



B O T E T O U R T

Parks, Recreation & Tourism

# Youth Sports Manual

January 2013

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## **I. Welcome**

Participation in sports programs is very valuable to the development of children. Aspects of teamwork, dedication, discipline, physical fitness, self-esteem and fair play all contribute to the overall growth and maturation of young people. Botetourt County Parks, Recreation and Tourism takes the responsibility seriously and strives to offer quality programs that aid in the development of the youth of Botetourt County.

We feel that open dialogue and communication with parents, coaches, and participants makes for a more successful program. In an effort to continually improve the quality of our programs, we constantly look for ways to better educate our staff on current trends and listen to feedback from those directly involved with our programs. Children's safety and fun are our primary goal; because of that all coaches must go through a criminal background screening before being allowed to coach in our program.

Sometimes, we as professional administrators, volunteer coaches, and parents sometimes forget why we do what we do. It is not to satisfy our individual egos or relive our past, but to provide a positive, healthy experience for our children that teaches the importance of team work, cooperation, ethics, playing by the rules, winning and losing with grace, respecting authority figures, and always striving to do your best.

This above all else, is what we should be about, and it must be a cooperative effort between our staff, our volunteer coaches, our officials, and our parents.

We believe that working together, through training and education we can raise the standards for youth sports, and we can strive to continue the age-old notion that children's participation in organized sports should be FUN!

This handbook was developed to serve as a reference for you, as a parent, volunteer coach or booster club representative, so you may better understand the philosophies and rules of Botetourt County Parks, Recreation and Tourism regarding youth athletics and what you can do to make the program a positive experience for every participant.

### **Mission Statement**

The mission of Botetourt County Parks, Recreation and Tourism youth athletics is to provide professionally managed, safe and healthy recreational programs tailored to the needs of the community. These services shall be offered to enrich the quality of life and to encourage long-term lifestyle pursuits for all participants.

## II. Sports Programs Offered

Botetourt County Parks, Recreation and Tourism offer the follow programs on a yearly basis. A participant must be a Botetourt County resident or attend a Botetourt County school. The age cut off is as of September 30 of the current school year.

PROGRAM	AGES	REGISTRATION BEGINS ...	DETAIL
Youth Baseball and Softball	5 to 18	in February	Program runs from March to June with games being scheduled on weeknights as well as Saturday.
Youth Soccer	5 to 18	in May	Program runs from August to October with games being scheduled on weeknights as well as Saturday.
Youth Football	6 to 12	in May	
Youth Cheerleading	6 to 12	in May	Program runs from August to October with game schedules corresponding to football schedules.
Youth Basketball	5 to 18	in September	Program runs from September to November for age 6-8, and from November to February for ages 9-18. Games are scheduled on Saturdays with some weekday games.

### **III. Philosophy and Goals**

#### **The Value of Sports**

Sports are one of the greatest tools that exist in today's society to help children develop positive character traits and life values. Early adolescence is a time when children are looking for basic values that they can count on in their lives. Under the right conditions, many youth sport experiences can be enormously beneficial, teaching the importance of teamwork, cooperation, and hard work, among many other qualities. In spite of this enormous potential for good, many youth sports experiences, in which the focus on what is truly best for children strays, can be emotionally damaging and that damage can last a lifetime.

During the years in which most children are typically involved in organized sports they are learning about themselves psychologically, physically, emotionally, and socially. During this juncture their personalities are being molded, their bodies are going through all sorts of changes, and their minds are forming lasting impressions on the importance of sports in their lives. It is at this level that parents, coaches and administrators play the greatest role in making the sports experience positive, healthy, and safe. The results of children's experience during these years are crucial, especially when we consider the positive role sports can play in their overall development.

Children learn a multitude of important lessons through sports that are basic to leading productive adult lives in our society. Sports provide an ideal forum to teach such valuable fundamentals as ethics, abiding by the rules, winning and losing with grace, coping with success and failure, respecting authority figures, always striving to do your best, etc. These traits provide the building blocks that help young citizens of our communities become well-balanced adults, which translates into leading productive lives. A study conducted by Hardiness Research of Wyoming found that by a 2:1 ratio for boys and a 3:1 ratio for girls, those who participate in sports perform better in school, do not drop out, and have a better chance to attend and graduate from college.

The foundation for human development occurs during the early years of life. Individuals are exposed to many different learning situations that contribute to their potential for successful development in future endeavors. Activities at home, schools and clubs, play a role in a child's growth and development. Organized sports are near the top of that list.

Regardless of which sports they choose to pursue, children will reap the positive benefits of participation, as regular physical activity is the basis for a healthy and active lifestyle. Sports and fitness activities promote a variety of healthy states.

#### **Philosophy of Youth Sports**

Botetourt County's Youth Sports Philosophy is to offer youth sports programs in the community that emphasize recreational play, skill development, fun, life skills and participation for all.

Botetourt County has embraced the philosophies set forth in the "National Standards for Youth Sports," a publication compiled by the National Alliance for Youth Sports based on an assembly of 48 of the nation's leading experts representing a vast variety of disciplines affecting youth sports. Over 200 agencies and organizations have by resolution endorsed the National Standards for Youth Sports. The following Standards were established:

**Standard #1 – Proper Sports Environment**

Parents must consider and carefully choose the proper environment for their child. This includes: the appropriate age and development for participation, the type of sport, the rules in the sport, the age range of the participants, and the proper level of physical and emotional stress.

**Standard #2 – Programs Based on Well-Being of Child**

Parents must select youth sport programs that are developed and organized to enhance the emotional, physical, social, and educational well being of children.

**Standard #3 – Drug, Tobacco, and Alcohol-Free Environment**

Parents must encourage a drug, tobacco, and alcohol-free environment for their children.

**Standard #4 – Part of A Child's Life**

Parents must recognize that youth sports are only a small part of a child's life.

**Standard #5 - Training**

Parents should insist that coaches are trained and certified.

**Standard #6 – Parents Active Role**

Parents must make a serious effort to take an active role in the youth sports experience of their child, providing positive support as a spectator, coach, and league administrator and/or caring parent.

**Standard #7 – Positive Role Models**

Parents must be a positive role model exhibiting sportsmanlike behavior at games, practices, and home while giving positive reinforcement to their child and supporting their child's coaches.

**Standard #8 – Parental Commitment**

Parents must demonstrate their commitment to their child's youth sports experience by annually signing a parental code of ethics.

**Standard #9 – Safe Playing Situations**

Parents must insist on safe playing facilities, healthful playing situations, and the application of proper first aid, should the need arise.

**Standard #10 – Equal Play Opportunity**

Parents, coaches, and league administrators must provide equal sports play opportunity for all youth regardless of race, creed, sex, economic status or ability.

**Standard #11 – Drug, Tobacco & Alcohol-Free Adults**

Parents as coaches, fans, and league administrators must be drug, tobacco and alcohol-free at youth sports activities.

## Goals and Objectives

Botetourt County Parks, Recreation and Tourism youth athletics programs are designed to provide healthy activities and develop athletic, social, and life skills under good leadership. This policy is aimed at meeting the spirit and intent of this goal.

The Goals & Objectives for Botetourt County Parks, Recreation and Tourism youth athletics are as follows:

1. To ensure the safety of our participants.
  - a. Complete routine and preventative maintenance of facilities and equipment
  - b. Provide quality equipment
  - c. Provide proper training to coaches through NYSCA (National Youth Sports Coaching Association) and parents through Parents Code of Conduct
2. To offer participation opportunities regardless of race, creed, gender, religion or socio-economic status.
  - a. Provide reasonable accommodations
3. To teach basic fundamentals, skills and rules.
  - a. Provide qualified volunteer coaching
  - b. Provide accessible rulebooks, training manuals, and videos upon request
4. To demand professionalism from staff and volunteers.
  - a. Provide access to continued educational opportunities
5. To expect that sportsmanship and fair play is the standard.
  - a. Recognize and enforce the National Alliance for Youth Sports Parents and Coaches Code of Conduct

## IV. Parks and Recreation Advisory Commission

The Recreation Commission serves as the advisory body to the Director of Parks, Recreation and Tourism. The Commission is a group of five voting members and three liaison non-voting members appointed by the Botetourt County Board of Supervisors. Commission members represent the five magisterial districts in Botetourt County: Amsterdam, Blue Ridge, Buchanan, Fincastle and Valley. (See [Appendix](#) for Commission members and Commission Bylaws)

## V. Policies and Procedures

### Registration Process

Participants are able to register for athletic programs online, in person or by phone.

**To register online the following procedure is used:**

1. Log on to [www.botetourt.org/recreation](http://www.botetourt.org/recreation).
2. Click on the 'Register Online' link.
3. Click on the 'View or Enroll In An Activity' link.
4. Click on the activity heading that you would like to register. **Note: a child must register for the elementary school district in which they live or school they attend.**
5. Click on 'Add To My Cart'.
6. Returning customers will be prompted to enter their login name or email address and password.
7. New customers will be asked to create a new account.
8. Click on 'Checkout' to complete transaction.

**Registration may also be completed in person**

Botetourt County Parks, Recreation and Tourism Office  
30 West Back Street, Number 4, Fincastle  
between the hours of 8:30 a.m. - 5:00 p.m.

**By phone** at 540-473-8326 during the same business hours.

Any child that registers for a sport during the specified sport registration time frame WILL be placed on a team; however, any child registering after the registration deadline has passed may be put on a waiting list and added to a team as team sizes permit.

## Frequently Asked Questions (FAQ's)

### 1. What if the program is full or you have missed the registration deadline?

You are encouraged to register early for all programs. Participation for all programs is on a first come, first serve basis. Please check registration information on each individual program. Those wishing to register after the registration deadline will be placed on a team if there is room available. If there is no room, their name will be placed on a waiting list and added at a later date if possible.

### 2. I just moved to the area would like sign my son/daughter up to play youth sports.

It is the policy of Botetourt County Parks, Recreation and Tourism that any family that moves into the County or enrolls their son or daughter into a County school after registration has closed will be placed on a team. However, once games have begun no new participants will be added.

### 3. What do you have to do to become a youth coach?

Our coaches are volunteers and a valuable part of our organization. Booster clubs are responsible for the recruitment and assignment of coaches for all age groups. All coaches must pass a background screening and be certified by NYSCA before being allowed to coach. For more information please contact the Parks and Recreation Department at 473-8326.

### 4. How do I know if the games have been called off due to inclement weather?

If schools are closed due to inclement weather, then all games scheduled for that day will be cancelled. The cancellation line is 992-0012 and will be updated daily by 4:00pm.

### 5. How do I express a concern about a coach, official, parent or staff member?

Please discuss with your Booster Club or contact the Parks, Recreation and Tourism office at 473-8326 and we will be happy to discuss this with you.

### 6. What types of programs do you offer?

We offer a wide variety of programs for boys and girls ages 5-18. Our activities are advertised in the Fincastle Herald, the Botetourt View, fliers distributed through elementary school homeroom folders and our program listings are available on our website [www.botetourt.org/recreation](http://www.botetourt.org/recreation).

### 7. How do I sign my child up for a league?

You may register online ([www.botetourt.org/recreation](http://www.botetourt.org/recreation)), in person at the Recreation Department or by calling the office at 473-8326.

### 8. I need directions to a field, how do I get there?

Directions to all of our facilities are listed on our website ([www.botetourt.org/recreation](http://www.botetourt.org/recreation)). You can call the Parks, Recreation and Tourism office at 473-8326 if you need further assistance.

## 9. How do I get general information?

For answers to most questions, you can call the Parks, Recreation and Tourism office at 473-8326 or go to the department website ([www.botetourt.org/recreation](http://www.botetourt.org/recreation)).

## 10. How do I know which Booster Club I need to sign up with?

Botetourt County is divided into seven booster clubs (Blue Ridge, Buchanan, Cloverdale, Fincastle, Greenfield, Eagle Rock, and TDAC (Troutville/Daleville)). The participant should register for the school they attend or elementary school district in which they live. They are as follows:

BOOSTER CLUB	SCHOOL DISTRICT
Blue Ridge	Colonial Elementary
Buchanan	Buchanan Elementary
Cloverdale	Cloverdale Elementary
TDAC	Troutville Elementary
Greenfield	Greenfield Elementary
Fincastle	Breckinridge Elementary
Eagle Rock	Eagle Rock Elementary

## Parent Orientation Meeting

Botetourt County Parks, Recreation and Tourism Department encourages that all volunteer head coaches conduct a “parent meeting” during the first week of practice. In order for your child to play in the league, it is mandatory that one or both of the parents/guardians attend. Important information such as policy and procedures, safety and first aid, medical alerts, expectations, responsibilities and team rules will be discussed in detail. This meeting is held in order to lay the foundation for open communication among coaches, parents and participants. Parents are also required to complete the Parent’s Code of Ethics/Conduct form. (See [Appendix](#) for Parent Orientation meeting highlights and for Dealing with Parents)

## Medical Information

Parents or guardians should notify the coach of any pre-existing medical conditions that might affect the player during the course of the year (i.e. allergies, medications, physical impairments, etc.). Coaches should note these conditions and keep with him/her at all times in order to determine the severity of an accident and to assist medical personnel who respond to the scene.

1. The coach or department staff will treat minor injuries. Any major or life threatening injury or accident that may occur on the playing field or at the facility, during scheduled game/practice times will be handled as follows:
2. 911 will be called immediately.
3. Parent/Guardian will be contacted.
4. Based on the professional decision of the EMT unit, the participant may be transported to the closest medical facility for immediate care.

5. If medical transportation is required, the charges incurred (if applicable) will be billed to the parents/guardians and/or parents/guardians' insurance policy. It is prohibited to transport a participant in a personal vehicle.

## **Uniforms/Equipment**

Unless otherwise indicated, equipment is the property of the booster club. Participant registration fees for specific programs are used by the booster club to supply each player with a game uniform and team equipment (with the exception of football which is managed directly by the Parks, Recreation and Tourism Department). Booster clubs are urged to maintain adequate control of equipment and ensure that all items issued to participants and coaches are returned at the conclusion of each season.

Youth football registrations, team drafting and coach recruitment are directly managed by Botetourt County Parks, Recreation and Tourism. This is the only youth sport that is not managed by the individual booster clubs. The Parks and Recreation Department will provide the following equipment to players for youth football:

Football: Helmet, mouth piece, shoulder pads, 7 piece pad set, practice pants, , footballs, kicking tee, field goal block, equipment bag, helmet replacement kit, blocking dummies and scrimmage vests. The recreation department will reimburse the team \$7.50 per player for the purchase of game pants.

## **School Gymnasium Usage**

The Parks, Recreation and Tourism Department works closely with each school located within the County for use of indoor gymnasiums to conduct its basketball leagues.

1. Botetourt County will provide a site supervisor for all games at any school gymnasium.
2. School gymnasiums are owned and operated by the Botetourt County School Board. Use of school gymnasiums by Parks and Recreation is permitted through cooperation between the school system and the Recreation Department.
3. Parks and Recreation schedules are subject to sudden schedule changes as a result of school activities.
4. Abuse of facilities and fields (vandalism, intentional or unintentional damage, litter, etc.) may result in the suspension of athletic activities and possibly the cancellation of the leagues.
5. Food and drinks are not allowed in School Gyms.
6. See [Appendix](#) for Athletic Facilities Policy

Please remember to treat facilities with care and abide by all facility rules to ensure continued use.

## **Weather/Game Cancellations/Lightning**

The safety of the participants, officials, and spectators is the primary concern in cases of inclement weather. Once a game or practice has started, coaches, staff and/or officials will have the responsibility to remove the players from the field if the conditions become extreme (see [Appendix](#) for Lightning Policy). If directed to do so, please find a safe shelter until instructed to return to the playing field or told that the game has been cancelled. The storm will be considered over 30 minutes after the last sighting of lightning. Light rain showers, without thunder and lightning will not justify delaying or canceling a game or practice. For games and practices conducted inside school facilities, if school is cancelled, practices and games are cancelled. Friday cancellations do not necessarily mean Saturday games or practices are cancelled. Please call the cancellation line at 992-0012 for game status.

## **Rescheduling Games**

Games will only be rescheduled if a team falls below the minimum number of guaranteed games per season. Games will be played as scheduled and may not be altered at the discretion of individual coaches. Please note that when games are cancelled all practices are cancelled as well.

Below are the only reasons games will be cancelled. All other games must be played as scheduled.

1. Weather or other unforeseeable circumstances that make the field unsafe to play on or conditions that makes traveling to the game site unsafe for participants.
2. School closings in the event of using school gymnasiums.
3. Graded school functions that would require participants to miss the game and would otherwise leave the team without enough players to field a team.
4. Parks and Recreation reserves the right to adjust the schedule for unusual or extenuating circumstances.

## **Team Selection – Draft Procedure**

In an effort to create consistency in team drafts, Botetourt County has developed a written policy outlining the process for each draft held by the department and its booster club affiliates. These steps are spelled out in Botetourt County's Booster Club Regions and Draft Procedures (see [Appendix](#)).

## **Children Playing Up**

1. Children are allowed to play up in order to field one team. If a booster club has enough registrations for two or more teams, no players should not be moved up, subject to rule 2 below.
2. A child's parent may request to be moved up an age division if they are the oldest age in the lower division (i.e. a 10 year old could request to move to 11-12 division, but a 9 year old could not.) The request would be made to the booster club, who

would then make a recommendation to the parks & recreation office for the final determination.

3. No participant will be allowed to “play down” in any age division unless otherwise approved by the recreation department (i.e. medical condition, etc.). “Playing down” is defined as someone too old for that age division (i.e. a playing age 12 year old playing in an 11 year old league).

### **Age Cutoffs**

The age cutoff is a date used to define the age ranges of participants within each league. The date currently being used in all recreation leagues sports is “September 30 of the current school year”.

### **League Rules – General Information**

1. Botetourt County youth sports leagues are designed to be recreational and fun in nature with an emphasis on skill development. Some leagues depending on age, may be more competitive in nature, however the primary focus in all programs and divisions of play should be learning basic fundamentals of the sport and player participation.
2. Botetourt County Parks, Recreation and Tourism will make the final decision on interpretation of all rules. Specific sport bylaws are available on our website at [www.botetourt.org/recreation](http://www.botetourt.org/recreation). The following organizations will be consulted for clarification of rules not covered by our bylaws:

Baseball..... National Federation of State High School Associations  
Basketball..... National Federation of State High School Associations  
Football ..... National Federation of State High School Associations  
Soccer ..... United States Soccer Federation  
Softball ..... National Federation of State High School Associations

3. Injuries must be reported immediately to staff or the site supervisor. If a player is injured, play must stop immediately and he/she must be removed from the field of play until they are determined well enough to return without risking further injury. (see [Appendix](#) for Concussion/Head Injury Policy) In the event of serious injury, emergency medical services are called, the court or field is cleared and play is suspended until the injured party has been treated.

### **Girls Playing Boys Sports and Vice-Versa**

If girls and boys leagues are offered in a sport, girls must play in the girls’ league and boys must play in the boys’ league. If a girl’s league is not offered, boys and girls will have the opportunity to play on a co-ed team together.

## **Game Protests**

1. Protests on a rule interpretation, not a judgment call, must be filed with the booster club's athletic director who will then submit the protest in writing (within 48 hours of the game) to the Parks and Recreation office.
2. A \$25.00 protest fee, which will be refunded if the protest committee upholds the protest, should accompany the following information: Date, time and location of game, names of officials, scorers, teams, coaches and others involved, and the rule interpretation being protested, along with a detailed explanation of the circumstances.

## **All-Star Team Selection and Information**

Coaches will use an all-star selection ballot to select their top players as the all-stars for their respective leagues. Top vote getters will be recognized with a certificate and with the local media.

## **Concussions/Head Injuries**

It is policy of Botetourt County Parks, Recreation & Tourism Department to educate coaches, referees, site supervisors, parents and participants of the signs, symptoms or behaviors consistent with sports induced concussions and the County's requirement that participants, under the age of 18, suspected of a concussion or head injury are required to be removed from the activity, must seek medical attention and then follow the proper procedures for return to play. (see [Appendix](#) for entire Concussion/Head Injury Policy)

## VI. Booster Clubs

### What Are Youth Recreation Booster Clubs?

Botetourt County is divided into seven booster clubs (Blue Ridge, Cloverdale, Fincastle, Greenfield, Eagle Rock, Buchanan and TDAC (Troutville/Daleville). Booster Clubs are volunteer organizations made up of a Board of Directors that includes a president, vice president, treasurer, secretary and sport coordinators. Booster clubs assist Parks and Recreation with the formation of teams, the recruitment of coaches, the issuing of uniforms and equipment as well as a myriad of other tasks vital to recreational sports in Botetourt County.

### Youth Sports Booster Club Bylaws

Recreation Booster Clubs are required to adopt and abide by the Youth Sports Booster Club Bylaws. Procedures for amending the document to the specific community's needs are permitted as prescribed within ([Appendix](#)).

Each booster club is comprised of certain elementary school zones. They are as follows:

BOOSTER CLUB	SCHOOL DISTRICT
Blue Ridge	Colonial Elementary
Buchanan	Buchanan Elementary
Cloverdale	Cloverdale Elementary
TDAC	Troutville Elementary
Greenfield	Greenfield Elementary
Fincastle	Breckinridge Elementary
Eagle Rock	Eagle Rock Elementary

### Job Descriptions – Booster Club Sports Coordinator and President

Any coach or booster club member that works under Parks and Recreation, regardless if paid or volunteer, is considered an associate of the County. With this in mind, job descriptions have been provided for the Sports Coordinator and President positions ([Appendix](#)).

### Booster Club Regions

1. The following clubs are encouraged to pool their registrations together to form teams:
  - Botetourt County North – Eagle Rock, Buchanan & Breckinridge
  - Botetourt County South – Blue Ridge & Cloverdale
  - Botetourt County Central – TDAC & Greenfield
2. There will be no grandfather clause.
3. Booster clubs that do not have enough for a team in an age group will be combined with other booster clubs in their region.
4. If there are not enough children registered in an age group within a region, those children will be sent to the next closest region.

## VII. Volunteer Coaches

### Background Screenings

Every coach will be subject to a background screening before being allowed to coach in Botetourt County (see [Appendix](#) for Screening Policy and Consent Form).

### Coaches Job Description

Any coach or booster club member that works under Parks and Recreation, regardless if paid or volunteer, is considered an associate of the County. With this in mind, job descriptions have been provided for the Youth Sports Coach volunteer position (see [Appendix](#)).

### Additional Coaching Expectations

1. No coach shall leave practice until all players have been picked-up by a parent or guardian.
2. A coach should be enthusiastic without being intimidating. He or she should be sensitive to the children's feelings and genuinely enjoy spending time with them. He or she should be dedicated to serving children and understand that youth sports provide physical and emotional growth for participants. Remember, youth sports are for the children.
3. A coach needs to realize that he or she is a teacher, not a drill sergeant. He or she should help children learn and work to improve their skills. Personal gains are never a consideration. The job does not depend on winning. The best interest of the child transforms into the best interests of the game.
4. The safety and welfare of the children never can be compromised. A coach will consider these factors above all others.
5. A coach needs a tremendous amount of patience. Don't push children beyond limits in regards to practice. Children have many daily pressures and the youth sports experience should not be one of them. Playing sports is meant to be fun.
6. A coach should care more about the players as people than as athletes. The youth sports program is a means to an end, not an end to itself.
7. A coach should encourage his players to dream and set lofty goals. It is important to remain positive and refrain from discouraging remarks. Negative comments are remembered far more often than positive affirmations.
8. A coach needs to remember that the rules of the game are designed to protect the participants, as well as to set a standard for competition. He or she never should circumvent or take advantage of the rules by teaching deliberate misconduct. A coach who puts his or her opponents' team at risk should not be involved with children.

9. A coach should be the first person to demonstrate good sportsmanship. He or she should take a low profile during the game and allow the kids to be the center of attention.
10. Parents and players place a lot of trust and confidence in the coach. The coach has an important role in molding the athletic experience of the child.
11. A coach can measure success by the respect he or she gets from the players, regardless of victories or defeats. Children who mature socially and physically while participating in sports are the best indication of good coaching.
12. A coach must always Be Early, Be Prepared and Make It Fun! It is your leadership as a coach that children will remember over the games themselves.
13. Coaches are required to keep emergency phone numbers and medical information on their players at all times.

### **NYSCA Coaches Certification**

The National Youth Sports Coaches Association (NYSCA) is a membership organization and the most widely used volunteer coach training program in the nation. The NYSCA volunteer coach training program is designed to sensitize volunteer coaches to their responsibilities and hold them accountable to a strict Code of Conduct defined by the NYSCA Coaches Code of Ethics Pledge (Appendix M). In order to complete the program, coaches must read and agree to this code of ethics pledge. This certification is required for all coaches. Certifications are available online at [www.nays.org](http://www.nays.org). Coaches' certifications are active for twelve months from the time the coach views the videos, pays their \$20 membership fee and receives a certification card. After 12 months, a coach only has to update their membership by submitting the \$20 renewal fee. If a coach has interest in becoming NYSCA certified an additional sport, they need only to view the additional sport specific video.

By following the steps below, booster club presidents have the ability to view the master list of coaches that have been certified:

1. Go to [www.nays.org](http://www.nays.org)
2. From the drop down menu select "Coaches".
3. Click on "Chapter Access".
4. Enter the "Clinician ID" which is: **75573**
5. Enter the "Password" which is: **wyatt**
6. Click on "Member List" to search for a coach.
7. You will be able to search for any coach by first and/or last name.

## **Enforcement of the NYSCA Coaches Code of Ethics**

Botetourt County firmly believes that for the sports experience to be positive, safe, and a learning experience for youth, volunteer coaches must be trained and held accountable for their behavior when working with and around children.

It is the duty of Botetourt County Parks, Recreation and Tourism to respond to concerns/complaints lodged against a coach, booster club board member or sport coordinator that has allegedly violated the Code of Ethics. Below is the procedure for filing a concern or complaint. The purpose of this procedure is to hear the concerns and to determine what, if any, action should be taken towards correcting the booster club board member, sport coordinator or coach's behavior.

### **Complaint/Concern against a Volunteer Coach**

It is the duty of Botetourt County Parks, Recreation and Tourism to respond to complaints/concerns lodged against a coach that has allegedly violated the Coaches Code of Ethics. This is not an assumption of guilt but merely an investigation of alleged actions.

When Botetourt County Parks, Recreation and Tourism receive a complaint or concern about a coach that is deemed worthy of investigation, the County will:

1. Gather information and/or eye-witness accounts of the events that took place from all involved. This may include the coach in question, other coaches, field/gym site supervisor, game officials, booster club coordinator and parents.
2. If warranted, the coach will be contacted by phone or will be required to attend a meeting to address the complaint/concern.
3. The Assistant Director or Director have the authority to determine the severity of the situation and to enforce the appropriate range of disciplinary actions. The Assistant Director or Director will report in brief, the nature of the complaint, the findings of the investigation and the sanction applied to the coach. This information will be logged in the coach's file.

### **Complaint/Concern against a Booster Club Board Member/Sport Coordinator**

It is the duty of Botetourt County Parks, Recreation and Tourism to respond to complaints/concerns lodged against a booster club board member/sport coordinator. This is not an assumption of guilt but merely an investigation of alleged actions.

Botetourt County Parks, Recreation and Tourism receives a complaint or concern about a booster club board member/sport coordinator that is deemed worthy of investigation, the County will:

1. Gather information and/or eye witness accounts of the events that took place from all involved. This may include the booster club member or coordinator in question, other coaches, field/gym site supervisor, game officials and parents.
2. If warranted, the coordinator will be contacted by phone or will be required to attend a meeting to address the complaint/concern.

3. Recreation Department Staff have the authority to determine the severity of the situation and to enforce the appropriate range of disciplinary actions. Recreation Department Staff will report in brief, the nature of the complaint, the findings of the investigation and the sanction applied to the booster club member or sport coordinator. This information will be logged in the board member's or coordinator's file.

## **Definition of Possible Disciplinary Actions**

### **1. Verbal Warning**

Parks and Recreation will verbally discuss undesirable conduct with the individual(s). This meeting will outline the expectations of the department and reinforce to the individual(s) that conduct detrimental to the program will not be tolerated and could result in further disciplinary action. Verbal warning will be documented and filed.

### **2. Written Warning**

Parks and Recreation will send a formal letter of reprimand to the individual(s) stating that the undesirable conduct will not be tolerated and the next offense will lead to probation, game or season suspension. Written warning will be documented and filed.

### **3. One or Multiple Game Suspension**

Parks and Recreation will suspend individual(s) one or multiple games. Any individual(s) that has been suspended will lose the privilege of attending or participating in any practices or games during this time period. Suspension will be documented and filed.

### **4. Season Suspension**

Parks and Recreation will suspend individual(s) for the remainder of that sports season. Any individual(s) suspended for the season will be banned from Botetourt County sponsored activities, game or practices for the remainder of the season. Suspension will be document and filed.

### **5. Indefinite Suspension**

Parks and Recreation will suspend individual(s) indefinitely. After one calendar year, the individual(s) will then have to make a formal request to the Assistant Director to be re-instated into the program. The individual(s) will then have to meet with the Assistant Director and the Director of Parks and Recreation to determine if the individual(s) is capable of behaving within the spirit and letter of the guidelines of the program. Suspension will be documented and filed.

### **6. Probation**

Probation period will last one calendar year from the date put on probation. If during that time period, the individual(s) portrays any conduct that the Parks and Recreation Department deems undesirable or unbecoming, the individual(s) will be suspended for the season or indefinitely. Probation will be documented and filed.

## **Possible Disciplinary Actions – Volunteer Coach**

In order to provide the County with the flexibility to take appropriate action when a coach is found to have violated the Coaches Code of Ethics, a range of possible actions has been developed. These actions may be implemented above and beyond what is called for in the sport specific bylaws.

Possible disciplinary actions for coaches include (in no particular order):

1. Suspension per sport specific bylaws
2. Written or verbal warning
3. Probation
4. One game suspension
5. Multiple game suspensions
6. Season suspension
7. Indefinite suspension

## **Possible Disciplinary Actions – Booster Club Board Member/Sport Coordinator**

If the coach in violation is also a booster club board member or sport coordinator, additional disciplinary actions may be taken as identified below (in no particular order):

1. Written or verbal warning
2. Probation
3. Additional game suspensions
4. Season suspension of Coordinator duties and responsibilities
5. Indefinite suspension of Coordinator duties and responsibilities

## **Factors Considered In All Disciplinary Actions**

When reviewing a complaint/concern and deciding what action is most appropriate in a given situation, the Assistant Director or Director must take into consideration a variety of circumstances including, but not limited to, the following factors (in no particular order):

1. Input received from the President and/or by-laws of the respective booster club in question (if applicable).
2. Number of offenses on file
3. Remorse or lack thereof
4. Apparent desire to reform or lack thereof
5. Other quality coaching attributes
6. Child endangerment
7. Violation of the law

8. Prior complaints/review action
9. Blatant disregard for the rules
10. Extraordinarily poor judgment

## VIII. Participants

### Responsibilities and Expectations

Participation in youth sports programs can have a lasting and meaningful effect on children's lives. Therefore, it is the goal of the Botetourt County Parks, Recreation and Tourism Department to provide the highest quality of athletic programs to ensure that a child's experience with sports is a positive one. It takes the cooperation of everyone involved, including the participant, to make this happen. The County has established the following responsibilities for participants to adhere to:

1. Players will listen to their coaches and be respectful of their elders.
2. Players will take care of the facilities, equipment, and uniforms, which they are given or participate in.
3. Players will make sure to eat the right foods and drink plenty of water before and after practices and games.
4. Players will avoid all types of taunting and belittling remarks to their teammates or opponents.
5. Players will show good sportsmanship at all times, win or lose.
6. Players will not make sports a priority over schoolwork or family.
7. Players will participate for the love of the game and social interaction with peers.

### Players Code of Ethics

Players are expected to conduct themselves in a positive manner regarding their youth sports experience and accept responsibility for their participation by following the Players Code of Ethics Pledge:

1. I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice by demonstrating good sportsmanship.
2. I will attend every practice and game that I can, and will notify my coach if I cannot.
3. I will expect to receive a fair and just amount of playing time.
4. I will do my very best to listen and learn from my coaches.
5. I will treat my coaches, other players, officials and fans with respect regardless of race, gender, creed or abilities, and I will expect to be treated accordingly.
6. I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!
7. 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 sporting events.
8. I will encourage my parents to be involved with my team in some capacity because it's important to me.
9. I will do my very best in school.
10. I will remember that sports are an opportunity to learn and have fun.

## IX. Parents

### Parent's Code of Ethics/Conduct

A parent or guardian for each participant must initial and sign the Parents Code of Ethics/Conduct (see Appendix N) as a way to make parents aware of their roles and responsibilities and offers ways they can make the youth sports experience more enjoyable and positive. Moreover, the Parents Code of Ethics/Conduct seeks to hold parents accountable for their actions.

### Responsibilities and Expectations

In order for a program to be truly successful, it takes the cooperation of everyone involved: players, coaches, officials, staff, spectators and especially parents. Parents have the following responsibilities and expectations when participating in any Botetourt County Parks and Recreation sponsored athletic program:

**1. Parents have a responsibility to their children.**

To make sure that your child gets the most out of his or her playing experience, parents should show their unwavering support, including positive reinforcement of your child's performance and effort. This is absolutely essential, especially at an early age, to ensure their healthy development. Parents should also be positive role models, including, but not limited to, showing proper sportsmanship at all times and refraining from negativity of any kind.

**2. Parents have a responsibility to the coaches.**

Coaches volunteer their personal time to spend it with your child. They need you to be supportive of their decisions and not undermine their efforts. If you don't agree with a coach, you are expected to tell that coach, but make certain it is done at the right time and place, in a non-argumentative manner and not in front of the children. Parents are also expected to drop off and pick up their children on time for games and practice, and it is highly encouraged for parents to stay and participate in order to maintain control of the group and to assist the coach as needed.

**3. Parents have a responsibility to the league.**

Staff cannot be at games and practices of all teams. Therefore, in order to maintain the positive nature of these programs, it is essential for parents/spectators to report any abusive behavior or any other situation that needs to be addressed to staff. This is the only way that these programs can achieve their intended goals.

**4. Parents/Spectators have a responsibility to other parents.**

Personal gain and satisfaction should not be derived from a child's performance. Competition and taunting between parents is never acceptable, and no parent/spectator should ever feel embarrassed or disappointed by their team or child's performance. Good plays should always be cheered, and disappointments should always be consoled, no matter whose team it affects.

## **5. Parents have a responsibility to themselves.**

It is your responsibility to watch your child and other children participate and learn. The joy and pride associated with watching children participate in sports should be experienced to the fullest, because a lifetime of memories is being created before your very eyes.

### **Possible Disciplinary Action – Parent**

In order to provide the County with the flexibility to take appropriate action when a parent is found to have violated the Parents Code of Conduct, a range of possible actions has been developed. These actions may be implemented above and beyond what is called for in the sport specific bylaws.

Possible disciplinary actions for parents include (in no particular order):

1. Suspension per sport specific bylaws.
2. Written or verbal warning.
3. Probation.
4. One game suspension.
5. Multiple game suspensions.
6. Season suspension.
7. Indefinite suspension.

These guidelines are not absolute in dealing with behavioral problems. Severe situations could merit harsher sanctions against the parent(s) including but not limited to arrest and prosecution.

## **X. Youth Sports Staff and Officials**

### **Responsibilities and Expectations - Staff**

Botetourt County Parks, Recreation and Tourism Department is dedicated to raising community standards in youth sports. In order to do so, we must hold ourselves accountable by staying abreast on current topics and trends in the recreation industry. Training staff and officials is essential in maintaining a level of professionalism and credibility in youth sports.

### **Youth Sports Part-Time Staff Code of Ethics**

Associates of the department's athletic programs must also pledge to staff youth sports programs with professionalism and in the best interests of the children involved by following the Youth Sports Part-Time Staff Code of Ethics:

1. I will coordinate and administer youth sports programs for the children involved, not the adults.
2. I will ensure that I am knowledgeable in the area of youth sports.
3. I will do my best to provide a safe playing situation for all participants.
4. I will provide support for coaches, officials, and parents to provide a positive, enjoyable experience for all.
5. I will require all coaches and officials to be trained in the responsibilities of being an active participant within Botetourt County sports leagues and that they uphold the Code of Ethics.
6. I will implement and enforce the National Standards for Youth Sports.
7. I promise to keep informed about current issues involving youth sports programs.

### **Possible Disciplinary Actions – Youth Sports Part-Time Staff**

Numerous complaints/concerns regarding any part-time employee may warrant removal from the schedule or employment if deemed necessary.

### **Responsibilities and Expectations - Officials**

The Botetourt County Parks, Recreation and Tourism Department is dedicated to providing quality officials for youth sports. In order to do so, we must hold ourselves accountable by staying abreast on current topics and trends in the recreation industry. Training officials is essential in maintaining a level of professionalism and credibility in youth sports. Officials attend regular meetings and training sessions and are certified in the following sports:

- Soccer – Roanoke Valley Soccer Officials Association
- Baseball and Softball – Virginia High School League
- Football & Basketball – Virginia High School League

## **Officials' Code of Ethics**

Officials must also pledge to live up to the high standards of ethics and training by following the Officials' Code of Ethics:

1. I will encourage good sportsmanship by demonstrating positive support of all players, coaches, fellow officials, and league administrators at all times.
2. I will ensure that I am knowledgeable of the rules of each sport I officiate, and apply those rules equitably to all participants, teams and coaches.
3. I will not allow personal friendships and associations to influence my decisions during a contest.
4. I will refrain from the use of tobacco and alcohol products when in the youth sports environment.
5. I will remember that youth sports are an opportunity for children to learn and have fun.
6. I will place their safety above all else.
7. I will display patience and professionalism in the performance of my duties.

## **Possible Disciplinary Actions – Officials**

Numerous complaints/concerns regarding any official may warrant removal from the schedule if deemed necessary.

## **XI. Emergency Plan Procedures**

Supervisory staff will inform coaches, program staff and volunteers of their specific responsibilities and precautions related to the safety and welfare of the athletes participating in the programs.

In the event of an emergency or accident, the following steps should be taken:

1. Assess the situation. Do not panic. Administer first aid only if you are qualified.
2. Have an adult stay with the injured person at all time.
3. If emergency assistance is needed, CALL 911. Provide the dispatcher with the following information:
  - a. Your name
  - b. The exact location of the accident, injured person or incident
  - c. The victim's condition
  - d. The nature of the injury or incident and circumstances surrounding the emergency
  - e. Stay on the line until instructed to hang up.
4. Return to the injury scene in case you are needed for other assistance.
5. Meet the emergency vehicle.
6. Provide the victim's medical information to the first responders.
7. File a written report of the accident/incident within 24 hours to the Parks and Recreation Office. Submit a written accident report on forms provided by the County.

Remember, at no time should you offer a diagnosis or express personal opinion as to the extent of the injury.



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Parks, Recreation & Tourism

# **Youth Sports Manual**

# **Appendix**





## Recreation Advisory Commission Members

### AMSTERDAM DISTRICT

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Daleville, VA 24083  
[sholland@bcps.k12.va.us](mailto:sholland@bcps.k12.va.us)  
Cell: 819-1713

### EX-OFFICIO MEMBER

Mr. Terry Austin  
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### BLUE RIDGE DISTRICT

Mr. Dean Hackett  
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Roanoke, VA 24012  
[sportzkat@verizon.net](mailto:sportzkat@verizon.net)  
Home: 977-1814  
Cell: 520-4247

### PRINCIPAL REPRESENTATIVE

Mr. Mike Ketron  
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### BUCHANAN DISTRICT

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Buchanan, VA 24066  
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### SCHOOL BOARD REPRESENTATIVE

Mr. Scott Swortzel  
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### FINCASTLE DISTRICT

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Troutville, VA 24175  
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Cell: 521-7711

### SECRETARY TO COMMISSION

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Home: 977-3180

### VALLEY DISTRICT

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## **Recreation Advisory Commission Bylaws**

The Botetourt County Parks, Recreation and Tourism Commission (PRTC), established in conformance with the resolution adopted by the Board of Supervisors of the County of Botetourt, has adopted the following articles in order to facilitate its powers and duties.

### **ARTICLE I – Objective**

The objective of the PRTC is to serve as the advisory body to the Director of Parks, Recreation and Tourism (PRT) of Botetourt County. The Commission shall suggest policies to the County Administrator and the Board of Supervisors through the Director of PRT within its powers and responsibilities as stated in these bylaws.

The Commission shall serve as a liaison between the Department of PRT, the Board of Supervisors, and the citizens of the community. The Commission will work through the Director of PRT on all related matters. The Commission shall consult with and advise on recreation policies, programs, personnel, funding, finances, and the need for acquiring and disposing of lands and properties related to the total community recreation program and to its long-range, projected program for recreation.

### **ARTICLE II – Membership**

**Section 1.** The Commission shall consist of five (5) voting members and three (3) liaison, non-voting members, as provided in the Board of Supervisors resolution of establishment dated August 21, 1989. *(Revised 02/05/07)*

**Section 2.** Voting rights shall be in accordance with the Board of Supervisors resolution of August 21, 1989.

**Section 3.** Any appointed member may be removed by the Board of Supervisors for inefficiency, neglect of duty, or malfeasance in office, provided that such removal be made only after a hearing before the Board of Supervisors, at which time said member is given an opportunity to appear and be heard on the charges being brought against him or her.

**Section 4.** Three (3) consecutive absences constitute a resignation from office, except in the case of an illness or emergency. This provision shall not apply to non-voting members appointed in accordance with the Board of Supervisors resolution of August 21, 1989.

**Section 5.** Vacancies occasioned by removal or resignation shall be filled by appointment of the Board of Supervisors. The term of office is restricted to the unexpired term of office.

**Section 6.** Members of the Commission shall serve at the compensation level as provided by the Board of Supervisors.



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**Section 7.** Members of the Commission shall serve terms concurrent with the Board of Supervisors member that appointed him/her. *(Revised 8/22/09)*

### ARTICLE III – Meetings

**Section 1.** The first meeting in January of each year shall be called the organizational meeting. The purpose of this meeting shall be the election of officers and other business that may need to come before this meeting.

**Section 2.** Regular meetings of the Commission shall be held at 6:30 P. M on the first Monday of alternating months, starting with January of each New Year (meeting dates: Jan., March, May, July, Sept., Nov.). When a meeting falls on a legal holiday, the meeting shall be held on the day following, unless otherwise designated by the Commission. Meetings may be cancelled in advance by a quorum of the membership. *(Revised 1/7/13)*

**Section 3.** Special meetings shall be called at the request of the Director of the Department of Parks, Recreation & Tourism, the Chairman of the Commission or a quorum of the membership. *(Revised 1/7/13)*

**Section 4.** Notice of special meetings shall be given to each member at least five (5) days prior to such meetings. Notice shall state the purpose, location, and time of the meeting. *(Revised 1/7/13)*

**Section 5.** All regular and special meetings, hearings, and accounts shall be open to the public.

**Section 6.** The Commission shall keep a set of the minutes of all meetings and these minutes shall become public record.

**Section 7.** A majority of the voting membership shall constitute a quorum. The number of votes necessary to transact business shall be a majority of those voting.

**Section 8.** Parliamentary procedure in Commission meetings shall be governed by Robert's Rules of Order, unless it is contrary to the Code of Virginia, whereby the Code of Virginia shall prevail.

### ARTICLE IV – Hearings

**Section 1.** Public hearings before the Commission shall be scheduled at the time of the Commission's regular monthly meeting and advertised in accordance with the Code of Virginia where required.

**Section 2.** In addition to any required by law, the Commission, at its discretion, may hold public hearings when it decides that a hearing will be in the public interest.

**Section 3.** Notice of a hearing shall be published in a newspaper of general circulation in the area as outlined in Section 15.1-431 of the Code of Virginia, as amended.



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**Section 4.** The Chairman may limit the amount of time allowed for each speaker during public hearings so long as the time limit is uniform for all requesting to speak.

### **ARTICLE V – Selection of Officers**

**Section 1.** The officers of the Commission shall consist of a Chairman, Vice-Chairman, and Secretary (non-voting member). *(Revised 02/05/07)*

**Section 2.** Nomination of officers shall be made from the floor at the regular January meeting each year. Election of officers shall follow immediately.

**Section 3.** A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected. The candidate shall take office immediately and serve for one (1) year or until his successor shall take office.

**Section 4.** Vacancies in office shall be filled at the next regular meeting by regular election procedures.

### **ARTICLE VI – Duties of Officers**

**Section 1.** The Chairman shall be a voting member of the Commission and shall: (1) Appoint committees, special and/or standing, (2) Rule on all procedural questions (subject to reversal by two-thirds (2/3) majority vote of the members present), (3) Be informed immediately of any official communication and report same at the next regular meeting, (4) Carry out other duties as assigned by the Commission.

**Section 2.** The Vice Chairman shall be a voting member of the Commission and shall: (1) Act in the absence of, or inability of, the Chairman to act, (2) Have the power to function in the same capacity as the Chairman in cases of the Chairman's inability to act.

### **ARTICLE VII – Duties of Secretary**

**Section 1.** The Secretary shall: (1) Keep a written record of all business transacted by the Commission, (2) Keep a file of all official records and reports of the Commission, (3) With the assistance of the Director of PRT, prepare and be responsible for the publishing of advertisements relating to public hearing. *(Revised 02/05/07)*

### **ARTICLE VIII – Standing and Special Committees**

**Section 1.** Committees may be appointed by the Commission Chairman to serve as needed.

**Section 2.** Standing Committees shall be appointed for one year. Vacancies shall be filled immediately by the Commission Chairman.

**Section 3.** Special Committees may be appointed by the Commission Chairman for purposes and terms approved by the Commission.

**ARTICLE IX – Duties and Responsibilities of the Commission**

**Section 1.** The Commission shall make recommendation to the County Administrator and Board of Supervisors through the Director of PRT regarding provision, maintenance, operation, and supervision of the athletic fields, recreation centers, and other recreational facilities owned or controlled by the Board of Supervisors or leased or loaned to the Board of Supervisors by the owners thereof, with the exception of County school recreation facilities. The PRT Department, with advice from the Commission, shall have complete supervision of the facilities and activities provided and conducted on or in connection with the athletic fields and recreation centers, except where the School Board has jurisdiction. Arrangements with the School Board for operations and management of certain school facilities may be developed at the discretion of the Department of PRT and the School Board.

**Section 2.** The Commission shall advise the Board of Supervisors regarding the acceptance of any grant, gift, bequest, or donation of any personal property offered or made for public recreation purposes. The Commission shall advise on recreational issues and projects with the Department of PRT relative to entering into contracts or obligation(s) to be executed within the current fiscal year and within budget appropriations made by the Board of Supervisors. *(Revised 02/05/07)*

**Section 3.** The Commission shall interpret the recreation and parks services of the Department to the community and interpret the needs and desires of the community to the Board of Supervisors.

**Section 4.** The Commission shall determine and establish the general policies to be followed in carrying out the purpose for which the Commission was established.

**Section 5.** Financial Duties and Responsibilities: The Commission shall have no authority to enter into any contract or incur any obligation binding the governing body of Botetourt County.

6. The Commission and the Director of PRT shall prepare and recommend to the County Administrator an annual budget sufficient to finance the programs that the Director and the Commission feel are necessary for the welfare of the residents of the County of Botetourt.

(a) The Commission shall annually recommend to the Board of Supervisors a budget for capital improvements (acquisition and development) in accordance with the Master Plan for PRT for the County.

**Section 6.** Planning Duties and Responsibilities:

(a) The Commission shall prepare a Master Plan in accordance with the Botetourt County Comprehensive Plan for the acquisition and development of an adequate system of parks, facilities, and recreation programs for the residents of the County and update same yearly.

(b) The Commission shall investigate and determine the needs and interests of the community for recreational facilities and programs and recommend a recreation program to meet these needs.



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**Section 7.** The County Administrator shall have the power to select a Director of PRT. Such director shall serve at the pleasure of the County Administrator, shall have the necessary foundation and training to organize and direct a community parks and recreation system, and shall be entitled to all benefits offered to County employees. The salary of the Director shall be set by the County Administrator. Such other trained persons as may be necessary in the maintenance of and operation of the recreational facilities and systems may be employed by the County Administrator within budget appropriations.

**Section 8.** Funds appropriated by the Board of Supervisors and budgeted to public parks and recreation shall be disbursed by the fiscal disbursing officer (Assistant Bookkeeper) of Botetourt County, upon invoices supplied by the Director of PRT and within budget appropriations made. *(Revised 02/05/07)*

**Section 9.** The County Administrator shall have overall supervision for control of the Department of PRT.

**Section 10.** Director's Relationship: The Director shall have a continuing responsibility to explain the organization, responsibilities, and working relations to the Commission, explain program objectives to them in details of organization, and implement policies and procedures of the Recreation Policy Manual. The Director shall also assist in all matters of interest to the operation of an efficient program. He is an ex-official member (by virtue of this office) and attends committee meetings. He keeps the Commission informed concerning the interests, needs, objectives, progress, plans and other factors of importance to them. The Director shall be the official medium of communication between the employees of the PRT Department and the Commission.

## ARTICLE X – Amendments

**Section 1.** These bylaws may be changed by a record two-thirds (2/3) vote of the entire membership after thirty (30) days notice of the nature of the proposed amendment.

## **Youth Sports Booster Club Bylaws**

### **ARTICLE I: ADOPTION OF BYLAWS**

**SECTION 1:** The (Insert Name) Youth Sports Booster Club (hereafter referred to as Booster Club) adopts the following Botetourt County Parks and Recreation Youth Sports Bylaws (hereafter referred to as Bylaws) as its own. It is further understood that the Booster Club may implement its own policies and procedures to ensure efficient operation of its Booster Club. However, these policies and procedures will not contradict or take precedence over the Bylaws.

### **ARTICLE II: LOCATION OF THE BOOSTER CLUB**

**SECTION 1:** The geographical boundaries of the Booster Club will be determined by the Botetourt County Parks and Recreation Department with approval by the Botetourt County Parks and Recreation Commission in accordance with the Elementary School districts of Botetourt County.

**SECTION 2:** The Booster Club will cooperate with the Botetourt County Parks and Recreation Department and the Botetourt County Parks and Recreation Commission

### **ARTICLE III: OBJECTIVES OF THE BOOSTER CLUB**

**SECTION 1:** The objectives of the Booster Club shall be to (1) to promote and sponsor organized youth sports and recreation; (2) teach the basics of each sport sponsored; (3) teach sportsmanship, discipline, and working together as a group; and (4) provide an equal and fair opportunity for all children to participate in organized sports and recreation and to comply with the rules and regulations set forth by the Botetourt County Recreation Department..

### **ARTICLE IV: MEMBERSHIP IN THE BOOSTER CLUB**

**SECTION 1:** Parents or guardians of children participating in Booster Club activities are required to become members of the Booster Club. Other interested persons, businesses or other organizations can also become members. Applicable membership requirements are included in the Booster Club policies and procedures.

**SECTION 2:** Membership shall be for a period of one (1) year to begin on the first day of January.

### **ARTICLE V: MEMBERSHIP MEETINGS**

**SECTION 1:** Membership meetings will be held monthly on the fourth Monday of every month as set forth by the Botetourt County Recreation Department. The time of the meeting is included in the Booster Club policies and procedures.



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**SECTION 2:** Special meetings may be called for transacting special business by the President, a majority of the Executive Board, or on the petition of a majority of the membership. Notice of special meetings will be given in a manner which will reasonably assure that all members can receive the notice.

**SECTION 3:** The number of percentage of members needed to constitute a quorum is identified in the Booster Club's policies and procedures.

**SECTION 4:** Voting on routine matters at membership meetings will be by voice vote unless a secret ballot vote is requested by a member.

**SECTION 5:** At the membership meeting held in November, the nomination of officers will be held from the floor and/or presented by a nominating committee.

**SECTION 6:** At the membership meeting held in December, the election of officers will occur by voice, unless a secret ballot vote is requested by a member.

**SECTION 7:** Every member may freely exercise his or her rights, provided the member does not engage in, encourage, advocate or promote conduct which interferes with the Booster Clubs order of business. An unruly member at a meeting may be asked to leave by the presiding officer, subject to majority vote by the attending membership.

## ARTICLE VI: OFFICERS

**SECTION 1:** The elected officers of the Booster Club will be a President, Vice President, Secretary, Treasurer and other officers as identified in the Booster Club's policies and procedures.

**SECTION 2:** Members will be elected to an office for a term of one (1) year beginning in January and will remain in office until their successors are duly installed. No member shall be elected to the same office for more than two consecutive terms.

**SECTION 3:** The elected officers and the chairpersons of the standing committees will constitute the Executive Board. The standing committees are identified in the Booster Club's policies and procedures.

**SECTION 4:** Officers not attending three (3) consecutive membership meetings will be replaced by the Executive Board. Officers unable to attend meetings may be exempt from this ruling if arrangements have been to have reports given at meetings.

## ARTICLE VII: EXECUTIVE BOARD

**SECTION 1:** The Executive Board shall consist of the elected officers of the Booster Club and the chairpersons of the standing committees.

**SECTION 2:** The duties of the Executive Board shall be to:

Transact necessary business in the intervals between meetings and any business referred to it by the Booster Club;



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## Parks, Recreation & Tourism

Approve routine bills;

Consider and determine what action will be taken on all grievances considering coaches or members which must be brought in writing and signed before the Executive Board at the next meeting;

**SECTION 3:** A majority of the Executive Board will constitute a quorum for its meetings.

**SECTION 4:** A vacancy occurring in any office will be filled for the unexpired term by a person elected by the Executive Board.

**SECTION 5:** Officers not attending three (3) consecutive Executive Board meetings will be replaced by the Executive Board. Officers unable to attend meetings may be exempt from this ruling if arrangements have been to have reports given at meetings.

**SECTION 6:** Officers must have attended at least two of the last three meetings to have voting privileges.

**SECTION 7:** Special meetings of the Executive Board may be called by the President or a majority of the Executive Board members.

## ARTICLE VIII: DUTIES OF OFFICERS

**SECTION 1:** The President will perform the following duties:

Preside at all regular and special membership meetings and Executive Board meetings.

Enforce the Booster Club bylaws and its policies and procedures.

Be an ex-officio member of all committees.

Appoint all committee chairpersons with membership election of same is not required.

Has full authority of Booster club administration between membership and Executive Board meetings.

**SECTION 2:** The Vice President will perform the following duties:

Assume the duties of the President in the absence of that officer.

**SECTION 3:** The Secretary will perform the following duties:

Keep the minutes of all regular and special membership meetings and Executive Board meetings.

Be custodian of all records and papers belonging to the Booster Club.

Conduct correspondence for the Booster Club.

Provide notification of all membership and Executive Board meetings.

**SECTION 4:** The Treasurer will perform the following duties:

Receive all money of the Booster Club.

Keep accurate, documented records of all receipts and disbursements.

#### **ARTICLE IX: FINANCES**

**SECTION 1:** All funds collected on behalf of or in the name of the Booster Club will be transacted through the Treasurer.

**SECTION 2:** All disbursements made on behalf of or in the name of the Booster Club will be transacted through the Treasurer. All disbursements will be made by check and will require the signatures of the President and the Treasurer. Receipts must be presented to the Treasurer for payment of expenditures.

**SECTION 3:** Expenditures above a specified amount have to be approved by a majority of the Executive Board before the purchase is made. Expenditures below the specified amount may be transacted by the President and Treasurer, with approval to be made at the next Executive Board meeting. Specified amount is identified in the Booster Club's policies and procedures.

**SECTION 4:** An audit committee will be appointed by the Executive Board to review the financial records on an annual basis before records are transferred to the newly elected Treasurer.

**SECTION 5:** Annual membership fees and player fees will be established by the Executive Board. Failure to pay above fees by the date set by the Executive Board will result in the individual not being allowed to participate in the sports program. Waiver of the above fees, or a part of the above fees, due to hardship can be authorized by the Executive Board.

**SECTION 6:** Children belonging to a Booster Club playing a sport sponsored by another Booster Club will be required to pay his or her Booster Club's current player fee or their Booster Club current player fees, whichever is greater. Membership in this Booster Club will not be required.

#### **ARTICLE X: PLAYER SELECTION PROCEDURES**

**SECTION 1:** All players must be residents of Botetourt County or attend school in Botetourt County. All selections will be done in accordance with youth sports draft rules of each sport..

#### **ARTICLE XI: PARENTAL RESPONSIBILITIES**

**SECTION 1:** Read and sign parents Code of Ethics.



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## Parks, Recreation & Tourism

**SECTION 2:** Parents of children participating in the youth sports have the following responsibilities:

Abide by the rules established by the Botetourt County Recreation Department and the Booster Club for the specified youth sport.

Pay the required player fees and membership fees.

Completion of Player Athletic Registration form prior to practices beginning.

Have your child(ren) at all scheduled practices by the designated time. Parents are strongly encouraged to watch the practices and work with their children at home. If your child have two unexcused absences from practices, your child may not play the next scheduled game.

Call the coach if your child cannot attend a practice or a game.

Participate in the fundraising activities of the Booster Club. This includes working in the concession stand or providing a substitute if you cannot work your scheduled time. If you do not work the concession stand or provide a substitute, your child may not play in the next scheduled game.

Turn in your child's uniform to the team coach in a condition similar to when it was issued to my child, less normal wear and tear. Your child cannot participate in the next sport until the uniform is returned.

## **ARTICLE XII: GRIEVANCE PROCEDURES**

**SECTION 1:** If a parent has a concern with his or her child's playing time, the manner in which the child is being coached, etc., the following procedures must be followed:

Talk to the coach. If satisfaction cannot be achieved, contact the Sports Director for the sport involved.

The Sports Director will attempt to resolve the situation by discussing the situation with both the parent(s) and the coach(es).

If the situation remains unresolved, the parent(s) or the coach(es) should contact the Booster Club President. The President will call an Executive Board meeting and will request the parent(s) and the coach(es) to be present. The decision of the Executive Board is final and no other appeal will be considered.

## **ARTICLE XIII: COACHES/VOLUNTEER SELECTION PROCEDURES**

**SECTION 1:** Coaches/volunteers must have good morals and community involvement. Coaches cannot be convicted of a felony or a moral interpetude misdemeanor. All coaches/volunteers must complete a Volunteer Application and an Authorization Form (authorizing us to initiate a background check).



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## **Parks, Recreation & Tourism**

**SECTION 2:** No one is guaranteed the privilege or right to coach/volunteer.

**SECTION 3:** Returning head coaches will be given the opportunity to coach a team in the same age group.

**SECTION 4:** Other people wanting to be head coach will be selected based on their involvement in Booster Club activities (e.g., attending Booster Club meetings, involvement in fundraisers, prior coaching experience, etc.).

**SECTION 5:** All coaches must attend the required number of hours of sessions to become certified for the sport he will be coaching.

### **ARTICLE XIV: BYLAW AMENDMENTS**

**SECTION 1:** Proposed amendments will be presented in writing to the Executive Board which will notify the general membership of the discussion of the proposal at the next meeting. If approved by a majority of the members voting, the President will present the proposed amendment to the Booster Club Presidents.

**SECTION 2:** A majority of the Presidents voting must approve the proposed amendment. If approved by the Presidents, it will be presented to the Booster Clubs for their approvals. A majority of the Booster Clubs voting must approve the proposed amendment.

### **ARTICLE XV: POLICIES AND PROCEDURES AMENDMENTS**

**SECTION 1:** Proposed amendments will be presented in writing at a general membership meeting. After a discussion of the proposed amendment, it will be tabled until the next scheduled general membership meeting. A vote will be called and a majority of the members voting will be necessary for the adoption of the amendment.

## Parents Meeting

### Why?

1. Affirms the goals and objectives of the coach and league.
2. Allows the coach the opportunity to find those parents interested in helping out with the team (i.e. beverages, assistant coaches, phone chain, end of season party planners, etc.)
3. Creates opportunity for coach to share his/her ideas on coaching, and participating from the beginning (i.e. responsibilities of the players, sportsmanship, practices, etc.)
4. Chance for the coach to review the rules for the game with parents.
5. Creates an open line of communication for parents.

### When?

Plan on having your parent meeting 15 – 20 minutes prior to your first practice.

### What?

Distribute or review the following:

1. Coach's phone number and email address.
2. League playing rules.
3. Roster – for phone chain
4. Sign-up sheet for such duties as: beverages, party planners, team moms, phone chain start, etc.
5. Players health issues that might affect his/her participation.
6. Game cancellation number and procedure.

**Remember, coaches and parents must work together  
to make youth sports fun and enjoyable  
for the children who wish to participate.**

## Dealing with Parents

Coaching a youth league team is exciting and rewarding. But from time to time, you may experience difficulty with parents. Some may want their children to play more or they might question some of your judgments as a coach. This is normal, so don't feel that you're alone if this happens. Here are a few thoughts to remember when dealing with parents:

- Know what your objectives are and do what you believe to be of most value to the team, not to the parents.
- Encourage parental involvement. Always listen to their ideas and feeling. Remember, they are interested and concerned because it is their children who are involved.
- Express appreciation for their interest and concern. This will make them more open and at ease with you.
- No coach can please everyone. Don't try.
- Most important, be fair. If you treat all players as equals, you will gain their respect.
- Resist unfair pressure. You are the coach and it's your responsibility to make the final decisions.
- Don't blame the players for their parents' actions. Try to maintain a fair attitude.
- Make certain all parents know your ground rules. Have your rules, regulations, philosophy, practice dates and times, etc., printed and distributed to all parents. Have a Parent Meeting.
- Be consistent! If you change a rule or philosophy during the season, you may be in trouble. If you do change something, make sure the parents are informed as soon as possible.
- Handle any confrontation one-on-one and not in a crowd of people. Don't be defensive. Don't argue with parents. Listen to their views, remain calm and be courteous.
- Don't discuss individual players with other parents. The grapevine will hang you every time.
- Ask parents not to criticize their children during a practice or game. Don't let your players be humiliated, even by their own parents. Explain that you as the coach must be given complete control of your team when they are on your "turf".
- Parents must accept the fact that umpires, coaches and other league officials as volunteers should not be subject to public criticism.

Always remember that you will be dealing with children and parents with different backgrounds and ideals. One of your main challenges is to deal with these differences in a positive manner so it will be an exciting and enjoyable experience for all.

## **Athletic Facilities Rental Usage Policy**

### **Introduction**

This rental usage policy applies to all athletic facilities in the County of Botetourt, with the exception of the Botetourt Sports Complex.

All athletic facilities in Botetourt County are maintained by the Parks, Recreation and Tourism Department. These facilities are maintained for the Botetourt County citizens. Botetourt County Parks, Recreation and Tourism reserves the right to prohibit play in the event of heavily scheduled field use or other reasons deemed detrimental to maximizing field quality.

### **Purpose**

To manage Botetourt County athletic fields and gymnasiums in a manner to assure equitable distribution and maximize use of County facilities by the public.

This will be accomplished by means of the following:

1. Outline available fields and dates of usage.
2. Define rules and regulations regarding use.
3. Outline facility-scheduling procedures and policies.
4. Define fees and charges for use of facilities.
5. Manage the limited number of County athletic fields and gymnasiums in a fair and equitable manner.

### **Responsibility**

It is the responsibility of the Botetourt County Parks, Recreation and Tourism Department to schedule sports practices and department sponsored games/tournaments for all playing fields. The Department will schedule all practices and games for all Botetourt County Recreational Programs. The Department will only schedule practices at gymnasiums for Botetourt County-based teams.

It is the responsibility of the Botetourt County School System to coordinate use of its gymnasiums for Independent/Select Youth Programs.

## **Definitions**

### **Botetourt County Recreational Programs**

Programs that offer all participants the opportunity to actively participate on a team (no cuts). The focus of the program is developmental and participatory. Participants are Botetourt County residents and/or attend Botetourt County schools.

### **School-Sponsored Team**

Any team that is sponsored and endorsed by a Botetourt County school. These teams must be funded and equipped by the school. Club teams do not qualify as a school-sponsored team.

### **Botetourt County Resident**

An individual who either lives within Botetourt County or attends a Botetourt County school.

### **Botetourt County-Based Team**

A team comprised of Botetourt residents with the maximum allowed limit of three (3) non-residents (rosters will be verified).

### **Non-Resident**

Individual who reside outside of Botetourt County and does not attend a Botetourt County school.

### **Independent/Select Youth Programs**

Programs that offer a limited number of participants the opportunity to play. Generally, select teams use tryouts, skill-levels and special invitation to form teams. An example would be the Botetourt/Roanoke Star soccer program.



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**Parks, Recreation & Tourism**

## **Reservation Procedure for Fields/Gymnasiums**

- Three documents are required for a reservation:
  1. GYM/FIELD RESERVATION APPLICATION  
(obtained online or at the Recreation Department office)
  2. TEAM ROSTER
  3. A CERTIFICATE OF INSURANCE with at least \$1,000,000 in general liability insurance listing Botetourt County as additional insured.
  
- Requests will be handled as availability allows according to the following priorities:
  1. School athletic team schedules and/or practices
  2. Programs organized or cosponsored by the department
  3. Requests from individual residents or Botetourt Based Teams
  4. Non-residents or non-Botetourt based teams or groups
  
- Once all forms are complete and fees (if applicable) are paid, the reserving party will be issued a GYM/FIELD RESERVATION PERMIT outlining details pertinent to their reservation. This permit will also serve as permission to be on the field/gym should they be questioned.
  
- Field or gym reservations can be made for up to one (1) month in advance. Teams are limited to no more than two (2) one-and-a-half-hour practices Monday – Friday and one (1) two-hour practice on Saturday or Sunday. Gym reservations occurring on weekends must be made through the School Administration Office.
  
- Failure to pay fees, submit required paperwork or roster falsification will result in the disqualification of a request for field/gymnasium use.
  
- Fields will be available for practice/games Monday – Friday, from 6:00 – 9:00 p.m. and Saturday and Sunday from 9:00 a.m. – 10:00 p.m. when not in use by the Recreation Department.
  
- Lights will be available between the hours of 5:00 p.m. – 10:00 p.m. Weather conditions may require lights to be turned on prior to the designated start time. In this event, the field supervisor will have final authority to do so.
  
- Gyms will be available for practice only Monday – Friday, from 6:00 – 9:00 p.m. when not in use by the Botetourt County School System or the Botetourt County Parks and Recreation Department

The Parks, Recreation and Tourism Department  
will approve or deny all facility reservation requests  
and reserves the right to cancel any reservation.



# B O T E T O U R T

**Parks, Recreation & Tourism**

## **Practice Fees for Field Usage**

Practice reservation includes one dragging of the infield.

Fees for practices will be based on the roster requirement below:

- Botetourt County-Based teams: FREE
- Independent/Select Youth Programs: \$30 per 2-hour block
- Infield repair due to rain will be billed extra.
- Damage to facilities or equipment will be billed after the event.
- Lights for Botetourt County-Based teams: FREE
- Lights for Independent/Select Youth Programs: \$10 per 2-hour block

## **Game and Tournament Fees for Field Usage**

Game/Tournament reservation includes reservation of field, empty trash from receptacle, one mowing of the field and one dragging and lining of the infield.

Fees for games and tournaments are as follows:

- All games/tournaments: \$30 per 2-hour block
- All day field rental: \$120 per day
- Lights: \$10 per 2-hour block
- Additional setup fee (i.e. set up fencing, elevated mounds, etc.): \$10 per man hour

## **Gymnasium Reservation Costs For Practices**

- The Parks and Recreation Department will provide gymnasiums free of charge for practice to any Botetourt County-based teams. Practice times will only be scheduled by the Recreation Department during the recreational basketball season (mid-October – March).
- The Parks, Recreation and Tourism Department will only schedule gymnasiums for practices Monday through Friday.

## **Gymnasium Reservation Costs For Games**

Any team or organization wishing to reserve a gymnasium for games or practice after the recreational basketball season is over must contact the school administration office directly (473-8263) to complete a Building Use Form that is then approved by the Superintendent of Schools or his designee, with fees assessed for gym use at that time. There is a minimum two-week notice for these types of reservations.



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Parks, Recreation & Tourism

## Facility Use Rules and Regulations

- In case of inclement weather, decisions on tournaments will be made by the Recreation Department days in advance of the game/tournament. Decisions on games and practices will be posted on the game cancellation hotline (540-992-0012) by 4:00 p.m. on weekdays and 7:30 a.m. on weekends.
- Athletic fields are available as noted in the table below. The Botetourt County Parks, Recreation and Tourism Department reserves the right to make exceptions to these guidelines under special circumstances.
- Field and gym reservations will be accepted and closely monitored by the Parks, Recreation and Tourism Department which will communicate with the field maintenance staff concerning field preparation requests and turf management issues. If keys are issued for lights or equipment, it will be that individual's responsibility to make sure that lights are off when finished and equipment is returned to its proper place.
- The responsible party (18 years of age or older) must be on-site and in possession of the permit when the field/gymnasium is being used.
- The permit holder will leave the field/gym in a clean, neat condition. Damages resulting from conduct by the team's players, coaches, or spectators will be billed directly to the permit holder.
- Private vehicles may not be driven or parked on turf surfaces, sidewalks, service driveways, or emergency zones. Only parking lots may be used for loading and/or unloading.
- Selling, opening, possessing alcoholic beverages in any open container, or consuming any alcoholic beverage at a County sports location or in any County park is prohibited, other than in connection with an event or activity for which a permit has been issued.

## Services Provided

- Facilities: (restrooms, field structures, goals, etc.) Existing facilities will be maintained to high standards leading up to and during tournament events.
- General Maintenance: County staff will maintain restrooms, trash receptacles and litter pick-up at levels to be expected of a large event. Renting parties are required to pick up and dispose of all trash into site receptacles.
- Field Maintenance: County Maintenance staff will prepare field for use and layout field according to the application.

## Host Responsibilities

- It is the responsibility of the renting party to take down and dispose of any decorations. When there is excessive trash, tournament host should dispose of the excess trash and litter debris generated by the event.



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## **Parks, Recreation & Tourism**

- Cleanup, take-down, removal of all equipment and supplies will be complete by park/field closing time on the last scheduled day of the event.

### **Site Access**

- Park and field hours are from 9:00 a.m. until 10:00 p.m. Vehicle access beyond all lockable gates is restricted to maintenance and concession personnel only.
- Botetourt County is not responsible for damage or loss incurred by the renting party at the site.

### **Payment Policy**

- Payment is to be made in full at time of scheduling.
- Methods of payment include cash, check or credit card (MC, Visa or American Express)
- Checks should be made payable to:

Botetourt County Parks, Recreation and Tourism Department  
30 West Back Street, #4  
Fincastle, VA 24090



# B O T E T O U R T

Parks, Recreation & Tourism

## Available Athletic Fields and Gymnasiums

The following fields and gymnasiums are available for use in Botetourt County:

### BASEBALL/SOFTBALL FIELDS

Fields	Bases	Outfield Distance	Date Available	Lights
Blue Ridge Park #1	60', 70', 90'	300'	March thru July 1	Yes
Blue Ridge Park #2	60'	200'	March thru 2 <sup>nd</sup> Sat. in Oct.	Yes
Breckinridge Elem. #1	60', 70'	open, portable fencing	March thru July 1	Yes
Breckinridge Elem. #2	50', 60'	open, portable fencing	March thru July 1	Yes
Buchanan Elem. #1	60', 70', 90'	300'	March thru Oct.	Yes
Buchanan Elem. #3	50'	100'	March thru Oct.	No
Buchanan Park #2	60'	200'	March thru Oct.	Yes
Central Academy Mid.	50'	200'	March thru Oct.	No
Cloverdale Elem. #1	60', 70', 90'	300'	March thru July 1	Yes
Cloverdale Elem. #2	60'	open, portable fencing	March thru July 1	Yes
Cloverdale Elem. TB #1	50'	100'	March thru Oct.	No
Cloverdale Elem. TB #2	50'	100'	March thru Oct.	No
Colonial Elem. #1	50'	open, portable fencing	March thru Oct.	No
Colonial Elem. #2	50'	open, portable fencing	March thru July 1	No
Colonial Elem. #3	50'	open, portable fencing	March thru July 1	No
Eagle Rock Elem. #1	50', 60'	open, portable fencing	March thru July 1	Yes
Eagle Rock Elem. #2	50'	open, portable fencing	March thru July 1	No
Greenfield Elem. #1	60', 70'	open, portable fencing	March thru Oct.	Yes
Greenfield Elem. #2	50', 60'	open, portable fencing	March thru Oct.	Yes
Greenfield Elem. #3	50'	open, portable fencing	March thru Oct.	Yes
James River HS BSB	90'	340'	March thru Oct.	Yes
James River HS SB	60'	200'	March thru Oct.	Yes
Lord Botetourt HS BSB	90'	325'	March thru Oct.	Yes
Lord Botetourt HS SB	60'	265'	March thru Oct.	Yes
Read Mountain Mid.	50'	open, portable fencing	March thru Oct.	No
Troutville Elem. #1	60', 70'	open, portable fencing	March thru July 1	Yes
Troutville Elem. #2	50', 60'	open, portable fencing	March thru July 1	Yes
Boxley #1	50'	open, portable fencing	March thru July 1	No
Boxley #2	50'	open, portable fencing	March thru July 1	No



# BOTETOURT

Parks, Recreation & Tourism

## SOCCKER FIELDS

Fields	Field Size (Yds)	Date Available	Lights
Blue Ridge Soccer	55 x 100	March thru October	Y
Blue Ridge #1	40 x 60	August 1 thru October	
Breckinridge Elem. #1	40 x 60		
Breckinridge Elem. #2	35 x 50		
Buchanan Soccer	55 x 100		
Buchanan Intermediate	40 x 60	August 1 thru October	
Cloverdale Elem. #1	40 x 60		
Cloverdale Elem. #2	55 x 100		
Cloverdale Elem. Soccer 1	35 x 50	March thru October	N
Cloverdale Elem. Soccer 2	35 x 50		
Eagle Rock Elem. #1	40 x 60	August 1 thru October	
Eagle Rock Elem. #2	35 x 50		
Greenfield Elem.	35 x 50		Y
Greenfield Rec. Park #1	55 x 100		March thru October
Greenfield Rec. Park #2	55 x 100		
Greenfield Rec. Park #3	40 x 60		
Greenfield Rec. Park #4	35 x 50		
Troutville Elem. #1	55 x 100	August 1 thru October	
Troutville Elem. #2	35 x 50		
Boxley Field #1	35 x 50		
Boxley Field #2	35 x 50		N

## GYMNASIUMS

Locations	Gym Size	Amenities	Dates Available
Lord Botetourt HS Aux.	Regulation	Bathrooms, scoreboards, bleachers	Oct 15 thru Mar 31
Read Mountain Middle			
Colonial Elementary			
Greenfield Elementary			
Cloverdale Elementary	Non-Regulation		
Troutville Elementary	Non-Regulation		
James River HS Aux.	Regulation		
Central Academy Middle			
Breckinridge Elementary			
Buchanan Elementary	Non-Regulation		
Eagle Rock Elementary	Non-Regulation		

## Lightning Policy

Anytime lightning is visible,  
all players, coaches, fans and umpires should  
***Take Shelter Immediately!***

Flash (Bang) Method – Count seconds between lightning flash and thunder and divide by 5 – this gives the distance of lightning in miles. If count is 30 seconds or less **Take Shelter Immediately!**

The Umpire and Site Supervisor should instruct all players, coaches and fans that danger is present and they should seek shelter immediately.

**Safe places for shelter include**, fully enclosed vehicles with windows up and enclosed buildings.

**If adequate shelter is not available**, an individual should lay low to ground.

**Unsafe shelter areas include**, all metallic objects like flag poles, fences, high mast light poles, metal bleachers, etc. Also should avoid water open fields, or using the telephone.

If you feel your hair standing on end or hear “crackling noises” you are in lightning’s electric field. Immediately remove metal objects (including baseball cap), place your feet together, duck your head and crouch down with hands on knees.

If anyone is struck by lightning, **CALL 911 IMMEDIATELY**. People who have been struck by lightning do not carry an electrical charge and are okay to touch. Apply CPR immediately if you are qualified to do so. AED’s are available in the restroom of the main concession building/pressbox at each facility.

Wait at least 30 minutes after the last lightning flash before resuming activities.

## **Booster Club Sports Coordinator**

<b>TITLE</b>	<b>Booster Club Sports Coordinator</b>
<b>SERVICE AREA</b>	Botetourt County
<b>PURPOSE</b>	Provide leadership and supervision to coaches for each of Botetourt County's booster clubs in a variety of sports including soccer, baseball, softball, football, basketball and cheerleading.
<b>DUTIES</b>	Ensure that all coaches abide by department and sport rules and regulations; recruit coaches; plan, organize and supervise the drafting of children onto teams; plan, organize and distribute practice times to each of the club's teams; plan, organize, distribute and collect uniforms and equipment; attend various organizational meetings with Parks and Recreation; work with coaches to organize end-of-season banquets; work with coaches to schedule team pictures for each team; work with Parks and Recreation to ensure that each coach and assistant coach has been subject to and passed a background check, certified NYSCA and that at least one parent per family is certified in the PAYS program; field questions, concerns, praise and complaints from Botetourt County parents and citizens; performs related tasks as required.
<b>QUALIFICATIONS</b>	Ability to work well with other adults; ability to work well with children of various ages; knowledge of computer software (i.e. Microsoft Excel and Word); active email address; advanced knowledge of department and sport specific rules and regulations; prior coordinating or coaching experience helpful but not required; must pass a background check.
<b>TIME COMMITMENT</b>	10-20 hours per week depending on number of teams and various booster club and Parks and Recreation meetings.
<b>SUPERVISOR</b>	In order: Booster Club President, Botetourt County Parks, Recreation & Tourism

## **Booster Club President**

<b>TITLE</b>	<b>Booster Club Sports President</b>
<b>SERVICE AREA</b>	Botetourt County
<b>PURPOSE</b>	Provide leadership and supervision to coaches, coordinators and board members for each of Botetourt County's booster clubs in a variety of sports including soccer, baseball, softball, football, basketball and cheerleading.
<b>DUTIES</b>	Ensure that all coordinators abide by department and sport rules and regulations; recruit sport coordinators; assist sport coordinator with planning, organizing and supervising the drafting of children onto teams; work with Parks and Recreation to ensure that each coach and assistant coach has been subject to and passed a background check, certified NYSCA and that at least one parent per family is certified in the PAYS program; assist coordinator as needed; ensure that booster club abides by club bylaws; field questions, concerns, praise and complaints from Botetourt County parents and citizens; preside over monthly or quarterly booster club meetings; performs related tasks as required
<b>QUALIFICATIONS</b>	Ability to work well with other adults; ability to work well with children of various ages; knowledge of computer software (i.e. Microsoft Excel and Word); active email address; advanced knowledge of department, booster club and sport specific rules and regulations; prior coordinating or board member experience required; must pass a background check.
<b>TIME COMMITMENT</b>	10-20 hours per week depending on number of teams and various booster club and Parks and Recreation meetings.
<b>SUPERVISOR</b>	In order: Booster Club Board, Botetourt County Parks, Recreation & Tourism

## **Booster Club Regions & Draft Procedures Intent of the Draft**

The purpose of Youth Recreational Athletic Leagues is to provide an enjoyable organized experience under capable adult supervision for the youth of Botetourt County. The leagues are organized to promote sportsmanship, cooperation, and fair play at all times while developing knowledge and skills of the game.

In an effort to ensure competitive balance amongst teams and prevent "Stacking of Teams", the following policy outlines the process for each draft held by the department and its booster club affiliates.

### **Integrity of the Draft**

Coaches and/or administrators that seek to undermine the integrity of the draft in any way will be disciplined accordingly. Discipline could include but is not limited to suspensions and/or revoking of coaching privileges.

Once the draft is concluded and all teams are formed, there will be no trades allowed between teams.

### **Player and Team Eligibility**

An existing Youth Recreation Booster Club recognized by the Parks and Recreation Department and the Recreation Advisory Commission, must sponsor all teams entered into leagues. Private, select, travel or otherwise non-recognized teams will not be allowed to enter into recreation leagues.

A child must play for the Booster Club that represents the elementary school district in which they live or school in which they attend.

### **Booster Club Regions**

Any Booster Club fielding more than one team per age group must place players on teams by using the County drafting procedures.

Instructional leagues (ages 8 & Under) are not required to draft players onto teams, although are encouraged to do so when possible.

Booster clubs that do not have enough for a team in an age group are encouraged to pool their registrations together in regions when necessary to field teams.

- Eagle Rock, Buchanan & Breckinridge- North Region
- Blue Ridge & Cloverdale- South Region
- TDAC & Greenfield- Central Region

In the event that there are not enough children registered in an age group within a region to field a team, those children will be sent to the next closest region.



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## Children Playing Up

At the Booster Club's discretion, children are allowed to be moved up in order to field a team in a given age group. If a booster club has enough registrations for two or more teams, no players should be moved up, subject to note below.

The parent or guardian of a child who is in the upper age of a division may request to play up to the next age level by requesting such permission through the Booster Club (i.e. a 10 year old could request to move to 11-12 division, but a 9 year old could not.) The request would be made to the booster club, who would then make a recommendation to the Parks & Recreation office for the final determination.

## Physical Draft Procedure

If a region (i.e. North, South or Central) has more than one team in an age group, a physical draft may be held upon a request of the Club(s). Physical draft dates will be set and administered by the recreation department one to two weeks from the start of practice. A physical draft will consist of each player attending an evaluation practice. As the players check-in, they will be assigned a numbered sticker that will be placed on their shirt back. This number will correspond to their name on a roster that each coach will have. This will allow the coaches to identify players as they move through stations and drills designed so that each coach will have an opportunity to evaluate them. Afterwards, the head coach and draft supervisor will meet and draft the teams.

## Player Draft Procedure

A member of the Parks and Recreation staff or Recreation Advisory Commission must be present to supervise each draft. An officer of the Booster Club will conduct each draft. Only Head Coaches will be allowed to select players.

Assistant coaches, parents and players will not be allowed to participate in any draft.



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The following procedures will be used for all drafts:

1. Minimum and maximum roster sizes are determined prior to registration and governed by specific league rules set by the recreation department and the recreation advisory commission.
2. After signups are completed in each area, booster clubs will determine the number of teams they will sponsor in each age division.
3. Once numbers of teams has been determined, players should be divided equally on all teams being drafted for each respective age group.
4. The head coach's child(ren) is protected and automatically on the team and does not need to be drafted by head coach.
5. The assistant coach's child(ren) is not protected in the draft and therefore must be selected by head coach.
6. Siblings who play in the same age division must be taken on the same team unless otherwise requested by parents.
7. A coach's draw will determine who drafts first and this order will be used throughout the draft.
8. There will be no age restriction within the draft; therefore a coach may select any player from available pool.

### Drafting chart for 2-5 teams:

<b>Selection Order</b>	<b>2 Team</b>	<b>3 Team</b>	<b>4 Team</b>	<b>5 Team</b>
Round 1	1 2	1 2 3	1 2 3 4	1 2 3 4 5
Round 2	2 1	2 3 1	2 3 4 1	2 3 4 5 1
Round 3	1 2	3 1 2	3 4 1 2	3 4 5 1 2
Round 4	2 1	1 2 3	4 1 2 3	4 5 1 2 3
Round 5	1 2	2 3 1	1 2 3 4	5 1 2 3 4
Round 6	2 1	3 1 2	2 3 4 1	1 2 3 4 5
Round 7	1 2	1 2 3	3 4 1 2	2 3 4 5 1
Round 8	2 1	2 3 1	4 1 2 3	3 4 5 1 2
Round 9	1 2	3 1 2	1 2 3 4	4 5 1 2 3
Round 10	2 1	1 2 3	2 3 4 1	5 1 2 3 4
Round 11	1 2	2 3 1	3 4 1 2	1 2 3 4 5
Round 12	2 1	3 1 2	4 1 2 3	2 3 4 5 1
Round 13	1 2	1 2 3	1 2 3 4	3 4 5 1 2

## **Recreation League Coaches Background Screening Policy**

### **PURPOSE**

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

### **GENERAL**

- A. All booster clubs shall ensure that all participants 18 years of age or younger shall have at least one (1) approved coach or assistant coach (hereinafter collectively referred to as "Coach") present at each athletic activity, including practices and games. A Coach becomes approved once the process described in this policy is completed.
- B. Any person who has been found guilty, pled guilty; or pled no contest, regardless of adjudication, or has a pending charge pertaining to, any of the disqualifying offenses listed in this policy will be immediately disqualified from coaching (either as a head coach or an assistant coach) in any athletic program approved by the Parks and Recreation Department. The Parks and Recreation Department also reserves the right to disqualify a person for any crime that would be considered a potential risk to children and/or vulnerable populations. A Coach who willfully fails to comply with this background screening policy shall be automatically disqualified.
- C. This policy will apply to all youth sports coaches, both head and assistant, participating in sanctioned Botetourt County recreational athletic leagues. If there is any doubt as to which coaches should be screened, the general rule is anyone who would potentially have unsupervised access to children on the team. Each Coach will have his or her background checked every 36 months for as long as he or she continues coaching.

### **SCREENING PROCESS**

1. The Parks and Recreation Department will provide each booster club's sport coordinator with a Volunteer in Youth Sports Consent/Release Form for each head coach and assistant coach(s) for each team. Sport coordinators will distribute these to all prospective coaches and assistant coaches to be completed and returned to the sport coordinator for the booster club or the Parks and Recreation Department.
2. The Parks and Recreation Department Athletics Staff will establish deadlines to submit the Volunteer in Youth Sports Consent/Release Forms to the Parks and Recreation Department. These deadlines will be at least two weeks prior to the start of practices for each sport. This will give the Parks and Recreation Department time to compile the forms, process the forms, and have the background checks conducted.



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3. The third party contractor conducting the checks will cross-reference the screening results with the disqualifying crimes listed in this policy. A pass/fail grade will then be emailed to the Parks and Recreation department based on the cross-reference. A pass grade for any Coach that has zero disqualifying crime matches, a fail grade for any Coach that has one or more disqualifying crime matches. All information pertaining to the background check will remain with the third party contractor, subject to the applicable laws requiring disclosure. The Parks and Recreation Department will not be informed of the results of any background check; rather, the Parks and Recreation Department will only be issued a pass/fail grade for each Coach.
4. If the third party contractor reports any "fail" grades to the Parks and Recreation Department, the Department shall notify the Coach by certified mail that he is disqualified and may notify the Coach's booster club by first-class mail, or by telephone, or by both forms of notification, that the Coach is disqualified. Upon request, the Coach will receive a copy of the background check from the third party contractor.

## **CONFIDENTIALITY**

To help ensure confidentiality, booster club presidents, sport coordinators of a booster club, and the Parks and Recreation Department should not be notified of a Coach's criminal history. The criminal background reports shall be kept in a secure location by the third party contractor for a period as required by applicable law.

## **ACCOUNTABILITY**

Booster clubs play just as important a role in this screening program as does the Parks and Recreation Department. It is important for the integrity of the background screening program that all booster club presidents and sport coordinator verify that (1) only those persons who are screened and who are not disqualified coach or assist in the coaching of the young people in the athletic programs approved by the Parks and Recreation Department, and (2) that such persons are active with only the team or teams identified on the Volunteer Youth Sports Consent/Release Form pertaining to that person.



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## **APPEALS PROCESS**

If a Coach's background check includes a charge set forth on the list of disqualifiers below, the Parks and Recreation Department shall immediately disqualify a person from volunteering as a Coach. There shall be no appeal of a decision to disqualify a Coach, if the Coach's relevant criminal history is accurate; all decisions are final.

If a Coach wishes to dispute the content of the profile report, the Coach shall contact the third party responsible for conducting the background check by calling the telephone number listed on the report. The Coach is responsible for providing any or all documentation to support his or her claim.

## **DISQUALIFYING CRIMES**

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



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### **All Sex Offenses**

Examples include, but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

### **All Felony Violence Offenses**

Examples include, but are not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

### **All Felony offenses other than violence or sex within the past ten (10) years.**

Examples include, but are not limited to: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

### **All Misdemeanor Violence offenses within the past seven (7) years.**

Examples include, but are not limited to: simple assault, battery, domestic violence, hit and run, etc.

### **Two Misdemeanor Alcohol offenses within the past five (5) years or multiple offenses in the past ten (10) years.**

Examples include, but are not limited to: driving under the influence, drunk and disorderly, public intoxication, etc.

### **All Misdemeanor Drug offenses within the past five (5) years or multiple offenses in the past ten (10) years.**

Examples include, but are not limited to: simple drug possession, possession of drug paraphernalia, etc.

### **Any other misdemeanor within the past five (5) years that would be considered a potential danger to children or is directly related to the functions of that coach.**

Examples include, but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor, etc.

## **WHY THESE CRIMES?**

The National Recreation and Park Association (NRPA) has reviewed the resources of the National Association of Professional Background Screeners and sought the counsel of recognized background screening experts to develop a set of Recommended Guidelines for Volunteer Background Screening in park and recreation settings. These guidelines were produced as a result of this review.



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## **SUMMARY CHECKLIST**

- Parks and Recreation Department will provide Background Screening Policy and Volunteer Consent/Release forms to each sport coordinator in a booster club.
- Sport coordinator gives to the coach Background Screening Policy and Volunteer Consent/Release form.
- Coach retains policy for his or her records, completes form and returns it to sport coordinator or Parks and Recreation.
- Sport coordinator returns forms to Parks and Recreation.
- Parks and Recreation Department sends forms to third party contractor to perform background checks.
- Third party contractor cross-references background check with disqualifying crimes listed in this policy and sends a pass/fail email to Parks and Recreation based on this cross-reference.
- Parks and Recreation Department notifies Coach and Coach's booster club of the disqualification.

## Volunteer in Youth Sports Consent/Release Form

Name of Organization: **Botetourt County Department of Parks and Recreation**

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

Recreation Club: \_\_\_\_\_

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

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

Residence Address:

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Sex: (circle one) Male / Female Sport: \_\_\_\_\_ Season Year: \_\_\_\_\_

\*\*\*\*\*

I, the undersigned, by execution of this document, give the Botetourt County permission to conduct a background check regarding my qualifications to coach in the Botetourt County Parks and Recreation athletic program;

I understand that I have a right to: (1) obtain a copy of my background check report and (2) challenge the accuracy of any information contained in this report by contacting the third party responsible for conducting the background check by calling the telephone number listed on the report.

By signing this application, I agree to the following:

- I certify that I have not been convicted and do not have charges currently pending against me for any of the disqualifying crimes listed on page three (3) of the Background Screening Policy.
- I agree that at all times while serving as a volunteer coach for the Botetourt County Parks and Recreation Department, I will immediately notify the Parks and Recreation Department and my booster club's sport coordinator if I am charged with any of the disqualifying crimes.

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

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

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

## Youth Sports Coach

<b>TITLE</b>	<b>Youth Sports Coach</b>
<b>SERVICE AREA</b>	Botetourt County
<b>PURPOSE</b>	Provide instruction, leadership and supervision to children ages 5-18 in a variety of sports including soccer, baseball, softball, football, basketball and cheerleading.
<b>DUTIES</b>	Plan, organize and supervise practice sessions; assist coordinator with planning, organizing, distributing and collecting uniforms and equipment; organize and supervise game situations; communicate with parents information regarding their child's athletic experience and behavior; work closely with booster club staff and Recreation Department staff to ensure all department and sport specific rules and policies are being observed; performs related tasks as required.
<b>QUALIFICATIONS</b>	Ability to work well with children of various ages; basic knowledge of the sport or activity to which they are assigned; willingness to learn and follow department rules and guidelines regarding youth sports; prior coaching experience helpful but not required; must pass a background check.
<b>TIME COMMITMENT</b>	6-10 hours per week depending on practice and game schedules; as a general rule, practices are held Monday – Saturday with limits on the number of practices per week set in each sport; 2-3 games per week; 3 games in one week is rare but possible.
<b>SUPERVISOR</b>	In order: Booster Club Coordinator, Booster Club President, Botetourt County Parks and Recreation

## **NYSCA Coaches Code of Ethics**



**I hereby pledge to live up to my certification as a NYSCA Coach by following the NYSCA Code of Ethics:**

- I will place the emotional and physical well-being of my players ahead of a person desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment for my team that free of drugs, tobacco and alcohol and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach and I will teach these rules to my players.
- I will use those coaching techniques appropriate for all of the skills that I teach.
- I will remember that I am a youth sports coach and that the game is for children and not adults.

## Parent's Code of Ethics & Sideline Demeanor

Your child is participating in a youth sports program in Botetourt County. Participation in sports programs is very valuable to the development of children. Aspects of teamwork, dedication, discipline, physical fitness, self-esteem and fair play all contribute to the overall growth and maturation of young people. We are a community whose goals are to instill these values/qualities in all participants regardless of individual athletic ability or the final score of the game.

**Your role as a spectator has a significant impact upon the success of our program. Therefore, we need you to fully understand and completely accept the standards of behavior which are detailed below.**

**I therefore agree:**

1. I will remember that children participate to have fun and that the game is for youth and not adults. \_\_\_\_\_
2. I understand that children play sports to have fun, make friends, and to learn new skills; therefore, I will praise effort as well as execution in order to keep sports in the proper perspective \_\_\_\_\_
3. I will inform the coach of any physical disability or special needs that may affect the safety of my child or the safety of others. \_\_\_\_\_
4. I will learn the rules of the game and the policies of the league. \_\_\_\_\_
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game. \_\_\_\_\_
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing or taunting, refusing to shake hands or using profane language or gestures. \_\_\_\_\_
7. I will not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes. \_\_\_\_\_
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence. \_\_\_\_\_
9. I will demand that my child treat other players, coaches, officials, and spectators with respect. \_\_\_\_\_
10. I will praise my child for competing fairly and trying hard. \_\_\_\_\_
11. I will promote the physical and emotional well-being of the athletes ahead of any personal desire I may have for my child to win. \_\_\_\_\_
12. I will respect the officials and their authority during games and will never question, discuss or confront coaches at the game and will take time to voice my concerns at a later time with the coach. \_\_\_\_\_
13. I will demand a sports environment for my child that is free from drugs, tobacco and alcohol and I will refrain from their use at all sporting events. \_\_\_\_\_

**I fully understand and completely accept the standards of behavior outlined. My initials by each standard and signature below will serve as my public acknowledgment of my unconditional agreement with each standard contained in this document.**

**I realize that if at any time my behavior becomes non-compliant with any of these standards I will be subject to disciplinary action that could include, but is not limited to the following:**

- Verbal and/or written warning by the head coach, official or Parks & Recreation Dept.
- One or multiple game suspension.
- Indefinite suspension.

Name of Child/Children	Age Division & Booster Club	Date
Parent's Printed Name	Parent's Signature	

## Policy and Procedure on Concussion and Head Injury

### PURPOSE:

The following policy and procedures are being implemented by the Botetourt County Parks, Recreation & Tourism Department with the intent to reduce the potentially serious health risks associated with sports related concussions and head injuries.

### POLICY:

It is policy of Botetourt County Parks, Recreation & Tourism Department to educate coaches, referees, site supervisors, parents and participants of the signs, symptoms or behaviors consistent with sports induced concussions and the County's requirement that participants, under the age of 18, suspected of a concussion or head injury are required to be removed from the activity, must seek medical attention and then follow the proper procedures for return to play.

### DEFINITION:

A concussion is a type of traumatic brain injury that is caused by a blow to the head or body that jars or shakes the brain inside the skull. It is important to note that an athlete does not have to lose consciousness to have suffered a concussion.

SIGNS OBSERVED BY OTHERS	SYMPTOMS REPORTED BY ATHLETE
<ul style="list-style-type: none"> <li>Appears dazed or stunned</li> <li>Is confused about assignment</li> <li>Forgets plays</li> <li>Is unsure of game, score, or opponent</li> <li>Moves clumsily</li> <li>Answers questions slowly</li> <li>Loses consciousness</li> <li>Shows behavior or personality changes</li> <li>Cannot recall events prior to hit</li> <li>Cannot recall events after hit</li> </ul>	<ul style="list-style-type: none"> <li>Headache</li> <li>Nausea</li> <li>Balance problems or dizziness</li> <li>Double or fuzzy vision</li> <li>Sensitivity to light or noise</li> <li>Feeling sluggish</li> <li>Feeling foggy or groggy</li> <li>Concentration or memory problems</li> <li>Confusion</li> </ul>



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### PROCEDURE:

1. Distribution of Policy
  - A. Parents, coaches, assistant coaches, site supervisors, and booster club officers associated with the sport activity should become familiar with and have access to a copy of the County Concussion and Head Injury Policy.
  - B. Parents, coaches, assistant coaches, site supervisors, and booster club officers are strongly encouraged to view the "Heads Up: Concussion in Youth Sports" online course from the Center for Disease Control. This online course can be found at [www.cdc.gov/concussion/HeadsUp/youth.html](http://www.cdc.gov/concussion/HeadsUp/youth.html)
2. Suspected Concussion Procedures
  - A. Any participant exhibiting the signs, symptoms or behaviors associated with a concussion or head injury: (1) must be immediately removed from the activity and (2) may not again participate in any activity until cleared by an appropriate health care professional. REMEMBER WHEN IN DOUBT SIT THEM OUT!
  - B. The injured participant may not be cleared for practice or competition the same day that the sign, symptom or behavior associated with a concussion or head injury was observed.
  - C. The injured participants' parent or guardian should be immediately notified of the suspected concussion or head injury so that they can be evaluated by an appropriate health-care professional.
  - D. An accident/ injury report form must be completed and submitted to the Botetourt Parks, Recreation & Tourism Department within 24 hours or on the next business day following the incident.

Physical Address: 30 West Back Street, #4, Fincastle, VA 24090

Fax Number: (540) 473-8605

Email: [recreation@botetourt.org](mailto:recreation@botetourt.org)

The parent or guardian of a participant who is suspected of a concussion or head injury must submit written medical clearance from an appropriate health-care professional to their Booster Club AND the Botetourt Parks, Recreation & Tourism Department prior to returning to any activity. Players will not be allowed to participate until this document is produced.