

# CHESAPEAKE PARKS, RECREATION AND TOURISM'S

## ATHLETIC DOCTRINE

- I. **TO PROMOTE SPORT PROGRAMS THAT ARE SAFE, FUN AND ENJOYABLE.** Competition encourages cooperation, self-discipline, and motivation while enhancing the development of life-long traits. Remember, that competition is a process and not a product. The score is a product of competition. Therefore, our athletic leagues will strive towards the process instead of the product.
- II. **TO PROMOTE PHYSICAL FITNESS THROUGH SPORTS.** Exercise allows the body to develop in the manner for which it was designed.
- III. **TO PROMOTE RESPECT OF ONE'S SELF AND OTHERS THROUGH GOOD SPORTSMANSHIP** by emphasizing the development of cooperation and respectful behavior toward teammates, opponents, referees, and coaches. Also, coaches should help each child feel good about him/herself.
- IV. **TO PROMOTE RESPONSIBILITY IN ONE'S SELF THROUGH ENCOURAGED PARTICIPATION** and emphasizing that one's effort is more important than the final score.
- V. **TO PROMOTE THE TEACHING SPORTS FUNDAMENTALS** which are essential to enjoy the game. Coaches should develop each child's skills and abilities to the fullest potential.
- VI. **TO PROMOTE SPORTS EDUCATION AND CERTIFICATION FOR ALL VOLUNTEER COACHES.** Qualified adult leadership is necessary for positive growth and human development.

**NEW RULES ARE IDENTIFIABLE BY BOLD TYPE**

## **GENERAL YOUTH RULES**

### **I. RECREATION LEAGUES**

#### **A. General Purpose**

1. To inspire the youth and adults of our city to take part in the programs sponsored by the City of Chesapeake Parks, Recreation and Tourism Department.
2. To bring the citizens closer together through a common interest in sportsmanship, fellowship, and athletic competition.
3. To encourage adults to set a good example when supervising the youth of our city, and to keep the welfare of youth foremost in mind.
4. To promote programs in athletics that are well balanced and supervised by competent adults.

#### **B. Standards of Behavior – Adults must conduct themselves in a manner that displays acceptable and appropriate behavior as examples for our youth to follow in the form of good sportsmanship and showing respectfulness towards others. Coaches, parents, spectators, scorekeepers and officials are subject to these standards of behavior or they may be asked to leave an athletic facility by an athletic staff person and/or a game official.**

1. No profanity or abusive language.
2. No antagonizing, taunting, intimidating or distraction of players on any team.
3. No shouting at game officials or athletic staff.
4. No demeaning, belittling or unsportsmanlike remarks towards game officials.
5. No physical disciplinary action towards your child at athletic facilities.
6. No being under the influence of, or consumption of, alcoholic beverages or drugs at athletic facilities on school or city property.
7. No use of tobacco products in community centers or in school facilities.

C. Volunteer Coaches Faced With Physical Altercations

1. Upon the eruption of a physical altercation, a City employee and /or volunteer is required to verbally attempt to cease hostilities.
2. If an altercation continues, City employees, officials, or volunteers will ask offenders to leave the premises. Failure to comply will result in notification of police department by calling 911 or 382-6161.
3. In the event verbal efforts to stop a physical altercation fail at a Parks and Recreation sponsored event, volunteers are not under any obligation to intercede by physically contacting another individual. If a volunteer chooses to intercede physically, they do so at their own risk of bodily injury or possible court action without legal representation provided by the City of Chesapeake.

D. Sponsor - The Chesapeake Parks, Recreation and Tourism Department who is the sponsor of the leagues, shall have the authority to act on any question arising as to the successful conduct of the leagues, and on questions not covered herein.

E. Governing Authority - The Chesapeake Parks, Recreation and Tourism Department will govern the leagues. The Director of Parks, Recreation and Tourism for the City of Chesapeake is the official interpreter of all rules and policies. His or her decision will be final.

II. ASSOCIATIONS, ORGANIZATION, AND ATHLETIC CLUBS

A. Responsibilities

1. Associations, Organizations or Athletic Clubs who are sanctioned to provide assistance to the Parks & Recreation Department through a partnership agreement will be subject to these requirements.
2. Election of Officers – Associations must have an annual election of officers by the membership and a current list of officers with phone numbers and addresses must be submitted to the Parks & Recreation Department and updated as changes occur.
3. Membership Meetings – Associations must conduct a minimum of two open membership meetings each year, one of which must include the election of officers. Meetings must be publicized a month in advance by posting the meeting date, time and location at the community center within the athletic area where assistance is being provided and by submitting an announcement to the newspaper.

4. Open Membership – Associations must have open memberships whereby any adult age 18 or older is eligible to join the association’s membership by complying with the membership enrollment criteria that must be outlined in the association’s by-laws.
  - a. Current Association By-laws must be submitted to the Parks & Recreation Department when staff arranges the pre-season Partnership Agreement meeting.
5. Communications – Organizations must designate a contact person for communication purposes with the Department. Agreements, suggestions, questions, and complaints should be in writing. All written information from an association to parents, coaches and or participants must be approved by the Department prior to distribution. The Department should be notified of all meeting dates of the organization.
6. Team Names – Associations may not change any team names unless approved by the department.
7. Concession Stands – Organizations operating stands are responsible for the concession stand maintenance and the cleaning of the grounds following each use. The Chesapeake Health Department must be contacted to obtain a food service permit.
  - a. Associations who operate concession stands are required to abide by all policies outlined in Concession Stands Policy No. 6040.
8. Financial Report – Associations who are sanctioned to provide assistance to the Chesapeake Parks, Recreation and Tourism Department sponsored youth athletic programs are required to submit an annual financial statement or report to the Department within 90 days after the conclusion of the sport season. This report will be available in the community center within the athletic area where the association provides assistance to the Department for one month. The report will also be made available upon request to citizens.

The financial report must include the following information:

- a. Beginning balance prior to the sport season.
- b. Itemized revenue received for all fund raising projects listed separately and totaled.
- c. Itemized expenses paid for all purchases listed separately and totaled.

- d. Remaining balance after all revenues are accounted for and all expenses paid.
  - e. Printed or typed names with dated signatures of the president and treasurer of the association, in addition to the printed or typed name with dated signature of the prepared of the financial report.
9. Failure of an association to adhere to these responsibilities will result in the association not being recognized or sanctioned by the Department. Associations not recognized or sanctioned to assist the Department will not be allowed to operate a concession stand or conduct any other fund raising activities involving participants or parents of any Department sponsored programs.
- B. General Purpose
- 1. To assist Department staff in specified phases of the program operation identified in the annual Memorandum of Understanding.
  - 2. To assist the Department in furnishing equipment and uniforms, if possible.
  - 3. To provide a concession stand, if possible at outdoor facilities.
- C. Memorandum of Understanding – The Memorandum of Understanding is a contract agreement that outlines the responsibilities of both athletic associations and the Chesapeake Parks, Recreation and Tourism Department that must be completed no later than one month prior to the registration date for each sport. Otherwise, the Department’s position will be that the association does not wish to assist with that particular sport and Association activities may not be approved for that sport season.

### III. FACILITIES

- A. Alcoholic Beverages - The drinking of alcoholic beverages is not allowed on or around recreation facilities. Parks ordinance section 50-20.18 prohibits the consumption of alcoholic beverages on or at a facilities. Anyone caught will be subject to arrest and suspended from the league. Also, any player who has been drinking must not be allowed to participate.
- B. Tobacco products - Coaches and scorekeepers are not allowed to use tobacco products at fields or gyms during games and practices.  
Penalty: 1st offense - verbal warning

2nd offense - violator will be given a one game suspension, however, any extenuating circumstances may result in a more severe penalty.

1. Since the use of tobacco products is harmful to ones health and sends negative message to our youth, the use of tobacco products will not be allowed by anyone at outdoor athletic facility playing areas, in the bleachers, in the restrooms or in and around concession stands. If someone must use tobacco products they must do so away from the public in the parking lot or away from the bleacher/spectator areas.

Penalty: 1<sup>st</sup> offense – verbal warnings  
2<sup>nd</sup> offense – request person to leave the athletic area.

- C. Domestic Animals - Park ordinance section 50-22 places the following restrictions on domestic animals.

No person shall bring or be responsible for the entry of a dog or other domestic animal into area other than automobile parking concourses and walks immediately adjacent thereto and in such other areas as may be clearly marked by signs bearing the words "Domestic Animals Permitted in This Area." Nothing herein shall be construed as permitting the running of dogs at large. All dogs in those areas where such animals are permitted shall be restrained at all times on adequate leashes not greater than five feet in length. (10/13/92).

- D. Collections - Collections of any type will not be made at or in the vicinity of any Chesapeake Parks, Recreation and Tourism Department facility without prior permission from the Chesapeake Parks, Recreation and Tourism Department Director.
- E. Repairs - Any repairs to the playing fields, other than minor ones, must be approved by the Chesapeake Parks, Recreation and Tourism Department.
- F. Ball Field Lights - The Chesapeake Parks, Recreation and Tourism Director will designate which field lights may be used on Sundays. All field lights must be turned off within fifteen minutes following the last ball game or practice.
- G. Field Reservations - Fields may be reserved in accordance with Department policies and procedures.
- H. Practice Locations - Youth teams may not practice outside the Chesapeake city limits and only at designated approved city-owned property.
- I. Participation in Outside Events - Teams may participate in activities under guidelines provided by the Chesapeake Parks, Recreation and Tourism Department.

#### IV. FRANCHISE AND REGISTRATION FEES

- A. Fees - A tournament or registration fee established by the Department will be paid by each youth team or youth participant registering to play in a Chesapeake Parks, Recreation and Tourism Department league. A team that has not paid their tournament fee by the designated date will not be eligible to participate in the tournament.
- B. Youth Registration Refunds – Refunds will be processed if there is no team or league due to insufficient registrations. Refunds may be approved due to special circumstances of injury, illness, or family relocation however no refunds will be considered after the first date of a particular sport season. **A processing fee of \$10.00 will be applied to all refund requests for activities not cancelled by Chesapeake Parks, Recreation and Tourism Department.**
1. Associations collecting fees for any goods and services such as jerseys or photograph packages will be responsible for adhering to the Chesapeake Parks, Recreation and Tourism Department policy on refunds.
- C. Uniforms - Youth Programs
1. Associations that agree to furnish uniforms for youth teams must provide every team in all divisions of the league (except Tackle Football) with a uniform of equal quality at no cost. If an association is unable to furnish all teams with a uniform, all the teams must participate in the Chesapeake Parks, Recreation and Tourism sport shirt/jersey program.
    - b) Associations may provide tackle football jerseys for sale, free of charge or as a return item. Associations unable to provide this service must notify the department by April 30<sup>th</sup> in order that the department can provide the jersey for resale.
    - c) The Association's resale charge for jerseys must be approved by the Department.
  2. Coaches are prohibited from receiving, soliciting or encouraging contributions of uniforms/equipment items, unless it is in conjunction with an association approved and sponsored fund raising project. (An exception for Cheering uniforms is addressed in the Cheering Rules section). Coaches cannot use donations to provide game jerseys for soccer, basketball, flag football, and girls' softball teams since game jerseys are provided by the Department. Associations may contribute these items provided all teams within the athletic area being served are included in the distribution.

#### D. Game Jerseys

1. Jerseys - Players shall wear the game jersey supplied by the city. If a player does not have the issued jersey, a temporary substitute jersey may be worn without numbers that does not conflict with the color of the opposing team's, referees' or goal keeper's jerseys. The referee/umpire shall be informed of the temporary jersey prior to the game.
2. Jerseys - Tackle football jerseys are safety apparel to cover shoulder pads. The referee must approve any substitute type jersey as a football jersey.
3. Department-issued game jerseys will not be altered other than adding team/individual names by screen print transfer or sew on, etc. Nicknames are not allowed on the jerseys. Unauthorized jerseys will not be allowed in games. (Jerseys are to be kept uniform, not cut off or sleeves cut out or split.)
4. Team names or individual player names may be placed anywhere on the jersey that does not interfere with the logo or numbers.
5. Recognition heat transfer or sewn on patches are not acceptable to acknowledge individual player achievements.

#### V. GAME OFFICIALS

- A. Payment - The Chesapeake Parks, Recreation and Tourism Department will schedule and pay for the officials (and basketball scorekeepers) for each game. The rate of pay will be set by the Department.
- B. Number of Officials Per Sport:
  - Youth Basketball - Training - one referee, one timer
  - Youth Basketball - Two referees, one scorer, one timer
  - Girls' Softball - One umpire
  - Youth Football – Training Flag - Two referees
  - Youth Tackle Football – Three referees
  - Youth Soccer - Ages 5-8 - One referee
  - Youth Soccer - Ages 9-18 - Two referees
- C. Absent Officials - If one official is absent when two are scheduled for a game, the game will be played. If two officials are absent when three are scheduled, the game will be rescheduled. In the event there are no officials available for a Tiny Tot or Training league game a coach or a volunteer may be used as a referee if necessary.

- D. Authority - The game officials have authority to suspend/terminate games prior to their scheduled start and during the contests in the event of bad weather conditions, lighting problems, or other difficult situations that make the athletic facilities unplayable. The Chesapeake Parks, Recreation and Tourism Department staff has the final authority, which may overrule a game official's decision pertaining to safe or unsafe field/gym conditions. The Chesapeake Parks, Recreation and Tourism Department staff do not have the authority to overrule a game official's decision on judgment calls or interpretations of game rules. Terminations of any game prior to the normal conclusion for unsportsmanlike conduct issues will result in forfeiture of the game in favor of the team not at fault.

## VI. VOLUNTEER COACHES

### A. Youth Programs

1. Volunteer Coaches Applications - Everyone who wishes to become or continue to serve as a volunteer coach will be required to complete a Volunteer Coaches Application form which must be approved by staff before a coach is permitted to conduct a team practice. Volunteer Coach Application forms are available at all recreation centers and on the city website.
2. Criminal History Records Checks - Due to the nature of the Department's responsibilities and liabilities it will be necessary to perform background reports on all adult volunteer coaches for the protection and welfare of program participants. The City of Chesapeake will pay the applicable fees for processing these record checks. **All adult head and assistant coaches will receive a criminal history records search.** The Search will include national sex offender and crimes against minors. Volunteer Coaches provide the City authorization to conduct background checks by signing a statement indicating this on the Volunteer Coaches Application form.
  - a) All coaches will initially be required to submit to fingerprinting in order to obtain criminal history record information through the Central Criminal Records Exchange to the Federal Bureau of Investigations and to submit to a search of the Virginia State Department of Social Services Child Protective Services Central Registry.
  - b) Returning coaches who have been initially screened by the National FBI Central Criminal Records Exchange will receive an annual criminal history records search through the Virginia State Police. **All coaches must have completed results from the FBI search on file to return to coach.**

3. Selection - The recreation staff should use good, sound judgment in selecting volunteers. Volunteers should be reminded that they are strictly under the direction of the Parks, Recreation and Tourism Department. Head coaches must be a minimum of 18 years old. Assistant coaches must be a minimum of 16 years of age before they attend the first practice or game as an assistant coach. An adult coach (18 years of age or older) must be in attendance at all practices and games.
  - a) Assistant coaches who are under 18 years of age are not subject to criminal history record searches. A parent or legal guardian must sign the coach application form to give their consent for their son or daughter to participate as a volunteer assistant coach.
  - b) Due to the background check process, the deadline for adding assistant coaches will be two weeks after the first scheduled practice date. Special circumstances may be approved by the area supervisor or athletic coordinator.**
  
4. Conduct - The conduct of a coach will have a great impact on the success of the youth program. Adults set a bad example for youth when they use profanity or show disrespect for game officials. Also, volunteers should wait until a private moment to give a child constructive criticism. Adults should remember that these boys and girls are young and their desire to participate in sports can be encouraged or discouraged by the way an adult administers criticism. Profanity will not be tolerated and could affect future service with the Department.
 

In compliance with the Athletic Doctrine, each coach is required to make sure members of their team shake hands with the opposing team after each contest.

At the conclusion of games, officials are off limits to coaches, players and spectators.
  
5. Agreements Outside of Rules - There shall be no agreement between team coaches that conflicts with any article of these official rules. Coaches will be expected to enforce all rules.
  
6. Player Exchange – Coaches cannot exchange or switch players at any time.
  
7. Coaches are required to accept all registered participants regardless of their sex, race, weight, height, ability or experience. Coaches do not have the authority to curtail a youth's participation in practices or games unless an immediate behavior problem exists which must be reported to an athletic staff member as soon as possible.

8. Unconfirmed Registrations – Coaches cannot allow a participant to practice or play in a game unless the staff has provided this person’s name and phone number to the coach to be added to the team roster as a registered participant.
9. Both head and assistant coaches must adhere to the City of Chesapeake’s Substance Abuse Policy that prohibits a volunteer or employee from reporting for duty while his/her ability to perform tasks is impaired due to alcohol or drug use. A copy of this comprehensive policy is available upon request that outlines reasonable suspicion and occasions for substance abuse testing.
10. **Practices – Coaches may not assemble team members or begin practices until the Department assigns the first practice date to the head coach. Any changes to the assigned practice schedule must be approved by staff.**
  - a) Coaches are required to conduct a parents’ meeting at the first practice and provide all coaches’ names, phone numbers, the practice schedule, and any other pertinent information.
  - b) Coaches have the option of canceling their practices unless the department cancels practices on the Athletic Hotline when bad weather conditions exist.
  - c) It is the coaches’ responsibility to ensure that all your players have been picked up or have rides after practices or games. Never leave a child unattended.
  - d) Teams may scrimmage against teams in their age category and gender within the Chesapeake Parks, Recreation and Tourism Department Leagues at approved city practice sites within the city.
    - i. Scrimmages between parents and players are prohibited.
    - ii. **Scrimmages with teams outside your respective athletic area must be approved by the Athletic Recreation Specialist who oversees the area hosting the scrimmage. Requests must be made at least two working days prior to the scrimmage.**
11. Equipment and Supplies - Coaches are responsible for returning equipment and supplies to the Department within 10 days of the last played game of their season. A coach who does not return his equipment risks his future privilege to coach.
12. Coaches should use good judgement in selecting team names. Athletic staff will approve all team names and reject any that are deemed inappropriate.

13. Coaches should use good judgment in their attire while at practices and games keeping in mind they are role models for our youth. Athletic staff will address attire deemed inappropriate.
14. All head coaches shall have all pertinent rules and regulations for that sport explained in a manner to be determined by Chesapeake Parks, Recreation and Tourism Department before they are allowed to participate as a coach in a sanctioned game/match. Each coach shall receive a copy of all such pertinent rules and regulations for referral. Chesapeake Parks, Recreation and Tourism Department shall require written confirmation from each head coach as to the fact that the rules and regulations have been explained and that the coach agrees to abide by such rules and regulations. If a head coach cannot attend the rules meeting, he/she must send an assistant coach; however, the head coach cannot participate until he/she receives a rules presentation.
15. A moment of silence is acceptable at City sponsored athletic events such as games, practice, and opening ceremonies provided there is no reference to a particular religion (i.e. prayer).
16. Frequent water breaks are to be given during practices and games when high temperatures high humidity or a high heat index is prevalent. Never deny any child's request for water at any time, as this is a basic building block for life.
17. Coaches are required to support and adhere to all approved Chesapeake Parks, Recreation and Tourism Athletic Rules and Policies.

## VII. LEAGUE REQUIREMENTS

- A. Youth Leagues - Youth leagues must consist of at least three teams. The Department reserves the right to form leagues between two or more districts.
- C. Due to extenuating circumstances, the Athletic Coordinator may approve exceeding the team player limit. (Exception: Basketball, Tiny Tot Soccer, Training Soccer and Training Football, where roster size is limited to maintain required playing time policy.)
- D. Department Sponsored Post-Season Tournaments
  1. Post-season single elimination tournaments are special events conducted by the Department after the football, basketball, spring soccer and girls' softball seasons if adequate facilities and if scheduling time periods are available. Team entry fees and applicable admission fees are approved annually to offset direct tournament expenses.

## 2. Team Eligibility Format

- a) A minimum of four teams will be required per division to conduct a tournament.
- b) Tiny Tot and Training Leagues are not eligible for tournament play.
- c) Football
  - i. Midget & Junior Leagues - The top two (2) teams representing a single athletic area league are eligible to enter the tournament.
  - ii. The top three (3) teams representing a multiple athletic area league are eligible to enter the tournament.
  - iii. In the event there is a tie for 2<sup>nd</sup> place in a single athletic area league or 3<sup>rd</sup> place in a multiple athletic area league the tie will be broken by using “head-to-head” competition initially and “points allowed” during “head-to-head” competition as needed. This will only apply to conference games.
  - iv. Teen League - All teams are eligible to enter the Teen Tournament. A minimum of four teams are required to conduct a tournament.
- d) Basketball
  - i. Midget, Junior, Teen, Senior and Super Senior Leagues - The top two (2) teams representing a single athletic area league are eligible to enter the tournament.
  - ii. The top three (3) teams representing a multiple athletic area league are eligible to enter the tournament.
  - iii. In the event there is a tie for 2<sup>nd</sup> place in a single athletic area league or 3<sup>rd</sup> place in a multiple athletic league all tied teams are eligible.
  - iv. In citywide leagues all teams will be eligible to participate.
- e) Spring Soccer and Girls Softball
  - i. All Midget, Junior, Teen, Senior and Super Senior League teams are allowed to participate upon meeting the entry deadline and submitting the entry fee.

## 3. Tournament Requirements

- a) Teams must use players on the official roster.
- b) All regular season rules will govern play for all tournament games.
- c) Games will be scheduled in a single elimination format.
- d) The home team will be determined by a coin toss and the winner of the toss has the option to be the home or visitor team.
- e) During tournament games, **player participation protests will be addressed at the field. If found to be in violation the game will be forfeited.** If the protest is not upheld, the **\$50** protest fee will be due. There are no protests for rule interpretations in football, basketball or soccer. Ineligible player protests will be addressed the next working day upon receiving a written protest with the \$50 protest fee.

#### VIII. AWARDS

- A. Youth - The Department will not be responsible for awards for the regular season. The Department will provide awards for the post-season tournaments with the exception of football, since host associations provide these awards.

#### IX. GAME SCHEDULES AND POSTPONEMENTS

- A. Once schedules are prepared for printing there will be no changes for special considerations from coaches, parents, or participants except for circumstances deemed necessary by the Department.
  - 1. Coaches are required to encourage their players to be present at the game site at least 15 minutes prior to the scheduled game time printed on the schedule. Coaches may not assemble their team more than 30 minutes prior to game time.
  - 2. Coaches, including cheering coaches, do not have the authority to cancel a team's game or inform cheering parents there will be no cheering for a particular game.
  - 3. Staff has the authority to start a game scheduled after the first game earlier than the scheduled game time when a prior game is forfeited or concluded early due to the excessive lead rule in softball. This cannot be done unless all coaches agree and all players are present, including cheerleaders.
- B. Conditions for Postponement - The Chesapeake Parks, Recreation and Tourism Department will not postpone any regularly scheduled game, except in the case of bad weather, poor field conditions, or extreme emergency.

- C. Rescheduling - When a scheduled game is postponed for any reason whatsoever, the game will be played in the order of its postponement, as nearly as possible. The Chesapeake Parks, Recreation Tourism Department will set a date for the game to be played and notify the managers concerned of the date set, allowing 48 hours notice. If one team does not appear ready to play, the game will be forfeited to the team not at fault. If neither team shows up to play, one game loss for each team will be entered in the league standings.
- D. Non-league Conflicts - Games will not be postponed because of conflicts with non-league games or practices.

## X. PENALTIES

- A. Penalties assessed to players or coaches as deemed appropriate by the Chesapeake Parks, Recreation and Tourism Department may include probation, suspension or dismissal.
- B. The Recreation athletic staff has the authority to intercede with appropriate action during a game or practice if a behavior or safety problem warrants such action.
- C. Suspension - The Chesapeake Parks, Recreation and Tourism Department and authorities thereunder have the authority to suspend any player, coach, or manager for any action detrimental to the success and welfare of the league. Players or coaches who lose their tempers or go out of their way to unnecessarily cause injury to other players, are hereby warned that such actions will not be tolerated in a recreation league.
- D. **Illegal Player- Any team(s) caught using an illegal player due to age or roster eligibility will forfeit all games in which that player participated. The illegal player may be removed from the league for the remainder of the season and subsequent seasons. In addition, if the illegal player's coach is found to have initiated, condoned or have any knowledge of the illegal player, the coach will be removed from the league for the remainder of the season and possibly subsequent seasons.**
- E. Ejection - Any player, coach, or manager ejected from a game because of fighting, profanity, arguing with an official, or any other reason, may not return to the game and will automatically be suspended from the next game played, unless the action calls for a more severe penalty. The penalty for coaching or playing a player while on suspension is a forfeit. A second violation within the season will result in the player, coach, or manager being suspended for the remainder of the season or such other penalty deemed necessary by the Chesapeake Parks, Recreation and Tourism Department. This rule applies also to postseason games and will carry over to the next season. Officials are responsible for reporting ejections, including the person's name, number and reason for ejection report provided by staff.

- F. Ejection Report - The official issuing the ejection of a player or coach is responsible for completing an ejection report provided by the staff. The report is to include the coach's name, player's number and the specific reason for the ejection either from the game or from the game as well as the facility.
- G. Appeals - An appeal is a second review of the facts by a Chesapeake, Parks, Recreation Tourism Department official who did not render the initial suspension decision. A one game or more suspension of a player or coach may be appealed to the department.

In an effort to address an appeal before the next game, appeals should be submitted in writing by e-mail, fax or letter to the Athletic Office by 5:00 p.m. on the next business day. The department may be unable to address an appeal prior to the next game if key parties are unable to be reached.

1. Appeals must be submitted in writing unless special circumstances are determined by the Athletic Coordinator.
  2. Verbal appeals may be accepted under special circumstances determined by the Athletic Coordinator.
  3. An appeal decision will be final.
- H. A one game or more suspension may be appealed to the Department. The Department may be unable to address an appeal prior to the next played game if key parties are unable to be reached. Appeals must be submitted in writing to the Athletic Section office by 5:00 p.m. on the next business day. Verbal appeals may be accepted under special circumstances. An appeal decision will be final.
- I. Disciplinary Panel - If the Athletic Section determines that a coach or player is responsible for serious misconduct the department will activate a disciplinary panel to review the matter and render a disciplinary penalty **recommendation**. The panel will be assembled to address incidents that may be serious enough to cause a player or coach to be suspended for **a specified number of games**, the remainder of the current season or beyond. The panel will consist of the following:
1. **Chesapeake Parks, Recreation and Tourism Athletic Coordinator or designee;**
  2. **Two (2) members of the Chesapeake Parks, and Recreation Advisory Board appointed at the discretion of the Chairman.**

The **recommendation** of the Disciplinary Panel may be appealed to the Director of Parks, Recreation and Tourism.

- J. Striking an Official or Department Representative - Any player or coach who strikes an official or Department representative will automatically be suspended from the league and the recreation program for a period of no less than 3 years. Depending on the severity of the offense, this period could be longer or permanent. Striking is considered physical abuse and is defined as any physical contact or attempt to strike prior to, during, or after an athletic activity.
- K. Missed Practices - If a participant in the youth athletic program misses a practice or game without notifying the coach or assistant coach in advance, this constitutes an unexcused absence.
1. Coaches must seek approval to not permit players to dress in uniform and not play in their next scheduled game for one or more unexcused absences.
  2. Coaches must obtain approval before the next scheduled game from the recreation staff before this rule is implemented. Coaches are required to inform a parent prior to implementing this rule.
  3. Players who have three consecutive unexcused absences for practices and/or games may be subject to dismissal from the team unless unusual circumstances exist.
  4. Parents and/or players who inform the coaching staff in advance of absences and/or tardiness will be granted an excused absence.
  5. Coaches must contact the athletic staff if a player misses games and/or practices including tardiness on a recurring basis either excused or unexcused. Participation in another sport program is considered an unexcused absence therefore these players will be subject to dismissal from the team upon verification of three unexcused absences at practices and or games.
  6. If proven that a coach has not informed all of his or her players of their games and practices, he or she will be suspended from the league for an indefinite period of time.
- L. Player Conduct - (Youth League)
1. Coaches may recommend the dismissal of players for misconduct. Recreation staff must approve dismissal. **Fighting is defined as any attempt to strike, punch or kick by using a fist, hands, arms, legs or feet regardless of whether contact is made and is an automatic two-game suspension. However, if warranted, a more severe penalty will be assessed. All participants engaged in fighting, whether initiating or retaliatory, shall be suspended for the next two games. All evidence will be presented to the disciplinary panel.**

2. Players must remain seated on players' bench during any altercation or incident. Violators will receive at least a one-game suspension.
- M. Required Playing Time - In the Youth Athletic Program, a violation of the required playing time specified in each sport will result in forfeiture of the game.
1. Failure to receive required playing time due to injury, ejection, disqualification or disciplinary action does not constitute a violation of required playing time.
- N. Practice Schedules (Youth) - Violation of limited practice rule may result in penalties up to and including dismissal of coach.
- O. Failure to Start and/or Complete a Game – Coaches do not have the authority to refuse to play or terminate any scheduled game prior to its completion. Penalty: loss of coaching privilege indefinitely.
- P. The Department has a no tolerance policy towards profanity. Any coach or player identified by staff or officials as using profanity will be immediately ejected from a game and will be subject to the automatic one game suspension.

## XI. PLAYER REQUIREMENTS

- A. Certification - A player's date of birth shall be certified for each sport to the recreation staff conducting registration, by a birth certificate, hospital record, driver's license or other legally acceptable proof of age. Community center I.D. cards are not acceptable.
- B. Youth Program Eligibility- Non residents are eligible to register his or her child in a Chesapeake Parks, Recreation and Tourism Department Youth Athletic program at an approved nonresident rate indicated within the Chesapeake Parks, Recreation and Tourism Department Fees and Charges Policy.
- C. Youth Team Assignment – A player will not be contacted for team assignment nine (9) days after the **first** scheduled **practice** day of that sport. Department staff may add players after this point if the team is in danger of forfeiting due to low registration.
- D. Youth: A youth player who registers to play in the Chesapeake Parks, Recreation and Tourism Department league may play with, or be registered to, any other non-Department sponsored team other than their regular season recreation teams.
1. A player's first obligation pertaining to practices and games must be to his or her recreation team. Participation in another sport program is considered an unexcused absence therefore these players will be subject to dismissal from the team upon verification of three unexcused absences at practices and or games.

2. A coach's first obligation pertaining to practices and games must be to his or her recreation team. A coach may not miss or allow a player to miss a recreation team practice or game to participate in another team's activity. Recreation coaches who are coaching another team must conduct an adequate number of recreation team practices in comparison to other teams in their respective division. Recreation and other teams are not permitted to practice together.
  3. The violation of any of the rules above will result in the appropriate suspension of a coach and/or player.
- E. Dropped Players - Coaches are required to notify staff regarding any reasons for players wishing to quit or drop off a team.
1. Once a player is officially dropped from a team, he or she will be ineligible to return to any team for that season.
  2. Football coaches are required to return all football equipment to athletic staff as soon as possible after collecting the equipment from a dropped player.
- F. Eligibility & Required Playing Time Protest – Only coaches may submit protests. Protests regarding the eligibility of players must be submitted in writing, including the individual's name, team name, and all other pertinent details 2 working days after the protested game. The Department will investigate and take necessary actions. A fee of \$50.00 (payable to the City of Chesapeake by check or money order) must accompany each protest. If the protest is upheld, the fee will be returned. If the protest is overruled, the fee will be deposited into the general fund of the City of Chesapeake
- G. Forfeiture Due to Ineligible Players - The above rules are appeal rules which will result in the forfeiture of games in which ineligible players participate. Ineligible players will be suspended from the league for the remainder of the season.
- H. Youth Teams Participation in Non-Department Sponsored Activities – Department teams will be permitted to participate in Non-Department sponsored post-season events, within or outside the City of Chesapeake, provided that all of the following criteria are met:
1. The event must be held by a recognized organization that will provide adequate supervision, safe facilities, and activities conducive to the welfare of the participants.
  2. Only Department roster teams may participate. Pick-up players will not be permitted.

3. Participating teams must be in comparable age groups and play under similar rules.
4. Department scheduled games and activities will take precedent over outside activities.
5. No additional football games or scrimmages are permitted beyond the two pre-season limits prescribed in the Department Youth Football Rules.
6. Sunday or overnight stay activities will not be permitted.
7. Parent consent forms must be submitted to the Department prior to the activity.
8. All outside activities must be scheduled to conclude no later than 7 days following the Department's officially scheduled ending date. Department owned equipment must be returned at that time.
9. Twenty-one (21) days advance notice for a pre-season/post-season activity must be given in writing to the Chesapeake Parks, Recreation and Tourism Department. Having determined that all guidelines will be met, staff will advise all parties involved at least fourteen (14) days prior to the event, if the activity will be approved or not.
10. Jewelry shall not be worn except for medical alert medals. A medical alert medal must be taped and may be visible. Penalty: If jewelry is detected by a game official and is removed promptly the player will be allowed to continue to play with no penalty. If the player refuses to remove the jewelry the player will be disqualified for the remainder of the game. The automatic one game suspension does not apply.
11. The City of Chesapeake will not be held responsible for any non-Department sponsored activities.

#### I. Parents' Responsibilities

1. To provide transportation to and from practices and games. Upon arrival, parents should make sure a coach is present. Players should be picked up directly after activities have ended.
2. To return cleaned equipment to coaches no later than one week following team's last game. A player who fails to return equipment will not be permitted to participate in the Chesapeake Parks, Recreation and Tourism Department athletic programs until everything is returned. Players dropping from team must return equipment immediately.

3. To provide insurance, if desired, for his or her child. The Chesapeake Parks, Recreation and Tourism Department does not provide or offer accident insurance for any of its sports programs.
  4. To provide accurate and true information when registering child to participate in the youth sports programs.
  5. The police and/or the appropriate City agency will be notified by a staff person if a child, after a game or practice, is left unattended and has not been picked up after a reasonable amount of time.
- J. Advancement of Players - youth participants may not advance to the next higher division except under specified circumstances in youth football and cheering.
- K. Advancement of Cheerleaders - Cheerleaders, age 8, may be advanced only to the next highest level of play within the cheerleader age divisions only in the event of no openings in her age division, thereby enabling her to participate if there are spaces available in the next highest age division. Parents will be notified by staff to obtain permission prior to any advancement. Girls eligible to be placed in the next highest level will be placed on a first come first service basis. This procedure is determined before the draft.
- L. Players with Disabilities – With the approval of the Department, players with disabilities may be placed only in the next lower level of the youth division. Parents must submit documentation from a physician verifying the child's condition to the athletic supervisor during the initial citywide registration. The supervisor will make a recommendation to the Department director, who will make the final decision.
- M. Youth Registration Procedures - Participants will not be officially registered or placed on a team until the below conditions have been met, including payment of registration fees.
1. Participants registering at an athletic area by the conclusion of the announced registration schedule will be placed on a team within that athletic area unless a parent specifies otherwise at the time of the registration. Waiting list participants may be placed on teams in any area where openings exist.
  2. All participant registrations must take place at sites designated by the director. This includes late sign-ups.
  3. A parent or legal guardian must sign the youth athletic registration form.
  4. A birth certificate or legal proof of age must be presented at registration.

5. Staff assigned to registration must verify and initial age, weight, date of birth, and fee payment for each participant. Following the draft, team roster sheets, complete with the newly assigned players, will be distributed to the coaches by the staff. Staff will retain one copy.
6. Contingent upon available openings on teams, the athletic staff will register participants after the final registration date on a first-come, first-served basis. Staff will then assign players to teams with consideration to the team roster size, age, height, weight, experience and/or sex applicable to the sport in order to maintain equal balance on the teams. These late registrations will be addressed within the youth team assignment deadline periods.
7. Any exception to the above procedures must be approved by the athletic supervisor. Mail in registration guidelines must be followed as stated in the seasonal Leisure Guide publication.
8. The athletic coordinator will assign one full time staff person who will be responsible for all registrations within a designated athletic area.

## XII. METHOD OF PLAYER SELECTION

- A. Siblings – Brother, sisters, stepbrothers, stepsisters, or foster care children will be placed on the same team if their age qualifies them for the same age division, unless otherwise requested.
- B. Player Placement - All players **may** remain on the team they were placed on the previous year **within the same age division if desired. All new players and those moving up to a different age group from the previous year will be placed in the draft process. At registration, parents (or legal guardian) may request that their child be placed in the draft if they do not desire the child to remain on the same team.**
  1. Parents may request in writing prior to the draft that their child not be placed with a specific coach. Staff will monitor reasons for parents requesting their child not be placed with a certain coach.
  2. Players will not be placed on teams for transportation reasons or switched from one team to another for various other reasons.
  3. **Parents (or legal guardian) may request in writing to the Department and prior to the draft that their child be allowed to move up one (1) age division if the child is in the oldest age for that particular age group. For example, 8-year olds in the 7 & 8, 10-year olds in the (9 & 10), etc. Age will be defined as the child's current official league age.**

### C. Non Returning Player Draft Procedure

1. All players who are new or choose not to return to the team they played on the previous season are placed in categories according to age, weight, height, and experience as appropriate to each sport. Players who are members of a non-Department sponsored team of the same or like sport are placed in the experience category.
2. Players who move up to the next age division category become a new player and will be placed in the non returning player draft.
3. Players registered and assigned after the draft from the waiting list will be placed on the team next in order to receive the next player based on roster size, weight/height and or age factors.
4. All coaches will be assigned a number, which will determine the order of draft sequence. All new player registration forms are turned over face down to ensure a blind draft. The forms are passed out one by one to each team until that particular category of players is completed. The next category is handled in the same manner, but must pick up where the last category ended. The process is repeated until all players have been placed on equal teams.

The head coach's daughter(s) or son(s) will automatically be placed on their team and count as their first drawn player in the daughter's or son's particular category. Prior to the assignment of players, a head coach may opt not to select his or her child.

Assistant Coach - Only the daughter(s) or son(s) of one assistant coach can be placed on the team they coach. This placement must be requested prior to the league draft.

Head coaches appointed after the draft may have their children placed on their team with the approval of the Department staff. However, this must be done before the first game in the division is played. In approving or denying the request, the Department staff will take into consideration the caliber of the player(s) involved and what effect it would have on the balance of teams in the division. Trades may be made by staff as a result.

### XIII. DEPARTMENT'S OBLIGATION

It should be understood that any financial obligation implied in this document in support of the Department's activities is contingent upon funding in the City of Chesapeake's Operating Budget of the year concerned.