



2013

YAP Coach's Manual

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INTRODUCTION

Program Mission Statement:

“The City of Fort Worth Youth Athletics Program is designed for young children and teens to involve them in recreational sport activities in order to promote sportsmanship, fair play and to educate participants on the importance of being involved in positive, healthy physical activity.”

This program has been established to:

1. Introduce youth to a healthy, positive, athletic experience;
2. Provide year round, alternative activities;
3. Promote values associated with group participation such as teamwork, unity, cooperation and a sense of belonging;
4. Give children the opportunity, regardless of ability, to engage in sports activities and at the same time have fun;
5. Establish a sense of responsibility to someone other than one's self.

WE PROVIDE

- Seasonal sport leagues are offered at a nominal fee to Fort Worth youth residents.
- Free sport clinics for players and coaches to start each season. Coaches' meetings prior to each season
- Sportsmanship guidelines for all spectators, players, and coaches.
- Game Officials and on-site coordinators.
- Game facilities.
- Post season participation awards.
- Uniform shirts.
- Practice and game equipment.
- Background checks for all volunteer coaches.

Registration And Membership

REGISTRATION

A ***“Sports Registration/Waiver Form”*** must be signed by the youth’s parents or guardians. This form must be on file with the PACS Community Center at which the child is registered before the child is allowed to participate. All registration fees must be turned in at the time of registration.

After registering at a specific community center, a child may not register at any other center during the same sports season. The only exception to this will be if the child changes residence. Proof of a change in residence will need to be provided prior to the new registration.

Players may be permitted to play up one age group upon approval by the Athletics Section. Requests must be submitted in writing to the Athletic Coordinator for Youth Athletics stating the players name and age, desired division, and reason for the request. The request must be submitted and signed by the parent or legal guardian. Failure to submit a request and gain approval will result in the child being removed from the roster and not permitted to play. **Age is determined as of September 1st of the current school year for Basketball and age as of the first game of the season for all other sports.**

In the event that there are not enough players to make a full team at the original center of registration, a child can be transferred to another team at a different community center by center staff only. For this reason, it is important that a second choice of Community Center be given during registration.

A registration fee of \$15.00 per child/per season, at the time of program registration is required to participate in the Youth Athletics Program. This fee goes towards offsetting the cost of the program.

MEMBERSHIP CARDS

It is City policy that any patron participating in a City program must have a community center membership card (\$10 per child). All players must have a membership card to participate. Volunteer coaches will be issued a free membership card upon completion of the following requirements:

- Background check completed by the PACS Administration on ALL coaching staff
- Attendance at the mandatory coaches meeting by at least one coaching representative of each team

WAITING LIST

A player may register to play at one community center only. In the event that a league is full, a player may request to be placed on the waiting list. If space becomes available in the league, the participant will be contacted and then required to pay the \$15 participation fee.

If a team is not at its maximum roster size, a coach **must** add players off of the waiting list up to the CLASS roster size established at the start of the season at the request of PACS staff. Players will be added by the length of time they have been on the unassigned/waiting list and not by the request of the coach.

DROPPING OR ADDING PLAYERS

Dropping or adding players shall not be done at will. Coaches wishing to drop players must fill out a **“Player Release Form”** and submit to their PACS Community Center staff, who will then contact the player’s parent/guardian to verify add/drop status. Only if done properly and with good cause will coaches be able to replace dropped players with players on the community center waiting list. The PACS Community Center staff will then assign replacements once the drop has been confirmed.

Coach Contact to Players/Parents (Recruiting/Association Membership/etc.)

A Coach may **NOT** recruit a player from another team once they have been assigned to that team by contacting the parent or child and attempting to influence their decision to leave a team once assigned. A coach found guilty of this will be eligible for up to a 1 year suspension from the City of Fort Worth’s Youth Athletics Program as determined by the Athletics Section.

A representative of a “Sports Association”, defined as a group of teams with a board, managing group, or hierarchy who play for an organization or by the same name, may **NOT** contact a child or parent of a child in an attempt to entice them to switch associations once the child has been assigned to a roster for the original Association. If a Coach/Association makes improper contact, there will be a disciplinary action taken punishable by up to a 1 year suspension from the Youth Athletics Program as determined by the Athletics Section.

A coach who manages a travel team or is a part of an association may **NOT** require a child placed on their team by PACS staff to become a member of their travel team/association in order to participate. Furthermore, they may not encourage the child to drop from the team if they do not decide to become a member. Lastly, the child **MUST** receive the same kind of treatment and playing time as other members of that team not including practices outside the weekly practice for the Youth Athletics Program and game. Travel team activities must remain separate from YAP league activities. Any Coach in violation of this league directive may be punished by up to a 1 year suspension as determined by the Athletics Section

Code of Ethics

COACHES

I WILL . . .

PLACE THE EMOTIONAL AND PHYSICAL WELL-BEING OF MY PLAYERS AHEAD OF A PERSONAL DESIRE TO WIN.

TREAT EACH PLAYER AS AN INDIVIDUAL, REMEMBERING THE LARGE RANGE OF EMOTIONAL AND PHYSICAL DEVELOPMENT FOR THE SAME AGE GROUP.

DO MY BEST TO PROVIDE A SAFE PLAYING SITUATION FOR MY PLAYERS.

PROMISE TO REVIEW AND PRACTICE BASIC FIRST AID PRINCIPLES NEEDED TO TREAT INJURIES OF MY PLAYERS.

DO MY BEST TO ORGANIZE PRACTICES THAT ARE FUN AND CHALLENGING FOR ALL MY PLAYERS.

LEAD BY EXAMPLE AND DEMONSTRATE FAIR PLAY AND SPORTSMANSHIP TO ALL MY PLAYERS.

BE KNOWLEDGEABLE IN THE RULES OF EACH SPORT THAT I COACH, AND **TEACH** THESE RULES TO MY PLAYERS.

REMEMBER THAT I AM A YOUTH SPORTS COACH AND THE GAME IS FOR CHILDREN-NOT ADULTS.

ENCOURAGE GOOD SPORTSMANSHIP FROM FELLOW PLAYERS, COACHES, OFFICIALS, AND PARENTS AT EVERY GAME AND PRACTICE BY DEMONSTRATING GOOD SPORTSMANSHIP.

TREAT MY COACHES, OTHER PLAYERS, OFFICIALS AND FANS WITH RESPECT REGARDLESS OF RACE, SEX, CREED, OR ABILITIES AND

EXPECT TO BE TREATED ACCORDINGLY.

PLAYERS

I WILL . . .

ENCOURAGE GOOD SPORTSMANSHIP FROM FELLOW PLAYERS, COACHES, OFFICIALS, AND PARENTS AT EVERY GAME AND PRACTICE BY DEMONSTRATING GOOD SPORTSMANSHIP.

ATTEND EVERY PRACTICE AND GAME THAT I CAN, AND WILL NOTIFY MY COACH IF I CANNOT.

EXPECT TO RECEIVE A FAIR AND EQUAL AMOUNT OF PLAYING TIME.

DO MY VERY BEST TO LISTEN AND LEARN FROM MY COACHES.

TREAT MY COACHES, OTHER PLAYERS, OFFICIALS AND FANS WITH RESPECT REGARDLESS OF RACE, SEX, CREED, OR ABILITIES AND EXPECT TO BE TREATED ACCORDINGLY.

I DESERVE TO HAVE FUN DURING MY SPORTS EXPERIENCE AND WILL ALERT PARENTS OR COACHES IF IT STOPS BEING FUN.

I DESERVE TO PLAY IN AN ENVIRONMENT THAT IS FREE FROM DRUGS, TOBACCO, AND ALCOHOL AND EXPECT ADULTS TO REFRAIN FROM THEIR USE AT ALL YOUTH SPORTS EVENTS

ENCOURAGE MY PARENTS TO BE INVOLVED WITH MY TEAM IN SOME CAPACITY BECAUSE IT IS IMPORTANT TO ME.

DO MY VERY BEST IN SCHOOL.

REMEMBER THAT SPORTS IS AN OPPORTUNITY TO LEARN AND HAVE FUN.

PARENTS

I WILL . . .

ENCOURAGE GOOD SPORTSMANSHIP BY DEMONSTRATING POSITIVE SUPPORT FOR ALL PLAYERS, COACHES AND OFFICIALS AT EVERY GAME, PRACTICE OR OTHER YOUTH SPORTS EVENT.

INSIST THAT MY CHILD PLAY IN A SAFE AND HEALTHY ENVIRONMENT.

PLACE THE EMOTIONAL AND PHYSICAL WELL-BEING OF MY CHILD AHEAD OF MY PERSONAL DESIRE TO WIN.

REQUIRE THAT MY CHILD'S COACH BE TRAINED IN THE RESPONSIBILITIES OF BEING A YOUTH SPORTS COACH AND THAT THE YOUTH SPORTS COACH UPHOLDS THE CODE OF ETHICS.

SUPPORT COACHES AND OFFICIALS WORKING WITH MY CHILD IN ORDER TO ENCOURAGE A POSITIVE AND ENJOYABLE EXPERIENCE FOR ALL.

DEMAND A SPORTS ENVIRONMENT FOR MY CHILD THAT IS FREE FROM DRUGS, TOBACCO, AND ALCOHOL AND **REFRAIN** FROM THEIR USE AT ALL YOUTH SPORTS EVENTS.

REMEMBER THE GAME IS FOR THE YOUTH, NOT THE ADULTS.

**NO SMOKING,
DRINKING, DRUGS,
PROFANITY,
THREATENING OR
ABUSIVE WORDS OR
GESTURES, FIREARMS,
OR ALTERCATIONS
WILL BE TOLERATED.**

Coaches Duties

MANAGER/COACHES DUTIES

1. Will be of good moral character
2. Able to deal with children, assistant coaches, parents, game officials, city officials, and league administrators in a positive manner
3. Be responsible for equipment issued by the YAP staff.
4. Required to return all equipment in good condition at the end of the season. NOTE: A hold will be placed on the coach's account and that coach will not be permitted to participate in any CFW Parks and Community Services Department program if equipment is not returned or if is returned in unacceptable condition. If a piece of equipment fails (a ball loses air, etc.), the coach must return the faulty equipment during the season for replacement or at the end of the season with the rest of their equipment.
5. Be responsible for the team's actions, including parents and fans, and representing the team in communication with the officials and opposing team before, during and after games.
6. Must appoint a representative with a criminal background check on file with the PACS Athletics Section to replace them if they are unable to be present.
7. Must be informative/positive and never harassing at any time.
8. Must have a current criminal background check on file with the PACS Athletics Section by the first week of games. NO EXCEPTIONS.
9. Must be at the game or practice facility with their team throughout the activity. NOTE: Any coach that leaves their team while their game is still in progress without notifying the PACS Athletics Section staff will be subject to disciplinary action.
10. Coaches must wear the City issued coach's shirt at all times during the game and have their City issued Community Center Identification Card upon request. Coaches will not be permitted to coach unless they have their City issued coach's shirt. IDs must be presented upon request to ensure that the coach for the team is the same coach that has been approved as a volunteer for the Youth Athletics Program.
11. Coaches should arrive to the facility 30 minutes prior to game time in order to get their roster filled out and back to the scorekeeper 15 minutes prior to game time. List all players who are not at the game. Any changes made to the book after the game starts will constitute a technical foul.

12. It is the responsibility of the home team's coach to supply a score board operator and of the away team's coach to provide a book keeper at each game for all applicable age groups and sports.

Mandatory Meetings- Obligations

MANDATORY COACH'S MEETING

A volunteer coach from each team or a team representative is required to attend a mandatory coach's meeting prior to each sports season in order to comply with the mission of the program and review league rules. **Coaches will have three (3) opportunities** in order to obtain all information as it pertains to the program and to complete all necessary forms.

The purpose of the coach's meeting is to gather all of the coaches in one room and go over all aspects of the sport season. Important information is shared and any questions that coaches or parents may have can be answered. Coaches receive copies of the Parents Guide to be distributed to parents and all adults involved in the program. This is the time that the official rules are passed out to all coaches. Coaches can also finish any paperwork that needs to be completed as well. All coaches must sign a verification form at these meetings to be kept on file with PACS Athletics prior to the season to acknowledge that they have read and will abide by Youth Athletics program rules and regulations.

BACKGROUND CHECK

All coaches *MUST* complete a background check form and pass a criminal background check PRIOR to any coaching assignment. Coaches must also provide a copy of a driver's license and social security card. Coaches must have a valid P.A.C.S. Membership card (to be issued after the background check is passed). Failure to comply will result in an indefinite suspension.

PLAYERS' AND COACHES' CLINIC

The player's and coach's clinic is the final requirement for the coach's NYSCA certification. As stated under the NYSCA section, the certification requires that a coach attend a classroom session and participate in a sport specific clinic or watch a sport specific video. Coaches are encouraged to bring their teams to the clinic so that it can serve as an event for the children and team. Coaches and players will learn fundamentals of the sport and learn practice techniques that can improve the child's ability to play the sport.

Coach's Relationships

RELATIONSHIP WITH GAME OFFICIALS

Points to remember in Coach/Official relationships:

1. Officials must be treated with respect. Treat officials as you would wish to be treated. Officials are expected to treat all volunteers with mutual respect.
2. Only head coaches and League Administrators are permitted to speak to game officials.
3. A decision based on an official's judgment should not be questioned. If there is a question regarding a rule interpretation, officials should be addressed courteously. The case should be explained in a way that does not jeopardize the role of the officials. Officials are instructed to answer a coach's question, if submitted courteously and according to any rules that may apply to the situation as long as the question does not disrupt the flow of the game.
4. Coaches should remain off the playing field/court unless a time-out is requested to discuss the situation with the officials.
5. Players should not be permitted to question an official's decision.
6. The coach should discourage parents and spectators from addressing the officials.

RELATIONSHIP WITH SPECTATORS

1. Set a proper example for the spectators.
2. Convey the mission of the Program to spectators.
3. If needed, meet with spectators to remind them of the Program's mission. **NOTE:** Many times a word from the coach to a spectator that is out of line has a better effect than intervention any by P.A.C.S. staff.

RELATIONSHIP WITH PARENTS

1. Develop and maintain a good working relationship with parents.
2. Convey the mission of the Program to parents. The spirit of "team play" must be emphasized rather than singling out anyone as a star player. **NOTE:** Parents will be more supportive if they understand what you are trying to accomplish.

3. Hold a pre-season parent's meeting.

Among the topics you should cover are:

1. The mission of the Program.
2. The responsibility players have to the team, coaches and themselves.
3. The coach's role as the leader of the team.
4. The role the parents have in seeing that their children attend all practices and games.
5. Parents should not interfere at practices and games.
6. Parents should not punish children for performance in a game.

Various jobs needing to be handled may be discussed and volunteers recruited to perform them. Assistant coaches and "Team Moms/Dads" should be recruited at this time.

Often friendships develop between volunteer coaches and parents, sometime continuing throughout the entire year and for years to come. The practice of having family, league or team potluck dinners, barbecues, picnics and other social events during the season does much to strengthen the relationships between coaches and parents.

RELATIONSHIP WITH PACS ATHLETICS SECTION STAFF

Any help that you need or any problem that may occur should be discussed with a representative from the PACS Athletics Section. They are always willing to assist you in any way possible in an attempt to make your season a successful one.

NOTE: If a coach has a problem or complaint regarding officials, spectators, PACS staff, or parents, he/she should present this matter to the PACS Athletics Section within three working days. If the coach does not adhere to the time constraints, the specific problem or complaints will not be considered for review by the PACS Athletics Section.

RELATIONSHIP WITH CHILDREN

The most important relationship a volunteer coach makes is that with his/her players. ***The following thoughts are important to remember:***

1. All members of your team are individuals that possess certain characteristics common with other children but are each different in many ways. Successful coaches deal with their players as individuals.

2. Too much emphasis by coaches on perfection may lead to a loss of interest among some players. Children in the early stages of learning need good examples of fundamental skills. Once the basics are learned, there is ample time for more technical aspects of the activity.
3. Children thrive with consistency. Inconsistency by adults makes it impossible to establish standards of conduct. Players need to know the consequences of their behavior. Coaches who display genuine liking and regard for children accomplish the best results with them. Young people respond best to adults who like them, and are firm, considerate, sympathetic, and respect the dignity of each individual.
4. Scolding, sarcasm, nagging, taking away privileges, and restricting a youth's behavior often intensifies the very conditions, which give rise to problems. Humiliating children in front of others is especially harmful. The practice of having a player run laps is inadvisable, as it reinforces a negative attitude toward running and conditioning. Isolating a player from the group is a more recommended form of punishment. Isolation is an effective form of punishment as it denies the child the right to be active, a fate dreaded by any athlete.
5. Children and youth readily agree that the coaches who helped them the most are kind, considerate, cooperative, democratic, patient, and respect their opinions. Coaches who are rigid, quarrelsome and commanding tend to increase conflicts and misunderstandings.
6. Children are not small adults and do not feel, think, or react as adults do. Volunteer coaches must accept, without too much concern, behavior which seems foolish, strange, unreasonable or immature. Children will often blow off steam by being defiant, sassy, irresponsible, or unstable. They should not be expected to conform to adult standards of behavior, nor should they be expected to acquire all of the adult virtues at an early age.
7. Careful study of actions requiring some form of discipline should be made. Team rules are helpful, such as "being on time for practice," proper care of equipment, etc. Coaches must use good judgment in selecting the items of behavior upon which they draw the line. Children cannot disregard rules of conduct. A small number of essential rules and expectations should be selected for discussion and the player should be made to realize that violations might result in punishment.
8. Coaches must make practice sessions as interesting and appealing as possible. "All work and no play" is not natural for children. When practice periods become drudgery, enthusiasm and interest wanes.

9. Volunteer coaches should insist upon players' proper attitudes toward games; players should treat officials with respect, refrain from debating decisions, and should be encouraged not to voice disagreement. It is inappropriate for players to engage in discussion with spectators during the course of the game. The relationship with opposing teams should be one of mutual respect and esteem. Players that continually argue with officials should be removed from the game and their misconduct discussed after the game.

10. There is more to coaching an athletic team than just developing a high level of playing ability. Children can become better individuals and learn valuable lessons in getting along with others. Some of the positive qualities of personality and character, which can be acquired in sports, are ultimately of much more value than the technical aspects of the sport. Consequently, volunteer coaches should constantly be alert to opportunities, which may help children to develop desirable habits and attitudes.

In conclusion, the concerns of successful volunteer coaches should not be the win-loss record of their team. Rather, successful coaches are those who affect the behavior of players in a positive way, and have taught the most valuable lessons. Success depends on the social and moral lessons, which the players have acquired. **“POOR COACHES ARE ONLY INTERESTED IN WINNING GAMES.”** Good coaches are interested in winning games, but they also strive to have their players come out of the athletic experience as better individuals. A coach should not sacrifice the team, rules, or the spirit of fair play, just to win a game.

Practice

PRACTICE RESERVATIONS

In order for children to learn the proper fundamentals of their sport, they need a place to practice. For outdoor sports such as soccer, softball and baseball, the City of Fort Worth Athletics Section allows each team an opportunity to reserve a field for practice, free of charge, once a week. In order to reserve a field, the coach must contact Haws Athletic Center at 817-392-7690. The fields reserved are subject to availability and are on a first come first serve basis. To be consistent with our field rental policies, coaches can only reserve a field for the current week. For example, they are not allowed to come in one time and reserve a field for the entire season.

For indoor sports such as basketball and volleyball, teams have traditionally practiced at the community center in which they represent. Practice times should be made available to these teams per community center guidelines. **NOTE:** Community centers are only obligated to give teams **one (1) hour of practice time a week on a half (1/2) court.**

ORGANIZING PRACTICE SESSIONS

Coaches should have a plan and know what they intend to do during practices. Early workouts should be devoted to placing children in proper formation and physical conditioning. Coaches can work on particular skills or play later. Follow a time schedule for each workout.

The following is an outline of a practice session:

10 minutes	Warm-Up (running, stretching, exercising, etc.)
10 minutes	Review Session (what was learned at last practice and what will be covered this practice)
15minutes	Skill Session (practice new skills)
20 minutes	Inter Squad Scrimmage
5-10 minutes	Conditioning (run for speed/agility)

Disciplinary Policies and Procedures

DISCIPLINARY RULES

1. Players ejected from a game will receive a minimum of a one (1) game suspension. This suspension will include the current game, if in progress and the next game an ejected player must leave the facility before play resumes. Any attempt to stay in the facility will result in a forfeit and further disciplinary action.
2. Players guilty of fighting on the field/court before, during, or after games shall receive a minimum two (2) game suspension. The suspension will include the current game, if in progress, and **TWO (2) additional games**. If the fighting occurs after a game, the suspension will be for next two (2) games. All such matters should be promptly reported to the site coordinator and/or Recreation Programmer. The two (2) game suspension is a minimum and the severity of the altercation will determine the extent of the sanctions.
3. Players/Managers/Coaches/Spectators guilty of using profanity, either by word or sign, against other players, coaches, spectators, league officials, league administrators, city officials or any other person just before, during, or immediately after a game or practice shall receive an immediate suspension, length to be determined by the Athletics Section based on the severity of the incident.
4. Players/Managers/Coaches/Spectators guilty of making threatening gestures (including gang signs) against other players, coaches, spectators, umpires, city officials, league administrators or any other person shall receive an immediate suspension, length to be determined by the Athletics Section based on the severity of the incident.
5. Players/Managers/Coaches/Spectators guilty of threatening or engaging in physical contact before, during, or after a game or practice against any other coach, umpire, city official, league administrator or any other person shall receive a maximum lifetime suspension.
6. Players/Managers/Coaches who are found in possession of firearms, weapons and and/or drugs will be automatically banned from the league with a lifetime suspension.
7. The City of Fort Worth Athletics Section reserves the right to issue penalties different from those listed above in situations deemed necessary.

EJECTIONS AND SUSPENSIONS

Any coach ejected from a game will be suspended for the remainder of the sports season and placed on written probation for one (1) calendar year. The suspension will equal a ***minimum*** of four (4) games depending on the severity of the infraction. If said coach is ejected a second time during this probationary period, he/she will be suspended indefinitely at the discretion of the Athletics Section. All ejected coaches must leave the facility before play resumes or the affiliated team shall receive an immediate forfeiture.

Any spectator ejected from a game will be suspended for the remainder of the sports season and placed on written probation for one (1) calendar year. The suspension will equal a ***minimum*** of four (4) games depending on the severity of the infraction. If said spectator (s) is ejected a second time during this probationary period, he/she will be suspended indefinitely at the discretion of the Athletics Section. All ejected spectators must leave the facility before play resumes or the affiliated team shall receive an immediate forfeiture. As a reminder, head coaches of each participating team are responsible for the actions and sportsmanship of all parents and spectators before, during, and after games.

APPEAL PROCESS

1. If a coach wishes to appeal the decision regarding any disciplinary action that has been taken, a ***written appeal*** must be submitted to the PACS Athletics Section office located at Haws Athletics Center 600 Congress St. Fort Worth, TX. 76107 within 72 hours of the disciplinary action.
2. The Athletic Coordinator has the final authority in the matter. All persons involved will be informed of the final decision in writing.

Responsibilities

OFFICIALS JOB RESPONSIBILITIES

The Parks and Community Services Department will hire and train officials for all games. The PACS Athletics Section is responsible for scheduling, training, observing, and evaluating all officials.

- A. Officials shall have complete authority over the game, players, coaches and spectators. They may expel any player, coach or spectator for indecent language, unsportsmanlike conduct, or any infraction of the rules. Refusal of expelled player, coach or spectator to leave the facility (to include the gym, community center, and parking lot) will constitute a forfeit and the game will be called. In addition to the suspension levied by the Athletics Section for the ejection, there will be an additional penalty for refusing to leave the facility.
- B. Only officials will be allowed to interpret any rule from the time a game begins, until the time it ends. They may enforce any and all rules regarding the conduct of coaches, players, and parents contained herein.
- C. Officials will wear distinctive uniforms equipped with a whistle, and are required to carry a copy the City of Fort Worth Youth Athletics Program by-laws and rulebook.
- D. Officials will be responsible for inspecting playing field/court surface irregularities and sideline hazards prior to the game. Officials will also check game equipment to determine if it is acceptable.
- E. Officials are instructed to discuss matters in question only with the Head Coach or a League Administrator.
- F. Officials shall be the official timekeepers in games that do not have a game clock.
- G. Officials will referee **all scrimmages and forfeits** as if they were regular games and will not be held responsible for any injuries that result from such games.

Coaches are encouraged to complete an **“Official’s Evaluation Form for Coaches”** at the end of each game to assist in improving the officiating program. This form will be available to coaches, each game, from the staff in attendance, or it may be obtained from the PACS Athletics Section staff.

COMMUNITY CENTER RESPONSIBILITIES

Assistance with solving problems in the program should be discussed with the PACS Community Center staff. They are always ready to assist in making the season a success. ***They will be directly responsible for the following administrative duties:***

- 1) Conduct registration at community centers
 - a) Take registration & registration fees
 - b) Give refunds
 - c) Issue receipts & membership cards
 - d) Maintain records of receipts, rosters, etc
- 2) Issue practice times for indoor sports and maintain accurate records to insure adequate space for teams
- 3) Maintain team rosters and records of player participation at practice times (coaches will need to assist staff with this by filling out CLASS attendance sheets supplied by the center)
- 4) Conduct add/drop for teams
- 5) Assist with scheduling community center staff in supervising games at their facilities to ensure proper conduct by all involved (players, officials, staff, and spectators)
- 6) Host indoor league games

Athletics Section Responsibilities

The Athletics Section is responsible for all league administrative processes including establishing league dates, uniform and equipment orders, official's selection, scheduling and rescheduling of games, manual and rules updates, etc.

The Athletics Section is also responsible for day to day operations of games including, but not limited to team/coach check in, making sure league rules are observed (uniform/roster rules, etc.) spectator monitoring, liaison between coaches and on-site occurrences and Youth Athletic Program management staff.

Schedules and Rescheduling

GAME SCHEDULES and RESCHEDULING

Schedules will be in accordance with the number of teams in each division, facilities available for use, and length of season. The PACS Athletics Section website will have the game schedules available online on the Athletics Section webpage at www.fortworthathletics.com.

PACS Athletics Section will make every effort to schedule a minimum of four (4) and a maximum of six (6) games per team for each sports season offered. The number of games per season per team will be dependant upon inclement weather and unusual circumstances.

1. Schedules will be posted a minimum of six (6) days prior to the first day of the season.
 - A. All games will be played as scheduled. Games will only be rescheduled in cases of extreme inclement weather or unforeseen circumstances. Such decisions on game status will be determined by the league administrator.
2. Revised schedules will be posted on www.fortworthathletics.com and sent out via e-mail to center staff no later than 48 hours prior to game time with an internal goal of 72 hrs.
3. In case of inclement weather, ***please call (817)392-7690*** after 4:00pm on weekdays and after 8:00am on weekends.
4. You can also follow us on Twitter at ***CFWYAP*** and Facebook at <https://www.facebook.com/AthleticsCFW>

In leagues where teams drop out, forfeits will be recorded and communicated to coaches and no revised schedules will be offered. Coaches will be encouraged to use the forfeited game time as practice time or to conduct scrimmages.

General Rules and Safety

GENERAL RULES

1. All players must be registered by the end of the registration period-date specified on the registration flyer. Players can be added to teams during the “drop/add” period, which ends the day before the second game of the season.
2. All players must be listed on an “**Official CLASS Roster**”, which must be on file in the community Center office before taking part in a league game. All rosters will become official on the 2nd Saturday of scheduled league games (this is the end of the “drop/add” period).
3. After being assigned to a team, players may not re-register at another community center. The only exception will be if a player changes residence.
4. Players may not be registered on more than one roster. **A player can only play on one team, NO EXCEPTIONS.**
5. Game time is forfeit time. Extraneous Circumstances will be determined by the league administrator.
6. No league standings will be kept.
7. No score will be kept for the 6U and 8U age divisions.
8. NO BLOOD RULE: No player will be permitted to participate with blood flowing in any manner.
9. A player’s mandatory playing time may only be interrupted for injury. Once the player is OK to resume play, they must be put back in the game to replace the player that originally replaced them.
10. Coaches playing ineligible players will automatically be suspended for the remainder of the season and be eligible for further disciplinary action. The PACS Athletics Section will render this decision; after all pertinent information has been reviewed. Questions regarding the eligibility of players may be raised verbally at any time by a coach to PACS Athletics Section staff.
11. Coaches found not playing the required substitutes will be eligible for up to a year’s suspension from the league (to include the rest of the current season and all the subsequent season for the same sport). Questions regarding participation of substitutes must be lodged by opposing coaches no later than one hour after the conclusion of the game.

12. Coaches may discipline a player by suspending them from a game, but must do so through the PACS Athletics Section's Athletic Coordinator or Recreation Programmer for Youth Athletics. The head official for that game must also be notified prior to the start of the game, and it must be noted on the score sheet that the player is out for disciplinary reasons.
13. Coaches willfully failing to contact certain players or taking other actions to prevent any player from participating will forfeit affected games and be subject to suspension.
14. Injured or ill players in good standing may be substituted by a player who has already played. Players ejected from the game after substitutions have been made may also be replaced by a player who has already played.
15. Provided uniforms **MUST** be worn and may **NOT** be altered (sleeves cut off, names/nicknames added, etc). If the uniform is altered, the player will not be permitted to play and must replace the uniform at their own expense should they wish to continue participating in the league. This item also includes coaches.
16. Full uniforms are optional. City provided tops must be worn.
17. Shirts must be tucked into bottoms before a player is allowed to participate in a game.
18. Bottoms must be pulled up to waist line and string tied before a player will be allowed to go in the game. No one will be allowed to play with sagging bottoms. Rules will be strictly enforced by the referees.
19. **FOR INDOOR SPORTS, a coach from each team must sweep one side of the gymnasium floor prior to their team's game during indoor sports seasons. (Basketball Only) For outdoor seasons, coaches must inspect playing fields and report irregularities to Athletics Staff.**
20. Finger nails must be clipped short in order to help with game safety.
21. No Jewelry (earrings, rings, necklaces, etc.), body glitter, or hair beads/hard barrettes will be permitted during play.
22. For indoor sports, athletic shoes must be worn and for outdoor sports, athletic shoes or molded rubber cleats may be worn. No screw on cleats are permitted.
23. The City of Fort Worth Athletics Section reserves the right to issue penalties different from those listed above in situations deemed necessary.

SAFETY

The safety and well-being of the players must be of prime concern, and every precaution should be taken to prevent any injury to the participant. All aspects of the athletic experience should be taken into account when considering the safety of a young athlete. The facility, equipment, discipline, and environment (including spectators) are all important aspects of safety in athletics.

Facilities

1. Facilities should be inspected by officials, and coaches throughout the day.
2. Facilities should be kept free of hazards and irregularities. Any concerns should be reported immediately to the site administrators so that the issue can be addressed.

Equipment

1. Extreme care in the use of equipment should be exercised. Any unsafe or compromised equipment should be reported immediately to the PACS Youth Athletics Program Staff.
2. It is the duty of the person using the equipment to report if it fails. If a piece of equipment is faulty, it must be returned to the Youth Athletics Program Staff so that a piece of replacement equipment can be issued.

Discipline

1. Accidents may occur when physical efforts of energetic children are matched. Among well-disciplined athletes, there is less likelihood of players exposing themselves to situations, which could lead to serious accident.
2. The Parks and Community Services Department's philosophy stresses "Safety First".
3. The behavior of spectators often contributes to the safety of an event as well as the enjoyment.
4. Strangers or unidentified persons are also part of the environment. Please report any suspicious people to PACS staff immediately.

Health

1. Water is the best means of hydration.
2. Soda and other sugary, caffeinated beverages have no hydration value

3. Sports drinks should only be consumed after 45 minutes of continued rigorous activity.

4. Injured players should not be permitted to continue to play. Athletes often times will down play the extent of their injury to appease coaches.

5. Coaches should always watch for lightning and remove athletes from the playing field should a question of safety arise.

6. Injuries should be attended to immediately.

Safety is a team game. In athletics, there are many factors to consider beyond what is evident in a normal situation with all the regular factors plus facilities and equipment. The vast nature of facilities and equipment paired with environment, athlete health, and discipline create a recipe for disaster. It is only through team work and vigilance of staff and volunteers that we will be able to provide a safe and fun experience for the kids that we serve, so please keep safety in the forefront of your thinking.