

Activities Handbook



GET INVOLVED!

Flag Football
Tackle Football
Fall Rec Volleyball
Fall Volleyball Clinics
Fall Soccer
1st & 2nd Grade Basketball Clinic
3rd & 4th Grade Basketball
5th & 6th Grade Basketball
DRC/AAU Volleyball
Spring Soccer
Tee Ball
ASA Softball
Legion Baseball
Track & Field Clinic
Rugby Clinic
Learn to Skate
Swimming Lessons

2023

Douglas Recreation Center

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INTRODUCTION

This handbook is an attempt to specifically describe procedures and policies that will assist us in maintaining high standards in our recreation programs. It is imperative that these standards be developed in accordance with sound recreational principles. Our total program is based upon what is considered recreationally desirable for boys and girls. To achieve these high standards, we are also concerned with the morale and well-being of our parents, coaches, program directors, and administrators. Cooperation and understanding of the total program are essential in achieving successful programs. In addition, activities, like any other aspect of the budget, must justify the financial expenditures in terms of recreational benefits to the participants. Activities should also involve the community and consideration should be given to the activities of citizen-spectators.

Any policy or statement in the handbook may be amended, deleted or modified at any time during the year. To initiate any change in this handbook, it is recommended that the change be submitted in writing with substantiating data. To keep the handbook up-to-date and meaningful, we encourage our staff to make necessary recommendations for changes. Only the Rec Board may establish policy, but once established these policies are to be carried out by the administration and staff. These policies are reviewed on a yearly basis.

There are many possible sources of conflict in administering a recreational activity program. Only through mutual cooperation and sincere concern for the participant can we achieve harmony and a high degree of morale, instruction, and fun!

LIST OF RECREATIONAL ACTIVITIES

*3rd/4th Grade Flag Football * 5th/6th Grade Flag Football * Fall Volleyball * Volleyball Clinics * Fall Soccer * 1st & 2nd Grade Basketball Clinics * 3rd & 4th Grade Basketball * 5th & 6th Grade Basketball * DRC/AAU Volleyball * Spring Volleyball * Spring Soccer * CO-ED Tee Ball * CO-ED Machine Pitch Baseball * Legion Baseball A, B & C * Softball Clinic * Rugby Clinic * Learn to Skate * Swimming Lessons **

MISSION STATEMENT

“Let them play, let them have fun, let them fail, let them learn, let them succeed, and let them be kids.”

MASCOT

CATS

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LETTER TO PARENTS/GUARDIANS

We are excited that your son or daughter has indicated a desire to participate in recreational activities. We truly believe that participation in recreational activities enriches life and provides numerous opportunities for personal growth and development. Many of the character traits required to be successful participants are exactly those that will promote a successful life. We encourage your child to take advantage of as many opportunities as his or her time and talent will permit. We do not encourage specialization in one sport or activity; rather, we would encourage participants to experience a variety of sports as well as other recreational activities. Naturally, due to conflicts in seasons, practice times, schedules, time, rules, etc., some choices will have to be made. We support your child as he or she strives to grow emotionally, mentally, socially, and physically through our activities.

We encourage you, as the parent or guardian, to read and support the rules and regulations as set forth in this Recreational Activities Handbook. Please review this material, sign the necessary forms, and return to the Recreation Office prior to the first activity. Please retain the recreation handbook for future reference.

If you have concerns about your son/daughter's participation in our programs, as well as the benefits of participating, we encourage you to communicate directly with the coach/sponsor. We also encourage our coaches/sponsors to communicate openly with parents. We need your involvement and support to achieve the best possible recreation programs for your son/daughter.

The following chain of command will aide you when dealing with concerns about your son/daughter's participation in our recreation activities:

1. Communicate with Coach/Sponsor.
2. Communicate with the Youth Program Supervisors
2. Communicate with the Recreation Director
4. Communicate with the Superintendent.
5. Communicate with the Rec Board.

Your son/daughter's involvement in our recreational activities program is one of our best assets and serves as an ambassador to the community and state. We enjoy the privilege of working with your child and remain dedicated to the principle of giving each participant in the activity program a positive, meaningful and recreationally sound experience!



Monty Gilbreath
Recreation Director

PHILOSOPHY OF ACTIVITIES

Douglas Recreation Center's activity programs are part of the total recreational program of Converse County Recreation Board, and prides itself with the development of physical, mental, social, and moral qualities for leadership, scholarship, competitiveness and sportsmanship. Various phases of the program should provide opportunities for a maximum number of participants involved in individual, as well as team activities, while maintaining a recreational or competitive atmosphere.

The Recreation programs are governed by Converse County Recreation Board of Douglas, Wyoming and various other chartered organizations.

The Converse County Recreation Board believes that recreational activities should be of educational value and, therefore, supports the communication of a well-articulated philosophy among players, parents, staff and community.

VALUE OF ACTIVITIES

1. Through participation in the recreation activity programs, the player learns how to work with others for the achievement of the group and individual goals.
2. Participation in recreational activities is a living laboratory of equal opportunity action, where all players are treated without favor or prejudice, while learning that we are all distinctly different and unique.
3. Participation in recreation activities fosters the growth and well-being of the individual player.
4. Participation in recreation activities emphasizes good sportsmanship practices that have life-long values.
5. Participation in recreation activities stresses the need to act fairly, to observe laws and customs, to treat others with consideration, and to handle adversity without losing self-respect.
6. Participation in recreation activities allows participants to strive to reach the highest possible level of their ability.
7. Success is not determined by the number of wins and losses but is measured by the dedication and attitude of its participants and its leadership.

GOALS

- To maintain a high standard of excellence while participating in recreation.
- To provide opportunities for physical, mental, and emotional growth and development.
- To develop team and individual concepts such as loyalty, cooperation, fair play, citizenship, and other desirable social traits.
- To provide the opportunity for worthy use of leisure time in later life, either as a participant or spectator.
- To promote an interest in recreational activity programs between the participants, parents, coaches, staff and, and community.
- To foster good sportsmanship in each participant, coach, and fan.

RECREATION ACTIVITIES CODE

Recreation activities have been established by the Converse County Rec Board in Douglas, Wyoming, for the purpose of supplementing and contributing to the total recreational program. Such a recreation program requires a code by which participants may be informed of the objectives and intentions of the program.

SPECIFIC OBJECTIVES

1. **To Learn Teamwork.** To work with others in a democratic society, a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. A person must also be willing to place the team and its objective higher than personal desires.
2. **To Be Successful.** Our society is very competitive. We do not always win, but we always succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
3. **To Learn Sportsmanship.** To accept success and defeat like a lady or a gentleman, knowing we have done our best. We must learn to treat others as we would have others treat us. We need to develop desirable social attitudes, including emotional control, honesty, cooperation, and dependability.
4. **To Improve.** Continual improvement is essential to good citizenship. As an activity participant, you must

establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved and, in those characteristics, set forth as being desirable.

5. **To Enjoy Participation.** It is necessary for us to acknowledge all the personal rewards we derive from competition, and to give sufficiently of ourselves in order to preserve and improve the program.
6. **To Develop Desirable Personal Health Habits.** To be an active, contributing citizen it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop a desire to maintain this level of physical fitness after formal competition has been completed.
8. **To Be A Positive Role Model.** All participants should strive to be a positive role model by the way they represent themselves, parents, their coaches, the recreation programs and the community.

In order for the Recreation Department of Converse County Recreation Board to reach its goals and to obtain its objectives, there are certain standards and responsibilities which must be met by the activity participant. These are listed on the following pages.

GENERAL ACTIVITIES POLICIES

Recreation activities fall under Converse County Recreation Board policy, the Recreational Activity Handbook being an extension of board policy.

Remember that participation is a ***privilege that you earn***, and inappropriate actions may take that privilege away.

Each activity may have its own individual rules and regulations for participation which may contain the following guidelines. Each of these policies is necessary in order for the activity, participant, and the Recreation Department to achieve its common goals and objectives. These policies are listed below so that participants involved in any recreational activity will know exactly what is expected of him/her.

FEES & REGISTRATION

All Douglas Rec Center programs include a registration fee. Registration is handled online by League Apps. The Douglas portal can be accessed at <http://drc.leagueapps.com>. All registration fees vary from program to program, all processing and transactions fees associated with registration are the responsibility of the end user.

REFUND POLICY

After the 1st allowable practice date, no refunds will be given, even if the participant did not attend this practice. To apply for an exception, a written, electronic request must be submitted to the Recreation Office. The player's name, date of request, and reason for refund must be included in the request.

Refunds will also not be issued if a participant is suspended or removed from a program by DRC staff.

REGISTERING UNDER FALSE PRETENSES

It is the responsibility of the parent or guardian registering for all DRC activities to double-check that all information is correct. Parents/guardians that are found to knowingly register their child under a different birthdate, under the wrong school age, or for an activity they are not eligible for are violating the Activities Handbook. Consequences of violating this policy include but are not limited to moving the child to the proper age division, or if no league exists for the child, removal from league entirely.

A formal request may be made by the parent or guardian for a participant to play up or down a grade or age division. Formal requests must include the participant's name, age, grade, why the parent/guardian feels this request is necessary, and which activity the request is for. Formal requests must be made for each activity the parent or guardian is requesting to have a participant play up or down in. Requests will be reviewed by the Youth Program Supervisor and/or the Recreation Director and approved or denied. Parents and/or guardians will be notified of the Recreation Director's decision.

Formal requests are not required when the recreation center staff explicitly asks specific individuals to move up a division.

LATE REGISTRATION POLICY

Late registrations are subject to late fees. Late fees will vary based upon the activity. Late fees may be waived for specific circumstances. The Youth Program Supervisor, or Recreation Director will determine if a late fee will be waived.

Late registrations will be accepted or denied by the recreation staff on a case-by-case basis. The following criteria will be utilized by the recreation staff to determine if a late registration is possible: how much of the season has been played vs how much of the season remains, structure of the season, team sizes, specific program/activity requirements, if players or teams must be registered at state, or national levels, if players must be registered with specific organizations, program-specific organizations deadlines, jersey/uniform requirements or availability, the reason the player is registering late etc.

ATTENDANCE REQUIREMENTS

All members of activities are expected to attend all scheduled practices and meetings. If circumstances should prevent a participant from attending a practice or meeting, the validity of the reason will be judged by the individual coach or sponsor in all cases. The coach should be notified prior to the absence by personal contact, phone call, email, text message or written statement from the parent or guardian.

EXCESSIVE ABSENCES

Participants with excessive absences due to sickness or working should not expect to participate ahead of one who has made the scheduled practices. They may also be held out of an activity at the coach's discretion.

EXTENDED ABSENCES

Any participant who feels he/she has an extenuating circumstance (i.e. serious illness, death or emergency in the family, etc.), and feels he/she needs some extra time, without penalty, needs to contact the head coach to arrange for the extra time necessary.

PLAYING TIME

For teams that are competitive, or have players middle school age and up, our coaches will select players and decide playing time based on their assessment of appropriate skills and factors appropriate to the sport that will make the team as competitive as possible. Other factors that may impact playing time may include but are not limited to attitude, effort, attendance, and behavior. Coaches will make this determination based on attendance at practice and previous competitions. Playing time is not guaranteed and will be up to the coaches. Parents or participants who have questions about playing time should speak directly to the coach. Participants and parents must wait 24 hours after a game to contact the coach to set up a meeting with the coach to discuss playing time.

For teams that are noncompetitive or have participants who are younger than middle school age playing time is to be split evenly between participants who regularly attend practices and games. Limiting factors include, but are not limited to, injuries, participant's desire to play, time restrictions, and sport specific rules. Parents who have any issue with playing time at this level should speak directly to the coaches. It is unreasonable to expect playing time to be exactly even between all players. Parents should realize that coaches at these levels are volunteers, and they make mistakes.

COMMUNICATION

Participants and parents should realize that all coaches have personal lives outside of coaching and should respect their time. It is inappropriate to contact coaches between the hours of 9 PM and 8 AM. Contacting coaches at inappropriate times may result in a disciplinary meeting with the Recreation Director.

Participants and parents must wait at least 24 hours after a game, tournament, or incident to contact the coach(s) to set up a meeting. Failure to do so may result in a disciplinary meeting with the Recreation Director.

CHAIN OF COMMAND

Assistant Coach (Directly related to the issue) - Resolution to an issue should begin here if applicable. If a satisfactory resolution cannot be accomplished at this level, appeal to the head coach.

Head Coach- If the problem cannot be resolved at this level, please report to the Program Supervisor

Program Supervisor- If the problem cannot be resolved at this level, please report to the Recreation Director

Recreation Director- If the problem cannot be resolved at this level, please report to the Recreation Board.

Recreation Board

PARTICIPANT CONDUCT

Participants are expected to conduct themselves, at all times (at meets, games, on the bus, motels, in host schools, or in our community), in such a manner as to be a credit to his/her parents, his/her coaches, the Rec Department, and their community. Failure to do so may result in a disciplinary hearing with the coach or Recreation Director.

PARENT/SPECTATOR CONDUCT

Parents and spectators are expected to conduct themselves appropriately at all times (games, events, practices, or while on the premises of any ongoing DRC event). Conduct themselves appropriately is defined as: no cursing, poor sportsmanship, booing, derogatory remarks, or hand gestures, physical or verbal threats or intimidation, etc. towards any coaches, referees/umpires/officials, players, recreation center staff or other spectators. Failure to comply will result in the following:

First offense: verbal and/or written warning and notification of procedures should the event happen again.

Second offense: Asked not to attend any further DRC events, until the parent has completed "The Parent Seat" through the NFHS Network. Should there be any cost associated with this training that cost will be paid for by the person(s) in question. Failure to complete the training before attending another event or practice may result in law enforcement being notified for a trespassing violation.

Third offense: Banned from all future DRC events, practices, etc. and no longer allowed to participate in any DRC programming. Note: only the person in question shall be banned, individuals that were not involved in the conduct violation will still be allowed to participate in DRC events.

Appeals can be made. See Appeals Process section for more information.

PICKUP PROCESS

Parents/guardians expectations – pickup participants from all DRC activities, events, programs at the time designated by the coach/sponsor. If the parent/guardian will not be able to be on-time, they are expected to contact the coach/sponsor immediately and inform him/her of when the parent will arrive.

Failure to continually pick the participant(s) up on time may result in a meeting with the Recreation Office and/or dismissal from future DRC sports, until the parent has a pickup process and shows he/she can pick up the participant(s) regularly.

DRESS GUIDELINES

Each coach/sponsor will supervise and control this guideline. The Recreation Department requires neat, appropriate dress and cleanliness on all recreation activity trips and home events. Participants must remember that they are representatives of the Converse County Recreation Board and the Douglas community, and that any out-of-the-ordinary appearances that bring discredit to our recreation activities and/or individual will be addressed.

REPORTING FOR ACTIVITIES

Participants are expected to report for sports/activities at the beginning of each season. Those who report late may jeopardize their chances for participation. A participant cannot participate in a recreational contest until he/she has completed the required number of practice sessions as set by the coaches and the Recreation Board.

MANAGERS

Managers for recreation activities are allowed. Managers are not charged for participating in the activity/sport. Any person(s) who are interested in being a team manager should reach out to the Recreation Office.

1. Managers must be age appropriate- same age group as the group.
2. Discretion should be used in the selection of mixed gender managers. Mixed gender managers should be pre-approved by the Recreation Director.
3. Managers are expected to follow the same behavior rules as the participants.
4. The number of managers, per sport, is at the coach's discretion. However, the number of managers who travel is limited: See the Recreation Director.

OUT-OF-TOWN TRANSPORTATION

If provided, participants must ride to and from out-of-town activities on Recreation Board transportation. A participant may ride home with his/her parents, as long as parents personally pick up the participant after the event, inform the coach, and sign the participant out. **Participants are not allowed to drive their own vehicles to recreation sponsored activities**, if they are active participants in that activity.

Only players and coaches may ride on transportation provided by the Douglas Recreation Center. Members of the coach's family may be permitted to ride on recreation provided transportation if prior arrangements with the Recreation Director and Transportation Department have been made. A roster of all persons riding on recreation transportation should be given to the Recreation Office prior to travel and kept with the coach during travel.

Any other special circumstances on out-of-town transportation which deviates from the preceding paragraph, ***must be made prior to the event***, by contacting the Recreation Director. ***A parent request for participant transportation form must be filled out for this request.***

OVERNIGHT TRIPS

In the event that participants must stay overnight for any DRC activity, the following is expected to take place.

1. The coach/sponsor of the event will make a room list and assign one or more participants to a specific room. Participants must stay in the assigned room for the duration of the stay, unless otherwise approved by the coach/sponsor.
2. Participants are not allowed to leave the building at any given time without permission and supervision from the coach/sponsor.
3. The coach/sponsor will inform participants of a curfew time in which participants are expected to be in the assigned room.
4. At the curfew time, the coach/sponsor will perform a bed check in which each of the participants must show that they are in the room. Entrance to the room by the coach/sponsor is permitted to verify attendance.
5. After attendance has been verified, it will now be considered "Lights Out", where the occupants of the room must turn out the lights until morning. After bed checks and lights out, participants are not permitted to leave their assigned rooms.

BUS GUIDELINES

1. The bus should not exceed passenger limit as stated on bus specifications. This is the responsibility of the Transportation Department.
2. Coaches or sponsors are responsible for the actions of participants at all times on recreation activity trips.
3. Drivers should, if necessary, request coach or sponsor to correct discipline problems that may arise.

4. Once seated, participants should not move about the bus unnecessarily. This is a safety factor.
5. Eating on buses should be by mutual consent of driver and sponsor in charge. This should be held to a minimum.
*NO SUNFLOWER SEEDS ARE ALLOWED.
6. Coaches or sponsors are responsible for making participants clean the bus of debris on return home.
7. Sponsors or coaches should seat themselves on bus for maximum supervision.
8. Music, DVD devices and unnecessary noise should be held to a minimum. The Driver should confer with coach or sponsor if it is a safety factor by being too loud. Coaches suggest music and DVD devices with headphones only.
9. Decisions on road condition and the safety of passengers is a driver responsibility. If safety becomes a concern, the decision to terminate an activity trip will be determined by the bus driver, recreation director, and coach when possible.

On any activity trip, male and female participants will be transported in separate vehicles whenever possible. If not possible, male and female participants must be separated with coaches & sponsors between them.

DECORATING RECREATION PROPERTY

1. Absolutely no markings or decorations on the windshield, driver's window, left or right side first passenger windows, door windows, rear windows or any mirrors.
2. No inside decorations that will hinder the driver's view of the road, mirrors, or the loading or unloading of the participants.
3. No stickers inside or outside.
4. No tape on windows or mirrors.
5. Use window chalk only -no shoe polish.
6. No slip or trip hazards in the aisle. No large coolers allowed on the bus that will block the exit doors.
7. No markings or decorations on outer paint of the bus including bumpers.

OVER NIGHT TRIPS EXPECTATIONS

The Douglas Recreation Center may pay for the expenses of the participants. However, this is at the discretion of the Recreation Office.

Under no circumstances are boys and girls allowed in motel rooms together.

No coach or athlete is allowed in motel rooms together, unless the coach is the participant's biological parent.

HEALTH ISSUES

In the case of any type of health issue, including but not limited to, contagious diseases and pregnancy, a doctor's permission slip is required for that participant to participate in any activity.

PREVENTION OF CONCUSSIONS

The Converse County Recreation Board recognizes that protecting participants from head injuries is one of the most important ways of preventing a concussion. Although the risk of a concussion is always present, with education, proper athletic equipment, and supervision will help minimize the risk(s) of such injuries. The Converse County Recreation Board's helmets all meet the national safety standards approved by the National Organization for Care and Safety of Athletic Equipment (NOCSAE).

The Recreation Office can provide each athlete and parent with suggested guidelines for managing concussions in sports, as well as provide a free 35-minute course that parents can take to become better informed about concussions in sports if requested.

In addition, it is imperative that participants know the symptoms of a concussion and inform appropriate personnel, even if they believe they have sustained the mildest of concussions. This information should be reviewed periodically with participants throughout each season. Emphasis must be placed on the need for medical evaluation should such an injury occur to prevent persisting symptoms of a concussion and following the guidelines for return activities. It is extremely important that all participants be made aware of the importance of reporting any symptoms of a concussion to their parent/guardian and/or appropriate coaches and Recreation Staff.

RETURNING TO ACTION AFTER INJURY OR CONCUSSION

The Converse County Recreation Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activity and can have serious consequences if not managed carefully. Therefore, the Recreation Board adopts the following policy to support the proper evaluation and management of head injuries.

Concussion is a mild traumatic brain injury. Concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head. Recovery from concussion will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

While recreation staff will exercise reasonable care to protect participants, head injuries may still occur. Said coaches and other appropriate staff will receive training to recognize the signs, symptoms, and behaviors consistent with a concussion. Any participant exhibiting those signs, symptoms or behaviors while participating in a recreation sponsored activity shall be removed from the game or activity and be evaluated as soon as possible by an appropriate health care professional. A supervising adult will notify the participant's parents or guardians and recommend medical evaluation.

If a participant sustains a concussion at a time other than when engaged in a recreation-sponsored activity, the Rec Board encourages the parent/guardian to report the condition to the coaches so that the Recreation Department can support the appropriate management of the condition.

The participant shall not return to recreation activity until he/she has been evaluated an appropriate health care professional. Any participant who continues to have signs or symptoms upon return to activity must be removed from play and reevaluated by his/her health care provider

CONFLICTS BETWEEN ACTIVITIES

The Recreation Department realizes that children participate in many activities during the year, and that conflicts for their time may arise. If a conflict arises, the participant should inform the sponsors and coaches in charge, and then attempt to resolve the problem well in advance of any performance or game, with no penalty to the participant.

TEAM SELECTION

To develop a complete, competitive team program, the coach may feel it necessary to adjust where players are placed within different age divisions. The decision to move players will be made by the coaching staff and the Recreation Director and will be done only if it is determined to be in the best interest of the team. The number for each team will be decided by the coach with the player's ability, attitude, work ethic, potential, and safety in mind.

PARTICIPANT RESPONSIBILITY FOR EQUIPMENT

A deposit will be held for all equipment checked out to a specific participant. Participants are responsible for any equipment that has been checked out to them by the Recreation Department. If equipment has not been checked in or accounted for, the deposit will be retained by the Recreation Department for the missing equipment. If said equipment is located within one year from the checkout date, it can be returned to the Recreation Department for a refund of the deposit.

Participants are not to wear recreation equipment for their own personal use. It is to be worn only when they are participating in a recreation-sponsored activity. Clothing purchased for the sole use during that program (such as t-shirt, socks, and hats) become the property of the participant.

Coaches are responsible for all sports equipment checked out to them for the duration of the program. If not returned to the Recreation Department they will be responsible for replacement cost.

FOOTBALL HELMET CARE

All football helmets in use during the season will be inspected to ensure maximum safety for each individual player. All helmets are NOCSE certified at least every three years.

PARTICIPATION

This code is effective for all recreation activities. Participants must be in “good standing” to participate in any recreation sponsored activity. “Good standing” is defined as adhering to the Participant’s Code of Conduct and supporting the general activities policies of the Recreation Activities Handbook, and the rules and regulations in this participant handbook of the Recreation Board.

It is a **privilege**, not a right, for participants to represent Douglas as participants in activities. Participants are encouraged to take advantage of the many opportunities available to them, but to remember that high standards of performance and personal character are expected of all participants.

EFFECTIVE DATES

This code will commence on the first day of the first activity in which any participant elects to participate and will be in effect from that day through the entire season and for each year thereafter in which the participant is enrolled in a Douglas Recreation Program. Offenses are considered throughout a participant’s career in DRC activities, not on a season-to-season basis.

It will also be in effect during any time a participant is under the supervision of Converse County Recreation Board officials. Penalties for activities violations will not automatically end with the current season and may carry over into the next playing season. The next playing season is defined as the next season in which the participant chooses to participate, not the following season if the participant chooses to not participate.

STATEMENT OF SUSPENSION

If the participant is suspended from a recreational activity, he/she will not participate in any recreational activities from the day the suspension is issued and throughout the suspension. No coach or participant may choose the games she/he will be suspended from. Suspension periods are served consecutively and cannot be “paused” for any reason. The participant will not be allowed to attend any practices, games, tournaments, or team functions (including team dinners) for the duration of the suspension.

Use or possession of alcohol, any substance abuse, tobacco use, vandalism, theft, hazing, initiation, bullying, inappropriate behavior or criminal activity will be reported to the Recreation Office. Recreation Director will investigate the allegations.

The use or possession of tobacco, tobacco products, vapes, alcoholic beverages or illegal drugs by any activity participant is prohibited. Charges may be filed.

The abuse of legal drugs for the purpose of performance enhancement (i.e. steroids, inhalants, etc.) will be grounds for suspension from an activity. The abuse of legal drugs is considered substance abuse.

DEFINITION OF OFFENSE

An offense will be considered to have occurred:

1. If reasonable evidence is presented to the Recreation Director. A violation of the activity code does not state that a participant must be given a citation by law enforcement to be in violation of the activity code.
2. If a participant is convicted or is found guilty in a court of law of a qualifying offense as defined herein.
3. If the participant comes forward and discloses he/she has committed an offense.

ACTIVITY CODE SUSPENSION PROCEDURES

Any participant who is suspended from activities for a violation of the activities code is not eligible to participate in any DRC sponsored activity practice, contest, or event during the prescribed suspension period. For away contests/events, participants are not allowed to travel with the team in DRC provided transportation.

If a suspended participant travels to a DRC away contest/event on his/her own, he/she may not participate in any way including, but not limited to, team warm-ups, being in the locker room, or on the sidelines or bench. For DRC home contests, the suspended participants are not allowed to dress in uniform or be with the team in any way.

Accusations of sexual assault will NOT be investigated by DRC staff. All accusations will immediately be taken to law enforcement officials. DRC staff can direct victims to victim hotlines and support services if requested.

1. Upon receiving information of a rules violation, the Recreation Director will notify the participant as soon as possible, stating the violation of which he/she is being accused.
2. The Recreation Director will investigate the allegation of misconduct. A conference with the participant and the Recreation Director will be offered to give the participant an opportunity to explain or justify his/her actions.
3. At the conclusion of the investigation, the Recreation Director will notify the participant, parent/guardians, and, the coach/sponsor if applicable.
4. A follow-up letter of clarification will be sent to the parents or guardians outlining the violation and suspension.
5. In cases where there has been a violation of the Converse County Recreation Board policy governing activities, the activity suspension will be administered as mandated by the Recreation Board policy.

ACTIVITY CODE VIOLATIONS

1. Alcohol - Possession, use, under the influence of, transfer or dispensing of any alcoholic beverage may result in a suspension from recreation activities. Possession is defined as being in the presence of alcohol when it is being illegally consumed. Participants are expected to be absent from any event in which alcohol is being illegally used.
2. Substance Abuse - Possession, use, under the influence of, transfer or dispersing of any substance prohibited by the Controlled Substance Act of 1971, or by Wyoming law, or any misuse of any drug, or drug substitute, including transfer and dispensing may result in suspension from recreational activities. Possession is defined as being in the presence of a controlled substance. Participants are expected to be absent from any event in which an illegal substance is present.
3. Tobacco/Nicotine - Use/possession of tobacco/nicotine products and/or substitutes, including but not limited to Vapors and E-Cigs, may result in a suspension from recreation activities.
4. Vandalism/Theft - Vandalism to school or recreation property or vandalism to any property may result in suspension from recreation activities. Restitution must be made for repairs. Theft may result in suspension from recreation activities.
5. Harassment, Sexual Harassment, Intimidation, Hazing, Initiation or Bullying: All forms are strictly prohibited, and include any intentional gesture, any intentional electronic communication or any written, verbal or physical act initiated, occurring or received during a recreational activity that a reasonable person under the circumstances should know will have the effect of:
 - a. *-Harming a participant physically or emotionally, damaging a participants' property or placing a participant in reasonable fear of personal harm or property damage;*
 - b. *-Unwelcome or unwanted sexual advances, sexual request or sexual favors, other verbal or physical harassment of sexual nature, or offensive remarks about a person's sex.*
 - c. *-Insulting or demeaning a participant or group of participants causing substantial disruption in, or substantial interference with, the orderly operation of the practice; or*
 - d. *-Creating an intimidating, threatening or abusive environment for a participant or group of participants through severe, persistent or pervasive behavior,*
 - e. *-Humiliating or subjecting someone to a dangerous activity in an effort to convince a participant to belong to a group, regardless of their willingness to participate.*
6. Inappropriate Use of Technology - Inappropriate use of technology includes (but is not limited to) misuse of Facebook, Twitter, phone texting/sexting, internet usage, video, chat rooms or any form of social media, stalking, harassment that may result in a recreation activities code violation.
7. Inappropriate Behavior – Inappropriate behavior includes (but is not limited to) cursing, yelling, racial slurs, derogatory remarks, disrespectful comments, or insubordination towards coaches, teammates, officials, opposing team players, parents, etc.
8. Physical Harm – Physical harm includes (but is not limited to) punching, kicking, scratching, biting, using an implement to induce physical harm, or otherwise physically attacking teammates, coaches, officials, parents, ect.
9. Criminal Activity – Criminal activity may include any act prohibited by the law, outside of the scope of any violations defined by the Recreation Center Activities Code.
10. Weapons Use/Brought –Weapons are defined as any object used with the intention of harming another. This would include, but is not limited to guns, knives, tools, slingshots, explosives, or toy weapons that resemble the real thing.

11. Ejections – Ejections include (but are not limited to) being removed, or asked to leave, a game, tournament, or other sponsored event by the host, officials, director of the facilities, or law enforcement due to behavior, language, disruption of the game, criminal acts, or other rule violations.
12. Curfew Violation – Any instance where a participant leaves the assigned room after bed check has been performed, unless otherwise instructed by emergency systems or coach/sponsor direction. See also “Overnight Trips”.
13. Out-of-Town Trip Violation – Any instance where a participant leaves the premises they are supposed to be at (including but not limited to: bus, hotel, motel, field/court/gym, etc.) without permission and supervision by the coach/sponsor of the activity.

VIOLATION	1st Offense	2nd Offense	3rd Offense
Alcohol	25% Season Suspension	1 Year Suspension	Prohibited from all DRC Activities
Substance Abuse	25% Season Suspension	1 Year Suspension	Prohibited from all DRC Activities
Tobacco/Nicotine/Vaping	25% Season Suspension	1 Year Suspension	Prohibited from all DRC Activities
Vandalism/Theft	1 Month Suspension/ Restitution	1 Year Suspension	Prohibited from all DRC Activities
Harassment, Sexual Harassment, Intimidation, Hazing, initiation or Bullying	25% Season Suspension	1 Year Suspension	Prohibited from all DRC Activities
Inappropriate Use of Technology	10% Season Suspension	25% Season Suspension	1 Year Suspension
Inappropriate Behavior	2 Game Suspension	10% Season Suspension	1 Year Suspension
Physical Harm	1 Year Suspension	Prohibited from all DRC Activities	
Criminal Activity	1 Year Suspension	Prohibited from all DRC Activities	
Weapons	1 Year Suspension	Prohibited from all DRC Activities	
Ejections	2 Game Suspension	10% Season Suspension	1 Year Suspension
Curfew Violation	25% Season Suspension	No overnight trips at the DRC's expense + 8 game suspension	Prohibited from all DRC Activities
Out-of-Town Trip Violation	25% Season Suspension	No out-of-town trips at the DRC's expense + 8 game suspension	Prohibited from all DRC Activities

* A percentage season suspension is counted as the total number of games and tournaments scheduled in a season, not the remaining games in the season at the point the violation has occurred. Percentages are rounded down.

*Tournaments are counted as 4 games.

*A participant that plays in two separate levels of play will have their suspension issued at the level he/she plays most of his/her time. However, no games, practices, or team events at any level may be attended during the suspension period.

WEAPONS ON SCHOOL GROUNDS OR RECREATIONAL FACILITIES

The Recreation Board has determined by policy that possession and/or use of a weapon by participant is detrimental to the welfare and safety of other participants and recreation personnel.

Possession and/or use of any dangerous weapons in any school or recreational facility building, to or from recreation activities, on school or recreation grounds, in any recreation owned vehicle, or at any recreational based activity is prohibited.

Participants are expected to understand the special seriousness, potential harm, and fear weapons can have.

The Recreation Director may suspend or permanently remove any participant who possesses, handles, transmits or conceals any object that could be used or construed as a weapon to disrupt the recreation activity or cause harm or fear to another person.

A definition of a weapon is not limited to the obvious, such as guns and knives, but would or could be construed to also include items such as slingshots, bludgeons, explosives, or toy weapons that resemble the real thing.

CHARACTER AND INTEGRITY CLAUSE

Participants who cooperate and admit to a violation, prior to: (1) receiving a citation from law enforcement for a crime that is a qualifying offense; (2) an investigation is initiated by Recreation Officials, or (3) being independently verified by the Recreation Director that a violation was committed, *may* have their penalty for their first offense reduced up to 1/2 the suspension terms as described on page 13 of the Activities Handbook. The scope and extent of any reduction in penalties pursuant to this Character and Integrity Clause is left to the sole discretion of the Recreation Director.

DISCIPLINARY MEETINGS

1. Meetings can be made in the following order:
2. Recreation Director, Converse county School District #1
3. Superintendent, Converse County School District #1
4. Recreation Board, Converse County School District #1

Meetings of activity code violations must be made in writing. Additionally, the participant must meet with the Recreation Director, Superintendent, or with the Recreation Board. The Recreation Director conducts the investigation.

APPEALS PROCESS

To appeal a ruling, the participant, or parent of the participant, must contact the Recreation Director in writing. This request must include the participant's name, current date, the ruling the parent, or participant would like to appeal, and the reason for the appeal. The timeline for this written appeal is within 48 hours of the ruling.

Case dependent, a hearing may be conducted. As appropriate for the situation, the coach, accused participant, participant in question and the parent(s) of applicable parties, the Recreation Director, and the program supervisor.

1. The charges against the participant will be presented, as well as the rule(s) which the participant has been accused of violating.
2. The participant will then be allowed to present their side of the situation (Due process rights).
3. The Recreation Director will rule on the charges in a timely manner.
4. The parents, participant, and coach will be informed of the ruling as soon as possible.
5. Until that ruling is delivered, the participant will not practice or play in games (if applicable).
6. In the event the parents or participant choose to forfeit the option of this hearing, dismissal will result.
7. The Recreation Director or designee will conduct the hearing.

PERFORMANCE ENHANCERS

The use of performance enhancers (* example: creatine, and other related products) will not be allowed on Converse County School property. Douglas Recreation Center will not promote the use of these products. We will educate participants about these products and the positive/negative effects of each.

ENERGY DRINKS

Energy drinks are beverages sold as performance enhancing aids, rapid fat loss technology, and for stimulant effects which extend to the brain and the heart. They can cause significant health risks including upsetting the normal heart rhythm, rapid heart rate, chest pain, tremors, dizziness, nausea, vomiting, and sudden death for those with undiagnosed or serious heart conditions. The consumption of these products is not recognized as an acceptable means to enhance performance for athletic activities or replenish energy and hydration. Douglas Recreation coaches and staff will promote educational opportunities for developing healthy lifestyles and use of these products will be discouraged.

FUNDRAISING POLICY

The Recreation Department encourages use of local vendors for purchasing items from fundraisers. These fundraisers are need-based. Booster Clubs will be expected to adhere to Recreation Board and Rec Center policies.

Booster Club presidents are required to communicate all fundraising efforts to the coaches and Recreation Director to ensure that there are not conflicts. Please try to make sure that products sold, prizes given, or recognition for sponsorship is of quality and socially accepted for recreation programs (i.e. tobacco, alcohol, etc. are not appropriate).

EXPECTATIONS AND SPORTSMANSHIP

Good Athletes make Good Decisions On and Off the Field of Play

Players/Participants:

The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. Profane and abusive language and obnoxious behavior have no place at an athletic contest. Desirable behavior for players would be as follows:

1. Treat opponents with the respect that is due to them as guests and fellow human beings;
2. Shake hands with opponents and wish them good luck before the contest;
3. Exercise self-control at all times, accepting decisions and abiding by them;
4. Respect the officials' judgment and interpretations of the rules. Never argue or make gestures indicating a dislike for a decision.
5. Do not communicate with the officials regarding the clarification of a ruling. This is the coach's responsibility.
6. Know and demonstrate good sportsmanship.
1. Show respect for an injured player and do not heckle or jeer the opposing team.
2. Respect the property of the recreation facilities and the authority of the recreation officials.
3. Remember activity contests and mood altering substances do not mix;
4. Cheer for your team, but not against others.

Spectators:

Fan behavior whether at home or away at activity contests reflects on the entire community. Hometown fans should treat out-of-town guests with respect. Similarly, visiting fans should treat their hosts - both individuals and property with the proper appreciation.

1. Know and demonstrate good sportsmanship.
2. Positive Attitude. Cheer for your team rather than against the opposition.
3. Do not boo and/or name call.
4. Respect the official's point of view. He/she is in charge and is doing his/her best.
5. Remember activity contests do not mix with mood altering substances.

Remember, Rally around Good Sportsmanship!

REQUIRED FORMS NEEDED FOR PARTICIPATION

Online Registration/Consent for Treatment/Code of Conduct's/Insurance/Statement of Concussion:

***ONLINE REGISTRATION:** Online registration through drc.leagueapps.com is to be completed by the participant's parent or guardian prior to attending or participating in any optional practices, regular season practices, and on- or off-season contests.

***CONSENT FOR TREATMENT:** This form is to be filled out by the participant's parent or guardian. Coaches and sponsors are to take this with them on all trips in case there is an emergency that needs attention by a doctor. -Most hospitals and physicians will not treat an injury without permission from the participant's parents or guardian.

***PARENT AND PARTICIPANT CODE OF CONDUCT:** These forms are to be signed and returned with all other necessary forms. They are to ensure all participants and parents/guardians agree to the expectation of good sportsmanship on and off the playing surface

***INSURANCE:** All athletes must be covered by some form of medical insurance. A personal home insurance policy will suffice, or the recreation office has information on obtaining insurance coverage through K & K Insurance.

A. **Personal Insurance Coverage:** Parents/Guardians may utilize their own insurance coverage for their participant to cover injuries. Please supply your insurance policy number to the Recreation Office.

B. **Insurance:** CCSD1 participates in a participant accident insurance program which parents may purchase to cover part of the costs for medical coverage. Additional information can be found on page 17 of this handbook or forms are available in the Recreation Office.

***ASSUMPTION OF RISK:** This form is to be signed and turned in with all other necessary forms. This statement is to inform participants and parents that there is a risk in participation of activities and that injury might occur.

***STATEMENT OF CONCUSSION/HEAD INJURY:** This form is to be signed and turned in with all other necessary forms. The purpose of this form is to ensure that athletes and parents have read the concussion information.

Converse County Recreation Board is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, disability, veteran status, marital status, or age in its hiring practices. CCSD#1 operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973.

K-12 Student Accident Insurance Enroll Online

www.studentinsurance-kk.com



Protect your child with student accident insurance. If you don't have other insurance, this student accident insurance is vital. If you have other insurance, student accident insurance can help with deductibles and copays.

K-12 Accident Plans available through your school:

- At-School Accident Only
- 24-Hour Accident Only
- Extended Dental
- Football

How to Enroll Online

Enrolling online is easy and should take only a few minutes.

Go to **www.studentinsurance-kk.com** and click the **"Enroll Now"** button.

1. Start by telling us the name of the school district and state where your child attends school.
2. We'll request each student's name and grade level.
3. You'll see the available plans and their rates. Select your coverage and continue to the next step.
4. We'll request information about you, like your name and email address.
5. Next, you'll enter information about the child or children to be covered.
6. Enter your credit card or eCheck payment information.
7. Finally, print out a copy of the confirmation for your records.

For further details of the coverage including costs, benefits, exclusions, any reductions or limitations and the terms under which the policy may be continued in force, please refer to www.studentinsurance-kk.com. Student is able to purchase the coverage only if his/her school district is a policyholder with the insurance company.

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Proteja a su hijo con el seguro de accidentes para estudiantes. Si usted no tiene otro seguro, este seguro de accidentes para estudiantes es fundamental. Si tiene otro seguro, el seguro de accidentes para estudiantes puede ayudarle a pagar los deducibles y copagos.

Planes de accidentes para K-12 disponibles a través de su escuela:

- Sólo accidentes en la escuela
- Solo accidentes, 24 horas
- Dental extendido
- Fútbol

Cómo inscribirse en línea

Inscribirse en línea es fácil y sólo le tomará unos pocos minutos.

Visite **www.studentinsurance-kk.com** y haga clic en el botón **"Enroll Now"** (**"Inscribirse ahora"**).

1. Comience por decirnos el nombre del distrito escolar y el estado en el que su hijo(a) va a la escuela.
2. Solicitaremos el nombre y el grado de cada uno de los estudiantes.
3. Verá los planes disponibles y sus tarifas. Seleccione su cobertura y continúe con el siguiente paso.
4. Le solicitaremos información sobre usted, como su nombre y dirección de correo electrónico.
5. Después, ingresará la información acerca del niño o niños que recibirá(n) cobertura.
6. Ingrese la información de pago de su tarjeta de crédito o eCheck.
7. Finalmente, imprima una copia de la confirmación para sus registros.

Para obtener más detalles, incluso costos, beneficios, exclusiones, y reducciones o limitaciones y los términos en virtud de los cuales esta póliza podría continuar en vigencia, consulte www.studentinsurance-kk.com. Los estudiantes pueden comprar la cobertura únicamente si su distrito escolar es titular de una póliza con la compañía de seguros.

DOUGLAS RECREATION CENTER CODE OF CONDUCT FOR PARENTS

- As a parent, I acknowledge the importance of being involved in my child's recreational activities.
- I will support and help enforce, to the best of my abilities, the drug, alcohol, and tobacco of the Activities Handbook and Participant's Code of Conduct.
- I understand and support the benefits of my child participating in a team sport, the commitment, the discipline, and social skills learned and acquired. I will remember that the game is for our youth - NOT ADULTS - and that participation is a privilege, not a right.
- I will place the emotional and physical well-being of my child ahead of any personal desire to succeed. I will help my child understand the valuable lessons sports can teach and in doing so understand that my child cannot change teams once he has been placed on one.
- I will provide support for coaches and leaders working with my child to provide a positive, enjoyable experience for all.
- I will leave the coaching to the coaching staff. I will encourage my child to play in a manner consistent with the team's strategy or plans.
- I will respect the officials and their authority during games and teach my child to do the same. I will never question, discuss or confront coaches at the game, and I will take time to speak with coaches at an agreed upon time and place. If I find I am not satisfied after speaking with my coach, I understand I should then contact the Douglas Recreation center.
- I recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- I will teach my child to play by the rules and resolve conflicts in a sportsmanlike manner.
- I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice, or sporting event.
- I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, players, or parent such as booing and taunting, refusing to shake hands, or using profane language or gestures.
- I will know my child's schedule - practice days, dates and game schedule, and I will be responsible for my child's attendance and communication with coaches in the event a practice or game must be missed.
- I will demand my child respects the facilities he/she is playing or staying at for sporting events. Strictly discouraging any destruction or property, theft, littering, etc.
- When at games and practices, any children in my care that are not participating in the current activity will be in my direct supervision and presence at all times. The children will not be playing with balls or equipment that has the potential to interfere or disrupt the current activity.
- If I chose to let my child have social media accounts I will support and help enforce, to the best of my abilities, the technology use clause of the Activities Handbook and Participant's Code of Conduct.
- I will treat other participants, spectators, and officials with respect regardless of race, sex, creed, or ability.

I have read and understand the above Code of Conduct and agree to abide by its guidelines at all team and DRC related activities. By signing I acknowledge that any parent, guardian, or guest(s) associated with my child or myself are responsible for knowing and abiding to the Code of Conduct. I understand that if I do not follow this Code of Conduct, I may be asked to leave the premises of any DRC sponsored activity and may be subject to further disciplinary action.

If you are found in violation of the code of conduct, the steps and disciplinary action outlined in the Activities Handbook will be taken.

Athlete Name _____

Parent Printed Name _____

Parent Signature _____ **Date** _____

DOUGLAS RECREATION CENTER CODE OF CONDUCT FOR PARTICIPANTS

Participation in DRC activities is a privilege, and as a member of the DRC sponsored activity you are expected to understand and abide by the following:

- Understand that per the Activities Handbook, drugs, alcohol, and smoking are illegal and a violation of the Activities Handbook and will be dealt with in accordance with the Activities Handbook.
- Avoid the use of profanity.
- Avoid employing illegal tactics to gain an undeserved advantage.
- Obey specific training and practice rules of the coach or sponsor.
- Be a good sport (win or lose); be honest, fair, and always show good sportsmanship to all coaches, players, officials, parents, and fans by demonstrating good sportsmanship at every game and practice.
- Learn the value of commitment to the team. I will attend every practice and game that I can and will notify the coach if I cannot.
- Learn the rules and play by them.
- Learn teamwork, sportsmanship, and discipline.
- Realize that officials do not lose a game but are there for a purpose of insuring that both teams receive a fair deal - for this they deserve a courteous respect. I will not argue with an official's decision.
- I will respect my coach, teammates, parents, opponents, and officials.
- I will work for the betterment of the team and what is right and good for the fellow participant.
- I am directly representing my community, school, and coaches. I will conduct myself properly when traveling, respecting all host facilities and hotels, no vandalism, theft, or littering.
- I will care for equipment as though it were my own personal property. Items of equipment lost by athletes must be paid for by the athlete. The cost of the equipment will depend on the condition of the equipment lost. DRC equipment is not to be worn unless it is a DRC sponsored activity.
- Dresses neatly and is well groomed at all times.
- Understands the importance of proper rest, diet, and exercise.
- Appreciates the DRC and its coaches who have the best interest of all participants in mind as they play and conduct the program.
- I will not engage in any kind of unsportsmanlike conduct with any official, coach, players, or parent such as booing and taunting, refusing to shake hands, or using profane language or gestures.
- The DRC asks that you have no social media "team" accounts associated with DRC sponsored sports or events. If DRC sponsored sports pictures or comments are posted, they must symbolize good sportsmanship, and reflect the above code of conduct.
- Players are encouraged to develop a sense of respect for all opponents and officials while learning to enjoy their sport. They should work to improve their skills using proper technique.
- Play for fun.
- Work hard to improve your skills.

If you are found in violation of the code of conduct, the parents will be notified, and the steps and disciplinary action outlined in the Activities Handbook will be taken.

Player Signature_____

Date_____

Player name (printed)_____

STATEMENT OF CONCUSSION/HEAD INJURY

Douglas Activity Programs

The information included is presented to you so that you may understand the risk of concussion involved in participating in our Activity Programs at the Douglas Rec Center. The state of Wyoming recently passed Enrolled Act NO. 97 regarding athletics safety as it pertains to concussion. It requires us to inform parents and participants of the risk of concussion, as well as provide you information regarding concussions and other head related injuries.

Any participants exhibiting signs, symptoms, or behaviors consistent with concussion or other related head injuries will be immediately monitored by the coach. The participant involved will not be allowed to participate in the activity until they receive a medical release from a licensed health care professional (a practitioner licensed by the State Board of Medicine, i.e., MD, DO, PA-C). Additionally, any licensed health care provider whose state licensing board has verified that its practitioners are qualified and trained in concussion/head related injury may provide a medical release.

Furthermore, participants will not be allowed to participate in the activity program as long as they exhibit signs, symptoms, or behaviors consistent with concussion or other related head injuries even if they have a medical release from a licensed health care professional.

The NFHS has also developed a course, "Concussions in Sports – What you need to know." This free thirty-minute course may be viewed at the following web address: <http://www.nfhslearn.com/index.aspx>. If you should have further questions please contact the activities office or athletic trainer.

The following signatures ensure you have read the information above and viewed the signs, symptoms, and behaviors associated with concussion or other related head injuries.

Parent/Guardian Signature

Date

Participants (Son/Daughter) Signature

Date

**CONVERSE COUNTY RECREATION BOARD/DOUGLAS REC
CENTER**

Douglas, Wyoming

PARTICIPANT TRAVEL RELEASE

I understand that the Converse County Recreation Board/Douglas Rec Center rules require that participants ride buses to and from all activities when provided, and a departure from this requirement will release Converse County Recreation Board/Douglas Rec center and its employees and officers from all liability with reference to the stated transportation.

I/We understand that the participant will be released to HIS/HER PARENTS,

Unless special circumstances arise and prior arrangements are made with the Recreation Director.

This is to certify that _____ will be personally transported by.
(Participants name)

(Name and relationship of person who will be transporting participant)

(to-from-both) _____ contest on _____
(Activity) (Date)

at _____. The reason for not riding the bus is
(Location)

This form MUST be on file in the Recreation Office 24 hours prior to the departure time on the day of the activity.

(Parent/guardian signature & date)

(Participants signature & date)