

Coach's Handbook



2023

1703 Hamilton Street, Douglas, WY 82633



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Chapter 1: PHILOSOPHY OF YOUTH SPORTS

Philosophy of Youth Recreational Activities

The Board believes that recreation activities are a vital part of a healthy lifestyle and should be used as a means of developing wholesome attitudes and good human relations, as well as knowledge and skills. Therefore, the Board will provide programs and activities geared to the age, interest, and ability level of many different participants.

The Douglas Recreation Center strives to provide a variety of experiences to aid in the development of favorable habits and attitudes in participants that will prepare them for adult life.

The Board believes that programs and activities should be of recreational value and, therefore, support the communication of a well-articulated philosophy among participants, parents, coaches, staff, and community.

Douglas Recreation Center prides itself with the development of physical, mental, social, and moral qualities for leadership, 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.

Middle School and Up Participants

The Converse County Recreation Board's coaches and participants project an image of gracious competitors who embrace a challenge, enjoy the process, win with humility, handle defeat with dignity, advocate for their sport, and are positive role models. We believe that recreational athletics and programming is an integral component of human development. While we will strive to make our teams as competitive as possible, our primary objective is to help our participants acquire important skills that will help them to be successful throughout adult life. Our efforts as coaches will be focused on teaching our athletes how to win and not just on winning. Through positive reinforcement and intentional teaching, we will show our athletes how to succeed with humility and persevere through setbacks in a productive manner. Our program places a high value on the power of participation. Within our recreational setting, every effort will be made to provide athletic experiences for as many participants as possible. We will strive to offer as many recreational teams as can be adequately coached, managed, and supported.

We urge parents to take an active part in the guidance and supervision of their son and/or daughter while supporting the Douglas Recreation Center in our endeavor to develop positive and productive citizens.

The orders of priorities for participants in Douglas Recreation Center programs are role model, upstanding citizen, and athlete.

Those in the program will strive to attain the following traits in all these areas;

- | | |
|--|----------------------------------|
| • Ability to set and achieve goals | • Ability to deal with adversity |
| • Self-confidence | • Sportsmanship |
| • Competitiveness | • Pride |
| • Accountability | • Responsibility |
| • Teamwork Respect for self and others | • Ability to communicate |
| • Commitment | • Work ethic |
| • Leadership | • Academic achievement |
| • Self-discipline | • Humility |

We also hope that, during their recreational experience, our participants will have fun, build fulfilling relationships in a healthy manner and instill fitness for life as a core value. The product of the investment in activities will be healthy adults who contribute to their community in a positive manner.

Under Middle School Age

Recreation through the Douglas Recreation Center will provide young participants with basic instruction in motor skills and sport-specific activities to ensure that participants are provided the opportunity, regardless of athletic skills, to participate in lifetime physical activity that can contribute to their enjoyment of leisure time.

GOALS of YOUTH RECREATIONAL PROGRAMMING

- Provide activities in a safe and professionally supervised environment.
- Nurture healthy competition, enjoyment, fair play, teamwork and rules of the sport.
- Provide an opportunity to participate in sport and physical activities with some regard for performance skill and ability.
- Establish programs that consider the needs and interests of all participants with a focus on participation
- Enhance social interaction and promote positive conflict resolution.
- Provide opportunities for participants to compete at a moderate level with emphasis on team-play, sportsmanship, and skill

Chapter 2: COACHING DEFINITIONS

Paid Coaches Definition

A paid coach, as defined by the Douglas Recreation Board, is any person(s) who applies, is interviewed, is offered, and accepts the coaching role in exchange for monetary compensation.

Paid coaching positions are only offered to coaches when in charge of youth sports middle school age and up. However, the Douglas Recreation Center is NOT obligated to offer paid positions to all persons coaching middle school age and up.

Volunteer Coaches Definition

A volunteer coach, as defined by the Douglas Recreation Board, is any person(s) who accepts a coaching position with the understanding that they are NOT receiving monetary compensations for their time and are NOT employed by the Converse County Recreation Board.

Chapter 3: VOLUNTEER COACHES

Qualifications

Volunteer coaches must be a minimum age of 16. Coaches that are under 18 years of age MUST have supervision at EVERY practice with an adult exceeding 18 years of age.

All community members, non-certified, or certified staff are permissible to volunteer their time to be a volunteer coach but must seek prior approval from the Program Supervisor(s) or Recreation Director as well as must meet the guidelines outlined in the Douglas Recreation Center Coach's Handbook.

It is recommended that the volunteer coach has prior knowledge of the sport and the rules of the sport he/she is coaching.

All volunteer coaches, assistant coaches, or persons helping with a team or activity are required to fill out a background check through the National Center for Safety Initiatives. Coaches must receive a "GREEN light" result to be allowed to volunteer for all Douglas Recreation Center sponsored activities.

Certifications

There are no required certifications for volunteer coaches. Recommended certifications are a current 1st AID/CPR card and concussion protocol training through the NFHS.

Background Checks

All newly appointed volunteer coaches are subject to a background check through the National Center for Safety Initiatives. Returning coaches are subject to renewal background checks once the previous background check exceeds two years old or expires. Background checks should be completed prior to the first practice of the season.

Volunteers that do not pass the background check can appeal the ruling.

Appeal Process

The appeal process for volunteer coaches that have been FLAGGED in a background check is:

- An investigation by the Recreation Office will be conducted.
- Appeal to the Recreation Director
- A recommendation by the Recreation Director will be made to the Superintendent of CCSD #1
- A recommendation by the Superintendent of CCSD #1 will be made to the Converse County Recreation Board.
- Given that all parties agree that there is not a potential danger or threat to the participants' safety permission to continue coaching may be granted.

Duties

Attendance- Attends all practices, contests, and meetings, or finds a member of their assigned team to step in.

Knowledge of the Sport- It is recommended that all coaches have prior knowledge of the sport they are coaching. If they do not have prior knowledge, it is the coach's responsibility to obtain knowledge to adequately coach their team.

Teaching- Communicates well with participants and can successfully teach multiple techniques.

Rapport- Has a positive rapport with participants and parents.

Public Image- Portrays a positive public image and is seen as a role model.

Dress- Dresses appropriately for practice and games.

Language- Use appropriate language at all times.

Scheduling Practices- Schedules all practices with Recreation Secretary and is conscious of the availability of field/gym space and proper times.

Informing- Informing parents and participants of practice times, dates, and locations, as well as any scheduling changes that may occur throughout the season.

Practices

It is recommended to all volunteer coaches to host a minimum of one practice per week, lasting at least 45 minutes. More practices are allowed if gym/field space is available but should not exceed four days per week including game days.

Facility usage for all practices must be approved by the Recreation Director and scheduled through the Recreation Secretary. Coaches must understand that facility usage is limited and subject to change at a moment's notice.

Volunteer coaches will not be issued key cards for indoor practices. Doors will be scheduled by the maintenance department.

Playing Time

Volunteer coaches for programs that are noncompetitive or have players in elementary school or younger should do their best to guarantee playing time to the participants who attend practices and games on a frequent basis and meet the minimum number of practices required for the specific sport. Limiting factors include but are not limited to: the safety of the individual athlete and other participants, behavior, attitude, effort, and the ability to get along with their peers.

Volunteer coaches for programs that are competitive in nature are encouraged to create a playing time policy. This policy should be given to and explained to all players and parents at the beginning of the season.

before the first practice. This policy should outline how playing time is decided, what constitutes unexcused and excused absences and what the policy is for absences and playing time.

Behavior Expectations

Volunteer coaches are expected to behave in a manner that positively represents Douglas Recreation Center and the town of Douglas. Yelling, cursing, disrespectful comments towards players, officials, opposing teams, fans, etc. will not be tolerated. Acting in any such manner is grounds for a disciplinary meeting with the Recreation Director and may be grounds for dismissal.

Social Media

Volunteer coaches are not permitted to have separate social media pages on Facebook, Instagram, Twitter, Snap Chat, or any other social media platform, for their team or program unless otherwise approved by the Recreation Office. Failure to comply will result in a disciplinary meeting with the Recreation Director.

Texting/Calling

Volunteer coaches should only text parents with regards to team-related activities or events. Personal messages to players using any texting or calling platform needs to be avoided. Coaches should keep in mind appropriate times to contact parents. Before 8 AM or after 8 PM is most likely not appropriate.

Alcohol and Tobacco Use

Volunteer coaches should understand that he/she is a role model for participants and that the use/consumption of tobacco products or alcoholic beverages is illegal on school district property. Use of these products, even when school is not in session, is not allowed and will be grounds for a disciplinary meeting with the Recreation Director. Continued use of such products while on school district property could be grounds for dismissal and charges to be brought.

When on public property, volunteer coaches should avoid the use/consumption of tobacco products or alcoholic beverages, during any games, contests, or events associated with the sport coaching.

Discipline Protocol for Participants

All violations of the Player, Parent, or Coaches Code of Conduct will be reported to the Recreation Director or Program Supervisor within 48 hours of offense.

All details of the offense should be reported to the Recreation Director or Program Supervisor.

Volunteer coaches may be asked, by the Rec Director, or Youth Programmers, to attend a disciplinary meeting for the participant.

No further action will be taken by the volunteer coach.

Discipline Protocol for Volunteer Coaches

Volunteer coaches can lose the privilege to coach at any time for any reason, including, but not limited to convictions of misdemeanors, convictions of felonies, misappropriations of funds, behavior, inappropriate contact with participants, harassment, stalking, violations of the Douglas Recreation Center's Coach's Handbook and physical or mental abuse.

A disciplinary meeting with the Recreation Director may be scheduled with the volunteer coach to outline the violations and consequences. For guidelines on violation consequences visit the Discipline Protocol for Coaches in Chapter 8 of this handbook.

CHAPTER 4: PAID COACHES EMPLOYMENT

Certification/Qualifications Requirements for Employment

All coaches paid under contract by the Converse County Recreation Board must meet certification requirements outlined in the Douglas Recreation Center Coach's Handbook prior to beginning practice.

- High School Diploma or GED
 - Current 1st Aid/CPR Training
 - Concussion protocol Training
 - Experience in a paid, or volunteer role, as a coach
 - Knowledge of the sport coaching
- Valid Wyoming Driver's License

Background Checks

Paid Coaches are required to submit a background check set through the Converse County Recreation Board.

Non-Discrimination Policy

Converse County Recreation Board is committed to a policy of non-discrimination in relation to race, color, creed, sex, age, religion, national background, political affiliation, or disability. This policy will prevail in all matters concerning staff, participants, recreation programs and services, and individuals with whom Converse County Recreation and Board conducts business. Converse County Recreation Board will establish and maintain an atmosphere in which participants can develop attitudes and skills for effective cooperative living, including:

1. Respect for the individual regardless of economic status, intellectual ability, race, national background, religion, sex, disability, or age;
2. Respect for cultural differences;
3. Respect for the economic, political, and social rights of others;
4. Respect for the right of others to seek and maintain their own identities.

Converse County Recreation Board reaffirms its commitment to non-discrimination and equal employment opportunities in all of its decisions, programs, and activities to ensure the following:

All participants of Douglas Recreation Center programs will have equal access to programs, classes, activities, and services. Factors such as race, color, creed, sex, age, national origin, or handicapping conditions will not be used as reasons for denying admission, access to, treatment, or employment to these programs and benefits. Comparable, accessible, and usable facilities shall be provided for all participants insofar as possible.

Converse County Recreation Board does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs or activities.

Terms of Contract/Evaluation Process

All paid coaching contracts shall be for a season, defined as one year from the date of hire. The amount of the contract shall be determined according to the negotiated Rec Board Salary Schedule.

Each paid coach shall schedule a conference with the Recreation Director no later than two months after the final contest of the season to review their Formal Evaluation.

The Recreation Director will make a recommendation to the Converse Country Recreation Board on the renewal of the coaching contract upon completion of the season and meeting with each coach.

Fiscal Training

A short course in Fiscal Training with the Recreation Secretary is mandatory for all coaches at the beginning of the season. Contracts will not be paid until the training has been completed. Coaches will be notified of the times and dates.

Termination

Coaches could be terminated immediately for extreme violations of conduct with just cause. Violations include, but are not limited to: convictions of misdemeanors, convictions of felonies, misappropriations of funds, inappropriate contact with participants, harassment, stalking, and physical or mental abuse.

Check List for New Paid Coach

- ☐ **Report to Human Resource Department @ Central Office**
 - ☐ Human Resource Department will have you fill out payroll information
 - ☐ You will be provided the Background Check_documents
- ☐ **Obtain a First Aid/CPR Certification**
 - ☐ The Douglas Recreation Center hosts CPR and First Aid Classes. Contact Recreation Secretary for Information.
- ☐ Complete Fiscal Training
- ☐ Complete required trainings through the NFHS. These trainings include, but are not limited to:
 - ☐ Understanding Vaping and Electronic Cigarettes
 - ☐ Sportsmanship
 - ☐ Bullying and hazing
 - ☐ Concussion Protocol
 - ☐ Sport specific trainings

Chapter 5: PRIMARY DUTIES

Paid Head Coach General Duties

Take attendance at all practices and games

Plan, prepare and organize practices, so they are safe and productive

- Practices may be held Sunday through Saturday.
- Practices will not be scheduled or go past the hours of 10 PM and 4 AM.
- Practices held on vacation days such as Thanksgiving, Christmas, Spring Break, 4th of July, Labor Day, Memorial Day, etc. shall be scheduled, taking into consideration the family commitments of the majority of the team members. Coaches must turn in practice schedule times to the Recreation Director and Recreation Secretary a minimum of 48 hours prior to a scheduled vacation or holiday.
- Any change in practice times should be cleared through the Recreation Office and reported to the Recreation Secretary. Measures should be taken by the coach to notify all appropriate affected entities (Parents, participants, coaches, etc.).
- Designated Practice Time – Coaches must adhere to the scheduled practice time especially if deviation would interfere with other scheduled events.
- Field or Gym rotations must be strictly adhered to.
- The Recreation Office recommends to coaches of all levels to develop an attendance policy. If developed, this policy must be communicated to parents and players. The recommended policy includes:
 - A documented attendance sheet for all practices and contests.
 - Appropriate action taken for those who are not in attendance.
 - Practice and contest attendance are mandatory.
 - When possible, (anytime other than an emergency) absence from practices or contests must be approved by the coach prior to such absence.
 - The participant who is planning to miss should do this in person or contact his/her head coach directly. Sending a friend or leaving a note is not acceptable.
 - Unexcused absences can result in suspension from competition or extra workouts to make up for the absence.
 - Repeated unexcused absences (two or more) will result in disciplinary action. Such action may include suspension from contests or dismissal from the squad/team. The Coach will notify the Recreation Director, in writing of disciplinary action, and of participants who are no longer official members of the squad/team.
 - The Recreation Director will make the determination on Faculty Excused absences.

Plan and organize a pre-season meeting for athletes and parents

Paid coaches are required to schedule a parent meeting prior to the first contest. Additional parent meetings are optional but encouraged to facilitate communication. At this meeting, coaches need to review and hand out individual coach's expectations. All activity expectations should be covered at this meeting including the assumption of risk.

Design and submit a copy of the program expectations to the Recreation Office.

THE FOLLOWING SHOULD BE COVERED IN THE PARENT MEETING:

- Go over the Activities Handbook
- Proper dress and grooming guides, appropriate for the respective activities shall be required. These standards shall be set and then shared with participants.
- Participants in the hazing behavior shall be subject to rigid disciplinary action by the Recreation Director and any legal ramifications if necessary.
- Participation in activities is strictly voluntary and is regarded as a privilege.
- All rules will be in effect for the entirety of the season.
 - The length of the season is defined as the first official practice of the season to the last scheduled contest of the season, including, but not limited to any games that occur after the regular season (district, regionals, state, nationals, etc.)
- Team expectations
 - Team rules
 - Practice expectations – attendance etc.
 - Equipment responsibilities
 - Playing time
 - Eligibility procedures
 - Safety Concerns
 - Travel Policy
 - Injuries
 - Quitting
 - Bus/travel expectations
- Outline unacceptable behavior

The consequences for participating in such behavior

Schedule games

- Paid head coaches must assist the Recreation Office in scheduling games.

Inventory

- Develop a system for inventory and equipment accountability.
- Unless otherwise specified by the rec office, the Paid Head Coach in each activity will make an annual inventory of equipment and supplies and provide the Recreation Office with a copy. This should be done in Excel.
- Inventory should include all equipment, supplies, uniforms, etc. for all program's levels.
- All inventories must be accounted for.
 - Physical presence.
 - Location of its whereabouts.
 - Accounted for in a fine assigned to a participant (Once a Fine is recorded in the office – the equipment must be returned to the Recreation Office).
- The Paid Head Coach is responsible for securing all equipment in an appropriate locked storage location.

Discarding of equipment

- The Coach/Sponsor should notify the Recreation Director of any equipment that needs to be discarded. Procedures for the proper disposal of the equipment will be followed via the recommendation of the Recreation Director and Program Supervisors.

Master Roster – Template

- Excel Document provided by the Recreation Office
- Must include ALL participants – even those that showed for only a day
- Document Status – Quit, Active, Injured, Dismissed etc.
- End of year report will include all participants – their status as well as team, conference, state, & national honors

Submit a Post Season Prioritized List of Equipment Needs for the Following Season

Transportation To and From Events

- Submit travel itinerary and roster to transportation.
- Verify Transportation Requests and review departures and arrivals.
- Transport participants to and from games if assigned to do so by the Recreation Office.

Required to attend any state, regional, or local meetings as assigned by the Recreation Office.

Evaluate assistant coaches.

Ensure all the appropriate forms are on file with the rec office before practices start

- Participant Code of Conduct
- Parents Code of Conduct
- Coaches Code of Conduct
- Assumption of Risk
- Consent for Treatment
- Any additional paperwork that is required for your specific sport

Complete all injury reports and submit to the Recreation Director's office

Media Relations

- Add media names & contacts

Assist the Recreation Director with the designing of future schedules and/or contest

Paid Assistant Coach General Duties

Attendance - Attends all practices, contests, and scheduled meetings on time and prepared.

Knowledge of the sport - Has a comprehensive knowledge of the sports techniques and strategies.

Teaching - Communicates well with athletes and can successfully teach multiple techniques.

Rapport - Has a positive rapport with participants and parents.

Public Image - Portrays a positive public image and is seen as a role model.

Dress - Dresses appropriately for practice and games.

Language - Uses appropriate language at all times.

Off Season - Assists the program in off-season endeavors such as camps, weight room training or open gyms.

Outside Conflicts - Is able to attend practices and games regardless of outside work commitments.

Professional Growth –Takes advantage of professional growth opportunities (clinics, seminars etc.).

Post-Season – Assists in equal portions duties for inventory and post-season wrap-up.

Head Coach End of the Season Responsibilities

The following items are due to the Recreation Office prior to the Evaluation Review:

Inventory (Unless otherwise specified by Recreation Office)

A complete inventory of uniforms, equipment, and supplies.

This MUST be done electronically (in Excel) and e-mailed to the Recreation Director and the Recreation Secretary.

List of Participants Who Participated in Your Activity

This should be a complete list of everyone who participated at any time during the season. Please include on this list:

- Status at the end of the year of all players – Active, Quit, Dismissed etc.
- Honors (All-State, Team Captain, Miss Wonderful etc.), include Regional, State, National, and Team Awards.

A Complete List of Items Needed for Next Year

Please prioritize the list so it can be built in the budget for the following season.

Professional Development Clinics

Paid coaches must submit a proposal to the Recreation Office for approval to attend a professional development clinic.

The proposal shall include, but is not limited to:

- Who is attending
- What the clinic is for
- What will be gained from attending the clinic
- When it is
- How much the clinic will cost
- Other expenses including hotel, travel, food, etc.

Provided the Recreation Director approves the professional development clinic, the Recreation Department will provide funding for clinic fees, lodging, and meals. However, paid coaches who are also CCSD #1 District employees in another capacity may not use Professional Development Days for these training days.

Forms and Paperwork for Participants

Required Information

Participant full name

Birthdate

Current address

Intended sport participation

List of allergies

List of required medications

Assumption of Risk

Consent for Treatment

This will include all contact information for emergency contact information and authorization of assigned personnel have the authority to seek medical treatment in the event of injury.

Participant Code of Conduct

Parent Code of Conduct

Chapter 6: COACHING EXPECTATIONS

Practices

Paid coaches are expected to host a minimum of four practices per week during their regular season play. Exceptions to this may be approved by the Recreation Office including, but not limited to, availability of gyms or fields, weather, coach availability, and conflicts with other events.

Behavior, Games and Other Team/Program Functions

Paid coaches are expected to behave in a manner that positively represents Douglas Recreation Center and the town of Douglas. Yelling, cursing, disrespectful comments towards players, officials, opposing teams, and fans will not be tolerated. Acting in such manners is grounds for a disciplinary meeting with the Recreation Director and may be grounds for dismissal.

Social Media

No coach is permitted to create separate social media pages on Facebook, Instagram, Twitter, Snap Chat, or any other social media platform, for their team or program unless otherwise approved by the Recreation Office. Coaches are permitted to post information regarding practice and game dates and times. All other posts made to a team or program page must be approved by the Recreation Office. All posts must be positive in nature and cannot in any way attack, defame, or hurt another person, team, or organization.

Coaches should avoid adding any current players to their personal social media accounts (include, but not limited to Snap Chat, Facebook, Instagram, Twitter, TikTok, etc.). Coaches should also be aware that they are expected to be community role models and posts from their personal social media accounts should be appropriate.

Texting/Calling

Coaches should only text or call players with regards to team-related activities or events. When possible, coaches should attempt to contact the player's parents or guardians instead of the players themselves. Personal messages to players using any texting or calling platforms needs to be avoided. Coaches should keep in mind appropriate times to contact parents. Before 8 AM or after 8 PM is most likely not appropriate.

Alcohol and Tobacco Use

Paid coaches should understand that he/she is a role model for participants and that use/consumption of tobacco products or alcoholic beverages are illegal on school district property. Use of these products, even when school is not in session, is not allowed and will be grounds for a disciplinary meeting with the Recreation Director. Continued use of such products while on school district property could be grounds for dismissal and charges to be brought.

When on public property, paid coaches are expected not to use/consume tobacco products or alcoholic beverages, during any games, contests, or events associated with the sport coaching.

Travel

Paid coaches are expected to teach and enforce participants how to treat district vehicles. Vehicles that are found with trash, spills, any form of vandalism, or otherwise not left in the condition it was in prior to team usage, is unacceptable and will result in a team disciplinary meeting.

Behavior at Away Facilities

All coaches are expected to abide by all facilities rules and regulations. Coaches should teach and enforce participants how to leave team camp areas, locker rooms, benches/dugouts, etc. All trash, personal belongings, and equipment is expected to be cleaned up when a team leaves that area. Coaches will enforce a "leave it better than when we got there" mentality.

Sportsmanship

Coaches are expected to lead by example for all participants. Coaches will not engage in, or allow participants to, berate, boo, jeer, or otherwise cheer against any opponents. Coaches will speak to officials with respect, without yelling at them. Coaches will accept all officials' calls as law, and if there is a dispute for calls will calmly resolve it, keeping in mind that the call made after deliberation is final. At away games, coaches will respect, and teach his/her players to respect, the Home Team's playing areas, fields, locker rooms, dugouts, etc.

Pick-Up Process

If a parent/guardian is late picking up a participant, do not leave the field. Wait with the participant and call the parent/guardian. If you cannot reach a parent/guardian, check if there is an alternate emergency contact, you can reach. If you cannot reach the parent/guardian or emergency contact and can no longer wait with the participant, call the Police Department to have officers wait with the participant. If a parent is consistently late picking up the participant and has not set up a late pickup schedule with you, notify the Recreation Office.

Do not release participants to guardians you do not know. If you question who is picking up a participant, call the parent prior to releasing the participant.

CHAPTER 7: VIOLATIONS AND DISCIPLINE PROTOCOL FOR COACHES

Statement of Suspension

Coaches are expected to follow all outlined behaviors, rules, policies, and regulations set in the Douglas Recreation Center's Coach's Handbook. Failure to comply with those rules, policies, and regulations will result in a violation. Coaches found to be in violation of the handbook will have a disciplinary meeting with the Recreation Director.

If a suspension is issued, that suspension period starts immediately. Coaches may not choose the games they are suspended for, and the suspension period will be served consecutively. A suspended coach is not permitted to have any contact with the team in any way including, but not limited to, attending practices or games, being in the locker room, or on the sidelines, bench, or grandstands during the suspension period. During a suspension period, coaches are not permitted to add or cancel any games. Requests to add or cancel games during a suspension period must be submitted to the Recreation Director.

Where the violation requires training, the training will be paid for at the expense of the coach in question. This cost will not be reimbursed. Failure to complete the required trainings before the suspension would be completed will result in an extended suspension. No suspended coach will be permitted to attend, host, or plan any practices, games, or DRC sponsored activity, until the training is completed.

Refusal to complete or abide by the Statement of Suspension policy will result in immediate termination of contract. Any work already completed at the point of suspension, will be paid at the Recreation Board's discretion.

1. The Recreation Director will notify the coach of the alleged misconduct.
2. The Recreation Director will investigate the allegation of misconduct.
3. At the conclusion of the investigation, the Recreation Director will schedule a meeting with the coach at the earliest possible date to notify him/her of the findings.
4. A follow-up letter of clarification will be sent to the coach 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.

Definition of a Violation

A violation will be considered to have occurred:

1. If reasonable evidence is presented to the Recreation Director.
2. If a coach is convicted or is found guilty by another local, state, or national organization.
3. If the coach comes forward and discloses, he/she has committed a violation.

24 Hour Rule

In the event of a violation by a coach, the coach can self-report the incident by initiating contact with the Recreation Director. However, after the initial contact the coach may not initiate any further contact with the Recreation Director for 24 hours after the violation. The Recreation Director may initiate contact to the coach to follow up on the violation and ask any questions. Both parties must keep in mind appropriate times to contact people. Between the times of 8 PM and 8 AM are most likely not appropriate. Exceptions may apply.

Types of Violations

1. Inappropriate Behavior – Inappropriate behavior includes (but is not limited to) cursing, yelling, racial slurs, derogatory remarks, disrespectful comments made at any practice, game, team event, or Recreation Sponsored activity.
2. 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. Failure to self-report ejections may result in immediate dismissal.
3. Tobacco - Use/possession of tobacco products and/or substitutes during a Douglas Recreation sponsored activity, including but not limited to Vapors and E-Cigs, may result in a suspension.
4. Alcohol - Possession, use, under the influence of, or transfer of any alcoholic beverage during a Douglas Recreation Sponsored activity may result in a suspension from recreation activities. Possession is defined as having the substance on the persons, in a bag, or in a district vehicle.

Other Violations

Everything not covered above will have consequences as decided by the Recreation Director and/or Recreation Board.

Punishments for Ejection Violations are “reset” each year. All other violations are considered for the entirety of the coach’s employment through CCSD#1, even if there is a gap in employment.

VIOLATION	1st Offense	2nd Offense
Inappropriate Behavior	Up to a 2 Game Suspension	Up to a 5 Game Suspension
Ejections	Up to a 4 Game Suspension and a required training video through the NFHS at the coach’s personal expense.	Up to a 6 Game Suspension
Tobacco	Up to a 4-game suspension	Up to a 8 game suspension
Alcohol	Up to a 6-game suspension	Review by Recreation Board
Other Violations	Review by Recreation Director and/or Recreation Board.	

CHAPTER 8: DISCIPLINE PROTOCOL FOR PARTICIPANTS

Discipline Protocol

Minor Violations: (Tardiness, absences, language not directed towards someone else)

The coach/supervisor should handle these on an individual basis.

All incidents should be documented.

Consequences should be consistent with team rules as outlined by each activity.

Consequences should be made with participant’s safety in mind and should not place the participant at risk of injury.

Major Violations: Any violation not covered under minor violations

Including, but not limited to: use or possession of alcohol or tobacco, substance abuse, vandalism, physical harm, bullying, inappropriate use of technology, criminal activity, and ejections, The DRC Activities Handbook outlines each violation, the definitions, and the consequence.

The participant is to be suspended from the activity IMMEDIATELY.

The Coach must contact the following as soon as possible:

- Any agency relevant to the offense – Police, Store Management etc.
- The Participant's Parents
- The Recreation Director

In the event this activity is out of town, parents must come to the location and transport the participant home immediately.

If parents cannot be contacted, the coach should call the emergency contacts on the participant list in every effort to contact the parents.

In the event that neither the parents, nor the emergency contact, are available to transport the participant, a recreation representative, The Recreation Director or appropriate Recreation Administrator, will be sent at the expense of the parents.

Team policies apply to all participants regardless of age.

WHAT IF:

A participant was caught in a criminal act or a breach of the Activities Handbook (shoplifting, drinking, smoking etc.)? First, call or text Recreation Director and explain the situation – whether he/she is available or not proceed on. Call the local police if a crime has been committed, then call the parent(s) of the participant(s), inform them that they will be expected to come to the event location to pick up their son/daughter. In the event this happens on the way TO a contest, the parents will need to meet you at the final destination, do not hold up the entire team or delay an event. The participant is to sit with the coach in route to the event. Do not leave the participant with local police or store management – release them only to their parents or their designee. If the parents or emergency contacts cannot be located, notify the Recreation Director immediately and have the participant sit with the coach in route to the next location. If the parents or emergency contacts refuse to come to the event to transport the participant home, they are responsible for arranging alternate transportation for the participant at their expense. Be sure the appropriate administration is notified ASAP.

Removal of Participants

The paid head coach has the authority to remove any participant from a game or contest who violates the Participant Code of Conduct or Activity Handbook.

A paid head coach may make a request to the Recreation Office to have a participant removed from the team with proof of the participant violating the Participant Code of Conduct or Activity Handbook.

The following violations are grounds for removal, but are not limited to:

- Violations of team rules
- Major discipline violations
- Violations of the Player Code of Conduct
- Violations of the Activities Handbook
- Repeated minor violations
- Insubordination

Removing a Participant from a Team Protocol

Communicate a clear rationale for the dismissal to the Recreation Office. The coach and the Recreation Office will then provide a clear rationale for the participant's dismissal to the participant and participant's parents in person if possible. The Participant's parents will also receive a written, or electronic notice that outlines the rationale of the dismissal.

Appeal Process

The participant has the right to appeal.

The participant, or parent of the participant, must contact the Recreation Director in writing.

The timeline for this written appeal is within 48 hours of dismissal.

A hearing may be conducted.

Attending the hearing will be the Coach or designee, the accused participant, the participant's parent(s), the Recreation Director, and the program supervisor (if needed). The Head Coach will be responsible for organizing this meeting as they deem necessary, or upon the request of the parents.

The charges against the participant will be presented, as well as the rule(s) which the participant has been accused of violating.

The participant will then be allowed to present their side of the situation (Due process rights).

The Recreation Director will rule on the charges in a timely manner.

The parents, participant, and coach will be informed of the ruling as soon as possible.

Until that ruling is delivered, the participant will not practice or play in games.

In the event the parents or participant choose to forfeit the option of this hearing, dismissal will result.

The Recreation Director or designee will conduct the hearing.

Participant Quitting

If a participant chooses to remove him/herself from the team they must notify their coach directly and turn in all issued parts of the uniform within two days of quitting the team.

If a participant chooses to quit while at an away competition, they are not permitted to ride back on transportation provided by Douglas Recreation Center. It is the responsibility of the participant's parent or guardian to pick them up at the event. In the event the parent cannot pick up the participant it is their responsibility to arrange for the participant's way home. If a parent cannot be contacted the participant will ride next to the coach on the way home to ensure participant safety.

Refunds

If a participant is removed, dismissed, or suspended from a sport, activity, or program there will be no refund issued. For more information on the refund policy, see the Activities Handbook.

Uniform deposits will be returned if the uniform is returned within one week and in its proper form. Participants that return uniforms that have been damaged (outside of normal wear and tear, or an emergency act, such as medical personnel cutting it off) will not receive the deposit back.

Chapter 9: PARTICIPANT SAFETY

Lightning Policy

If you see lightning or hear thunder you must stop play, find shelter, and wait 30 minutes after the last lightning strike or thunder boom to resume play. Alternately, if a lightning detection system is used, pay attention to and adhere to the system's warnings and return to play signal.

Concussion Safety

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 present with certain types of sports; 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 Board requires each paid coach to become certified in concussion protocol through the National Federation of State High Schools Association (NFHS).

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 to 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.

Concussion Management Protocol

1. If a participant sustains a possible head injury during the activity, the coach/ supervisor will remove the participant from the activity, and the participant's parents/guardians are to be notified immediately. It is the responsibility of the parent/guardian to ensure that the participant is seen by a qualified medical professional. The coach/ supervisor will notify the Recreation Director and complete the accident report as soon as possible.
2. The medical professional will follow the first aid protocols for a suspected head injury. The medical professional will also provide parents/guardians with oral and/or written instructions on observing the participant for concussive complications that warrant immediate emergency care.
3. When the participant's parent has provided the physician authorization to return to activities, the Recreation Director will review the medical provider's written clearance for the participant to begin graduated physical activity.

Return to Play Protocol

Participants who sustain or are suspected to have sustained a concussion during athletic activities will be immediately removed from such activities. Participants may NOT return to athletic activities until evaluated and cleared by a trained medical professional. Documentation of clearance by a trained medical professional MUST be given to the coach of the sport and the Recreation Office prior to returning to play.

Concussion Signs and Symptoms for Coaches

Physical Symptoms

- Headache
- Neck pain
- Nausea
- Lack of energy and constantly feeling physically and mentally tired
- Dizziness, light-headedness, and a loss of balance
- Blurred or double vision and sensitivity to light
- Increased sensitivity to sounds
- Ringing in the ears
- Loss of sense of taste and smell
- Change in sleep patterns especially waking up a lot at night

Cognitive Symptoms

- Difficulty concentrating and paying attention
- Trouble with learning and memory

- Problems with word-finding and putting thoughts into words
- Easily confused and losing track of time and place
- Slower in thinking, acting, reading, and speaking
- Easily distracted
- Trouble doing more than one thing at a time
- Lack of organization in everyday tasks

Social and Emotional Symptoms

- Mood changes including irritability, anxiousness, and tearfulness
- Decreased motivation
- Easily overwhelmed
- More impulsive
- Withdrawn and wanting to avoid social situations especially if there is a lot of people

Supervision

Coaches or Supervisors are responsible for the safety and welfare of all participants with whom they come into contact during activities and programs. Participants are not to leave the supervised area without the permission of the coach or sponsor. No participant is to be conducted under the sponsorship of the recreation center without proper faculty supervision at all times. Coaches and supervisors are not to leave participants unsupervised regardless of whether or not practice has ended. Coaches and sponsors are to wait until all participants have found transportation home before leaving the practice/meeting area.

A participant was injured and had to be transported to the hospital? The parent of the injured participant should go along with the participant to the hospital, if the parents are not in attendance, a coach or sponsor must accompany them, the parents must be notified immediately. The Consent for Treatment form must be taken by the adult and provided to the hospital. Stay with the participant until a parent can be there. Stay in close contact with the parents and administration. Acquire a copy of the accident report provided by the rec office– If one is not available, be sure one is submitted the day you return from the trip. Let the parents know to contact Central Office regarding our District Insurance – they have 14 days.

Chapter 10: TEAM SELECTION

Participant Discrimination/Harassment

The Converse County Recreation Board is committed to equality of recreational opportunity. Because freedom from discrimination is a fundamental right under the Constitution, it is the policy of this District to provide an environment free of discrimination.

All persons have the opportunity to participate in, and receive benefits from all programs or activities including, but not limited to, sports programs, special events, community events, etc.

The District requests participants, parents, coaches, and other staff to assist the Superintendent and the Board of Trustees in identifying barriers to a discrimination-free recreational and working environment at the Douglas Recreation Center. Inquiries regarding discrimination or intimidation should be directed to the designated Title IX Coordinator, Assistant Superintendent of Schools, 615 Hamilton Street, Douglas, WY 82633 (307-358-2942).

Discrimination/harassment based on sex, race, color, creed, religion, national origin, age, physical or mental special needs, political belief, marital or parental status, or perceived sexual orientation is prohibited. The District is committed to taking any appropriate and feasible remedial action necessary to eliminate existing discrimination/harassment and its effects. The District will investigate all complaints of discrimination filed pursuant to its policies and procedures. The District is committed to taking affirmative steps to protect participants and all others in the investigation of complaints of discrimination.

Accommodations

Any persons that require special accommodations due to physical, or mental special needs, will be accommodated accordingly. Accommodations are at the discretion of the Recreation Director with input from parties directly involved in the participant's handicap. The Recreation Director, Program Supervisors, Referees, Coaches, and other relevant parties will be informed of the accommodations.

Playing Time

Competitive Teams and Teams with Participants Middle School Age and Up

Our competitive teams will be selected on the basis of need, interest, and ability. We will place participants in teams appropriate to their physical and emotional development. At the competitive level, 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.

Noncompetitive Teams and Teams with Participants under Middle School Age

Noncompetitive teams, and teams that have participants who are younger than middle school age are guaranteed to 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.

Awards

Participation Awards

The Douglas Recreation Center will not award medals, certificates, ribbons, etc. based off of participation. Should a coach decide to offer such an award, it is their decision, but will NOT come at the cost of the Douglas Recreation Center.

Tournament Awards

The Douglas Recreation Center may choose to offer awards at select tournaments, but it is at the recreation center's discretion. Awards may include but are not limited to ribbons, medals, rings, and t-shirts.

Chapter 11: PURCHASING - FISCAL RESPONSIBILITIES

Purchasing Equipment and Athletic Supplies

Coaches are not permitted to purchase any equipment; all orders must be placed by the recreation office. Failure to follow the purchasing policy will result in the cost of the equipment at the coach's cost.

All equipment and supplies must be sent and received through the Recreation Office. A quote should be obtained and sent to the Recreation Secretary. Quotes should include Vendor, Brand Name, Item Number, Quantity, and Salesperson (if available).

Credit Cards

Credit cards are to be used ONLY for hotel/motel, and gas. Additional items purchased with credit cards will need to be approved by the Recreation Director. If additional items are purchased on the credit cards without approval, the individual is responsible for paying the bill.

Credit Card Authorization must be filled out before using the credit card. Forms are available in the Recreation Office. The credit card is to be used by the authorized individual ONLY.

A register of charges must be returned with the itemized credit card purchase receipts.

Credit cards and receipts must be returned the next business day after completing travel. Remember: All receipts must be itemized and will not include any purchases of alcoholic beverages.

Meals

The meal allowance for coaches and bus drivers will be \$36.85 for half day of travel and \$55.00 per full day of travel. Checks for per diem items will be issued prior to travel, and will be available from the Recreation Secretary.

Participant meals may be paid for by individual sport booster clubs if prior arrangements are made.

Lodging

If lodging is provided through the Douglas Recreation Center, the rec center will pay for room fees only. No Wyoming Sales tax should be paid.

If damages, or additional costs, are incurred those costs will be divided between ALL members whose names are on the room.

Fundraising

The Converse County Recreation Board is aware of the need to conduct fund-raisers to support recreational programs and activities. However, it is the desire of the Board that sponsors, and administrators be sensitive to the overwhelming demand for donations that are made on community members and local merchants and businesses. There is a concern for participants' safety related to door-to-door sales; therefore, participants must be supervised by a designated adult. The Recreational Director will monitor all fundraising activities. This awareness is critical in order not to overburden the citizens of the community. The Recreational Director will be aware of what activities (school and community) are doing regarding solicitations of funds so that the community is not overburdened. Planning for such activities should be done collectively by program heads, rec staff, activity members, etc. Funds collected for activities must be placed in a recreation booster account. The expenditures of these funds must be directed to program and participant expenses incurred while participating in the organization for which the funds were collected.

Chapter 12: TRANSPORTATION AND TRAVEL

Transportation Requests

Transportation requests are due no later than 10 (Ten) days prior to departure. No guarantee is made for those requests received inside the ten-day window.

A Travel Trip Request Form must be turned into the Recreation Office and approved by administration before you may depart from Douglas.

Transporting Participants

If a coach is assigned by the Recreation Office to transport participants to and from an event, he/she must take the designated district vehicle. This vehicle will be picked up according to district policy. The driver needs to follow district policy and have the proper endorsements to be permitted to transport participants.

It is expected that while the coach is transporting participants, he/she follow all motor vehicle laws, it is recommended to have another coach present to supervise the participants, and if unsafe driving conditions occur, the driver will suspend the trip immediately.

Bus Supervision/Expectations

Recreation transportation may be provided. The use of private vehicles by staff members for transporting small groups of participants may be authorized in certain instances, provided the driver has the required liability insurance.

Once seated, participants should not move about the bus/vehicle unnecessarily (this is a safety factor).

Eating on buses/vehicles should be by mutual consent of driver and sponsor in charge.

Coaches or sponsors are responsible for making participants clean the bus/vehicle of debris on return home.

Sponsors or coaches are required to seat themselves on the bus for maximum supervision of participants.

Decisions on road condition and the safety of passengers is a driver's responsibility. If safety becomes a concern, the decision to terminate an activity trip will be determined by the bus driver, Transportation Director, Coach, and Recreation Director when possible.

Bus/Vehicle Cleaning Expectations

The following must be followed for all usage of DRC provided transportation.

1. Players or coaches wash the outside of the vehicle weekly, when being used on a regular basis.
2. Inside swept, wiped down, any spills cleaned up, trash taken out after every return.
3. Refueled before parking the vehicle.

Out-of-Town Transportation

If transportation is provided through Douglas Recreation Center, participants and coaches are required to utilize it on the way TO and FROM the event, unless parents/guardians have filled out and turned in necessary forms prior to travel. Participants will only be released to the parent/guardian specified on the form. Coaches that seek to travel to an event separately from the team must seek prior approval from the Recreation Director. Failure to do so will result in a violation.

If transportation is not provided, the parents/guardians, or another authorized parent is responsible for transporting the participants to and from the event.

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.

Event Supervision/Expectations

Coaches are responsible for supervision of participants at all times when at any event. The coach should be present where the team/participants are at all times. Under no circumstances should they be in a building separate from the premises as the team.

When participants return to Douglas Recreation Center via district transportation, the coach is responsible for ensuring all participants have a ride to return home, take into account the age of the participants and the hour.

Over Night Supervision/Expectations

All usual or customary overnight trips will be presented to the Recreation Director no later than 2 months prior to the event date. Unusual or unforeseen trips will be presented to the Recreation Director thirty days prior to the overnight trip when possible.

The Douglas Recreation Center will pay for the expenses of the coach(s) employed by the Recreation Board. 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. Before unloading the bus to check into the hotel room, coaches need to inform all players of their hotel room number, an appropriate curfew time and that leaving the building at any given time is not admissible without permission and supervision. Coaches are responsible for performing a "bed check" to verify all players are in the assigned room and accounted for. Make sure you physically see EVERY player that is supposed to be in that room. If a player is in the bathroom at the time of your bed check, inform the players that you will be back in a specific amount of time and that player must be accounted for. Inform players of the lights out time.

Coaches must take written attendance at curfew, write the time of the curfew check, sign the bottom of the sheet and turn into the rec center upon return.

Travel Checklist

- Beginning of the Season & Every Week Thereafter
 - **TEAM ROSTER** – ALL participants with Phone #,
 - MUST be 100% accurate – every kid who even signed up or made a practice. Include managers, do not delete kids simply list them as “quit” or “Injured” etc. UPDATE weekly and sent it – VERY IMPORTANT
 - **TEACH & REVIEW WITH PARTICIPANTS ABOUT RIDING TO & FROM EVENTS**
 - **TO:** Everyone is expected to ride to the event unless prior approval from Recreation Director is given
 - **HOME:** with another parent – Form MUST be signed, and approved PRIOR to leaving Douglas
 - **TRAVEL REQUESTS** - Contact Recreation office to verify the requests have been submitted
 - Verify Departure & Return Dates and Times - we can adjust exact times as we get closer but be sure we have transportation arranged.
- Five Days prior to the Trip
 - Itinerary, Tentative Roster, & Tentative Rooming List sent to the Transportation Department and Recreation Department
- Two Days prior to the Trip
 - Pick up voucher if the trip requires an overnight stay or meals.
 - **CREDIT CARD** – is for Hotel and Gas ONLY – Any other purchase must be made on a personal credit card and seek reimbursement once you get back. Anything purchased without prior approval may or may not be reimbursed.
- Day of the Trip
 - Be SURE you have the Consent for Treatment forms for everyone attending the trip.
 - Take Roll on the Bus – This list must be 100% accurate including coaches & managers. Once taken, give the list to the driver.
 - Check for Safety Issues – the Back Window & Emergency Exit must be clear of everything - nothing out the window
 - Scheduled Stops – keep them brief! Remind participants that shoplifting, or vandalism will result in their dismissal
 - Take Roll – You must take attendance of participants before departing from the stop – do not assume you have everyone.
- After the Event
 - Inspect the Dugout/team camp area and make sure it is cleaned up and no personal belongs have been left.
 - Resolve ANY issues.
- Take Roll on the Bus – This list must be 100% accurate including coaches & managers. Once taken, give the list to the driver.
 - All participants who are not on the bus must have been checked out in the appropriate fashion.
- Hotel Procedures
- Arriving
 - Check into the Hotel prior to getting the kids off the bus. Inform players of your hotel room number, curfew time, and room assignments- make it clear they are not allowed to switch.
- During the Stay – Supervision! Supervision!
- Curfew/bed checks/lights out/Rooming List
 - Give the players a curfew time. Inform players that they need to be in their assigned room at this time and ready for lights out.
 - It is permissible that you enter to room to verify attendance. Make sure you see every player that is assigned to that room. If you do not see every player assigned to the room, inform the rest of the room members that you will be back in X amount of time and that you will re-check attendance.

- After attendance is verified, inform players of your lights out time and that they are no longer permitted to leave the room. Date/time and initial rooming list.
- Checking Out
 - Personally Inspect Each Room- If there are problems, broken items, mess, etc., resolve them before you leave the hotel.
 - Locate the participant(s) responsible and identify the consequences (charges etc.). If you leave and accusations are made, you're stuck with them.
- DO NOT PAY TAX – in WY – You will have a copy of the Sales Tax Exemption Certificate in your travel pack. Make sure that all taxes are removed from the bill – get receipts
 - Clear all charges, phone, movies, etc. – this must be done with cash (or personal credit card) from the responsible party – get receipts
- Meals – MEAL ALLOWANCES
- The meal allowance for coaches will \$36.85 for half day of travel and \$55.00 per full day of travel. Per Diem checks will be issued in advance of travel.
- DO NOT PAY TAX – in WY – ASK BEFORE YOU ORDER ANYTHING and be sure the clerk can perform that task
- The day after Arriving Back in Douglas– Return the credit card and all receipts to the Recreation Secretary.
 - Credit Card
 - All Receipts – Hotel, gas, and any receipt that you paid cash for that may need to be reimbursed (hotel phone bill, movie, etc).
 - Entry Fee Receipt – if you had to pay an entry fee at the event, obtain an itemized receipt.
 - Turn in attendance sheets and rooming list.

Chapter 13: INDEPENDENT BOOSTER CLUBS

Booster Clubs

Booster clubs are an extension of the recreational activity. The Coach/Sponsor should have no direct correlation with the expenditure of the funds from booster accounts.

Booster Club presidents are strongly encouraged to communicate all fundraising efforts to the coaches and Recreation Director to ensure that there are no conflicts.

Please try to make sure that products sold, prizes given, or recognition for sponsorship is of quality and socially accepted for recreation (Tobacco, alcohol, etc. are not appropriate).

If participants or coaches are to be involved in Booster Club fundraising approval from the head coach and Recreation Director must be obtained prior to the start of the fundraiser.

Chapter 14: ADDITIONAL INFORMATION

Music

Music may be played at practices with the coach's approval, given, but not limited to the following:

- There is no profanity or vulgar language
- There are no violent acts referenced or inferred
- There are no references to sex or drug usage
- There is no reference to discrimination based on age, sex, race, marital status, etc.

Any song being used for team warmups, walk up songs, etc. must abide by this policy. Failure to do so may result in a team, or individual loss of music privileges.

If music is played that violates this policy, music privileges will be taken away. No team music will be allowed to be played at any practices or games, include music that is played on a personal device.

Additional Activities

Participants are allowed to participate in other leagues, school-sponsored activities, programs, classes, etc. given that the participation in those activities does not interfere with the attendance policy outlined by the coach or participant handbook.

Open Gym

Coaches must schedule any open gyms with the Recreation Secretary.

Open gyms will be scheduled after priority has been given to high school events, regularly scheduled recreation events, and community events.

Open gyms are to be attended by any age-appropriate individual WITHOUT coach pressure and are purely voluntary.

Camps

Paid coaches, volunteer coaches, and community members are allowed to suggest and implement camps, programs, and activities through the Douglas Recreation Center.

Camps are voluntary and should in no way be required to make a specific sports team or level of play.

Camps must be made available to all community members within the camps given age range and ability level.

Facilities Usage

Volunteer coaches will not be issued key cards for indoor practices. Doors will be scheduled by the maintenance department.

Facility usage must be approved by the Recreation Director and scheduled through the Recreation Secretary.

Coaches must understand that facility usage is limited and subject to change at a moment's notice.

Facility usage priority is given first to Converse County School District #1, then to the Douglas Recreation Center, and then to community events and members.

Chain of Command

The Chain of Command should be followed by administrators, coaches, participants, and parents

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 Superintendent

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

Decorating Recreation Property – Including School Busses

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.

No inside decorations that will hinder the driver's view of the road, mirrors, or the loading or unloading of the participants.

No stickers inside or outside.

No tape on windows or mirrors.

Use window chalk only -no shoe polish.

No slip or trip hazards in the aisle. No large coolers allowed on the bus that will block the exit doors.

No markings or decorations on outer paint of the bus including bumpers.

Managers

Managers for recreation activities are allowed. Managers are not charged for participating in the activity/sport.

Each manager is to be selected by the coach in charge of the sport.

Managers must be age appropriate- same age group as the group.

Coaches/Sponsors should refrain from giving participant managers use of keys.

Discretion should be used in the selection of mixed gender managers. Mixed gender managers should be pre-approved by the Recreation Director.

Managers are expected to follow the same behavior rules as the participants.

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.

Proper medical information should be on hand for managers, as well as participants.

Religious Practices

Coaches are allowed to volunteer a religious practice, such as praying to the participants on his/her team.

However, participation must be purely voluntary. No religious practice may be mandatory for the team's participants to engage in or be present for.

DOUGLAS RECREATION CENTER COACHES CODE OF CONDUCT

Coaches' Code of Ethics

I will place the emotional and physical well-being of all 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 all players.

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

I will lead by example in demonstrating fair play and sportsmanship to all players, officials & coaches. I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my team. 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.

Coaches' Conduct

I understand and agree to abide by the Coaches' Code of Ethics.

I understand that immoral conduct on the part of any coach will constitute grounds for immediate suspension or termination. If it appears the law may have been violated, the DRC will cooperate with the law enforcement agencies.

I understand that it is my responsibility as a coach to know and understand all rules and regulations outlined in the Coach's Handbook. I also understand and agree to abide by all rules and regulations in the Coach's Handbook. I know that failure to comply with such rules and regulations will result in a violation, of which will be grounds for a reprimand, suspension, or a possible termination of responsibilities or employment.

Coach's Signature _____

Coach's Printed Name _____

Sport Coaching _____ Date _____