ATHLETIC FIELD USE
POLICIES & PROCEDURES

Adopted June 6, 2007, Revised 5/18
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Purpose

The purpose of this document is to reduce the Town of Coventry’s risk exposure with respect to town owned sports facilities and fields. It also outlines the regulations and guidelines and provides organizational priorities for use as well as standard procedures for requesting use. This document is based on national standards of practice and conforms to recommendations of the Connecticut Inter-local Risk Management Association. Recommended changes to this document should be made to the Coventry Parks and Recreation Department at 1712 Main Street, Coventry CT 06238, or fax to (860) 742-8911 or via email at recreation@coventryct.org.

Philosophy and Goals

All youth sports programs utilizing town owned facilities of the Coventry Parks and Recreation Department will adhere to this statement of goals and philosophy:

The Town of Coventry believes the recreational facilities belong to the people of Coventry. Funds that establish, maintain and operate these facilities are largely provided by local taxes. The Coventry Parks & Recreation Department accepts the responsibility for making its facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare or recreational activities. The Parks and Recreation Director or designees shall have the authority to deny the use of facilities for such activities that are judged inappropriate.

Such activities that may be deemed inappropriate include:

1. Any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds or equipment of the facilities.
2. Any purpose in conflict with municipal activities.
3. Commercial advertising.
4. Fund raising campaigns except as permitted by Coventry policy or special action of the Town Council.
5. Activities which are discriminatory in nature or promote discrimination or other illegal activity.

The Coventry Parks and Recreation Commission believes that the purpose of recreational sports programs is to encourage and develop in children a love for sports in a safe and positive environment, while teaching skill development, teamwork, and sportsmanship.

The 3 major goals of recreational youth sport programs should be:

1. To address the physical, social and emotional developmental needs of children.
2. To encourage participation in sports as a means to developing a healthy lifestyle, learning sportsmanship and having fun.
3. To learn and master the fundamentals of the game. Learning and participation are to be emphasized over winning.

In order to achieve these goals, all recreational sports programs should:

1. Encourage equal playing time among players.
2. Encourage coaches to teach players multiple positions and to give players the opportunity to try different positions within the game format when feasible.
3. Teach positive coaching techniques to coaches. Negative criticism is inappropriate for young children. Positive coaching builds self-esteem and team spirit.
4. Regulate and monitor stacking of teams. Competition must be fair so that everyone can experience the learning that comes from winning and losing.
5. Insist that all coaches, parents and players model good behavior at all times demonstrating their adherence to a “Sportsmanship Code of Conduct”.
**Allocation of Field Time**

**Priority.**

- 1st priority will be given to any Parks and Recreation or Board of Education program, activity or event.
- 2nd priority will be given to any Resident-based Youth Sports Group (based on the number of total participants).
  - A. 100%-95% Residents 80%-100%
- 3rd priority is given to Resident-based Adult Sports Groups.
  - A. Residents, taxpayers or employed in Town of Coventry 50%
- 4th priority is given to any other outside groups:
  - Not-For-Profit/Non-Profit Youth
  - For Profit Youth
  - Not-For-Profit/Non-Profit Adult
  - For Profit Adult

**Definition:**

1) Parks and Recreation program, activity or event: Any program sponsored by the Department of Parks and Recreation.

2) Board of Education program, activity or event: Any program sponsored by the Coventry Board of Education, including, but not limited to: all Middle School and High School Sports.

3) Resident-based Youth Sports Groups: Any sports group whose roster contains at least 80% Coventry residents (based on comparable season’s actual registrations [Spring-Spring, Fall-Fall] not a projected percentage), and whose participants are under the age of 18.

4) Resident-based Adult Sports Groups: Any sports group whose roster contains at least 80% Coventry residents (based on comparable season’s actual registrations [Spring-Spring, Fall-Fall] not a projected percentage), and whose participants are over the age of 18.

5) Not-for-Profit: Nonprofit organizations include any organization, whether or not incorporated, that is not organized for profit, whose organizing documents contain a provision that no officer, member or employee of the organization will receive or may ever receive any pecuniary profit from the operation of the organization, except reasonable compensation for services in carrying out the purposes of the organization.

6) For-Profit: A group who provides a private/public service for a monetary profit.

**Procedures for Obtaining Field-Time:**

1. All leagues must be sanctioned by the Parks and Recreation Commission before any field assignments shall be determined and/or allocated.

2. The Parks and Recreation Commission will hold a Sports Council Meeting as needed in order to coordinate maintenance needs, league organizational issues such as coaches training needs, and facility usage for the various clubs and organizations and for the organizations to submit the documents that are required for usage. A follow up meeting to confirm field use schedules will be scheduled seasonally.

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1 In instances where the percentage of Residents vs. Non-Residents drops below the indicated ranges, individual cases may be brought to the Commission for consideration and/or action.

2 It is the responsibility of the league to provide one representative. If a league’s representative is unavailable, another member of the group may be appointed at his/her discretion providing they are a member of the club in question.
Each league in good standing MUST provide one representative to act as a liaison between the group and the Parks and Recreation Department to be present at Sports Council Meetings for the season(s) the organization wishes to utilize town facilities. See checklist for items required at these meetings.

Subsequent to this meeting, the Parks and Recreation Staff will review these documents to ensure that the organization meets required standards of practice. If the Staff finds that an organization does not meet the standards, the organization will be contacted in writing via a confirming email or certified postal mail with details outlining the discrepancy and recommended corrective measures. This communication will provide a mitigation plan for the organization to make required changes and resubmit the document for approval.

Failure to provide the requested above information within the required time may result in the organization being denied access to the field or facility until all requirements are met.

3. Any league that fails to pay their facility usage balance will not be permitted to apply for further usage of any grounds or facilities until balance is paid in full.

SPORT SEASON PRIORITY POLICY Adopted by Coventry Recreation Commission on 10/06/10

Traditional sports seasons shall have priority use and will be considered as follows:

- November through February: Turf Recovery Period – limited field use
- March through June: Spring/Summer Sport Priority Use – baseball, softball
- July: BB/SB shoulder & post-season (i.e. tournaments, all-stars, etc.)
- August through October: Fall/Winter Sport Priority Use – soccer, football

1. Priority of fields will be allocated in the following order:
   a. General public and non-profit sports leagues for the sport season and substantial level of local resident participation. Non-profit sports leagues must show evidence of non-profit status, conduct open registration regardless of skill level, operate through volunteer coaches and administrators, and provide an “everyone plays” philosophy.
   b. Schools
   c. “Select” and “Competition” sports leagues that do not provide an “everyone plays” philosophy.
   d. Commercial

Additional Considerations

1. There is a limit of one league’s eligibility for endorsement per sport within each priority season.
2. Reservation requests for games will be given priority over reservation request for practices.
3. The Recreation Department will attempt to accommodate emerging sports leagues that fall into Priority Group Classification A.
4. The Recreation Department will make every effort to have leagues share fields as equally as possible. A mixture of leagues should have use of the fields.
5. Allocation requests during off-season play will be reviewed after allocations are granted for the primary season sports.
Coventry Parks & Recreation
Sport League Endorsement Policy & Application

Purpose: To encourage and promote positive youth development and adult recreation as the primary goals of community sports programs; and to facilitate the responsible use of fields and facilities.

Eligibility:
- For youth leagues, at least 80% of league participants must be Coventry residents.
- For adult leagues, at least 50% of league participants must be Coventry residents, taxpayers, or employed in Coventry.
- Established policies that are in line with the Town of Coventry policy as defined in the Field Use Policies and Procedures. This includes limiting one league endorsement per sport per season within their priority season, and having a grievance policy in place as defined in the Field Use Policies.

Requirements:
- Submission of league regular meeting agendas and minutes to the Parks & Recreation Commission through the Department staff.
- National Alliance of Youth Sports certification (or comparable organization approved by the Recreation Dept.) Of all board of director’s members, coaches and assistant coaches. (For Youth sports: initial training only, advanced courses optional)
- Background checks of all coaches, and volunteers who have direct contact with children. (Youth sports only) The Parks & Recreation Dept shall confirm all initial checks. Subsequent checks may be done at the discretion of the Director using local & State Police resources AND/OR private companies.

Benefits:
- Use of fields at no charge
- Priority field scheduling

Procedure for Endorsement:
- Initial application to Recreation Commission with annual review meeting with league.
- Re-approval every 2 years, or sooner if change in league’s President/Chairman.
- Permit issued acknowledges compliance with all requirements.
- A Recreation Commission member, appointed by the Chair, will serve as liaison to endorsed league.

Name of Organization: _______________________________________________________
Organization Address: _______________________________________________________
City, State, Zip: _____________________________________________________________
Phone (Day): ________________________ Phone (Evening): ______________________
Email: _________________________________________________________________

I, the undersigned, as representative of the listed league, request endorsement of the Town of Coventry Parks & Recreation Commission, and do hereby testify that the league meets (or will meet prior to the start of the season) all requirements of being an endorsed league, as defined in the Sport League Endorsement Policy as stated above.

Authorized Representative: _________________________________________________
Title: _____________________________________________________________________
Signature: __________________________________________________________________Date: ________

For Office Use Only
Rec. Commission: Approved / Denied Date: ________ League Notified: ________

Policy Effective January 1, 2011  Adopted by Coventry Recreation Commission 10/06/10
General Guidelines

1) All leagues must comply with weather policies or regulations as set by the Director of Parks and Recreation and/or the Director of Public Works.
2) Coaches are required to police the grounds and parents of the participants; The League President will be held responsible for any damage or litter. All parents are responsible for any siblings attending or participating in an event.
3) Each team must have ready access to a first-aid kit.
4) Each responsible adult affiliated with each team must have, or have access to, a cell phone in the event of a medical emergency.
5) Parks and Recreation Commission members and/or department employees may conduct unannounced field visits to ensure that all organizations are in compliance of all requirements.
6) Each organization must adhere to all current safety standards and regulations of their perspective leagues/conferences and use proper equipment that is inspected per league/conference recommendations.

Violations: Any group who obtains field time through the Department of Parks and Recreation, who violates the guidelines and/or regulations stated in this packet, will be subject to the following disciplinary actions:

Discipline Schedule:

1) 1st Violation: A written warning to league contact person/President who shall then disseminate the message to the appropriate coaches and/or parents.
2) 2nd Violation: Possible suspension and/or fine at the discretion of Parks and Recreation Commission and/or the Department of Public Works.
3) 3rd Violation: Team or organization shall forfeit field usage for the remainder of the season. A representative from the suspended organization must then come before the Parks and Recreation Commission to be reinstated. Possible fine may be set by the Parks and Recreation Commission and/or Public Works as appropriate.

The above disciplinary actions may be waived or superseded by the Parks and Recreation Commission based on the severity of the infraction and/or incident.

Grievances:
Any person who feels they have a legitimate grievance against the Parks and Recreation Department and/or the town for the above procedures, policies and guidelines must follow the steps below in order to file on the behalf of their league.

➢ Any league, or persons feeling grieved, must submit a letter in writing to the Parks and Recreation Department for discussion, consideration. The Recreation Director may request possible action at the next calendar Parks and Recreation Commission meeting. Special Meetings may be called by the Commission if necessary.
➢ All grievances will be investigated and reviewed by the Parks and Recreation Director.
➢ All decisions regarding grievances will be distributed-in writing to all members involved by the Director and/or Commission within 30 days of the grievance being filed.

All Parks & Recreation Department employees and volunteers sign a confidentiality agreement. Records are held in the strictest confidence and will not be shared with the Commission or general public.
MAINTENANCE & SUPERVISION REQUIREMENTS

1. Maintenance of facilities, field preparation needs, and special requests must be submitted in writing to the Director who shall coordinate scheduling with the Parks Maintenance Division of Public Works. Note: There is no guarantee that your request will be accommodated in time regardless of the advance notice provided.

2. Cooperation with the Parks Maintenance Division is expected at all times. This includes altering practice schedules if necessary to accommodate field maintenance. A pre-event on-site inspection with the Parks Maintenance Foreman and/or Director of Parks and Recreation may be required.

3. Any group or organization using facilities will be responsible for providing proper supervision and janitorial services for the area in use.

4. Custodial fees will be charged when services are requested for special setups and area restoration. If personnel are not normally scheduled, custodial fees shall be paid at an hourly rate set by the Parks and Recreation Department, which will be for a minimum of two hours.

5. All facility users that provide their own dumpsters and portable toilets must be pre-approved for location of units and ADA accessibility by the DPW Director and Recreation Director prior to their delivery each season.

Fees: All properly sanctioned/endorsed resident based youth sport groups will not be charged for any field time they are allotted. Refer to the Sports League Endorsement Policy & Application Form.

1. The following groups (as based on the aforementioned definitions) will be charged a fee of $45.00 per game for the use of any Town field:
   - Resident-based Adult Sports Groups, including Co-Ed Adult Rec.
   - Groups For-Profit Groups, including private sports camps

2. Out-of-Town leagues (those who do not have any Town of Coventry residents) and those tournaments not sponsored by the Town will be charged a fee of $65.00 per game for the use of any Town field. Tournaments must also provide the Department of Parks and Recreation with a $250.00 security deposit, which may be refunded at the end of play providing there is no damage to the fields used.

SECURITY DEPOSITS/DAMAGES Security deposits may be required.

- The amount of the deposit will be determined on a case by case basis by the Director of Parks and Recreation. The deposit must be received no later than 14 days prior to the event in the form of a bank or certified check, made out to the “Town of Coventry”.
- Should damages occur during use, a written report must be filed with the Parks and Recreation Department by the person identified on the application within 24 hours.
- The Parks and Recreation Department will inspect the facilities for damage at the close of the event. Failure to exercise reasonable care in the use of the facility or field will result in the forfeiture of all or part of the security deposit and will limit the applicant's ability to obtain permits in the future.
- The cost of repair will be based on three written estimates. Should the cost of the repair exceed the security deposit, the applicant will be billed for the balance, with payment being made within 30 days.
- If a security deposit is not made as part of the reservation and damages occur, the applicant will be billed for all damages incurred, with payment to be made within 30 days.
- Any refunds of the security deposit will be processed within 30 days of the close of the event.

Your deposit will be retained by the Town for any of the following:

a. Failure to have the required number of chaperones.
b. Damage to building, equipment, or property (you will also be billed in addition to retaining deposit, according to the cost of repairs).
c. Failure to clean up properly.
d. Failure to surrender the facilities at the scheduled time.
e. Unruly or disruptive actions of participants.
f. Use of rooms not rented or areas reserved but not used.
g. Misrepresentation of your organization and the type of activities.
EMERGENCY CONTACT

Any emergencies of safety and/or property damage, call 911. Please reserve this for strict emergencies.

Town of Coventry Department of Parks and Recreation

Director of Parks and Recreation/Field Assignor: Wendy L. Rubin, CPRP

wrubin@coventryct.org

Parks and Recreation Supervisor: Caterina Merriam

cmeriam@coventryct.org

1712 Main Street, Coventry, CT 06238 Phone: (860) 742-4068 Fax: (860) 742-8911

Town of Coventry Department of Public Works

Director of Public Works: Mark Kiefer mkiefer@coventryct.org

100 Olsen Farm Rd. Coventry, CT 06238 Phone: (860) 742-6588 Fax: (860) 742-8911

CODES OF CONDUCT

In addition to the by-law/policy checklist each Association must require parents to sign a parent code of conduct and coaches to sign a coach’s code of conduct. Both the Association and Department of Parks and Recreation will have copies of the documents. If the code of conduct is broken by a parent or coach the Association must notify the Town Disciplinary action will be taken jointly by the Association and Town.

By signing this document you also agree that if you fail to abide by the aforementioned rules and guidelines, the coach will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, and/or head of league organization
- Written warning
- Parental game suspension with written documentation of incident kept on file by organizations involved
- Parental season suspension
- Parental lifetime suspension
- Suspension of Participant

The severity of the incident will dictate the disciplinary action.
POLICY ON CODES OF CONDUCT

The Town of Coventry endeavors to promote programs, events and activities, within Parks and Recreation system, which foster, promote, and emphasize a positive, safe and rewarding environment for the youth of our community. In support of this, the Parks and Recreation Commission have adopted a policy on Codes of Conduct for all those attending, or participating in, Town of Coventry Parks and Recreation programs and/or those using their facilities.

This policy sets minimum standards and expectations for the conduct of everyone. Everyone includes, but is not limited to, administrators, participants, coaches, referees, officials, spectators, attendees, parents, teachers, guardians, etc.

Policy on Codes of Conduct
When using facilities for, or participation in, youth programs and activities, managed or allowed by the Town of Coventry everyone is responsible for:

- Conducting themselves in a proper and socially acceptable manner.
- Exhibiting behavior that supports the health, safety and well-being of others.
- Providing a drug free environment.
- Refraining from the use of profanity or offensive language and ethnic slurs.
- Abiding by all laws, rules, regulations and ordinances whether Town, state or local.
- Abstaining from any type of conduct intended to humiliate or intimidate others.

User Organization’s Responsibilities
User organizations that conduct youth activities in the Town of Coventry parks and facilities have the following additional responsibilities regarding the policy on codes of conduct:

1. Draft and implement their own “Code of Conduct” that includes:
   a. Clearly defined requirements that meet or exceed those outlined in the Parks & Recreation Commission’s policy on codes of conduct.
   b. Clearly stated consequences for any code violations.
   c. Clearly established processes and procedures for receiving and investigating code violations.
   d. Clearly defined process for the resolution of any violation and the steps to be taken if violation cannot be resolved at the organizational level.

2. Ensure all individuals associated with the organization are informed of and have access to the organization’s “Code of Conduct”.

3. Actively monitor the organization’s activities and immediately address any infraction regarding the code of conduct.

Failure to Comply
The implementation, distribution, monitoring and enforcement of an organizational “Code of Conduct” as outlined above is a stipulation of the organization’s usage of Parks and Recreation Department facilities. Failure to comply with any established stipulations of usage, AND/OR failure to obtain all permits and licenses required by law, ordinance or Parks and Recreation Department rules and regulations AND/OR failure to comply with any law, Town ordinance, park regulation, or reasonable request from an authorized staff person can result in immediate suspension of facility use privileges AND/OR citation AND/or loss of eligibility to utilize any Town of Coventry facilities on the part of the individual(s) AND/OR the organization or user group.
<table>
<thead>
<tr>
<th>What does the policy do?</th>
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<tbody>
<tr>
<td>Policy for those attending, or participating in, department programs and/or using parks facilities</td>
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<tr>
<td>Sets minimum standards and expectations</td>
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<tr>
<td>Requires user organizations to:</td>
</tr>
<tr>
<td>draft and implement own code of conduct</td>
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<tr>
<td>ensure that all individuals are informed</td>
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<tr>
<td>actively monitor and address any infractions</td>
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<th>When will the department become involved in code of conduct issues?</th>
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<tr>
<td>Organization has failed to produce a code of conduct</td>
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<tr>
<td>Organization has failed to follow their established due process</td>
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<tr>
<td>Penalties can range from warnings to loss of facility use privileges</td>
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CODE OF CONDUCT VERIFICATION

By initialing each line, the representative of this organization confirms that the organization’s Code of Conduct contains clearly defined requirements for everyone (which includes, but is not limited to, administrators, participants, coaches, referees, officials, spectators, attendees, parents, teachers, guardians, etc.) affiliated with their youth program or activity that meet or exceed the following minimum standards:

- Conducting themselves in a proper and socially acceptable manner.
- Exhibiting behavior that supports the health, safety and well-being of others.
- Providing a drug free environment.
- Refraining from the use of profanity or offensive language and ethnic slurs.
- Abiding by all laws, rules, regulations and ordinances whether Town, state or local.
- Abstaining from any type of conduct intended to humiliate or intimidate others.

In addition, by initialing each line, the representative of this organization confirms that the organization’s Code of Conduct contains the following requirements as outlined in the Recreation Commission Policy on codes of conduct:

- Clearly stated consequences for any code violations.
- Clearly established processes and procedures for receiving and investigating code violations.
- Clearly defined process for the resolution of any violation and the steps to be taken if violation cannot be resolved at the organizational level.

By initialing each line, the representative of this organization confirms that the organization will take the following action as required by the Town Policy on Codes of Conduct:

- Ensure all individuals associated with the organization are informed of and have access to the organization’s “Code of Conduct”.
- Actively monitor the organization’s activities and immediately address any infraction regarding the code of conduct.

Failure to Comply

The implementation, distribution, monitoring and enforcement of an organizational “Code of Conduct” as outlined above is a stipulation of the organization’s usage of Parks and Recreation Department facilities. Failure to comply with any established stipulations of usage, AND/OR failure to obtain all permits and licenses required by law, ordinance or Parks and Recreation Department rules and regulations AND/OR failure to comply with any law, Town ordinance, park regulation, or reasonable request from an authorized staff person can result in immediate suspension of facility use privileges AND/OR citation AND/OR loss of eligibility to utilize any Town of Coventry facilities on the part of the individual(s) AND/OR the organization or user group.

Organization:__________________________________ Date:________________________
Representative:_________________________________ Title:_____________________________
Codes of Conduct Complaint/Enforcement Process

ROLE OF THE CLUB/ORGANIZATION

• The club or organization is responsible for addressing all code of conduct complaints utilizing their established due process.

• All code of conduct related complaints will be directed to the club or organization.

• The club or organization will be responsible for addressing issues of credibility and judgment of fact.

ROLE OF TOWN STAFF

• In circumstances where Town staff observes a potential code of conduct violation the Town will file a complaint with the club or organization.

• In cases where the club or organization chooses to impose facility use restrictions, within the context of their allocated usage, on members or teams as a result of Code of Conduct violations, the Town of Coventry will make reasonable efforts to support those restrictions.

• The Town of Coventry will take action or impose penalties/sanctions only when there is evidence that the organization has failed to produce a Code of Conduct, or failed to follow their established due process for monitoring, receiving, investigating and resolving code of conduct issues.

• Town staff will only take action or impose penalties/sanctions upon the club or organization that holds the facility use allocation or contract.

• Enforcement and penalties will be assessed by Town staff on a case by case basis.

• The Town’s response will be determined based on pertinent factors such as nature and severity of the problem and club’s/organization’s history with code of conduct related problems.

• All Town staff imposed actions/penalties/sanctions will be approved through the chain of command prior to their enforcement.

• Penalties can range from warnings to loss of facility use privileges for the club or organization.

APPEALS

• Appeals to penalties or sanctions imposed by Town staff can be filed in writing with the Parks and Recreation Commission. The Commission may appoint an advisory committee with authorization to handle such appeals.

• The decision of the Parks and Recreation Commission or their authorized advisory committee will be final.
I hereby pledge to provide positive support to all youth sports programs in my community, to administer youth sports programs with professionalism and in the best interests of the children involved by following the Youth Sports Administrators’ Code of Ethics:

- I will run youth sports programs for the children involved, not the adults.
- I will ensure that I am knowledgeable in the area of youth sports administration.
- I will do my best to provide a safe playing situation for all participants.
- I will provide support for coaches, officials and parents to provide a positive and enjoyable experience for all.
- I will require all coaches and officials to be trained in the responsibilities of being a volunteer within the organization and that they uphold the NYSCA/NYSOA Codes of Ethics.
- I will implement and enforce the National Standards For Youth Sports.
- I promise to keep informed about current issues involving youth sports programs.

_________________________________________  __________________________
Administrator Signature                        Date

© National Alliance For Youth Sports
COACHES’ CODE OF ETHICS

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

• I will place the emotional and physical well being of my players ahead of a personal desire to win.

• I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.

• I will do my best to provide a safe playing situation for my players.

• I promise to review and practice basic first aid principles needed to treat injuries of my players.

• I will do my best to organize practices that are fun and challenging for all my players.

• I will lead by example in demonstrating fair play and sportsmanship to all my players.

• I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.

• I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.

• I will use those coaching techniques appropriate for all of the skills that I teach.

• I will remember that I am a youth sports coach, and that the game is for children and not adults.

_________________________  __________________________
Coach Signature                        Date

© National Alliance for Youth Sports
OFFICIALS’ CODE OF ETHICS

I hereby pledge to live up to my certification as a NYSOA Official by following the NYSOA Officials Code of Ethics.

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

______________________________    ______________________
Official Signature                 Date

© National Alliance For Youth Sports
Parents' Code of Ethics

I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this PAYS Parents’ Code of Ethics:

I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.

I will place the emotional and physical well-being of my child ahead of a personal desire to win.

I will insist that my child play in a safe and healthy environment.

I will require that my child’s coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches’ Code of Ethics.

I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.

I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events.

I will remember that the game is for youth - not for adults.

I will do my very best to make youth sports fun for my child.

I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, or providing transportation.

I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.

I will read the National Standards for Youth Sports and do what I can to help all youth sports organizations implement and enforce them.

________________________________________________
Parent Signature

________________________________________________
Date

© National Alliance for Youth Sports
2050 Vista Parkway
West Palm Beach, FL 33406
(800)729-2057 / FAX (561) 684-2546 pays@nays.org
PLAYERS’ CODE OF ETHICS

I hereby pledge to be positive about my youth sports experiences and accept responsibility for my participation by following this Players’ Code of Ethics pledge:

• I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.
• I will attend every practice and game that I can, and will notify my coach if I cannot.
• I will expect to receive a fair and equal amount of playing time.
• I will do my very best to listen and learn from my coaches.
• I will treat my coaches, other players, officials and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.
• I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun.
• I deserve to play in an environment that is free from drugs, tobacco and alcohol and expect adults to refrain from their use at all youth sports events.
• I will encourage my parents to be involved with my team in some capacity because it is important to me.
• I will do my very best in school.
• I will remember that sports participation is an opportunity to learn and have fun.

________________________________________
Player Signature

________________________
Date

© National Alliance For Youth Sports
GUIDELINES & RECOMMENDATIONS FOR YOUTH SPORTS ORGANIZATIONS

The Coventry Parks and Recreation Department is a local chapter of the National Youth Sports Coaches Association (NYSCA). In this capacity, the Department formally voted to endorse the NYSCA’s National Standards for Youth Sports, and will follow these standards in all youth sports a safe, fun, positive, learning experience we offer the following requirements:

1. Coaches, at least one head coach per team, and two league administrators attend annually and pass the NYSCA Volunteer Coaches Training program offered by the Parks and Recreation Department or a similar program.

2. Parents or guardians of participating children shall sign emergency medical history forms. These forms shall be made available to each coach and shall be available at the facility at the time of such participant’s use.

3. First aid kits shall be on the playing field/surface at all times, fully supplied, and visible to all.

4. An emergency action plan and guidelines for coaches shall be made available by the organization.

It is recommended that coaches should attend Red Cross First Aid and CPR classes to supplement their NYSCA training, and Blood Bourne pathogens training.

The Parks and Recreation Department and their staff can provide advice, sample formats for permission slips, etc., and other services if requested. We are also available to assist in scheduling a parent’s meeting to assist the league in teaching parents of the importance of their role in the youth sports program.

RECREATION & PARKS ATHLETIC FACILITY USE REGULATIONS

1. Tennis and basketball courts are for the intended sport only. Use of roller skates, skateboards, roller blades and bicycles on the courts are prohibited. Street hockey is also prohibited.

2. For tennis courts, players must wear tennis shoes or other non-marking athletic shoes.

3. Intentional throwing of rackets, balls, or other equipment is prohibited, as is intentional striking of the net or court surface. Please – no soft tossing against backstop fencing.

4. Bleachers, benches, picnic tables, field bases and pitching rubbers are not to be moved.

5. No motorized vehicles of any type shall be operated on lawns, fields or wooded areas unless specifically permitted by the Director of Parks and Recreation.

6. Alcoholic beverages are prohibited.

7. Dogs must be kept on leashes. All animals must be kept off the playing fields.

8. No glass containers are allowed.

9. No golf allowed on ball fields.

10. Please use trash containers if provided. Otherwise carry out what you carry in. Please leave the facility in the condition it was found or better.

11. The Town of Coventry requests your cooperation in keeping the Parks and Recreation facilities a smoke-free environment.

12. The applicant or his designee shall have a copy of the approved application present during his approved use.

13. A designated staff member if required to be on duty, shall be in charge of the facility when in use by an applicant. The staff member may immediately terminate
the permitted activity because of health or safety hazards presented or because public property is jeopardized.

14. All school facilities regulations are as approved by the Board of Ed.
15. No sound systems without prior approval.
16. No Banners, sandwich boards or postings of any notices without prior approval of the Director of Parks and Recreation.

BACKGROUND SCREENING OF VOLUNTEERS POLICY Adopted 2/4/09

We understand that many organizations depend heavily upon volunteerism. It is the goal of the Coventry Parks & Recreation Department to enhance public confidence and lessen the risk of exposure to liability due to a lack of knowledge regarding volunteers’ background. Therefore we are requiring all youth serving organizations utilizing town facilities to take steps to screen volunteers. The time, energy, and financial investment of prevention strategies such as conducting a proper background screening, represents a fraction of the impact incidents such as sex abuse, violence, neglect, or other crimes and abuses can have on our participants, organization and community. The saying that a “bad volunteer is better than no volunteer” is untrue and dangerous, and should never be considered appropriate. It is within our capacity to provide support and guidance to the user groups to assist in reaching these goals.

It is our goal to:

♦ Raise public awareness of quality programs offered.

♦ Make the safety of all participants, particularly the most vulnerable groups (children, elderly, mentally challenged, etc.) a top priority.

♦ Keep people with a history of inappropriate behavior out of the organization.

♦ Select the “most qualified” volunteers for positions.

The Screening Process Volunteers are to be considered with the same scrutiny as paid staff and should be recruited, screened, trained, supervised, and evaluated with the same rigor as paid staff. The law in most cases does not differentiate between paid vs. volunteer staff.

Comprehensive and Due Diligent Background Screening
A comprehensive and due diligent background screening practice can be an achievable benchmark for all youth serving organizations when positioned as a public safety or risk management issue. The Background Screening Process is an ongoing process and should be subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas.

The following elements are included in this screening process:

Recommended Guidelines
It is policy of the Coventry Parks & Recreation Department that we follow the recommendation of the National Recreation and Park Association to implement the following volunteer management guidelines for credentialing volunteers through comprehensive background screening:

The recommended guideline for comprehensive background screening or background check is defined to include:

Social Security Verification – Verify the name of every volunteer against the Social Security Number provided. This helps to eliminate the possibility of false names and/or information.
**Address Trace** – Verify the current address and identify any previous address of every volunteer. This information is utilized to determine the jurisdiction in which the background screening is conducted.

**State or County Criminal Record Check** – A Statewide or Countywide (depending on the jurisdiction) criminal record check is performed to capture all misdemeanor and felony convictions in that jurisdiction. The search should be conducted in the jurisdiction with the longest and most current residency.

**National Criminal History Data Base search** – There is no one national record check whether through the government or private sector that identifies every crime ever committed. However, there are now criminal history data bases available that contain millions of criminal records and cover much of the United States. These data bases can be accessed and used to supplement the local criminal history search. This is beneficial in expanding the search across the country but should not be used as a stand-alone source for your background screening.

**Q) Sex Offender Registry** - Search of the appropriate state sex offender registries based on the address history. This is an important supplement to criminal history searches but should not be used as a standalone source for your background screening.

**Q) Timely results** – A background screening process should be timely and results should be returned within 10 business days on average to allow for proper planning and assignment of volunteers.

**Non US Citizens** – In handling background checks on individuals without Social Security numbers, it is suggested that in place of the SSN the volunteer applicant state “No SSN”. Each local organization should take appropriate measures to insure that the name, date of birth and addresses are all valid for individuals without Social Security numbers.

**Who will be screened?**
A volunteer background screening program must include all volunteers, especially those who will have contact or access to all vulnerable individuals (youth, elderly, disabled individuals, etc.) in your programs.

**How often should Background Screenings be conducted?**
Each volunteer should be screened on an initial basis, with possible follow-up checks conducted by staff using state and local resources as needed. The fact that someone may have a clear background check once does not insure that they will never commit serious crimes in the future. In one year it is entirely possible for someone to be arrested and convicted through most of the court systems in the United States.

**Confidentiality**
To protect the privacy of the volunteer, Coventry Parks & Recreation maintains a policy that respects the privacy of the volunteer and establishes that information received during a volunteer’s screening process will not be disclosed outside of the organization and will be shared within the organization only on a “need to know” basis.

The information provided to the Town of Coventry Parks & Recreation Department by the leagues/facility user groups which include personal data on the volunteer shall be kept in secure locations and only in the hands of authorized personnel. The Town of Coventry might, in special circumstances, have a duty to disclose to third parties, including government agencies, certain types of information when the law requires. The applicants screened and results are recorded along with the date.

**Criteria for Exclusion**
A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes: (Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prosse, or dismissal.

**SEX OFFENSES:** All Sex Offenses – Regardless of the amount of time since offense. **Examples include:** child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

**FELONIES:** All Felony Violence – Regardless of the amount of time since offense. **Examples include:** murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc. All Felony offenses other than violence or sex within the past 10 years. **Examples include:** drug offenses, theft, embezzlement, fraud, child endangerment, etc.

**MISDEMEANORS:** All misdemeanor violence offenses within the past 7 years. Examples include: simple assault, battery, domestic violence, hit & run, etc. All misdemeanor drug & alcohol offenses within the past 5 years or multiple offenses in the past 10 years. Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer. **Example include:** contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

**PENDING CASES**
Anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.
All representatives will submit the following documents to the Recreation Office prior to season beginning. Application for use of a facility is for a period not to exceed one year. Users must reapply annually. To ensure that you have all required information and documents in order to facilitate access to town sports facilities and fields:

**Required**

- “Field Usage” Application with requested schedule
- Indemnification & Release Form
- Copies of the organization’s current bylaws (if amended or not on file)* including, but not limited to,
  - A statement outlining grievance procedures within the organization
  - Statements outlining compliance with the Americans with Disabilities Act (ADA) and Equal Opportunity (EO) laws and guidelines.
  - Current roster of officers and Board members (email, address & phone)
- A copy of the organization’s current “Coaches Code of Ethics” document
- Notification of Intent to Provide Coaches Training
- Activity Safety Report

Two weeks prior to your organization’s first practice or game at a town facility you must submit the following to the Parks and Recreation Department:

- A valid ‘Certificate of Insurance’ and Declarations Page with the Town of Coventry named as an additional insured. Each insurance policy shall carry no less than one million dollars personal liability and or property damage liability in their policies.
- Certified current rosters from their governing agency to verify the ratios of Residents to Non-Residents.
- Proof of completion of a Coventry Parks and Recreation approved Background Screening of every adult individual that will be interacting with minor participants. (See background check policy attached)
- Any changes to the fields/facilities requested at the usage meetings
- Any fees (checks payable to Town of Coventry)

* Organization shall submit written confirmation annually to verify if no changes are made to their by-laws.
FACILITY USE REQUEST FORM—Sports Fields

Request the following fields: Miller Richardson, Laidlaw A (Lower Field), Laidlaw B (Upper Field); Creaser Park, Patriots Park, and Lisicke Beach. This form is ONLY for these sites!

Please list Date(s), Day(s) of Week, and Times Requested per field location below:

Signature of Applicant: ___________________________________________ Date: ______________

Printed Name & Title of Applicant: ____________________________________________

For Office Use Only:
Required: Police _______ Cert. of Insurance: _______ Insurance Info: _______
Deposit: ____________ Fees: _______ Screening Info on file: _______

Application Approved: ___________________________,
Wendy L. Rubin, Director of Recreation
Approval Date: ________________
Hold Harmless and Indemnification Agreement for Organizations

In consideration of the permission granted to it by the Town of Coventry for the purpose of using playing fields and recreational facilities owned by the Town of Coventry, the undersigned, __________________________ (organization name) (the “Organization”) in recognition of the fact that Coventry has no lawful obligation to permit said usage by any person, group, or other entity not sponsored by the Parks and Recreation Commission of the Town of Coventry, does hereby release the Town of Coventry, its agents, servants, and employees from any liability whatsoever in the event of injury to any person or any actual or perceived infringement of the personal security of any person using the said playing fields and recreational facilities while engaged in usage authorized by the Town or to any person attending any such activity and the undersigned intends to release to be effective and binding on himself and on all members, guests, invitees, or observers of the group activity which he herein represents. This release is provided in addition to, and without limitation on, any and all defenses available to the Town of Coventry pursuant to the Connecticut General Statutes and common law. This agreement to indemnify includes any and all costs or expenses incurred by the Town of Coventry in defending against such claim or claims, including the Town’s attorneys’ fees.

The undersigned, on behalf of himself and the members of the group or entity here presents, does hereby agree to indemnify the Towns and its agents, servants, and employees against any and all claims, suits, actions, debts, damages, costs, charges and expense, including Court costs and attorney’s fees, and against all liability, losses and damages of any nature whatever, that the Town shall or may at any time sustain or be put to by reason of the usage of the Town-owned property, as contemplated herein.

The Organization hereby covenants and agrees that the Town of Coventry shall be named on the Organization’s policies of insurance as additional insured.

The Organization hereby further covenants and agrees to obtain a policy of insurance, with minimum limits of $1,000,000.00 per occurrence, containing an endorsement that covers this agreement to indemnify, defend, and hold the Town of Coventry harmless.

The Organization hereby further covenants and agrees to obtain an endorsement to said insurance policy that the Organization’s insurance is primary for any claims made hereunder and any insurance obtained, or self-insurance provided, by the Town of Coventry is excess.

The Organization agrees to report to the Parks & Recreation Department any unsafe conditions found at any Town field, park, or facility.

A copy of the Organizations insurance declaration sheet and endorsements thereto which incorporate the above requirements shall be filed with the Parks and Recreation Department prior to the Organization’s use of town facilities or equipment.

This Agreement is effective for any and all claims arising from the use of Town facilities or equipment during the period from ____________ to ____________.

___________________________________________________      ______________________
Signature – Organization                                                                          Date

___________________________________________________     _______________________
Signature– (Director of Parks & Recreation Department)     Date

THIS IS A LEGALLY BINDING DOCUMENT. DO NOT SIGN IT UNTIL YOU HAVE READ THE CONTENTS HEREOF AND UNDERSTAND THE SAME. IF YOU ARE IN DOUBT, CONSULT AN ATTORNEY PRIOR TO SIGNING THIS DOCUMENT.
NOTIFICATION OF INTENT TO PROVIDE COACHES TRAINING

Because of the growing concern for liability and insurance, our department now asks organization using our facilities to complete the following form:

Name of Organization: ______________________________________________________

Organization President: ____________________________________________________

Address: ___________________________________________________________________

City/State/Zip: ___________________________________________________________________

Phone: __________________________________________________________________

Approximate dates using facilities for leagues’ operation: _________________________

Approximate number of sports conducted by your organization: _________________________

Please specify sport(s): ______________________________________________________

1. ______ Our organization would like to schedule a NYSCA coaches’ certification clinic on ___________________________(Date).

2. ______ Our organization’s officers would like to have a presentation on the elements of the NYSCA coaches’ certification program. Please have someone contact us for a time and place.

3. ______ Our organization DOES NOT desire to conduct an NYSCA (NAYS) training/ certification clinic for our coaches.

4. ______ We currently conduct coaches training through the________program.

________________________________________
Authorized Signature

________________________________________
Date
Name of Activity: ________________________________

Date of Activity: ______________________________

Description of Activity: ________________________________

_________________________________________________________________

Number of Participants Anticipated: _______ Number of Chaperones: _______

Applicant: ________________________________

Person in Charge of Safety Procedures: ________________________________

A supervisor of an activity involving young people has the responsibility to assure that conditions exist to promote the highest degree of safety possible. As examples, higher than anticipated attendance, small children unattended, first aid provisions, etc…. to that end, please follow the following:

1. **Specific safety precautions to be utilized for participants:**

   _______________________________________________________________________

   _______________________________________________________________________

2. **Specific safety precautions to be utilized for other attendees:**

   _______________________________________________________________________

   _______________________________________________________________________

The undersigned agrees to all Town of Coventry policies, regulations and agreements contained on this application concerning the activities applied for.

________________________________________ Date __________________

Signature of Applicant

________________________________________ Date __________________

Signature of Facility Director