



Town of Yucca Valley
Community Services Department
Recreation Division



Youth Sports Handbook

Community Services Department
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Yucca Valley, CA 92284
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Town of Yucca Valley 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 play in a safe and healthy environment.
- ☺ I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.
- ☺ 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 best to make youth sports fun for my child.
- ☺ I will ask my child to treat other players, coaches, spectators and officials with respect regardless of any differences.

Remember: You and any other persons that accompany you must abide by this code of ethics.

Welcome!

Welcome to the Town of Yucca Valley Youth Sports programs! We sincerely hope that you will find your participation in our leagues to be rewarding and, most of all, a positive experience for all of the kids.

Youth sports programs present a unique opportunity for adults to help shape the life-long skills and attitudes about sport. We all remember coaches that stand out as good teachers, supportive friends, and positive role models. On other hand, most of us can think of a few that fell short in these areas.

This handbook was created to help ensure that our young people remember our programs as a positive experience in their life. We want them all to have fun as we continue to reinforce such values as teamwork, sportsmanship, fitness, cooperation, and respect. While we recognize that competition is a key component of sports, our programs are designed to be about much more than winning a game, making an all-star team, or having an undefeated season.

We thank you for giving your time and energy to help Yucca Valley's kids. The success of the program depends on the commitment of parents, coaches, officials and others to cooperate in creating a positive experience for each player. This handbook creates the framework for that commitment. We are grateful to the National Alliance for Youth Sports for assistance in the development of this handbook.

Thanks again for your participation in our Youth Sports program. Please feel free to share your ideas for improvement with our Recreation Division staff.

Jim Schooler
Director of Community Services

The Town of Yucca Valley's Recreation Division's Mission statement:

Offer a wide range of recreational opportunities and experiences with the goal to enhance quality of life, foster human development, promote health and wellness, strengthen community image, increase cultural enrichment, and contribute to the economic development of the Town.

The Town of Yucca Valley's Youth Sports Mission statement:

The Town of Yucca Valley's Youth Sports program aims to provide each participant with a fun and positive sports experience in which sportsmanship, teamwork, skills development, respect for others, and physical fitness are promoted as values more important than winning and losing.

The following objectives are designed to fulfill the Youth Sports Mission Statement:

- ❖ *To offer every participant the opportunity to learn the fundamental skills associated with each sport*
- ❖ *To emphasize the lifelong benefits of physical fitness and good sportsmanship, and to de-emphasize the importance of winning and losing*
- ❖ *To ensure a safe, drug-free atmosphere for games and practices*
- ❖ *To promote equal and fair treatment of every participant regardless of skill level, race, socio-economic status, sex, creed, or physical ability*
- ❖ *To ensure all staff, volunteer coaches, and officials are adequately trained*
- ❖ *To expect and ensure good sportsmanship and fair play at all times*

Why is this Handbook Necessary?

This handbook was developed to formalize how the Town of Yucca Valley youth sports leagues are conducted. With the many components and factors involved in the administration and implementation of the youth sports leagues, it is necessary to standardize the process in writing. More specifically, it is designed to:

- ❖ *Standardize the process in the way youth sports are conducted*
- ❖ *Explain how leagues are organized & conducted*
- ❖ *Define expectations of coaches, parents, players, and officials*
- ❖ *Better equip our coaches*
- ❖ *Ensure a positive experience for all participants*

TABLE OF CONTENTS

I. Philosophy of Town of Yucca Valley Youth Sports	1
II. General League Guidelines	
a. Season information	2
b. Facilities	2
c. Practices	2
d. Games	3
e. Uniforms	3
f. Awards	3
g. Player Evaluations	3
h. Teams Picks	3
i. Coaches & Helpers	4
j. Code of Ethics Pledge	4
k. Inclusion	4
l. Discrimination	4
m. Sponsors	4
n. Equipment	4
o. Emergency Plan	5
p. Transportation	5
q. Child Abuse	5
r. All-Stars	6
s. League Evaluation	6
t. Updating the Handbook	6
III. Coaches Section	
a. Screening Process	7
b. Training Requirements	7
c. Team Activities	7
d. Evaluation procedures	7
e. Code of Conduct Enforcement	7
f. Recruitment	8
g. Recognition	8
h. Complaint Against a Coach Procedures	8
IV. Parents Section	
a. Reminder	9
b. Play Time	9
c. Play Equipment	9
d. Corrective Action Policy	9
V. Participants Section	
a. Reminder	10
b. Corrective Action Policy	10
VI. Officials Section	
a. Screening Process	11
b. Orientation Meeting	11
c. Training	11
d. Evaluation Procedures	11
e. Midseason Meeting	11
f. Corrective Action Policy	11
g. Recruitment	12
h. Pay Policies	12
i. Scheduling	12

APPENDIX

A. Sport Specific Rules	
• Basketball	13
• Flag Football	15
B. Code of Ethics	
• Coaches	17
• Officials	17
• Parents	17
• Participants	17
C. Code of Conduct	
• Coaches	18
• Officials	19
• Parents	20
• Participants	20
D. Job Descriptions	
• Coaches	22
• Officials	23
E. Rights & Responsibilities	
• Coaches	24
• Officials	24
• Parents	24
• Participants	25
F. Map of Facilities	26
G. Practice & Game setup diagrams	27

- I. **YOUTH SPORTS PHILOSOPHY**-Town of Yucca Valley (TYV) youth sports programs are designed to provide children with the opportunity to experience sports in a structured, wholesome environment. Participation in athletics plays a valuable role in the development of our children. Aspects of teamwork, dedication, discipline, physical fitness, self-esteem and fair play all contribute to the overall growth and maturation of young people. It is our goal to conduct programs such as flag football and basketball to accomplish these objectives.
- To help implement philosophy, the Town of Yucca Valley has also adopted the “National Standards For Youth Sports” compiled by the National Alliance for Youth Sports (NAYS), an organization dedicated to improving out-of-school youth sports by raising awareness through leadership, education and advocacy. The standards are as follows:
 1. **Proper Sports Environment** – Parents must consider and carefully choose the proper sports environment for their child, including the appropriate age and development for participation, the type of sport, the rules of the sport, the age range of the participants, and the proper level of physical and emotional stress.
 2. **Programs based on the Well-Being of Children** – Parents must select youth sports programs that are developed and organized to enhance the emotional, physical, social and educational well-being of children.
 3. **Drug, Tobacco & Alcohol-Free Environment** – Parents must encourage a drug, tobacco and alcohol-free environment for their children.
 4. **Part of a Child’s Life** – Parents must recognize that youth sports are only a small part of a child’s life.
 5. **Training** – Parents must insist that coaches are trained and certified.
 6. **Parent’s Active Role** – Parents must make a serious effort to take an active role in the youth sports experience of their child providing positive support as a spectator, coach, league administrator and/or caring parent.
 7. **Positive Role Models** – Parents must be a positive role model, exhibiting sportsmanlike behavior at games, practices and home, while also giving positive reinforcement to their child and support of their child’s coaches.
 8. **Parental Commitment** – Parents must demonstrate their commitment to their child’s youth sports experience by annually signing the Parent’s Code of Ethics Pledge.
 9. **Safe Playing Equipment** – Parents must insist on safe playing facilities, healthful playing situations and proper first aid applications, should the need arise.
 10. **Equal Play Opportunity** – Parents, coaches, and league administrators must provide equal sports play opportunity for all youth regardless of race, creed, sex, economic status or ability.
 11. **Drug, Tobacco & Alcohol-Free Adults** – Parents as coaches, fans, and league administrators must be drug, tobacco and alcohol-free at youth league sporting events.

II. GENERAL LEAGUE PROCEDURES

- a. **Season Information**-Youth flag football operates from September to December, and Youth basketball operates from December to March.
- The season lengths depend on the number of teams, but generally are 8 to 10 weeks long. There is a maximum number of teams that each league can sustain due to facility and time constraints.
 - The TYV youth sports leagues are divided by age. The divisions are as follows:
 - 12-14 yr olds (no higher than 8th grade)
 - 10-11 yr olds
 - 8-9 yr olds
 - 6-7 yr olds
 - The year of birth will be used to determine eligibility. The registration year is used as the reference point.
 - The TYV generally offers divisions 12-14, 10-11, & 8-9 for flag football, and divisions 12-14, 10-11, 8-9, & 6-7 for basketball.
 - Players are not allowed to play up or down a division without approval by the TYV League Director.
- b. **Facilities**-The TYV will secure facilities for practices and games, and will provide scheduled practice times.
- Youth basketball will use the Yucca Valley Boys & Girls Club (B&G Club), Yucca Valley High School (YVHS) gymnasium, Evangelical Free Church (EV Free) multipurpose room, La Contenta Middle School (LCMS) multipurpose room, and Joshua Springs (JS) gymnasium as availability permits for games and practices.
 - Youth flag football will use the grass area of the ball field at Machris Park (MP) for games and practices as schedules permit.
 - The locations of the above facilities are shown on a map in Appendix F. There are various parks and schools throughout the town that may be used by coaches for additional practices.
 - Smoking is not allowed within 20 feet of main entrances, exits and operable windows of public buildings (California Government Code 7596-7598)
- c. **Practices**-The TYV schedules two 1-hour practices each week for every team in its youth sports leagues. Practice schedules may be altered during the season. The practice setup is diagramed in appendix G.
- Basketball practices are held indoors. Each team is assigned half-court to use. Coaches may use the full court if it is available.
 - Youth flag football practices are all held outdoors at MP. Each team is assigned one third of the modified field to use. Coaches may use more space if it is available.
 - Practice times are determined at the team picks. Coaches with more than one team will receive priority.
 - There will be one staff at each facility during the TYV league involvement.
 - Youth flag football all-star practices are all held at MP, and the field distribution is determined by the all-star coaches.
 - Youth basketball all-star practices are all full-court, and are held at YVHS and B&G Club. When practicing at YVHS, the side courts outlined by red lines are used instead of the main court. The main court may be used if only one team is present.
 - Team practices during the regular season can be no more than 1 hour per day and no more than a total of 3 times per week. Team practices for all-stars can be no more than 1 and 1/2 hours per day and no more than 4 times per week.
 - Players are to be excused from practices if there are parental requests for church, school, and other family activities.
 - Practices are primarily held on week nights, but may be held on weekends and holidays.

Abbreviations

TYV – Town of Yucca Valley
MP – Machris Park
LCMS- La Contenta Middle School
YVHS – Yucca Valley High School
B&G Club – Yucca Valley Boys & Girls Club
EV Free – Evangelical Free Church
JS – Joshua Springs
NAYS – National Alliance for Youth Sports
SCMAF – Southern California Municipal Athletic Federation
NYSCA – National Youth Sports Coaches Association



- d. **Games**-Youth flag football games are held at MP, and youth basketball games may be held at the B&G Club, EV Free, YVHS, and/or JS. The game setup is diagramed in appendix G.
- Game schedules are created based on the number of teams with the intent to give each team approximately however this isn't always possible.
 - Games are generally scheduled on Saturdays, 75 minutes apart. In addition, teams may play double headers, and weeknight games. Practices may be cancelled to allow for additional games.
 - Games may be cancelled due to inclement weather or other reasons made by the TYV staff. Cancelled games may or may not be rescheduled due to time constraints, facility use conflicts, or other reasons.
 - League standings for youth sports are kept for the 12-14, 10-11, & 8-9 divisions only, and will be posted at the end of the season in the local newspaper.
- e. **Uniforms**-All participants will receive a jersey to keep.
- Parents are responsible for any other apparel or personal equipment required for the sport.
 - The jerseys are distributed by the coaches at the first game of the season.
 - Jerseys are to be distributed by the size listed on the team roster.
- f. **Awards**-Each player will receive a participation award at their last game of the regular season. It's the coach's responsibility to distribute them. The TYV doesn't give any trophies based on league standings.
- g. **Player Evaluations**-The TYV will hold a player evaluation session for coaches to assess players' skill levels. The TYV encourages all players to attend the session to help maintain equality between teams.
- Players are identified by numbers. These numbers are pinned to their shirts.
 - One half of the court/field will be used for skill demonstrations, while the remaining space will be used by TYV staff to organize players into groups.
 - TYV staff will give each group instructions to perform drills.
 - The coaches will receive a clipboard with evaluation sheets, and will be on the skill demonstration side. Players are to be evaluated on a scale from 5 to 1, with 5 being high skills and 1 being low skills.
 - Once a group is evaluated by all the coaches, the group is dismissed and the players may leave. Coaches will return their clipboard and evaluation sheets to staff at the conclusion of their division's evaluation, and may leave.
 - The scores from the evaluation sheets will be averaged and compiled by the TYV staff to create the pick sheets used for team selection.
- h. **Team Picks**-The TYV will hold a meeting for each division to select teams. Youth basketball teams can have a maximum of 10 players, and youth flag football teams can have a maximum of 12 players. To ensure a high quality of instruction, the TYV will try to limit basketball teams to 7-8 players and flag football teams to 9-10 players.
- Only coaches attend team picks. Players and parents are not part of the selection.
 - The picking order is determined by random number drawing. For the 1st, 3rd, 5th, etc. round, coach's pick in ascending (1, 2, 3...) order. For the 2nd, 4th, 6th, etc. round, coach's pick in descending (9, 8, 7...) order. This system is ongoing until all the rated players on the pick sheet have been selected.
 - Picking begins with the highest rated players and then in descending order (5, 4...1). Head and assistant coaches automatically select their own children. If the head or assistant coaches' child(s) is in the current rating being picked, then they are the team's first pick(s) for that rating. Coaches may pick a lower-rated player at any time.
 - Players who do not attend player evaluations will not receive a rating before picks. Coaches will decide at the meeting a rating for each non-rated player from discussion. The player will then be included in his or her rating group.
 - There may be notes next to player's names on the pick sheet. Coaches that pick a player with a "sibling" note must also select the player's sibling in their respective rating unless otherwise noted.
 - Any players registering after team picks are placed on a team by the TYV staff as spots become available.
 - Teams may or may not have equal amount of players.
 - Coaches will pick team names and colors at this meeting in descending (9, 8, 7...) order.

o. **Emergency Planning**

- **Accidents/Injuries**-In the event of an accident or injury at a practice or a game, a First Aid/CPR certified TYV staff will be on duty to administer basic First Aid or CPR if necessary. A First Aid kit will be available. Staff on duty will call 911 if necessary, inform the League Director, and complete an accident report.
- **Physical Conditions** - At the time of registering for the league, information will be obtained from the parent of guardian about the participant's physical condition, physicians, and emergency contacts. Parents must list vital statistics about the child, including allergies, current medications, etc. A copy of this confidential information will be kept on file by the TYV.
- **Inclement Weather** – In the event of inclement weather (lightning, snow, ice, rain, high winds, earthquakes, etc.) that may impede a youth sports league practice or game, the TYV staff assigned to that activity shall contact the League Director immediately to make a decision on whether to cancel that activity or to continue. If the League Director cannot be reached (for example: inoperable phone lines), the TYV staff on duty shall make a decision based on the situation.
- **Other Occurrences** – When other emergency situations occur at a TYV youth sports activity that is non weather related (for example: facility damage, bomb threats, fights), similar procedures will follow as used under inclement weather conditions. Depending on the situation, it may be necessary to call 911 or the Sheriff's Department's dispatch number (365-2364) prior to contacting the League Director.
- **Emergency Vehicles** – If a designated area for emergency vehicles does not currently exist at a facility where a youth sports activity is being conducted, the League Director will determine the best access. Traffic cones will be set up by the TYV staff as needed.

p. **Transportation**- Volunteer coaches will adhere to the TYV volunteer vehicle use policy which states:

- The TYV Human Resources Department will verify the validity of each driver license.
- Volunteer coaches who drive personal vehicles on Town business, (including the transport of team players), are required to provide proof of automobile liability insurance (minimum coverage is 50/100 or \$50,000 per person and \$100,000 per occurrence) to the Human Resources Department annually.
- **Participants Not Picked Up On Time**- Coaches are expected to stay with players until they are picked up after a practice, game, or any other activity related to the league.
 - Coaches are expected to call the parent or adult responsible for transportation when five minutes has elapsed past the scheduled time of departure from the activity.
 - When ten minutes has elapsed, and the coach has either not been able to reach the parent or has determined that the parent will not arrive for another 20 minutes or longer, a phone call to the League Director will follow.
 - The League Director will make a decision regarding the best course of action. The cellular phone number for the League Director is (760) 401-3470

q. **Child Abuse**- If maltreatment of a child is reasonably suspected, a report should be made with Child Protective Services (228-5300) so that a qualified and experienced person can investigate the situation. If immediate assistance is required, call the Sheriff's dispatch number at 365-2364 or 911 if there is an emergency.

- Before filing a report, it is important to speak with the League Director.

- There are four types of abuse to be aware of:

1. **Emotional**-This is a pattern of behavior that attacks a child's emotional development and sense of self worth. Examples include: constant criticizing, belittling, insulting, rejection and providing no love, guidance or support. Emotional abuse is sometimes referred to as verbal abuse or mental abuse.

2. **Sexual**-This is the exploitation of a child for the sexual gratification of an adult. It may range from exhibitionism and fondling to intercourse or use of a child in the production of pornographic materials.

3. **Physical**-This is non-accidental physical injury which is inflicted by another person and may include severe beatings, burns, human bites, strangulation, or immersion in scalding water, with bruises and welts, broken bones, scars or serious internal injuries resulting.

Prevent False Accusations

- ❖ Avoid being alone with a child
- ❖ Stay within sight of others
- ❖ Respect privacy
- ❖ Hug from the side
- ❖ Avoid sexual jokes, comments or gestures
- ❖ Do not use corporal punishment
- ❖ Set and respect boundaries



4. **Neglect**-This is the withholding of, or failure to provide a child with the basic necessities of life- food, clothing, shelter, medical care, attention to hygiene, or supervision needed for optimal physical growth and development.
- r. **All-Stars**-The TYV will select all-star teams for the 12-14, 10-11 and 8-9 yr old divisions for both flag football and basketball. Basketball teams attend the 29 Palms tournament, and flag football teams attend the SCMAF tournament.
- Basketball all-star competition is generally conducted in March, and flag football all-star competition is generally conducted in late November.
 - The TYV will support the all-star teams for participation in the listed tournaments. Support includes practice facilities with staff, registration fees, and all required paperwork. The TYV has jerseys available for all-star use, but must be returned after competition.
 - Coaches may participate in other tournaments not listed above, but the TYV is unable to provide funding, facilities, jerseys, and registration fees.
 - Coaches will receive all-star ballots 2 weeks prior to the end of the season. Ballots will be collected the following week. Coaches may nominate any number of players from any team in their division.
 - An all-star selection meeting will be held for each division. The TYV requests all division coaches to participate in all-star selection.
 - The basketball all-star teams can have a maximum of 10 players, and the flag football all-star teams can have a maximum of 12 players.
 - In the beginning of the meeting, TYV staff and coaches will determine the ideal number of positions (guard, forward, center, quarterback, running back, etc.) for the team.
 - All all-star candidates and their ideal positions will be listed at the start of the meeting. Only nominated players may be selected for the all-star team.
 - There will be a secret ballot to vote for players for each position.
 - The all-star coach is determined primarily by league standings. The coach in first place will generally be selected as the all-star coach pending approval by League Director. Once a coach is selected, he/she has the option of selecting one assistant coach for that all-star team.
 - All-star coaches will receive all-star tournament information from TYV staff.
- s. **League Evaluation**- League evaluations will be conducted the last two Saturdays of game play through the distribution of survey cards.
- Survey cards will be distributed to spectators, coaches, staff, and officials. A box will be placed at game facilities for completed surveys to be dropped off.
 - Survey questions will be deal with quality issues such as: general league organization, facilities, coaching, staffing, officials, customer service, registration, communication, uniforms, etc.
- t. **Updating the Handbook**- Reviews and updating of the Youth Sports Handbook will occur annually. League evaluations from the public as well as input from staff and officials will help determine the amendments and updates.

III. COACHES SECTION

- a. **Screening Process**-All prospective coaches will be required to:
1. Be at least 18 years of age
 2. Complete a youth sports coaches application
 3. Provide copy of driver's license and automobile insurance
 4. Pass a criminal background check (California Department of Justice and Federal Bureau of Investigation)
- b. **Training Requirements**-Coaches will be required to attend and pass a two-part coaches certification course. The National Youth Sports Coaches Association (NYSCA) offers a certification training for youth sports coaches through the National Alliance for Youth Sports (NAYS), an organization dedicated to improving out-of-school youth sports by raising awareness through leadership, education, and advocacy.
- The TYV is a NYSCA chapter. TYV staff serves as the chapter director and clinicians. This enables the TYV to facilitate the required training certifications for youth sports coaches.
 - To receive certification, coaches must participate in the first section of the clinic through an NYSCA interactive training video, successfully complete an exam, and then sign a pledge committing to uphold the NYSCA Code of Ethics. The first section of training will be offered once a month year round.
 - The second section of the clinic is sports specific applicable to the sport to be coached. This is usually conducted just prior to the start of that particular sport.
 - Membership is valid for one year and the fee is \$20. The TYV will reimburse coaches for this expense each year they participate in the TYV leagues.
 - Benefits for NYSCA certified coaches include the Youth Sports Journal issued four times per year and the Sporting Kid Magazine. Other benefits include a membership card and \$1,000,000 excess liability insurance in effect while performing coaching duties.
- c. **Team Activities**- A qualified adult must be present at all team meetings, practices, games, and any other team activities.
- d. **Evaluation Procedures**- Towards the end of the season, the League Director will conduct a performance evaluation for each volunteer coach. This evaluation will be used as a reference for future coaching positions.
- Coaches will be given a copy of the evaluation once it is completed. A meeting with the League Director is optional, and must be setup in advance.
- e. **Code of Conduct Enforcement**- The NYSCA firmly believes that for the sports experience to be positive, safe and a learning experience for youth, volunteer coaches must be trained and held accountable for their behavior when working with and around children. Every NYSCA member coach is required to sign and adhere to a Coaches' Code of Ethics Pledge. The Code of Conduct has been developed to help explain how each of the standards of the Code of Ethics should be manifested in the actions and behaviors of an NYSCA Certified Coach.
- It is the duty of the NYSCA chapter responsible for certifying the coaches to respond to complaints lodged against a NYSCA member coach that has allegedly violated the Code of Ethics. This is accomplished by forming a local "review committee" for the purpose of hearing complaints and determining what, if any, action should be taken towards correcting the member coach's behavior.
 - Suggested committee members may include the Chapter Director, member(s) of the recreation advisory board (that are not involved in the same league as the coach in question), league administrators, coaches or chapter directors from a totally different community that understand the Code of Ethics. Again, impartiality is essential when selecting the review committee.
 - In order to provide the local review committees the flexibility to take appropriate action when an NYSCA member coach is found to have violated the Coaches' Code of Ethics, a range of possible review committee actions has been developed to accompany the Code of Conduct.

- Possible actions include:
 - WARNING TO AND/OR APOLOGY FROM THE COACH
 - PROBATION
 - ONE GAME SUSPENSION
 - MULTIPLE GAME SUSPENSIONS
 - SEASON SUSPENSION
 - PERMANENT REVOCATION OF CERTIFICATION
 - The specific response of the review committee may include terms and conditions supplementing one or more of the listed sanctions. When reviewing a complaint and deciding what action is the most appropriate in a given situation, the committee must take into consideration various extenuating circumstances.
 - Factors that might suggest a more lenient sanction include:
 - ▲ First Offense
 - ▲ Remorse
 - ▲ Apparent Desire to Reform
 - ▲ Other Good Coaching Attributes
 - ▲ Dedication to Youth Sports
 - Factors that might suggest a harsher sanction include:
 - ▼ Child Endangerment
 - ▼ Violation of Law
 - ▼ Prior Complaints/ Review Action
 - ▼ Lack of Remorse
 - ▼ Number of Ethics Standards Violated
 - ▼ Breach of Duties as a Role Model
 - ▼ Extraordinarily Poor Judgment Around Children
- f. **Recruitment**-The TYV issues news releases to the general public, and places announcements in its' event guide regarding volunteer coaches.
- The TYV may setup a recruitment booth at various community events.
 - The TYV will compile an ongoing mailing list of coaches to be used before each season for recruitment.
- g. **Recognition**- In general, coaches will be recognized at the end of the season.
- Each coach will receive a letter of appreciation from the TYV Mayor and a commemorative t-shirt award to those who have fulfilled the expectations of the TYV.
- h. **Complaint Against a Coach Procedure**-When the TYV receives a complaint about a youth sports coach, the Town will:
1. Organize a Review Committee comprised of three to five impartial, uninvolved individuals who understand the spirit and intent of the Coaches' Code of Ethics Pledge. Suggested committee members may include the Chapter Director, member(s) of the recreation advisory board (that are not involved in the same league as the coach in question), league administrators, coaches or chapter directors from a totally different community that understand the Code of Ethics. Again, impartiality is essential when selecting the review committee.
 2. Invite the member coach to attend a meeting to address the complaint and to offer his/her side of the incident.
 3. The review committee will determine the severity of the situation and whether or not the affected coach has violated the expected behaviors outlined under each of the canons of the Code of Ethics Pledge that comprise the NYSCA Code of Conduct.
 4. Upon majority vote, the review committee has the authority to enforce the appropriate range of disciplinary actions outlined in Section III D. The Chapter Director is to report in brief, the nature of the complaint, the committee findings, and the sanction applied to the member coach. This information will be logged in the members file.
 5. If the review committee votes to revoke a coach's certification, NYSCA Headquarters will notify the coach of the revocation and their right to appeal to the National Executive Board. The Chapter Director will be sent a copy of the correspondence. This information will also be logged in the member's file.

IV. PARENTS SECTION

- a. **Reminder**-Children that participate in youth sports can experience life-long positive benefits. The TYV offers youth sports to help promote these positive gains for its youth. Your role as the parent is critical with the success of the program. Please remember that these programs are offered for kids, and not the adults.
- b. **Playing Time**- Each player will play a minimum amount of each game as specified for each league. Substitutions may be called for the sole purpose of meeting the minimum play rule. There are exceptions to this rule. At the discretion of the coach and approval by the League Director, your child may not be allowed to participate if he/she has not been attending practices, is ill and/or contagious, has displayed a poor attitude, etc.
- c. **Playing Equipment**- The TYV's youth sports leagues do not require any sport specific equipment for participation. TYV staff does recommend court/field appropriate footwear for safety.
- d. **Corrective Action Policy**- It is the philosophy of the TYV that parents should not spoil the experience of participation in youth sports for the children. Furthermore, the TYV will not punish a child for the actions of his or her parent(s). Parents who do not follow the Code of Ethics may be subject to a Corrective Action Policy listed below.
 - These guidelines are not absolute in dealing with behavioral problems. Severe situations could warrant harsher sanctions.
 1. **Verbal Warning** – Coach will discuss inappropriate conduct with parents and emphasis that such behavior will not be tolerated. Coach will document this conversation and provide a copy to the League Director.
 2. **Written Warning** - Coach or official will notify the League Director of continued misconduct and the League Director will request a meeting to discuss actions and the proper behavior. Furthermore, a formal letter of reprimand may be given to the parent(s) stating that the next offense may lead to parent being suspended from the sporting event venue for a period of 1 or more games.
 3. **Game Suspension** - League will suspend the parent from attending the next scheduled contest and another letter will be given to parent(s) stating that the next offense may lead to parent being banned from all future league activities.
 4. **Season Suspension** - The parent(s) will be suspended from attending all league contests after a 4th offense. The parent(s) will need to make a formal request to be re-instated into this league. The parent(s) will then be required to meet with the League Director prior to the start of the next youth sport season to determine if the parent(s) can behave within the spirit and letter of the guidelines of the program.

Tips

- ❖ Be positive
- ❖ Encourage everyone
- ❖ Support the coaches
- ❖ Get involved
- ❖ Focus on the “good” not the “bad”
- ❖ Promote good sportsmanship
- ❖ Have FUN!



V. PARTICIPANTS SECTION

- a. **Reminder**-By participating in youth sports you have the opportunity to not only learn fundamental sports skills, but also life lessons. Appropriate behaviors and choices are important to the success of your growth. Please remember that these programs are offered to develop your skills, practice good sportsmanship, and to have fun.
- b. **Corrective Action Policy**- Players who fail to adhere to the Code of Conduct may be subject to disciplinary action. Therefore, the TYV has instituted a Corrective Action Policy to establish appropriate consequences for inappropriate behavior.
 - These guidelines are not absolute in dealing with behavioral problems. Severe situations could warrant harsher sanctions.
 1. Verbal Warning – Coach will discuss inappropriate conduct with player and parents and emphasize that this behavior will not be tolerated. Coach will document this discussion and provide a copy to the League Director.
 2. Period Suspension - Coach will bench the offending player for 1 period of time during a game when he/she should be playing. Coach will inform the League Director of the problem and why the child is sitting out 1 game period.
 3. Game Suspension - Coach will bench the offending player for 1 entire game when he/she should be playing. Coach will inform the League Director of the 3rd offense, at which time the player and the parent(s) must attend a meeting with the Coach and League Director before the player is allowed to resume playing. The player will be warned that the next offense could result in his/her expulsion from the league.
 4. League Expulsion - The participant on the 4th offense may be expelled from the league and no refund will be given. The parent will need to make a formal request to be reinstated into this league. The player and parent(s) will next meet with the League Director and the Director of Leisure Services prior to the start of the next youth sports season to determine if the child is capable of playing within the guidelines of this program.

Tips

- ❖ Have FUN!
- ❖ Be positive
- ❖ Encourage everyone
- ❖ Support your teammates
- ❖ Get involved
- ❖ Focus on improving not winning
- ❖ Practice at home



VI. OFFICIALS SECTION

- a. **Screening Process**-All prospective officials will be required to:
1. Be at least 14 years of age
 2. Complete a youth sports officials application
 3. Provide a copy of driver's license and automobile insurance (if applicable)
 4. Provide a copy of birth certificate if a driver's license does not apply
 5. Pass a criminal background check (adults only)
- b. **Orientation Meeting**-This meeting is designed to introduce officials to the TYV's youth sports programs. Each sport will have its own meeting date and time. The orientation meeting will also act as part one of the training.
- TYV staff will conduct the meeting.
 - Attendance is required for all officials, unless prior arrangements have been made.
 - Rule books, shirts, whistles, W-9's, contracts, manuals, and any other items deemed necessary by the TYV are distributed, signed, and/or collected.
 - Orientation will cover, but is not limited to, the fundamentals and philosophies of officiating, basic "calls" and mechanics, examples of common fouls, "calls", situations, the TYV local rules, league operation, disciplinary actions, referee schedules, pay scale, and any questions that may arise.
- c. **Training**-The TYV will provide training for all their youth sports officials. The training is divided into 2 parts. The first part is conducted at the orientation meeting, and the second consists of SCMAF testing, and a scrimmage between teams from the league.
- The scrimmage teams participating are determined by coaches volunteering at team picks.
 - During the scrimmage, officials will be "shadowed" by experienced officials and/or TYV staff. The trainers will focus on the mechanics and positioning of the officials. The officials will be rotated for feedback during the training
 - Only new officials or officials with minimal experience will be required to attend the scrimmage. Officials with extensive experience are not required to attend, but may be asked to assist with the "shadowing". This decision is made by the TYV staff.
- d. **Evaluation Procedures**-Officials will be observed throughout the season by the TYV staff. The observations focus on, but are not limited to the officials' mechanics, positioning, leadership, attitude, professionalism, attire, demeanor, and punctuality.
- Feedback regarding officials' performance will be given during the season.
 - An official may be assigned to higher divisions if he/she has advanced skills.
 - TYV staff will complete a performance evaluation for each official at midseason and at the end of the season. The officials will receive copies of their evaluations.
- e. **Midseason Meeting**-The TYV will hold a meeting with officials at the midpoint in the season at a designated facility. The purpose is to discuss any questions, concerns, comments, and suggestions regarding officiating and the league.
- The TYV will use this time to reinforce policies, stress rules, and discuss any other concerns.
 - All officials will be required to attend the midseason meeting.
- f. **Corrective Action Policy**-In the event that an official has committed an infraction of varying degree, TYV staff will address the infraction.
- The consequence, if any, will depend on the infraction, the official's history, and anything else deemed relevant by the TYV staff.
 - Corrective actions can be a verbal warning, reduction of scheduled games, suspension, and/or contract termination.
 - Any corrective actions taken will be noted on the officials evaluation form.

- g. **Recruitment**-The TYV issues news releases to the general public, and places announcements in its event guide regarding the need for officials.
- The TYV may setup a recruitment booth at annual community events.
 - The TYV will compile an ongoing mailing list of officials to be used before each season for recruitment.
- h. **Pay Policies**-The TYV pays its youth sports officials by a pay scale that's broken down by divisions relative to each sport.
- Once the season is under way, an official can expect a pay check approximately every 2-3 weeks. This depends on the frequency of game assignments.
 - It is the officials' responsibility to report to the TYV any address changes immediately, and any discrepancies with the paycheck (e.g. wrong amount, no arrival, etc.).
- i. **Scheduling**-The TYV will produce work schedules every 2 weeks. It's the officials' responsibility to report to the TYV any schedule conflicts as soon as possible.
- Officials are to initial the schedule at their assigned location before each game.
 - Any changes in official assignments need to be noted on the referee schedule in at least one of the scorekeeper notebooks.
 - If an official is late to an assignment, then a "fill in" official will start the game and receive pay for that game. The originally scheduled official will lose that assignment and pay.
 - If the "fill in" official is unable to complete the entire game, then the originally scheduled official will finish, but will not receive pay.
 - If an official is late due to a prior assignment finishing late, then both officials ("fill in" & original) will receive pay for that game.
 - If an official has a sudden emergency, he/she needs to contact the League Director as soon as possible to ensure proper coverage.

APPENDIX A
SPORT SPECIFIC RULES

Town of Yucca Valley
Youth Basketball League Rules



These rule and regulations are established to govern league play for the Town of Yucca Valley, which is a Southern Municipal Athletic Federation (SCMAF) participating agency. The league director will have jurisdiction over all rules and regulations to govern any youth Basketball rules herein not covered. The decision of the league shall be final. With the exception of the following modification, the National Federation Basketball rules shall govern league play.

I) Rules

- A. Timeouts: 2 per half and 1 per overtime period. Timeouts are one minute in length, and do not carry over.
- B. Overtime: 2 minutes regulation clock. (If still a tie after 1 overtime, game ends in a tie).
- C. In the 6-7 yr old division there will be no score kept at the games. In the 12-14, 10-11, & 8-9 yr old divisions, no team can be more than 20 points ahead at any given time. If a team is ahead by 20 points or more they may continue to score, but the score will not be recorded until the opposing team is once again within the 20 points.
- D. There shall be 1 minute between quarters and 3 minutes between halves.
- E. The bonus rule (1+1) shall be in effect on the 7th team foul in each half and two shots on and after the 10th foul in each half.
- F. Each team must begin the game with 4 registered players. Both teams will play with equal amount of players for the start of the game. If the fifth player shows up, then the opposing team may play with 5 players. Teams having less than 4 players at scheduled game time will be subject to forfeiting the game to the opposing team.
- G. If a team experiences a reduction in the number of players during the course of a game, the opposing team is not required to reduce their number of players. A team may continue to play in the game with no less than three players as long as they are still competitive.
- H. The designated coach's box is the area in front of the team bench, between the ends of the bench. This is marked by the first and last chairs.
- I. For the 8-9, 10-11, and 12-14 year old divisions, the game clock will stop momentarily when substitutions are called at the half way marks in the first three quarters. Once all the players coming into the game are on the court, and each team has the correct number of players, the clock will start again.
- J. Coaches that use the substitution transition as a timeout will be charged a timeout by the officials.

II) Regulations

6-7 yr olds

- A. This division is designed to be a basketball introduction league.
- B. Junior size (27.5") basketball
- C. Time: 8 minute running clock.
- D. No backcourt press once the offense is in possession of the ball. Defensive players must stay behind the designated "defensive line" until the ball crosses it.
- E. The 3-point shot ***will not*** be used.
- F. Fouls will be called, but not marked down. If a player continues to excessively foul, he/she may be asked to sit out. There are no shooting fouls in this division.
- G. When a violation occurs, play will be stopped, the official will instruct the player(s) if needed, and play will then resume with no change in possession. The exception to this rule is any out of bounds violations.
- H. Each player must play a minimum of 4 consecutive minutes in each quarter. Substitutions will be called at the 4-minute mark for the sole purpose of meeting the minimum play rule.

8-9 yr olds

- A. This division is designed to be a basketball developmental league.
- B. Girls official size (28.5") basketball for both boys and girls
- C. Time: 10 minute running clock. Stop clock will be used for the last 2 minutes of the 4th quarter, unless a team is ahead by 20 points.
- D. The 3-point shot ***will not*** be used.
- E. The free throw line shall be marked at 11 feet for girls and 13 feet for boys.
- F. A 5 second key violation will be in effect.
- G. Backcourt press is not allowed once the offense is in possession of the ball. Defense must stay behind the half-court line. If violated, a penalty will be issued which can range from a warning to a technical foul.
- H. The 10 second backcourt rule will be enforced.
- I. Each player must play a minimum of 5 consecutive minutes in the first three quarters. Substitutions will be called at the 5-minute mark for the sole purpose of meeting the minimum play rule. There is free substitution in the fourth quarter only.
- J. When substitutions are called by the officials in the first three quarters, the team with possession when the whistle is blown is allowed a throw-in without any pressure from the defense to resume play.

10-11 yr olds

- A. This division is designed to be a basketball organizational league.
- B. Men's official size (30") for boys and women's official size (28.5") for girls.
- C. Time: 10 minute running clock will be used. Stop clock will be used for the last 2 minutes of the 4th quarter, unless a team is ahead by 20 points.
- D. The 3-point shot ***will*** be used.
- E. The free throw line shall be marked at 13 feet for girls and regulation for boys.
- F. A 3 second key violation will be in effect.
- G. Teams may press in this division. However, a team that is ahead by 15 points or more may not press. If violated, a penalty will be issued which can range from a warning to a technical foul.
- H. The 10 second backcourt rule will be enforced.
- I. Each player must play a minimum of 5 consecutive minutes in the first three quarters. Substitutions will be called at the 5-minute mark for the sole purpose of meeting the minimum play rule. There is free substitution in the fourth quarter only.
- J. When substitutions are called by the officials in the first three quarters, the team with possession when the whistle is blown is allowed a throw-in without any pressure from the defense to resume play.

12-14 yr olds

- A. This division is designed to be a basketball skill enhancement league.
- B. Basketball: Boys official size (30") and Girls official size (28.5")
- C. Time: 8 minute regulation clock. The clock will run if a team is ahead by 20 points.
- D. The 3-point shot ***will*** be used.
- E. The free throw line used will be the regulation line.
- F. A 3 second key violation will be in effect.
- G. Teams may press in this division. However, a team that is ahead by 15 points or more may not press.
- H. The 10 second backcourt rule will be enforced.
- I. Each player must play a minimum of 4 consecutive minutes in the first three quarters. Substitutions will be called at the 4-minute mark for the sole purpose of meeting the minimum play rule. There is free substitution in the fourth quarter only.
- J. When substitutions are called by the officials in the first three quarters, the team with possession when the whistle is blown is allowed a throw-in without any pressure from the defense to resume play.

**Town of Yucca Valley
Flag Football League Rules**



The Town of Yucca Valley's Flag Football program is governed by the current Southern California Municipal Athletic Federation (SCMAF) Flag Football Rules, with local by-laws. The game officials are responsible for ensuring that the rules of play are followed, and the league director will have jurisdiction over all rules and regulations to govern any flag football rules herein not covered. The following reminders are presented for quick reference:

I) Rules

- A. Games are four 10-minute running clock quarters. Half-time is 5-minutes. A regulation clock will be used the last two minutes of the second and fourth quarters.
- B. Clock shall stop for notification of the 2-minute warning in the 2nd and 4th quarters.
- C. There will be no overtime. Tie games will count in standings.
- D. Each team is allotted two time outs per half. They do not carry over.
- E. If a team is leading by a score of 24 points or more, the "running" clock will be used. The clock will only stop for charged time outs and official time outs. In addition, the trailing team will be awarded the ball at their own 35-yard line in lieu of a kickoff. Should the lead become less than a 24-point margin, the game will convert back to regulation timing and kickoffs.
- F. Each player must play every quarter. Coaches are responsible for players receiving adequate play time. Coaches are allowed to create defensive and offensive squads to ensure adequate play time.
- G. Coaches are not allowed to go past the 20-yard line.
- H. One coach per team will be allowed on the field during games as follows:
 - 12-14 yr olds – first game
 - 10-11–first 2 games
 - 8-9 yr olds –first 3 games
- I. Each player must wear pants or shorts without any belt, belt loop, exposed drawstring, or pocket. If a player is wearing pants or shorts with any of the accessories mentioned they must be taped shut by an official, coach, or parent prior to the start of the game. Pants and shorts must stay even with the hip.

II) Regulations

A. Blocking:

- Offense: An offensive blocker may use only the standing block, with the forearms and hands folded to the body. Hands must stay "locked" through out the block. As soon as the "locked" hand comes undone, the block is no longer legal.
- Defense: Defensive players are restrained in use of hands to pushing the shoulder and body of offensive blockers.

B. Charging/Tackling:

- The ball carrier may not run through a defensive player, but must attempt to evade the defensive players.
- The defensive player must not hold nor run through a ball carrier, but must play the flag, not the player or the ball. A defensive player may not hold, push, or knock the ball carrier down in an attempt to remove the flag.
- A defensive player may attempt to block a pass as long as contact is not made with the passer at anytime.
- Any defensive roughness against the ball carrier, if determined to be flagrant by the official is grounds for ejection.

C. Fumbled Ball:

- There are no fumbles in flag football. The ball is dead at the point of contact with the ground and play stops.

D. Hurdling:

- Intentional hurdling and/or jumping over any other player to avoid being "tackled" and which creates an unsafe condition will be penalized. Intentional diving into the end zone for a touchdown will be penalized.
- Players may jump or hurdle when avoiding a collision, which could result in injury.

E. Passes/Handoffs:

- An intercepted pass in the defensive team's end zone may be run out of the end zone or downed in the end zone. Touchbacks will be put in play at the 20-yard line.

F. Punts/Kicks:

- When a kick is declared, the defensive team must have a minimum of 3 players on the line of scrimmage, and they may not rush or leave the line of scrimmage until the ball has been kicked.
- On all free kicks, the punter has 10 seconds from the time of the snap to punt the ball.
- Kicks or punts crossing the goal line shall be declared automatic touchbacks, whether touched or not, and be put in play on the 20-yard line.
- A kickoff that goes out of bounds between the 20-yard line and goal line will be placed at the 20-yard line. A kickoff that goes out of bounds before the 20-yard line will be placed at the spot it goes out of bounds. In either instance, there will be no re-kick.
- The ball is dead and possession is given to the receiving team when the kicked ball:
 - Strikes the ground after having touched a member of the receiving team
 - Is touched by any member of the kicking team at any time.

G. Tagging:

- If the ball carrier's flags fall off while running, then he/she needs only to be "tagged" by an opponent. Tagging is placing one hand anywhere between the shoulders and knees of an opponent with the ball. The "tagger" may not leave his/her feet to make the tag.

APPENDIX B
CODE OF ETHICS

- a. **COACHES Code of Ethics** - I hereby pledge to live up to my certification as a NYSCA Coach by following the NYSCA Coaches' Code of Ethics:
- I will place the emotional and physical well being of my players ahead of my personal desire to win.
 - I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
 - I will do my best to provide a safe playing situation for my players.
 - I will promise to review and practice basic first aid principles needed to treat injuries of my players.
 - I will do my best to organize practices that are fun and challenging for all my players.
 - I will lead by example in demonstrating fair play and sportsmanship to all my players.
 - I will remember that I am a youth sports coach, and that the game is for children and not adults.
- b. **OFFICIALS Code of Ethics**-I hereby pledge to live up to the expectations as an official serving the youth sports leagues by following this Code of Ethics:
- I will maintain high standards of excellence
 - I will study the game diligently
 - I will conduct myself in a professional and dignified manner
 - I will be fair and unbiased in my decisions on the field
 - I will be confident and firm in my calls, but not inflexible
 - I will be polite, not rude
 - I will prepare myself physically and mentally
 - I will honor all contracts and commitments
 - I will cooperate and be professional in my associations with fellow officials
- c. **PARENTS Code of Ethics**-I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this 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 play in a safe and healthy environment.
 - I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.
 - 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 best to make youth sports fun for my child.
 - I will ask my child to treat other players, coaches, spectators and officials with respect regardless of any differences.
- d. **PARTICIPANTS Code of Ethics**- I hereby pledge to provide a positive attitude and be responsible for my participation in youth sports by following this Code of Ethics:
- I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice.
 - I will attend every practice and game that is reasonably possible and notify my coach if I cannot.
 - I will expect to receive a fair and equal amount of playing time.
 - I will do my very best to listen and learn from my coaches.
 - I will treat my coaches with respect regardless of race; sex, creed or abilities and I will expect to be treated accordingly.
 - I deserve to have fun during my sports experience and I will alert parents or coaches if it stops being FUN!
 - I deserve to play in an alcohol, tobacco, and drug free environment and expect adults to respect that wish.
 - I will encourage my parents to be involved with my team in some capacity because it's important to me.
 - I will do my very best in school.
 - I will remember that sports are an opportunity to learn and have fun.

APPENDIX C
CODE OF CONDUCT

a. **COACHES Code of Conduct-** The Code of Conduct defines the expectations for adults serving as coaches in youth sports and provides the tools to be used by the community, when necessary, to check behavior and to respond with resolve to protect all children from the psychological, emotional, physical or social abuses that can be perpetuated against them by youth sports coaches. This Code of Conduct was compiled by NAYS.

- The Code of Conduct that follows will be in effect before, during and immediately after all TYV practices, games and meetings when on Town controlled property.
- Carefully review the Code of Conduct listed below:
 1. **I WILL PLACE THE EMOTIONAL AND PHYSICAL WELL-BEING OF MY PLAYERS AHEAD OF A PERSONAL DESIRE TO WIN.**
 - Using appropriate language in appropriate tones when interacting with players, league officials, game officials, parents and spectators.
 - Including all players in team activities without regard to race, religion, color, sex, sexual orientation, body type, national origin, ancestry, disability, ability, or any other legally protected classification.
 - Treating all players, league officials, game officials, parents and spectators with dignity and respect.
 - Playing all players according to the equal participation rules established by the league and the spirit of those rules.
 - Encouraging youth to participate in other sports and activities to promote all aspects of their development.
 - Allowing reasonable absences from practice.
 2. **I WILL TREAT EACH PLAYER AS AN INDIVIDUAL, REMEMBERING THE LARGE RANGE OF EMOTIONAL AND PHYSICAL DEVELOPMENT FOR THE SAME AGE GROUP.**
 - Recognizing the differences of each child and treating each player as an individual while demonstrating concern for their individual needs and well-being.
 - Encouraging all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.
 - Recognizing that some physical tasks, drills and demands are not appropriate for all youth.
 - Recognizing that youth may vary greatly in physical, social and emotional maturation and considering these factors when setting up competitions and when interacting with youth.
 3. **I WILL DO MY BEST TO PROVIDE A SAFE PLAYING SITUATION FOR MY PLAYERS.**
 - Maintaining a high level of awareness of potentially unsafe conditions.
 - Protecting players from emotional abuse, physical assault, or sexual molestation.
 - Correcting or avoiding unsafe practice or playing conditions.
 - Using appropriate safety equipment necessary to protect all players.
 - Seeing that the players are provided with adequate adult supervision while under the coach's care.
 4. **I WILL PROMISE TO REVIEW AND PRACTICE THE BASIC FIRST AID PRINCIPLES NEEDED TO TREAT INJURIES OF MY PLAYERS.**
 - Keeping basic first aid supplies available in all practice and game situations.
 - Recognizing and administering proper first aid to an injured player.
 - Demonstrating concern for an injured player, notifying parents and cooperating with medical authorities.
 - Protecting the players' well being by removing them from activity when injured and not returning them to activity if they are compromised by the injury.
 5. **I WILL DO MY BEST TO ORGANIZE PRACTICES THAT ARE FUN AND CHALLENGING FOR ALL MY PLAYERS.**
 - Establishing practice plans that are interesting, varied, productive and aimed at improving all players' skills and individual abilities.
 - Devoting appropriate time to the individual improvement of each player.
 - Conducting practices of reasonable length and intensity appropriate for the age and conditioning of the players.

6. I WILL LEAD BY EXAMPLE IN DEMONSTRATING FAIR PLAY AND SPORTSMANSHIP TO ALL MY PLAYERS.
 - Adopting the position, teaching and demonstrating that it is our basic moral code to treat others as we would like to be treated.
 - Abiding by and supporting the rules of the game as well as the spirit of the rules.
 - Providing an environment conducive to fair and equitable competition.
 - Using the influential position of youth coach as an opportunity to promote, teach and expect sportsmanship and fair play.

7. I WILL PROVIDE A SPORTS ENVIRONMENT FOR MY TEAM THAT IS FREE OF DRUGS, TOBACCO, AND ALCOHOL, AND I WILL REFRAIN FROM THEIR USE AT ALL YOUTH SPORTS EVENTS.
 - Being alcohol and drug free at all team activities or in the presence of players.
 - Refraining from the use of any type of tobacco products at all team activities or in the presence of your players.
 - Refraining from providing any type of alcohol, drug or tobacco products to any of your players.
 - Encouraging parents to refrain from the public use of tobacco products or alcohol at team activities.

8. I WILL BE KNOWLEDGEABLE IN THE RULES OF EACH SPORT THAT I COACH, AND I WILL TEACH THESE RULES TO MY PLAYERS.
 - Becoming knowledgeable, understanding and supportive of all applicable game rules, league rules, regulations and policies.
 - Teaching and requiring compliance of these rules among players.

9. I WILL USE THOSE COACHING TECHNIQUES APPROPRIATE FOR EACH OF THE SKILLS THAT I TEACH.
 - Teaching techniques that reduce the risk of injury to both the coach’s own players and their opponents.
 - Discouraging illegal contact or intentional dangerous play and administering swift and equitable discipline to players involved in such activity.

10. I WILL REMEMBER THAT I AM A YOUTH SPORTS COACH, AND THAT THE GAME IS FOR CHILDREN AND NOT ADULTS.
 - Maintaining a positive, helpful and supportive attitude.
 - Exercising your authority/influence to control the behavior of the fans and spectators.
 - Exhibiting gracious acceptance of defeat or victory.
 - Accepting and adhering to all league rules and policies related to the participation of adults and youth.
 - Fulfilling the expected role of a youth coach to adopt a “children first” philosophy.
 - Allowing and encouraging the players to listen, learn and play hard within the rules.
 - Placing the emphasis on fun and participation.

b. **OFFICIALS Code of Conduct-** The Code of Conduct defines the expectations for youth and adults serving as officials in the TYV youth sports leagues. This Code of Conduct was compiled by the Southern California Municipal Athletic Federation (SCMAF).

- The Code of Conduct that follows will be in effect before, during and immediately after all TYV practices, games and meetings when on Town controlled property.
- Carefully review the Code of Conduct listed below:
 1. MAINTAIN HIGH STANDARDS OF EXCELLENCE:
 - Attend training meetings and clinics
 - Observe other officials and participate in peer evaluations
 - Guard against personal interests that may conflict with duties as an official

 2. STUDY THE GAME DILIGENTLY:
 - Have a thorough knowledge of rules, strategies, and safety precautions, and how they apply in game situations.

3. CONDUCT YOURSELF IN A PROFESSIONAL AND DIGNIFIED MANNER:
 - Present a clean and professional image in terms of appearance, language, and conduct.
 - Conduct yourself honorably.
 - Refrain from arguments or gestures that indicate agitation in front of coaches, players and spectators.
 - Shake hands with coaches at the beginning and end of competition.
 4. BE FAIR AND UNBIASED IN YOUR DECISIONS ON THE FIELD:
 - A fair game is of utmost importance. Do not discriminate against, nor take undue advantage of any individual group or team.
 5. BE CONFIDENT AND FIRM IN YOUR CALLS, BUT NOT INFLEXIBLE:
 - Have the courage to correct mistakes.
 6. BE POLITE, NOT RUDE:
 - Control the players effectively by being courteous and considerate without sacrificing fairness.
 7. PREPARE YOURSELF PHYSICALY AND MENTALLY:
 - Stay in shape, get enough sleep, and eat before you arrive.
 8. HONOR ALL CONTRACTS AND COMMITMENTS:
 - Once you commit to a game, show up.
 9. COOPERATE AND BE PROFESSIONAL IN YOUR ASSOCIATIONS WITH FELLOW REFEREES:
 - Strive to achieve maximum teamwork with fellow officials.
- c. **PARENTS Code of Conduct-** The Code of Conduct defines the expectations for adults serving as parents and spectators in the TYV youth sports leagues. This Code of Conduct was compiled by SCMAF.
- The Code of Conduct that follows will be in effect before, during and immediately after all TYV practices, games and meetings when on Town controlled property.
 - Carefully review the Code of Conduct listed below:
 1. MODEL GOOD SPORTSMANSHIP AND ETHICS:
 - Give your support to the team, opponents, coaches, and officials on and off the field/court.
 - Encourage your child, regardless of their play.
 2. HELP ALONG THE COACHING PROCESS:
 - Emphasize the importance of skill development and attending practices.
 - Know and study the rules of the game. Being able to talk to your child about his or her favorite sport in important.
 3. FULFILL COMMITMENTS:
 - Be on time and attend events as promised.
 4. SEE THE BIG PICTURE:
 - Children should be involved in organized sports for their own enjoyment, not yours.
 - Realize it is a privilege for your child to compete, not a right.
 - Don't relive your own athletic career through your child in a way that creates pressure.
 - Get to know your child's coach so you are aware of his or her knowledge, philosophy, attitude, and ethics and so you are comfortable releasing your child to his or her watch.
- d. **PARTICIPANTS Code of Conduct-** The Code of Conduct defines the expectations for youth serving as participants in the TYV youth sports leagues. This Code of Conduct was compiled by SCMAF.
- The Code of Conduct that follows will be in effect before, during and immediately after all TYV practices, games and meetings when on Town controlled property.
 - Carefully review the Code of Conduct listed below:

1. LIVE UP TO HIGH IDEALS OF ETHICS AND SPORTSMANSHIP:
 - Abide by the rules and regulations of the game and encourage other athletes to do the same.
 - Treat everyone fairly and with respect.
 - Direct comments or criticism at performances rather than the individual.
2. BE AWARE OF SAFETY CONCERNS:
 - Participate in a manner that ensures safety of other athletes, coaches, and officials participation in the game.
3. BE RESPONSIBLE:
 - Abstain from the use of or the encouragement of the use of tobacco products, alcoholic beverages, or illegal substances.
 - Report Problems- any wrongdoing or unhealthy behaviors should be reported to a coach, official, parent, or staff.
4. HONOR ALL OBLIGATIONS:
 - Fulfill your commitments; do what you say you will do; be on time to practices and games.
5. CONDUCT YOUR SELF IN A PROFESSIONAL DIGNIFIED MANNER:
 - Represent your team with honor.
 - Live and play with class; be a good sport.
6. COMPOSE YOURSELF IN A WAY THAT DEMANDS RESPECT:
 - Avoid using obscene language, gestures, boastful performances, and trash-talking.
 - Don't fight or show excessive displays of anger or frustration.

APPENDIX D
JOB DESCRIPTIONS

YOUTH SPORTS VOLUNTEER COACH
JOB DESCRIPTION

- TITLE: Volunteer coach for the Town of Yucca Valley Youth Sports Leagues.
- DESCRIPTION: * Coach of male or female athletes between the ages of 6-14
* You will be considered a role model for 8 -12 young athletes assigned to your team; therefore sportsmanship, fair play and full participation are mandatory.
- RESPONSIBILITIES: * Plan and supervise games, practices, and events.
* Supervise assistant coaches, or team parents.
* Teach the young athlete the fundamentals of the sport.
* Encourage the involvement of the parents in the sport.
* Schedule and conduct parent and other necessary meetings.
* Provide a safe and fun environment for the children.
* Learn and follow all league rules, policies, and procedures.
* Give each player equal playing time.
* Put the feelings of the players ahead of your desire to win.
* Attend all league functions and participate in league activities.
- QUALIFICATIONS: * Successfully complete the application procedure and pass a background check.
* Attend any scheduled coaching interviews or meetings.
* Successfully complete the National Youth Sports Coaches Association (NYSCA) Certification Program prior to beginning of the season.
* Be enthusiastic.
* Not want to win at all costs.
* Must be patient, especially with children.
* Be organized.
* Be dependable.
- INFORMATION: As a volunteer coach, you are treated by local, state, and federal law as being an unpaid employee of the agency in which you are associated with; therefore, you must conduct yourself in the same manner as you would your own job. In the same respect, you will receive the same treatment, aside from compensation and benefits, as the employee of the Town of Yucca Valley.

YOUTH SPORTS OFFICIAL
JOB DESCRIPTION

TITLE: Town of Yucca Valley Youth Sports League Game Official

DESCRIPTION: Game official of youth sports leagues for male or female athlete's ages 6 to 14

RESPONSIBILITIES:

- *Insure that the game proceeds within the context of the rules
- *Interfere as little as possible, never seeking to become the focus of attention
- *Set and maintain an atmosphere for enjoyment of the game
- *Show concern for athletes
- *Display a positive and professional attitude from the time of arrival at the facility to the time of departure

QUALIFICATIONS:

- *Successfully complete the application procedure and pass a background check.
- *Attend any scheduled officials interviews or meetings
- *Thorough knowledge of the game rules
- *Prior experience as an official and/or a participant in the sport being officiated

INFORMATION: Be self confident, consistent, decisive, even tempered, and encourage good sportsmanship. Youth sports officials are considered a seasonal independent contract employee and will be scheduled on an "as needed" basis. TYV staff can terminate the contract agreement at any time in the event of unsatisfactory performance by the official.

APPENDIX E
RIGHTS & RESPONSIBILITIES

a. COACHES Rights & Responsibilities

➤ Rights

1. To have support from the administration/league
2. To know what is expected of him/her
3. To have a fair procedure to bring concerns and complaints forward
4. To have ample opportunities to receive training to be a youth sports coach, including child abuse prevention

➤ Responsibilities

1. To provide accurate background information to the league
2. To get needed training
3. To understand the role and influence of a “Coach”
4. To understand intervention and child abuse reporting procedures
5. To abide by a Code of Ethics and Code of Conduct
6. To be an advocate for the program’s philosophy
7. To set expectations for the season
8. To recognize the special needs of EACH athlete, gifted or not gifted
9. To limit physical interaction while conducting instructions
10. To provide appropriate and caring touch
11. To never touch out of anger
12. To keep programs free from put-downs, trash talk, profanity, violence and abuse
13. To motivate with praise and instruction
14. To not use physical punishment
15. To learn effective ways to channel frustrations and anger
16. To communicate respectfully with parents, athletes, officials & administrators
17. To provide a safe and fun sports environment

b. OFFICIALS Rights & Responsibilities

➤ Rights

1. To be treated with dignity and respect
2. To be free from receiving abuse
3. To have the support of the administration

➤ Responsibilities

1. To set the tone for everyone to be a good sport
2. To get training on being an official and child abuse prevention
3. To be fair and impartial
4. To abide by a Code of Ethics and Code of Conduct
5. To set limits and boundaries by not allowing abusive behavior on the part of coaches, players, parents or fans
6. To take an active role to create an environment free from abuse and inappropriate behaviors
7. To provide a safe and fun sports environment

c. PARENTS Rights & Responsibilities

➤ Rights

1. To have a safe and fun experience for your child
2. To have accurate and comprehensive information
3. To be a part of a quality program
4. To know about the complaint procedures

➤ Responsibilities

1. To have a part in the supervision of the child
2. To be a good spectator
3. To bring forward valid complaints and concerns
4. To educate your child about abuse
5. To abide by a Code of Ethics and Code of Conduct
6. To help each child find the right sport and program for his/her needs
7. To assess the philosophy of the coach and the organization
8. To provide each child with the physical and emotional nurturing and guidance they need to thrive
9. To be an advocate for each of your children

10. To support sons and daughters equally as athletes
11. To understand that all children are gifted, but not in equal ways
12. To support the individual needs and interests of the child
13. To provide unconditional love and support, not based on performance
14. To pay attention to see if your children are having fun and learning as opposed to just winning
15. To create a safe and fun sports environment

d. **PARTICIPANTS Rights & Responsibilities**

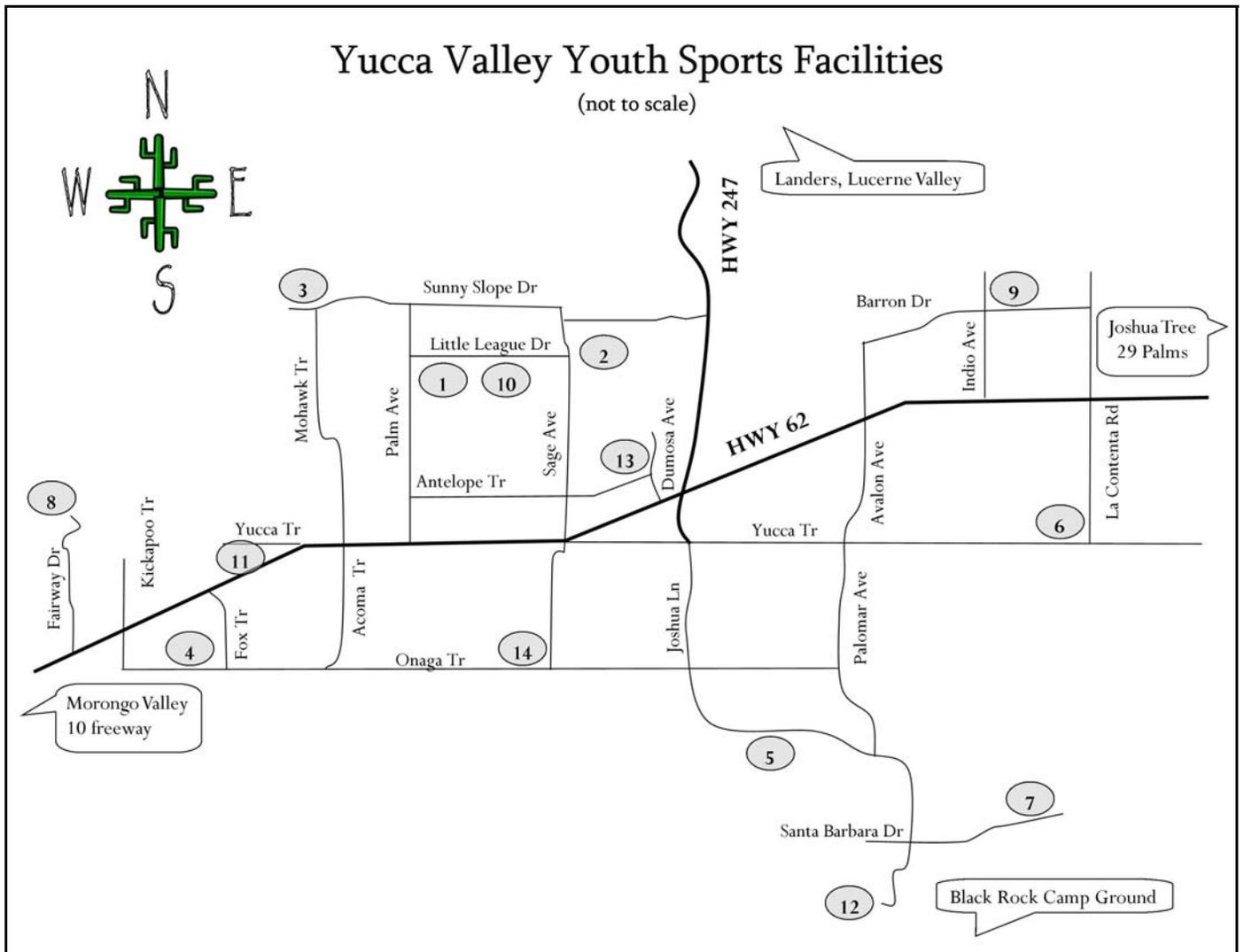
➤ Rights

1. To have sports be a safe experience, free from abuse and violence
2. To have fun learning, trying new things and being able to practice and play
3. To participate in a variety of sports opportunities

➤ Responsibilities

1. To follow rules
2. To tell parents (or other trusted adult) about any abuse
3. To try our hardest and best
4. To learn the values of teamwork-helping and supporting one another
5. To abide by a Code of Ethics and Code of Conduct
6. To learn ways to deal with pressure and frustrations
7. To care about what happens to others
8. To settle conflicts without saying or doing things that hurt others
9. To treat coaches and officials with respect
10. To treat others as you want to be treated
11. To be a good sport (how you talk to others and how you behave)
12. To let your parents and coaches know what you need

APPENDIX F
MAP OF FACILITIES



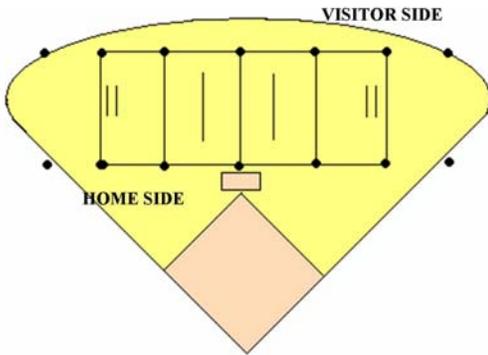
FACILITIES KEY

1. Boys & Girls Club
2. Coyote BMX Track
3. Evangelical Free Church
4. Jacobs Park
5. Joshua Springs
6. La Contenta Middle School
7. Machris Park
8. North Park
9. Paradise Valley Park
10. "Pop" Rauch Memorial Park (TVLL)
11. Remembrance Park (passive)
12. South Park
13. YV Community Center Complex (Library, Museum, Town Hall, Senior Center)
14. Yucca Valley High School

APPENDIX G
PRACTICE & GAME SETUP DIAGRAMS

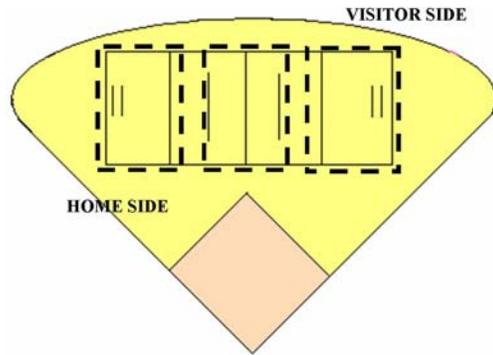
Flag Football
@ Machris Park

Games



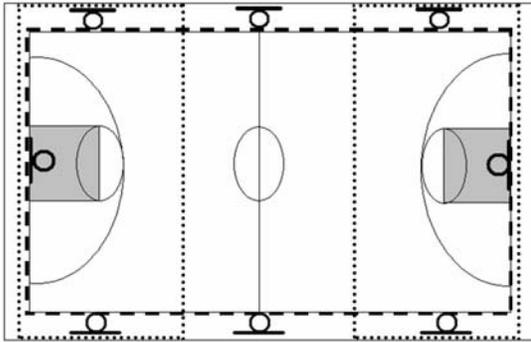
This is for all divisions

Practices

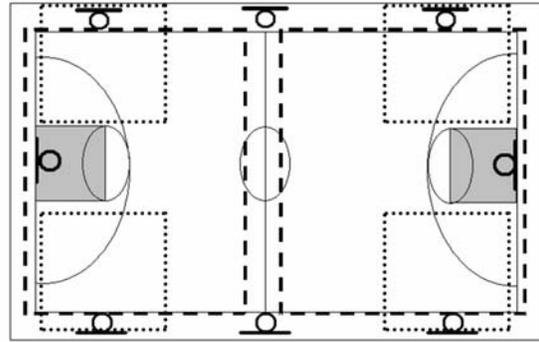


This is for all divisions

Basketball
@ Boys & Girls Club



- 6-7 yr olds (side baskets)
- - - 8-9, 10-11, & 12-13 yr olds (main court)



- 6-7 yr olds (side baskets)
- - - 8-9, 10-11, & 12-13 yr olds (1/2 main court)