

PROGRAM POLICIES

3.1 Registration Dates

Registration dates and deadlines for programs are listed on each program's flyer. Participants enrolling in programs after these dates will be added to a waitlist and only be enrolled when space is available. Please note that mail-in registration will only be accepted for senior trips.

Additional Program Registration Procedures

- Registration ends the Sunday of the week before the program/class begins.
- All registrations are taken on a first-come, first-served basis.
- Registration will take place at the Evans Community Complex, Monday through Thursday 5:30am-9pm, Friday 5:30am-7pm and Saturdays and Sundays 8am-12pm or online at www.activenet6.com/evanspandr. Registration will only be taken over the phone if the participant has participated in a program with the City within the current calendar year and has already signed the participant waiver form.
- All classes requiring a fee MUST be paid for, by cash, check or charge (everything but Discover), at the time of registration.

3.2 Waitlist

The City of Evans Recreation Department strives to offer programs to as many as possible without overextending itself, staff and facilities. All interested participants that miss the program registration deadline will be added to a waitlist and only enrolled based on availability and the order in which the participant was added to the wait list. All wait list participants will only be enrolled with the supervising coordinator's approval.

3.3 Refunds

1. Any refund request made after initial registration until the first day of the program is subject to a 10% service charge.
2. Through the first week of the program, 50% of registration fee is refundable.
3. After the first week of class/program, no refunds will be given.
4. All classes or programs cancelled due to insufficient participants will result in a full refund given within two weeks after cancellation.

A refund request form must be filled out and turned in to the Recreation Department before a refund will be processed. Refunds will not be given for jerseys- only program refund will be given. Credit card payments will receive the refund back on the credit card used. Any cash or check registrations will be refunded via check. Please allow 2-4 weeks for check refund to be processed and issued. No cash refunds will be given.

Procedure for Refund Request Forms:

Completed refund request forms will be turned in to the front desk during open hours. Front desk attendants need to make sure all sections are filled out, and then give the form to the appropriate Recreation Coordinator.

3.4 Swim Lesson Registration

All registrations are on a first-come, first-served and availability basis. You may register as many children as you like at one time. However, if you are registering another child other than your own, you will need to produce a written permission from that child's parent/guardian authorizing you to register the child. There are no make-up dates for classes missed due to personal matters or for inclement weather. In the event of inclement weather, we will offer safety classes for students. Use of the pool is not allowed during swim lessons. If a class is cancelled due to insufficient participants, registered participants will be given a full refund.

3.5 United Way Scholarship

To qualify for the United Way Scholarship applicants must be an Evans resident, complete the application and submit a letter from the school district stating their qualification in the School Lunch Assistance Program. Any other form of federal assistance will be taken (i.e. food stamp program, Medicare etc). All applicants will be notified by phone within a week of applying, whether or not their request was approved. All applications will be reviewed by a Recreation Coordinator based on the number of scholarships available and will be kept on file for 1 year. 80% of scholarships will be awarded to residents of the City of Evans with the remaining 20% available on a first-come, first-served basis to residents of Weld County.

3.6 Returned Checks

Any check returned to the City of Evans Recreation Department will need to be paid for prior to the participant starting or returning to a program. The following fees will have to be paid for with cash or credit card, no checks.

Initial Fee of program + \$25 returned check fee

3.7 Class Attendance

All instructors are required take attendance at each class. An attendance sheet will be picked up at the front desk at the start of each new session. The completed attendance sheet will be turned into the front desk at the end of each class. If there are any discrepancies on the attendance, please notify a Recreation Coordinator. Any participant in the class who is not registered will need to do so immediately. We do not pro-rate any class fees.

YOUTH SPORTS POLICIES

4.1 Philosophy

The City of Evans Youth Sports Philosophy is to provide a safe and fun environment for children to learn the importance of teamwork, fair play and skill development. Our objectives include developing positive social skills, encouraging lifetime participation in sports and involving entire families in our programs.

4.2 Child Abuse

Every child associated with any Evans Recreation program has the right to have fun while participating. We will not tolerate any abusive behaviors that may jeopardize a child's well-being. We are against any form of abuse or maltreatment of children in and around our programs. We each have a responsibility to prevent child abuse. **The City of Evans requires that any staff member of the program, who has reasonable cause to know, observe or suspect that a child has been subjected to abuse or neglect, or been placed in circumstances which could reasonably result in abuse or neglect, must immediately report such information to Weld County Social Services or the Evans Police Department.** Also, please make note that if a parent/legal guardian suspects child abuse, contact either Weld County Social Services at 970-352-1551 or the Evans Police Department at 970-339-2441.

4.3 Inclusion of All Children

The City of Evans offers recreational youth sports programs to all children of any mental or physical capability. Rules and/or equipment may be changed to suit different capabilities of children.

4.4 Age of Participation

Participant must be of minimum age and may not turn the maximum age throughout the season to be eligible to play. If the parent chooses, their child may play up ONE age/grade level but are not allowed to play down an age/grade level.

4.5 Location and Times

All practices will be held at local sports fields, gyms or parks. Please respect these locations as we are very limited on space and fields and any losses would put the program at risk for limiting participation. Practices are scheduled for 45 minutes, one day a week for our 5-8 year old Hot Shot programs and 60 minutes, twice a week for 3rd-8th grade Extreme programs. Please be respectful of all other teams practicing before and after you. These practices should consist of skills, drills, conditioning, game strategies as well as scrimmaging. Game locations will be posted on the game schedules that will be handed out to each coach and posted on our website for HS programs and the NVAA website for Extreme programs.

For all practices, the gym will open 5 minutes before scheduled start time. If participants arrive before and want to practice, they must pay the drop in fee (for practices at ECC only). This option is not available at any other practice site.

4.6 Team Shirts/Jerseys

For all sports programs, Evans Recreation registrants will need to purchase an Evans Recreation reversible blue and white jersey before the first game from the recreation front desk. These Evans Recreation jerseys MUST be worn for all Evans programs. If Evans Recreation jerseys are not worn, games will not be played. Once you have purchased a jersey you will not have to purchase another one unless you need a bigger size or misplaced the one you have. Outside agencies will be handled on a case by case basis with prior approval from a Recreation Coordinator. This excludes Extreme Baseball and Softball played through GEYL.

4.7 Jersey Return

The City of Evans Recreation Department will accept used reversible blue and white jerseys as long as they are in good condition and can be resold. You will receive a \$5 “gift certificate” for selling back your old jersey.

4.8 Awards

Each player will be given a certificate of participation. Trophies, medals or plaques are not provided by the City of Evans but may be purchased by parents or coaches for all team members.

4.9 Officiating

All City of Evans Youth Sports programs are for fun and skill development. Due to the non-competitive nature of these programs, officials may act more like an instructor rather than a regular official. Please be respectful to these officials. Unsportsmanlike behavior directed towards officials will not be tolerated!

4.10 Team Photos

Picture dates will be established to coincide with a practice or game. If you cannot attend your scheduled time please let your coach know. Photo information will be handed out at least a week prior to the scheduled picture date.

4.11 Parent Contact

It is mandatory that coaches contact the parents of each player on his or her roster prior to the first practice. Please make sure contact information is correct and up to date so coaches can pass on program information.

4.12 Game Schedules

Game schedules will be handed out to coaches at least one week prior to the first scheduled game. Changes may be made to these schedules for any unforeseen situations. Updated schedules for City-sponsored programs can be obtained on the City of Evans website at www.evanscolorado.gov (go to the Recreation page, Programs tab then Youth Sports). Updated schedules for all NVAA programs can be found at <http://www.quickscores.com/Orgs/index.php?OrgDir=nvaa>.

4.13 Play Time

Play time must be divided evenly between all team members. All participants must have equal playing time.

4.14 Fun

Remember this league is for FUN! If you as the coach/parent are having fun then the kids will be having fun!

4.15 Weather Cancellations

The City of Evans has a weather line for any cancelled games (475-1135). If the line is not updated then nothing has been cancelled. We will also update the City website and our Evans Recreation Facebook page. It is up to the coaches to cancel practices due to inclement weather. Keep in mind that the most important factor is the safety of our participants.

All outdoor programs/facilities

Any and all activities will be cancelled or moved indoors if any one of the following weather occurrences exist:

- The City of Evans Recreation Department follows the “See It, Hear It, Clear It” policy meaning that if any lightning is seen or thunder is heard we clear all outdoor facilities. The activity will be stopped for thirty minutes from the last sight of lightning or thunder.
- Constant rain/snow or downpour.
- No light is present due to loss of sunlight and facility does not have adequate light to provide a safe environment.
- Severe weather warnings issued by the National Weather Service.
- Standing water on activity surface.
- Footing is unsure and slippery.

5-8 Year Olds- Hot Shot Programs

- Temperature is lower than 36 degrees Fahrenheit.

4.16 Post Game Snacks

No coach or parent is expected to provide snacks.

4.17 Team Selection

1. All immediate family members (siblings) will be placed on the same team.
2. Requests can be made but there are no guarantees on placement of children.
3. Players will be placed on teams based on the school they attend.
4. Home school children will be placed on team based on physical address.
5. Each participant will be able to request one other participant. Request MUST be mutual.
6. Participants will be allowed to request a coach.
7. Coaches will only be able to request two players to play on their team; relatives will be counted as these requests. If an assistant coach has a son or daughter registered in the program, this player will be counted as the second request.

4.18 Coaches

All youth sport coaches are volunteers and are not paid for their services. Coaches are required to fill out a coaching application and have a background check performed prior to the start of the program. Coaches are given materials and brief instruction on their expectations, duties and responsibilities. All coaches must attend an introductory coaches meeting or meet with recreation staff prior to the start of each season as well as complete an online concussion training program. All NVAA program coaches must also complete an NVAA coaching test prior to the first game.

4.19 Adult/Child Ratio

The City of Evans recommends that there are at least two adults present with a single player at all times. As a parent we ask that you are prompt in picking your child up from practices and also that your coach always has another parent present with a child waiting for a ride. The City of Evans reserves the right to turn any child left at program past thirty minutes of scheduled end time over to Social Services.

4.20 Transporting Participants

Coaches and/or any other City employee or volunteer are not permitted to transport participants in their personal vehicles at any time, for any reason.

4.21 Player/Parent Conduct

Unsportsmanlike conduct will not be tolerated by any parent, coach and player. This includes inappropriate language! Please inform us of any issues. Keep in mind who these programs are for.

4.22 Zero Tolerance

The City of Evans follows a “Zero Tolerance” policy meaning parents, spectators, players, volunteer coaches and staff will be suspended from participation in a youth sports event due to failure to adhere to the youth sports code of conduct.

Parents, Spectators and Players

Minor Incident- Individual will be suspended from one week of participation. Two minor incidents will be the equivalent of one major incident.

Major Incident- Individual will be suspended from one year of participation.

Two Major Incidents- Individual will be suspended from participating in any program.

Coaches and Staff

Minor Incident- Individual will be suspended from duties for one week. Two minor incidents will be the equivalent of one major incident.

Major Incident- Individual will be suspended from holding any position within any sports program.

Minor incidents include, but are not limited to:

- Disregard of policies, procedures, safety rules and/or common practices.

- Habitual tardiness.
- Horseplay, scuffling, running, or throwing objects.
- Insubordinate or argumentative responses to legitimate direction or orders.
- Use of abusive language to an official, employee, supervisor or the general public.
- Adding children to your roster without approval from a Recreation Coordinator.

Major incidents include but are not limited to:

- Abuse, misuse or deliberate destruction of City property, tools, equipment or the property of other employees.
- Not following coach's or parent code of conduct.
- Possession or consumption of substances that are likely to reduce mental capacity or physical coordination.
- Attending programs under the influence of alcohol or drugs or reporting to work while still under the influence of an alcoholic or drug hangover or in an unsafe condition.
- Threatening, intimidating, coercing or interfering with officials, employees, supervisors, or the general public at any time.
- Theft or unauthorized use of any City vehicle or equipment.
- Sabotage or fighting on premises at any time.
- Any criminal act performed while on duty.
- Conviction of a crime involving an offense classified as a class B misdemeanor or greater.
- Violation of sexual harassment policy.
- Improper dress.
- Enforcing a policy in a physical manner with a participant.

4.23 First Aid

Each coach will be given a basic first aid kit with their equipment bag. Please let us know if you use something out of the first aid kit and need more. There will be staff available during all practices that will be able to provide basic first aid. Please call 911 for any emergency.

4.24 Equipment

Coaches will be given some equipment to use at practices and games. Equipment must be returned to the front desk following the end of the season. Parents will need to provide the following equipment for each sport:

- An Evans Recreation Department reversible blue and white jersey
- Tennis shoes
- Soccer- shin guards
- Volleyball- knee pads
- T-Ball/Coach Pitch/Baseball/Softball- glove
- Football- mouth guard

4.25 Introductory Team Meeting

At the first practice we ask all coaches to hold a meeting for the parents. This is a good time to make sure everyone's information listed on rosters are up to date as well as review any rules and our philosophy with parents. Coaches may also choose to set up a schedule for snacks and/or find assistants that may help throughout the season.

4.26 Rosters

Any changes to the rosters will be made directly by a Recreation Coordinator and the respective coach will be notified. Coaches are not at liberty to make changes to these rosters as they are turned into the league. Please contact the Recreation Front Desk for extra copies of your roster.

4.27 Demeanor and Behavior

All City of Evans employees and volunteers are expected to conduct themselves in a manner which promotes the respect of the general public. Volunteer coaches also need to realize that when working with youth, they need to adjust their adult behavior so that it is appropriate for a youth-friendly environment.

4.28 Appearance

Recreation employees and volunteers are expected to look their best while working. Programs have different requirements for dress. If you are not in a program that requires a "uniform," you are expected to wear clean, neat clothing that is appropriate for the type of work you will be doing. The following are examples of dress that are NOT appropriate for working with youth: 1) clothing or hats that depict alcohol, drugs, smoking, gangs, profanity, slang, or jargon, or "causes"; 2) torn or ripped clothing; and 3) clothing worn inside out or ball caps worn backwards.

4.29 Absenteeism or Tardiness

Evans sports programs are dependent on volunteers and staff to create a positive recreational experience for our participants. Making them wait or not reporting for work as scheduled does not lend itself well to that experience.

4.30 Sexual harassment

Sexual harassment is a specific form of discrimination/harassment that undermines the integrity of the employment relationship. It shall not be tolerated. The City believes that all employees' singular and collective responsibility to deal fairly and honestly with their peers, subordinates, and superiors as well as applicants to ensure a work environment free of discrimination and harassment. Disrespect for or abuse of anyone's dignity through sexual slurs, or through other derogatory or objectionable conduct is unacceptable, and may be subject to disciplinary action up to and including immediate termination.

4.31 Accident/Incident Reporting

An **incident** is any activity that is not an accident (where an injury occurs). An incident report needs to include the names of every person involved, as well as an address and phone number. The names and phone number of any witness is also very helpful. It is recommended that a

report be filed with the City of Evans Police Department for major incidents. It needs to be noted on the report if the patron chose to call the police or not.

An **accident** report needs to be completed anytime a situation occurs and someone is injured. This form must be completed immediately regardless of how trivial the injury may seem. The report should include how the accident occurred in the victim's words, how the coach felt the accident occurred, the time and date of the accident, witnesses, the extent of the injury, and any medical advice that was given to the patron.

4.32 Background Screening

All volunteer coaches are required to pass a background check prior to the start of the season. Returning coaches will be screened every calendar year. Individuals found to be guilty at **any** time of the following crimes will not be accepted for either head or assistant coaching positions within the department.

1. Guilty means the individual was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by the court's finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This policy does not apply if criminal charges resulted in acquittal or dismissal. Any pending charges will be taken on a case by case basis.

- Aggravated assault, aggravated battery, murder, attempted murder, robbery, attempted robbery, or other felonies involving extreme violence.
- Sex offenses such as sexual battery, attempted sexual battery, lewd or lascivious acts, soliciting lewd acts, indecent exposure, or any other crime of a sexual nature.
- Crimes involving obscenity or pornography.
- Extortion, kidnapping and attempted kidnapping.
- Manslaughter and vehicular homicide.
- Sale or distribution of a controlled substance.
- Any crime against children.

2. An individual found to be guilty of the following crimes within the past 10 years immediately preceding his/her coaching application will not be accepted.

- Felony involving possession or use of a controlled substance.
- Burglary
- Felony possession of a concealed firearm or weapon.
- Felony assault or felony battery, such as assault or battery of a teacher or law enforcement officer.
- Forgery or uttering a forged instrument.
- Prostitution or solicitation of prostitution.

3. An individual found to be guilty of the following crimes within the past 5 years immediately preceding his/her coaching application will not be accepted.

- Misdemeanor possession of a controlled substance or drug paraphernalia.

- Misdemeanor possession of a concealed weapon.
- Assault or battery.
- Resisting arrest with violence.
- Felony domestic violence.

4. Individuals found guilty of the following crimes will be considered on a case by case basis.

- Driving while under the influence of alcohol or a controlled substance (one incident only. If more than one must show proof of rehabilitation).
- Sale or delivery of an alcoholic beverage to a minor.
- Other criminal traffic offenses.
- Issuing a worthless check.
- Disorderly conduct or disorderly intoxication.
- Petty theft.
- Misdemeanor domestic violence.
- Multiple crimes.
- Other crimes not listed above.

Should a coaching applicant have been found guilty of any of the crimes listed in 1-4 above, **prior to the time period noted (if any)**, their application will be considered on a case by case basis. The Background Check Sub-Committee **may** consider accepting the coach after careful consideration is granted regarding the nature of the offense, the rehabilitation of the individual, the nature of the offense as it relates to the volunteer position being applied for and the risk to children. Under no circumstances will the coach be considered if the crime was one against children, involved violence, or was a sexual offense. Felony convictions of any nature will be viewed with extreme caution. Misdemeanor convictions, particularly when remote in time, may be viewed with less caution, particularly where the applicant's conduct since the conviction indicates rehabilitation and lack of risk to children. Fraud or theft convictions may prevent the volunteer from any positions regarding handling money or property of the Department. Should the background check indicate that a volunteer has criminal charges of any nature pending, the volunteer will be considered on a case by case basis and may be rejected until there is a resolution of the charges. Should an approved volunteer subsequently have any criminal charges brought against him/her during their term of service to the Department, they will be required to disclose the nature of the charges to the Background Check Sub-Committee, and voluntarily terminate their coaching duties until a determination is made by the Recreation Department regarding the effect of the pending charges on the volunteer's functions within the league. The Background Check Sub-Committee will consist of the Recreation Director, Recreation Coordinators and the Police Department.

4.33 Volunteer Youth Sports Coach Waiver of Fees

Every City of Evans volunteer youth sport coach will receive a credit following the successful completion of one season. Credits will be placed on the coach's account to be used for future programs. The credit will be equal to the amount the program the coach volunteered for

totalled. Jersey fees will not be included in credit. Any volunteer that coaches more than one sport each season will get a credit for each sport they coached.

Successful completion of a season for a volunteer youth sports coach will entail the following:

1. Coach must remain in voluntary coach position for one (1) sport season participating in practices and games set forth by the team and Evans Recreation.
2. Abide by the responsibilities and expectations of a youth sports coach, set aside by the coach packet.
3. All equipment is returned after the season ends.

4.34 Injury Care Procedures

Minor Injury Care:

Scratches and cuts should be washed with soap and water. Wear rubber gloves when dealing with open wounds. Second aid must also be applied. This involves genuine concern for the injured person. Reassurance and kindness are essential to successful treatment. The injured guest may be permitted to use the phone to call home. Do not forget to ice bumps, stings, and insect bites. Under no circumstance is any medication, including aspirin or Tylenol, to be given out to the participants. First Aid kits are given to each coach with their equipment bag.

Serious Injury Care:

Call 911 and notify the parents and program supervisor immediately. If a serious injury occurs, a person certified in first aid or CPR must be the one to administer the proper first aid.

In case of an emergency

- Maintain the phone numbers and ensure the availability of nearby emergency care units.
- Assign an assistant coach or another adult the responsibility of contacting emergency medical help upon your request.
- Do not move an injured athlete.
- Calm the injured athlete and keep others away from him/her.
- Evaluate whether the athlete's breathing is stopped or is irregular. Only if you are certified in cardiopulmonary resuscitation (CPR) should you administer help.
- Call 911 (9-911 from any City landline) for immediate assistance.
- Remain with the athlete until medical personnel arrive.

BE SURE TO FILL OUT AN ACCIDENT REPORT AS SOON AS POSSIBLE AFTER THE ACCIDENT.

4.35 Volunteer Coaches Personal Liability Concerns

During the past several years, liability from lawsuits has become a very controversial issue in athletics. There have been several publications in regard to the pros and cons of athletic liabilities. Each case is judged on its individual merits, and we cannot guarantee that our guidelines will fully protect you from a liability suit. However, with some thought about what you are coaching, how you are coaching, and the coaching techniques that you are using, you can help stack the odds in your favor. **As a coach, you can practice duty of care, provide a duty of supervision, and act as a reasonable person under the circumstances.**

Some practical suggestions for acting in a reasonable manner are:

- Detail your practice and game plan ahead of time.
- Survey your practice and game area for safety hazards and make appropriate adjustments. Notify the program supervisor if you need assistance in providing a safe atmosphere.
- Inform players of safety rules.
- Do not allow players to participate unattended or involve themselves in horseplay.
- Do not use drills that utilize names such as “meat grinder” or “bone crusher”.
- Spend some time at the beginning of each practice and game for warm-ups and again at the end of practice for cool down.
- Practice and follow our program philosophy.
- Look at the game from the player’s perspective.
- Practice good public relations with parents.
- Do not use profanity or make derogatory remarks towards players, officials, coaches, or spectators.
- Take care of injuries immediately.
- Follow up with parents on all injuries.
- Ensure players have made appropriate transportation arrangements. **Do not** leave players unattended after practices or games.
- Report any unauthorized persons attending your practices and games.
- Ensure that all of your assistant coaches follow the program philosophies and guidelines.
- Display a mature attitude.
- Listen to comments from your players and parents.
- Provide a good role model.
- Use common sense.
- Have staff fill out accident and incident reports immediately after accident or incident.

4.36 Complaints

Complaints will be reviewed by supervisor to determine level of severity and follow through. Complaints will be broken up into three different categories based on the severity and time sensitivity of the complaint. All minor and major complaints will be reviewed by the complaint committee made up of the Recreation Coordinators and Recreation Director. The committee will go through each complaint and discuss how complaint was handled and future procedures and policies.

Standard Complaint:

Standard complaints are complaints that can be remedied by making small changes or correcting procedures. All standard complaints will be assessed by the Recreation Coordinators only and changes will be made if deemed necessary.

- Registration procedure complaint
- Team formation
- Date or time complaint

- General service complaint
- Staff, instructor and coach complaint not involving abuse, criminal or safety concerns.

Minor Complaint:

Minor complaints are complaints that need quick action to make sure dangerous situations do not escalate. Coordinators will need to follow up with complaints and research all parties involved. Coordinator will make immediate changes and/or corrections.

- Safety concerns of participants due to equipment or facility.
- Parent, spectator, coach, staff member or player behavior complaints not involving abuse or criminal concerns.

Major Complaint:

Major complaints are complaints that involve some sort of criminal offense including abuse and maltreatment. Any major complaint will be turned over to the Recreation Director as well as the Evans Police Department for further investigation.

- Complaints involving perceived criminal offenses.
- Complaints involving abuse or maltreatment.
- Complaints involving drugs or alcohol use.
- Complaints of patrons or participants defacing city property.