

HIGHLAND PARKS AND RECREATION

PARENT/YOUTH SPORTS POLICIES AND PROCEDURES

Korte Recreation Center:	618-651-1386	(Fax: 618-651-1387)
Weinheimer Community Center:	618-654-6071	(Fax: 618-654-1026)
Glik Park:	618-654-4432	
Cancellation Hotline:	618-654-7042	

Department Personnel

Mark Rosen: Director of Parks & Recreation
Brad Koehnemann: Parks & Athletics Manager
Nancy Gramlich: Programs & Operations Manager
Michael Lennen: Sports, Leisure & Facility Manager
Laura Wilken: Aquatics & Facility Manager
Lori Ladwig: Korte Recreation Center Front Desk Manager
Ryan Hummert: Natural Resources Manager
Jerry Zobrist: Parks Maintenance Leader

Highland Youth Sports Advisory Commission

Donnie Eddy: President		
Nikki Brown	Vince Hughes	Jon Gould
Scott Geest	Sydney Machuca	Jinee Stewart
Aaron Nehrt	Ely Hadowsky	Pete Fields

MISSION STATEMENT

To provide all youth in our community with the opportunity to participate in an environment that is conducive to fair play, good sportsmanship, fundamentals and an enjoyable experience, regardless of a child's name, race, creed or background.

PURPOSE FOR HANDBOOK

- Outline rules and procedures
- Provide general safety and emergency action plans
- Provide information related to registration dates
- Disciplinary actions

What We are Here For

The Highland Parks & Recreation Department and the Highland Youth Sports Advisory Commission (HYSAC) are two organizations that work together to provide your children with safe, enjoyable and affordable recreational sports opportunities. As described in our mission statement, an effort is made to formulate teams and modify rules to promote the real purpose for youth athletics. We realize that there is a wide range of athletic talent at the youth level and that with encouragement, practice and most importantly patience, even the least talented youth athlete can garner success in one form or another.

Alcohol & Tobacco

The use of alcohol is strictly prohibited at all youth sporting events held at city venues. Additionally, the use of tobacco is prohibited from being used by coaches and managers during youth sporting events. We strongly discourage all spectators from using tobacco products as well.

Severe Weather & Emergency Action Plans

Please refer to information received during a sport specific registration regarding severe weather and emergency action plans. As it is our highest priority to keep you and your children safe, we will always err on the side of caution and be cognizant of your time and family schedules. Therefore, we will make every effort to announce a cancellation at least two (2) hours before the start of a game. Many factors are considered before a decision is made and we appreciate patience and understanding regardless of the decision made.

Cancellations: Please keep in mind that during the school year, if Highland schools are cancelled or closed early for weather related reasons, our games will also be cancelled.

Registration Dates:

Registration dates are established in order to provide ample time for staff to recruit coaches, develop schedules and order equipment. Additionally, certain ages compete against nearby communities and therefore registrations may need to take place earlier than expected.

Late registrations are accepted but we do not guarantee that your child will be able to be placed on a team.

- Indoor Soccer: January
- Volleyball: January
- Baseball/Softball: February
- Outdoor Soccer : June
- Basketball: August

Bullying

We will not tolerate bullying of any kind by any age. Please refer to the code of conduct regarding spectator and participant behavior.

Role of the Coach

The role of a coach is one in which we believe a great deal of responsibility is expected and given to. We also understand that many times, the coach is simply giving their time for the good of the youth in order to create an additional team, thus giving more young athletes more playing opportunities.

We require all head-coaches/managers to allow the Highland Police Department to perform a background check. Ultimately the volunteer coach is responsible for communicating updates, schedules and policies to the parents. Additionally, we expect the volunteer coach to be responsible for the actions of his players and parents during games.

Another major responsibility of the volunteer coach is to conduct themselves in a professional, polite and ethical manner; particularly when in the presence of their players. We encourage them to be positive, cooperative and share our mission to provide his/her players with fair play, good sportsmanship and to teach fundamentals in a positive manner.

Emergency Contact Information

Upon registration for each sport, parents are asked to complete emergency contact information. It is vital for you to update this accordingly. Additionally, we realize that there are some instances where families are experiencing a unique situation regarding divorced and/or separated parents. Please indicate any specific information that will help us and the volunteer coach keep your child safe and avoid any uncomfortable situation from arising. Please note that we may ask for court documents to verify custody in certain situations.

Role of the HYSAC

The members of the Highland Youth Sports Advisory Commission are non-paid parents of children in youth sports or adults with a special interest in making recreational youth sports successful. HYSAC develops the rules of the leagues, gives guidance and input of policies, and pays for the equipment, officials and the training of officials through registration fees. Additionally, members assist with coach's meetings, recruitment of volunteer coaches, evaluations, and input on situations as a sport's season develops.

Role of the Parks & Recreation Department

The Parks & Recreation Department is ultimately responsible for administering the many aspects of youth sports. Parks & Recreation staff develops schedules, recruits volunteers, organizes evaluations, performs disciplinary actions (with guidance from HYSAC), prepares fields and stays in constant contact with the volunteer coaches.

Role of the Parent

We believe that the role of parent takes precedence over all the roles outlined. Our hope is that as the parent, you will play the most important role in helping us to guide your child to becoming successful as both an athlete and as a future responsible adult. Parks & Recreation staff and HYSAC firmly believe that encouraging your child to participate in sports will teach them not only sport specific skills, but also life skills; team work, responsibility, commitment, hard work, patience, etc.

Codes of Conduct

All coaches and managers are required to sign a code of ethics. A copy is provided for you so that you are aware of the expectations they are asked to abide by. Additionally we are including a spectator and participant code of conduct that is to be signed and valid for one year. This code of conduct outlines the disciplinary actions that will be implemented. Additionally, there are codes of conduct listed in the department's brochure and on their website.

Spectator Code of Conduct

A. In order to uphold the goals of the Highland Parks & Recreation Department and ensure that all participants have the benefit of a safe and fun learning environment, all parents, guardians and other adults and attendees of Highland Parks & Recreation events, including but not limited to practices, competitions, and banquets, must behave accordingly in a respectful, courteous and sportsmanlike manner at all times.

B. Any spectator who is using alcohol or non-prescription drugs and/or appears intoxicated at a Highland Parks & Recreation event, and/or who is flagrantly rude, attempts to intimidate, verbally abuses, heckles, taunts, ridicules, boos, throws objects and/or uses vulgarity or profane language/gestures with an official, coach, volunteer, staff member, participant or other event attendee, will be asked to leave a Highland Parks & Recreation event. Any adult, who commits one of the above stated offenses and is ejected, will be banned from Highland Parks & Recreational events for a period of the remainder of that sports season from the date of the offense, and their children may also be removed from the program(s) for that time period. There is no appeal process, nor refunds.

C. Any spectator who physically assaults an official, coach, volunteer, staff member or participant or threatens bodily harm will be banned from any and all Highland Parks & Recreational events for the remainder of that sports season from the date of the offense, and their children may also be removed from any and all Highland Parks & Recreation programs for that same period of time. After the ban has expired, if the individual commits another offense of the spectator code of conduct, the individual will be permanently banned from any and all Highland Parks & Recreational events and the individual's children may also be permanently removed from any and all Highland Parks & Recreation programs. There is no appeal process, nor refunds.

Participant Violation

A. Any participant who (1) uses curse, vulgar, or threatening language toward an official, coach, player, or spectator, (2) offensively touches an official, coach, player, or spectator in any way, or (3) becomes slanderous or negative on any social media site toward an official, player, coach, or spectator will be suspended permanently.

B. In the event a participant is ejected from a game, the following will apply:

1st Offense – Suspended for the remainder of that game and one additional game

2nd Offense – Suspended for the remainder of that game and two additional games

3rd Offense – Suspended rest of year (This includes all games, scrimmages, and practices.)

The Parks and Recreation Department reserves the right to bypass any preliminary steps in cases of more serious incidents (as determined by administration).

C. There is no appeal process, nor refunds if any ejections or suspensions occur.

I have read the above Code of Conduct and agree to the aforementioned rules and guidelines. With my signature, I agree to abide by these rules and take full responsibility for the actions of my family members and guests during youth sporting events and other programs conducted by the Highland Parks & Recreation Department.

Signature & Date

**HIGHLAND YOUTH SPORTS ADVISORY COMMISSION
COACH'S CODE OF ETHICS**

Interscholastic and youth sports programs play an important role in promoting the physical, social and emotional development of children. It is therefore essential for coaches to encourage youth athletes to embrace the values of good sportsmanship. Moreover, adults involved in youth sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect and self control.

I therefore pledge to be responsible for my words and actions while coaching in a youth sports event and shall conform my behavior to the following code of conduct:

- *I will place the emotional and physical well being of my players ahead of my desire to win.*
- *I will treat each player as an individual as each of my players has unique characteristics.*
- *I will ensure that each of my players is provided with a safe playing situation.*
- *I will do my best to treat injuries of my players to the best of my knowledge.*
- *I will organize my practices to provide fun and challenging skills while still educating my players on the fundamentals of the sport.*
- *I will lead by example and demonstrate fair play and sportsmanship to my players and parents.*
- *I will refrain from using tobacco products in the presence of my players during practices and games and promote a drug, alcohol and tobacco free lifestyle.*
- *I will be knowledgeable of rules in the sport and will do my best to teach these rules to my players.*
- *I will provide age appropriate coaching techniques and skills.*
- *I will always remember that I am a youth sports coach and the game is for the children to play and have fun with.*
- *I will always remember that my expectations of my player's skills may not be met, but through my coaching can be exceeded.*

I hereby agree that if I fail to conform my conduct to the foregoing while attending, coaching, officiating or participating in a youth sports event I will be subject to disciplinary action, including but not limited to the following in any order or combination:

1. *Verbal/written warning issued by a league, organization or department official.*
2. *Immediate ejection or suspension for one (1) game or up to the remainder of the season from a youth sports event issued by a league, organization or department official who is authorized to issue such suspension or ejection by the youth sports organization.*
3. *Season suspension or multiple season suspension issued by the youth sports organization.*

I have read the Code of Ethics and will abide by these guidelines in order to ensure that my players have fun and learn the importance of fair play, good sportsmanship and healthy lifestyles. Failure to abide by these rules could disqualify me from future opportunities to coach and/or manage a youth team sponsored through the Highland Parks & Recreation Department.

Coach/Manager

Date