

# DUNBARTON RECREATION SPORTS PROGRAMS POLICIES AND PROCEDURES

## MISSION STATEMENT

The Dunbarton Recreation Commission sponsors the youth sports programs in Dunbarton to provide an opportunity for children to have fun, learn new skills, and develop character and self-esteem. Our focus is on sportsmanship, teamwork, respect and self-discipline; winning is a small part of the process.

The Recreation Commission has adopted the following policies and procedures.

## PROGRAM COORDINATORS

For each sport, the Recreation Commission may select through an application process (Attachment 1) no more than three Program Coordinators to assist in the coordination and the implementation of that program.

Each of these individuals will serve a three year term as Program Coordinator unless they resign, or are terminated by the Recreation Commission.

The Recreation Commission Treasurer is responsible for the sports program funds and for working with the Concession Coordinator to ensure accurate accountability of funds throughout the programs.

## PROGRAM COORDINATORS RESPONSIBILITIES

1. Actively promote the Dunbarton Recreation Commission philosophy of the mission statement.
2. Performs various tasks in conjunction with the Recreation Commission in implementing the program.
3. Report any problems or complaints to the Recreation Commission.
4. Report all injuries to the Recreation Commission.
5. Return all keys and paperwork upon resignation or termination.

## COST

The Recreation Commission and the Program Coordinators will determine the cost for each program. The cost will be based on the expected expenses of the program. Every effort will be made to keep the cost affordable. **No one will be excluded because of an inability to pay.**

## THE REGISTRATION PROCESS

Each sport will have a minimum two-week registration period, followed by one week in which late registrations will be accepted – at an additional cost of \$20. There will be no late registrations after that.

The two-week registration period for each sport will be at approximately the same time each year.

During the two-week registration period there will be a minimum of two evenings (two hours per evening) when Dunbarton Recreation Commission members and Program Coordinators will be available, either at the school or the Town Offices, for parents to register their children.



Forms (Attachment 7) will also be available at the town offices during the registration period.

Announcement of the two-week registration period, including time and place of registration, will be published in the local papers and the applicable weekly school notices. The announcement shall also be posted on the Dunbarton web site, the bulletin board at the town offices, the Community Center entrance, the library and the country stores in Dunbarton.

Before participation in any program, each player must have:

- A registration form (Attachment 7) and a Parent Code of Conduct form Attachment (4) completed and signed by a parent or guardian.
- A Player Code of Conduct form (Attachment 5) signed by the player and his or her parent or guardian.
- Health Insurance (school insurance is allowed).

## **SELECTION OF COACHES**

Members of the Dunbarton Recreation Committee and the Program Coordinators will annually select Head Coaches and Assistant Coaches for each team appropriate for the players through an application process (Attachment 1). Forms will be available with the Registration Forms.

- Basketball –One Head Coach and one Assistant Coach
- Softball – One Head Coach and two Assistant Coaches
- Other sports – To be determined as needed.

In selecting the coaches, numerous factors will be considered, including but not limited to, ability to work with youth, prior experience as a coach and player, ability to work cooperatively with other coaches and Program Coordinators, and knowledge of the game. All applicants must be at least 18 years of age and successfully pass a criminal record check. The Recreation Commission and Program Coordinators may recruit suitable candidates, if necessary.

## **PARENT RESPONSIBILITIES**

1. Each parent shall abide by the Parent Code of Conduct (Attachment 4) that he/she signed at registration.
2. Each parent is responsible for getting their child to practice and to games on time in good health and prepared to play the sport.
3. Each parent is responsible for promptly informing the coach of health or injury issues. The coach may require the parent to be present at all games and practices in case medical assistance is needed.
4. Please call your coach when your child is going to be absent.
5. Do not drop off your child unless the coach is there.
6. Do not drop off children that are not on the team that is practicing.
7. If you stay at practice, keep your children from interfering with the practice.
8. Support your coach by having your child help put equipment away before leaving practices and games.
9. Return your child's uniform within one week of the end of the season.

## **PLAYER RESPONSIBILITIES**

1. Each player shall abide by the Behavior Model (Attachment 2).
2. Each player shall abide by the Player Code of Conduct (Attachment 5) that he or she signed at registration.

## **COACHING RESPONSIBILITIES**

1. All coaches shall sign and abide by the Coaches' Code of Conduct (Attachment 6).
2. Implementation of Behavior Model (Attachment 2).
3. Any coach receiving a technical foul shall not coach the remainder of the game.
4. Any coach receiving a second technical foul or game ejection in a single season shall not coach for the remainder of the season.
5. Each coach is responsible for:
  - a) Adherence to the bylaws of the league that their team is participating in.
  - b) The equipment they are issued each season.
  - c) First-Aid kits – replenished as needed from program supplies.
  - d) Ensuring the gym, field, and/or weather conditions are safe.
  - e) Leaving the gym or field the way you found it (or better than you found it). Report any problems to DRC/PC members.
  - f) Respecting the gym or field time of teams before and after your practice/game. Using assigned gym or field time for your team's practice only. Inform Practice Coordinator when you are not able to use your time.
  - g) Making sure that every player has been picked up by a parent, guardian or other adult before you leave the gym or field.
  - h) Returning all keys, paperwork and equipment at the end of each season.
  - i) Any other responsibilities deemed necessary by the Recreation Commission and Program Coordinators.

## **TEAM SELECTION**

The bylaws of the League in which we are participating will determine team size. In the event no bylaws regulate team size, the Dunbarton Recreation Commission and the Program Coordinators shall make that decision.

If there needs to be more than one team per division, every effort will be made to make sure the teams are as equal as possible in both size and playing ability. The following procedure will be used to achieve this:

- The division shall meet at least once, with the selected Head Coaches present, to evaluate each player.
- The Head Coaches will then divide the players into teams.
- Two Dunbarton Recreation Commission members or Program Coordinators will be present to ensure the selection of equal teams.

## **PRACTICE TIME**

Practice time shall be equally apportioned per division based on gym or field availability. In assigning practice times, the Recreation Commission and/or Program Coordinators will consider numerous factors, including but not limited to, the work schedules of the coaches and scheduled activities of the youth.

## **UNIFORMS**

Uniforms will be issued to every player. A uniform log (attachment 3) will be kept to record the player's name and uniform number at the time the player receives the uniform, and again to record the return of the uniform to a Dunbarton Recreation member or Program Coordinator. The uniform shall be returned within one week of the end of the season.

Each player is responsible for returning the uniform in the condition in which it was received. Failure to do so will result in a replacement fee of \$25 and ineligibility to register for the next season until the replacement fee is paid.


## **GAME OFFICIALS**

All referees and umpires must be at least 17 years of age. The coordinator of umpires/referees must be aware of the abilities of the volunteers. It is our expectation that all game officials will attend annual training.

## **CONCESSIONS**

Concessions may be used to raise funds for each sport. They shall be coordinated with the Recreation Treasurer. All participants must be at least 17 years of age whether handling money or food and food equipment. It is our expectation that all parents will help when needed.

## **COACH AND PROGRAM EVALUATION**

 season, every player will receive an evaluation form (Attachment 8) to be completed by his or her parents and returned to:

Town of Dunbarton  
1011 School Street  
Dunbarton, NH 03046  
Attn: Dunbarton Recreation Commission

The forms will remain confidential with the exception of each coach. Each coach will review his or her evaluations in order to learn and grow as a coach.

## **COMPLAINT PROCESS**

If an issue arises, parents should first address the issue in private with their child's coaches. If the issue cannot be satisfactorily resolved with the coaches, parents should discuss the issue with a Program Coordinator. If no resolution can be achieved, appeal to the Recreation Commission.

Any complaint brought to the Recreation Commission must be in writing, and must be signed. The person making the complaint must specifically describe the issue they wish to have the Recreation Commission address, and must certify that they have already tried to resolve the issue with the coaches and a Program Coordinator. Any Recreation Commission member that is personally involved will recuse himself or herself from the appeal process in an effort for the Recreation Commission to remain fair and impartial.

**DUNBARTON RECREATION COMMISSION**  
**1011 School Street, Dunbarton, NH 03046**

**VOLUNTEER COACH and/or PROGRAM COODINATOR APPLICATION FORM**

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

( Check all applicable)

Address: \_\_\_\_\_

Head Coach \_\_\_\_\_

Assistant Coach \_\_\_\_\_

Telephone: (H) \_\_\_\_\_

Program Coordinator \_\_\_\_\_

(W) \_\_\_\_\_

E-mail \_\_\_\_\_

Sport to Coach: \_\_\_\_\_

Son or Daughter Playing? \_\_\_\_\_

Age Group \_\_\_\_\_

Do you have any first aid training? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list: \_\_\_\_\_

Please list reasons you are interested in Coaching and/or Program Coordinator: \_\_\_\_\_

Previous experience as a coach, official and/or coordinator and location of programs/dates:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please list any previous athletic teams on which you have played:

What would you consider to be the most important characteristic that a recreational coach should possess? \_\_\_\_\_

Has any disciplinary action occurred while you were a coach? YES \_\_\_\_\_ NO \_\_\_\_\_ Please explain:

As a condition of volunteering, I give my permission for the Dunbarton Recreation Commission organization to conduct a background check on me, which may include but not limited to a review of sex offender registries, child abuse and criminal history records.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Dunbarton Recreation Commission Behavior Model**

Inappropriate behavior will not be tolerated. It is expected that the behavior of players, parents and coaches are a reflection of the values articulated in the Dunbarton Recreation Committee's Mission statement. In an effort to create a continuum of fair interventions to address inappropriate behavior the following Behavior Model has been created. Certainly, not every inappropriate behavior will fit neatly into such a model and the Dunbarton Recreation Committee reserves the right to interpret behaviors not expressly identified in this model as they believe is most appropriate.

### **Level System**

#### **Level I**

Level I Behaviors include, but are not limited to, Inappropriate Behavior and Unsportsmanlike Behavior, which have not become a pattern.

#### **Interventions**

It is expected that coaches and parents will address such behaviors with an appropriate response such as speaking to the player individually, speaking with the player's parent, etc.

#### **Level II**

Level II Behaviors are Inappropriate Behaviors and Unsportsmanlike Behaviors, which have become a pattern. It is expected that both coaches and parents will work to address the problem behavior. If the pattern continues or results in a yellow card, technical foul and/or other official sanctions during a game, then more formal intervention will occur.

#### **Intervention**

The player will not play in the rest of the game and/or practice, but will be required to stay until the game or practice has ended.

#### **Level III**

Level III Behaviors include, but are not limited to, chronic Inappropriate and Unsportsmanlike Behavior or behavior that involves a physical altercation and/or intent to harm another player, coach, and/or official.

#### **Intervention**

The player will be suspended for one game. That suspension will take place at the next game that the player attends.

#### **Level IV**

Level IV Behavior includes, but is not limited to, behavior that leads to a Game Expulsion, Inappropriately Aggressive or Fighting on more than one occasion.

#### **Intervention**

Termination from the program.

### **Definitions**

#### **Inappropriate Behavior**

Inappropriate Behavior includes, but is not limited to, rude, offensive language and/or gestures directed at coaches, officials and/or other players. Behavior that demonstrates a lack of respect for the property and/or people associated with the program.

#### **Unsportsmanlike Behavior**

Unsportsmanlike Behavior includes, but is not limited to, players who taunt or tease other players, coaches and/or officials. Players who do not shake hands at the end of the game regardless of the score.

#### **Game Expulsion**

A game expulsion occurs when a player is ejected from any game by an official.

#### **Inappropriately Aggressive and/or Fighting Behavior**

Inappropriately Aggressive and/or Fighting Behavior includes, but is not limited to, a player who intentionally pushes, trips, strikes any other player. Any player who becomes involved in a physical altercation with a player, coach and/or official.



### DUNBARTON RECREATION PARENT/GUARDIAN CODE OF CONDUCT

The purpose of our program is to teach fair play, teamwork, provide healthy recreational outlets and build character. I need to remember that I am a role model for our children and my behavior needs to be appropriate for this recreational level.

As a parent, I therefore agree:

1. I (and my guests) will encourage sportsmanship by showing respect and courtesy and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
2. 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 or using profane language or gestures.
3. I will encourage my child to play by the rules and resolve conflicts without resorting to violence or any unsportsmanlike action or language.
4. I will refrain from attempting to “coach” or “manipulate” players during games or practices.
5. I will teach my child that doing one’s best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
6. I will applaud good effort by all players and let the coaches point out the mistakes.
7. I will encourage my child to treat all other players, coaches, and referees with respect.
8. I will remember that the game is for children and not adults.
9. I will abide by the policies and procedures set forth by the Dunbarton Recreation Commission.

### COURSE OF ACTION

Disciplinary action in response to a violation to the Parent/Guardian Code of Conduct by the Dunbarton Recreation Commission or its Program Coordinators may include:

- A verbal warning;
- Asking offenders to leave the premises;
- Forfeiture or cancellation of the game; or,
- Any other disciplinary action the Recreation Commission deems appropriate.

I, \_\_\_\_\_, agree to the above Code of Conduct when participating in a Dunbarton Recreation Program. I understand that failure to follow the above Code of Conduct may result in a verbal warning, having to leave the premises, forfeiture or cancellation of a game, or other disciplinary action.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## DUNBARTON RECREATION PLAYER CODE OF CONDUCT

A player in the Dunbarton Recreation Program is expected to conduct themselves in a sportsmanlike manner, both as a player and a spectator. I am participating in a team sport and “teamwork” is essential. Whether the game is won or lost is a result of the efforts of the entire team and not that of one individual.

As a player I therefore agree:

1. I will learn the rules of the game and abide by them.
2. I will control my temper at all times. Verbal or physical abuse of officials or other players, deliberately distracting, taunting or provoking an opponent is not acceptable or permitted.
3. I will co-operate and respect my coach, teammates, and opponents.
4. I will respect an official's decision.
5. I will encourage good sportsmanship from fellow players.
6. I will follow all building or field rules, respecting at all times the property of others.
7. I will abide by the policies and procedures set forth by the Dunbarton Recreation Commission.

### COURSE OF ACTION

Disciplinary action in response to a violation to the Player Code of Conduct by the Dunbarton Recreation Commission or its Program Coordinators may include:

- A verbal warning;
- Asking offenders to leave the premises; or,
- Any other disciplinary action the Recreation Commission deems appropriate.

I, \_\_\_\_\_, agree to the above code of conduct when participating in a Dunbarton Recreation Program. Failure to follow the above Code of Conduct may result in a verbal warning, suspension or other disciplinary action.

\_\_\_\_\_  
Player

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

## DUNBARTON RECREATION COACHES' CODE OF CONDUCT

The purpose of our program is to teach fair play, teamwork, provide healthy recreational outlets and build character. I need to remember that I am a role model for our children and my behavior needs to be appropriate for this recreational level.

As a coach, I therefore agree:

1. I will always attend to the safety and welfare of the players.
2. I will respect the coaches and players of the opposing teams, both during the play of the game and its conclusion, win or lose.
3. I will maintain control of my emotions and avoid actions, language and/or gestures that may be interpreted as hostile or humiliating.
4. I realize and accept that a team's reputation is built not only on its playing ability but also on its sportsmanship, courtesy and manners.
5. I will understand the rules of the game and abide by them.
6. I will understand the bylaws of the league we are participating in and abide by them.
7. I will always arrive 10 minutes prior to practice or game time and shall not leave until the last player has safely been picked up.
8. I will lead by example in demonstrating sportsmanship to all my players.
9. I will instruct players in the rules, techniques, fundamentals and skills of the game.
10. I will notify the Dunbarton Recreation Commission:
  - a. If an injury occurs to any player
  - b. If there are any problems with the facility, players, parents or spectators.
11. I will remember that I am a youth sports coach and that the game is for children and not adults.
12. I will abide by the policies and procedures set forth by the Dunbarton Recreation Commission.

### COURSE OF ACTION

Disciplinary action by the Dunbarton Recreation Commission or its Program Coordinators in response to a violation of the Coaches' Code of Conduct could include a verbal warning, asking offenders to leave the premises, forfeiture or cancellation of the game or to other disciplinary action.

Any coach who is disqualified from a game for exhibiting unsportsmanlike behavior or conduct, such as hitting a player or using vulgar language or actions at an official, player, other coaches or fans will be required to resign their coaching position.

I, \_\_\_\_\_, agree to abide by the above Coaches' Code of Conduct.

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Date

DUNBARTON RECREATION SPORTS REGISTRATION FORM
1011 School Street, Dunbarton, NH 03046

Player Name: \_\_\_\_\_

Sport: \_\_\_\_\_

Address: \_\_\_\_\_

Present Grade: \_\_\_\_\_

Phone #: \_\_\_\_\_

Age: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Emergency Contact (other than parent) Name: \_\_\_\_\_

Phone#: \_\_\_\_\_

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--- A \$\_\_\_\_\_ per player registration fee is required to help defray operation and maintenance costs of the League.

Please make checks payable to: DUNBARTON RECREATION

--- All parents must read and sign the Parent Code of Conduct and the Player Code of Conduct forms.

--- All players must read and sign the Player Code of Conduct form.

--- IT IS REQUIRED THAT EACH PARTICIPANT HAVE INSURANCE(school insurance is allowed) PRIOR TO PLAYING IN ANY PRACTICE OR GAME. Insurance Company Name: \_\_\_\_\_

I hereby give my consent for \_\_\_\_\_ to participate in the Dunbarton \_\_\_\_\_ Program. I assume all risks and hazards incidental to such participation, including transportation to/from activities, and I do hereby waive, release, absolve, indemnify, and agree to hold harmless Dunbarton Recreation Commission, organizers, coaches, participants, the Town of Dunbarton, and persons transporting my child from any claim arising out of any injury to my child as a result of participation in the \_\_\_\_\_ Program.

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

PLAYER HEALTH HISTORY: Please circle "YES" or "NO" and explain all "YES" answers to questions below on back of form.

- Does your son/daughter have any physical disability which might restrict his/her activity in this Program? YES NO
Has player had injuries requiring medical attention (includes treatment for head or brain injury, unconsciousness, sprains of any joints, broken bones, serious eye trouble, and kidney injuries)? YES NO
Has player had an illness lasting more than a week (includes history of heart condition or heart disease, rheumatic fever, mononucleosis, epilepsy, diabetes, etc.)? YES NO
Has any allergies (insects, medication, pollen, etc.)? YES NO
Is under a physician's care at this time? YES NO
Takes medication on a regular basis? Specify \_\_\_\_\_ YES NO
Wears glasses or contact lenses? ( circle as applicable). YES NO
Has had surgical operation or been advised to have one? YES NO
Has been in the hospital (other than tonsillectomy)? YES NO
Has special health problems? YES NO
Has any missing or non-functional organs? YES NO

IN CASE OF ACCIDENT OR SERIOUS ILLNESS, I REQUEST THE COACH CONTACT ME. I HEREBY AUTHORIZE THAT MY CHILD BE TRANSPORTED TO THE NEAREST MEDICAL FACILITY FOR TREATMENT AS NEEDED.

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

Please circle all area(s) in which you are willing to help:

- Program Coordinator Head Coach Assistant Coach Team Parent Concessions Referee Umpire Timekeeper Scorekeeper

PROGRAM EVALUATION

The Dunbarton Recreation Commission welcomes feedback from parents regarding Dunbarton's youth sports programs. Please take a moment to share your opinions on your child's experience this season. All responses will be kept confidential except for each coach who will review their evaluations to learn and grow as a coach.

Please drop your completed evaluation off at the Town Offices, or mail them to:  
 Dunbarton Recreation Commission  
 Dunbarton Town Offices  
 1011 School Street  
 Dunbarton, NH 03046

Thank you for taking the time to share your feedback with us.

The Dunbarton Recreation Commission

	<i>Strongly Agree</i>	<i>Agree</i>	<i>No Opinion</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<b>Please include comments and suggestions</b>
<b>1. The coach emphasized sportsmanship and teamwork.</b>						
<b>2. The coach communicated well with the players.</b>						
<b>3. The coach communicated well with the parents.</b>						
<b>4. The coach was effective in teaching skills of the game.</b>						
<b>5. The coach demonstrated &amp; taught respect for all players, officials &amp; fans.</b>						
<b>6. The coach treated all players fairly.</b>						
<b>7. The coach was enthusiastic and positive during practices &amp; games.</b>						

**Please include  
comments and  
suggestions**

*Strongly Agree*  
*Agree*  
*No Opinion*  
*Disagree*  
*Strongly Disagree*

8. The assistant coaches worked well with the head coach and the players.

9. The practices were well organized and disciplined.

10. Your child's skills improved during the season.

11. Your child enjoyed and looked forward to the practices and games.

12. Home game referees/umpires were fair and did a good job.

13. The equipment was in good condition and safe.

14. The gyms/fields were in good condition and safe.

15. The overall experience was positive and your child will play again.

Please include additional comments and suggestions(attach additional paper if necessary):

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