft order.

Teams may or may not have an equal amount of players.

Coaches will pick team names and colors at this meeting in descending draft order.

**j. Coaches**-Each team can have a maximum number of coaches.

**Youth Flag Football** – can have 1 head coach and 2 assistant coaches.

**Youth Tackle Football** – can have 1 head coach and 4 assistant coaches.

**Youth Cheerleading** – can have 1 head coach and 1 assistant coach.

**Youth Fall Baseball and Softball** – can have 1 head coach and 2 assistant coaches.

**Youth Baseball and Softball** – can have 1 head coach and 2 assistant coaches.

**Youth Basketball** – can have 1 head coach and 2 assistant coaches.

All coaches must pass a background check once a year. All coaches must be certified once a year and if a multi-sport coach they will need to attend a skills training class for each sport that they coach every year by NAYS (National Alliance for Youth Sports). Coaches will also be required to take first-aid training once a year.

If a certified coach is no longer able to coach and a replacement is needed, then the Supervisor of Youth Athletics will find a replacement, and if necessary, designate a staff member temporarily. The replacement coach must be certified just as all other coaches are.

All coaches are volunteers and will be treated as a staff member.

**k. 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, for all sports that the participants participate in. These pledges will be held for each sport that the participants are involved in by the Supervisor of Athletics. All pledges will be disregarded after each season.

The Christiansburg Department of Parks and Recreation prohibits the use of alcohol, illegal substances and/or tobacco by coaches, league administrators, game officials, parents, and staff at all youth sports events.

**l. 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.

ADA requires reasonable accommodations to help a child participate and enjoy the benefits all kids get from participation in youth sports. The Christiansburg Department of Parks and Recreation 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.

**m. Discrimination**- The Christiansburg Department of Parks and Recreation 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.

- n. **Sponsors**-The Christiansburg Department of Parks and Recreation accepts sponsorships from businesses and organizations in or beyond the Town of Christiansburg. These sponsorships help offset the overall expenses for the youth sports leagues. The fee of \$250 per team is approved by the Christiansburg Recreation Advisory Commission and is subject to change.

When a business chooses to sponsor a team, they may select a particular team, or league.

Businesses that provide a sponsorship will receive their business name on the back of the team uniform, a game schedule, a uniform from their team, recognition in the local newspaper, and a “thank you” award.

- o. **Equipment**-The Christiansburg Department of Parks and Recreation will use high quality equipment for youth sports and programs.

**Parents will be held responsible for turning their child’s football equipment back into the Christiansburg Department of Parks and Recreation within two weeks after their last game. If this time-line is not met they will receive a bill for \$200.00 for the cost to replace the equipment. The Christiansburg Department of Parks and Recreation will send a staff member to all last scheduled games (home or away) to pick up equipment. This is an effort to make things easier on the parents. Also no one from the participant’s family will be able to sign up for a program until equipment is returned, or the \$200.00 charge is paid.**

Each coach will receive practice equipment and a first-aid kit. It is the coaches’ responsibility to let the Supervisor of Youth Athletics know if they need extra supplies for first-aid when they start running low or need any extra equipment.

**Flag Football equipment that coach will receive** – Footballs and flags.

**Football equipment that coach will receive** – Tackling dummies, kicking tees, footballs, parts for helmets and shoulder pads, extra mouth pieces and a extra set pads that go in the football pants.

**Baseball and Softball equipment that coach will receive** – Set of catcher’s equipment, batting helmets, baseballs or softballs, bats upon request, and scorebook.

**Tee Ball equipment that coach will receive** – Batting tee, set of catcher’s equipment, batting helmets, tee balls, bats upon request, and scorebook.

**Coach/Machine Pitch Softball/Baseball equipment that coach will receive** - Set of catcher’s equipment, batting helmets, softball/baseballs, bats upon request, and scorebook.

**Cheerleading equipment that coach will receive** – First-aid kit.

- p. **Emergency Planning**

**Accidents/Injuries**- In the event of an accident or injury at a practice, the coaches will survey the situation and treat the injury or accident or call Rescue Squad. The coach will notify the Supervisor of Athletics and fill out an accident report. In the event of an accident or injury at a home youth tackle football game, the Supervisor of Athletics and coach will review the situation and treat the injury or accident or call Rescue Squad. The Christiansburg Recreation Department will request that the Rescue Squad be present at all youth tackle football games that are hosted by the Christiansburg Recreation Department. The Rescue Squad will determine if it is able to be present at each game.

**A First Aid kit will be available to all coaches for every sport.**

**Inclement Weather** – In the event of inclement weather (lightning, snow, ice, rain, high winds, etc.) that may impede a youth sports league practice or game, the Christiansburg Recreation staff assigned to that activity shall contact the Supervisor of Youth Athletics immediately to make a decision on whether to cancel that activity or to continue.

If the Supervisor of Athletics cannot be reached (for example: inoperable phone lines), the Christiansburg Recreation staff on duty shall make a decision based on the situation.

**Other Occurrences** – When other emergency situations occur at a Christiansburg Recreation Department youth sports activity that are non weather related (for example: facility damage, bomb threats, fights), procedures similar to those used for inclement weather will be followed. Depending on the situation, it may be necessary to call 911 or the Christiansburg Police Department’s dispatch number (382-3131) prior to contacting the Supervisor of Youth Athletics.

- q. **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 have elapsed past the scheduled time of departure from the activity.

When ten minutes have elapsed, and the coach has been unable to reach the parent, or has determined that the parent will not arrive for another 20 minutes or longer, a phone call to the Supervisor of Youth Athletics will follow. The Supervisor of Youth Athletics will make a decision regarding the best course of action.

- r. **Child Abuse**- If maltreatment of a child is reasonably suspected, a report should be made with Child Protective Services so that a qualified and experienced person can investigate the situation. If immediate assistance is required, call the Christiansburg Police Department dispatch number at 382-3131 or 911 if there is an emergency.

**Before filing a report, it is important to speak with the Supervisor of Youth Athletics or Director of Christiansburg Department Parks and Recreation.**

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 beatings, burns, human bites, strangulation, or immersion in scalding water, with bruises and welts, broken bones, scars or serious internal injuries resulting.

**Prevent False Accusations**

- Avoid being alone with a child
- Stay within sight of others
- Respect privacy
- Avoid sexual jokes, comments or gestures
- Set and respect boundaries

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.

- s. **League Evaluation**- League evaluations will be conducted the last two weeks of that sports season. Survey sheets will be given out to each participant on each team to give to their parents. It will then be up to the parent(s) to complete the survey and return it to the Christiansburg Recreation Center lobby where there will be a survey box. The survey box will be up for two weeks after the last regular season game. After two weeks the survey box will be taken down until the next sports season is complete.

Survey cards will be distributed to parents, coaches, and officials.

Survey questions will deal with quality issues such as: general league organization, facilities, coaching, staffing, officials, customer service, registration, communication, uniforms, etc.

- t. **Updating the Handbook**- Reviews and updating of the Youth Sports Handbook will occur annually. League evaluations from the public as well as input from staff and officials will help determine the amendments and updates.

## II. COACHES SECTION

- a. **Screening Process**-All prospective coaches will be required to:
1. Be at least 18 years of age
  2. Complete a youth sports coaches application
  3. Pass a background check
- b. **Training Requirements**-Coaches will be required to attend and pass a two-part coaches certification course. The National Youth Sports Coaches Association (NYSCA) offers certification training for youth sports coaches through the National Alliance for Youth Sports (NAYS), an organization dedicated to improving out-of-school youth sports by raising awareness through leadership, education, and advocacy.

The Christiansburg Department of Parks and Recreation is a NYSCA chapter. The Christiansburg Department of Parks and Recreation staff serves as the chapter director and clinicians. This enables the Christiansburg Recreation Department to facilitate the required training certifications for youth sports coaches.

To receive certification, coaches must participate in the first section of the clinic through NYSCA interactive training videos, successfully complete an exam, and then sign a pledge committing to uphold the NYSCA Code of Ethics. The first section of training will be offered twice before the season starts.

The second section of the clinic is sports specific applicable to the sport to be coached. This is usually conducted just prior to the start of that particular sport.

Membership is valid for one year and the fee is \$20. The Christiansburg Department of Parks and Recreation will pay for this expense each year they participate in the Christiansburg Recreation Department leagues.

Benefits for NYSCA certified coaches include the Youth Sports Journal issued four times per year and the Sporting Kid Magazine. Other benefits include a membership card and \$1,000,000 excess liability insurance in effect while performing coaching duties.

- c. **Team Activities**- A Christiansburg Recreation Department qualified coach must be present at all team meetings, practices, games, and any other team activities.
- d. **Evaluation Procedures**- Toward the end of the season, the Supervisor of Youth Athletics will conduct a performance evaluation for each volunteer coach. This evaluation will be used as a reference for future coaching positions.
- Coaches will be given a copy of the evaluation once it is completed. A meeting with the Supervisor of Youth Athletics is optional, and must be setup in advance.
- e. **Code of Conduct Enforcement**- The NYSCA 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 NYSCA member 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 an NYSCA Certified Coach.

It is the duty of the NYSCA chapter responsible for certifying the coaches to respond to complaints lodged against a NYSCA member coach that has allegedly violated the Code of Ethics. This is accomplished by forming a local "review committee" for the purpose of hearing complaints and determining what, if any, action should be taken toward correcting the member coach's behavior.

Suggested committee members may include the Chapter Director, member(s) of the Recreation Advisory Board, league administrators. Again, impartiality is essential when selecting the review committee.

In order to provide the local review committee the flexibility to take appropriate action when an NYSCA member coach is found to have violated the Coaches' Code of Ethics, a range of possible review committee 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 review committee 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 committee must take into consideration various extenuating circumstances.

**Factors that might suggest a more lenient sanction include:**

1. First Offense Remorse
2. Apparent Desire to Reform
3. Other Good Coaching Attributes
4. Dedication to Youth Sports

**Factors that might suggest a harsher sanction include:**

1. Child Endangerment
2. Violation of Law
3. Prior Complaints/ Review Action
4. Lack of Remorse
5. Number of Ethics Standards Violated
6. Breach of Duties as a Role Model
7. Extraordinarily Poor Judgment around Children

- f. **Recruitment**-The Christiansburg Recreation Department will issue news releases to the general public, and will place announcements in its' brochure regarding volunteer coaches.

The Christiansburg Recreation Department will compile an ongoing mailing list of coaches to be used before each season for recruitment.

- g. **Recognition**- In general, coaches will be recognized at the end of the season. Each coach will receive a letter of appreciation from the Town of Christiansburg Mayor and Town Council for those who have fulfilled the expectations of the Christiansburg Recreation Department.

- h. **Complaint Against a Coach Procedure**-When the Christiansburg Recreation Department receives a complaint about a youth sports coach, the

**Christiansburg Recreation Department will:**

1. Organize a Review Committee comprised of three to five impartial, uninvolved individuals who understand the spirit and intent of the Coaches' Code of Ethics Pledge. Suggested committee members may include the Chapter Director, member(s) of the Recreation Advisory Board, league administrators, who understand the Code of Ethics. Again, impartiality is essential when selecting the review committee.
2. Invite the member coach to attend a meeting to address the complaint and to offer his/her side of the incident.

The review committee 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 NYSCA Code of Conduct.

Upon majority vote, the review committee has the authority to enforce the appropriate range of disciplinary actions outlined in Section III D. The Chapter Director is to report in brief, the nature of the complaint, the committee findings, and the sanction applied to the member coach. This information will be logged in the members file.

If the review committee votes to revoke a coach's certification, NYSCA Headquarters will notify the coach of the revocation and their right to appeal to the National Executive Board. The Chapter Director will be sent a copy of the correspondence. This information will also be logged in the member's file.

### III. PARENTS' SECTION

- a. **Reminder**-Children who participate in youth sports can experience life-long positive benefits. The Christiansburg Department of Parks and Recreation offers youth sports to help promote these positive gains for its youth. Your role as the parent is critical to 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 Supervisor of Youth Athletics, your child may not be allowed to participate if he/she has not been attending practices, is ill and/or contagious, has displayed a poor attitude, etc.
- c. **Playing Equipment**- The Christiansburg Recreation Department youth sports leagues do require sport specific equipment for participation. Christiansburg Recreation Department staff does recommend court/field appropriate footwear for safety.
- d. **Corrective Action Policy**- It is the philosophy of the Christiansburg Recreation Department that parents should not spoil the experience of participation in youth sports for the children. Furthermore, the Christiansburg Department of Parks and Recreation 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 the Corrective Action Policy listed below.

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 parents and emphasis that such behavior will not be tolerated. Coach will document this conversation and provide a copy to the League Director.
2. **Written Warning** - Coach or official will notify the Supervisor of Youth Athletics of continued misconduct and the Supervisor of Youth Athletics 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 parent being suspended from the sporting event venue for a period of 1 or more games.
3. **Game Suspension** - League will suspend the parent from attending the next scheduled game 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 attending all league games after a 4th 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 Supervisor of Youth Athletics and the Director of Christiansburg Department of Parks and Recreation 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.

#### Tips

1. Be positive
2. Encourage everyone
3. Support the coaches
4. Get involved
5. Focus on the “good” not the “bad”
6. Promote good sportsmanship
7. Have FUN!

#### IV. 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 Christiansburg Department of Parks and Recreation 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 Supervisor of Youth Athletics.
2. **Period Suspension** - Coach will bench the offending player for a period of time during a game when he/she should be playing. Coach will inform the Supervisor of Youth Athletics of the problem and why the child is sitting out play time.
3. **Game Suspension** - Coach will bench the offending player for 1 entire game when he/she should be playing. Coach will inform the Supervisor of Youth Athletics of the 3rd offense, at which time the player and the parent(s) must attend a meeting with the Coach and Supervisor of Youth Athletics 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 4th 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 Supervisor of Youth Athletics and the Director of Christiansburg Department of Parks and Recreation 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.

#### Tips

1. Have FUN!
2. Be positive
3. Encourage everyone
4. Support your teammates
5. Get involved
6. Focus on improving not winning
7. Practice at home

#### V. OFFICIALS' 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
- b. **Training**-The Christiansburg Recreation Department will provide training for all their youth sports officials. By scrimmages- during the scrimmage, officials will be “shadowed” by experienced officials and/or Christiansburg Recreation Department staff. The trainers will focus on the mechanics and positioning of the officials. The officials will be rotated for feedback during the training

Only new officials or officials with minimal experience will be required to attend the scrimmage. Officials with extensive experience are not required to attend, but may be asked to assist with the “shadowing”. This decision is made by the Christiansburg Recreation Department staff.

- c. **Evaluation Procedures**-Officials will be observed throughout the season by the Christiansburg Recreation Department staff and the head official. The observations focus on, but are not limited to, the officials' mechanics, positioning, leadership, attitude, professionalism, attire, demeanor, and punctuality.

An official may be assigned to higher divisions if he/she has advanced skills.

Christiansburg Recreation Department staff and head official will complete a performance evaluation for each official at the end of the season.

The officials will receive copies of their evaluations.

- d. **Corrective Action Policy**-In the event that an official has committed an infraction of varying degree, Christiansburg Recreation Department 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 Christiansburg Recreation Department staff.

Corrective actions can be a verbal warning, reduction of scheduled games, suspension, and/or termination.

Any corrective actions taken will be noted on the official's evaluation form.

- e. **Recruitment**-The Christiansburg Recreation Department will issue news releases to the general public regarding the need for officials.

The Christiansburg Recreation Department will compile an ongoing mailing list of officials to be used before each season for recruitment.

- f. **Pay Policies**-The Christiansburg Recreation Department pays its youth sports officials by a pay scale that's broken down by leagues relative to each sport.

Once the season is under way, an official can expect a pay check approximately once a month. It is the officials responsibility to report the number of games that he worked to the Supervisor of Youth Athletics.

It is the officials' responsibility to report to the Christiansburg Recreation Department any address changes immediately, and any discrepancies with the paycheck (e.g. wrong amount, no arrival, etc.).

- g. **Scheduling**-The Supervisor of Youth Athletics will produce work schedules once a month. It's the officials' responsibility to report to the Christiansburg Recreation Department any schedule conflicts as soon as possible.

Officials are to initial the schedule at their assigned location before each game.

Any changes in official assignments need to be noted on the referee schedule in at least one of the scorekeeper notebooks.

If an official has a sudden emergency, he/she needs to contact the Supervisor of Youth Athletics as soon as possible to ensure proper coverage.

## **APPENDIX A SPORT RULES**

**Rules will be available upon request for each sport during the registration period and during the season of the sport.**

## **APPENDIX B**

### **CODE OF ETHICS**

a. **COACHES' Code of Ethics** - I hereby pledge to live up to my certification as a NYSCA Coach by following the **NYSCA 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 following this **Officials' 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 **Parents' 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 **Participants' 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 reasonably 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 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.

## **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 NAYS.

The Code of Conduct that follows will be in effect before, during and immediately after all Christiansburg Recreation Department practices, games and meetings when on Town 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.
  - Encouraging 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 or 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 promote, 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 the 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 EACH 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 Christiansburg Recreation Department youth sports leagues.

The Code of Conduct that follows will be in effect before, during and immediately after all Christiansburg Recreation Department practices, games and meetings when on Town 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 interests 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 in game situations.

3. **CONDUCT 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 parents and spectators in the Christiansburg Recreation Department youth sports leagues.

The Code of Conduct that follows will be in effect before, during and immediately after all Christiansburg Recreation Department practices, games and meetings when on Town 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. **FULFILL 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 Christiansburg Recreation Department youth sports leagues.

The Code of Conduct that follows will be in effect before, during and immediately after all Christiansburg Recreation Department practices, games and meetings when on Town 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 YOUR SELF 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 Christiansburg Department of Parks and Recreation Youth Sports Leagues.

#### **DESCRIPTION:**

- Coach of male or female athletes between the ages of 6-14.
- You will be considered a role model for 8 -12 young athletes assigned to your team; therefore sportsmanship, fair play and full participation are mandatory.

#### **RESPONSIBILITIES:**

- Plan and supervise games, practices, and events.
- Supervise assistant coaches, or team parents.
- Teach the young athlete the fundamentals of the sport.
- Encourage the involvement of the parents in the sport.
- Schedule and conduct parent and other necessary meetings.
- Provide a safe and fun environment for the children.
- Learn and follow all league rules, policies, and procedures.
- Give each player equal playing time.
- Put the feelings of the players ahead of your desire to win.
- Attend all league functions and participate in league activities.

#### **QUALIFICATIONS:**

- Successfully complete the application procedure and pass a background check.
- Attend any scheduled coaching interviews or meetings.
- Successfully complete the National Youth Sports Coaches Association (NYSCA) Certification Program prior to beginning of the season.
- Be enthusiastic.
- Not want to win at all costs.
- Must be patient, especially with children.
- Be organized.
- Be dependable.

**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 Christiansburg Department of Parks and Recreation.

### **YOUTH SPORTS OFFICIAL JOB DESCRIPTION**

**TITLE:** Christiansburg Department of Parks and Recreation Youth Sports League Game Official.

**DESCRIPTION:** Game official of youth sports leagues for male or female athlete's ages 6 to 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 for 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 interviews or meetings.
- Thorough knowledge of the game rules.
- Prior experience as an official and/or a participant in the sport being officiated.

**INFORMATION:** Be self confident, consistent, decisive, even tempered, and encourage good sportsmanship. Youth sports officials are considered a seasonal employee and will be scheduled on an “as needed” basis. Christiansburg Recreation Department staff can terminate at anytime in the event of unsatisfactory performance by the official.

## **APPENDIX E RIGHTS & RESPONSIBILITIES**

### **a. COACHES Rights & Responsibilities**

#### **Rights:**

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

#### **Responsibilities:**

- To provide accurate background information to the league.
- To get needed training.
- To understand the role and influence of a “Coach”.
- To understand intervention and child abuse reporting procedures.
- To abide by a Code of Ethics and Code of Conduct.
- To be an advocate for the program’s philosophy.
- To set expectations for the season.
- To recognize the special needs of EACH athlete, gifted or not gifted.
- To limit physical interaction while conducting instructions.
- To provide appropriate and caring touch.
- To never touch out of anger.
- To keep programs free from put-downs, trash talk, profanity, violence and abuse.
- To motivate with praise and instruction.
- To not use physical punishment.
- To learn effective ways to channel frustrations and anger.
- To communicate respectfully with parents, athletes, officials & administrators.
- To provide a safe and fun sports environment.

### **b. OFFICIALS Rights & Responsibilities**

#### **Rights:**

- To be treated with dignity and respect.
- To be free from receiving abuse.
- To have the support of the administration.

#### **Responsibilities:**

- To set the tone for everyone to be a good sport.
- To get training on being an official and child abuse prevention.
- To be fair and impartial.
- To abide by a Code of Ethics and Code of Conduct.
- To set limits and boundaries by not allowing abusive behavior on the part of coaches, players, parents or fans.
- To take an active role to create an environment free from abuse and inappropriate behaviors.
- To provide a safe and fun sports environment.

### **c. PARENTS Rights & Responsibilities**

#### **Rights:**

- To have a safe and fun experience for your child.
- To have accurate and comprehensive information.
- To be a part of a quality program.
- To know about the complaint procedures.

#### **Responsibilities:**

- To have a part in the supervision of the child.
- To be a good spectator.
- To bring forward valid complaints and concerns.
- To educate your child about abuse.
- To abide by a Code of Ethics and Code of Conduct.
- To help each child find the right sport and program for his/her needs.
- To assess the philosophy of the coach and the organization.
- To provide each child with the physical and emotional nurturing and guidance they need to thrive.
- To be an advocate for each of your children.
- To support sons and daughters equally as athletes.
- To understand that all children are gifted, but not in equal ways.
- To support the individual needs and interests of the child.
- To provide unconditional love and support, not based on performance.
- To pay attention to see if your children are having fun and learning as opposed to just winning.
- To create a safe and fun sports environment.

### **d. PARTICIPANTS Rights & Responsibilities**

#### **Rights**

- To have sports be a safe experience, free from abuse and violence.
- To have fun learning, trying new things and being able to practice and play.
- To participate in a variety of sports opportunities.

#### **Responsibilities**

- To follow rules.
- To tell parents (or other trusted adult) about any abuse.
- To try our hardest and best.
- To learn the values of teamwork-helping and supporting one another.
- To abide by a Code of Ethics and Code of Conduct.
- To learn ways to deal with pressure and frustrations.
- To care about what happens to others.
- To settle conflicts without saying or doing things that hurt others.
- To treat coaches and officials with respect.
- To treat others as you want to be treated.
- To be a good sport (how you talk to others and how you be).

# Christiansburg Department of Parks and Recreation

## Parents' Code of Ethics (Parents Copy)

I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents' 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.
- ☺ I **will not** disrespectfully address any player, spectator, coach, official or staff.
- ☺ I **will not** attempt to influence a volunteer coach, official, scorekeeper or staff decision.
- ☺ I **will not** use profanity, inappropriate language or make obscene gestures.
- ☺ I **will not** object to an official's decision by rising from the bleachers or using gestures that in turn would be a detriment to the game and the participants in providing unsportsmanlike conduct.
- ☺ I **will not** enter the playing field at any time during a game.

**Remember: You and any other persons that accompany you must abide by this code of ethics.**

# Christiansburg Department of Parks and Recreation

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**Remember: You and any other persons that accompany you must abide by this code of ethics.**

Parents Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Lightning Policy

Due to the significant risks and possibility of fatal injury from lightning strikes, it is imperative the Christiansburg Department of Parks and Recreation have a clear policy on how to deal with lightning in and around the areas of practice and / or competition. This policy will help to clearly state the department's position on this issue and help to define roles of certain individuals during the decision making process. The Christiansburg Department of Parks and Recreation, coaches and support staff's primary responsibility is for the safety and concern of the participants, spectators and staff.

The following plan will be in effect for all Christiansburg Department of Parks and Recreation youth and adult athletic events, including practices and special events:

Depending on the event being played the Youth Athletic or Adult Athletic Supervisor, Game Field Supervisor or Coach will monitor the weather. This will be done through the use of the DTN Weather Sentry Lightning and Storm detector (if equipped) or by the Flash-to Bang Method.

In the event of threatening or inclement weather the Youth Athletic or Adult Athletic Supervisor, Game Field Supervisor or Coach will inform the participants and spectators either through the public address system or any other means available of impending severe weather.

**GENERAL POLICY:** A member of the Christiansburg Department of Parks and Recreation Staff, if on site will monitor the weather and make the decision to notify the Game Field Supervisor (during a game) or Head Coach (during practice) of dangerous situations and recommend the suspension of activity in the event of lightning. Exceptions will be made for any activity where a Christiansburg Department of Parks and Recreation or Game Field Supervisor is not in attendance, whereby the supervising coach will have the ability to suspend activity. The decision to suspend activity will be based on:

- Any reported lightning strike on the DTN Weather Sentry Lightning/Storm Detector within the 10 mile range regardless of the presence of visible lightning. (This device is portable and will be in the possession of the Youth Athletic or Adult Athletic Supervisor, Game Field Supervisor or Coach, and/or
- Utilization of the **Flash-to-Bang Method** (Count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide this number by five to obtain how far away, in miles, the lightning is occurring.) If it reveals lightning to be within 10 miles (a 50 second count between the flash of lightning and the bang of thunder) activity is to be suspended and everyone should seek shelter immediately.

**ANNOUNCEMENT OF SUSPENSION OF ACTIVITY:** Once it is determined that there is a danger of inclement weather, the Youth Athletic or Adult Athletic Supervisor will notify the Game Field Supervisor (during a game) or Head Coach (during practice) and immediately request the removal of all players, coaches, and support staff from the playing field.

**EVACUATION OF THE PLAYING FIELD AND STANDS:** Immediately following the public address announcement (if available) of suspension of play, all players, coaches, officials, support personnel and spectators are to evacuate the facility to their vehicles or buses. Participants and spectators should be advised that we **DO NOT** consider the bathrooms, dugouts, bleachers, playground equipment and/or areas under the picnic shelters within our facilities to be deemed a safe location in the case of lightning. All parties will be urged to evacuate the entire facility immediately and remain in a safe location until conditions improve unless otherwise notified by appropriate representatives.

**RETURN TO PLAY:** Play will be resumed 30 minutes following the last lightning strike. The last lightning strike will be determined by either the detection system or visual confirmation. The 30 minute time frame will immediately start over with each additional lightning strike.

# In the Event of a Thunder and Lightning Storm



- Listen for announcement over PA (Public Address System) if available



- Find Safe Location in a vehicle.



- Wait for announcement to return to play.

In the event of a thunder/lightning storm the following precautions should be taken. Play will be postponed until thirty minutes after the last lightning strike.

## Safe Locations

- Vehicles with hard roofs. Once inside a vehicle do not make contact with any metal parts.

## Use of Phones

- Cell phones and cordless phones are able to be used in a safe location. Avoid using land line phones.

## What to do if you can't get to a safe location:

- Find a dry ditch or a large grouping of shrubs and small trees. Find these areas and take shelter.
- Make your body as small as possible minimizing surface area for lightening strike. Crouch on the balls of your feet, DO NOT lie flat on the ground.
- Stay away from isolated small trees and large metal objects such as flagpoles and light poles.
- Stay away from any other metal objects such as bleachers and metal fences.
- Don't stand in an open field
- Stay away from standing bodies of water such as a pool, lake, or pond.

## Possible Sensations that a lightning strike may be eminent (assume a crouched position):

- Hair standing on end
- Skin tingling
- A crackling sensation

## Lightning Facts:

- On average, about 67% of lightning fatalities and injuries occur outdoors at recreation events (athletic events, lakes and on golf courses) and near trees.
- On average, 55 people are killed and more than 1,000 are injured by lightning strikes in the United States each year.



Town of Christiansburg Parks and Recreation  
1600 North Franklin Street  
Christiansburg, VA 24073  
Phone: 540-382-2349  
Fax: 540-381-5537

## **Athletics Background Screening Policy**

### **PURPOSE**

It is the intent of this policy to establish certain guidelines wherein the Town of Christiansburg Department of Parks and Recreation (hereinafter referred to as "Parks and Recreation Department") can seek to protect our children by investigating the background of volunteers who will be coaching children involved in athletic programs approved by the Parks and Recreation Department.

### **GENERAL**

- A). The Parks and Recreation Department shall ensure that all participants 18 years of age or younger shall have at least one (1) approved coach or assistant coach (hereinafter collectively referred to as "Coach") present at each athletic activity, including practices and games. A Coach becomes approved once the process described in this policy is completed.
- B). Any person who has been convicted of, or has a pending charge pertaining to, any of the disqualifying offenses listed in this policy will be immediately disqualified from coaching (either as a head coach or an assistant coach) in any youth athletic program approved by the Parks and Recreation Department. A Coach who willfully fails to comply with this background screening policy shall be automatically disqualified.
- C). All sports will have one head coach and up to two assistant coaches processed for approval with the exception of football which will have one head coach and up to four assistant coaches processed for approval. Each Coach will have his or her background checked every 12 months for as long as he or she continues coaching.

### **SCREENING PROCESS**

1. The Parks and Recreation Department will provide a Volunteer in Youth Sports Consent/Release Form to each head coach and up to two assistant coaches for each team with the exception of football which will be provided for the Head Coach and up to four assistant coaches. The Athletic Supervisor will distribute these to all prospective coaches and assistant coaches to be completed and returned to the Athletic Supervisor for the Parks and Recreation Department.
2. The Parks and Recreation Department Athletics Staff will establish deadlines by which the Volunteer in Youth Sports Consent/Release Forms are due back to the Parks and Recreation Department. These deadlines, for Head Coaches, will be at least two weeks prior to the start of practices for each sport. This will give the Parks and Recreation Department time to compile the forms, process the forms, and have the background checks conducted. After the background check, the results of the background check will be forwarded to the Town of Christiansburg's Department of Human Resources. The Department of Human Resources will then advise the Parks and Recreation

department of any coaches who are disqualified. All information pertaining to the background check will remain with the Town of Christiansburg's Department of Human Resources, subject to the applicable laws requiring disclosure. The Parks and Recreation Department will not be informed of the results of any background check; rather, the Parks and Recreation Department will only be told that a coach is disqualified.

3. If any disqualifying entries are reported in the criminal background check, the Parks and Recreation Department shall notify by certified mail the Coach that he/she is disqualified. Upon request, the Coach will receive a copy of the background check from the Department of Human Resources. The Parks and Recreation Department will send an acknowledgement form that the Coach must sign and return to the department.

## **CONFIDENTIALITY**

To help ensure confidentiality, the Parks and Recreation Department should not be notified of a Coach's criminal history. The criminal background reports shall be kept in a secure location for a period as required by applicable law or until a person is no longer a volunteer Coach, whichever is later.

## **ACCOUNTABILITY**

It is important for the integrity of the background screening program that the Athletic Supervisor verifies that (1) only those persons who are screened and who are not disqualified coach or assist in the coaching of the young people in the athletic programs approved by the Parks and Recreation Department, and (2) that such persons are active with only the team or teams identified on the Volunteer Youth Sports Consent/Release Form pertaining to that person.

## **APPEALS PROCESS**

If a Coach's background check includes a charge set forth on the list of disqualifiers below, the Parks and Recreation Department shall immediately disqualify a person from volunteering as a coach. There shall be no appeal of a decision to disqualify a Coach, if the Coach's relevant criminal history is accurate; all decisions are final. If a Coach wishes to dispute the content of the profile report, the Coach shall contact the third party responsible for conducting the background check by calling the telephone number listed on the report. The Coach is responsible for providing any or all documentation to support his or her claim.

## DISQUALIFYING CRIMES

If a Coach (1) has been convicted of, (2) has a charge pending against him or her in which it is alleged that he or she has committed any of the following crimes, or (3) has a record of a conviction of an equivalent offense in another state, the Coach will be disqualified from volunteering for a coaching or assistant coaching position with any youth athletic team in any youth athletic program approved by the Parks and Recreation Department.

The disqualifying crimes are as follows (all references, unless otherwise indicated, are to Title 18.2 of the Code of Virginia (1950), as amended):

- possession of marijuana (18.2-250.1) once in the last 3 years or more than once in the last 10 years
- possession of a controlled substance other than marijuana (18.2-250) once in the last 10 years or more than once
- assault and battery (18.2-57) once in the last 5 years or more than once in the last 10 years
- driving while intoxicated (18.2-266) two or more times in the last 5 years
- distribution of controlled substances (18.2-248)
- delivery of controlled substances to prisoners (18.2-474.1)
- possession with intent to distribute controlled substances (18.2-248)
- possession with intent to distribute marijuana (18.2-248.1)
- murder or manslaughter (voluntary or involuntary) (Article 1 of Chapter 4, 18.2-30 to 18.2-37)
- malicious wounding by mob (18.2-41)
- abduction (18.2-47)
- abduction for immoral purposes (18.2-48)
- assaults and bodily wounding's (this includes, but is not limited to, shooting, stabbing, malicious wounding and reckless endangerment) (Article 4 of Chapter 4, 18.2-51 to 18.2-57.2, but not 18.2-57)
- allowing firearm access to children (18.2-56.2)
- robbery (18.2-58)
- burglary and related offenses (Article 2 of Chapter 5, 18.2-89)
- carjacking (18.2-58.1)
- extortion by threat (18.2-59)
- felony stalking (18.2-60.3)
- sexual assault (Article 7 of Chapter 4, 18.2-61 to 18.2-67.10)
- arson (Article 1 of Chapter 5, 18.2-77 to 18.2-88)
- drive by shooting (18.2-286.1)
- use of a machine gun in a crime of violence (18.2-289)
- aggressive use of a machine gun (18.2-290)
- use of a sawed-off shotgun in a crime of violence (18.2-300)
- pandering (18.2-355)
- crimes against nature involving children (18.2-361)
- incest (18.2-366)
- taking indecent liberties with children (18.2-370; 18.2-370.1)
- abuse and neglect of children (18.2-371.1)
- failure to secure medical attention for an injured child (18.2-314)
- obscenity offenses involving children (18.2-374.1)
- possession of child pornography (18.2-374.1:1)

- electronic facilitation of pornography (18.2-374.3)
- abuse and neglect of incapacitated adults (18.2-369)
- employing or permitting a minor to assist in an act constituting a criminal offense (18.2-379) under Article 5 of Chapter 8
- escape from jail (18.2-477)
- felonies by prisoners (Section 53.1-203 of the Code of Virginia (1950), as amended)

### **WHY THESE CRIMES?**

The list includes “Barrier crimes” as incorporated by reference in §19.2-392.02 of the Code of Virginia (1950), as amended, which authorizes background checks on persons who may have unsupervised access to a child.

### **SUMMARY CHECKLIST**

1. The Athletic Supervisor of the Parks and Recreation Department provides Background Screening Policy and Volunteer Consent/Release forms to each prospective Head Coach and Assistant Coach.
2. The Athletic Supervisor gives to the coach the deadline to return the Volunteer Consent Release form to the Athletic Supervisor.
3. Coach retains policy for his or her records, completes form and returns it to the Athletic Supervisor.
4. The Athletic Supervisor brings forms to the Town of Christiansburg Department of Parks and Recreation Department with a list of names/teams and copies of volunteer consent release forms.
5. Town of Christiansburg Department of Parks and Recreation Department sends forms to third party contractor to perform background checks.
6. Third party contractor sends results of background checks to the Department of Human Resources.
7. Human Resources notifies Parks and Recreation Department of any disqualified coaches.
8. Parks and Recreation Department notifies coach of the disqualification.



## VOLUNTEER IN YOUTH SPORTS Consent/Release Form

Name of Organization: **Town of Christiansburg Department of Parks and Recreation**

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_ Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_

Sex: (circle one) Male / Female

Residence Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ (H)

Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (C)

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Team Information:

Head Coach  Asst. Coach  Team Name: \_\_\_\_\_

Sport: \_\_\_\_\_ Year: \_\_\_\_\_

\*\*\*\*\*

I, the undersigned, by execution of this document, give the Town of Christiansburg permission to conduct a background check regarding my qualifications to coach in the Town of Christiansburg Parks and Recreation athletic program; I understand that I have a right to: (1) obtain a copy of my background check report and (2) challenge the accuracy of any information contained in this report by contacting the third party responsible for conducting the background check by calling the telephone number listed on the report.

By signing this application, I agree to the following:

- I have read and have complete understanding of the Town of Christiansburg Parks and Recreation Department Athletics Background Screening Policy.
- I certify that I have not been convicted and do not have charges currently pending against me for any of the disqualifying crimes listed on page three and four (3-4) of the Town of Christiansburg Parks and Recreation Department Athletics Background Screening Policy.
- I agree that at all times while serving as a volunteer coach for the Town of Christiansburg Parks and Recreation Department, I will immediately notify the Town of Christiansburg Department of Human Resources @ 540-505-9173 within 24 hours if I am charged with any of the disqualifying crimes listed in the Town of Christiansburg Parks and Recreation Department Athletics Background Screening Policy.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_