



## **Provo Parks & Recreation Youth Sports Organizational Policies & Guidelines**

Provo Parks & Recreation youth sports programs are designed to allow all participants an opportunity to participate in a fun, organized, and safe environment. Provo Parks & Recreation is committed to developing programs that will teach sportsmanship, respect, teamwork, fair play and self-confidence. Provo Parks & Recreation has developed several youth sports policies to help create an atmosphere that will support these traits. These policies are based on equal and fair treatment for all participants. With the implementation of these policies parents can feel confident that youth sports with Provo Parks & Recreation will be a positive experience for their child.

### **Matching Request**

Each child will be able to request one other child to be placed on the same team. However, this request will only be granted if the child you are requesting also requests you. For example if John Doe requests to play with Scott Smith and Scott Smith requests to play with John Doe, they will be put on the same team. However, if John Doe requests Scott Smith but Scott Smith doesn't request John Doe, or requests someone else, there will be no guarantee that they will be placed on the same team. Participants may request more children than one, but in the case of 3 or more, must be accompanied by a guaranteed coach for the group/team. These requests require that children sign up by the registration deadline. No requests will be taken with late registrations.

### **Late Registration**

Provo Parks & Recreation will accept late registration provided vacancies exist. Team placement will be done by Recreation Coordinators based upon league availability. Leagues with a draft system will take late registration and will be placed on a team by the Coordinator. Late registrants will play with the team on which they are placed or forfeit that position and not be eligible to participate on another team. Register before the deadline to guarantee a spot on a team and receive a \$5 early registration discount.

### **Teams**

Teams will be formed by geographic school areas using a random draw with consideration given to gender, school, matching request, and grade. Coaches' children will be put on the team they are coaching. No participants are allowed to switch teams or play on a team where they have not been assigned. Participants are asked to sign up in the appropriate grade and include which school they attend. Participants will not be allowed to "play-up" or "play down". Provo Parks & Recreation recognizes that children come in all sizes and skill levels, but it is our policy to make every effort to place participants on teams with children of their same grade. Non-resident participants will be placed on teams that are close to their geographic area by a Recreation Coordinator. Non-resident teams are composed of eight percent or more of team participants.

### **Coaches**

Provo Parks & Recreation recruits hundreds of coaches each year for the 37 sports offered in our youth programs. These coaches are all volunteers, the majority of which are parents. Volunteer coaches form a partnership with Parks & Recreation to facilitate sports programs, to coach according to the sports policies, and to adhere to the principles of the coaching conduct application. If there are no parent volunteers from a school area, the parents of each child will be contacted and asked to coach. Parents should seriously consider coaching and ask Parks &

Recreation for coaching resources if needed. If more than one parent volunteers to coach a team, the first coach registered will be assigned. Although coaches are not paid, Parks & Recreation offers a scholarship to coaches at the end of each season to thank them for their time (must meet requirements). Parents may be assigned to be the head coach in cases where they have volunteered as assistants at registration.

### **Child Protection**

1. An Application Form must be completed for all volunteer positions.
2. Review Information, Check References provided in the volunteer's application form.
3. Interview the potential volunteer. (Largely done through the coaches meeting/packet pickup)
4. Conduct a Criminal History Background Check.
5. Compare Results against Disqualifiers.

The following automatic disqualifiers are important to note:

- An applicant provides inaccurate information in their application References provide unpleasant or disturbing information about the potential volunteer
- The volunteer refuses to complete the screening process
- Sex Offenses and Misconduct
- Violent Felonies
- Felonies (other than sex or violence related) within the past 10 years
- Any child abuse or domestic violence convictions
- Misdemeanors within the past seven years
- Pending convictions and/or arrests for the above items are considered
- Be consistent and tell everyone about screening initiatives

### **Mandatory Coaches Meeting**

A mandatory coaches meeting will be held in order to distribute league information, equipment, and rules. Every coach is expected to attend. If a coach is unable to attend they will need to set up an appointment with a Recreation Coordinator to go over the league information and rules and watch the PPT and/or videos associated with the meeting.

### **Inclement Weather**

In cases of inclement weather where classes, games, or activities may be canceled, parents and coaches have a responsibility to call the Parks & Recreation Hotline at 801 852 6629 after 3:30PM on weekdays and 8:00AM on Saturdays. Participants who call the Recreation Center main line before this time will be transferred directly to the hotline for information. Games or activities may still be canceled at the site if deemed necessary by the program staff.

### **Refund Policy**

Youth sports refunds will be given in full any time before the third game/session and only upon return of any included uniform (if applicable). After the third game or session, no refunds will be given. In cases of season-ending illness or injury, refunds may be considered for these circumstances when submitted in writing and accompanied by a doctor's note.

### **Appeal Policy**

Appeals regarding team rosters, refunds, or requests must be submitted in writing to Provo Parks & Recreation. The decision of the Recreation Coordinator in each case will be considered final. Appeals regarding the final decision of the Recreation Coordinator will not be considered. General feedback regarding programs can be submitted at any time.

These policies and guidelines have been adopted as a way to facilitate fair and unbiased youth sports leagues. If you have any questions please call us at 801 852 6600.