

**South Hadley Recreation Department
Policies and Procedures (updated 1/11/05)**

Mission Statement

To provide a wide range of recreational programs and activities through the utilization of tax dollars and self-support.

The Recreation Commission is a seven member panel of South Hadley residents that makes policy and advises the Recreation Director on many different issues relating to recreation. Members of the Recreation Commission are appointed by the Board of Selectmen for a three-year term of office. The Commission meets monthly with the Recreation Director to accomplish their goals. Any resident of the Town of South Hadley is encouraged and invited to attend any of these meetings.

These policies and procedures are intended support the Recreation Director in his/her every day tasks. Anything in this document can be appealed to the Recreation Commission.

Eligibility (Youth Sports)

- Recreation Department sponsored sport leagues begin for children entering the first grade. Age and DOB will not play a part in meeting this requirement. Parents may organize an informal kindergarten program that does not accept registration fees and doesn't involve a formal schedule/registration process.
- Recreation sports are open to children that reside in South Hadley or attend school in South Hadley. Children residing is outside communities may join provided their town does not offer a comparable program and there is a need for participants for a South Hadley team.

Eligibility (Summer/Special Programs)

- The age requirement for Recreation Department summer programs will be set based on the focus/requirements of each specific program.
- Residents of South Hadley will be given the first opportunity to register for programs with a limited roster; however non-residents can be added at the end of the registration period to help complete the roster. There will be a \$10 non-resident charge for each participant.

Eligibility (Adult Programs)

- Adult programs are open to any participant.

- There will be non-resident fees associated with each event to be set by the director. This will be based on the total cost, popularity and availability of the program.
- There will be non-resident fees associated with each adult sports activity. This shall be based on the total amount of non-residents on a team. Any team that has more than three non-residents will fall into the non-resident fee category.

Registration Policies

- Registrations shall be taken during the posted registration hours and registration periods. Registration periods are advertised in the school newsletters, Town Reminder, periodically in the Republican, Recreation Department website, TV-15 and at the Recreation office.
- A parent/legal guardian must fill out and sign the registration form for anybody under the age of eighteen.
- There will be a late fee of \$10 assessed for anybody signing up after the registration period has ended.
- There will be a waiting list for anybody signing up after the posted registration date and when there is full enrollment in a sport or activity. Participants will come off the waiting list on a first come, first served basis.
- Participants will only be allowed to participate in one Recreation Department sport per season. The Recreation Director/Commission may make exceptions to this rule based on activity length, commitment level and other circumstances they deem appropriate.

Seasonal Field/Sport Policy

- The Recreation Department will only sponsor sports that are in season. Due to this, out of season sports will not be permitted to use the fields. It is up to the Recreation Director to set the timelines on seasons.
- There may be informal meetings of different sports during the summer. These meetings will be structured as scrimmages or practices where anybody is invited to participate. These meetings will not be individual team practices or games.

Registration Fees

- The Recreation Director or Recreation Commission will set the registration fee based on the cost per each program.
- There will be a late fee of \$10 for anyone signing up after the posted registration period.
- There will be non-resident fees as explained in the eligibility sections of this document.
- Financial waivers are available for those that need financial assistance. The criteria for receiving a financial waiver are listed under the “financial waiver policy.”

Financial Waiver Policy

- Any child that qualifies for free school lunch will have 100% of their registration fee waived.
- Any child that qualifies for reduced school lunch will have 50% of their registration fee waived. Anybody meeting this qualification wishing for a 100% waiver must show further specific hardship.
- Payment plans are available for those requesting one. Payment must be completed before the season begins.
- Anybody not meeting the aforementioned qualifications that would still like to apply for a financial waiver must appeal to the Recreation Director. Guidelines that will be used in this situation will be recent job loss, disability or other similar financial hardship.
- Late fees will not be waived and must be paid in full.

Staff and Coaches

- All staff, volunteers and coaches will be selected by the Recreation Director.
- All staff, volunteers and coaches must receive a CORI check as Massachusetts Law declares.
- It is mandatory that all coaches become NYSCA (National Youth Sports Coaches Association) certified.
- The Recreation Director may make it mandatory for certain member of the staff, volunteers or coaches to be CPR or first aid trained.
- The Recreation Director will set the wages for all officials and staff that is based on a study of other communities and length of service.

Field Usage

- Any outside group wishing to use the fields must have permission from the Recreation Department/School Athletic Department.
- Any outside group (less than ½ of the team residing or attending school in South Hadley) must pay a fee for usage of the fields/athletic facilities. This fee has been set at \$25 per game/day the field is used (double headers will only incur one fee). In some circumstances, businesses that have given donations towards different Recreation Department activities may be excused from paying the usage fee.

CYO Basketball Policy

- Any participant of a CYO basketball team is not eligible for participation in any winter Recreation Department basketball league.
- Recreation basketball teams will not be permitted to scrimmage against CYO teams from South Hadley. These teams may play each other in tournaments sponsored by other communities.

Tryout Policies

The following guidelines will be followed for the purpose of selecting team members for travel/select teams.

- An independent panel (selected by the Recreation Director) will be utilized for any tryout conducted by the Recreation Department. The coaches will not have an authority over selecting the team.
- The panel will be given criteria defined by the Recreation Department to select players. Some of the criteria will be the player's skill, attitude, hustle, position, coach-ability and the number of players on a team. Grade, size and team role may also play a part in the decision making process.
- The prospective coaches of the team will be invited to view the tryouts. The coaches will not be actively engaged in the tryout process or have an interaction with the players or panel.
- The coaches may prepare a list of players they would select and submit it to the panel for their consideration.
- The selection panel will have the final determination regarding the players chosen for the team and will submit the list of players that were chosen to the Recreation Department.
- The Recreation Department will mail letters to all of the participants who attended the tryouts informing them of their status on the team.

Coach Selection

- The Recreation Director will select the coaches of all Recreation teams.
- The criteria used for selecting coaches will be their coaching or playing experience, behavior, and knowledge of the game.
- Anybody that would like to appeal the selection of a coach by the Recreation Director may bring their concerns to the Recreation Commission.
- All coaches will have to submit to a CORI check.

Discipline

- *Any player, coach, parent, spectator or official is subject to the Recreation Department's Code of Conduct. It is the expectation of both the Recreation Department and Recreation Commission that the safety of all participants, coaches, spectators, officials and employees be paramount. Deviations from this policy will not be permitted.*
- *If anyone is found to be in violation of the Code of Conduct, then they will be suspended by the Recreation Director. The length/severity of the suspension will be based upon the severity of the offense, number of previous offenses/behavior and any other mitigating factors.*
- *Suspensions may be appealed to the Recreation Commission. The suspended individual must send a written request to the Recreation Commission five days prior to their next meeting to request to be on the Recreation Commission agenda. The suspended individual will be given an opportunity to plead their case before the Commission and will be subject to any questions the Commission may have. Following this meeting, the Commission will determine if the suspension shall be reduced or rescinded.*

Code of Conduct

- *I will provide a positive support and encouragement for any player, coach, official, employee when attending or participating in any South Hadley Recreation Department activity.*
- *I will encourage good sportsmanship at any game or practice.*
- *I will place the emotional and physical well-being of any participant ahead of any desire to win.*
- *I will demand a sports environment that is free of drugs, tobacco and alcohol and refrain from their use and all youth sports events.*
- *I will do my very best to make youth sports fun for any child.*
- *I will insist that any event will be safe and healthy and I will not be involved with any altercations (verbal or physical) with any other parents, spectators, coaches and officials.*
- *I will not coach or yell instructions at players, coaches or officials from the sidelines.*

South Hadley Recreation Department Alcohol Policy at Youth Sports Events

Alcohol is not permitted at any Recreation Department youth sport game or event. An event is defined as any mandatory team function where youth players are in attendance. These include but are not limited to practices, games, team dinners, fundraisers, banquets and post season parties. Coaches and adults have a significant impact upon the lives of our young participants and consuming alcohol at team events gives them the impression that drinking is acceptable in this environment.

Any person violating this policy will be removed or ejected from the activity and will be subject to further disciplinary action from the Recreation Commission. Any coach that consumes alcohol before or during a team event will be removed from his or her coaching position and may be suspended from coaching in the future.

Alcohol is permitted at Recreation Department youth sports fundraisers where the players participation is voluntary. An example of this is a golf tournament benefiting a specific activity. While there may be youth players in attendance, parents are aware that alcohol will be consumed at this event and it is their choice to put their children in that environment.