



## **Youth Sports Policies and Procedures**

### **Vision Statement**

Inspiring and Building Futures, One Experience at a Time

### **Mission Statement**

Maintaining and promoting programs offered in a fun and safe environment within a well-structured, positive setting for young athletes to take part. Where good sportsmanship, respect and honoring the game is endorsed and expected by all who participate. Every child, regardless of social or economic circumstances, has access to a positive youth sports experience with a coach who inspires them to become the best version of themselves in the game and in life.

### **Program Philosophy**

All HV Rec and Community Ed youth sports programs are designed and administered so that every child, regardless of their abilities, has an opportunity to have a positive youth sports experience from their participation. The coaches, the parents, and the players play critical roles in contributing and supporting this philosophy.

- The coaches are directly responsible for instilling values, good sportsmanship, developing and refining sports skills and sharing their knowledge of the game.
- The parents play a role both on and off the field. On the field, they support and entrust the coaches with their children, offer a strong and positive interaction with the team, and “Honor the Game” while spectating. Off the field, parents continue their support by developing their children’s skills and love of the game outside of team practices while continuing to stress the need to “Honor the Game”.
- The players are challenged to keep their focus on fun, good sportsmanship, Honoring the Game, and to continue to develop and refine their sports skills outside of team practices.

## **Guidelines**

HV Rec and Ed utilizes the National Standards for Youth Sports. HV Rec & Ed Youth Sports Programs are implemented using the following guidelines:

- Developmental Programs for children 5/6 years old and under:
  - Focus - Motor skill development, concentration on fundamentals, no offensive or defensive plays initiated, an introduction of team sports and teamwork, no scores or standings are kept.
  - These programs are also typically one or two days a week for no more than one hour per day.
  
- Instructional Programs for children 6-8 years old:
  - Focus - Continue motor skill development along with sport specific skill development, continue concentration on fundamentals, continued emphasis on teamwork, introduce basic concepts of rules and basic offensive and/or defensive plays, scores are kept but not emphasized (standings are not kept).
  - These programs are also typically one or two days a week for no more than one hour per day.
  
- Organizational Programs for children 9/10 years old:
  - Focus - Continue sport specific skill development, concentration on fundamentals, progressive introduction to simple offensive and/or defensive plays and an introduction of internal competition among teammates scores are kept but not emphasized (standings are not kept).
  - These programs are also typically one or two days a week for no more than 60-90 minutes per day.
  
- Skill Enhancement Programs for children 11-14 years old:
  - Focus - Continue sport specific skill development, continued concentration on fundamentals with progressive introduction of offensive and/or defensive plays and an introduction of more competitive play with other teams. Scores are kept but not emphasized (standings are not kept).
  - These programs are also typically one or two days a week for no more than 60-90 minutes per day.

## **League Summary**

HV Rec and Ed offers programs to children ages 3 to 18. The programs are recreational and place the emphasis on fun, sportsmanship and participation. All programs are based upon the National Standards for Youth Sports and Positive Coaching Alliance standards. The standards are designed to create a youth sports environment that is a fun and memorable experience for all involved. The core sports offered are basketball, soccer, t-ball, track & field, cross country, and volleyball. Camps and clinics are also offered.

**HV Rec and Ed offers a variety of youth sports leagues throughout the year**

***Fall: Sept 1 - Dec 31 (registration begins August 1)***

In-House Volleyball League (Grades 3-12)

Cross Country Team/Club (Grades K-5)

Select 7 Girls Basketball League (Grades 3-8)

T-ball League (Ages 4-6)

***Winter: Jan 1-spring break/March (registration begins December 1)***

In-House Basketball Leagues (Future Stars, HV United - MS Intramurals and HS Intramurals; Grades 3-12)

HV United Volleyball Club

Select 7 Boys Basketball League (Grades 3-8)

***Spring: Spring break/April - mid-June/end of school year (registration begins December 1)***

In-House Basketball Leagues (Future Stars, HV United - MS Intramurals and HS Intramurals; Grades 3-12)

Select 7 Girls Basketball League (Grades 3-8)

United Soccer Program (partnership with the Carls Family YMCA; Ages 4-11)

T-ball League (Ages 4-6)

Track and Field Team (Grades K-5)

***Summer: End of school - Start of School, typically June-August (registration typically begins in April)***

Outdoor Volleyball League (Grades 3-12)

Sports camps/clinics/programs (Ages 2-18)

## **Registration Process**

Registration for all youth sports programs may be completed online at [vs.ce.eleyo.com](http://vs.ce.eleyo.com) or by calling 248-676-8390.

- Registration Requests - You are able to request a coach, player(s) and practice days that work best for you at the time of registration. HV Rec and Ed takes all requests into consideration when creating team rosters but cannot guarantee all requests will be honored. Any medical conditions should also be listed at time of registration so the coach is informed should necessary attention be needed.
- Late Registration - If you missed the deadline, you can register online and be placed on the waitlist. Waitlisted participants will be placed on teams that have available spots. There is no guarantee that your child will be placed on a team or that any coach/friend requests will be honored. If there is room you will be contacted to register your child and then they will be placed on a team. A late fee may apply in certain circumstances for late registration.
- Refund Policy - Participants may request a full refund minus a \$15 processing fee, should they drop from the league prior to the second scheduled game. After the second game, no refunds or credits will be given. The processing fee will be waived if a credit to the family's HV Rec and Ed account is requested instead of a refund to a credit card or as a check. All fees paid will be refunded in full when HV Rec and Ed cancels a program.

## **Roster Selection**

HV Rec and Ed will form all teams. HV Rec and Ed does take all requests into consideration when creating team rosters and participants are placed on teams accordingly. Siblings are always placed on the same team unless otherwise requested (if in the same age group).

## **Rules and Regulations**

All youth sports programs have separate rules and regulations specific to that particular sport. The rules and regulations are reviewed at all pre-season coaches meetings and available on the HV Rec and Ed parents page and coaches corner page.

### **Inclement Weather**

- No practice on days in which school is closed due to inclement weather.
- Coaches will make decisions on canceling weekday practices for outdoor sports.
- On game days, HV Rec and Ed staff will make the decision and notify families via TeamSnap (starting in the Fall of 2023).
- The “on the field” officials have the authority to start, delay or cancel any game due to field/weather conditions. Whenever thunder or lightning occurs, no game will resume or start until 30 minutes of the last incident of thunder or lightning.

### **Emergency Procedures**

Emergencies and accidents are a reality of youth sports. Injuries will occur and some are serious enough to require an emergency treatment. Coaches are also responsible for recognizing any existing medical conditions of their players. Medical conditions presented at time of registration will be listed on the rosters provided to all coaches by HV Rec and Ed. In the event of an emergency, coaches must use the following steps:

1. Assess the situation. Administer first aid only if qualified.
2. Have an adult stay with the injured person at all times.
3. If additional assistance is needed, Call 911
4. Meet the emergency vehicle if necessary.
5. If parents/guardians are not available, make contact and inform them of the circumstances.
6. Report to the youth sports site supervisor and/or the Director of Rec and Ed.
7. Complete the accident report form with the site supervisor and/or the Director of Rec and Ed.

Emergency numbers for HV Rec and Ed contacts, local first responders, and parents are available in the binder issued to every coach at the pre-season coaches meeting. An emergency protocol sheet as well as an accident report are also provided in the coach's binder.

### **Equipment Issue and Return**

Each coach is provided the following equipment by sport, and must be returned at the end of the season.

|                  | Provided by HVRCE  | Provided by Parents/Coaches |
|------------------|--|-----------------------------|
| Basketball Games | Game Ball<br>Uniforms<br>Officials<br>First Aid Kit<br>Scoreboards |                             |

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|----------------------|--|--|
| Basketball Practices |  | Basketballs<br>Gr 3-6 Boys: 28.5"<br>Gr 7-8 Boys: 29.5"<br>Gr 3-8 Girls: 28.5"<br>Ball bag<br>Cones/other tools<br>First Aid Kit/Ice |
| Cross Country        | Uniforms   | Running shoes<br>Running attire<br>First Aid Kit/Ice   |
| Soccer Games         | Game Ball<br>Uniforms (shirt in fall; shirt and socks in spring)<br>Pinnies for goalies<br>Corner Flags<br>Goals<br>Officials<br>First Aid Kit | Shin Guards  |
| Soccer Practices     | Balls provided in the Fall<br>Cones<br>Pinnies<br>Goals  | Balls needed in the spring<br>First Aid Kit/Ice<br>Athletic apparel<br>Shin Guards   |
| T-ball               | Tee<br>Uniforms (shirt & hat)<br>Batting helmets<br>Bats<br>Balls<br>Bases   | Glove<br>Shoes (either baseball cleats - non metal or tennis shoes)<br>Athletic apparel  |
| Track and Field      | Uniforms<br>Stopwatches<br>Hurdles<br>Batons   | Running shoes<br>Running attire  |
| Volleyball Match     | Game Ball<br>Uniforms (shirt)<br>Officials<br>First Aid Kit/Ice<br>Scoreboards   |  |
| Volleyball Practices | Ball cart, as requested<br>Cones, as requested   | Volleyballs<br>Gr 3-6: Volleyleite<br>Gr 7-8: Regulation volleyball<br>Court Shoe<br>Athletic apparel                                |

## **Facility Usage Rules**

The fields and gymnasium are owned and operated by Huron Valley Schools (or another school District in the surrounding area). While visiting any of the city or school facilities please observe the following expectations:

- Parents are responsible for siblings attending games and/or practices and must keep them confined to the appropriate areas. Roaming hallways, jumping on tables, entering classrooms or any other actions that are inappropriate and disrespectful to the facility and staff are prohibited.
- All fields and gymnasiums are alcohol, drug, and tobacco free zones – NO exceptions.
- Coaches will hold players responsible for cleaning up the bench or sidelines after games and practices.
- Spectators are responsible to pick up their trash, place it in the proper receptacles or take it with them.
- Parking lots are full of pedestrians PLEASE use caution when accessing the parking lots.

## **HV Rec and Ed Code of Conduct Policy**

By participating in or attending any programs through HV Rec and Ed, you are agreeing to abide by the following Code of Conduct Policy outlined below.

1. I will follow the rules and regulations set by HV Rec and Ed.
2. I will encourage sportsmanship and show respect and courtesy at all times.
3. I will not engage in any form of disrespectful conduct toward officials, coaches, players, fans, recreation center staff, league representatives or city officials at any time.
4. I will not engage in any form of harassment, taunting, use profane language or gestures, toward coaches, players, fans, officials or staff either directly or indirectly, before, during or at any time after a sporting event.
5. I understand that any physical violence, intimidation or threat thereof will result in immediate expulsion from the league and may result in a permanent ban from all activities.
6. I will not post any derogatory remarks or commentary about the league, coaches, parents, players, staff, officials or city officials on any social media or distribute any derogatory remarks or commentary in the form of a mass email to a team, group of coaches, parents, or any third party nor will I encourage others to do so.
7. I will respect the officials and their authority during games. I will not verbally or through gestures, directly or indirectly criticize an official, their calls or their decisions even though I may disagree with it.
8. I will never approach an official, coach, parent or player for the purpose of criticizing or expressing any discontent before, during or after an event.
9. I will not encourage any behaviors or practices that could endanger the health and well-being of the players.

## **Zero Tolerance**

Our Code of Conduct Policy has been put in place to encourage good sportsmanship and enhance the overall experience for everyone involved in the HV Rec and Ed youth sports programs. Prior to participating in any of our programs we expect parents, participants and coaches to read these documents and familiarize themselves with what is expected of them. On occasion, it may become necessary to take action should the Code of Conduct Policy be violated.

Additional Codes of Conduct exist for Coaches, Players and Parents and can be found [HERE](#) on our Parent's Page.

### **HV Rec and Ed reserves the right to take the following actions if necessary:**

1. If an official (referee, umpire, league representative) observes behavior from a coach, parent, fan or player before or during a sporting event that violates our conduct policy, that official may warn the individual or individuals that such behavior is unacceptable and must stop immediately. Failure to stop the behavior will result in an ejection from the event and the individual must leave the field or building immediately.
2. If in the opinion of the official, the behavior is significantly inappropriate, the official may demand that the individual leave the event without issuing a warning.
3. Failure by the individual to leave the event as instructed will result in a stoppage of play until the individual has left. Continued failure to comply will result in the authorities being called to remove the individual who may at that point face arrest.
4. Any instance where a coach, parent, fan or player is ejected from a sporting event it will be reviewed by the HV Rec and Ed Director and selected league officials and may, depending upon the individual circumstances, result in additional action including being banned from attending or participating in future events for a length of time to be determined.
5. Any activity violating our conduct policies that takes place after a sporting event, during team practices or outside of the sports facilities will also be subject to the above review and potential suspension. Examples may include confronting an official, coach or player in the parking lot after a game, harassment of players at school or online, offensive, abusive or harassing emails sent to another parent, coach, league representative or other staff or sending of a mass email to a team, group of coaches, parents, or any third party, etc.



## **Honoring the Game**

The Positive Coaching Alliance stresses all players, coaches and parents need to honor the game in which they participate. To help remember exactly what that means the ROOTS acronym is used. Each letter in ROOTS stands for an important part of the sport that we must respect.

- Rules - Rules keep the game fair. Participants and coaches are expected to play by the rules set by the league administrators.
- Opponents - Without opponents, there would be no games. A good opponent pushes us to do our best, so we should be grateful for our opponents. Participants, coaches and spectators promise to show respect for opposing coaches and teams, and expect opponents to do the same.
- Officials - Respecting officials can be the most difficult part of Honoring the Game. Officials have a very hard job, keeping the game safe and fair for both teams. Officials are not perfect (just like coaches, athletes and parents!) and sometimes they will make calls that are not in our favor, but participants, coaches and spectators are expected to show respect for officials, no matter the outcome of any call.
- Teammates - A big part of playing a sport is being part of a team. Later in life you will often be part of a team, and it is important to learn to work together. When you are on a team, your words and actions – before, during and after practices and games reflect not only on you, but also on your teammates and coaches. So treat them as you would want them to treat you. Participants should encourage and support each other on and off the playing field.
- Self - Some people only Honor the Game when their opponents do, but HV Rec and Ed expects players coaches and parents to Honor the Game no matter what the other team or its fans do. Each person sets their own internal standards, and strives to live up to them no matter what.

If these five things are communicated by parents and coaches to their young athletes and the players then concentrate on these points, you can be assured that they are Honoring the Game. The players and their teammates will get the most out of their season, and will help advance the great traditions of the sport they love to play.

## **Child Abuse In Youth Sports**

Children participate in the HV Rec and Ed youth sports programs to be with friends and learn many of the life skills that will help them become productive members of society. When adults involved in the youth sports experience lose perspective potentially abusive situations may occur.

Our goal is to provide a safe, fun and enjoyable program for our young athletes.

Any forms of abuse or maltreatment of children will not be tolerated. Appropriate action to protect participants from any form of abuse or maltreatment will be dealt with immediately when made aware of.

HV Rec and Ed uses all reasonable efforts to screen all employees and volunteers in order to avoid instances that put young athletes in harm's way. HV Rec and Ed will continue to take the steps needed to assure all participants are provided a fun and safe environment within a well-structured, positive setting, where good sportsmanship, respect and honoring the game is endorsed and expected by all who participate.

At times, adults are unaware that they are being abusive to the children participating in youth sports. Below is a list of common inappropriate behaviors taking place in youth sports programs nationwide (adapted from National Alliance for Youth Sports):

- Benching less skilled athletes
- Wrapping athletes in plastic wrap to force weight loss to make a weight limit
- Cursing, yelling or using 'put-downs' that demean a child
- Using excessive physical training techniques to punish/discipline young athletes
- Name calling
- Not allowing a young athlete to take a break or to use the restroom when needed
- Depriving young athletes of water
- Throwing equipment at players
- Grabbing or shaking players
- Using racial slurs
- Using sexual put-downs
- Making cruel comments about body type
- Stereotyping athletes
- Paying attention to only the best players, casting aside the less talented
- Hurtful comments and/or participation denial to persons with disabilities
- Demanding unrealistic expectations, perfect performances, etc.
- Inappropriate sexual contact between adult and child
- Teaching and/or expecting players to taunt, cheat, intimidate, fight, or trash talk

### **Insurance**

HV Rec and Ed maintains a general liability insurance policy for all of its programs, it is however recommended that all participants be covered under a personal medical /accident insurance policy.

### **Protests**

No protests of games will be permitted. The decisions of the officials in charge of the game will stand.

## **Grievances**

All participants, parents, or volunteers may file a grievance when a violation of the Code of Conduct policy is observed. All grievances should be written and directed to the Director of HV Rec and Ed. Grievances will be brought to the attention of the Assistant Superintendent and if necessary the Superintendent will be contacted. The procedure for filing a grievance:

- Provide the Director of Rec and Ed with written documentation of the grievance including: date of the violation, names of those implicated, names of eyewitnesses, and a brief description of the incident.
- A meeting with the Director will be scheduled to resolve the grievance. If needed the Assistant Superintendent will be asked to get involved to resolve the grievance.

## **Volunteer Recruitment**

HV Rec and Ed relies heavily on volunteers to facilitate its programs. HV Rec and Ed maintains a database of active volunteer coaches and is constantly striving to expand this database. The Director of Rec and Ed selects each coach for every program. Volunteers must successfully complete a background check and read and sign a coach code of conduct. These forms are available through HV Rec and Ed on the coaches corner page.

## **Volunteer Coach Expectations**

All volunteer coaches must attend a pre-season coaches meeting, regularly attend scheduled practices and games, communicate program information and player evaluations to parents and participants, hold a pre-season parent meeting and complete any required training as assigned and provided by HV Rec and Ed. Coaches are also expected to abide by and enforce all HV Rec and Ed policies and rules as stated in this document.