

# Policy Handbook



Adopted February 11, 1997  
Revised Spring 1999  
Next review 2000

When asked by a representative of Warner Parks & Recreation, the following people agreed to begin work organizing the group that became Warner Youth Sports Association. The first organizational meeting was held on December 13, 1994.

Deborah Cantrell  
Stephen Cermak  
John Dabuliewicz (Legal Counsel)  
Susan Grace  
Gail Holmes

On April 11, 1995, Warner Youth Sports Association held its first Annual Meeting and elected its first board of directors. The following people served on the board:

Deborah Cantrell (President)  
Stephen Cermak (Treasurer and Baseball Committee Chairperson)  
Nancy Cogswell  
Susan Grace (Vice President and Concession Chairperson)  
Gail Holmes (Secretary and Swimming Chairperson)  
Rick Lehmann  
David Minton

Faith Minton served as the Chairperson of the Soccer Committee  
Kay Shuster served as the Chairperson of the Softball Committee

On April 9, 1996, Warner Youth Sports Association held its second Annual Meeting and elected a board of directors for its second year. The following people served on the board:

Ernest Brake  
Steve Brown  
Deborah Cantrell (President)  
Nancy Cogswell  
Susan Grace  
Gail Hanson (Treasurer)  
Gail Holmes (Secretary and Swimming Chairperson)  
Chris Mayo

Faith Minton served as the Chairperson of the Soccer Committee  
Dennis O'Connell served as the Chairperson of the Softball Committee

Warner Youth Sports Association

Mission Statement

The purpose of Warner Youth Sports Association is to:

- Provide a nurturing environment for children to learn, to grow, to interact with peers, and to have fun in a sporting activity;
- Develop physical skills for all age groups;
- Encourage each child, through effort and discipline, to live up to his/her potential, thereby building self-confidence;
- Prepare each child physically and emotionally for the challenges of participating in team sports.

We encourage coaches to inspire, through word and deed, a sense of fair play, respect for others, team spirit, and sportsmanship. We also strive to ensure open lines of communication among players, coaches, and parents.

Mission Statement Committee:

Nancy Cogswell  
Susan Dabuliewicz

Adopted December 1995

## WARNER YOUTH SPORTS ASSOCIATION GUIDELINES FOR YOUTH ATHLETIC PROGRAMS

Warner Youth Sports Association (to be known as WYSA) has drawn up and agreed to the following guidelines. WYSA will use these guidelines in all of its programs.

### **GENERAL PRINCIPLES**

The general principles which guide the youth athletic programs sponsored by WYSA are as follows:

- (1) Every Player Participates. Every child on every team will participate for a minimum period of time in each game or practice. An effort will be made for each child to play 3 innings in baseball or softball [minimum 2 innings and one turn at bat] and 2 quarters in soccer [minimum 1 quarter]. Every attempt will be made to have playing time over the course of the season equitable. The starting lineups should be alternated every game.
- (2) Children should have the opportunity to try various positions at practices and games.
- (3) Emphasis on Skill Development. WYSA athletic programs will emphasize the pleasure of skill development and physical fitness, and coaches should avoid letting the players become too preoccupied with winning and perfectionism.
- (4) Sportsmanship. Coaches, players, and spectators are representatives of their town and WYSA and are expected to act accordingly.
- (5) Equal Opportunity. Where equal and separate programs do not exist, girls and boys will be granted an equal opportunity to participate. Special arrangements will be made to accommodate individuals with disabilities in accordance with the Americans With Disabilities Act.
- (6) Rules. All teams will use league rules specific to their sport.
- (7) Participation. Any child who signs up to play on a WYSA team accepts the responsibilities of full participation. Players who choose to play more than one sport during a season need to understand that they may not receive the same playing time as players who have attended every practice or game.
- (8) Refunds. Registration fees will not be refunded once the team takes the field for the first practice.

## SPECIFIC RESPONSIBILITIES

### Coaches:

Coaches who participate in WYSA programs assume the following responsibilities:

- (1) To see that every player participates in every game during the regular season as well as playoff and tournament games. Playoff and tournament games will follow the same participation rules as regular-season games. (See Item 1 of General Principles.)
- (2) In scrimmages players should be as evenly matched as possible with an emphasis on skill development. Players should be taught to accept defeat graciously, and coaches should lead by example.
- (3) To demonstrate respect for the authority of the "official," the skills of players, and coaches. In all communications, coaches and officials shall conduct themselves in a professional manner. Coaches should always use respectful language and be aware that players need positive feedback. Negative or derogatory comments are especially damaging to players even if only meant in fun.
- (4) To ensure that WYSA equipment is accounted for and maintained in usable condition.
- (5) To be reliable, and on time. (The first to arrive, last to leave. Ten to fifteen minutes before and after practice)
- (6) To never play a player who has been injured. When in doubt, do not play the player; think of the players first and not the team's final outcome.
- (7) To ensure security of all facilities used following the completion of a game or practice, including locking doors, turning off lights, trash removal, and restoring equipment to storage.
- (8) To ensure that all players have properly registered for the program and have paid the necessary fees. For safety and liability considerations, no player should be allowed to practice or play with the team until the proper registration form and medical form have been completed and all fees have been paid.
- (9) To ensure that playing conditions, facilities, or circumstances present no physical risks to the players and to take appropriate action if they do.
- (10) To care for all equipment issued during the season and return it promptly and in good repair to WYSA at the close of the season.

- (11) To keep attendance as required by the sponsoring department (league) if applicable.
- (12) To follow the league guidelines for injured players, and administer only the first-aid treatment of which they have knowledge.
- (13) To have all players and coaches shake hands after the game. At the conclusion of the game, a positive cheer will be said. Coaches are encouraged to thank officials and the opposing coach.
- (14) To be creative when your team is more skilled than the other team. (Example: Have everyone try to score; put players in different positions). Do not run up the score.
- (15) To ensure that all players understand the athletic policies of WYSA.
- (16) To enforce the athletic policies of WYSA, with the exception of the removal of a player from the team. This action should be a last resort, and only implemented with the approval of WYSA.
- (17) To prepare for and administer all practices and games.
- (18) To supervise the players during practices, games, in school locker rooms, and other facilities from the time practice or pregame practice begins to the time each player has left the facility, practice, or game site. Failure to provide this level of supervision could result in a negligence charge against coaches, WYSA, and the town.
- (19) To advise WYSA regarding game scheduling.
- (20) To maintain possession of all parental permission and medical forms and a complete first-aid kit at all times.
- (21) To ensure that the players respect the policies of the individual facilities being used by the team.
- (22) To bring a cooler of ice to all practices or games.
- (23) (added 2000) To complete a Director's Evaluation to ensure the best possible management of the sport and competency of your Director.

Players

- (1) To attend all scheduled practices and games or notify coach in advance that they will not be able to attend.
- (2) To exhibit the qualities of good sportsmanship, respect, and courtesy toward your own and opposing team members, coaches, and officials at all times.
- (3) To exhibit team spirit and loyalty at all times. Encourage your team and don't "put down" the other team.

(Continued page 5)

- (4) To immediately report all injuries that take place in the course of a game or practice.
- (5) To report directly to the facility where the practices or games are to be held. Leave immediately after the practice session or game with the team. Do not leave the gym, field, or other facility without the specific approval of the coach.
- (6) To respect the property of others when the team travels to other towns or facilities.
- (7) To stay with your team whenever you travel out of town. The coach is responsible for your well-being.
- (8) To care for all equipment used during the season, and return it promptly and in good repair to the coach at the close of the season.
- (9) To understand and observe the WYSA policies concerning alcohol and drug use.

#### Responsibilities of Officials

- (1) To have knowledge of the rules of the game including new rule changes.
- (2) To never criticize the performance of players on the field.
- (3) To dress in similar uniforms. (Example: Similar to those of high school board officials). Shirts should be provided by the sponsoring agency.
- (4) To interact with coaches and spectators in a professional manner.
- (5) To not let injured players continue in a game if in his/her judgment it is not safe to do so.
- (6) To be aware of the age group he/she is working with and officiate accordingly.

#### Responsibilities of Parents or Guardians

- (1) To register for the program and pay all necessary fees prior to the first official meeting. Parents are asked to notify WYSA or the coach immediately if a child decides not to play after having registered.
- (2) To be courteous and respectful to the coach and supportive of his or her efforts.

- (3) To lead by example, demonstrating good sportsmanship at games and practices as stated in the sportsmanship policy.
- (4) To make the coach aware of any issues or special needs your child may have other than those listed on the registration form.
- (5) To approach the coach to share issues or concerns about your child or the team. If an issue is still a concern, it is the parent's responsibility to bring it before WYSA.
- (6) To become familiar with the rules of the sport and WYSA policy, which will be passed out to parents at the first practice.
- (7) To remain with your child until the coaches arrive for practice or game. If your child arrives early, please be advised that he/she may be unsupervised until the coaches arrive 10 minutes before the scheduled practice.

## POLICY REGARDING INJURED PLAYERS

1. The coaching staff has the initial responsibility for the safety and welfare of each player on the team. The general rule in treating sports injuries is to administer only that first-aid treatment of which the coach has knowledge.
2. In the case of a suspected neck or back injury, **DO NOT MOVE THE INJURED PLAYER UNTIL TRAINED MEDICAL PERSONNEL HAVE ARRIVED** and can do so safely.
3. When in doubt about the severity of an injury, always call trained medical personnel to administer treatment.
4. In the event a player is transported to the hospital for treatment, notify the parent immediately.
5. Ice packs of any kind should not be applied directly to an open wound or skin. Any ice pack should be wrapped in a cloth or paper towel before applying to the skin. The coach is responsible for ensuring that all used chemical ice packs are disposed of properly.

## Directors

Directors of each WYSA sport will be chosen by the WYSA Board.\* Each Director will be evaluated by their coaches at the completion of the season. WYSA will appoint a sub-committee to review the evaluations. If it is recommended by the sub-committee and approved by the entire WYSA Board, the Director will be asked to step down because of mismanagement and/or incompetence. The open Director's position will be posted throughout town and applicants may apply to WYSA.

\*The current Directors at the time of this policy addition (2000), will be grandfathered regarding their selection by WYSA.

Directors who administer their chosen sport in WYSA programs assume the following responsibilities:

1. To attend a League meeting (if possible) to arrange a schedule of games.
2. To publish a complete schedule of games for each coach and participant at the beginning of the season, and to inform each coach and opposing team of any change that may occur.
3. To support coaches in their efforts to provide a positive athletic experience for players.
4. To ensure that officials are competent and fully aware of the objectives of the program and the level of proficiency of the players.
5. To see that the members of each team have the same style shirts and that each shirt is numbered as required by the sport.
6. To ensure that all WYSA coaches are given a copy of the By-laws and are aware of the By-laws which govern WYSA and to work to gain their acceptance of these principles and guidelines.
7. To make available official rule books to all coaches and to make copies of the rules of the sport and make a copy of WYSA's policy available to all participants.  
(The above seven responsibilities were formerly the responsibility of WYSA in the policy handbook.)
8. To ensure that all players are given Coach Evaluations in a timely manner following the end of the season.
9. To ensure that all coaches are given Director Evaluations in a timely manner following the end of the season.
10. To notify participating agencies of conflicts which may arise throughout the season in the course of following these guidelines.
11. To be a sounding board for issues and concerns brought by coaches, players, and/or parents, and to take appropriate action when deemed necessary.
12. To arrange coaching clinics, whenever possible, during the season. In lieu of this, every effort should be made to notify coaches of available clinics being offered on the area.
13. To arrange for the availability of fields for practices and games.
14. To ensure that WYSA equipment is accounted for and maintained in safe, useable condition.
15. To process all player registrations and assign players to teams in an even and unbiased manner, following procedures stated in the team selection policy.
16. To establish a Registration night at the Town Hall and assist with the registration process.
17. Directors will not make any decisions regarding their sport that involve any monies coming in or expenditures over and above the approved amount as listed in the budget, without prior approval of the WYSA board.
18. To put together a budget for the season.

## POLICY ON DRUGS AND ALCOHOL

In keeping with the concept of providing a healthy and safe environment for athletic participation and competition and the town ordinances, these policies will be enforced:

1. The possession, use, and/or participation under the influence of alcohol and/or drugs by players, coaches, and spectators is not permitted at any practice, game, or team function site.
2. Violation of this policy by a player will result in the following:
  - a. The parent/guardian will be notified.
  - b. The player will be suspended from the team for one week.
  - c. For a second offense, the player will be suspended from the team for the remainder of the season.
  - d. The coach is responsible for enforcing this policy.
3. Violation of this policy by a coach will result in the following:
  - a. Immediate dismissal from his/her coaching position for the season.
  - b. The WYSA Board of Directors is responsible for enforcing this policy.
4. Violation of this policy by a spectator will result in the following:
  - a. The spectator will be asked to dispose of the substance in question or leave the premises.
  - b. The coach or official (referee or umpire) is responsible for initial enforcement of this policy. If the spectator refuses to cooperate, the police will be called.
5. Smoking &/or the use of smokeless tobacco products is prohibited by coaches and players on the fields, in the dugouts, and on the benches.

## SPORTSMANSHIP POLICY

Players, coaches, and spectators should all set a good example in the matter of sportsmanship. They should:

1. Remember that they represent their team, town, league, and WYSA and should act accordingly.
2. Learn the rules of the game.
3. Refrain from making abusive remarks toward officials, coaches, and team members. Instead, demonstrate positive support for all players, coaches, and

officials at every game or practice.

4. Be considerate of injured players on the visiting team.
5. Extend to the members of the visiting team the courtesy and consideration they deserve as guests of the home team and community.
6. Abide by the WYSA policy on alcohol, drugs, and tobacco.
7. Respect the property of others when the team travels to other communities for athletic contests.
8. Refrain from unnecessary rough play and the encouragement of such.
9. Recognize their position as a role model for younger players, and act accordingly.

## Team Selection Policy

Teams will be picked on the basis of competitive fairness; Warner Youth Sports Association will not be based on an A/B system. It will be WYSA's responsibility to resolve problems as they come up.

- (1) There will be two coaches for each team within each age group. No team selection within an age group for a specific sport can occur until the two coaches for each team have been confirmed.
- (2) A baseball/softball or soccer committee chairperson or a representative chosen by the WYSA board will oversee the team selection process.
- (3) Children of coaches will be assigned to their parents' team.
- (4) Each team is allowed two coaches throughout the draft process. Additional coaches may be chosen after teams have been selected.
- (5) The draft will proceed with alternating draft picks determined by a coin toss unless one team has more kids because of coaches' kids and/or *kids left over from the previous season*. (Italicized part relates to the topic of keeping kids together from year to year within the same age group; for example, ages 9-10.) Each time a player enters a new age group, she/he re-enters the draft. In the event that Warner goes from having one team to two teams within an age group in consecutive years, all players in that age group will reenter the draft.

- (6) Siblings will be placed on the same team if that is the wish of the parents.
- (7) WYSA is unable to honor requests based on car-pool needs.
- (8) Parents of players within an age group may request that their child re-enter the draft at any time by sending a written request to WYSA, PO Box 20, Warner, NH 03278.

The intent of this section of the policy is that WYSA will make every attempt to accommodate each Warner child who wants to play sports.

- (9) If more than the allowable number of children sign up for a team and there are not enough players to make up a second team, WYSA will negotiate with neighboring towns in an attempt to field a combination-town team. If a combination-town team is formed, WYSA will first ask for volunteers who are willing to play on this team. The next step will be to hold a lottery to decide which players go to the combined team. After the lottery is held, the remaining players will go through the usual draft process.
- (10) If all of the above fails and there are not adequate slots for everyone who has signed up, teams will be assigned based on a first-come, first served basis.
- (11) If there is a tie for the last slot on the team, a lottery will be used to determine who gets that slot. A waiting list will be kept of those who were not placed, and they will get first chance for any slot that becomes available.
- (12) If a coach would like to request specific consideration to any of the above guidelines, a written request may be made to the WYSA board in a timely manner.

WYSA's policy committee was made up of people with differing philosophies regarding team sports who worked together to create a policy handbook for Warner Youth Sports Association. The policies are the result of lengthy discussions, consideration for others' opinions, and compromise.

Policy Committee:

Stephen Cermak  
Gail Holmes  
Herb Paradie

Becky Darling  
Chris Mayo (Chairperson)  
Karen Raymond

Stacy Durgin  
Rosanne Mingarelli  
Alan Rogers

# WYSA's Registration Process

## Advertising

Prior to the last week of January, WYSA will advertise upcoming registration nights in the following places:

Cable television  
Intertown Record  
Pillsbury Library  
Union Leader

CAP Building  
Market Basket  
Town Hall  
Video Pursuit

Concord Monitor  
Perkins Hardware  
Transfer Station

## Registration Procedures

(This time-line of our registration process for 1997 is given as an example):

- (1) During the last week of January, we will hold our first registration night.
- (2) During the first week of February, we will hold our second registration night.
- (3) Registrations must be handed in on registration night or mailed so that WYSA has a record of the postmark date.
- (4) All mail-in registrations must be received by February 15.
- (5) Any registration forms that are handed to coaches or WYSA members will not be accepted.
- (6) The draft will take place during the third week of February.
- (7) Rosters will be typed up and sent to the league by the first week of March.

## Registration Night Scenario

- (1) Parents will form one line to the registration table. As they wait in line, they will be given a clip board with a registration form attached so that they can fill out the form while they are waiting in line.
- (2) Four WYSA representatives will be taking all registrations. When each person's turn arrives, he/she will go to an available WYSA representative and sign up his/her child(ren). The registration will be done on a first-come, first-served basis. When the WYSA representative records the player on the line of the appropriate list, he/she will write the player's line number on his/her registration form. (For example, if Johnny Jones is the seventh child to sign up for the Ages 11-12 baseball team, a "7" will be written on the upper right-hand corner of his registration form.)