



Coach Handbook

www.bathrecreation.com

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Welcome

Youth Sports Coaches, Officials, and Parents,

Thank you for your interest volunteering for our programs. We are very proud of our department and appreciate that your child is participating. This handbook will provide you with important information regarding our programs and will also serve as a guide to being a “Youth Sports Parent.”

Our mission is to provide your child with a positive introduction and experience to sports in a caring and fun environment. We are more than just a sports program. We hope that through our programs children not only learn the sports that they are participating in, but a little about themselves, sportsmanship and being a team player as well.

A majority of our coaches are parents that have volunteered their time to coach your children. Our coaches have all passed a background check and have received additional trainings and certifications.

We highly value each one of our participants. We know that without YOU, there is no US. Therefore, we hope to provide you with the best experience possible. Please feel free to call or e-mail us throughout the season with any comments or concerns that you may have. In order to provide the best programs possible, input from our participants is the best way to improve our programs. I look forward to speaking with many of you in the future.

We look forward to a successful season!

Sincerely,

Bath Parks & Recreation

Thank You

If you are reading this you are probably one of the volunteers who make this program possible. Thank you! This handbook is designed to help you. It will be revised as new ideas and suggestions are made by you and other coaches and volunteers. All coaches and volunteers in the program are to read this handbook carefully and abide by the contents, including yearly revisions.

Philosophy

Our programs are instructional and skills-based for fun and recreation. All of our leagues are meant to be an introduction to sports for each participant. The emphasis is on FUN. We want each participant to enjoy sports outside of a competitive environment and to continue sports as they grow older.

Goals

- Create an environment in which children have fun and feel physically and emotionally safe
- Have fun while teaching the basic skills of the program
- Empower participants to do their best
- Model and teach good sportsmanship and healthy competitiveness
- Encourage participation and physical fitness
- Place the needs of the participants before adults
- Provide positive and rewarding volunteer opportunities for teenagers and adults

Player Goals

- Have fun
- Work toward a goal as an individual and team
- Practice good sportsmanship
- Experience the thrill of participation

National Standards for Youth Sports

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

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.

Communication

Communication is key to the success of activities and programs at Bath Parks & Recreation. Coaches, board members, and recreation directors are expected to make full and frequent use of communication modes available to them.

Coaches shall not communicate with players/participants under 18 by social media, text messages, or other forms of electronic communications.

All parent/guardian communication should be done via phone, email, text or in person.

In an effort to make communication easier – group apps are allowed (**Teamsnap**, Teamapp, Remind, etc.)

Inclement Weather

In the event of inclement weather Bath Parks & Recreation Department will reach out with cancellations or delays. Make-ups may be scheduled at the discretion of the coaches in consultation with the field or gym schedulers.

Cancellations will be posted as soon as determined by email to coaches and on our Facebook page: Bath Parks & Recreation Department

Referee Policies

1. Student athlete referees under age 18 will be utilized.
2. Training clinics will be held periodically.
3. Referees must have an understanding of the game, especially when young adults are used.
4. Two referees should be assigned to each game, when possible.
5. Referees, in consultation with the site director, league director, or recreation director, may cancel, suspend a contest, or request a player, coach, parent or spectator to leave, if in their view it becomes apparent that the contest cannot continue, due to improper conduct or unsafe conditions. If no board member is present the referee may make the necessary decision.

SECTION 1

PARTICIPANT INFO

Player 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 Bath Parks & Recreation 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.

1. Players will listen to their coaches and be respectful.
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 school work 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.

SECTION 2

PARENT INFO

Parent and Spectator Expectations

The mission of our programs is to teach and reinforce values relating to wholesome competition, good sportsmanship and fair play. It is expected that parents and spectators will reinforce these values by exhibiting appropriate behavior at events.

A condition of participation in recreation events is that all parents and spectators agree to recognize the event as a recreational activity, and that all people in attendance have the responsibility to model appropriate behavior. The event is a unique opportunity for parents and spectators to be a part of a positive and productive environment and to model behavior appropriate to a recreational activity for children.

APPLAUD players for their efforts

ACCEPT the decisions of the coaches

APPRECIATE participants, volunteers and coaches for their commitment

SUPPORT staff and volunteers in conducting an orderly and spirited activity

REWARD sportsmanlike behavior through cheering

FOCUS attention on positive aspects of the child's/children's ability

ENCOURAGE players by showing enthusiasm and positive recognition

DEMONSTRATE concern for the physical and emotional safety and welfare of all

Expectations for Participation

1. Completed registration with appropriate fee paid.
2. Child is within appropriate age pr grade range for program.
3. Expected to be able to make at least 3/4 of the practices.

Remember

The participants are children, not professional athletes. They will make skill and judgment errors. However, all participants are trying their best. Negative criticism will not help them improve and is an unacceptable form of expression. Focus attention on the positive aspects of performance. Remember the coaches are dedicated volunteers.

Compliments, Concerns or Complaints

Be open to player and **parent** comments and suggestions. Provide an opportunity and an avenue for them to do this.

Parent Policies

1. All parents are encouraged to attend games and serve as volunteers in the program.
2. All concerns involving the behavior of adults at either game or practices will be handled initially at the school/town level.
3. If your child stays home from school because of illness, please do not let them go to practice or game.
4. Site coordinators, coaches and/or referees are encouraged to remove from the practice, game or facility, any parent or adult who is verbally abusive, combative or is acting in a manner not acceptable.

SECTION 3

COACH INFO

Coach Expectations

- Every new coach is required to fill out a Volunteer Application and return it to the Parks & Recreation Department.
- Every coach is required to have a criminal background check done to ensure they have not been convicted of a crime against a minor child. This is a free service. Completed reports may not be given to the applicant and are confidential.
- Coaches must be 20 years of age to be a head coach. Under age 20 must have a mentor over age 20 as an assistant or on the bench.
- All coaches are encouraged to become certified by a nationally accepted coaching program (NYSCA - National Youth Sports Coaches Association, ASEP – American Sports Education Program, AYSO – American Youth Soccer Organization, etc.)
- Coaches are allowed to coach their own child.
- It is recommended that a head coach serve in the capacity of assistant coach prior to becoming a head coach.
- During game play only TWO coaches are allowed on the bench. Only one individual is allowed to stand, second coach must be seated.

Coaching Duties and Responsibilities

Coaches must know that they have tremendous influence, good or bad, on kids. The emphasis of this program is fun, basic skill development, and good sportsmanship. The coach is expected to provide an atmosphere in which all kids are treated in a fair and equitable manner. The coach must be aware of all safety issues and hazards associated with a particular sport and devote full effort in providing an atmosphere where participants are physically and emotionally safe.

Additional Coaching Expectations

Be a role model at all league activities.

1. Assume responsibility for following the procedures in this handbook.
2. Notify game referees and site staff of any child with special physical, social, emotional or peer needs that could help make sure that child has the best experience possible.
3. Attend the preseason coaches meeting.
4. **Carry copies or have available electronically the medical information forms of players at all times so contact can be made with parent or guardian in the event of an accident or emergency.**
5. Contact players on your team members within 3 days of receiving the roster of names.
6. Communicate dates, times, places and changes to team members as needed.
7. Take responsibility for the pick up of equipment, uniforms, from the designated person at the site designated (at least one week prior to the start of the season).
8. Organize age and activity appropriate practices, scrimmages, and games.
9. Only make schedule changes that have been approved by the site coordinator or director.
10. Notify your opponent and site coordinator in a timely manner if you anticipate having insufficient players for a scheduled contest.
11. Assume responsibility for modeling sportsmanlike conduct and stress the importance of good sportsmanship to the participants.
12. Ensure that all participants are treated fairly and equitably.
13. Take appropriate and immediate action against disrespectful or inappropriate comments, cheers, gestures, harassment of players or officials, and any action that invites or encourages inappropriate behavior.
14. Provide effective supervision during and after practices and contests. Never leave a child waiting to be picked up.
15. Notify the board, within 24 hours of any inappropriate conduct on the part of a participant, spectator, coach or parent.
16. Periodically inspect equipment and facilities etc. for safety, and report problems to the recreation director within 24 hours.
17. Take responsibility for the return of equipment, uniforms, etc, to the designated person at the site designated (within 2 weeks of the end of the season).
18. Assist in the preparation and clean-up of facilities, before, during and after each use and before and after each season. Participants should have an active and regular role in maintaining spotless facilities. Practice the leave no trace policy.
19. Make sure all participants and spectators are aware that smoking is not allowed and possession of intoxicants and/or illegal substances is prohibited at recreation events and on school and recreational property.
20. Conduct activities in groups. For your protection, avoid being alone with a child.

These coaching responsibilities are not all-inclusive. Coaches are expected to use common practices and common sense. Suggestions for revisions and additions are welcome.

Coaching Hints

- Be the coach you would have wanted to play for.
- Believe in your players.
- Model good sportsmanship. It is a habit, most of which is established in practice.
- Give liberal praise but minimize talking. Kids learn by doing. Comment on a player's actions only when you really have something to say, otherwise they will tune out the constant chatter.
- Don't give false or constant praise. It will be turned out, too.
- Judge the effectiveness of your practice by how many times each kid touched the ball or performed a skill and had fun.
- Inject and encourage fun, humor and laughter.
- Don't use sarcasm, it does not feel good, undermines your ability to coach and is not understood at this age level. Don't substitute yelling for constructive coaching.
- Understand that spirit is contagious and success is infectious.
- Practice fairness. Treat kids equally. Every player should receive equal practice time and be expected to share in duties such as picking up equipment, trash etc.
- Don't hesitate to say, "I am sorry", "I am wrong" and "I don't know".
- Never single out an individual player and scold or humiliate them in front of other people. Embarrassment creates contempt and insecurity.
- Provide a sense of security by being consistent and predictable.
- Be prepared to teach your players how to learn and how to accept coaching.
- Realize learning usually comes by making mistakes
- Research shows that an increase in volume of the coach's voice results in decreased comprehension on the part of the child.
- Remember kids may act tough but they are psychologically still kids, even the big ones.
- Remember players do not learn skills or strategies during a game situation.
- Know that for older players understanding the purpose of a drill is just as important as the ability to execute the skill.
- Ask for help when you need it. Common sense is the best guide.

Suggestions for Imbalanced Games

All coaches have experienced the dreaded moment when you are winning by an embarrassing margin or being beat so badly you wish you could disappear. This inevitable imbalance of team skill can be an opportunity to try some new ways to play the game. If the kids were playing pickup basketball with no adults they would find a way to balance the game and so should you as a coach.

A winning coach can:

- Make a passing requirement which can be cued by a verbal signal rather than yell out “three passes before you shoot”. Passing requirement may require bounce passes only, the ball be touched by all five offensive players before a shot, a minimum number of passes etc.
- Restricting the high scorer(s) to no shots until player X or X, Y and Z score. Some say this is not fair to the high scorer, but passing and positioning is as important at any level and this gives a chance for development in other players
- Make players dribble with the opposite hand.
- Designate who the next goal must be scored by, again this can be cued by a verbal signal so as not to embarrass the opponents.
- Stop keeping score if a team is winning by more than 20 points. Reset the scoreboard at the end of each quarter or half.
- Assign the weakest guard of the winning team to the strongest player of the losing team.
- Play a “smart offense”, cue word for no stealing, no shot blocking, no interception, no reaching. Go for the rebound after the shot. This forces practice on good position.
- Have players take turns bringing the ball down.
- Centers and guards exchange places.

The trailing coach can:

- Adjust goals away from winning and to personal or team goals which may include such things as scoring for an individual, utilizing good screens or bounce passes or getting a certain number or % or rebounds.
- Admire a specific skill set of the other team and copy or learn from it. It is more productive than dwelling on the score and hating the other team for being good.
- Dwell on the little victories like a well-executed give and go or a good screen or rebound.
- Come away from the game with some personal, team highlights or good plays that may or may not have led to a score.
- Take it upon themselves to communicate with the opposing coach during the game rather than wait to the end and grouse.

Tips for Working 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 practice or games. 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.

One of your main challenges is to deal with these instances in a positive manner so it will be an exciting and enjoyable experience for all.

Parent 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
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 10 – 15 minutes prior to or after your first practice.

Welcome & Introduction - Share how excited you are about the upcoming season and having their children on your team. Share some of your relevant background as an athlete, coach, parent, etc.

Coaching Philosophy - Discuss principles in your own words, asking for questions on each before you go on to the next. Ask for parents' support in building a team culture that will reinforce those principles.

Discuss scenarios, such as "What if the official makes a questionable call against our team? Will you set a good example for the players and Honor the Game?"

Share your policy on playing time, missing practice, etc. If missing practice means less playing time, for example, tell parents in this meeting. You can avoid problems later by being clear now.

Communication - Let parents know when and where it is best to contact you (by e-mail, at work during the day, only in evenings, text only, etc.).

-A great rule to have is the 24-hour rule. This is a rule in which parents should wait at least 24 hours after a game before contacting you to express their concerns. This gives everyone, including the coach, a little time to cool off and keep things in perspective.

-There may be times when parents are not satisfied with how you handle a particular situation or concern. So, it is important to tell parents who they can contact if they want to escalate an issue. When telling parents about this, however, you should make it clear that they should first approach you directly and give you a chance to resolve the issue.

Goals and Hopes for the Season/How to Measure Success - In addition to goals such as winning games and qualifying for playoffs, consider and discuss such goals as: • Players will love the sport at least as much at the end of the season as at the beginning • All players' knowledge of the sport will improve • All players will get as much meaningful playing time as possible • The parents will enjoy the season as much as the players.

Logistics - Make sure everyone has practice and game schedules, contact information, and equipment lists. Leave plenty of time for questions.

- Ongoing communication and reminders are also important as the season progresses. Not great with communication? Enlist a parent to help! Have a dedicated person that emails or texts the group in case of rainouts, rescheduling or reminders.

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

SECTION 4

SAFETY, FIRST AID & CONCUSSIONS

Safety/Injury

The coach must be cognizant of safety issues and hazards associated with sports and communicate these concerns to participants, and provide an atmosphere where participants are physically and emotionally safe.

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 if qualified. 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.

Facility and Equipment Safety

- Each coach is responsible for periodic inspection of equipment and facilities to insure they are safe. Kids are not allowed to climb on fence, picnic tables, etc.
- Each coach is responsible for reporting safety hazards to the appropriate person within 24 hours.

Hydration

Coaches are responsible for providing breaks to drink water during practices.

First Aid

- Each coach is responsible for reading the roster to check for medical concerns and for keeping the information with them and private.
- Each coach is responsible for knowing basic first aid and safety procedures. Coaches without this knowledge should seek assistance in obtaining a basic manual to read or review.
- Each gear bag will have a basic first aid kit inside. If you use items and need replacement – let us know.
- Accidents must be reported within 24 hours to the recreation director.
- Blood spills and blood borne pathogens are a concern on the gym floor. Find the custodian if this happens to clean up the floor with the appropriate materials.

Policy and Procedure on Concussion and Head Injury

PURPOSE: The following policy and procedures are being implemented with the intent to reduce the potentially serious health risks associated with sports-related concussions and head injuries.

POLICY: It is our policy to educate coaches, referees, site supervisors, parents and participants of the signs, symptoms or behaviors consistent with sports induced concussions and the 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.

These signs and symptoms may indicate that a concussion has occurred.

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETE
Appears dazed or stunned	Headache or "pressure" in head
Is confused about assignment or position	Nausea or vomiting
Forgets sports plays	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy, or groggy
Shows behavior or personality changes	Concentration or memory problems
Can't recall events prior to hit or fall	Confusion
Can't recall events after hit or fall	Does not "feel right"

Parents, coaches, assistant coaches, and site supervisors, 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

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 participant's 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 Parks & Recreation Dept. within 24 hours or on the next business day following the incident.

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 Coach and the Recreation Department prior to returning to any activity. Players will not be allowed to participate until this document is produced.

Youth Abuse Prevention Policy & Procedures

As a youth-serving organization, we consider the safety and well-being of the youth in our programs a top priority. We prohibit abuse and strive to proactively address reports of this type of conduct, even if it means that someone will be embarrassed or upset. We want to hear about problems or concerns, and we will strive to act on them in a fair way in accordance with our policies. We will report suspected abuse to the appropriate agencies.

Policy and Procedures:

The following policies and procedures are an effort to provide a safe environment for our coaches, athletes, and their families.

1) The Coach Recruitment process shall include the following:

a) Volunteer Application – Every coach and volunteer working with youth must complete our organization's written application that sets forth appropriate background information, requires disclosure of any prior claims or allegations of sexual abuse or other inappropriate conduct, and provide the names of at least two individuals as references.

b) Background Check – All current and potential coaches will be subject to a background check, including appropriate inquiries regarding any previous record of sexual abuse or other unlawful activity.

3) Prohibited Behavior

- a) Use of degrading language or behavior. Coaches are also responsible for stopping disrespectful behavior between team members, including sexual harassment.
- b) Threatening or intentionally inflicting physical injury upon anyone, especially a minor. Coaches are also responsible for stopping threatening behavior by players.
- c) Committing any sexual offense against a minor or engaging in any sexual contact with a minor.
- d) Making any sexual advance, or engaging in other verbal, or physical conduct of a sexual nature with a minor.

4) Reporting of Suspected Child Sexual Abuse

- a) The recreation director is designated to receive reports of emotional, physical or sexual abuse or other inappropriate conduct. This person will promptly notify the appropriate agencies.
- b) All coaches, volunteers, parents and program participants are directed to report any incident of abuse or suspected abuse that they witness or that is reported to them. Note: This does not preclude individuals from reporting abuse or suspected abuse to the proper law enforcement authorities.
- c) Should a suspected incidence of abuse be reported, the coach/volunteer in question may be temporarily suspended from duties while an investigation takes place.

Gymnasium Use

Bath Parks & Recreation works closely with schools for use of the gyms to conduct basketball games and practices.

1. We will provide a site supervisor for all home games. It is usually a recreation director, however, it could be a custodian or other representative.
2. Use of school gymnasiums is permitted through cooperation between the school system and the Recreation Department.
3. 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 our privileges.
5. There is a water only policy in school gyms.

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

APPENDIX

- A. Parent Code of Ethics and Sideline Demeanor
- B. Player Code of Ethics
- C. Compliment, Concern & Complaint Form
- D. Behavior Report
- E. Injury Report
- F. Ejection Report
- G. Substitute Rotation Chart

Parent Code of Ethics & Sideline Demeanor

Your child is participating in a youth sports program. 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 Recreation Dept.
- One or multiple game suspension.
- Indefinite suspension.

Name of Child/Children _____ Date _____

Parent's Printed Name _____

Parent's Signature _____

Player 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. _____

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 Recreation Dept.
- One or multiple game suspension.
- Indefinite suspension.

Child Name _____ Date _____

Child Signature _____

Parent's Name/Signature _____

Compliment, Concern, and Complaint Form

Date: _____

Date of game or practice: _____

Sport: _____

Age or Grade Division: _____

Team: _____

Compliment, Concern, Complaint: _____

What action would you like to see? _____

Why? _____

Behavior Report

Player Name _____

Date _____ Coach _____

- Refusing to work/play
- Disrupting others
- Excessive and inappropriate attention seeking behaviors _____
- Destroying property
- Using inappropriate language or gestures
- Not following directions
- Using physical aggression
- Other _____

Brief Description _____

Actions Taken _____

Player: Next time I will _____

Player Signature _____

Coach Signature _____

Injury Report

Player Name _____

Date _____ Coach _____

Practice/Game _____

Type of injury sustained _____

Other people involved/injured _____

Player was:

- Treated and played
- Treated and sat out
- Taken home by parents
- 911 was called
- Taken by ambulance
- Ambulance was refused

Other info _____

Coach Signature _____

Parent Signature _____

Return completed form to the Bath Parks & Recreation Department.

Ejection Report

Individual Ejected: _____

Date of Ejection: _____

Town Represented: _____

Age/Grade Division: _____

Team: _____

Was this ejection the first offense? Yes No

What actions precipitated the ejection? _____

Who initiated and carried out the ejection? _____

And what was their role in the game? Referee Coach Player Parent Other

Name of person filing report: _____

Action taken: _____

Substitute Rotation Chart

Before the game begins the coach must assign each player a number (1-12) on the substitution chart and follow the corresponding pattern for the game.

Late Players: any player that arrives after the start of the game may be added to your pattern as the highest number in your pattern. Your team will change to the new rotation for that # of players.

Injuries or Disqualifications: if a player becomes injured or disqualified and cannot continue to play, you will replace them with the highest numbered player (from your assigned sub numbers) that is sitting on your bench. You will continue to follow the correct chart at your next substitution time.

Substitution Pattern Player Numbers	Player Names	Jersey Number
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

7 Person Team	Start of Quarter	4 Minute Sub
1st Quarter	1,2,3,4,5	6,7,1,2,3
2nd Quarter	4,5,6,7,1	2,3,4,5,6
3rd Quarter	7,1,2,3,4	5,6,7,1,2
4th Quarter	3,4,5,6,7	1,2,3,4,5

8 Person Team	Start of Quarter	4 Minute Sub
1st Quarter	1,2,3,4,5	6,7,8,1,2
2nd Quarter	3,4,5,6,7	8,1,2,3,4
3rd Quarter	5,6,7,8,1	2,3,4,5,6
4th Quarter	7,8,1,2,3	4,5,6,7,8

9 Person Team	Start of Quarter	4 Minute Sub
1st Quarter	1,2,3,4,5	6,7,8,9,1
2nd Quarter	2,3,4,5,6	7,8,9,1,2
3rd Quarter	3,4,5,6,7	8,9,1,2,3
4th Quarter	4,5,6,7,8	9,1,2,3,4

10 Person Team	Start of Quarter	4 Minute Sub
1st Quarter	1,2,3,4,5	6,7,8,9,10
2nd Quarter	8,9,10,1,2	3,4,5,6,7
3rd Quarter	5,6,7,8,9	1,2,3,4,10
4th Quarter	6,7,8,9,10	1,2,3,4,5

11 Person Team	Start of Quarter	4 Minute Sub
1st Quarter	1,2,3,4,5	6,7,8,9,10
2nd Quarter	11,1,2,3,4	5,6,7,8,9
3rd Quarter	10,11,1,2,3	4,5,6,7,8
4th Quarter	9,10,11,1,2	3,4,5,6,7

12 Person Team	Start of Quarter	4 Minute Sub
1st Quarter	1,2,3,4,5	6,7,8,9,10
2nd Quarter	11,12,1,2,3	4,5,6,7,8
3rd Quarter	9,10,11,12,1	2,3,4,5,6
4th Quarter	7,8,9,10,11	12,1,2,3,4