

**TINYVILLE,  
SOUTH CAROLINA  
YOUTH SPORTS  
TOOL KIT**



**BY  
THE SOUTH CAROLINA  
YOUTH SPORTS TASK FORCE**

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## **PHILOSOPHY**

Each department must develop a youth sports philosophy. Your philosophy will be shaped by your community and programs offered. What are you trying to accomplish in your program? What is the emphasis on winning? Do you have post-season play? Do you keep score in all age groups? These are some of the many questions that need to be answered in determining your philosophy.

### **MISSION STATEMENT**

The Parks and Recreation Department usually has a mission statement for the entire agency. Some athletic departments have created their own mission statement for their area. One example would be “To provide a quality youth sports program in a safe and positive environment.”

### **OBJECTIVES**

The objectives of the St. Andrew’s Parks and Playground Youth Sports Program are to:

- (1) Provide youth an opportunity for fun and enjoyment through a sports program
- (2) Learn new sport skills
- (3) Practice good sportsmanship and physical fitness
- (4) Make new friends

## **ADMINISTRATORS**

### **TRAINING AND EDUCATION**

All Recreation Administrators should have formal training and/or education in Parks and Recreation or a related field. There are programs for both the professional (CYSA) and the volunteer (NYSAA) to pursue training throughout their career. These programs are offered by the National Alliance of Youth Sports (NAYS). It is desirable for the chief administrator to be a Certified Park and Recreational Professional (CPRP).

Conferences such as the South Carolina Recreation and Parks Association (SCRPA) Annual Conference, SCRPA's Trends Institute and the South Carolina Athletic Programs (SCAP) Athletic Institute all offer Continuing Education Units (CEU) at the various training sessions offered at these events.

Contact SCRPA at 803-808-7753 or visit their website at [www.scrpa.org](http://www.scrpa.org) for more information on training and education for recreational professionals.

### **ORGANIZATIONAL STRUCTURE**

Each and every park and recreation department/organization should have a published, readily available organizational structure. Whether it is a flow chart design or a simple list of names and titles (see examples), don't be afraid to share this information with the public you serve.

Many times, the public gets frustrated when they don't know who to contact or are passed on from employee to employee in trying to have a question answered or a concern addressed. Such an organized structure as the two mentioned above, can help direct the public to the correct contact the first and in turn, lead to more satisfied customers.

### **YOUTH ATHLETIC BOARDS/BOOSTER CLUBS**

Depending on the structure of your organization, the role of athletic boards/booster clubs will vary from organization to organization. There is, however, a general difference between the two.

Athletic Boards as a rule of thumb are responsible for the total operation of one or more athletic programs. They are the governing body of a sport(s) and are responsible for every aspect of the sport's organization, which include, but not limited to, the selection of coaches, placement of players on teams, recruitment of officials, purchasing of equipment, scheduling practices and games and agreements with the city or county for use of facilities. In some instances, the Athletic Board can recommend policy for the city/county recreation department.

On the other hand, Booster Clubs serve two primary purposes for their existence: 1. Fund raising and 2. Promotion of the sport(s). Booster Clubs should serve no other purpose than the two reasons listed above. Funds raised by the Booster Club should go back into the program(s) they support and should not be used for salaries for the Booster Club officers. Booster Clubs should not have any authority or any part of the decision making process of the organization they support. Though it is up to the Booster Club as to how they spend their money, any expenditures of funds should have the ultimate approval of the Recreation Director or Designee and should be in line with the philosophy of the organization they support.

Again, the role of these two support organizations depends on the role that your organization allows them to carry out. Examples of both are attached for your convenience. Which ever way your organization decides to utilize groups such as this, they can be of tremendous value to your program.

**EXAMPLES**

**TINYVILLE RECREATION DEPARTMENT STAFF**

Administrative Staff

**Recreation Director**

**Deputy Director**

**Administrative Assistant**

**Receptionist**

Athletic Staff

**Athletic Director**

**Assistant Athletic Director**

**Recreation Coordinator**

**Recreation Coordinator**

**Recreation Specialist**

**Recreation Specialist**

Program Staff

**Program Director**

**Assistant Program Director**

**Recreation Coordinator**

**Recreation Coordinator**

**Recreation Specialist**

**Recreation Specialist**

## **HOW TO DEVELOP A POLICY AND PROCEDURE MANUAL AND WHY**

A well organized and up to date policy manual is critical to the success of any recreation program and its efforts to be fair and consistent in meeting the needs of the population that is served. It provides one with the tools to make your Promise To Kids work. It doesn't matter as to whether the department serves 500 or 50,000 residents, the purpose remains the same.

The day of policies written down as a memo 5 years ago with no review or the policy that starts out with "That's the way we have always done it," will no longer hold up not only to constant questioning by parents, but also inquires from elected officials and in a court of law. How we do things is questioned all of the time by others who think that they know more how to run a recreation department than those of us who are trained and experienced in the field.

To tell an upset parent that the policy that requires their child to sit out a game because of a rules infraction is "The way we have always done it", will cause you more problems and will not satisfy that parent anymore. To reply that it is our policy and then to show that parent the policy in writing, up to date and signed off by the recreation department director, will in most cases take care of the problem. Those parents that will not be satisfied at that point will go higher up the chain of command and if the elected officials or commissioners have endorsed the policy as written as well, then the parent(s) have run out of options and their fight is futile.

Such a policy manual, however, serves a more important function for us and our participants. In addition, a policy manual provides a guide for staff and participants alike to be able to make important, consistent decisions in regards to the safety and welfare of all involved. It enables us to keep Our Promise To Kids.

Policies need to be simple, easy to interpret and to the point, yet at the same time to be detailed enough to be effective and enforceable. It does no good for the document to be so overwhelming that staff will not read or become familiar with it and thereby, not follow it. Do not assume that whoever reads the policy will know what you are talking about.

### **How to develop policy and procedures**

Components of a written policy.

1. Header
2. Reference
3. Purpose
4. Policy
5. Specific Procedures
6. Signature line

## 1. Header

The Header is the section of the policy that provides information and distinguishes it as to the agency it belongs to. This section includes the department's name and logo, mailing address, phone and fax number and e-mail.



**Mt. Pleasant Recreation Department**  
**ATHLETIC DIVISION**  
391 EGYPT RD. PHONE: 884-2528 FAX: 849-2778  
MT. PLEASANT, SOUTH CAROLINA 29464  
mprdathl@bellsouth.net

## 2. Reference

The Reference section provides the necessary information needed to locate and distinguish the policy. This section includes the following;

- a. Title of the policy
- b. Reference number
- c. Responsible Authority
- d. Date
- e. Number of pages

**TITLE: LIGHTNING SAFETY**

**REFERENCE NUMBER: AO-104**

**DATE: FEBRUARY 1, 2002**

**RESPONSIBLE AUTHORITY: ATHLETIC DIVISION CHIEF PAGE 1 OF 10**

*The Title* is self-explanatory. One key, however, is to keep the title simple with as few words as possible.

*The Reference Number* allows you to organize your policies in such a manner that affords you with a quick reference. It is one that you can develop anyway that you would like. It is suggested that a combination of letters and number be used to make for ease of reference when included in the manual as a whole. Categorize the various components of your organization, such as Athletics, Programs, Financial, Administrative, Maintenance, etc and assign a series of letter or abbreviations that correspond to element, i.e., Athletics could be ATH and Administrative could be ADM.

Next identify the sub-elements of each of the major components and assign each one a 2 or 3 digit number. For example under Athletics, possible sub-elements would be Youth Baseball, Adult Soccer, or Youth Softball. Youth Baseball would be assigned 100. Adult Soccer would be assigned 20 and Youth Softball would be assigned 200. So to find policies relative to Youth Baseball, you would look for those with the reference number beginning ATH.100, Adult Soccer is ATH.20 and Youth Softball is ATH.200.

As more policies are added, then the reference number changes. The first policy is ATH.100. The next policy for baseball is ATH.101, then ATH.102 and so on. It is suggested that numbers are assigned in such a manner that a smooth flow from subject to subject is attained. You don't want ATH.100 to be Playing Requirements, then ATH.200 to be Purchasing of Equipment, then ATH.102 to be Pitching Requirements.

Remember, one of the purposes of putting a policy manual together is to provide staff with a quick and organized resource to effectively operate your recreation program.

*The Responsible Authority* identifies the individual or group of individuals who would be responsible for the enforcement of the policy. Whether that person is a front line person or a member of upper management, whoever is designated would be up to the organization and what works best for them.

*The Date* is important as not only does it indicate the effective date of the policy, but also sets the date for the annual review of the policy. Typically, once a policy has been established, it is then the responsibility of the organization to review the policy on an annual basis to update or make any changes/corrections that have occurred over the past year. This review date is set for one year after the date listed on the policy which means that the review and any changes are to be completed by that date. This insures that policies are consistently under review on a regular basis and thereby are kept up to date.

*The Number of Pages* section is important so as to insure that any and all copies of the policy are complete when distributed.

### 3. Purpose

**PURPOSE:** To insure as much as possible that the safety of participants is a priority and provide the proper procedure to mitigate the lightning hazard at Mt. Pleasant Recreation Department (MPRD) Athletic Division activities.

This section explains the intended result of the policy that follows. It justifies the existence of the policy. The purpose is an offshoot of the mission statement and philosophy of your department

#### 4. Policy

**POLICY:** Lightning is the most consistent and significant weather hazard that may affect outdoor activities; therefore the following procedures are to be followed to help insure the safety of MPRD participants and spectators by monitoring how far away the lightning is occurring and how fast the storm is approaching, relative to the distance of a safe shelter.

This is your policy statement. This tells everyone what you do in general, not specifically how you do it. It should be brief, yet as informative as possible. The above example answers the question, “What does your department do in case of lightening?” The answer is in the policy statement “We monitor how far away the lightning is occurring and how fast the storm is approaching, relative to the distance of a safe shelter”. How you do it is covered in the next section.

#### 5. Specific Procedures

##### **SPECIFIC PROCEDURES:**

1. All game officials, i.e., referees, umpires, scorekeepers, playing requirement officials, etc., are required to report to their assigned fields 15 minutes prior to the scheduled game time.
2. The Facility Supervisor assigned to the facility will record the arrival time of each game official in the appropriate space on the Facility Summary Report, Attachment A.
3. Those game officials whose tardiness results in the game starting late may have their pay reduced for that game by 25%.

Now we get to the purpose of developing policies; to show how we do things and how we enforce the policy. This is the step by step instructions that whoever follows these procedures as written will be in compliance with the policy. Not only will it determine which employees were correct in their decision, but also show you which employees made an error in the judgment by not following procedures as published.

This section also protects you and your department when questioned by others. It shows that you are making every effort to be consistent in your application of your rules and regulations. When combined with the next section, it becomes the cornerstone of your department.

## 6. Signature Line

_____	<b>Athletic Division Chief</b>
_____	<b>Assistant Recreation Director</b>
_____	<b>Recreation Director</b>

Though Specific Procedures is the primary purpose of a developed policy, this section is the most important and puts the “teeth” in the enforcement of it. The signature line is where upper management indicates that they have read the policy and above all, support it. The signatures on the policy can go as high as you would want to take it, though most departments only go as high as the Department Head. Those who sign it can start at any level and move up, though too many signatures can slow the development and review process down. Usually, no more than 3 signatures is sufficient, but you always want to include the highest level of management as possible.

### Summary

Such a policy manual is to insure that all of your participants, youth and adult, are treated in a fair and consistent manner regardless of the situation. Policies need to be straightforward and simple to interpret, yet at the same time to be detailed enough to be effective and enforceable.

Components of a written policy include;

*The Header* is the section of the policy that provides information and distinguishes it as to the agency it belongs to.

*The Reference* section provides the necessary information needed to locate and distinguish the policy. This section includes the following;

- a. **Title** of the policy
- b. **Reference Number** which allows you to organize your policies in such a manner that affords quick reference. It is also one that you can develop anyway you would like.

- c. **Responsible Authority** identifies the individual or group of individuals who would be responsible for the enforcement of the policy.
- d. **Date** is important as not only does it indicate the effective date of the policy, but also sets the date for the annual review of the policy.
- e. **Number of pages** is important so as to insure that any and all copies of the policy are complete when distributed.

*The Purpose* justifies the existence of the policy. The purpose is an offshoot of the mission statement and philosophy of your department

*The Policy* tells everyone what you do in general, not specifically how you do it. It should be brief, yet as informative as possible.

*The Specific Procedures* is the purpose of developing policies; to show how we do things and how we enforce the policy. This is the step by step instructions that whoever follows these procedures as written will be in compliance with the policy.

*The Signature Line* is where upper management indicates that they have read the policy and above all, support it.

## **Conclusion**

The initial time and effort it takes to develop a policy and procedure manual for your department is well worth it over the years. Not only does it show others that you are organized, but that you have taken the necessary steps to insure that your participants are treated in a fair and consistent manner by providing your staff the resources to keep your Promise To Kids.

**EVALUATION**

The athletic department needs to evaluate the volunteer coaches. The following is a sample form that could be used.

**ST. ANDREW'S PARKS AND PLAYGROUND  
YOUTH SPORTS COACHES' POST SEASON EVALUATION**

Name \_\_\_\_\_ Sport \_\_\_\_\_

Team Name \_\_\_\_\_ Age Group \_\_\_\_\_

On a scale of 1 to 5 with 1 being poor and 5 being excellent rate the coach on the following:

1. Relationship with the Athletic Department	1	2	3	4	5
2. Communication with parents	1	2	3	4	5
3. Relationship with Officials	1	2	3	4	5
4. Relationship with other coaches	1	2	3	4	5
5. Team Sportsmanship	1	2	3	4	5
6. Fan Sportsmanship	1	2	3	4	5
7. Teaching Skills	1	2	3	4	5
8. Practice Organization	1	2	3	4	5
9. Discipline Problems	1	2	3	4	5
10. Other _____	1	2	3	4	5

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_

Additional Comments \_\_\_\_\_

Recommendation \_\_\_\_\_

**ATHLETIC BOARDS / BOOSTER CLUBS**

Depending on the structure of your organization, the role of athletic boards/booster clubs will vary from organization to organization. There is, however, a general difference between the two.

Athletic Boards as a rule of thumb are responsible for the total operation of one or more athletic programs. They are the governing body of a sport(s) and are responsible for every aspect of the sport's organization, which include, but not limited to, the selection of coaches, placement of players on teams, recruitment of officials, purchasing of equipment, scheduling practices and games and agreements with the city or county for use of facilities. In some instances, the Athletic Board can recommend policy for the city/county recreation department.

On the other hand, Booster Clubs serve 2 primary purposes for their existence; 1. Fund raising and 2. Promotion of the sport(s). Booster Clubs should serve no other purpose other than the two listed above. Funds raised by the Booster Club should go back into the program(s) they support and should not be used for salaries for the Booster Club officers. Booster Clubs should not have any authority or any part of the decision making process of the organization they support. Though it is up to the Booster Club as to how they spend their money, any expenditures of funds should have the ultimate approval of the Recreation Director or Designee and should be in line with the philosophy of the organization they support.

## **COACHES**

### **TRAINING AND EDUCATION**

All volunteers who want to coach youth sports must receive training and education through their local recreation departments. Examples of some of the national training programs would be the National Youth Sport Coaches Association (NYSCA), the American Sports Education Program (ASEP) or the Positive Coaching Alliance (PCA) type certification courses. There are several departments that have their own in-house training programs such as the Town of Mt. Pleasant (843) 884-2528. The training is done in an effort to properly prepare the coach for the responsibility they are about to undertake as well as to protect the child, the coach, and the program. While there are a number of different training options, each should at least include a program philosophy, league policies and procedures, league rules, expectations for communication with parents and league administrators, and discipline policies.

All training must specify that in the event that a coach suspects that any player is the subject of child abuse or neglect, the coach is obligated to report this to the proper authorities.

### **COACHES' CODE OF CONDUCT**

All coaches are required to abide by an explicit Code of Conduct. Each recreation department may provide wording as they deem appropriate, but a Code of Conduct should provide the following elements:

- The coach will place the emotional and physical well-being of their players ahead of a personal desire to win.

- The coach will lead by example in demonstrating fair play and sportsmanship to all players.
- The coach will treat each player as an individual, remembering the appropriate range of the player's emotional and physical development.
- The coach will do their best to provide a safe playing situation for players.
- The coach will promise to review and be familiar with the basic first-aid practices used by their league.
- The coach will do their best to organize practices that are fun and challenging for all players.
- The coach will provide a sports environment for their team that is free of drugs, tobacco, and alcohol, and will refrain from their use while fulfilling their role as coach.
- The coach will be knowledgeable in the rules of their sport, and will patiently teach these rules to their players.

### **COACHES MANUAL**

All coaches will receive a written manual of standard policies and procedures. This manual should include, but not be limited to:

- Program philosophy
- Practice organization and facility usage policies
- Parent meeting expectations
- Code of Conduct
- League rules
- Discipline procedures
- Administrative Contacts

### **COACH RECOGNITION AND RETENTION**

All volunteer coaches will receive some manner of recognition for their service within a league. It is strongly recommended that this should occur through a formal process. Whether it is an awards dinner or cookout, thank you letter, certificate of recognition, trophy, or small gift, no matter what form it takes, all volunteers must receive some form of recognition for their service

### **EVALUATION**

Coaches need to evaluate your program. We need their input to make our programs better each season. The following is a sample questionnaire from Irmo-Chapin Seven Oaks Park for the coaches to rate their experience.

### Coach's Evaluation of Athletics

**Directions: Please complete the items below. Rate the items from 1 to 5 (with 1 being the worst and 5 being the best).**

Sport \_\_\_\_\_ League: \_\_\_\_\_

1. Did the athletic staff give you the training, information and support necessary for you to have a successful coaching experience?

1      2      3      4      5

Comments:

2. Were the facilities adequate?

1      2      3      4      5

Comments:

3. How would you rate the officiating this season?

1      2      3      4      5

Comments:

4. Do you have any suggestions and/or rule changes for next season?

5. Additional Comments

**PARENTS**

We could not have youth sports without the parents. The parents have a many responsibilities and roles in the youth sports experience.

### **TRAINING AND EDUCATION**

All parents should be required to receive training and education through their local recreation department. An example of a national training program would be the Parents Association for Youth Sports (PAYS). The Positive Coaching Alliance (PCA) and the American Sports Education (ASEP) organizations also have youth sport parent programs. Some departments such as the Town of Mount Pleasant (843-884-2528) and the City of Aiken (803-642-7761) have developed their own mandatory in-house parental educational program.

The Parents Association for Youth Sports (PAYS) is a membership association of the National Alliance of Youth Sports (NAYS). The purpose of PAYS is to educate and motivate youth league parents to create a safe, positive environment for their children. PAYS features a variety of materials and information that explains to parents their roles and responsibilities. PAYS classes are held either live or on-line.

If a department has an in-house training program, they will have parent meetings conducted by their staff or by each coach with their respective team.

It does not matter which type of training program is used, but the content of the parent's education program must cover the parent's role in youth sports, program philosophy, communicating with your child's coach, discipline, etc.

### **CODE OF CONDUCT/ETHICS**

All youth sport parents (one per household) are required to sign and adhere to a Code of Conduct/Ethics. This signed Code will be kept on file. This Code holds the parent accountable for their actions in the youth sports program. The following is an example of the PAYS Parents' Code of Ethics:

### **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.

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 my personal desire to win.

I will insist 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.

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

Some departments distribute a small Parents Manual and/or Information Sheet at registration. It does not matter which method is used. The important thing is to communicate with the parents as much information as possible. The more information they have the more informed they will be about your program. The more informed they are the more accountability you have.

The following are a list of topics (in alphabetical order) that should be covered in the Department Parent Manual.

Additions/Deletions To Teams	Alcohol Policy
All Stars	Animals at Facilities
Attendance At Games and Practice	Awards
Communicating With Your Coach	Dates To Remember
Discipline	Drug Policy
Ejection	Equipment Needed
Evaluation	Facility Supervisors
Hydration	Inclement Weather
Insurance	Jewelry
Not Playing A Player	Nutrition
Our Promise To Kids	Parental Responsibilities
Phone Numbers	Photo/Picture Schedule
Player Draft	Refund Policy
Registration Information	Smoking Policy
Team Mom/Dad	

Departments who have Parents Manual and/or Parents Information Sheet are Irmo-Chapin Recreation Commission (803-772-1228), St. Andrew's Parks and Playground (843-763-4360), the Town of Mount Pleasant and the City of Aiken. Below is a copy from the Town of Mount Pleasant Parent's Information Handout.

## **PARENTS INFORMATION SHEET**

Thank you for entrusting the Mt. Pleasant Recreation Department to provide a quality recreational experience for your child. We want the memories that both you and your family experience with us to be those that in years to come, you will look back on with fondness.

For you, there is information that is necessary for you to know to not only register but to start the season with as little problems as possible.

The purpose of the Parent's Information Sheet is to provide you, the parent, with as much information as possible and at the same time answer commonly asked questions that you may have.

Please take the time to keep and read this pamphlet. I'm sure that you will find the information in it to be beneficial to you and your child.

We want this to be an ever changing document, therefore if you think of a question or a concern that is not included in this, please let us know. You can call me, Ken Ayoub, Athletic Division Chief, at 884-2528 or e-mail me at [kayoub@townofmountpleasant.com](mailto:kayoub@townofmountpleasant.com) with your comments.

## WHAT'S IN HERE

Refund Policy	Jewelry
Important MPRD Phone Numbers	Animals/Pets At Facilities
MPRD Hotline	Awards
Rain/Inclement Weather/Lightning	All-Stars
Information On Your Coach	Additions/Deletions To Teams
Team Mom/Dad	Not Playing A Player
Accident Insurance	Player/Coach Ejection
Smoking/Drug/Alcohol Policy	If The Shoe Fits
Photo Information	Parent Removal From Facility
Facility Supervisors	Release Of Information
Tips On Becoming A Model Youth Sports Parent	Coaches Evaluation

## REFUND POLICY

A \$10 processing fee will be charged for each participant's request for refund/transfers. Request for refunds **minus** a \$10 processing fee will be considered **prior to the first game of the season**. Request for transfers **plus** a \$10 processing fee will be considered **prior to the first game of the season**. **No** refunds/transfers will be considered **after** the first game of the season. Request must be made by an adult 18 years or older.

## IMPORTANT MPRD PHONE NUMBERS

R.L. Jones Center	884-2528
MPRD at Park West	856-2196
MPRD at Town Hall	856-2174
G.L. Darby Building	849-2061
Kerr Tennis Center	856-2162

## MPRD HOTLINE

**MT. PLEASANT RECREATION DEPT. HOTLINE** provides rainout and league information. For rainout info call 884-2278 ext. 6771 after 4:30pm. Activities with their respective hotline number are as follows;

Basketball	6804	Football	6808
Soccer	6806	T-Ball/Machine Pitch	6787
Baseball	6792	Softball	6786
Volleyball	6785	Unified Athletics	6814
Adult Athletics	6839	Pool Conditions	6795
		Lap/ Rec Swim	6822

You may also check the websites at [www.townofmountpleasant.com](http://www.townofmountpleasant.com) for more league information.

## RAIN/INCLEMENT WEATHER/LIGHTNING

Please call the Mt. Pleasant Recreation Hotline at 884-2278 Ext. 6771 after 4:30pm to get an up-date on the playing status of games when inclement weather exists. The Recreation Department and game officials will determine if a game is rained out. However, a good rule of thumb is “when in doubt, dress out”.

Lightning is the most consistent and significant weather hazard that may affect outdoor activities. We have developed procedures to help insure the safety of participants and spectators. When a game or practice is suspended due to lightning, there are procedures in place that must be followed in order to resume play and the MPRD staff is aware of these procedures.

## INFORMATION ON YOUR COACH

NAME: \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **HOME:** \_\_\_\_\_

**WORK:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

## TEAM MOM/DAD

Many coaches have found it to be advantageous to have a mom or dad, volunteer to help with the team in other ways besides coaching. Your coach is a volunteer and like many of us probably has limited time to devote to coaching. It is a great benefit for someone else to keep the other parents informed and updated with information such as games and practices, but also to help out with organizing who is providing refreshments at the end of each game, organizing carpooling with the other parents to help with transporting the players and helping to make phone calls to team members in case of a change in the game or practice schedule. Even if you know absolutely nothing about the rules of the game, there are ways that you can help us and your coach provide your child with an enjoyable experience. Ask you coach if you can help in any way, you may be surprised at the answer.

## ACCIDENT INSURANCE

**Except** for Youth Soccer, which has such insurance provided by the South Carolina Youth Soccer Association, the Mt. Pleasant Recreation Department **does not provide** accident insurance for the participants. Any injuries that result from playing in our programs are the responsibility of the participants/parents.

## **SMOKING/DRUG/ALCOHOL POLICY**

There is no smoking or use of any type of tobacco, drugs or alcohol products permitted by coaches, players, game officials, staff or referees/umpires while at practices or games. This also applies to all spectators in bleachers, near the playing area or inside any Mt. Pleasant Recreation Department building. Offenders may be asked to leave the facility.

## **PHOTO INFORMATION**

Currently, all photography services for Mt. Pleasant Youth Athletic activities are provided by Event Images. Your coach will be provided with the date and time by Event Images as to when your team/individual photos will be taken. In most cases this will be 30 minutes before your game time on the date scheduled. Your coach will also be provided the order form and price list to give to you so you can prepare your order in advance. This service is coordinated between your coach and Event Images and your order will be sent to you directly from Event Images. If for any reason you are dissatisfied with the services provided by Event Images, please let us know.

## **FACILITY SUPERVISORS**

The Mt. Pleasant Recreation Department assigns staff members at each site during games and most practices. These Facility Supervisors are identifiable by a purple t-shirt or sweatshirt with the MPRD logo on the front and STAFF on the back. They represent MPRD and as such, represent the final authority for each situation not handled by the referee or Coordinator. They are also in charge of the facility and are responsible for the enforcement of our rules and regulations at the sites. There will be times, however, that one Facility Supervisor will be assigned to more than one site and will be rotating between sites.

If you have any concerns, suggestions or information, please tell them. They have an Facility Summary Report that they are required to complete at the conclusion of practices/games at their site(s). This form is used to pass information on the Athletic Division on a daily basis

## TIPS ON BECOMING A MODEL YOUTH SPORT PARENT

The majority of today's youth sports parents are a supportive and caring group, but there's an increasing number who are disrupting youth sports with their negative words and out of control behavior. These less than sportsman-like actions have emerged as a rapidly growing phenomenon on America's playing fields. What parents must remember is that **youth sports are for the children and not the adults.**

- Remember that where we practice and play games is like your child's classroom – respect the classroom.
- Make only positive, encouraging comments to the players on both teams.
- Remember, making mistakes is part of the learning process – don't criticize.
- Discuss your concern with the coach away from the players and, in particular, away from your child.
- Respect the officials.
- Focus on fun and participation rather than winning and losing.
- Ask your child if they had fun. Then ask why or why not?
- Control your emotions.
- Get interested in your child's sports/activities.
- Learn the rules of your child's sport.
- Make every effort to get your child to games and practices on time.
- Let the coach know if your child will be missing practice or a game.
- Reinforce the coach's instruction when practicing with your child at home.
- Remember, positive reinforcement is the key to improvement.
- Don't undermine team morale.
- Refrain from tobacco or alcohol use at all youth sports events.
- Participate in team activities.
- Remember, this is your child's activity so please don't live your sports experiences vicariously through your child.
- Don't go behind the coach's back by suggesting a better way to do it at home or by shouting instructions from the bleachers or sidelines.

## **JEWELRY**

**Jewelry such as, but not limited to, rings, earrings, bracelets, etc., is not allowed and must be removed prior to playing in practices or games. Game officials will be more than happy to tell you before the game what will and will not be allowed. When in doubt, ask an official and/or a facility supervisor.**

## **ANIMALS/PETS AT FACILITIES**

It is the policy of MPRD that pets are not allowed on any athletic ball field at any time. Violators will be asked to leave. Due to the number of small children and the excitement surrounding practices and games, we **strongly recommend that you do not bring the family pet**, regardless of size and temperament of the pet, to games or practices.

## **AWARDS**

All participants in our Mini-Basketball, Micro-Soccer, T-Ball/Machine Pitch and Flag Football will receive participation trophies. In the other age groups/leagues regular season team trophies will be given for the champion and runner-up. Individual trophies will also be given to the regular season champions. All leagues will be awarded team trophies for the post-season tournament champions and runners-up. Post-season individual champion and runner-up trophies will be awarded also.

## **ALL-STARS**

When All-Stars are selected, **each All-Star selected must pay an additional \$15.00 fee in order to participate.** Payment of the All-Star fee is required before a selected player is allowed to practice. All All-Stars are required to pay the fee, including coaches, town employees and those individuals on scholarship. All-Star play is at the end of the season. Selected players will receive a letter informing them of their selection and the date that the fee is due. Coaches are not to notify players of their selection as an All-Star. The Mt. Pleasant Recreation Department will send players a letter notifying them of their selection.

## **ADDITIONS/DELETIONS TO TEAMS**

All deletions and additions to the team rosters will be made by the Athletic Division, not by coaches. Any coach who adds or removes players will be suspended from coaching. No trades will be allowed. Players cannot participate unless registered with the Mt. Pleasant Recreation Department.

## **NOT PLAYING A PLAYER**

A coach may hold a player out of the game for only the following reasons: injury, sickness or disciplinary actions. The coach must notify the facility supervisor before the game begins and make a note on the line-up card if any players that are dressed out to play will not be playing or not meeting the minimum playing requirements.

## **PLAYER/COACH EJECTION**

Any player or coach ejected from a game by the umpire must leave the area immediately or the game may be forfeited. Any player or coach that is ejected will automatically be suspended for the next game. The Athletic Division Chief will determine if further action is necessary.

### **IF THE SHOE FITS . . .**

Please don't curse that boy down there  
He is my son you see,  
He's only just a boy you know  
He means the world to me.  
I didn't raise my son, dear fan  
for you to call him names.  
He may not be a superstar,  
it's just a recreation game.  
So please don't curse those boys  
down there, they do the best they can.  
They never tried to lose a game  
They're boys and you're a man.  
This game belongs to them, you see,  
you're really just a guest.  
They don't need a fan like you,  
they need the vary best.  
If you have nothing nice to say,  
please leave the boys alone.  
And if you have no manners,  
why don't you stay at home!  
So please don't curse those boys  
down there, each one's his parents' son,  
and win or lose or tie, you see,  
To us, they're NUMBER ONE

- anonymous

### **PARENT/SPECTATOR REMOVAL FROM FACILITY**

Any parent or spectator who repeatedly violates MPRD policies at the sites or during games/practices may be asked to leave the facility.

## RELEASE OF INFORMATION

On occasion we receive requests from outside organizations, such as the local colleges and professional sport organizations, for access to our database of registered participants. This information is used for their mail outs, which range from newsletters to brochures about their upcoming camps and activities.

At the same time that MPRD would like to provide this information to them, we also respect the rights of each registered participant to determine whether or not they want this personal information shared outside of this department.

If you do not want this information released to such organizations, please indicate so on the back of the registration form.

## COACHES EVALUATION

Even though our coaches are volunteers, we still hold high standards for their conduct and behavior around our children. They are required to sign a Coaches Code of Conduct prior to the start of the season and are screened by our staff prior to selection. Many have children playing and area parent as well.

Our staff constantly monitors their behavior and actions as much as possible throughout the course of the season. We feel, however, that it is important to receive feedback from parents as to how the coach lived up to the standards that we have set for him/her.

We don't want our coaches to be evaluated on their won/loss record, but whether or not they met, in your opinion, the code of ethics they have agreed to follow.

I want to emphasize to you that if you have a concern about coach's behavior, **please do not hesitate to contact** the appropriate Recreation Coordinator or myself immediately.

This evaluation can be done at your convenience, though I would suggest that you do it at the end of the season. You can mail it, fax, e-mail or bring it by the R.L. Jones Center, to the attention of Ken Ayoub. You do not need to provide your name or your child's name to complete this form though it would be helpful for us to have your name in case we need to follow up with your comments. I can assure you that we will do our very best to keep any and all comments in strict confidence.

## COACHES EVALUATION

COACHES NAME \_\_\_\_\_

AGE GROUP/LEAGUE \_\_\_\_\_ SEASON \_\_\_\_\_

DATE OF EVALUATION \_\_\_\_\_

Please complete by simply circling yes or no and if needed, provide additional comments at the end of this form.

In your opinion,

Did your coach place the emotional and physical well-being of your child ahead of any personal desire to win? YES NO

Did your coach remember to treat each player as an individual by remembering the large spread of emotional and physical development of each child in the same age group? YES NO

Did your coach provide a safe playing situation for your child? YES NO

Did your coach organize practices that are fun and challenging for your child? YES NO

Did your coach lead by example in demonstrating fair play and sportsmanship to your child? YES NO

Was your coach knowledgeable of the rules of the game? YES NO

Did your coach teach the rules of the game to your child? YES NO

Did it appear that your coach was using proper coaching techniques that was appropriate for your child's age group? YES NO

Did your coach remember that the game is for the children and not adults? YES NO

Were you satisfied with your coaches overall performance? YES NO

Would you want your coach to coach your child again? YES NO

COMMENTS PLEASE USE ADDITIONAL SHEETS IF NECESSARY.

**THANK YOU FOR COMMENTS AND FEEDBACK.**

### **PARENTAL RECOGNITION**

Some type of parental recognition would benefit the program tremendously. Whether it is a Parent of the Season, Parent of the Year or a Team Mom award—there should be some type of recognition given. PAYS has a Parent of the Season and Year program presently.

### **PARENTAL EVALUATION OF PROGRAM**

Many departments invite their participants to evaluate their program. Enclosed is an example from the Irmo-Chapin Recreation Commission's Seven Oaks Park Parental Evaluation Form.

## Parents Evaluation of Athletics

**Directions: Please complete the items below. Rate the items from 1 to 5 (with 1 being the worst and 5 being the best).**

Sport \_\_\_\_\_ Team Name \_\_\_\_\_ Child's Age \_\_\_\_\_

1. How would you rate your child's experience this year?

1      2      3      4      5

a. What positive experiences did you or your child have?

b. What negative experience did you or your child have?

2. How would you rate your child's skill development during the season?

1      2      3      4      5

Comments:

3. Please rate the following:

Coaching	1	2	3	4	5
Playing Conditions	1	2	3	4	5
Officials	1	2	3	4	5
Athletic Staff	1	2	3	4	5
Equipment	1	2	3	4	5

4. Will your child participate again?

Yes              No

May we call you?

Yes              No

If yes: Name \_\_\_\_\_ Phone \_\_\_\_\_

## **YOUTH PARTICIPANTS**

There are many important groups in the youth sports world. We have discussed the importance of the coaches and parents in the youth sports experience but the main focus of our programs should be on the participants. Our participants are boys and girls age 4-18 ranging in size and ability. Although they play youth sports for a host of reasons, the common denominator across the board is that they want to have fun. And it is the responsibility of the program administrators to ensure that this happens.

### **OUR PROMISE TO KIDS**

The South Carolina Youth Sports Task Force has created **Our Promise to Kids** that states that each recreation department will provide the opportunity for youth to participate in a sports program that:

- encompasses a fun, safe and positive environment
- is under the supervision of positive role models that help kids develop skills that include teamwork, sportsmanship and putting winning in it's proper perspective
- helps to build self-esteem and confidence while teaching kids to respect themselves and others
- fosters relationships between kids as well as meaningful interaction with adult volunteers
- allows the participants to play regardless of ability or skill level

With professional and volunteer administrators, coaches, parents, and game officials all working together, the recreation department is striving to improve and enhance the quality of the youth sports experience for the most important of our customers, the youth.

### **FITNESS and NUTRITION**

With national obesity rates among children spiraling out of control, we as recreation professionals are charged with the daunting task of helping to reduce that rate and to create an outlet for children to adapt to a healthier lifestyle.

For some youth, their sports experience in your organization is the only form of meaningful exercise that they get. In that case, it is imperative that each child is actively participating at each and every practice and game so that they can get the most out of their sports experience for the betterment of their physical condition.

Although we are certainly not nutritionists we can still pass on to our young people information about proper nutrition and the importance of a proper diet. This can be as simple as ensuring that coaches insist on only “healthy” snacks and drinks for after game treats or can be as complex as devising a sample dietary guide for players to follow during the season. But regardless of how in depth you get, proper nutrition should be part of each child’s youth sports experience.

## **CODE OF CONDUCT**

As with the coaches and parents having a code of conduct, so should the participants. With **Our Promise to Kids**, we are promising to work hard to make it an enjoyable learning and fun experience for the youth, but they should also make an effort to promise to conduct themselves in a proper manner. Below is an example of a player’s code of conduct.

### **Players Code of Conduct**

I will do my best to display good sportsmanship

I will play fair and observe the rules of the game

I will respect my coach, teammates, officials and fans.

I will win and lose graciously.

I will do my best to improve as a player and give my best at all times.

I will place the team before myself.

I will attend all practices and games if possible

## **EVALUATIONS**

We all think that we are doing a great job in our duties as recreation professionals, but even the most seasoned of veterans in the field can improve in certain areas, and who better to listen to than the vices of our most important customers, our youth Participants. End of season surveys are usually given to parents and coaches, but the participants should also be given the opportunity for feedback on the program. These should be simple quick survey’s that the kids can fill out quickly and honestly that will help you to make adjustments where needed and to highlight your successes. A sample of a participant end of season survey is attached.

## **LEAGUE RULES**

All participants have to know the “rules of the game”. All league rules should be tailored to the needs of the different age groups. A 13 year old should not be playing by the same rules of a 5 year old. Just as you modify playing fields for different age-groups so should you the rules of the game. Attached are some examples of league rules.

## OUR PROMISE TO KIDS

South Carolina Recreation and Parks Association recognizes the value of youth sports on publicly owned facilities and so, working with the community as a whole, we will strive to deliver the following promises to kids who participate in our youth sports programs.

### The Promises

We will provide the opportunity for kids to participate in a youth sports program that:

- encompasses a fun, safe, and positive environment;
- is under the supervision of positive role models that will help kids develop skills that include teamwork, sportsmanship and the ability to win and lose graciously;
- helps to build self-confidence and self-esteem while also teaching kids to respecting themselves and others;
- fosters relationships between kids; and
- allows all participants to play, regardless of skill or ability.

In addition to the above promises, our agency will strive to continue improving and enhancing the quality of youth sports programs on publicly owned facilities. Our agency will also ensure that everyone associated with this youth sports program will do their part in keeping these promises to our kids.

To make good on these promises our agency pledges the following:

- each youth sports program that uses publicly owned facilities in our community will abide by the policies and procedures set forth by our agency;
- all professionals, volunteer administrators, coaches and parents involved with youth sports programs must successfully complete an orientation and/or training program that includes information on our community's youth sport philosophies, policies and procedures, and the knowledge required for each position; and
- everyone associated with youth sports programs will be held accountable for his or her actions and behaviors.

Agency \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Partners in promoting a positive youth sports environment  
for South Carolina's Youth.**

South Carolina Recreation and Parks Association &  
National Alliance for Youth Sports



## 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 I can, and will notify my coach if I cannot attend.

**I** will expect to receive 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 youth 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 during 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 to have fun.

---

Player Signature

---

Date



## Players' Code of Ethics Pledge

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**I** will do my very best in school

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

---

Player Signature

---

Date

**Shaw AFB Youth Sports  
Participant Survey  
Soccer – 2005**

**1. I had this much fun this season**

- a. A lot      b. a little      c. none

**2. Age \_\_\_\_\_ Gender \_\_\_\_\_**

**3. I thought my coach was**

- a. Great      b. Good      c. Okay      d. Poor

Comments

**3. Coaches in the past have been**

- a. Great      b. Good      c. Okay      d. Poor

Comments

**4. Describe your experience during the overall season to include practices, games and atmosphere**

- a. Great      b. Good      c. Okay      d. Poor

Comments

**5. What improvements or changes could be made to better enhance the Youth Sports experience for you.**

**Shaw AFB Youth Sports  
Participant Survey  
Soccer – 2005**

**1. I had this much fun this season**

- a. A lot      b. a little      c. none

**2. Age \_\_\_\_\_ Gender \_\_\_\_\_**

**3. I thought my coach was**

- a. Great      b. Good      c. Okay      d. Poor

Comments

**3. Coaches in the past have been**

- a. Great      b. Good      c. Okay      d. Poor

Comments

**4. Describe your experience during the overall season to include practices, games and atmosphere**

- a. Great      b. Good      c. Okay      d. Poor

Comments

**5. What improvements or changes could be made to better enhance the Youth Sports experience for you.**

## Players Evaluation of Athletics

**Directions: Please complete the items below. Rate the items from 1 to 5 (with 1 being the worst and 5 being the best)**

Sport \_\_\_\_\_ Team Name \_\_\_\_\_ Age \_\_\_\_\_

1. Did you have fun?

1      2      3      4      5

Comments:

2. Did you learn anything about your sport?

1      2      3      4      5

Comments:

Was there anything you particularly liked or disliked this season?

4. Will you come back to Seven oaks Park to play this sport?

Yes                  No

If no, why?

**Shaw AFB Youth Programs**  
**Basketball League By-Laws**  
**Ages 5-10**

**Philosophy:**

The philosophy of the Shaw AFB Youth Sports league is to provide an organized league for youth, ages 5-10 years old that provides all participants an opportunity to learn the fundamentals of sport in a non-competitive, fun, and learning environment. It is through this environment that the Shaw AFB youth program strives to provide the youth with a means to develop desirable physical skills and to mature emotionally and socially. It also provides the youth an opportunity to have interaction with the other children, volunteer leaders, and youth program staff.

**STANDARDS:**

The Shaw AFB Youth Sports program will follow the National Standards for Youth Sports that have been developed by the National Alliance for Youth Sports, which ensure a healthy, safe and fun environment for Youth Sport participants. Copies of the National Standards can be obtained from the Youth Sports Director.

Coaches must be certified through the National Youth Sports Coaches Association and must adhere to the Coaches Code of Ethics.

Parents are required to adhere to the Parent's Code of Conduct while attending all Shaw AFB Youth Sports events and practices. This Code shall be signed by all parents and retained by the team's coach.

**CONCEPT OF WINNING:**

Participants can learn from both winning and losing as long as winning is placed in its proper perspective. Coaches and parents should teach players that winning is not the primary goal and success is not defined as winning. Teach players that losing a game or event is not a reflection on their own self worth. Coaches and parents should inform participants that success is related to effort and is found in striving for the best they can do.

**PROGRAM GOALS:**

**FUN AND ENJOYMENT:** Provide all youths, talented and less talented, ages 5-17 with opportunities for fun, participation, and enjoyment.

**LEISURE SKILLS DEVELOPMENT:** Provide opportunities for youth to develop lifetime leisure skills.

**PHYSICAL DEVELOPMENT:** Assist youth with physical development by teaching fundamental and safe sports skills appropriate for their age, providing opportunities to improve their physical conditioning, by teaching sound health habits, and by providing safe playing areas and proper supplies and equipment.

**PSYCHOLOGICAL DEVELOPMENT:** Help youth develop psychologically fostering the development of self-worth and personal identity, providing opportunities to express and control emotions, and creating a learning environment.

**SOCIAL DEVELOPMENT:** Help youth develop socially by providing opportunities to have fun with others, learn independence and the importance of teamwork learn cooperation and sportsmanship, and to learn to compete, and how to put winning and losing in perspective.

## **INDIVIDUAL AGE DIVISION BY-LAWS**

### **5-6 (Biddies)**

- a. The junior size ball (27.5) will be used.
- b. There will be four, six-minute quarters with a running clock and a five-minute break for half time.
- c. The goal will be positioned at 6.5 feet from the floor
- d. A team parent is allowed and encouraged to sit on the players' bench to keep the substitutes focused on the game and from wandering off.
- e. There are to be no fast breaks. After a defensive rebound the player is to hold the ball while the offensive team retreats into a defensive position.
- f. There should be a minimum of three passes in the frontcourt before the ball is shot. It is also suggested to alternate from shooter to shooter, so that all players have the opportunity to score.
- g. The defense shall be confined to within a foot or two of the lane. This provides the offense with a better opportunity to move the ball around for a chance to score.
- h. There is no score kept.
- i. Coaches are required to be on the floor.

### **7-8 (Pee Wees)**

- a. The compact or women's size ball (28.5) will be used.
- b. There will be four six-minute quarters with a running clock with the exception of time outs and free throws, (the clock will stop when the shooter is handed the ball).
- c. The goal will be at a height of 8 feet from the floor.
- d. A team parent is allowed and encouraged to sit on the players' bench to keep the substitutes focused on the game and from wandering off.
- e. There are to be no fast breaks. After a defensive rebound the player is to hold the ball while the offensive team retreats into a defensive position.
- f. Modified rules will be used throughout the season. The official will use his or her judgement to determine if a player is seeking an advantage during the play. For example, not every travelling call will be made. The official will help players and reinforce their need to dribble the ball, etc.

- g. Fouls will be called but will not be counted against their team in a bonus situation, nor will any children foul out of the game.
- h. Defenses must be confined to inside an area equal to that of a three-point line with the exception of the last two minutes of each half, when they are permitted to play a half court press.
- i. There is no score kept on the scoreboard or in the book.
- j. Coaches are permitted on the floor.

### **9-10 (Small Fry)**

- a. The compact or women's size (28.5) ball will be used.
- b. There will be four six-minute quarters per game with a running clock with the exception of time outs and free throws (the clock stops when the shooter is handed the ball). The clock will also stop for all infractions inside of two minutes to go in the second and fourth quarters.
- c. Game time is forfeit time.
- d. The goal will be at a height of 8 feet from the floor.
- e. Score is kept but standings are not emphasized.
- f. All season games that end in a tie remain tied.
- g. Teams can full court press during the second and fourth quarters only. The remainder of the time defenses can pick up their opponent at half court.
- h. There will be no full court press with a 16 point or greater lead.
- i. There will be an end of season tournament. This tournament is not designed to mimic a playoff to crown a champion; it is merely a fun tournament to wind up the season.



## **OFFICIALS**

Whether you train your own officials or you contract out to a local association, your program must have quality officials. These folks have an important job in the youth sports experience.

### **TRAINING AND EDUCATION**

“The rulebook is an official’s bible. It provides the “nuts and bolts” basics which each official must master before he or she steps onto the playing surface. Rules knowledge and understanding are essential ingredients to become a well-rounded official” (NYSOA). Any youth sport league should provide rulebooks to officials before they are allowed to officiate in a league. However, with all of the different affiliations in the youth sports arena (Little League, Dixie, Babe Ruth, etc.), there are some other programs and clinics offered that will assist in training officials:

- **National Youth Sports Officials Association (NYSOA)** – Created in 1955 to help improve the quality of out-of-school youth sports programs. This program provides officials with detailed information on the skills and fundamentals associated with officiating. This program is in affiliation with the NYSCA and is strongly recommended for youth sports officials. For more information, please call 1-800-729-2057 or visit [www.nays.org](http://www.nays.org)
- **South Carolina High School League** – offers a variety of officiating classes and officials can become certified with the SCHSL. For more information, please contact the SCHSL at [www.schsl.org](http://www.schsl.org)
- **South Carolina Independent School Association (SCISA)**-offers officiating training and an association for their officials. For more information, please contact SCISA at [www.scisa.org](http://www.scisa.org) or (803) 535-4820.
- **National Association of Sports Officials (NASO)** – offers educational materials for officials. For more information, please visit [www.naso.org](http://www.naso.org)

### **ROLE IN YOUTH SPORTS**

There are many responsibilities for a youth sports official. Parents and participants expect an official to be a professional both on and off the playing surface. Some of the virtues of a professional official include:

- Keep a positive attitude
- Dress and act the part of an official – always wear proper equipment and proper clothing
- Check your ego at the door – It is important for an official to be in control of the game, but you are a part of the game just like everyone else is that is on the field. Stay in control and enjoy being a part of the game.
- Respect the game – give your best effort no matter who is playing or what the score is.
- Make no compromises – If you make a mistake, understand it, and move on. Do not make up calls or hold grudges.
- Officials are teachers too. Teach the kid what he or she did wrong. Talk to the kids, make a memory, they might become an official someday.
- Keep the game safe for everyone.

### The Role of Youth Sports Officials – (NYSOA)

1. Responsibility for being aware of the psychological and emotional needs of children while participating in sports
2. Responsibility of knowing that safety and first aid care are the most important factors in the well-being of children and that at all times a person of authority (physician, paramedic, etc.) should be called on to treat any kind of injury.
3. Responsibility that, to the best of your ability, you will learn the rules of the sport in which you officiate and apply them fairly.
4. Responsibility to the league that you will, to the best of your ability, act as a responsible adult when performing your duties as an official
5. Finally, by signing the Officials' Code of Ethics Pledge, you are reminded that in youth sports the consideration of the children should be placed above all.

### **CODE OF CONDUCT/ETHICS**

- Through NYSOA's national certification program, officials are required to sign a pledge of commitment to place the needs of children first in sports. This Code of Ethics should be kept on file for all officials. For more information, please call 1-800-729-2057 or visit [www.nays.org](http://www.nays.org)
- All officials involved in the youth sports program should have a background check completed before they are allowed to officiate in the league.
- Many agencies within South Carolina are a part of the Promise to Kids Pledge. All officials should receive the pledge and sign it as a part of the Promise to Kids.

### **MANUAL**

Below is a list of items that should be included or addressed in your official's manual:

- rule book
- dress code and proper equipment
- officials role and responsibilities
- background check release form
- code of ethics
- risk management policy
- program information – game lengths and league rules
- Field diagrams
- Field positioning
- Rain out line information
- Contact information
- First aid –first responder information
- Handling complaints
- Pre-game meeting with other official and coaches
- Explanation of pay schedule and how officials are paid

## **RECOMMENDATIONS**

Listed below are recommendations for youth sports programs and the number of officials and/or coaches that should be involved in a game:

### **BASKETBALL**

Ages 5 – 7 years old Certified Coaches or Certified Officials must officiate. One official or coach is a minimum requirement.

Ages 8 – 10 years old Certified Coaches or Certified Officials must officiate. Two officials or coaches are recommended.

Ages 11 and older Certified Officials must officiate. Two officials are a minimum requirement.

### **SOFTBALL**

Ages 8 and under Certified Coaches or Certified Officials must officiate. One official or coach is a minimum requirement.

Ages 9 – 12 years old Certified Coaches or Certified Officials must officiate. Two officials or coaches are recommended.

Ages 13 and older Certified Officials must officiate. Two officials are a minimum requirement.

### **BASEBALL/T-BALL**

Ages 8 and under Certified Coaches or Certified Officials must officiate. One official or coach is a minimum requirement.

Ages 9 – 12 years old Certified Coaches or Certified Officials must officiate. Two officials or coaches are recommended.

Ages 13 and older Certified Officials must officiate. Two officials are a minimum requirement.

### **VOLLEYBALL**

Ages 5 – 10 years old Certified Coaches or Certified Officials must officiate. Two officials or coaches are recommended.

Ages 11 and older Certified Officials must officiate. Two officials are recommended.

### **FOOTBALL (Tackle)**

Ages 8 and under Certified Coaches or Certified Officials must officiate. Four Certified Officials or Certified Coaches are required. Three officials or coaches are a minimum.

Ages 9 – 10 years old Certified Officials must officiate. Three officials are a minimum requirement. Four officials are recommended.

Ages 11 and older Certified Officials must officiate. Four officials are required.

### **FOOTBALL (Flag)**

Ages 5 and under Certified Coaches or Certified Officials must officiate. Three officials or coaches are a minimum requirement.

Ages 6 and older Certified Officials must officiate. Four officials are a requirement.

## **SOCCKER**

- Ages 6 and under are recommended. Certified Coaches or Certified Officials must officiate. Two officials or coaches are recommended.
- Ages 8 and under are recommended. Certified Coaches or Certified Officials must officiate. Two officials or coaches are recommended.
- Ages 10 and under Certified Officials must officiate. Two officials is a minimum.
- Ages 12 and under Certified Officials must officiate plus two volunteer line judges. Two officials is a minimum requirement plus two volunteer line judges.
- Ages 14 and under Certified Officials must officiate plus two volunteer line judges. Two officials is a minimum requirement plus two volunteer line judges.

## **CHEERLEADING**

- Ages 12 and under Certified Coaches or Certified Officials must officiate.

## **TENNIS**

- Ages 10 and under Certified Coaches or Certified Officials must officiate.
- Ages 11 – 14 Certified Coaches or Certified Officials must officiate.

## **GOLF**

- Ages 10 and under Certified Coaches or Certified Officials must officiate.
- Ages 11 – 14 Certified Coaches or Certified Officials must officiate.

## **RECOGNITION**

A good official is not recognized during a game. However, very rarely do officials get recognized for doing a good job. Below is a list of ideas for recognition of officials:

- An official of the year award
- Incentive program for officials – \$1.00 more per game at the end of the season if they show up when they are scheduled
- Golf tournament for officials

## **EVALUATION**

The officials need to evaluate the youth sports program just like the coaches, parents and players. Their input will help make the program better. The following is an example of an evaluation from Irmo-Chapin's Seven Oaks Park.

### **Official's Evaluation of Athletics**

**Directions: Please complete the items below. Rate the items from 1 to 5 (with 1 being the worst and 5 being the best).**

Sport \_\_\_\_\_

1. Did the athletic staff give you the training, information and support necessary for you to have a successful officiating experience?

1      2      3      4      5

Comments:

2. Were game sites in suitable condition?

1      2      3      4      5

Comments:

3. How would you rate the behavior during the games of:

Coaches      1      2      3      4      5

Players      1      2      3      4      5

Parents      1      2      3      4      5

4. Will you officiate at Seven Oaks Park again?

Yes    No

Comments:



## Officials' Code of Ethics Pledge

I hereby pledge to live up to my certification as a NYSOA Official by following the NYSOA Officials' Code of Ethics.

I will encourage good sportsmanship by demonstrating positive support of all players, coaches, fellow officials and league administrators at all times.

I will ensure that I am knowledgeable of the rules of each sport I officiate, and apply those rules fairly to all participants, teams and coaches.

I will not allow personal friendships and associations to influence my decisions during a contest.

I will refrain from the use of tobacco and alcohol products when in the youth sports environment.

I will remember that youth sports provide an opportunity for children to learn and have fun and I will place their safety above all else.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/ State/ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# BACKGROUND SCREENING

Code **OP30** Issued **10/27/04**

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## BACKGROUND CHECKS

In order to protect the youth of **Irmo Chapin Recreation District** and to raise the standards of ICRD, a criminal background check is mandatory for full-time staff, afterschool and summer safari staff, and volunteers including all Head Coaches and “official” Assistant Coaches. An “official” Assistant Coach is any coach designated by the head coach as an Assistant or any coach who will be alone with players, or responsible for a team during a game or practice.

1. A written authorization form allowing **ICRD** to order an individual criminal background check is required by **ICRD** and it is the responsibility of the candidate, the “Applicant”, to fill out the **ICRD** background check consent form and return to designated staff. Failure to provide a background check consent form by the deadlines will disqualify the applicant from consideration for a staff or volunteer position.
2. The park or athletic director shall receive the completed background screening consent forms. The park, athletic director or the designee will be responsible for transmitting the forms to the appropriate reporting agency. The ICRD administrative services director will receive and review the results of the background screening reports for the agency. The administrative services director and executive director (and if applicable the athletic director) shall determine if any individual does not meet the **ICRD** minimum standards for staff or volunteer positions using the following criteria as a guide:

Individual applicants will be disqualified from positions as an employee or volunteer if they were *ever* convicted of the following (no time limit):

- A. Any crimes against children**
- B. Any conviction involving violence**
- C. Any sexual offense**

Should any pending charges described in “A” through “C” be uncovered, or should any of the above charges be brought against an applicant during their employment or volunteer period, the applicant shall be suspended from serving until such time as the charges have been cleared or dropped and he or she is reinstated.

In addition, applicants may be disqualified if they have been convicted of the following:

- A. Any felony conviction**
  - B. Any drug related conviction**
  - C. Any crimes of moral turpitude**
  - D. More than one alcohol related conviction**
  - E. Any misdemeanor conviction, drug and alcohol included, that may indicate a lack of integrity and/or character of an Applicant.**
3. The administrative services director or athletic director shall notify the applicant by phone and in writing that a disqualifying entry was reported on the criminal background check. In the event the applicant feels a mistake has been reported in their criminal background check, it is the applicant's responsibility to contact the reporting agency and resolve any issues.
5. **ICRD** and its employees and commissioners are not responsible for errors or omissions that are reported on background checks. ICRD shall maintain all authorizations and records or reports in a confidential manner.

## Background Information

### ***Corporate Headquarters***

917 Chapin Road  
Post Office Box 353  
Chapin SC 29036

Toll-free: 1-888-333-5696

### ***Western Operations Center***

12770 Coit Road Ste 1200  
Dallas TX 75251

Toll-free: 1-800-447-0798

[Client\\_Services@geninfo.com](mailto:Client_Services@geninfo.com)  
[Information@geninfo.com](mailto:Information@geninfo.com)  
[Sales@geninfo.com](mailto:Sales@geninfo.com)

G.I.S.  
Cindy Vodila  
Phone: 803-941-2586  
Website: [www.geninfo.com](http://www.geninfo.com)



[Skip to Main Content](#)

## About GIS

### ***Company History***

Founded in 1966, GIS is one of the two original providers of nationwide background investigations.

### ***Industry-Leading Activities***

GIS has always taken great pride in working with our clients to develop products and services that meet their specific needs, as well as being forward-thinking in creating products and services that offer solutions and alternatives. To that end, here are a few examples of how we stand alone as an innovator:

- GIS was the first in the industry to provide an Internet-based case management facility (EQuest) that allows customers to order and retrieve reports anytime, day or night.
- GIS created an online searchable database of reports previously completed by GIS (SARA) that allows customers to immediately review information such as criminal history, or employment and education verifications if it's already available. SARA currently includes more than three million reports.
- GIS introduced automated background report grading based on each client's criteria that provides a means for consistent hiring decisions and reduces the time that must be spent reviewing background reports.
- GIS sends clients an E-mail notification, including the overall grade (if desired), when a report is ready to view online. The email includes a link that takes you directly to the report.
- GIS created TeleVerify that enables customers to submit requests and retrieve results via a telephone.
- GIS implemented ProgressiveScreening methodology that conducts checks in stages so applications are eliminated if they fail a specific search that substantially cutting time and costs.

Southeastern Security Consultants, Inc  
Randy Rodebaugh  
Phone:866-996-7412  
Website: [www.ssci2000.com](http://www.ssci2000.com)

## Conducting Criminal Background Checks

### **NYSCA has selected SSCI as its Consultant and recommended resource provider for the conducting of criminal background checks on NYSCA member coaches.**

Child abuse and other forms of abuse occur everyday and youth sports program are not immune. This is a complex issue in which every youth sports organization needs to become proactive. An alarming number of volunteer coaches have a history of involvement in incidents of violence and/or sexual misconduct in youth sports turning children into innocent victims. While some organizations have implemented background screening, many are unclear on what to do, thereby leaving a window of opportunity open to potential predators.

Conducting effective criminal background checks should involve the assistance of professionals. Southeastern Security Consultants Inc. (SSCI) has developed a program to:

1. Effectively conduct criminal background checks.
2. **Relieve the NYSCA Chapter from the burden of criminal background checks, which are a part of the overall screening process.**
3. **Give the NYSCA Chapter peace of mind that it has exercised reasonable diligence in the appointment of volunteers.**

#### **Who is SSCI?**

Southeastern Security Consultants Inc. is a Georgia based corporation specializing in conducting criminal background checks for prospective volunteer youth sports coaches. Working with NYSCA, it has developed a proven program that provides assistance in conducting criminal background checks and is administered by security specialists with over 35 years of combined experience. The SSCI pricing structure reflects a discount for NYSCA affiliate coaches over its regular fees.

#### **How is the Check Done and What Information is Provided?**

This comprehensive background screening on each prospective volunteer includes the following:

**Social Security Verification** – This verifies the coach's name against the Social Security Number provided. This helps to eliminate the possibility of false names and/or information.

**Address Trace** – This verifies the coach's current address and identifies previous addresses. This information is utilized to determine the jurisdiction in which the background screening is conducted.

**State or County "Smart Check"** – A Statewide or Countywide (depending on the jurisdiction) criminal record check is performed to capture all misdemeanor and felony convictions in that jurisdiction. Utilizing the "Smart Check" the search is conducted in the jurisdiction with the longest and most current residency.

**Let's Check for America** - Provides access through The National Background Directory™ to criminal data from 47 states where more than 75 percent of the nation's population lives (currently over 151 million records).

**Sex Offender Registry** - Search of 49 State repositories plus the District of Columbia for known sex offenders. Rhode Island is not included at this time.

**Volunteer Profile** – Your NYSCA Chapter will receive a Profile Report on each volunteer that is submitted. This profile will include all relevant information related to the background screening process. If there is no criminal record found, this will be noted on the profile along with the jurisdiction that was searched. If conviction(s) are found, all details including charges, court disposition(s), and sentencing will be provided.

#### **Frequently Asked Question's**

**Q:** What are my organizations responsibilities?

**A:** Contact SSCI and request the necessary documentation. Have the coaches sign the provided Consent Form and forward all the signed consent forms together in one package (FAX is acceptable) to SSCI.

**Q:** Once the Consent Forms are sent to SSCI, what happens next?

**A:** Within a minimum of 2 days and not more than 5 working days, the Profile Reports will be sent directly to the designated individual you authorize to receive the reports.

**Q:** How do we handle payment?

**A:** The Criminal Background Consent Forms MUST be handled as a separate transaction from NYSCA Rosters and the funds/fees should not be commingled. NYSCA Rosters and fees are sent to NYSCA and Consent Forms and fees are sent directly to SSCI. To determine the cost for the criminal background check, multiply the number of Consent Forms you are forwarding to SSCI with the cost indicated for your state indicated on the cost-listing chart. (I.e. 27 Consent Forms from Oregon would be 27x\$13.50= \$364.50). SSCI will process the consent forms only if the fees are included with the consent forms or if a Purchase Order accompanies the consent forms.

**Q:** What if the coach has been convicted somewhere outside my County/State?

**A:** The “Smart Check” targets the most logical geographical location to perform the criminal record check. In addition to this, Let's Check for America will search in 47 states for additional conviction data. This gives your organization the most comprehensive and cost effective screening available. While there is no program that can guarantee complete nationwide record checks, this screening goes beyond the typical employee background screening commonly conducted in the private sector.

**Q:** What states and what type of information is included in the Let's Check for America and the Sex Offender Registry?

**A:** For a complete list of states and an explanation of what type of data is included, please [click here](#).

**Q:** What is required when we exclude a coach based upon the results of his/her criminal record?

**A:** It is the duty of the NYSCA Chapter community to determine the types of criminal history that will disqualify a volunteer from coaching. It is recommended that the agreed upon disqualifiers be included in the written league policies, and/or Bylaws etc. It is also the duty of the NYSCA Chapter community to notify the affected individual that a disqualifying entry was reported on the criminal background check.

**Q:** What if the coach wants to dispute the results that appear on the Profile Report?

**A:** The coach may dispute the results by calling SSCI at the phone number listed on the profile report. It is then the responsibility of the volunteer to provide any or all documentation to support his or her claim.

**Q:** Will we as an NYSCA Chapter have complimentary access to receive technical assistance directly from SSCI relative to criminal background checks?

**A:** A representative of SSCI will be available to answer any questions concerning the profile report at no additional charge.

**Q:** If a NYSCA coach is disqualified due to the background check does that also disqualify them from NYSCA membership?

**A:** Yes. Upon notification of disqualification from the NYSCA Chapter, NYSCA will return a prorated portion or the complete membership fee and code the coach in the NYSCA National Database as "not qualified for NYSCA membership".

**Q:** Does NYSCA or SSCI provide suggested disqualifiers?

**A:** Yes, we suggest that any Felony conviction as well as any conviction of a violent crime, drug or alcohol related crime or sexual offense should be used as an automatic disqualifier. You should also consider a conviction for any crime that would be considered serious enough to pose risk to children

**Q:** How do I create my list of disqualifiers?

**A:** The list should be included in the chapter's policy. The list does not need to be each crime, but should be categorized (i.e. violence, sexual, drugs, etc).

**Q:** How often do background checks need to be done?

**A:** We suggest background checks be performed annually.

**Q:** Is a record kept of who has had a background check done and when their last one was?

**A:** SSCI keeps records of all coaches who have been screened for a 5-year period. The chapter can request these records from SSCI on an as needed basis.

**Q:** Do you have to pay each time for coaches that coach multiple sports in the same year, in the same community but for different organizations? For example, a Little League Baseball coach that also coaches AYSO Soccer.

**A:** These coaches would not need to be screened again until the annual requirement.

**Q:** For budgeting purposes, what is the cost of this program?

**A:** Depending on the location of your Organization, the price range is \$13.50 to \$20.00 per screening for the entire program . Court fees may apply in limited locations.

## **The Enhanced NYSCA Screening Program**

**The following services are included in the NYSCA screening program**

**Social Security Trace** - Helps to eliminate the possibility of false names and/or information.

**Address Trace** - **Verifies** the coach's **address** & identifies **previous addresses**

**Criminal Record Search** - State or County criminal record check for all **Felony & Misdemeanor convictions** (see chart below)

**Let's Check for America** - Provides access through The National Background Directory™ to criminal data from **47 states** where more than **75 percent** of the nation's population lives (currently over **151 million records**.)

**Sex Offender Registry** - Search of **49 State** repositories plus the District of Columbia for **known sex offenders**. Rhode Island is not included at this time.

**Profile Report** - Professional documentation on each person screened.

**Complimentary Consultation** - Assistance throughout the process.

# Sled background and sex offenders list

[www.sled.state.sc.us](http://www.sled.state.sc.us)



**State Criminal Record Checks are available from 4:00am - 11:00pm EST**

1. Fingerprint based searches are the most reliable way to conduct criminal record checks and the least likely to result in either a false positive or a false negative search result. However, since obtaining fingerprints may be inconvenient, the SLED CATCH program offers an alternative.
2. SLED CATCH requires an exact match with a record subject's last name, first initial, and date of birth to retrieve criminal history record information, if any. Fingerprints may be the only way to identify a record subject if the name and date of birth contained in the record vary from the name and date of birth furnished as search criteria. Therefore, the results of a SLED CATCH search can differ from the results of a fingerprint based search or a name based search using additional search criteria for the same subject.
3. A non-refundable fee of \$25.00 (\$8.00 for a charitable organization as defined on the next page) will be charged for every criminal history record check.
4. All criminal history record information should be handled carefully and used only for appropriate purposes. Record subjects have a right to correct erroneous criminal history record information.
5. Use of known multiple names may require additional criminal history searches and may be better accomplished by visiting the SLED Central Records Unit located at SLED Headquarters on Broad River Road in Columbia, SC. Misspelling a name will result in a failed search and possibly a false negative. It is recommended the search use the last name and date of birth appearing on a valid identifying government document that includes a photograph of the record check subject and that a photocopy of this identifying document is retained.
6. This search engine allows you to view and print criminal history record information from South Carolina **only**. National criminal record checks for non-criminal justice purposes are allowed only where specifically authorized by law. In the interest of safety, information on wanted persons is not included in the criminal history record information furnished through SLED CATCH.
7. Information on persons residing or working in South Carolina, who have been convicted of sex offenses whether in this state or another, may be accessed **free** of charge through this site. Click here to search the [SC Sex Offender Registry](#).

### **How often do you recheck your volunteers?**

We recommend that you recheck your volunteers ever year.

### **Who is the person that gets the results of the background checks?**

The administrative services director will receive and review the results of the background screening reports for the agency. The administrative services director and executive director (and if applicable the athletic director) shall determine if any individual does not meet the minimum standards for the volunteer positions using the following criteria as a guide:

We recommend that it be the person in charge of personnel matters for your agency. If there is a problem with a volunteer the person will notified by a phone call and in writing that a disqualifying entry was reported on the criminal background check.

### **What do you do if charges are pending?**

Contact your Human Resource person or check the policy that your agency has in place.

# VOLUNTEER APPLICATION

Irmo Chapin Recreation Commission  
5605 Bush River Road  
Columbia, South Carolina 29212  
(803) 772-1228 (803) 772-6865 (Fax)

Date: \_\_\_\_\_ SS#: \_\_\_\_\_

## **SECTION I: GENERAL INFORMATION**

Name: \_\_\_\_\_  
(Last) (First) (Middle/Maiden)

Have you ever been known by any other name that ICRC will require to verify information given?  
Yes: \_\_\_ No: \_\_\_ If Yes, please list name(s) \_\_\_\_\_

### Present Address:

\_\_\_\_\_  
(Street #) (Street Name)  
\_\_\_\_\_  
(City) (State) (Zip Code)

Telephone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email Address: \_\_\_\_\_

Interests and Hobbies: \_\_\_\_\_  
\_\_\_\_\_

The minimum age to volunteer at ICRC is 16 years old

### Areas Interested In Volunteering:

Horticulture: \_\_\_\_\_  
Athletics: \_\_\_\_\_  
Education: \_\_\_\_\_  
Ranger Assistant: \_\_\_\_\_(Seasonal)  
Front Desk \_\_\_\_\_  
Gift Shop: \_\_\_\_\_  
Woodworking \_\_\_\_\_  
Seniors: \_\_\_\_\_  
Special Events: \_\_\_\_\_  
Entertainers: Musicians, actors, dancers, magicians, etc \_\_\_\_\_  
Artists: Painters, photographers. \_\_\_\_\_  
Mentors: \_\_\_\_\_  
Project LOVE (Let Older Volunteers Educate) \_\_\_\_\_  
Home Delivery of Meals for seniors  
Meal site helpers – to visit with seniors, read, exercise, play games, entertain, do nails, decorate for parties,  
other \_\_\_\_\_  
Medical professionals for blood pressure screenings, first aid at events \_\_\_\_\_  
Volunteer drivers \_\_\_\_\_  
Gardeners \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ Company Name \_\_\_\_\_

Brief Job Description \_\_\_\_\_

Have you ever been convicted of anything other than minor traffic violations? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If yes, please explain charge, date, and disposition: \_\_\_\_\_

---

(If "yes", answer will not necessarily bar you from volunteering. The nature, severity, and date of the offense in relation to the position for which you are applying are considered.)  
Do you possess a valid South Carolina Driver's License? \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

How many Years have you been a resident of South Carolina? \_\_\_\_\_

## **SECTION II. EDUCATION**

Your highest level of education: \_\_\_\_\_

Are you currently a Student? Yes/ No                      If yes,  
location \_\_\_\_\_

Diplomas held:

1. \_\_\_\_\_

2. \_\_\_\_\_

Professional organization to which you belong:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## **SKILLS KNOWLEDGE**

Circle all that applies

Knowledge of computer use: Excellent / Good / Somewhat

First Aid certification : Yes/ No.

CPR Certification : Yes/ No.

**Availability:**

Please circle the days, time and months you are available to volunteer each week.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM

January February March April May June July August September October November December

**SECTION IV. REFERENCES**

Please give persons who have known you for at least one (1) year. Do not include relatives.

Name	Address	Occupation	Telephone

**Volunteer Agreement:**

- I hereby agree to meet my obligations as a volunteer. In the event that personal conflicts prevent me from meeting my obligations, I will notify the ICRC coordinator giving as much advance notice as possible.
- I understand that the quality of work and strength for which ICRC is noted, depends on the quality of its employees and its volunteers. To this end I agree to represent and to promote the agency in a fitting manner.

**Volunteer Waiver:**

- I certify that the information in this application is true and complete. The companies, schools, and person named on this application may give information regarding me and I release them from all liability for doing so.
- I agree and consent to serve as a volunteer with the Irmo Chapin Recreation Commission and further agree that I am not to be regarded as an employee of the Irmo Chapin Recreation Commission or entitles to any benefits or status of employment.
- I understand that I will not be paid for my services as a volunteer

Volunteer Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent /Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Required for volunteers under 18

Volunteer Co coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Park Director Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please return application to: Irmo Chapin Recreation Commission 5605 Bush River Road, Columbia, South Carolina 29212  
Fax to: 772. 6865

## **SOUTH CAROLINA RECREATION AND PARKS ASSOCIATION**

The South Carolina Recreation and Parks Association (SCRPA) founded in 1945 is a private, non-profit organization. SCRPA advocates the conservation of our state's natural park resources, the development of quality recreational facilities and programs, and the enhancement of the quality of life for all South Carolinians through the provisions of leisure activities and opportunities. SCRPA's membership consists of over 1200 individuals, organizations, agencies, commercial vendors, students and citizens performing an array of civic, professional and technical functions to meet the diverse park and recreation demands across the state of South Carolina.

### **MISSION STATEMENT**

The South Carolina Recreation and Parks Association is a non-profit organization dedicated to the professional development of its members, promotion of parks and recreation opportunities and quality of life for all South Carolinians, and the sound stewardship of South Carolina's natural resources through research, education and service.

### **SCAP**

SCAP is the acronym for the South Carolina Athletic Programs Branch of SCRPA. The objectives of the SCAP Branch are:

1. Encourage and increase participation
2. Encourage good conduct and a spirit of friendliness among and between the participants
3. Provide an opportunity for the participants to be encouraged to excel in the activity of their interest
4. Act as media for the development of democratic human relations
5. Provide professional development for its members with knowledge of current issues in athletics
6. Provide coaches training
7. Start a network schedule through membership in a state wide organization, resource information and web page.

### **ATHLETIC PROGRAMS**

SCAP is the governing body for post season play among its member agencies in sports and special events. Sports offered by SCAP include basketball, football, soccer, softball, baseball, track and field and cross country. Special events include Punt, Pass and Kick, Pitch, Hit and Run, 2-Ball Basketball, Cheerleading. Professional development opportunities offered are the Sports Management Institute and SCAP Certification. Co-Sponsored programs include the NAYS programs, the Junior NBA, NFL Flag and Project Kids.

## **AWARDS**

SCAP presents annual awards to its members in several categories. The Athletic Department of the Year, The Professional of the Year and the Youth Sports Coach of the Year awards are presented at the annual Sports Management Institute.

## RESOURCES

South Carolina Recreation and Parks Association (SCRPA)  
P.O. Box 1046  
Lexington, SC 29071-1046  
Phone: (803) 808-7753  
Fax: (803) 808-7754  
Email: [info@scrpa.org](mailto:info@scrpa.org)  
Website: [www.scrpa.org](http://www.scrpa.org)

American Sports Education Program (ASEP)  
1607 North Market Street  
PO Box 5076  
Champaign, IL 61825-5076  
Phone: (800) 747-5698  
Fax: (217) 351-2674  
Website: [www.asep.com](http://www.asep.com)

Coaches, Parents & Officials  
Programs

National Alliance for Youth Sports (NAYS)  
2050 Vista Parkway  
West Palm Beach, FL 33411  
Phone: (800) 729-2057  
Fax: (561) 684-2546  
Website: [www.nays.org](http://www.nays.org)

Administrators, Coaches,  
Parents & Officials Programs

Positive Coaching Alliance (PCA)  
Department of Athletics  
Stanford University  
Stanford, CA 94305-6150  
Phone: (866) 725-0024  
Fax: (650) 739-0270  
Website: [www.positivecoach.org](http://www.positivecoach.org)

Coaches & Parents Programs

Southeastern Security Consultants, Inc. (SSCI)  
2627 Sandy Plains Road  
Suite 203  
Marietta, GA 30066  
Phone: (866) 996-7412  
Fax: (866) 996-1292  
Website: [www.ssci2000.com](http://www.ssci2000.com)

General Information Services (GIS)

917 Chapin Road  
PO Box 353  
Chapin, SC 29036  
Phone: (888) 333-5696  
Phone: (803) 941-2586  
Fax:  
Website: [www.geninfo.com](http://www.geninfo.com)

National Association of Sports Officials (NASO)

2017 Lathrop Avenue  
Racine, WI 53405  
Phone: (262) 632-5448  
Fax: (262) 632-5460  
Website: [www.naso.org](http://www.naso.org)

South Carolina High School League (SCHSL)

PO Box 211575  
Columbia, SC 29221  
Phone: (803) 798-0120  
Fax: (803) 731-9679  
Website: [www.schsl.org](http://www.schsl.org)

South Carolina Independent School Association (SCISA)

PO Drawer 690  
Orangeburg, SC 29116  
Phone: (803) 535-4820  
Fax: (803) 535-4840  
Website: [www.scisa.org](http://www.scisa.org)

City of Aiken

Parks, Recreation and Tourism  
PO Box 1177  
Aiken, SC 29802  
Phone: (803) 642-7631  
Fax: (803) 642-7639  
Website: [www.aikenprt.net](http://www.aikenprt.net)

Town of Mt. Pleasant Recreation Department

PO Box 745  
Mt. Pleasant, SC 29465  
Phone: (843) 856-2174  
Phone: (843) 884-2528  
Fax: (843) 856-2161  
Website: [www.townofmountpleasant.com](http://www.townofmountpleasant.com)

Irmo-Chapin Recreation Commission  
5605 Bush River Road  
Columbia, SC 29212  
Phone: (803) 772-1228  
Fax: (803) 772-6865  
Website: [www.icrc.net](http://www.icrc.net)

City of Abbeville Parks and Recreation Department  
PO Box 40  
Abbeville, SC 29620  
Phone: (864) 366-5007  
Fax: (864) 459-4273  
Website: [www.abbevillecitysc.com](http://www.abbevillecitysc.com)

St. Andrew's Parks and Playground  
1095 Playground Road  
Charleston, SC 29407  
Phone: (843) 763-4360  
Fax: (843) 763-3877  
Website: [www.standrewsparks.com](http://www.standrewsparks.com)

Shaw Air Force Base  
MWR Division

## **SOUTH CAROLINA YOUTH SPORTS TASK FORCE**

### **HISTORY**

In 2004 South Carolina Recreation and Parks Association (SCRPA) President David Bennett wanted to create a Youth Sports Task Force for South Carolina. The purpose of the Task Force is to identify issues facing youth sports in South Carolina. Secondly, the Task Force must identify resources and submit a working plan that every park and recreation agency in the state can implement on a local level. In essence the idea is to attempt to “raise the bar” for youth sport standards in our state.

The Task Force was created by selecting members from the South Carolina Athletic Program (SCAP) Board of Directors and Athletic Directors from agencies across the state. SCAP was a natural choice for members as it oversees the youth sports post season play in the state. But the job of attempting to make youth sports better in South Carolina would require more than SCAP and that is why other professionals were selected as well. A twelve member panel was chosen with three members representing each District of our association.

The initial meeting of the Task Force was in Clemson on March 30 and 31, 2004. Jim Headley, SCRPA Executive Director and Michael Pfahl, National Alliance of Youth Sports (NAYS) Vice President for Outreach were in attendance to guide the committee. The meeting was held in conjunction with a NAYS and SCRPA meeting with the Sports Administration 454 class. The objectives of the first meeting were (1) Become trainers for South Carolina’s Colleges and Universities throughout the state for Sports Administration and Recreation classes in the area of youth sports, (2) To identify issues facing youth sports in South Carolina, (3) Develop a working plan that every agency in the state can implement on a local level, (4) Identify areas that SCRPA and NAYS could help and (5) Develop a proposal and/or a mission statement for the SCRPA Board of Directors.

What was developed from this first meeting was the South Carolina Youth Sports Our Promise To Kids. The Promise states that each agency recognizes the value of youth sports and that everyone associated with the program will do their best on keeping the kids as the centerpiece of our programs. What are the promises?

Each agency promises to provide kids an opportunity to participate in a youth sports program that: (1) has a fun, safe and positive environment, (2) is under the supervision of positive role models that will help kids develop skills that include teamwork, sportsmanship and the ability to win and lose graciously, (3) will allow for all participants to play regardless of skill or ability, (4) helps build self-confidence and self-esteem while teaching kids to respect oneself and others and (5) build new friendships

The second part of the document deals with how the agency will make the promises come true. First each youth sport league/program must agree to abide by the policies and procedures that are established by the public entity. Second, all professionals, volunteer administrators, coaches and parents must successfully complete an orientation/training program that includes an understanding of the community’s philosophy, policies and procedures and specific knowledge required for each position.

Finally, everyone associated in the program shall be held accountable for his or her actions and behaviors.

Agreeing to the Our Promise To Kids and signing on is the first step in this process. The next step is to implement ways to meet the respective promises. The agencies must report to the Task Force on how they are actually meeting the promises. Presently there are over 50 agencies who have agreed to make the Our Promise To Kids a reality in South Carolina.

### **MEMBERS**

Jim Headley, SCRPA Executive Director

Brian Sanders, SCRPA President

Tim Orvin, Youth Sports Task Force Chair, St. Andrews Parks & Playground

Ken Ayoub, Town of Mt. Pleasant

John Massey, Charleston County Parks and Recreation Commission

Dave Baker, MWR Shaw Air Force Base

John Cantey, Irmo-Chapin Recreation Commission

Jeff Metz, City of Aiken Parks, Recreation and Tourism

Brad Cuttill, City of Abbeville Recreation Department

### **FUTURE TOPICS**

Independent Leagues

Booster Clubs