

Town of Collierville

Parks, Recreation and Cultural Arts Department



**COLLIERVILLE
PARKS**

Sports and Recreation Parents/Participant Manual

HAVE A FUN and REMEMBER WE ARE HERE FOR THE KIDS

If you have any questions or comments please contact a Board Member or contact the Collierville Parks, Recreation, and Cultural Arts Department at 853-3225 or email

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COMMUNICATION

KNOW WHO IS IN CHARGE OF YOUR PROGRAM. THIS WILL BE YOUR FIRST CONTACT IF YOU HAVE ANY QUESTIONS, SUGGESTIONS OR ISSUES.

OPEN COMMUNICATION IS THE KEY TO POSITIVE YOUTH SPORTS ENVIRONMENT

This is why it is helpful to conduct a preseason meeting where coaches, parents and players can be introduced. The intent of this meeting is to put to ease parental fears, discuss the goals of the program, and explain what is expected of the coaches, parents and players.

At this meeting, ask questions regarding:

- Coaches philosophy
- Practice schedule and number of practices that the service provider allows.
- Stress that helping the kids learn and develop skills while having fun is far more important than how many games the team wins
- Discuss equipment needs and if there will be additional fees for equipment
- Ask the coach if there are any policies and procedures regarding the request of a coaches/parent meeting and if there is a procedure...please stick to it.

Remember who this program is for.... the kids.

Communication between yourself and your coach is a very important aspect of your season. This department understands that the parents pay good money for their child to participate in this program, however, this department expects each parent to be on their best behavior at all times while attending all events on Town of Collierville facilities or when representing a Town of Collierville and/or Town of Collierville Service Provider program at other locations. Bottom line is:

- Show respect to get respect
- **A PARENT OR PLAYER HAS NO RIGHT TO SPEAK OR QUESTION A GAME OFFICIAL DURING A GAME and NO RIGHT TO SPEAK OR QUESTION AN OFFICIAL INAPPROPRIATELY BEFORE OR AFTER A GAME. Such manners could result in removal for time period deemed by the Parks and Recreation Department.** If you have a problem with an umpire/official or any other person at the facility, please document it and turn it into a Parks and Recreation Staff Member.
- If you have a problem with a coach, document it and forward a copy to this department.
- **NEVER** hold a Coach/Parent meeting at the facility in the company of other participants, especially the kids. Most of these meetings do not end well. **ALWAYS HAVE A WITNESS** and ask the coach to do the same. We do not need any he said/she said arguments.
- **NEVER** approach a coach or staff member in a hostile manner. Be responsible and request to meet with or call them at a later time to discuss your situation. We have asked our coaches to walk away if a parent approaches them in a hostile manner. We ask the parents to do the same if the situation is reversed. **WALK AWAY.** Document it with witness's comments if possible and give to a program board member.
- **Refrain from making negative comments during an event, especially to the opposite team coaches, players and parents. Zero tolerance on this matter.**
- Most parents just want the opportunity to speak, you should be given that opportunity, only if it in an appropriate manner.
- Parents and fans must remain in designated spectator areas or be removed from Town Facilities.

INCLEMENT WEATHER POLICY

If inclement weather occurs, here are the means of communication used by the Parks, Recreation, and Cultural Arts Department:

Where as the Town maintains athletic facilities for a variety of sports, and these sports facilities are operated and maintained daily with the following philosophy:

- 1) Player safety
- 2) Fair and even surfacing
- 3) The understanding that today's actions create tomorrow's problems or "*the long term results.*"
- 4) A pleasant and appealing appearance

High School Events:

The Athletic Maintenance Supervisor, with/without assistance from Recreation & Sport Staff, will decide if conditions are favorable for play and/or practice by **1:15pm (M-F), 8:00am (Sat), & 11:00am (Sun)**. High school coaches and/or administrators shall be contacted as soon as possible as to the decision to play or not.

If inclement weather continues or the situation deteriorates, athletic personnel shall decide up to and through the game, with input from available maintenance personnel, as to the status of the contest based on criteria stated above.

Due to minute-by-minute decisions that could result in cancellations, athletic personnel will be reachable for consultation and questions on these days of inclement weather.

Recreation Department Events:

The Athletic Maintenance Supervisor, with/without assistance from Recreation & Sport Staff, will decide if conditions are favorable for play and/or practice between **3:00 pm & 4:00 pm (M-F), 7:30 am & 8:00 am (Sat), & 10:30 am & 11:30 am (Sun)**. This does not preclude the right of the Department to cancel contests up to or at game time.

All available means shall be utilized to insure the public's knowledge and compliance with inclement weather decisions based upon criteria stated above. These include but not limited to: Rec-check, red flags, signage, phone calls, patrol, etc....

Athletic personnel shall be responsible for staff knowledge of inclement weather decisions. This includes (as time allows) Administration, Community Center Personnel, Recreation Assistants, C.O.A., and Association Presidents.

It is the intention of this policy to eliminate misunderstandings between the Department and our customers concerning athletic cancellations. Decisions will be based on criteria stated in this policy and not public pressure or opinion.

If inclement weather occurs, here are the means of communication used by CPARD:

- | | |
|---|-------------------|
| 1) REC-CHECK 853-1212 | (Monday – Sunday) |
| 2) www.colliervilleparks.org | (Monday – Sunday) |
| 3) Field Conditions E-mail list | (Monday – Friday) |

GUIDELINES FOR ATHLETIC FACILITIES USAGE

Program Objectives

It shall be the objectives of the Recreation and Sports Division to provide facilities, leadership, motivation, knowledge, and opportunities for both youth and adult citizens to participate in a variety of competitive and recreational athletic activities designed to promote fun, skills, exercise, fellowship, team spirit, community pride, and sportsmanship.

Facility Guidelines

Lights: The USER is responsible for turning on and off lights for their programs. If lights remain on all night or have to be turned off by Town of Collierville Staff, that association will be charged \$50 per field per day. The USER will have to pay this penalty in a timely manner or lose the privilege of using lights.

Tobacco and Alcohol Rule: NO SMOKING INSIDE THE COMPLEXES OR AROUND ATHLETIC COMPLEXES. . If there are no fences to designate a complex, the boundaries shall be determined by parking lots or streets. NO SMOKELESS TOBACCO in playing field, dugouts, bleachers, areas within 30 yards of playing or viewing areas and concession stands or restrooms

Use Trash Cans: These are your fields, please help keep them clean. By putting trash in designated cans and policing the fields and dugouts, we can minimize this cost and continue to appropriate your tax dollars for other important projects.

No Pets Allowed within Athletic Complexes or Athletic Playing areas: If there are no fences to designate an athletic complex, the boundaries shall be determined by parking lots or streets.

No Climbing on Fences or Gates: Fence gates are installed at our athletic fields for pedestrian and maintenance traffic to use. The climbing of fences may result in many unnecessary injuries and damages to existing fence materials.

No Soft Toss or Batting Practice Against Fences or Backstops: Although a very popular way to work with batters, this drill is very damaging to our facilities. As participants continue to hit balls against the fence or backstop, the fence fabric will loose its tension and begin to buckle. Not only is this an eyesore that cannot be fixed until new fabric is purchased, but also the ridged area at the bottom of the fence fabric will become exposed; creating a very dangerous situation for players and coaches.

Warm Up in Safe Areas Only: One of the great things about athletic events is the amount of people who come to our parks to watch the games. Many of these people are young children. Throwing or kicking balls in areas with large amounts of pedestrian traffic can cause many unfortunate injuries. Make sure that our participant's warm -up in areas that are a safe distance from bleachers, backstops, sidelines, etc.

Do Not Practice in Same Area of Field Every Time: Although this guideline is targeted for football and soccer fields, it could apply to baseball facilities as well. Continuous practicing in one area (midfield, end zone, goal box, center field, etc.) is very harmful to athletic turf and can cause unsafe playing conditions as well. It can increase the number of field cancellations due to wet fields. Remember, athletic turf needs rest, water, and food (fertilizer) just as our young athletes do.

Keep Spectators Away from Sidelines: As with any event, spectators want to get as close to the action as possible, but this can create very dangerous playing situations for the players and fans. It is our department's policy that spectators remain behind fences or at least ten yards from the playing field sidelines to allow a safe area for players, coaches, and officials. Please, keep all fans behind barriers or lines marking barriers when fences are not used.

Do Not Park in Front of Facility Gates, Grass, Medians, Along Street or in Handicap Parking: These areas are restricted for a reason. There are many people who come to our athletic facilities that are physically handicapped or have special needs and having adequate parking spaces set aside for these individuals is a priority in this department. Emergency vehicles and maintenance vehicles must have access to the facility to handle any situations that need immediate attention. Please park in designated parking areas.

Do Not Climb or Hang on Soccer Goals: Soccer goals can be very dangerous to participants if they climb or hang on the crossbar or netting. Soccer goals are usually extremely heavy. If a person is hanging on the crossbar, the goal can fall forward and land on top of the individual causing serious injuries.

PARTICIPANT BEHAVIOR POLICY

The Town of Collierville Parks, Recreation and Cultural Arts Department will enforce the following policy for all participants in any Town of Collierville Parks, Recreation and Cultural Arts Department event, program or on any town facility. Participants will include players, all coaches, parents, spectators, league administrators, volunteers and all officials, on and off the field, involved in all programs; recreation, athletic, special events; taking place on Town of Collierville facilities or any athletic and/or recreational event or special event sponsored by the Town of Collierville, Town of Collierville Parks, Recreation and Cultural Arts Department, and/or any organization sponsored by or bonded by service provider with the Town of Collierville.

UNRULY BEHAVIOR

The Town of Collierville Parks, Recreation and Cultural Arts defines **unruly behavior** to be any Offensive language; verbally taunting players, officials, coaches, staff, league administrators, spectators; publicly berating players, officials, coaches, staff, league administrators, spectators; repeatedly yelling out instructions from the sidelines against coaches and/or officials wishes; any other action deemed unruly by any staff or official of Town of Collierville Parks, Recreation and Cultural Arts.

CONSEQUENCES

Unruly behavior occurring on the playing field between players and coaches will be dealt with by verbal warnings by on field officials (however, warnings are optional if official feels behavior of participant warrants immediate ejection). Warning of a participant includes all participants (listed above). Warnings will not be issued to individual participants. If unruly behavior continues following warning, guilty participant will be ejected from the event.

- < If guilty participant cannot be determined, head coach will be ejected from game. If unruly behavior continues, and guilty participant can still not be determined, assistant coaches will be ejected, if there are no assistant coaches, the participant at the top of team lineup will be ejected and so on until game becomes forfeit.
- < If team forfeits game due to mass number of ejections, entire team is suspended for the next game, which will be declared a forfeit.
- < Any participant ejected from an event must exit the facility immediately. Failure to do so will cause for legal action that could involve Town of Collierville Police Department.
- < Participant ejected must serve an additional one (1)-event suspension from next scheduled event of any Town of Collierville or Town sponsored program.

Any participant ejected (for any reason) will be placed on six months probation. Any unruly behavior or ejection during this probation period will cause for additional suspension for a length of time determined by the Collierville Athletic Department. Suspension could include dismissal from any and/or all Town of Collierville facilities for any event. Persistent ejections, suspensions or unruly behavior over any length of time will/can result in an indefinite suspension for a time set forth by the Collierville Athletic Department.

A participant may apply for reinstatement into a program or event by filing a report/request with the Collierville Athletic Department. This report will then be forwarded to the Collierville Parks, Recreation and Cultural Arts Advisory Board for review. At that time the participant may request to be placed on the agenda for the next Advisory Board meeting. At no time may a participant participate in an event or program during an appeal of a suspension. The Advisory Board will then vote to reinstate participant, uphold suspension or extend suspension under guidelines set forth by the Advisory Board and the Collierville Athletic Department.

- < Staff, league administrators, officials and/or organization providing a service with the Town of Collierville for unruly behavior can suspend any participant.
- < Unruly behavior in defense of unruly behavior warrants the same punishment if determined by the Collierville Parks, Recreation and Cultural Arts Department. Remain calm in reaction to an unruly participant and encourage staff and/or league administrators to intervene.

It is the duty of all game officials (umpires, referees, scorekeepers) league administrators, staff and any Town of Collierville officials to react to a participant displaying unruly behavior. The Collierville Parks, Recreation and Cultural Arts Department will determine consequences for these acts or react to any consequences rendered by a service provider.



Parents Code of Ethics

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

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

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

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

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

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

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

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

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

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

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



Players Code of Ethics

I hereby pledge to be positive about my youth sports experience and accept responsibility for my participation by following this Players' Code of Ethics Pledge.

I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.

I will attend every practice and game that I can, and will notify by coach if I cannot.

I will expect to receive a fair and equal amount of playing time.

I will do my very best to listen and learn from my coaches.

I will treat my coaches, other players, officials and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.

I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!

I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.

I will encourage my parents to be involved with my team in some capacity because it's important to me.

I will do my very best in school.

I will remember that sports are an opportunity to learn and have fun.

TOWN ORDINANCES FOR PARK FACILITIES

90.01: SCOPE AND PURPOSE

The Board of Mayor and Aldermen of the Town of Collierville recognize that certain activities in Town parks and upon public property pose significant risk to public safety, transportation and well being of Town-owned facilities and grounds and constitutes to the citizens of Collierville a public nuisance. This chapter is to regulate certain activities as they relate to public parks and public facilities. (` 83 Code, § 12-401)

90.02: PARKS; HOURS OF OPERATION

No person shall be upon the grounds of any Town park between the hours of 11:00 p.m. and 6:00 a.m., unless it is a specific event authorized by the Collierville Parks and Recreation Board. (` 83 Code, § 12-402) Penalty, see § 90.99

90.03: PARK USE; GOLF

No person shall use any Town parkland to drive golf balls unless it is in an area with posted signs that allows such usage. (` 83 Code, § 12-403) Penalty, see § 90.99

90.04: SKATEBOARDS AND THE LIKE

- No person shall operate a skateboard, roller skates, roller blades or any similar device in, upon or on the grounds of Collierville Town Hall, Collierville Police Facility, Collierville Library, Collierville Community Center, Harrell Theater or any Town-owned parking structure. (` 83 Code, § 12-404)
- No person shall operate a skateboard, roller skates, roller blades or any similar device upon any sidewalk in a Town park or on any other sidewalk designated by the Chief of Police and posted as a "No Skateboard, Roller Skating, Roller Blading or Similar Activity Area." (` 83 Code, § 12-405)
- No person shall operate a skateboard, roller skates, roller blades or any similar device on a Town exercise trail except when lined for bicycle traffic and then operation shall be only on the portion posted for cyclists. (` 83 Code, § 12-406) (Ord. 98-28, passed 1-11-99) Penalty, see § 90.99

90.05: DAMAGING TOWN PROPERTY

No person shall operate a skateboard, roller skates, roller blades or any similar device on or against any Town owned table, bench, structure, tennis court, swimming pool or other improvement which may suffer damage by such use. (` 83 Code, § 12-407) Penalty, see § 90.99

90.06: SKATEBOARD RAMPS

No person shall use or place a ramp, jump or any other device used to force a skateboard, roller blades or any similar device off the pavement on the grounds of any Town-owned parking lot or park. (` 83 Code, § 12-408) (Ord. 98-28, passed 1-11-99) Penalty, see § 90.99

90.07: TRAFFIC

No person in a public park shall:

- Fail to comply with all applicable provisions of the state motor vehicle traffic laws in regard to equipment and operation of vehicles, together with such regulations as are contained in this chapter and the Traffic Code of the Town of Collierville;
- Fail to obey any traffic officers and/or park employees, such persons being authorized and instructed to direct traffic whenever and wherever needed in the parks and on the highways, streets or roads immediately adjacent thereto in accordance with the provisions of these regulations;
- Fail to observe carefully all traffic signs indicating speed, direction, caution, stopping or parking and all others posted for proper control and to safeguard life and property;
- Drive any vehicle on any area except paved park roads or parking areas or such other areas as may on occasion be specifically designated as temporary parking areas by the Parks and Recreation Department;
- Park a vehicle in any other than an established or designated parking area and such use shall be in accordance with the posted directions there and with the instructions of any park employee who may be present;
- Leave a vehicle standing or parked at night without lights clearly visible for at least 100 feet from both front and rear on any driveway or road area, except legally established parking areas;
- Fail to immediately notify an employee of an emergency in the nature of a breakdown requiring the assistance of a tow truck, mechanic or other person;
- Double park any vehicle on any road or parkway;
- Fail to use the stock muffler of the motor vehicle for which it was designed to adequately deaden the sound of the engine of the motor vehicle;
- Ride a bicycle on other than a paved vehicular road or path designated for that purpose. A bicyclist shall be permitted to wheel or push a bicycle by hand over any grassy area or wooded trail or on any paved area reserved for pedestrian use;
- Ride a bicycle other than on the right-hand side of the road paving as close as conditions permit, and bicycles shall be kept in single file when two or more are operating as a group. Bicyclists shall at all times operate their machines with reasonable regard to the safety of others, signal all turns, pass to the right of any vehicle they are overtaking and pass to the right of any vehicle they may be meeting;
- Ride any other person on a bicycle;
- Leave a bicycle in a place other than a bicycle rack when such is provided and there is space available;
- Leave a bicycle lying on the ground or paving, sit against trees or in any place or position where other persons may trip over or be injured by them. (` 83 Code, § 12-409) Penalty, see § 90.99 **Cross-reference Traffic Code, see Title VII**

90.08 NOISE CONTROL.

Except for activities for which the Collierville Parks and Recreation Department has issued a permit, no person shall so operate, play or permit the operation or playing of any radio, television, phonograph, amplifier, loud speaker or similar device so as to create a noise which is plainly audible to any person other than the operator of the device in or on the grounds of any Town park or its building facilities. (` 83 Code, § 12-410) Penalty, see § 90.99

90.99 PENALTY.

Any person, firm, partnership, corporation or other legal entity violating any of the ordinances of the Town shall be fined not more than \$50 or the maximum amount permitted by state law, whichever is greater, for each offense, and a separate offense shall be deemed committed for each day of violation. (` 83 Code, § 12-411) (Ord. 2003-05, passed 4-14-03)

94.22 RUNNING AT LARGE PROHIBITED.

It shall be unlawful for any person knowingly to permit any dog owned by him or her or under his or her control to run at large within the corporate limits. (` 83 Code, § 3-203) Penalty, see § 94.99

94.23 DOGS IN PUBLIC TO BE ON LEASH.

It shall be the duty of the owner of any dog permitted to be in any public place to see that such dog is on a leash in the hands of a person capable of managing such dog so that it will not bite or injure any person or animal or damage any property. (` 83 Code, § 3-204)

94.24 VICIOUS DOGS TO BE SECURELY RESTRAINED.

It shall be unlawful for any person to own or keep any dog known to be vicious (see town code 94.40 for definition of vicious dog) or dangerous unless such dog is so confined and/or otherwise securely restrained as to provide reasonable protection of other animals or persons. (` 83 Code, § 3-205) Penalty, see § 94.99

94.25 NOISY DOGS PROHIBITED.

No person shall own or harbor any dog, which, by loud and frequent barking, whining or howling, annoys or disturbs the peace and quiet of any neighborhood.

72.27 OCCUPANCY OF MORE THAN ONE SPACE.

No person shall park a vehicle in any designated parking space so that any part of such vehicle occupies more than one such space or beyond the official markings on the street or curb designating such space unless the vehicle is too large to be parked within a single designated space. (` 83 Code, § 9-503)

72.28 WHERE PROHIBITED.

No person shall park a vehicle in violation of any sign placed or erected by the municipality, nor:

- On a sidewalk;
 - In front of a public or private driveway;
 - Within an intersection or within 15 feet thereof;
 - Within 15 feet of fire hydrant
 - Within a pedestrian crosswalk;
 - Within 50 feet of a railroad crossing;
 - Within 20 feet of the driveway entrance to any fire station within 75 feet of the entrance;
 - Alongside or opposite any street excavation or obstruction when other traffic would be obstructed;
 - On the roadway side of any vehicle stopped or parked at the edge or curb of a street;
 - Upon any bridge; or
 - Alongside any curb painted yellow or red by the municipality.
- (` 83 Code, § 9-504)

72.29 LOADING AND UNLOADING ZONES.

No person shall park a vehicle for any purpose or period of time other than for the expeditious loading or unloading of passengers or merchandise in any place marked by the municipality as a loading and unloading zone. (` 83 Code, § 9-505)

Town of Collierville

YOUTH SPORTS PHILOSOPHY

Have Fun
Learn a Skill
Experience Teamwork
Learn the Value of Sportsmanship