



***The Official Athletic Handbook  
for the Players, Parents, Coaches, and Officials  
of the Philomath Youth Activities Club***



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***This manual has been drafted and published and the policies and procedures  
have been approved by the Program Committee and adopted by the Philomath  
Youth Activities Club Board of Directors.***

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## **Section I - Organization and Program Philosophy**

### **Philomath Youth Activities Club: Goal Statement:**

Help boys and girls of all backgrounds, with special concern for those from disadvantaged circumstances, develop the qualities needed to become responsible citizens and leaders through affordable educational and recreational activities; provide a safe, supervised environment in which to develop these qualities.

### **Philomath Youth Activities Club: The Organization:**

P.Y.A.C. is a 501(C-3) non-profit organization that is governed by an elected, volunteer Board of Directors. The Board is responsible for all programs operated by the Club.

The Athletic Program is operated by the Club and is governed by the Programs Committee and its sub-committees appointed by the Board of Directors. Athletic staff who perform the daily task of operating the program are responsible to the Executive Director of the Club.

### **Philomath Youth Activities Club: Guiding Principles:**

1. We believe that all youth and families should have equal access to all age appropriate activities.
2. We believe in providing a safe and supportive environment where all children and families experience caring and encouragement; feeling special, wanted, and challenged to excel.
3. We believe a high quality program is dependent on having well trained staff and volunteers who promote high standards of integrity, honesty, openness, and fairness.
4. We believe in clearly communicating our services, standards, beliefs and goals to the community.
5. We believe that volunteers, parents, families and interested community members are necessary for our programs to be successful.
6. We believe resources must be developed to provide our services to the youth of our community.



## **Philomath Youth Activities Club: Athletic Program Philosophy and Objectives:**

P.Y.A.C.'s athletic department is dedicated to providing athletic opportunities for the youth of our area which will build confidence and self-esteem. Every youth should be able to participate in the athletic programs of his/her choice, regardless of race, religion, creed, sex, ability, or financial status. P.Y.A.C.'s athletic programs are designed to meet the following objectives:

- A)** Provide youth a source of recreational opportunities for leisure time.
- B)** Give youth opportunities to learn about different sports.
- C)** Help youth to improve athletic skills.
- D)** Give youth opportunities to learn lessons listed below under the values!
- E)** To provide activities commensurate to the skill levels of the participant.

**The Value of Youth Sports:** Sports are NOT life; they are a part of life, a way to learn about life! At PYAC we believe that as much as sports can teach us lessons of honesty, commitment, and teamwork, so can they teach lessons of arrogance, selfishness, and bigotry. Most often it is the coach and parents that determine the lessons that are learned!

If taught correctly Youth sports can help teach lessons of:

- |                         |                |                        |
|-------------------------|----------------|------------------------|
| ○ Sportsmanship         | Fair Play      | Sense of Commitment    |
| ○ Developing Discipline | Teamwork       | Cooperation            |
| ○ Physical Fitness      | Accountability | Developing Self Esteem |

**Why kids participate in Youth Sports:** As parents and adults if we believe in the above mentioned values of participation and we want our children to be involved as long as possible it is important that we understand why KIDS want to participate. The following is a list (in order of importance).

- |                                |                                      |
|--------------------------------|--------------------------------------|
| 1) To have FUN                 | 5) For the excitement of competition |
| 2) To improve skills           | 6) To play as part of a team         |
| 3) To stay in shape            | 7) To learn new skills               |
| 4) To do something I'm good at | 8) To WIN                            |

**Why kids stop participating in Youth Sports:** Most adults are surprised to hear that 70% of youth involved in organized sports stop participating by the age of 15! Here are the reasons they give for dropping out (once again listed in order of importance)

- |                             |                             |
|-----------------------------|-----------------------------|
| 1) I lost interest          | 5) Too much pressure        |
| 2) I was not having FUN     | 6) Burned out               |
| 3) It took too much time    | 7) More study time          |
| 4) Coach was a poor teacher | 8) Coach played favorites   |
|                             | 9) Over emphasis on winning |

**The Philomath Youth Activities Club is a regional chapter of the National Alliance for Youth Sports and with your help is committed to uphold the following national standards:**

**Standard #1 – Proper Sports Environment**

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

**Standard #2 – Programs Based On the Well-Being of Children**

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

**Standard #3 – Drug, Tobacco & Alcohol-free Environment**

Parents must encourage a drug, tobacco & 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 must insist that coaches are trained and encourage them to be certified.  
(ASEP, NYSCA, NFHS, more info in coaches section)

**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, team parent, 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 support to 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 Equipment**

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

**Standard #10 – Equal Play Opportunity (not equal play time)**

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

\*Anyone interested in obtaining more information on the above mentioned standards or the National Alliance for Youth Sports should contact the PYAC Executive Director

## SECTION II- YOUTH PARTICIPATION

**2.01 Participation:** P.Y.A.C. believes that every youth, regardless of ability, should have the opportunity to play. The appropriate amount of playing time will be determined by age group and sport, with special built-in playing rules. All PYAC athletic programs have minimum start ages and or grades that may not be waived. In general players are expected to participate at their level. Requests may be made to staff to consider allowing players to “play up” once they meet the minimum start requirements. These requests will be reviewed and evaluated on an individual basis. More details may be found in section 12.05.

**2.02 Athletic Programs:** Current athletic programs offered at PYAC are:

<u>A. Coed Programs</u>		<u>Age Group</u>
T-Ball		PK-K Grade
Mites (coach pitch)		1 <sup>st</sup> -2 <sup>nd</sup> Grade
Basketball		1 <sup>st</sup> -2 <sup>nd</sup> Grade
 <u>B. Boys' Programs</u>		
Baseball		3 <sup>rd</sup> -8 <sup>th</sup> Grades
Basketball		3 <sup>rd</sup> -6 <sup>th</sup> Grades
Flag Football		3 <sup>rd</sup> -5 <sup>th</sup> Grades
Tackle Football		5 <sup>th</sup> -8 <sup>th</sup> Grades
 <u>C. Girls' Programs</u>		
Softball		3 <sup>rd</sup> -8 <sup>th</sup> Grades
Basketball		3 <sup>rd</sup> -6 <sup>th</sup> Grades
Volleyball		4 <sup>th</sup> -8 <sup>th</sup> Grades

**2.03 Service Area:** P.Y.A.C. provides these programs and gives preference to youth who have established residence within the boundaries of the Philomath School District. If the above programs are not offered for youth outside our attendance area, and they wish to participate in a club program, they will be placed on a waiting list. They will be eligible to be placed on a team following a 7-day waiting period after the last published registration date, provided there is room.

**2.04 Role of Staff:** The P.Y.A.C. Board of Directors employs an Executive Director who, in turn, is responsible for employment of a professional staff to run the day-to-day business and programs of the Club.

The main functions of the athletic staff are to:

- A. Ensure program continuity from year to year
- B. Organize and operate athletic programs
- C. Implement policies and guidelines adopted by the Board of Directors

The staff, under the direction of the Board of Directors, has total responsibility and complete authority for proper program operations.

## SECTION III – COACHES

**3.01 Need for Coaches:** PYAC has no paid coaching positions thus our programs depend on the generous support of volunteer coaches. While most of our coaches are parents we encourage anyone that has an interest in working with youth and a passion for athletics to apply!

**3.02 Qualifications:** To serve as a head coach in a P.Y.A.C. athletic program, a person must meet the following qualifications and requirements:

- A. Be of unquestionable good moral character. Each prospective coach will be required to fill out a *Criminal History Verification form*. Persons found to have a questionable conduct record will not be permitted to coach in the club programs.
- B. Any individual convicted of a felony or misdemeanor involving moral turpitude (conduct that is considered contrary to community standards of justice, honesty or good morals) will not be accepted to coach in the P.Y.A.C. programs.
- C. Must be available and willing to conduct practice sessions and manage games as appropriate for that specific program.
- D. Must be willing and able to abide by all coaching guidelines established by P.Y.A.C.
- E. All coaches are **STRONGLY** encouraged to become certified. This may be done online through any of the following organizations:
  - 1. NYSCA (National Youth Sports Coaching Association) [www.nays.org](http://www.nays.org)
  - 2. ASAP (American Sport Education Program) [www.ASEP.com](http://www.ASEP.com)
  - 3. NFHS (National Federation of State High School Association) [www.NFHSlearn.com](http://www.NFHSlearn.com)
- F. Coaches that do obtain certification in any of the above manners and provide documentation to the PYAC office will receive a \$100 credit to their account!
- G. Senate Bill 721-01-01-14 was passed in 2013. This law has been passed in the state of Oregon. It is now mandatory for all coaches to take a concussion certification in order to coach in the state of Oregon. Coaches in all sports and levels must take the course, print off a certificate of completion (good for one year) and turn it into the PYAC office to be filed with their coach's application.  
The law also requires coaches to hold affected kids out of their sport -- until they're cleared by a doctor.  
Here is a link for free training:  
<http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000>

**3.03 Coach Application:** Each person actively coaching in the P.Y.A.C. program (head or assistant) is required to complete a P.Y.A.C. application form and criminal background form, as established by the Board of Directors and be listed on the official P.Y.A.C. team roster form.

**3.04 Appointment of Coaching Staff:** The P.Y.A.C. Executive Director shall assign all head coaching positions.

- A. Head Coach Selection Priority (having passed the criminal verification process)

- 1) Coaches are selected using an equal evaluation of the following criteria:
  - a. Knowledge and teaching ability of specific sports skills and strategy.
  - b. The ability to motivate young players in a positive manner.
  - c. The ability to be a good role model in the area of sportsmanship.
  - d. Person who has coached at the highest level.
  - e. Number of years a person has coached at any level.
  - f. Number of years a person has coached for PYAC.
  - g. If there have been any formally lodged complaints against the person.
- 2) Coaches are appointed on a one-year basis.

**B. Assistant coaches**

- 1) The head coach has the privilege of selecting his/her assistant coach or a co-coach and all others who participate in activities of his/her team, subject to the approval of the PYAC staff.
- 2) Each team is limited to one official assistant coach or two co-head coaches. Each assistant shall pass the same screening process as head coaches.
- 3) The exception is tackle football where a head coach may have four assistants. However, only two people will be recognized as the official coaches, either a head coach and his/her assistant or two head co-coaches.

**3.05 Coach Attitude and Conduct:** All volunteer coaches will be directly responsible to the P.Y.A.C. athletic staff for their coaching performance and actions during P.Y.A.C. activities. Whenever a coach displays attitudes, actions and/or conduct which are contrary to P.Y.A.C. rules, regulations, and philosophy, said coach may be suspended from the P.Y.A.C. program at the discretion of the staff. As adult role models we must be very clear as to the messages we give kids in the club programs. Not only what we say, but how we say it. Not only what we do, but how we do it. We regularly see kids who emulate their coaches this is a very natural response from kids who learn from watching and listening to others. **It is a great privilege to be called “coach” and with that privilege comes a great deal of responsibility!**

- A.** Each season coaches will be required to read and sign a coach’s code of conduct (see appendix #1 page 28)
- B.** Coaches must comply with the spirit and intent of P.Y.A.C. policies, regulations and playing rules. Deliberate violation of rules and policy is indefensible.
- C.** When players are together as a team, coaches must maintain complete control of team members. Horseplay, running around, cursing, obscene language, abusive use of property and/or equipment or use of tobacco products is never to be allowed.
- D.** Coaches must refrain from any personal action or attitude which may arouse players or spectators to cause unsportsmanlike behavior. By example, coaches must show complete respect for game officials, opposing players, coaches and spectators.
  - 1) In the event a coach becomes engaged in a physical altercation during a P.Y.A.C. activity, the coach will be automatically suspended by the Executive Director.
  - 2) A coach can request a hearing at any time from the Program Committee in an attempt to be reinstated. Until such time that he obtains approval from the Program Committee said coach remains suspended.



- 3) Drug, alcohol and/or tobacco use by coaches and assistant coaches is not permitted in the presence of his/her team or on any PYAC or Philomath School District property.
- 4) Coaches should refrain from using any foul language, as well as from making any derogatory racial or religious remarks.
- 5) Coach ejection policy: Any coach that is ejected from an athletic contest must:
  - A- Meet with the Executive Director prior to the next team function.
  - B- Miss the next contest.
- 6) Coaches shall not remove your team from a competitive situation until the conclusion of the contest or unless directed to do so by a game official or director.

**3.06 Coaches Duties and Responsibilities:** Each coaching staff will be under the leadership of a head coach. Whenever needed, P.Y.A.C. staff will communicate with the head coach on team matters. In addition to team preparations, each coaching staff must complete the following duties:

**A. Team Sponsor:** A member of the team's coaching staff is encouraged to contact the sponsor, extend an invitation to the sponsor to attend games, meet parents, players, etc. Unless preapproved by the Executive Directors, teams should never request additional resources from their sponsors.

**B. Equipment and Uniforms:** Each team will be issued sufficient uniforms and equipment necessary to conduct practice sessions and play games. Coaches should notify staff right away if they have any additional equipment needs or if any equipment is not in working order or is of the wrong size.

1) After the team roster is filled by P.Y.A.C. staff, the staff will issue the head coach their equipment. Player uniforms will be issued at a later date.

Immediately following completion of a team's final game of the season, the head coach is responsible for the return to the P.Y.A.C. all equipment issued to his/her team, including uniforms where appropriate.

2) All uniforms and related gear, except game T-shirts, caps and mouth pieces, must be returned to P.Y.A.C. after the final game of the season. Coaches are required to have written record of what uniforms were issued to whom so they can turn it in at the end of the season to assist with uniform collection.

**C. Parents' Meeting:** Once a team has its players, coaches are required to plan and conduct a meeting of parents who have children on the team. This meeting should be held prior to the first practice or game of the season. Coaches should cover the following items:

- 1) Introductions, youth sport philosophy, and coaching experience.
- 2) Best way for them to communicate with you (email, cell #, Home #)  
Set expectations on when to visit (not before, during, or after a game).
- 3) Special P.Y.A.C. rules, including minimum playing time rules for the league.
- 4) Game schedules.
- 5) Team rules (practice attendance, conduct).
- 6) Practice schedule (notification if a player cannot attend, cancellations)
- 7) Parents' assistance at games (score keepers, timers, gym supervisor)

- 8) Parents' conduct (parents must sign a copy of our spectators code of conduct each season (see appendix #3 page 31)

**D. Attendance:** The head coach should be present at all practice sessions and games. In case of emergency, he/she may appoint an approved assistant coach or another adult to act in his/her place during his/her absence. This person should also have attended the P.Y.A.C. Coach's Clinic and must be a screened volunteer. Never leave kids unattended.

- 1) Tell kids not to arrive too early for practices or games.
- 2) Wait with them until their rides have arrived.

**E. Record Keeping:** Coaches are asked to maintain the following records:

- 1) Written practice Plans
- 2) Attendance for games & practices
- 3) Game Scores (where appropriate)
- 4) Coaches should ALWAYS have their issued coaches notebook with them as it contains all emergency contact information for their players

**H. Transporting children:** The club does not prohibit coaches from giving children rides, however we do not encourage it. The liability for any accident that might occur is solely on the driver of the vehicle.

**I. First Aid:** All coaches are encouraged to become First Aid / CPR certified. First aid kits are issued to each team. In the event that a child is injured during a practice and or game and must be removed from play, the coach should follow these steps:

- 1) Survey the situation to determine the nature and severity of the injury
- 2) Perform the level of care that you feel comfortable with.
- 3) Call for help (this may be to PYAC staff, the parents, or 911).
- 4) Any time an injury occurs the coach must notify the parents and the PYAC office. In the event that medical attention is required the coach must complete an accident report (see appendix #7 pg. 36) and turn it into the office.

**3.07 Motivation and Discipline:** The part of our programs which is the most open to interpretation is the administration of discipline and motivation in the context of your daily practices and games. While the two are connected they are not the same thing. The club feels that with the proper motivation of your players most of your discipline problems will take care of themselves. You must build a feeling of self-esteem in each member of your team so that they are excited to attend practices and games and to be part of the team. It is very easy to tell people to build self-esteem, but how do you do it? The following strategy, called four senses, is a method the club recommends for you to use with each of your players.



**A) SENSE OF COMPETENCE:** The feeling there is something that the player can do and does well. (i.e. “hey Johnny you are an exceptional ball handler”)

**B) SENSE OF USEFULNESS:** The opportunity to do something of value for the team. (Stressing the importance of every member of the team and validating their positions on the team)

**C) SENSE OF BELONGING:** A setting where an individual player knows he/she has a place where they “fit in” and are accepted. (“Sally it sure is good to see you, I am glad you made it”)

**D) SENSE OF POWER OR INFLUENCE:** A chance for players to have their voice heard and to influence decisions concerning themselves and the team. (Team captains, drill leaders, voting on team name, vote where to go after games, vote on spirit wear)

You as a coach will have many opportunities to interact with your team, and with other teams, parents etc., in a number of different settings. Please take the time to evaluate: are you a team player, a positive up-beat person who is creating enthusiasm around your team and your sport?

There will be times when the team, or individuals on the team, do not respond to coaching to the point where it is detrimental to the team as a whole. What do you do? In the Club programs there are four levels of discipline that a coach may enforce:

1) **Exercise:** Either individually or as a group the possibility of extra running or push-ups can be a good disciplinary tool. Tell your team ahead of time what the limits are and then enforce them. (ex.: late to practice with no good excuse, disruptive in practice, arguing, foul language.) Be sure this is separate from your everyday conditioning for your sport.

2) **Limit Playing Time:** There are in all of the programs; minimum playing rules, and there are no exceptions made to the rules to use playing time as a tool to modify disruptive behavior. Be honest with the kids, and parents, and tell them why. Every child should play much more than the minimum if she/he is attending practice regularly and exhibiting a good attitude. Do not limit playing time as a result of ability, only behavior.

3) **Game Suspension:** You as a coach may come to the conclusion that the only way to solve a situation is to call for a game suspension for a player. A game suspension must be cleared through the PYAC Director. Once it is approved you must make contact with the child’s parents and inform them before such action is implemented. Please make sure that you have written documentation of all events that would cause you to pursue a game suspension as an alternative. You should make notes about any disciplinary action you take, or unacceptable behavior you encounter on your daily attendance sheets so you will have it for reference.

4) **Season Suspension:** This is an action taken only by Philomath Youth Activities Club. Should it be necessary to go to such lengths, please have adequate documentation

to submit. Some examples of seasonal dismissal events might be drug use by a player, fighting, vandalism, or two game suspensions.

## **SECTION IV – OFFICIALS**

**4.01 Association Officials:** Where possible (budgetary and deemed necessary) PYAC will use our local high school official associations to service our programs. With that stated there are programs where it does not make sense to or is not possible to service them with association officials.

**4.02 Qualifications:** To serve as an umpire or referee in P.Y.A.C. sports programs, a person must meet the following minimum qualifications:

- A. Good Moral Character: Each game official, over the age of 18 is required to fill out a *Criminal History Verification* form, and any person found to have been convicted of a felony or misdemeanor involving moral turpitude will not be allowed to officiate games in P.Y.A.C. Athletic Programs. Agencies supplying officials to the Club programs need not register officials individually.
- B. Availability: To receive game assignments, a person must be available no less than two (2) days each week for the duration of the season.
- C. A person must be at least sixteen years of age to officiate unless waived by the Athletic Staff. It is highly recommended that each official have a valid driver's license.

**4.03 Conduct and Attitude:** Whenever any game official displays attitudes, actions, and/or conduct which are contrary to P.Y.A.C. rules, regulations and philosophy, the said person may be terminated.

- A. Officials must comply with the spirit and intent of the policies of P.Y.A.C.
- B. Game officials must refrain from any personal action or attitude which may arouse players, coaches, or spectators to cause unsportsmanlike behavior.
- C. In the event that an official becomes engaged in a physical altercation during a P.Y.A.C. activity, the official will be automatically suspended by the Executive Director.

**4.04 Uniform and Equipment:** Whenever a person officiates a P.Y.A.C. game, the official uniform, as identified below, shall be worn.

- A. Official shirt, black and white striped association shirts or other official uniforms from other associations.
- B. Black pants or shorts (appropriate sport and weather).
- C. Each official must provide his own equipment for each sport as specified in the National Federation Officials Manual.
- D. No one shall ever officiate a game wearing any clothing or hat that identifies them as a Philomath player, parent or fan.

**4.05 Registration:** Any person accepting assignments as a game official is required to register in the P.Y.A.C. office.

- A. A completed W-9 IRS form for the appropriate year must be on file.

B. An official P.Y.A.C. application form must be filled out and on file prior to determining certification.

**4.06 Training Sessions:** To be eligible for game assignments each official must attend a minimum number of training sessions as determined by P.Y.A.C. prior to the start of each season or be certified by local associations, i.e. Mid Valley Football Association.

**4.07 Game Assignments:** Assignments offered by the P.Y.A.C. Athletic Program are assumed to be accepted by the game official in good faith. Each official has the responsibility to complete every assignment without tardiness, absence or unapproved substitution. Only in cases of an emergency should a person consider requesting a P.Y.A.C. staff member to substitute another official for the assignment.

A. Missing an Assignment: The first time an official has an unexcused absence for an assignment he/she will be warned. Whenever an official subsequently misses another game he/she shall be terminated immediately.

B. Tardiness: Whenever a game official arrives at the game site after the required arrival time (fifteen (15) minutes prior to game time), he/she will be warned. The second time will result in probation. A third time will result in immediate termination.

C. Unavailability: At least seven (7) days prior to the assignment meetings, game officials must provide the P.Y.A.C. staff with dates they will not be available to officiate during the next assignment period. A special form is used for this purpose. Failure to provide these dates will result in the staff assuming said person is available at all times.

D. Game cancellations: In cases where games are canceled by P.Y.A.C., a member of the P.Y.A.C. staff will notify the game officials.

\*Whenever a P.Y.A.C. staff member fails to make proper notification, the policy stated under '4.08 A' will be applied.

**4.08 Wages:** P.Y.A.C. will pay game officials for services rendered according to the scale adopted annually by the P.Y.A.C. Director.

A. When a game is not played because one or more teams do not show and P.Y.A.C. has failed to notify game officials, each official assigned will be paid \$5.00 for his/her efforts.

B. Pay Periods: Pay periods for referees and officials end on the 15th and 31st of each month. Paydays are the 20th and 5th of each month. If the 20th or the 5th of the month falls on a Saturday then payday will be Friday, the 4th or 19th; if the 20th or the 5th falls on a Sunday then payday will be Monday, the 6th or 21st.

C. Checks for services rendered may be picked up by 2:00 on payday in the Club office. If any official's paycheck is not claimed at the Club within ten (10) days of the date of issue, it will be mailed to the last address that the Club has for them.

D. Outside officials agencies will be paid as per their request.

**4.09 Game Report:** To curb acts of unsportsmanlike conduct, P.Y.A.C. staff and Board of Directors request each referee to write an incident report anytime a player or coach is ejected from a game. A report is also requested anytime a player, or coach and/or spectator is belligerent, abusive, uses foul language, accosts an official, etc., either before, during, or after a game. Immediate reporting of problem situations is extremely vital. P.Y.A.C. needs the support and cooperation of game officials to eliminate unsportsmanlike conduct.

- A. The incident report should be submitted to the P.Y.A.C. office within 24 hours of the incident.



## SECTION V - GAME SCHEDULES

**5.01 Game Schedule:** The official game schedule will be drafted by P.Y.A.C. staff or local sports leagues to which the Club is associated. Final schedule approval, however, must be made by the P.Y.A.C. staff. Schedules will be issued at least one week preceding the first game date. Every coach will receive sufficient number of schedules to be distributed immediately to all players and coaches on his/her team.

**5.02 Schedule Conflicts:** Prior to drafting the game schedule, all coaches will be informed of the possible starting date, the times, and the days of the week that games will be played and the proposed finishing date.

A. Example: games will start January 15th; games will be played on Mondays & Wednesdays with a starting time of 5:15 p.m. to 8:00 p.m.

B. If a coach knows his or her team has a problem with the parameters, the coach needs to submit, in writing, a request to the P.Y.A.C. staff, so as to avoid conflicts. The staff will not guarantee that they can avoid the scheduling conflict, but they will try.

**5.03 Game Schedule “No Change” Policy:** In order to reduce errors and miscommunication, the following “no change” policy will be followed: All games will be played on dates and times as specified in the league schedules. Once a game schedule is published and distributed, there will be no changes, alterations, or modifications except in those situations which the athletic staff, deem to be special circumstances. These circumstances are defined as:

A. Death

B. Weather

C. School Closure: Any time school is canceled or released early due to weather ALL PYAC practices and games (home and away) will be canceled for that date as well.

D. Unsafe gym or field playing facility

**E. Facility Conflict**

**F. Special circumstances**

Every reasonable attempt will be made to make up any canceled games before the end of the season.

**5.04 Additional Games:** Coaches may schedule additional games as a supplement to the league schedule at their own expense. Teams may schedule practice games with non- P.Y.A.C. teams. However, all games scheduled must be approved by the P.Y.A.C. staff before they are played. This includes tournaments.

**5.05 Cancellations:** When a team does not show up for a game, a forfeit will be awarded to its opponent. As soon as the head coach of the forfeiting team knows he/she cannot show up, he/she must immediately notify the opposing coach and P.Y.A.C. staff so that officials can be canceled and the opposing coach can notify his players.

## **SECTION VI - PRACTICES**

**6.01 Definition:** A practice session is defined as any meeting under the supervision of an adult and which is called, scheduled, or arranged by an adult. All seasons will have a start date at which point practices may begin on or after that date. This date will be after the first coaches meeting.

**6.02 Adult Coach:** An adult coach, or assistant, is required to be in attendance for the duration of any practice session. Coaches should arrive early and then stay until all youth have been accounted for. Non-screened adults are not permitted to organize and run practices.

**6.03 Practice Hours:** Any practice session involving elementary (1st-5th grade) players must end promptly by 8:30 p.m. Practice sessions for middle school (6th-8th grade) players must end promptly by 9:00 p.m., games excluded.

**6.04 Practice Time Limits:** All practice sessions shall not exceed 2 hours beginning with the time players were instructed to report.

**6.05 Number of Practices:** A team is limited to one (1) session (game or practice) per day. Practice time begins when participants were instructed to report. Weekly limits for each sport may vary but the general guidelines are as follows:

K-4<sup>th</sup> Grade: Two to Three practices not exceeding an hour and half each

5<sup>th</sup> -6<sup>th</sup> Grade: Three to Four practices not exceeding an hour and half each

7<sup>th</sup>-8<sup>th</sup> Grade: Four to Five practices not exceeding two hours each

**6.06 Sunday Practice:** Sunday practices are not recommended and players who choose not to attend will not be penalized.

**6.07 Scheduling Practices:** Practice sessions must be scheduled through the athletic staff of the P.Y.A.C. Schedule times must be strictly adhered to so that all teams are treated fairly. All changes must be coordinated through the staff.

**6.08 Closed Practice:** No closed practice sessions shall be allowed. Practices may be closed to other students and spectators but cannot be closed to parents.



## **SECTION VII - RULES**

**7.01 Definition:** P.Y.A.C. teams will play games according to the rules published by the National Federation of State High School Associations (NFHS). After the National rules we will abide by any state or local association rules (JBO, Junior Baseball Organization), with modifications and exceptions as adopted by each respective league that we participate in.

**A)** It is the responsibility of the coach to make sure that he/she knows the rules and that they are teaching their teams to play by the rules.

**B)** Each coach is encouraged to get a copy of the NFHS rules in addition to the league specific rules for his/her sport.

**7.02 Rule Modification:** Rule modifications will be approved prior to each sport's season after presentation of the recommendations and discussion by the Athletic Directors of each league. These rules will be published and made available to coaches at Coach's Orientation/Trainings prior to the start of each sport's season. Any coach and or parent that would like to propose any changes needs to do so with the PYAC Director.

**7.03 Protests:** P.Y.A.C. staff will not review judgment decisions made by an official during a game. However each league does have a process (located in the league rules) to review and rule on any interpretation of rules.

**7.04 Prohibitions:** Consumption of alcoholic beverages, smoking, or other use of tobacco products by coaches, officials, or spectators is not allowed at any practice or game session.





## **SECTION VIII - PLAYERS**

**8.01 Registration Requirements:** A player must complete all registration requirements with the P.Y.A.C. office prior to participation in any practice session.

- A. Each player must be a current member of the P.Y.A.C.
- B. Each player must file a program registration form with the P.Y.A.C. office. For the players' protection and safety, pertinent medical/health information should be disclosed on this form. This form must be signed by a player's parent or legal guardian, designating permission to participate.
- C. Each player registered, as above, must pay a player fee which is established annually by the Board of Directors. P.Y.A.C. does have a program to assist members who do not have the ability to pay athletic fees. Families who need assistance must contact the Club office to set this process in motion.
- D. If registering late, each player will be given a receipt which verifies that he/she is eligible to participate upon completion of registration and fulfillment of fee requirements. This receipt must be presented to the team coach prior to beginning their first practice or game session.

**8.02 Refunds:** Requests for refund of fees must be submitted to the P.Y.A.C. office in writing. Decisions on refund requests will be made by the Executive Director using the following guidelines:

- A. Refunds will not be considered nor granted:
  - 1) When a player drops from the program for personal reasons.
  - 2) When a player decides to drop from the program after being placed on a team.
- B. A refund will be made
  - 1) When P.Y.A.C. cannot find a place on a team for a player during the first part of the season.
  - 2) A player becomes ill or is injured, resulting in them missing over 25 % of the season.
  - 3) A player moves from the area prior to the start of games.

- C. All refunds are subject to a 15% administrative fee except when the P.Y.A.C. is at fault.
- D. Refund checks are run on the 5th of each month.

**8.03 Dual Participation:** A player who is a member of one P.Y.A.C. team cannot play on another P.Y.A.C. team at the same time in the same sport. In addition players who are registered on PYAC teams are expected to be fully committed to their teams. Any outside or additional activities that will result in them missing any practice and/or game times on any regularity are not advised. Missing practice may result in less playing time.

**8.04 Non-Public School Players:** Players attending private schools will have the option of playing on a team from his/her school or on a team formed in the public school area in which he/she resides. Home schooled players will play for the public school in his/her residence area.

**8.05 Specific Placement Requests:** Parents are welcome to ask for specific placement considerations (to be with specific friends or coach). However we do not make any guarantees. Due to several considerations not all request can be accommodated. We assure you that we will do our best to insure the best placement for your child. While all programs are unique in how teams are formed, ultimately the final decisions on placements will be made by the PYAC Staff.

**8.06 Player Eligibility:** Each player must meet the following requirements to retain eligibility:

- A. Be a current member of the P.Y.A.C.
- B. Sport fees paid, registration form completed and on file, district and boundary requirements fulfilled.
- C. Practice attendance requirements fulfilled as established by the coach. It is recommended that parents of team members know and understand the rules early in the season to avoid misunderstanding as the season progresses.
- D. Athletes in the 7/8<sup>th</sup> grade will also be held accountable for their performance and conduct in the classroom. In order to participate in programs co-sponsored by the Philomath Middle School, student athletes must sign an abide by the eligibility requirements in amendment #4 page 32

**8.07 Player Discipline:** No coach is authorized to impose any disciplinary action against any player more severe than a seven (7) day suspension from team activities. The coach is required to alert staff of the suspension.

If a coach desires more severe action to be imposed, he/she shall petition the P.Y.A.C. athletic staff. A hearing on such petition shall be held by the P.Y.A.C. staff after notice to the coach, player and player's parents is made. The decision made by the P.Y.A.C. staff as to disciplinary sanction to be imposed, if any, will be final.

**8.08 Player Injury:** Any player who is accidentally injured or is ill to the extent that a licensed physician was consulted may not participate in any P.Y.A.C. practice session or game until such time as he or she submits to the head coach a written note from the attending physician giving permission to resume the activity.



## SECTION IX – TRANSPORTATION

Transportation is a parental responsibility. However, if it is necessary for coaches to transport players other than their own, they must observe the following:

**9.01 Vehicle and Equipment:** Any vehicle used to transport P.Y.A.C. player(s) must be properly licensed and equipped in accordance with statutes of the State of Oregon.

**9.02 Insurance:** All vehicles used to transport P.Y.A.C. players must be insured in accordance with the statutes of the State of Oregon. Drivers must be at least 21 years of age and have a valid driver's license.

**9.03 Ethics:** *The Philomath Youth Activities Club highly recommends that coaches never place themselves or their players in a situation where they are alone with a child or they are transporting a child other than their own without another adult or child present.* Observe the following rules so that completely innocent remarks or actions are not misinterpreted by players, parents, or others:

- A.** Treat all players the same; never show favoritism.
- B.** Never transport a child, other than your own, except in emergency situations or with written consent.
- C.** Do not touch players. A simple pat on the backside is no longer acceptable. A “high five” serves the same purpose and may keep you out of trouble.
- D.** Follow the Golden Rule. Remember, everything you say or do is being watched by not only team members, but by parents and coaches from other teams as well.

**9.04 Vehicle Safety:** All vehicles used to transport P.Y.A.C. players must be designed for the transportation of passengers, and while in transit, all players must be seated and secured with a seat belt in the passenger compartment of the vehicle. No P.Y.A.C. player shall be permitted by a coach to ride in or on the open or canopied bed of a pick-up truck, in a pick-up camper, or in a travel trailer.

**9.05 Overcrowding:** There must always be adequate space for equipment, as well as a seat for each person, in vehicles used to transport P.Y.A.C. players.

**9.06 Traffic Safety:** Persons transporting P.Y.A.C. players to or from a game or any other P.Y.A.C. activity shall obey all traffic laws.

## **SECTION X - PARENTAL RESPONSIBILITIES**

**10.01 Parent Volunteers:** P.Y.A.C. firmly believes that programs and events run more smoothly when we have parent volunteers.

A. Parents are needed to operate the scorebook, scoreboard and keep the scorebook at games. P.Y.A.C. will provide training in the operation of the equipment.

B. Parents are needed to help supervise the fields and gyms at practice sessions. Keeping attendance records, being responsible for first aid equipment, water, etc., will help the coach.

**10.02 Parent Expectations:** Adherence by parents to a few expectations will help create a positive and supportive environment in which our young athletes are able to grow through the experience of sport. Parents are expected to:

A. Sign and abide by the parent/spectator code of conduct (see appendix #3 page 31)

B. Support our young athletes in their athletic endeavors.

C. Attend team and parent meetings.

D. Facilitate car pools and phone trees.

E. Facilitate player's practice attendance.

F. Adhere to rules applying to spectators.

G. Act respectfully toward coaches, officials and opposing administrators.

**10.03 Talking to the Coach:** Direct and open lines of communication between parents and coaches are important to establish from the beginning of the season. Communicate to the coach any special needs that your child may have and find out how you might be able to get involved with the team. If you have a concern with your coach, the following steps may help you assess the situation, communicate your feelings, and resolve a problem.

A. Discuss the issue with your athlete. His or her perception may be very different from yours. Always keep in mind that it is THEIR experience!

B. Arrange a meeting with the coach at a mutually acceptable time after all parties have observed the "24-hour rule", a cooling-off time. Speaking with the coach just before, just after, or during a game may adversely affect any discussion, and is not recommended.

C. Be clear about your concern, and listen carefully to the coach's response. Ask the coach if he or she understands your position and if there are ways to improve the situation. Most coaches will understand and try to make adjustments where appropriate.

D. Keep in mind that your coach is a volunteer and that he/she may need help in understanding your child. It is your responsibility as a parent to voice your concerns. Please approach the coach directly as soon as a concern arises.

E. If you still sense a problem after having spoken to the coach, please speak to the P.Y.A.C. staff. P.Y.A.C. wants to ensure that all players have a positive experience.

**10.04 Talking to your Player:** It is suggested that as a parent, you communicate with your child about his/her experiences in sports. Your interest in your player's efforts means the world to a young athlete. The message that you send to your child about his or her performance can indeed affect the way your child enjoys his or her sport season. It is important that the parents involved in the P.Y.A.C. athletic programs help to uphold the values of the recreational philosophy of the program. This will allow for a more positive experience for everyone involved.

The following questions may help you and your child to evaluate his or her feelings after a competition and will help you to communicate positively with your child and reinforce the values of our programs:

A. *Did you have fun?* The main goal of the P.Y.A.C. programs is that everyone has a positive experience. This question emphasizes the purpose of participation in a recreational league.

B. *What did you learn today?* Skill development is an important part of the P.Y.A.C. sport leagues. When a child verbalizes what he or she learns, he or she can reinforce the learning through explanation.

C. *Did you do your best?* A player who gives his or her best may feel proud of the effort alone. This question will help them see that the results of the competition are far less important than personal challenge and growth.

**10.05 Parent Rules and Regulations:** The following rules and regulations apply to all parents:

A. Weapons of any kind are prohibited at all sites such as ball fields, school gyms, the P.Y.A.C. facilities, and all other sites where our programs take place.

B. Permits to carry a concealed weapon do not provide an exception to this rule. In the event that the Club finds that this rule is being violated, the person involved will be requested to remove the weapon from the premises and failure to do so will result in police intervention.

C. Possession of and/or being under the influence of alcohol or drugs is prohibited and will result, upon discovery, in being asked to leave the site. Use of tobacco in any form is also prohibited on the premises.

D. Parents will be held responsible for the behavior of their player, as well as any siblings, which includes any damages, theft, or vandalism caused to the activity site.

**10.06 Parent Conduct:** As a parent, your attitude, conduct and actions are very important to the children in the program. We, as parents, must set good examples. Parents demonstrating bad attitudes, temper tantrums, intoxication or a poor display of conduct will be dealt with by the P.Y.A.C. staff and could face banishment from the game sites and/or expulsion of their children from the program.

- A. In the event that a parent/spectator becomes engaged in a physical altercation during a P.Y.A.C. activity, the person will be automatically suspended by the Executive Director.



## SECTION XI - PLAYER EXPECTATIONS

**11.01 Team Member:** As a member of a team, and the P.Y.A.C. athletic program, it is important to know our expectations of all players. Meeting these expectations will help you be a positive force on the team. Players are expected to:

- A. Participants 9 years old and above must read, sign and abide by the Participant Responsibilities and code of conduct (see appendix #2 page 30), each season.
- B. Follow all Club, Sport and Team rules.
- C. Attend all practices, meetings, and team events.
- D. Participate in all exercises with your best effort.
- E. Play fairly.
- F. Respect teammates, coaches, officials, and opponents.

**11.02 Rules and Regulations:** The following rules and regulations apply to all participants: In addition all players that participate in programs co-sponsored by PMS must sign and abide by the “code of conduct for activity participation” (see appendix #4 page 32)

- A. Weapons are prohibited at all sites such as ball fields, school gyms, P.Y.A.C. gyms and facilities and all other sites where our programs take place. If this rule is violated, the person involved will be requested to remove the weapon from the premises and failure to do so will result in police intervention.
- B. Possession of and/or under the influence of illegal drugs or alcohol is prohibited and will result in suspension or expulsion from programs. Use of tobacco, in any form, is also prohibited on the premises.
- C. Players will be held responsible for theft, damage, vandalism of Club or PSD property or facilities.
- D. Players may not be on fields or in gyms, or other playing sites without staff or coach’s permission and supervision.
- E. Players may not gamble, use obscene language or make threatening gestures.
- F. Players must abide by sport rules, and other team rules as determined by the coaches.

**11.03 Player Conduct:** As a player your attitude, conduct and actions are very important to your team, parents, coaches and P.Y.A.C.

- A. Every player must show good sportsmanship, fair play, and demonstrate good control in victory and defeat.

- B. Players demonstrating bad attitudes, temper tantrums, disrespect for officials, coaches, opponents, or teammates will be dealt with by his/her coach and/or the athletic staff upon receiving an official report. Players could face banishment from the program.
- C. In the event that a player becomes engaged in a physical altercation during a P.Y.A.C. activity, the player will be automatically suspended by the Executive Director.

## **SECTION XII - LEAGUE ORGANIZATION**

**12.01 Assignment of Players:** Assignment of players to specific teams will not be made before the final registration date.

### **12.02 Assignments for Grades K-8:**

- A. Where possible, school affiliation will determine a player's team assignment.
- B. A team will be considered formed, if after registration, there are enough players registered from a particular school to meet the minimum number of player needed without going over the maximum number of players allowed.
- C. Players attending a private school may elect to play for the team in his/her public school attendance area or their private school.
- D. If a player is home schooled, he/she must play for the public school attendance area in which he/she lives.

**12.03 Roster Size:** Every team will have a minimum and a maximum number of players which is determined by the particular sport involved.

<u>Sport</u>	<u>Minimum</u>	<u>Maximum</u>
Baseball	11	15
Softball	10	15
Basketball	07	12
Tackle Football	16	30 *
Flag Football	7	15
Volleyball	8	12

- A. The P.Y.A.C. staff has the authority to reduce or expand roster requirements by not more than one (1) player in order to form teams within a given school area.

\* B. If all the football teams in a grade have full rosters of 30 players, the Athletic Department has the authority to expand the rosters to a maximum of 33 players.

### **12.04 Team Formation**

At PYAC we have developed an organizational Philosophy on team formation that is based not only on discussions, observations, and opinions but on sound research based information. We have a wealth of research papers, journal articles, and books that support our philosophies in these areas. For the purpose of this document we will very briefly outline our philosophy and then would really encourage each of you to take the time to research the topic on your own.

## **12.04 continued... Team Formation Brief overview:**

Team formation: At PYAC we feel very strongly that ALL youth should be given the same opportunities to participate in youth sports. We view our programs in three stages or age brackets:

### **#1 Youth aged 5-8 -**

We want programs that create an atmosphere of fun! This is their introduction to organized athletics and we want their experience to be very positive. The experience is the focus and scores are often not kept and if they are they are not emphasized.

### **#2 Youth aged 9-12 –**

As in all aspect of life this is a transitional period for the youth. Their physical, cognitive, and emotional skills are starting to blossom. At this level we believe teams should still be “equal” and while the temptation is there to make select teams we believe they have the potential to cause more negatives rather than positives. The leagues are more competitive and score should be kept. The emphasis is still on player development, as kids will start to show the abilities to understand the rules of the games and fundamentals of the game.

### **#3 Youth aged 13 + -**

As youth enter adolescence players can begin to make more informed decisions for themselves and one of the main decisions they make is whether they wish to continue to be involved in athletics. Many do not (73% drop out by the age of 16) and those that do continue, often cut back to one or two sports. At this time it is appropriate to divide teams by skill, although opportunities should be made to allow players to move within the skill divided teams as non-skilled characteristics (attendance, work ethic, attitude) become very important at this age. At this stage kids have the ability to determine for themselves what level of commitment they are willing to make to their sport. Extended seasons and/or tournaments are very common and positive.

While the above descriptions are our general philosophies on team formation, our participation in various league require us to play by varying rules in terms of how teams are formed. Thus each individual sport may vary in terms of evaluations and team formations.

**Evaluations** – Where necessary we will conduct skills evaluations to assess the skill levels of our participants. This is typically done for the 5<sup>th</sup> grade and above. This may be to form select teams or to insure talent distribution on even teams. In general we will partner with the PHS coaches and players in that particular sport to conduct the evaluations. Data collected at the evaluations will be seen by program staff and coaches and is not for public viewing.

**Missed Evaluations** – Every effort should be made for the student athlete to attend the evaluation session. In the event they are unable to attend the program staff will utilize a combination of previous evaluation scores, coaches input, and information provided by the school PE teachers to insure that the player is placed correctly.

Team formation is not a scientific process and it is never perfect however we pride ourselves on doing the very best that we can to insure the success of all the players in our programs!



## **12.05 Playing a youth “Up” brief overview:**

Sometimes, a child is so gifted that he/she finds that competing against kids their own age is no longer a challenge. When this happens, their parents often suggest that they play up, that is move up and out of their own age bracket and play against kids who are a little older. This situation often presents itself with the kids between the ages of 8 and 12, and it usually happens because a child’s skills are a bit advance for his/her age or because he/she is big for their age. The combination of advanced skills and size can result in dominant players at their own age. It is important to note that the child must meet the initial minimum age/grade requirements with in that particular sport prior to being allowed to “play up”. Players will not be allowed to start playing sports early!

Although there’s nothing inherently wrong with allowing a child to play in an older bracket, you need to bear in mind a few considerations. Start by asking the child what **he/she** wants to do! Too many parents instinctively assume that having their children play up a division is such an honor that the child will automatically want to do so. However kids that are successful in their own age bracket often aren’t as sure as their parents about moving up. Although at first they’re excited about being “selected” to play against older kids, their original enthusiasm tends to die down after the practices and games begin. The truth is many of these talented kids prefer playing with their same-age friends, not because they dominate but simply because they enjoy playing and competing with their close friends from school.

These athletes who play up often have other concerns. They may be intimidated as playing up usually involves competing against kids two grades older. They may begin to feel internal pressure to succeed. They may have a lapse of self-esteem as they compete against kids that are older, faster, and stronger. Sometimes it is best to allow a kid to remain at his/her level and enjoy some success. They will still be learning the rules and fundamental of their sport.

For these reasons we really encourage parents to look closely at whether they are making the best decision. If they still wish to move a player up, we ask that the child attend the evaluation clinic for the upper level and that then the child needs to score above the 50% mark to be allowed to move up. At that point they must score in the top 50% of any select team in order to play on that team. Players will NOT be allowed to move up on to a “select team” if they do not score in the top half of that team at the upper level.

## **SECTION XIII - TEAM SPONSORS**

**13.01 Team Sponsors:** The staff and the Board of Directors annually solicit businesses and the professional community for contributions to buy uniforms and equipment. In return for their donation, business firms, clubs or individuals are designated to be an official team sponsor. All team sponsors are assigned by the P.Y.A.C. staff prior to drafting the game schedules. Team sponsors are very important to the athletic program. Sponsors cannot request to sponsor a select team in order to get their child on that team. Coaches and parents are asked to assist in the following ways:

- A. Contact your sponsor before the first game and invite him/her to attend the game and meet the players. The coach will be given the sponsor's phone number.
- B. Always use your sponsor's name whenever referring to your team.
- C. Thank your sponsor again near the end of the season for their support.
- D. Please do not alter team uniforms without first obtaining approval from the P.Y.A.C. staff.
- E. Do not ask your sponsor for new uniforms or additional favors such as paying for an after-game treat or end-of-season party.
- F. Do not embarrass your sponsor with poor conduct or acts of unsportsmanlike behavior.

**13.02 Selection of team sponsors:** PYAC is always looking for new sponsors. If you have any ideas on possible sponsors please let our staff know. Sponsors are selected on an evaluation of the following criteria:

- A. Is it a good fit for our organization? We typically do not solicit sponsorships of a political nature or of an adult related nature.
- B. Preference will be given to sponsors that have been involved with our organization over the longest period of time.

## **SECTION IXV - EMERGENCIES at GAMES/PRACTICES**

**14.01 Parental Consent Forms:** All coaches are required to have with them at all practices and games the parental consent form for emergencies. In addition to pertinent information, this form includes the player's home phone number and emergency numbers.

**Coaches are not to allow any player to participate until he/she has the consent form in hand.**

Late registrations must be presented to the coach before player may participate. Parents please be sure to communicate any special health concerns that your child may have with their coaches.

**14.02 In Case of an Emergency:** In case of an emergency or injury to a player, the head coach will decide what action should be taken. Parents will be called to the field/gym if necessary. If a parent or guardian is not in attendance, the head coach will determine the severity of the injury and whether an ambulance should be called.

**14.03 First Aid:** All coaches are strongly encouraged to become First Aid/CPR certified. A first aid kit is supplied to every head coach by P.Y.A.C. Coaches should always have this first aid kit available for minor problems at practices and games. The PYAC Sports Coordinator is CPR/First Aid certified and will usually be near the athletic facilities. All coaches will have their cell phone number.

- A. In the event that a kid is injured during a practice and or game and must be removed from play the coach should follow the following steps
  - 1- Survey the situation to determine the nature and severity of the injury
  - 2- Perform the level of care that you feel comfortable with
  - 3- Call for help (this may be to PYAC staff, the parents, or 911)
  - 4- Any time an injury occurs the coach must notify the parents **and** the PYAC office. In the event that medical attention is required the coach must complete an incident/accident report. (see appendix #7 page 36)

**14.04 Medical Clearance:** While PYAC does not require youth to have a Pre-Participation Physical Examination, they are strongly encouraged. Parents should always be sure that their children are healthy enough for athletic competition.

**14.05 Return To Play After Medical Attention:** Any time a player needs medical attention (Dr. visit, immediate care visit, emergency room visit) during a season the parents must provide the PYAC office with a medical clearance note from the doctor prior to the child being allowed to resume participation.

## **SECTION XV - INSURANCE**

**15.01 The Philomath Youth Activities Club Member Insurance:** PYAC only carries liability insurance and does not carry any secondary medical coverage. Parents are strongly encouraged to make sure that their children are covered with medical insurance prior to signing them up to participate in organized athletics.

## **SECTION VI - THE APPEAL PROCESS**

In the event that a situation arises wherein a parent, coach, player or interested spectator has a suggestion that might improve the P.Y.A.C. Athletic Program or feels a situation has occurred in which they want to challenge a decision made by the P.Y.A.C. athletic staff or a coach, the following procedure should be followed:

**16.01 Contact the coach:** As mentioned in earlier sections, establishing open honest lines of communications with the coach is always the best plan. We believe that issues are usually addressed most efficiently when they are addressed by the parties immediately involved.

**16.02 Informal Contact:** In the event you cannot reach an agreed upon solution with the coach you may contact the athletic staff, in person or by phone, to express your concern or complaint and find out if it can be handled at this level. If you are not satisfied with an explanation of the rules and/or procedures then request an explanation in writing. Email or write a letter, being as clear as possible, and send the form to the Athletic Department at the Club.

**16.03 Formal Contact:** In the event you are still not pleased with the resolution you may request (via the Executive Director) a meeting of the Programs Committee. A meeting will be called to discuss and rule on your request or suggestion. Decisions of the Programs Committee are final. Our full board DOES NOT address specific athletic related concerns but rather develops and insures that our policies and procedures are being carried out.

**16.04 Programs Committee:** The Programs Committee is made up of members of the P.Y.A.C. Board and has the authority to deal with individual problems but does not have the authority to change rules and/or procedures as set forth in this manual. Only the full Board of Directors has the final authority to revise this Policies and Procedures Manual.

NOTES:



## APPENDIX #1



### COACHES RESPONSIBILITIES AND CODE OF CONDUCT

A. Philomath Youth Activities Club Coaches Code of Ethics Pledge each coach is required to read and sign the following document.

I Hereby Pledge To Live Up To The PYAC Coaching Standard By Following The PYAC Code Of Ethics.

- I will place the emotional and physical well-being of my players ahead of any personal desire to win.
- I will remember to treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.
- I will do my best to provide a safe play situation for my players.
- I promise to review and practice the necessary first aid principals needed to treat injuries of my players within the scope of my training.
- 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 insure that I am knowledgeable in the rules of each sport that I coach, and that I will teach these rules to my players.
- I will use coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth coach, and that the game is for children and not for adults.
- I will refrain from the use of tobacco, drugs and alcohol during practices and games, and when in the company of my players.
- I will not use abusive language, verbally belittle players, or engage in any other such negative actions when interacting with my players.

B. The following list is a summary of what is expected from a PYAC coach.

1. Coaches will be required to become certified coaches by attending a designated coaches training program sponsored by PYAC.
2. Keep written attendance for all practices and games.
3. Plan your practices ahead of time.
4. Report game scores (when required by league).
5. Coaches are responsible for carrying first aid supplies which PYAC issues to coaches. Additionally it will be the coach's responsibility to contact the club staff about refilling supplies.
6. It is the responsibility of the coach to return all equipment at the end of the season, along with a roster with recorded jersey #'s issued where appropriate.
7. Be on time. It is the coach's responsibility to be on time for all scheduled practices and games. Coaches are responsible for players during these scheduled times.
8. Giving rides. PYAC does not encourage giving rides to and from games and practices, because the liability for any incident that may occur is solely upon the driver of the vehicle.
9. Coaches are responsible for reading the Parent/Spectator Code of Ethics Pledge at their team meetings.

As a coach of PYAC youth programs I acknowledge and agree to the above expectations and the Code of Ethics pledge.

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Signature of coach

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Date

## APPENDIX #2

### PARTICIPANT RESPONSIBILITIES AND CODE OF CONDUCT

#### Philomath Youth Activities Club Player Code of Ethics Pledge

Each player age 9 and older is required to read and sign the following document. For the younger players it is the coach's responsibilities to read this pledge to his or her team members, and be sure the players understand their responsibilities.

- I will take responsibility for my own behavior and learn to speak for myself and listen to others.
- I will always treat my opponents with respect; without opponents there is no game.
- I will treat my coach with respect, and acknowledge and appreciate the time and effort volunteered by my coach.
- I will play hard, know the rules of the game and play by them.
- I will respect the game officials and their judgment, and accept their decisions without argument even if they may have made a mistake.
- I will exercise self-control at all times and display no behavior, which could incite fans.
- I will win without boasting, lose without excuses and give my best effort.
- I will refrain from the use of alcohol, drugs and tobacco at all times.
- I will remember that I am just one portion of a team effort. I will do my best but not at the expense of other teammates. I will recognize that unselfish teamwork is more important than individual accomplishments.
- I will condition myself to prevent injury by stretching and warming up before each game.
- I will always shake hands and acknowledge a good game with my opponent.
- I understand that unacceptable behavior (continual tardiness to practice or games, skipping practice or games, cussing or foul language, fighting, and other behavior that takes away from team unity) is not acceptable and I will refrain from taking part in any of this behavior during practices and games.
- I will return my uniform at the end of the season.

---

Player's signature

---

Date

## APPENDIX #3

### SPECTATOR/PARENT CODE OF CONDUCT

#### Philomath Youth Activities Club Spectator Code Of Ethics Pledge

I hereby pledge to provide positive support, care, and encouragement for my child participating in Youth Activities by the following Code Of Ethics.

- I will encourage good sportsmanship by demonstrating positive support for all participants, coaches, officials, supervisors and volunteers at every youth activity and event.
- I will place the emotional and physical well-being of my child ahead of any personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will provide support for coaches, officials, supervisors and volunteers working with my child to provide a positive, enjoyable experience for all.
- I will promote a drug, alcohol and tobacco free activities environment for my child and agree to assist by refraining from their use at all youth events.
- I will remember that the game is for children and not for adults.
- I will do my best to make youth activities fun for my child.
- I will ask my child to treat other participants, coaches, fans, officials and supervisors with respect regardless of race, sex, creed or ability.
- I will promise to help my child enjoy the youth sports/activities experience within my personal constraints by assisting with volunteering, being a respectful fan, providing transportation or whatever I am capable of doing.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach agree to the PYAC Coaches Code of Ethics.
- I understand that I am responsible for my child directly before and after all scheduled activities.

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Spectator/Parent signature

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Date



## APPENDIX #4

### ACADEMIC ELIGIBILITY REQUIREMENTS FOR ACTIVITY PARTICIPATION GRADES 7-8

The Philomath Youth Activities Club in partnership with the Philomath School District will be using the following Academic Eligibility requirements for the Fall Football program.

#### **RULE:**

A student/athlete shall receive a passing grade and satisfactory citizenship mark in all classes in which they are enrolled. Eligibility checks will be made every Monday of the season, starting with the Monday before the first game week.

#### **VIOLATIONS:**

Student/athletes are suspended from interscholastic competition until the next eligibility check. Athletes must participate at all practices, meetings, and be in street clothes on the bench at all home games during their suspension. Students will **not** travel to any away games or meets during a time of ineligibility.

#### **PROCESS:**

1. Teachers will submit academic grades ("P" pass or "NP" not passing) and citizenship marks ("S" satisfactory or "U" unsatisfactory) to the office on Monday.
2. The PMS Athletic Director or PYAC Director will notify the coaches of any students with an "F" or "NP" in any subject. The coach will then notify the student athlete.
3. Student/athlete will be ineligible until the next grade check.

Students and parents are reminded that assignments and current grades are available on line through the Power school Student Information System. If you need your Power school web Id number and password contact the school office at 929-3167. The web site is located at <http://167.128.134.2>.



## **CODE OF CONDUCT FOR ACTIVITY PARTICIPATION (Grades 7-8)**

**RULE:** Student/athletes who have been disciplined by the school administration resulting in out-of-school or in-school suspension, will be immediately suspended from their teams. In addition, student/athletes who are given a police citation that is uncontested or is convicted of any violation will be immediately suspended from their teams.

### **FIRST OFFENSE FOR STUDENT/ATHLETES:**

- Student/athletes will be subject to participation suspension from their team(s) for two calendar weeks, which must include a minimum of one (1) interscholastic contest.
- While suspended from school the student/athlete will not be allowed to practice or participate. Upon the return to school the student/athlete must attend all practices, meetings, and home contests for the remainder of the ten (10) day suspension.
- While under participation suspension the student/athlete will not be allowed to travel with the teams and at home contests shall be in street clothes on the sideline.

### **SECOND OFFENSE FOR STUDENT/ATHLETES:**

- Student/athletes will be suspended for the remainder of the sport season.

## **SUBSTANCE AND TOBACCO ABUSE POLICY FOR ACTIVITY PARTICIPATION (Grades 7-8)**

**RULE:** During the athletic/activity season, student/athletes will not use, possess or sell: 1) Alcohol, 2) Controlled substances (drugs), or 3) Tobacco in any form. Student/athletes will not be in attendance with others while they are consuming alcoholic beverages, using or selling a controlled substance, or using tobacco in any form. These rules apply to both on and off the school grounds.

### **FIRST OFFENSE FOR STUDENT/ATHLETES:**

- Student/athletes will be subject to participation suspension for two calendar weeks, which must include a minimum of one (1) interscholastic contest. If suspended from school the student/athlete will not be allowed to practice or participate in contests. Upon the return to school the student/athlete must attend all practices, meetings and home contests, for the remainder of the ten (10) day suspension.
- While under participation suspension the student/athlete will not be allowed to travel with the teams and at home contests the location of the athlete will be at the discretion of the head coach.
- Student/Athletes who violate rule #1 and/or #2 will be referred to the counseling department for implementation of the intervention program.
- Student/Athletes not abiding with the stipulations of the penalties will subject themselves to five (5) more days of participation suspension per violation.
- Participation suspensions will carry over from one sport season to the next. Multiple violations must be served consecutively (i.e. academic and substance abuse violations could not be served at the same time.) Violations do not carry over from middle school to high school.

### **SECOND OFFENSE FOR STUDENT/ATHLETES:**

- Student/Athletes will be suspended for the remainder of the sport season, referred to the counseling department for implementation of the intervention program and follow their recommendations or be removed from sport participation for the remainder of the school year.

## APPENDIX #5

# Signs and Symptoms of Concussion

### Signs You May Observe Symptoms

- ☐ appears to be dazed or stunned
- ☐ is confused about assignments
- ☐ forgets plays
- ☐ is unsure of game, score, or opponent
- ☐ moves clumsily
- ☐ answers questions slowly
- ☐ loses consciousness, even temporarily
- ☐ shows behavior or personality change
- ☐ forgets events prior to hit
- ☐ forgets events after hit

### Experienced by Athlete

- ☐ headache or pressure in the head
- ☐ double or fuzzy vision
- ☐ balance problems
- ☐ dizziness
- ☐ memory problems
- ☐ difficulty concentrating
- ☐ sluggishness or feeling foggy
- ☐ sensitivity to light or noise
- ☐ nausea
- ☐ sleep problems

### ACTIVE Sideline Assessment

(Use as an added precaution if you suspect concussion)

1. Ask the athlete to repeat three words, such as red, sailboat, computer.
2. Have the player say the months of the year in reverse.
3. Ask the player to repeat 3 digits in reverse. (i.e. 5-7-2 repeated as 2-7-5)
4. See if the player can repeat the three words from the first test (e.g. red, sailboat, computer)

**IF your player fails any of these tests, get them to a trained healthcare provider!**

**When in doubt, keep 'em out.**

**Stand tall. Make the call.**

- ☐ Get your player to an appropriately trained healthcare provider.
- ☐ Inform his or her parents immediately.

**No play without medical okay!**

## APPENDIX #6

### Philomath Youth Activities Club

421 S 19<sup>th</sup> St (PO Box 1358) Philomath OR 97370

Phone: (541) 929-4040 Webpage: [www.pyac.net](http://www.pyac.net) Email: [pyac@peak.org](mailto:pyac@peak.org)



### CONFIDENTIAL COACH EVALUATION FORM (please email or mail the completed form to address above)

In order for us to provide your children with the best possible atmosphere in which to play sports, we ask that you take a few moments of your time to fill out the following coach evaluation. These evaluations are used in the process of selecting coaches for future seasons as well as an aid in the development of training and educational aids for our volunteer coaches. Please be as candid and honest as possible. All responses are strictly confidential. However, we would appreciate it if you would include your name as it helps the board to validate submittals and gather additional information if needed.

Your Name (optional): \_\_\_\_\_ Coaches Name: \_\_\_\_\_

Sport (i.e. Baseball) & level (i.e. 3/4<sup>th</sup> grade) of most recent team: \_\_\_\_\_

Core Areas Of Evaluation	Unsatisfactory	Needs Improvement	Adequate	Good	Excellent
<b>Knowledge</b>					
Knowledge of the sport (rules, skills, strategies)					
Teaching of the fundamental skills					
<b>Management</b>					
Organization of activities (practice & games)					
Use of time					
<b>Communication</b>					
Provides clear instructions					
Listens to others (assistants, athletes, parents)					
Uses appropriate language					
<b>Health</b>					
Provides safe environment					
Conditions athletes properly					
Is sensitive to child's self-esteem and emotions					
<b>Self Control</b>					
Control of emotions					
Use of tobacco, chew, alcohol					
<b>Relationships</b>					
With athletes					
With parents					
With other coaches, officials, directors					
<b>Motivation</b>					
Motivates athletes appropriately					
Shows enthusiasm for coaching					
<b>Coaching Philosophy</b>					
Appropriate perspective on winning & losing					
Coaches to make sport fun to play					
<b>OVERALL RATING:</b>					

Additional Recommendations and/or Comments (feel free to use the back if needed):

## Appendix #7



### Philomath Youth Activities Club

#### Incident/Accident Report Form

#### SECTION I: Who was involved?

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ a.m. / p.m.

Location: \_\_\_\_\_

Person completing this Report: \_\_\_\_\_

Supervising Adult during the Incident: \_\_\_\_\_

Adult Witnesses: \_\_\_\_\_

Main Person Involved: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Main Person Involved: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Secondary Person Involved: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

#### SECTION II: Steps to handling incident / accident

Remain Calm	Observe	Plan of Action	If an accident follow protocol	Call for help if needed	Complete This form & turn into PYAC	Follow up	Make any necessary changes
Remain calm, take a deep breath	Survey the situation, what happened, who's involved	Decide if you need to intervene or just monitor	Check Call Care	Could be supervisor, parent, police or 911	This form should be turned in within 24 hours	Be sure to notify Parents of the situation	Do what needs to be done to avoid future incident

#### SECTION III: What Happened

Type of Incident / Accident (check all that apply & circle specifics)

\_\_\_\_ VERBAL

*Defined as: Arguing, name calling, taunting, swearing, gossiping, rumors, lying about others, exclusion, insulting*

\_\_\_\_ PHYSICAL

*Defined as: Injury, shoving, slapping, grabbing, tripping, poking, negative contact, taking others' things, invading*

\_\_\_\_ SEVERE

*Defined as: Hazing, spitting, punching, harassment, kicking, tackling, stealing/destruction, threats to commit bodily harm, intentionally injuring, multiple documented incidents of verbal and/or physical bullying behaviors*

**Incident / Accident Details:**

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**What was the cause of the Incident / Accident :**

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***SECTION IV: Staff Action & Follow up***

***Attach any pertinent correspondences (phone notes, emails etc.)***

	<b>Action(s) Taken:</b> <i>(check all that apply)</i>	<b>Details of Action(s) Taken:</b> Include date and person responsible for each
	No Action Taken	
	On-the-spot Intervention	
	Meeting with Director	
	Parent Notified	
	Parent Conference	
	Law Enforcement Notified	
	Community Service	
	Program Suspension	
	Other:	