



Widefield Parks and Recreation Youth and Adult Sports

Policy and Procedure Manual

Come Play with Us!

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Introduction

The purpose of this manual is to be an overview of the philosophy, rules, regulations and procedures for the Widefield Parks and Recreation's sports programs. It is our hope that by reviewing this handbook, you will have a better understanding of our programs, policies and procedures.

Mission

- I. Youth Sports Mission: Committed to offering positive recreation and sport programs to all children regardless of skill level. The programs will emphasize fun, sportsmanship and skill development.
- II. Adult Sports Mission: To provide fun recreational and competitive opportunities for all adults. We will create an atmosphere of sportsmanship and fair play, treating everyone involved as an integral part of the game.
- III. Recreational Philosophy
 - A. To provide a fun, safe learning environment for participants to experience the benefits of playing sports, including:
 1. Self confidence
 2. Sports Skills
 3. Social Skills
 4. Sportsmanship
 5. Respect
 6. Conflict Resolution
 7. Communication
 8. Playing by the Rules
 9. Teamwork

Sport Registration and Payment Policies

- I. General Registration and Payments
 - A. All registrations are taken on a first come, first serve basis.
 - B. Registrations may be processed online, over the phone, or in person at the Widefield Parks and Recreation.
 - C. Registration will open seasonally with a limited number of space available.
 - D. Any applied account balances can be accessed online in the My Account section. <https://apm.activecommunities.com/wsd3cc>.
- II. Registration and Payments – Youth Sports
 - A. All registrations are processed individually, as opposed to a team registration in order to prevent teams becoming “stacked”.
 1. Coaches may not reserve space for their team; however, they may reserve spots for their child/children.
 - a. If you are selected to coach, your child's registration fee will be waived.
 2. **Coaches may not guarantee players a spot on their team.** Registrants can only be added to a team when an opening is available.
 - B. Each participant must be registered in their current grade/age division.
 1. Ages are determined by the age the participant is on the *first day* of games for each season. Grade is determined by the current school year. For summer leagues grade is determined by the next school year.

- C. Once an activity is full, any further registrants will be added to a wait list that is maintained by Sports personnel.
 - 1. To be added to a waitlist for activities, contact the Sports Office at 719-391-3515, or register online. The online system will add you to a waitlist but *not* collect payment.
 - 2. Potential registrants will be added to a team or an activity when an opening is available, and contacted by Sports personnel to register and pay.
 - D. A \$5 multi-child discount is available for each additional child in the same family, during the same season.
- III. Registration and Payments – Adult Sports
- A. All registrations will be processed as a team, unless otherwise noted. Payment will be taken from the team’s captain or a designated payer for the team.
 - B. When registering as a “Free Agent” you will not be charged. If picked up, it is the Free Agent’s responsibility to work out payment with the team captain. Each participant in Adult Sports must be at least 18 years old and out of high school.
- IV. Scholarships
- A. The Aaron Gutierrez Scholarship Fund was designed to help WSD3 residents with limited financial resources participate in recreational programs.
 - 1. There is a \$35 maximum awarded per family member, per year. Additional scholarship dollars may be awarded at the discretion of the Director.
 - B. The Andy Kissick Tennis Scholarship was designated to help WSD3 residents with limited financial resources participate in tennis programs.
 - 1. The awarded amount is not to exceed 50% of the total fee of the tennis program that the individual is participating in.
 - C. To apply, a Widefield School District free or reduced lunch form must be provided to the Parks and Recreation Office. Or, fill out an application and provide proof of income to the Widefield Parks and Recreation Office.
 - D. Local businesses, community groups, and individuals may contribute annually to either of the scholarship funds.
 - E. If you are interested in donating to either of the scholarship funds, please donate online or make a check payable to WSD3, designate which scholarship you are donating to in the memo line, and drop off in person or mail to:
Widefield Parks and Recreation Scholarship Fund
705 Aspen Drive
Colorado Springs, CO 80911
- V. Late Fees
- A. Youth Sports
 - 1. A \$10 fee per transaction will be added to registrations within the “Late Registration” period.
 - 2. A customer must pay all past due balances before any future purchases, registration or otherwise will be allowed for any family member associated with the customer’s account.
- VI. Refund Policy
- A. Sports Refund Policy
If a league/activity is canceled or teams are combined due to insufficient registration, the customer will be notified prior to the start date and will receive a full refund, or credit for a future sport/activity.
 - B. Youth Sports

Full refunds will be granted before the first game. Refund requests made after the first game and before the second game are subject to a \$10 processing charge. After the second game no refunds will be given. We recognize that players need to withdraw from a sport due to unforeseen circumstances. Registration fees are based on a variety of costs determined by the number of teams and number of players registered on each team. Because many of these costs must be paid in advance, player withdrawals will result in a cost to Widefield Parks and Recreation. To submit a registration change request (transfers, cancelations, refunds) for sports programs, please contact the sports department at 719-391-3528.

General Sports Information

- I. Program Marketing
 - A. Upcoming season information can be found in our seasonal brochures and/or flyers.
 - B. This information can also be found on our website at parksandrec.wsd3.org
- II. Alcohol and Substance Use
 - A. Drugs and alcohol are not allowed on or in Widefield School District 3 properties.
 - B. District policy prohibits the possession or consumption of any drugs or alcohol on school district property.
 - C. Officials and Site Supervisors are responsible for monitoring the game and active participants during their designated game time within the facilities, field of play, dugouts and immediate adjacent areas.
 - D. Officials and Site Supervisors may eject anyone they suspect to be under the influence during sporting events. Further sanctions may be imposed by league administration depending on the infraction.

General Information – Youth Sports

- I. Uniforms
 - A. All players will be given a team shirt prior to the first game.
 - B. Shirts are to be worn at all games (practices are optional).
 - C. Coaches will also receive a coaching shirt, which are to be worn during games.
- II. Equipment
 - A. Most youth sports require minimal equipment.
 - B. Widefield Parks and Recreation will provide equipment for all games.
 - C. For outdoor sports, Widefield Parks and Recreation provides coaches with equipment bags containing sport specific balls and occasionally other items such as cones, tees, helmets, etc. Equipment must be returned following the last game.
 - D. For indoor sports, practice equipment will be stored at the sites that teams use.
- III. Officials
 - A. **Officials and Site Supervisors have complete authority to administer the program and their decisions are final.**
 - B. The focus of youth recreation leagues is *fun* and skill development. Please be respectful of the officials and the calls they make.
 - C. Anyone interested in becoming an official or supervisor for Widefield Parks and Recreation can apply online at <https://www.wsd3.org>.
- IV. Practices

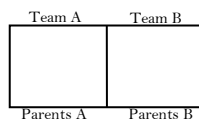
- A. As a general rule, practice days and times are chosen based on availability and ultimately by the volunteer coach.
- B. Teams may not exceed their allotted weekly practice time.
 - 1. Check each league for specific practice information.
- C. Teams may only practice at their designated practice location and time when practicing indoors.
 - 1. Exceptions may be approved by a member of the Sports Staff in situations where a makeup practice is needed and space is available.
- D. Cancellations – practice cancellations are at the coach’s discretion in terms of weather and field playability.
 - 1. If the school district closes the fields or courts for any reason and teams are unable to practice, the Sports Coordinator will contact league coaches.
 - 2. Makeup practices are offered as often as possible but are not guaranteed. Most makeup practices will be held at a separate time/location and teams may be required to share space.

V. Games

- A. Youth sports teams will play 1 to 2 games per week. Bye weeks and double headers are occasionally included in league schedules.
- B. Game schedules can be found online at www.teamsideline.com/widefield.
- C. Games will start on time even if the coach or players are not present.
- D. In case of inclement weather, check www.teamsideline.com/widefield. Make up games will be scheduled based on facility availability. *See Practices section for information on makeup practices.*
- E. Game Guarantees
 - 1. The scheduled amount of games for youth sports varies by sport. Most youth sports are guaranteed 5 to 7 games per season.
 - 2. The Widefield Parks and Recreation Sports Department does its best to ensure that every scheduled game is played. However, due to weather and other unforeseen circumstances, *some games may not be rescheduled*. If games cannot be rescheduled, refunds will *not* be issued.

VI. Sideline and Behavioral Procedures

- A. All coaches are required to remain on the sidelines with their team and may not coach from *on* the field/court unless told otherwise.
 - 1. While on the sideline the coach may walk up to mid field/court on their half, not the full field/court unless instructed otherwise.
 - 2. Parents are required to remain in designated spectator areas.
 - a. In general, the designated spectator area is located on the opposite side of the field/court from the coaches and teams but may include other areas.
 - b. Designated spectator areas are *rarely set on the same side as the player/team sideline.*



- B. We encourage family and friends to come and watch the games and show support. Positive cheering and encouragement help provide a fun atmosphere.
- C. **Negative comments of any kind will not be tolerated by the game officials.**
- D. Officials are instructed to stop the game if this becomes a problem.

VII. Parent Drop-Off/Pick-Up Requirements

- A. Parents are responsible for dropping off and picking up participants in a timely manner for all practices and games.
- B. Coaches are volunteers, please refrain from leaving children unattended at practices whenever possible. Some coaches may request parents stay and/or participate at practice.
- C. Parents must pick up their children within 5 minutes of the end of a game or activity. Late pick up will be deemed “habitual” if a parent is late more than two (2) times in one (1) season. Parents will then be required to be present for all sporting activities their children are involved in (practices, games, clinics, etc.). The Sports Department reserves the right to involve the Police Department to attend to the child.

VIII. When We Can No Longer Serve a Child

- A. Sports staff will make every effort to provide a positive experience for each participant. However, if participants cannot abide by the Code of Conduct she/he may be dismissed. Behaviors resulting in dismissal include but are not limited to:
 1. Repeated profanity
 2. Disrespect
 3. Bigotry
 4. Unsafe and/or Inappropriate behavior

IX. Pictures

- A. Each team will have a designated time for team and individual pictures. Typically, the scheduled team picture times are during the second week of each season.
 - B. Picture schedules are posted online at www.teamsideline.com/widefield. Use the “Schedules” link.
 - C. As we are contracted with Peak Moments Photography, no other photographer may take and sell pictures within Widefield Parks and Recreation leagues.
- X. Protests will not be reviewed for youth sports. Coaches are encouraged to discuss any rule discrepancies with the Site Supervisor or with the Sports Coordinator so corrective measures can be initiated.

Youth Coaches Expectations

I. Team Rosters:

- A. Please call and contact every child and parent within four days of the coaches meeting and prior to the first practice. Coaches should introduce themselves to the participant and parent as well as inform them of the team’s practice time and location. If the phone numbers on provided rosters are incorrect, please contact the Sports Department for a corrected number.
- B. Only those participants listed on the team roster may participate in sports activities including team games and practices.
- C. If you find that a child on your roster is not in the appropriate grade/age group, contact the Sports Department immediately so that child can be placed on an appropriate team.

II. Practices

- A. Coaches will be given the opportunity to choose their desired practice day/time/location, based on availability.
- B. Practices should begin and end on time to accommodate all teams. Coaches and players may not utilize the facilities beyond their allotted practice time.

- C. Coaches and players may not utilize the facilities past their allotted practice time. Parents must pick up their children within 5 minutes of the end of a game or activity. Late pick up will be deemed “habitual” if a parent is late more than two (2) times in one (1) season. Parents will then be required to be present for all sporting activities their children are involved in (practices, games, clinics, etc.). The Sports Department reserves the right to involve the Police Department to attend to the child.
- D. Teams may only practice at their designated indoor practice location and time, unless approved by a member of the Sports Department.
- E. If a coach chooses to cancel practice due to questionable weather, it is their responsibility to contact their team(s) and the Sports Coordinator.
 - 1. Coaches should follow the weather safety guidelines as described in the safety section.
 - 2. It is the coach’s responsibility to confirm their makeup practice and communicate changes with their team.
- F. Coaches are responsible for the content and practice plan for each practice.
 - 1. Resources are available online and upon request from the Sports Department.
- G. There are no practice requirements for players. Participants are encouraged to attend as many practices as possible. **Coaches may not sit players during game time due to practice attendance.**

III. Games

- A. Each participant must play at least 50% of each game in our recreational youth leagues.
- B. Coaches should communicate game schedules and changes with their team.
- C. The Widefield Parks and Recreation Sports Department does not allow forfeits in youth sports.
 - 1. If a coach knows the team will need subs, they should contact the Sports Department at 719-391-3528.
 - 2. **If a coach has specific schedule requests (within reason), these must be made prior to the release of the schedule.** Coordinators will attempt to accommodate requests, but these are not guaranteed.

IV. What does Success Look Like?

- A. Success in a Widefield Parks and Recreation setting may look a bit different than in other, more competitive sports leagues. We base success on these key factors:
 - 1. Did your team and individuals improve throughout the course of the season?
 - 2. Did all participants have fun?
 - 3. Did all participants learn more about the sport?
 - 4. Did participation enhance qualities such as teamwork, sportsmanship and self-confidence?

V. Contact Policy

- A. Never take a single child to an area where they cannot be observed by others.
- B. As a general rule, do not have any one-on-one contact or time with a child that cannot be observed by others.
- C. Never take a child into a bathroom alone. If the child is too young to handle their own personal care needs, a parent or other adult assuming responsibility should be present at games and practices. If a parent or other adult resuming

responsibility is not present, another parent or adult must be present with you at all times while attending to a child, for your protection as well as the child's.

VI. Appropriate Touch Policy

This policy was developed to teach those caring for children how to protect themselves from misinterpretations of their physical contact with children. This policy outlines touches and situations that should be avoided if at all possible.

- A. Nurturing touch is very important to developing a sound relationship with youth. Children should be touched appropriately on faces, hands, shoulders, head and thighs.
- B. Never touch a child in the area which should normally be covered by a bathing suit. This includes "patting, slapping, spanking, etc." an athlete's buttocks.
- C. The following actions are considered unduly harsh punishment and are forbidden in all Widefield Parks and Recreation programs:
 1. Verbal Abuse
 2. Rough Handling
 3. Shoving
 4. Hair Pulling
 5. Shaking
 6. Slapping
 7. Spanking
 8. Biting
 9. Pinching
 10. Hitting
 11. Requiring a child to do or say anything that is demeaning to their character (hazing)
 12. Use of excessive conditioning as a punishment
- D. Volunteers should never tickle children. It is over stimulating and is considered to be a deceptive device that may lead to more inappropriate touching (fondling).
- E. Volunteers should never allow a child to stand between their legs when seated. Gently guide the child to your side. You may still speak eye to eye and comfort the child or talk quietly with them at your side when necessary.
- F. Holding school age and older children on your lap is not appropriate. Holding a preschooler or toddler on your lap is appropriate for short time spans when comfort is needed.
- G. All activities and practices should be scheduled so that all children are within your view at all times.
- H. Never kiss a child on the lips. Never let a child kiss you on the lips. Note: this is especially important to remember if you are coaching an older team of the opposite sex. Don't let the excitement of the moment allow you to lose your senses or permits a youth with a crush to lose theirs.
- I. First Aid should be administered as gently and respectfully as possible. Always ask for assistance if the child needs to be removed from the playing area. Ask parent of guardian to assist whenever possible.
- J. If anything happens that you believe may put you at risk of accusation by anyone, please do not keep this a secret! The Widefield Parks and Recreation Sports staff in charge of your program should be informed and appropriate action (if deemed necessary) will be discussed with you.

VII. Anti-Bullying

- A. Widefield Parks and Recreation holds coaches and participants accountable for conducting themselves in a respectful manner at all times.
 - 1. The department will establish a culture of inclusion and respect that welcomes all participants.
 - 2. The department will ensure that participants interact safely.
 - 3. The department will lead by example and set the tone of respect.
- B. If bullying behavior is found, it is the coach's responsibility is to contact a Sports Coordinator as soon as possible to review the behavior. Widefield Parks and Recreation staff will impose consequences when deemed necessary.
- C. Discipline actions include, but are not limited to:
 - 1. Counseling efforts with the offending party
 - a. Parent/child conferences in the case of minors
 - b. Parents/guardians of both the child being bullied and the child doing the bullying will be contacted by Department staff.
 - 2. Education efforts
 - 3. Loss of privileges
 - 4. Suspension or expulsion

VIII. Concussion Training

- A. Colorado's concussion legislation, known as the Jake Snakenberg Youth Concussion Act, went into effect on January 1, 2012. This law requires the following:
 - 1. Youth athletes between the ages of 11-18 must be immediately removed from a game or practice if a concussion is suspected.
 - 2. Athletes need written medical clearance to return to play. The written notification of medical clearance must be provided to the coach before returning to play. A copy must be provided to the Sports Coordinator.
 - 3. Coaches must receive annual concussion training.
- B. Widefield Parks and Recreation has obtained free concussion training from the Centers for Disease Control and Prevention which is used to meet the State of Colorado's concussion training requirement.
 - 1. Each coach for ages 10 years and up must take this concussion training annually.
 - a. The training will take around 30 minutes. The link used for the training is:
http://www.cdc.gov/concussion/HeadsUp/online_training.html
 - b. This training is made available to all coaches prior to each season.
- C. Should concussion-like symptoms occur at a team practice or game, the coach must inform the parents and the sports coordinator that same day. Coaches are encouraged to communicate closely and clearly with parents regarding concussion symptoms and procedures.
- D. Should concussion-like symptoms occur at a team game, the coach must inform the staff (officials or supervisors) and the staff must complete an incident report. The parents and the Sports Coordinator should also be notified on that same day.

IX. Background Check

- A. All volunteer coaches are required to complete a background check prior to the season's designated coaches meeting. These background screens must be completed in order to coach.

- B. The background screen process serves as the volunteer application.
 - C. Volunteers will receive information from the Widefield Parks & Recreation Youth Sports Department with instructions on completing the background check.
 - D. Any arrests and/or convictions may disqualify an individual from volunteer coaching with Widefield Parks and Recreation.
 - E. Background checks are kept on file and good for life. Widefield School District Human Resources will inform Parks and Recreation if something comes up on the check in the future.
- X. Reporting Child Abuse and/or Neglect
- A. If child abuse is suspected, coaches should immediately call a Sports Coordinator to report the suspected abuse or neglect. All Widefield Parks and Recreation Staff are mandatory reporters and will report to the proper authorities.
 - B. Coaches may also report directly to the Colorado Child Abuse and Neglect Hotline by calling 1-844-CO4KIDS or 1-844-264-5437.
 - 1. All calls are kept confidential.
 - 2. Even if a coach is not sure if they should call, this line serves as a resource for coaches to see if they need to report.

General Information – Adult Sports

- I. Equipment
- A. Teams are not required to provide matching uniforms but may do so if desired.
 - B. Widefield Parks and Recreation Staff will provide game balls and necessary field equipment.
 - 1. Teams are required to provide any player equipment (i.e. mitt, shin guards, bats)
 - 2. Please report any damaged field equipment to the on-site supervisor.
- II. Officials, Supervisor and District Employees
- A. Widefield Parks and Recreation hosts recreational adult leagues for participant's fun and skill development. Please be respectful of the sports staff and the calls they make.
 - B. Adult Softball games are officiated by two (2) officials when possible. One (1) game official will be present at all games.
 - C. Adult Volleyball only schedule one official per field/court
 - D. One (1) field/court supervisor is provided to manage games. In some adult sports, the game officials also serve as the scorekeeper.
 - E. Supervisors will check rosters, treat injuries, assist with player/bench concerns and in some cases can help with on the field disputes.
 - F. All Widefield Parks and Recreation employees have complete authority to administer the facilities and programs and their decisions are final.
 - G. See the Sports League Behavioral Policy for information regarding Due Process.
- III. Game Guarantees
- A. The scheduled amount of games for adult sports varies by season, but typically eight (8) to ten (10) games are guaranteed. However, due to weather and other unforeseen circumstances, *some games may not be rescheduled*. If games cannot rescheduled, refunds will *not* be issued.
 - B. Prizes are awarded to the league champion.
- IV. Forfeits
- A. Teams may forfeit by calling the league coordinator a minimum of 24 hours prior to their scheduled game without penalty.

- B. Forfeit scores vary by sport.
- V. Drop-In Use
 - A. All drop-in sessions are free.
 - 1. Check with the Sports Coordinators for specific drop in dates.

VI. Unsupervised Children

- A. The safety of the league players as well as their children is a top priority. It is recommended that children be accompanied by a care provider or left at home during adult sports leagues. Children attending adult games must remain seated on the bleachers or the surrounding floor area. Children under 10 must always be supervised by a responsible adult.
- B. Children are not allowed to play or engage in any other activity in the warm-up areas. Children are not allowed in the team bench or scorers booth areas.
- C. See the Sports League Behavioral Policies for specific penalty assessment.

Adult Team Captain Expectations

I. Scheduling Communication

- A. Game schedules can be found online at www.teamsideline.com/widefield.
- B. Sports Coordinators communicate schedules and any changes to the Team Captain. The Captain is responsible for communicating with their team players.

II. Roster Management

- A. All players must sign the team roster before playing any game.
- B. Roster limits may be set for particular sports. Check specific rules for details.
- C. Prior to *each game*, the Team Captain is responsible for ensuring each player has signed the roster: a team will forfeit games if all players and subs have not signed the waiver *prior to the start of the game*. Individual players must complete and sign the roster form themselves. The captain is simply responsible for making sure each player completes this process.
- D. Print each name legibly.
- E. All players must be 18 years old and out of high school at the start of the season. Additional age requirements may be specified by league.
- F. Each player is required to have picture identification at all games and must present this if requested by staff. All roster challenges must be made before the end of the game.

III. Players are able to play in all leagues if they meet the specific criteria of each league, but are only able to play with one team per division.

- A. Sharing players will result in a forfeit for the team in which the player is NOT on the roster.

IV. Captain's Meetings

- A. Sports Coordinators hold Captain's meetings prior to the season beginning.
- B. Team Captains should attend to discuss any rule changes, suggestions, concerns and pass along all rules and league expectations to their team members.
- C. At the Sports Coordinator's discretion, captain's meetings may not be held every season.

V. Sportsmanship Management

- A. Team Captains are responsible for their team member's behavior.
- B. Captains are expected to address poor behavior/sportsmanship immediately and address any ongoing issues with their team and with the Sports Coordinator.

- C. When a team member violates the league's rules or the Sports League Behavioral Policy (Appendices), the Sports Coordinator will issue appropriate suspensions and work directly with the Team Captain.
- D. Suspensions are communicated with the Team Captain only. Please do not have players contact the Sports Coordinator directly as they will be directed to have the Team Captain contact the Sports Coordinator.

VI. Rule Knowledge

- A. Team Captains are expected to have thoroughly reviewed the League rules. Many leagues have "house rules" that Captains must know and share with their teammates.
- B. Captains will be held accountable to the expectations as defined in each league rules and in this document. Ignorance of Widefield Parks and Recreation rules will not be accepted as an excuse to break the rules.
- C. Any issues with rules must be brought to the Sports Coordinator by the Team Captain.

Safety

- I. A safe playing environment is essential to provide a high quality recreational sports program.
- II. Coaches/Captains should report any and all safety concerns or accidents to the Parks and Recreation Department, regardless of the nature of the incident.
- III. It is best to ensure safety to prevent accidents and emergencies. There are several ways to do this:
 - A. Be sure all players are properly equipped.
 - B. Be sure the court/field is clear of any objects that could cause accidents/injury.
 - C. Prevent crowding, pushing, or horseplay before, during and after practice and games.
 - D. Directly supervise each activity.
- IV. In Case of Emergency:
 - A. Do not move an injured participant.
 - B. Report the incident to the Site Supervisor immediately. If a supervisor is not staffed for your event, email or call a Sports Coordinator as soon as possible, within 24 hours of the incident.
 - C. Assign another adult to contact emergency medical help (911) if needed.
 - D. Calm the injured athlete and keep others away from him or her.
 - E. Stay with the injured participant until medical personnel arrive.
- V. Field/Court Safety (unsafe conditions, broken/vandalized areas)
 - A. If the structure or any part of the structure of the field/court has been tampered with creating unsafe conditions, please refrain from using.
 - B. If property has been damaged, please report immediately to the Site Supervisor or another Parks and Recreation staff member.
- VI. Weather Safety (lighting, tornados, etc.)
 - A. The safety of participants, spectators, and staff is the primary concern in cases of inclement weather. Once the game has started the officials and supervisor will have the responsibility to remove the players from the field if the conditions deem necessary.
 - B. In most programs, games are played rain or shine. Cancellations occur only due to severe weather or persistent rain. If you think the weather is questionable please check www.teamsideline.com/widefield for possible cancellations.

1. If there is no message pertaining to the day you are inquiring about, then no cancellations have occurred.

C. Lightning:

1. Widefield Parks and Parks and Recreation sports staff will monitor the weather and make the decision to notify participants of dangerous situations and recommend the suspension of activity in the event of lightning or severe weather.
2. When a supervisor is not in attendance, the supervising coach will have the ability to suspend activity.
3. Activity should be suspended when:
 - a. Lightning is reported within **10 miles of the facility** as indicated by the *Spark Lightning Alert* on the WeatherBug app regardless of the presence of visible lightning.
 - i. The weather bug application is monitored by our on-site Sport Supervisor
 - b. Coaches and/or team representatives are required download the app for free.

D. Announcement of Suspension of Activity:

1. Once it is determined that there is a danger of inclement weather, the sport Supervisor (during a game) or coach (during practice) will immediately request the removal of all players, coaches, and support staff from the playing field.

E. Evacuation of the Playing Field:

1. Immediately following the announcement of suspension of play, all players, coaches, officials, support personnel and spectators are to evacuate the facility to their vehicles.
2. Participants and spectators should be advised that we **do not** consider the bathrooms, dugouts, bleachers, playground equipment and/or areas under the picnic shelters within our facilities to be deemed a safe location in the case of lightning.
3. All parties will be urged to evacuate the entire facility immediately and remain in a safe location until conditions improve unless otherwise notified by appropriate representatives.

F. Return to Play:

1. Play will be resumed once lightning is no longer within 10 miles of the facility based on the *Spark Lightning Alert* on the WeatherBug app.

VII. Jewelry

- A. These guidelines are implemented for safety of the player.
- B. Any confusion or disagreement about the safety of any particular item is at the discretion of the staff on site and their decision is final. This is not a guideline subject to protest.

C. Youth Sports

1. No Jewelry may be worn during sports participation.
 - a. Medical alert jewelry may be worn but must be taped to the body or covered (i.e. with a sweat band).
 - b. No taping of earrings.

- i. Exception: Jewelry Implants that have a flat back and must be surgically removed *may* be covered with athletic tape or Band-Aids. The earring back must be flat.
 - 2. Fitness Trackers may be worn attached to shoe laces or beneath clothing (i.e. attached to a sports bra).
 - D. Adult Sports
 - 1. If, in the opinion of the referee, any jewelry (exposed or not) is deemed dangerous to any player or staff, the player must remove it.
- VIII. Hard Casts
 - A. **If a participant has been medically cleared to play**, they may play wearing a hard cast. Casts must be covered in bubble wrap to prevent injuries to fellow players. Any player medically cleared to play with a cast must contact the youth sports department prior to participating in a game or practice.
- IX. Emergency Response Plans
 - A. For activities hosted at the Widefield Parks and Recreation facilities or when a Sports Staff member is present, participants should follow the instructions of staff who have procedures in place for emergency situations.
 - B. For activities where no staff is present, the following lists the Emergency Response Sequence:
 - 1. Call 911
 - 2. If a minor is involved, call the parent(s).
 - 3. Do not leave the scene until help has arrived and command is transferred.
 - 4. Gather remaining participants and debrief the incident.
 - 5. Notify Sports Coordinator of the incident within 24 hours.
 - C. The full emergency sequence should be completed for:
 - 1. Major injury (anything requiring immediate medical attention)
 - 2. Death
 - 3. Assault
 - 4. Fire
 - 5. Damage to property
 - D. Non-emergency incidents listed below require, at minimum, a call to the Sports Coordinator.
 - 1. Minor injury (minor scratches, minor cramps, other situations where medical intervention is not urgent)
 - 2. Missing participant
 - 3. Angry participant (parent, coach, spectator, etc.)
 - 4. Any situation receiving media attention
 - 5. If the situation cannot be resolved quickly, call 911 and initiate the emergency sequence.
- X. First Aid

Each gym/field supervisor is equipped with a full first aid kit and several ice packs. If a participant is injured, please report it immediately to the supervisor and he/she will determine what action should be taken.

 - A. For any injury or accident that requires something other than a cleaning and covering with a bandage, coaches and parents are required to seek professional medical assistance through 911 calls.
 - B. The Widefield Parks and Recreation facilities are equipped with AED machines.
 - 1. Portable AED devices *may* be available at off-site sporting events, but are not regularly provided.

2. Contact 911 in the case of a cardiac event. Widefield Parks and Recreation and police units on patrol have an AED should there be a cardiac event at any of our sporting events.
- C. If medical transportation is required, the charges incurred will be billed to the individual and/or the parent/guardian.
- D. Please notify the league if your child has a pre-existing medical condition (i.e. allergies, medications, physical impairments, etc.) at the time of registration; the league will then inform the coach. This is essential in order to determine the severity of an accident and to assist the medical personnel who respond to the scene.

Facility Usage

- I. Use for practices/games
 - A. Practice and game schedules are prepared according to the following criteria:
 1. Facility availability: There may be times, with limited notice, that regularly scheduled activities may be canceled or relocated to a different facility.
 2. Coach's availability: For most youth programs coaches are able to choose which days they are available to practice.
 - B. School Gymnasium Usage

Widefield Parks and Recreation works closely with each school located within the Widefield School District for use of indoor gymnasiums.

 1. Widefield Parks and Recreation will provide a Site Supervisor for all games at any school gymnasium.
 2. School gymnasiums are owned and operated by the Widefield School District. Use of school gymnasiums by Widefield Parks and Recreation is permitted through cooperation between the school district and the Widefield Parks and Recreation Department.
 3. Abuse of facilities and fields (vandalism, intentional or unintentional damage, litter, etc.) may result in the suspension of athletic activities and possibly the cancellation of the leagues.
 4. Food and drinks are not allowed in school gyms.
 5. Participants and spectators are to stay off school stages as well as any equipment located in the gym area. They are also expected to stay in designated areas.
 6. Parks and Recreation schedules are subject to sudden schedule changes as a result of school activities.
 - a. Programs that use school facilities will be cancelled in the event that the school is closed for a snow day.
- II. Maintenance Standards and Field Ownership
 - A. Widefield Parks and Recreation fields and facilities are maintained by Widefield Parks and Recreation employees and contractors.
 - B. Please bring all concerns regarding field/facility conditions and safety to the immediate attention of the Sports Coordinator or Site Supervisor so the issues and concerns can be addressed as quickly as possible.
 1. Safety and maintenance issues at district owned facilities will be addressed as quickly as possible, whenever possible.
 2. Please note, there are certain concerns that cannot be addressed due to resources and/or best practices (i.e. spraying for certain pests may violate best practices).

Contact Information

Widefield Parks and Recreation Office	719-391-3515
Youth Sports	719-391-3528
Adult Sports	719-391-3520

Important Links

- Widefield School District 3 Home Page: www.wsd3.org
- Widefield Parks & Recreation Home Page: www.parksandrec.wsd3.org
- Sports Division: www.parksandred.wsd3.org/sports
- Sports Schedules and Team Picture information: www.teamsideline.com/widefield