

**Village of Royal Palm Beach
Parks & Recreation Department**

**Policies and Procedures
“Athletics”**

The Royal Palm Beach Parks & Recreation Department would like to take this opportunity to welcome you to our Athletic Programs Section. We have developed this packet to serve as an informative guide to the policies of our athletics programming and to define the roles and mission of the Royal Palm Beach Recreation Department.

Athletics can be a significant factor in developing and maintaining ethical, social, mental, and physical well-being in our lives. Through athletics we can learn the benefits of good sportsmanship, equality, hard work, perseverance, sacrifice, and self-esteem. These lessons follow us throughout our lives on and off the field.

The Royal Palm beach Parks and recreation Department believes that participation in recreational sports programs, instructional programs, competitive leagues and tournaments contribute to the over all happiness, well being and quality of life in the Village of Royal Palm Beach. To this end, the Athletic Section will strive to provide, within the constraints of available resources, quality athletic programs, facilities and services.

The Mission of the Parks and Recreation Department is:

- To provide participants of all ages and abilities a variety of athletic opportunities that are grounded in principles of good sportsmanship.
- To emphasize safety and professional standards of quality within every athletic program.
- To promote and maintain effective communication and cooperation between the department and the facility users.
- To provide safe athletic facilities based on needs, professional standards of quality, and the efficient use of available resources.
- To provide quality training programs emphasizing athletic skills, good sportsmanship and fairness of play.
- To monitor the quality, quantity and cost effectiveness of athletic services provided to participants.

On behalf of the Royal Palm Beach Parks & Recreation Department, I thank you for your cooperation in helping us to accomplish our mission.

Best Regards,

Royal Palm Beach Parks & Recreation

RPB Recreation Roles and Responsibilities

Recreation Department
Program Supervisor
Recreation Leader

League Information

General Information
Registration
Withdrawal / Refund
Yearly Timeline
Recreation Department Supplied Items
Uniforms
Equipment
Awards
Team Selection
Player Evaluations
Draft
Post-Season Traveling Teams

Coaches

Application and Selection
Certification and Training
Certification
Training
Expectations of a Coach
Being a positive role model
Making the game enjoyable for all players
Teaching players as best you can
Coaches' Responsibilities

Players

Players' Code of Ethics

Parents'

Parents' Code of Ethics

Participant Evaluation

Royal Palm Beach Recreation
Roles & Responsibilities

Recreation Department

-Responsible for, but not limited to, the following:

- Strive to provide a clean, safe, and well-maintained environment for activities scheduled as part of our athletics programs.
- Publicize and promote upcoming programs through a variety of mediums.
- Serve as the registrar for all scheduled programs.
- Be responsible for all accounting related to the program.
- Administer rules, policies and procedures for the program.

Program Supervisor - Responsible for, but not limited to, the following:

- Prepare publicity for the program prior to the season.
- Prepare a preliminary budget for the program
- Order all supplies for the program.
- Solicit, select, and train coaches and officials for the program.
- Attend pertinent coaches / parent meetings.
- Conduct the player evaluation and draft.
- Attend games throughout the season.
- Set up schedules for games and practices.
- Schedule NYSCA certification classes.
- Schedule coaches training.
- Schedule coaches' / parents' meetings.
- Review cases of misconduct and administer disciplinary action.
- Supervise and instruct Recreation Leader throughout the program.
- Administer and review program evaluations at the conclusion of the program.

Recreation Leader - Responsible for, but not limited to, the following:

- Support and enforce the policies and procedures of the Royal Palm Beach Recreation Department.
- Serve as the liaison between the league and the Program Supervisor
- Attend all coaches' / parents' meetings
- Become a certified NYSCA clinician, and will conduct pre-season classes to certify ALL coaches.
- Assist in player evaluation and draft proceedings.
- Be responsible for distributing information to coaches.
- Attend all games (unless otherwise directed)
- Communicate program progress and report any problems to the Program Supervisor.
- Assist in the planning of special events pertaining to the program.
- Assist in the review of program evaluations and future planning. Keep league standings, post on bulletin board, submit to the local papers for publications and the Village Website.

League Information

The Recreation Department offers athletic leagues in various sports for both youth and adults.

General Information

The number of games per league is subject to change due to participant enrollment, school year, and weather. Post-season tournaments will be offered for age divisions 11 years through Adult whenever time and circumstance permit. ***The following is an estimation of the number of games each team will receive based on last year's registration.***

Game Cancellations:

The purpose of this procedure is to prevent injury to participants and/or undue damages to facilities and athletic fields in the event of inclement weather.

Monday-Friday: Prior to 4:00 pm

The Royal Palm Beach Parks and Recreation Department will allow athletic fields (Village owned or leased facilities) to be used only when field conditions are deemed safe and when use will not create unacceptable damage to fields. Fields will be closed when one or more of the following occurs:

- Standing water is present on any portion of the turf grass or clay playing surface
- Turf grass or clay playing surface is saturated and water is displaced when walking
- Any other condition that is deemed unsafe or would create unacceptable damage to athletic fields exist

The Parks Foreman or designated staff member will make the final decision by 4:00 pm. When field closure information becomes available the Recreation Department Staff will notify by phone all officials, team managers, and sport providers that the scheduled activity has been cancelled or postponed, lights switches will be placed in the off position and CLOSED FIELD Signs will be posted.

If conditions warrant cancellation of any activity, game tournament, etc., held on village owned or leased facilities due to hazardous or potentially hazardous playing conditions, the Parks Foreman or designated staff member will make the final decision in determining if the activity, game, tournament, etc., should be suspended, cancelled or postponed.

When possible, and as soon as feasible, all information will be available regarding facility status will be available by calling the Recreation Center (790-5124). If time warrants the Recreation Center staff will attempt to notify by phone all officials and team managers that the scheduled activity has been cancelled or postponed. Attempt to make up games lost to inclement weather will be determined according to appropriate rules set forth for each league or tournament.

Monday-Friday: After 4:00 pm, Weekend and Holiday Policy

In the event Parks and Recreation staff are not on duty at an athletic site after 4:00 pm, weekdays, weekends and holidays, the facility user will determine the opening/closing using the above guidelines and the squishy test (only trained volunteers who have attended the squishy training are authorized). Any field damage that occurs due to inappropriate use of the fields may result in an assessment of charges to restore the facility, to suspension or cancellation of permits, thereby risking further consideration for future permits.

Registration

The Parks & Recreation Department's Athletic Programs are open to everyone. The Village owns and operates the recreational facilities. The operation and maintenance is supported by the Village's general revenues and taxes paid by residents of the Village. The fee structure for the athletic programs will be increased for non-residents, when applicable. Eligibility of participants is established by age or school grade. Registration must be completed by the designated

registration deadline in order for these leagues to begin on time. *Residents of the Village of Royal Palm Beach will have priority registration on athletic programs.* Registration will be open for no less than five (5) weeks prior to the deadline. Some leagues, because of time or facility restraints, may have a limited number of openings. Should a division in a league become filled, a waiting list will be formed (placement on a team from the waiting list will be discussed in section 2-05A). To be “registered”, the following requirements must be fulfilled by each player:

- Registration forms supplied by the Royal Palm Beach Recreation Department must be filled out *completely* and signed.
- *Players are registered in age/grade appropriate divisions as outlined in the program information flyer. If a player is inadvertently placed in a division in which he/she doesn't belong that player must be placed into the proper division as soon as the error is noticed.*
- All registration fees must be paid in full at time of registration.
- Limited scholarship funding is available through the Tommy Starace Good Samaritan Fund. Please contact the Village Clerk's office for additional information.

Registration fees cover a portion of the cost of the program. Program costs vary from sport to sport, hence the difference in registration fees. The Department relies heavily on team sponsorships to cover the remaining costs of the program. Most sponsors are parents *and coaches* who own a business or are sponsored by their employers. If you would like to sponsor a team, or know a potential sponsor, please let us know.

Late Registration Fee

The purpose of this procedure is to assist in eliminating late registrations for athletic programs, thereby eliminating problems and confusion in roster parity that is caused by the late registrations.

Following the closure of the normal, advertised date of registration, any registration after this time will be subject to an additional \$15.00 fee. Registrants may not participate until this fee has been paid.

Withdrawal / Refunds

If for any reason a participant must withdraw from a program, a refund may be requested (in writing) from the Recreation Department. There will be a \$10.00 administrative fee for **ALL** requested refunds. Refunds will be granted as follows:

Prior to uniforms being issued:

Full refund less a \$10 administration fee.

After uniforms are issued:

Cost of the uniform and a \$10 administration fee.

After second game:

No refunds will be issued.

PROGRAMMING TIMELINE (ESTIMATED)

PROGRAM	REGISTRATION	SEASON	AGE / GRADE

RECREATION DEPARTMENT SUPPLIED ITEMS

Uniforms

The Recreation Department will supply one uniform *shirt* per player for all programs based on individual registration. Players are required to provide their own personal equipment (mouth piece, etc). For programs based on team registration, uniforms must be provided by the team. (EXCEPTION: Leagues designed for high school teams out of season).

Equipment

The Recreation Department will supply necessary basic equipment to teams in its programs. The equipment that will be provided is as follows*:

- Youth Roller Hockey Goalie Gear and pucks
- Youth Basketball Practice ball
- Baseball / Softball Balls, catcher's equipment
- Adult Soccer Team Practice ball

Awards

- The Recreation Department will supply end of season participation awards to all players in divisions for ages 12/10 (8th./5th grade) and under.
- Awards for divisions 13/12 years old (9th./6th grade) – Adult will be merit-based (1st and 2nd Place League or 1st Place League, 1st and 2nd Place Tournament (when applicable).

TEAM SELECTION

Player Evaluations

In an attempt to provide an even disbursement of talent to each team, a player evaluation will be held for all individual registration programs with participants 9yrs./ 3rd grade and older. For divisions with younger participants, teams will be assigned without an evaluation. ALL registered players and waiting list players are required to participate in the evaluation. This is not a try-out. No player will be excluded from being placed on a team because of a lack of ability. The evaluation procedure is as follows:

- Each player will be given a number, which is to be clearly visible throughout the evaluation.
- Players in each division will be separated into smaller groups and run through a series of drills at different "stations".

- All players will be given an equal opportunity to show their skills.
- Some sports require specific skill positions such as pitchers, goalies, etc. Participants requesting to be placed in those positions will have an additional position specific evaluation.

Players will be evaluated by an evaluation committee consisting of the Recreation Leader and qualified coaches. Players will be rated by the committee based on their projected round in the draft. An average will be taken from the combined total, minus the highest and lowest rating.

EXAMPLE: *A player receives a rating by each coach as follows:*

<i>Coach #1</i>	-	<i>3</i>
<i>Coach #2</i>	-	<i>1</i>
<i>Coach #3</i>	-	<i>1</i>
<i>Coach #4</i>	-	<i>2</i>
<i>Coach #5</i>	-	<i>5</i>
<i>Rec. Leader</i>	-	<i>3</i>

Total=15. Drop the highest (Coach #2) and the lowest (Coach #5). New Total =9. Divide new total (9) by number of remaining evaluators (4). Average = 2.25. After all players' totals have been averaged, players are placed into rounds (highest ranking to lowest) by grouping players by the number of slots in each round.

Draft Procedures

In the interest of fairness, teams will be selected through a blind draft system. Numbers will be put in a hat (as many as there are teams). Each coach will pick one to be used as their draft order. After players are evaluated and placed into draft rounds, they will be evenly distributed to the teams in the league.

NOTE: The Recreation Department will not accept team placement requests. The only exceptions that may be made are as follows:

- Head coach's child will be placed with his/her parent.
- Every effort to place siblings together will be made.

During the course of the season, a team may be considered for additional players. This may occur due to the loss of players from the original team or a low count at the start of the season. Participants on the waiting list will attend a supplemental player evaluation. The player will be assigned a rating just as in the original evaluation. A written request must be made to the *Program Supervisor* for additional players. The request must include the name of the lost player, draft rating, and why he/she is no longer participating in the program. Players will be pulled from the waiting list based on the needs of the team. Replacement players' rating will be equal to or less than the lost player's rating. Fees will not be pro-rated for waiting list players. All fees must be paid, *player and parents' code of ethics signed* prior to joining a team.

COACHES

Application and Selection Process

The Recreation Department encourages anyone who is interested in being a positive force in a child's life to contact the Program Supervisor and fill out a coaching application. We request that the application be submitted a *minimum of four (4) weeks* prior to the first game.

Application

The Recreation Department requires every individual interested in becoming a coach to complete delete(submit a copy of his/her Driver's License or State Issued Photo Identification) a coaching application form, *an authorization for background investigation form and show a valid photo I.D* then submit to our *administrative* (business) office. The background *investigation* (delete check) will be processed for all applicants. This procedure is in place to protect participants from individuals who may be unsuitable as a coach.

Selection

After applications have been submitted, coaches will be selected from the qualified applicants. Priority for vacant coaching positions are as follows:

- Returning coaches from same division with a favorable rating
- Returning coaches from another division with a favorable rating
- New Applicants

Certification and Training

Royal Palm Beach Parks & Recreation requires that all coaches be certified through the National Youth Sports Coaches Association (NYSCA).

Certification

NYSCA is a program designed to inform *educate* (delete teach) the volunteer youth coaches how to work with children in all aspects of sports. Certified coaches receive training, continuing education, excess liability insurance coverage, and are held accountable to a code of ethics while coaching. The fee for certification is \$20.00 per coach per sport. ~~DELETE~~ This fee will be paid by the Recreation Department at the completion of the certification class.

Training

The Recreation Department will make an effort to provide individuals with the information and training necessary to become an effective coach. When possible, books, videos, and other training aids will be made available to coaches. Prior to the start of a season, a mandatory coaches' clinic will be held at which time coaches will become NYSCA certified and receive hands-on instruction.

Expectation of a Coach

Please keep the game in perspective. The Recreation Department ask the following of our coaches (~~DELETE~~ has only three expectations from its coaches).

- (1) Please be a positive role model
- (2) Make the game enjoyable for all players.
- (3) Teach your players *to the best of your ability* as best you can.

Being a Positive Role Model

At all times, keep the game in perspective. This is a recreation program intended to promote positivity and to teach the fundamentals of sport.

- No tobacco products of any kind are allowed while attending to your coaching responsibilities.
- Any coach found to be under the influence or in the possession of alcohol or illegal substances on the premises will be terminated immediately.

- Any coach displaying un-sportsman-like or undesirable behavior by either his/her action on the team bench or at practice shall be subject to release of all coaching responsibilities.
- The behavior of all assistants, players and parents is the responsibility of the head coach.
- If it is found that a coach has willfully discouraged a player from participating in the league, or is otherwise involved in activities that are deemed detrimental, damaging, or against the best interest of the players or the league, shall be subject to immediate dismissal.
- Any coach who is ejected from a game by an official shall be suspended for the next two (2) games. A second offense shall warrant the removal of the coach from the league
- Any coach appointed by the Royal Palm Beach Recreation Department may be suspended or expelled for willful infractions of the rules and/or policies, including, but not limited to any acts deemed disorderly, injurious, or hostile to the objectives set forth by the Royal Palm Beach Recreation Department.

Making the Game Enjoyable for All Players

- It is the responsibility of the coach to ensure that all players receive their required amount of playing time as set forth in the league rules. If a coach is found to be deliberately denying any of the players their time, he will be subject to sanction by the league.
- Although there is a must play rule, coaches may bench players for continually missing practice or for behavior detrimental to the team. Every avenue should be explored to rectify such problems before disciplinary actions occur.
 - Speak to the child
 - Consult with the parents
 - Communicate with the Programs Supervisor and Recreation Leader
- It is important that each player feel as important to the team as any other player. All players should get a fair opportunity at practice, regardless of their skill level.

Teaching Players as Best You Can

- The Recreation Department, The Program Supervisor, and the Recreation Leader are knowledgeable about the sports that are offered; ask questions if you are unsure about a rule, need a suggested drill, or need any help to run a practice. We are here to assist you.
- The recreation department also maintains a lending library of videos, books, and manuals to aid you in becoming a knowledgeable coach.
- Youth Sports Coaches are not expected to know everything about the sport that they are coaching; only to try to teach what they know and develop their knowledge as well as their players' knowledge.

Coaches' Responsibilities

- Attend officially scheduled meetings.
- Coaches should conduct a parent meeting at the beginning on the season, to set-up practice schedules and what you expect to accomplish during the season. At this meeting it is recommended that you get a volunteer to act as your team parent to assist you with phone call, etc.
- Communicate with parents and players about game and practice times as well as special events such as team pictures and other updated information from the league.
- Participate in all league activities.

- Abide by all league rules
- Support the policies and procedures set forth by the Royal Palm Beach Recreation Department.
- **Secure a team sponsor. Sponsors are an important part of our youth programs. Their contributions enable the Recreation Department to defray some of the costs of the program, keeping the registration fees reasonable.**
- Head coach is responsible for the care of all league issued equipment. DELETE and its return at the end of the season. For any equipment not returned, the head coach will be charged with the cost for its replacement.
- Prior to each game (10 minutes), an official line-up is to be given to the official scorer (if applicable).
- It is the responsibility of the head coach to report, in writing, any injury that required medical attention within 24 hours of the incident. If the player will be unable to play in a game because of injury, it must be reported to the official scorer, the opposing team, and the Recreation Leader prior to the start of the game.
- At the conclusion of the season each coach is to complete a player evaluation form and return it to the Department.
- *At the conclusion of the season each coach is to complete a program evaluation form and return it to the Program Supervisor or Recreation Leader.*

PLAYERS' CODE OF CONDUCT

I hereby pledge to be positive about my youth sports experience and accept responsibility for my participation by following this Players' Code of Ethics Pledge

I will learn and encourage good sportsmanship for 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 do my very best to listen and learn from my coaches.

I will treat my coaches, other players, officials, and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.

I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun.

I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.

It is important for me to have my parents involved with my team in some capacity.

I will do my very best in school

I will remember that sports is an opportunity to learn and have fun.

Player's signature

Sport

Team

Date

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 events.

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 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 promise to help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, and providing transportation.

I will require that my child's coach be trained in the responsibilities of being a youth coach and that coach upholds the Coaches' Code of Ethics.

I have read the Royal Palm Beach Parks and Recreation Department Rules and Regulation for Youth Sports and do what I can to help all youth sports organizations implement and enforce them.

I will do my best to help my child deal with defeat as well as winning.

Parent's Signature

Child's Name

Team Name

Date

**VILLAGE OF ROYAL PALM BEACH
100 SWEET BAY LANE, ROYAL PALM BEACH, FL. 33411
561-790-5124**

PARTICIPANT EVALUATION

By completing and returning this evaluation, you will assist us in continually improving our Recreation Programs. **You do not have to provide us your name if you do not choose to do so.** If you have any questions about this form, please call the Recreation Department at 790-5124. Thank you in advance for your cooperation.

Date: _____

PLEASE PRINT

Name of Program: _____

Location: _____

Instructor/Coach's Name: _____

I found the facility to be (circle one)

	Very satisfactory		Satisfactory		Less than Satisfactory	
My Instructor/Coach						
	Always	Mostly	Sometimes	Rarely	Never	
Provide professional instruction	1	2	3	4	5	
Made program enjoyable	1	2	3	4	5	
Was a positive influence	1	2	3	4	5	

Comments about my instructor/coach: _____

Was the program a good value for the money? Yes No

What were the strengths of the program? _____

What were the weak points of the programs? _____

Would you sign up for this, or similar program again? Yes No

Additional Comments: _____

Name: Optional _____

Phone: _____