

CITY OF CARSON



# 2024 YOUTH SPORTS



# COACHES MANUAL

COMMUNITY SERVICES/RECREATION DEPARTMENT

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## **DEPARTMENT PHILOSOPHY**

The Youth Sports Program is designed to provide youths the opportunity to participate in an organized recreational sports activity.

### ***This program has been established to:***

1. Introduce the youth to an athletic experience;
2. Promote values associated with group participation such as teamwork, unity, cooperation and a sense of belonging;
3. Give youths the opportunity, regardless of ability, to engage in competitive activities and at the same time have fun;
4. Establish a sense of responsibility to someone other than one's self.

## **VOLUNTEER COACH**

Volunteer coaches play an important role not only in the sporting life, but also the everyday life, of the participants they coach. Coaches influence not only the development of sport-specific skills and sporting performance, but also the participant's development as a person and their approach to other aspects of their life. While at times it can be challenging, coaching is a very rewarding personal experience.

Volunteer coaches contribute a great deal to the community, and beyond this, they gain personal benefits from their efforts. The benefits derived from being a volunteer coach comes from knowing that you, as a volunteer, have provided a meaningful service to the youth that live within our community.

### ***Some of the rewards of being a volunteer coach are:***

1. **Personal Satisfaction:** Assisting youths in developing physically, mentally and emotionally through their athletic participation can be very gratifying.
2. **Satisfaction of Providing Community Service:** Extensive recreational programs like those conducted by the City of Carson often prove to be prohibitive because of cost. Therefore, volunteer coaches perform an essential community service. They set an example, which other citizens will emulate.
3. **Experience the Satisfaction of Working with People of All Ages:** Coaches, of necessity, associate and work with not only youths, but parents, officials and other volunteer coaches.
4. **Community Acceptance and Recognition:** Through service to the Youth Sports Program, volunteer coaches gain stature in the community by being recognized as a person that has donated time and energy for the enhancement of the Youth Sports Program.
5. **Personal Recreation:** Through services, volunteer coaches satisfy their own recreational needs. The more coaches work with youths, the more they find this a meaningful and satisfying recreation experience.
6. **Appreciation of the Role of Athletics in American Life:** Through their work, volunteer coaches develop understanding and appreciation of the role of athletics as an important phase of the educational process.

The City of Carson Community Services/Recreation/Park Maintenance Department considers volunteer coaching a privilege, and not a right.

## **COACHING REQUIREMENTS:**

Individuals interested in being a volunteer coach must complete an online Volunteer Application. (<https://www.governmentjobs.com/careers/carsonca>). Volunteers must be at least 18 years of age. Selected applicants will then be required to submit the following:

1. Completed criminal background check prior to the start date (LiveScan Fingerprinting).
2. Successfully pass drug screening.
3. Review Sexual Harassment and Abusive Conduct Policy, Injury & Illness Prevention Policy

(which includes COVID-19 and safety protocols), and the Mandated Reporter overview.

4. Complete the National Alliance for Youth Sports (NAYS) Coaches Certification Program and the free online Concussion Awareness Course.
5. Sign a **“NAYS Code of Ethics for Coaches”** pledge (see attachment #1).

## **SAFETY**

The safety and well being of the players must be of prime concern, and every precaution should be taken to prevent an injury to the participant. Facilities should be kept free of hazards, and extreme care in the use of equipment should be exercised. Any unsafe facilities or equipment should be reported immediately to the Center Supervisor. Responsibility for providing safe playing facilities for practices and games rests with the Community Services/Recreation/Park Maintenance Department.

## **RELATIONSHIP WITH GAME OFFICIALS**

In many instances, participants and spectators take their cue from the actions of coaches. Displays of poor sportsmanship by spectators can often be traced directly to the coach. The coach's effective leadership and example may avoid such acts. This responsibility should never be overlooked or forgotten. Officials must be symbols of authority. They are in complete command and must maintain this position throughout the game.

It must be remembered that officials are not enemies of the team. They are simply responsible for the proper administration of the contest, in the same manner that coaches are responsible for the direction of their teams. As any human being in any profession or occupation, officials are fallible, and mistakes will be made.

### ***Points to remember in Coach/Official relationships:***

1. Officials must be treated with respect. Treat officials, as you would wish to be treated. Officials are expected to treat all volunteers with mutual respect.
2. A decision based on an official's judgment should not be questioned. In questioning a rule, officials should be addressed courteously. The case should be explained in a way that does not jeopardize the role of the officials. Officials are instructed to answer a coach's question, if submitted courteously and according to any rules that may apply to the situation.
3. Coaches should remain off the playing field/court unless a time-out is requested to discuss the situation with the officials.
4. Players should not be permitted to question an official's decision.

**NOTE:** Any coach who violates one of these points places him/herself in jeopardy of being suspended from further coaching activities. ***Any coach ejected from a game is automatically suspended from their next scheduled game and is not eligible to coach any team in any capacity until the suspension is served.*** This includes playoffs, and if the game is the last of the season, the suspension will be for the first game in the next sport season that said coach participates. A suspended coach shall have no contact with his/her team for the entire duration of the game in which he/she is suspended. At most, the coach can view the game well removed from the field/court of play, and at the discretion of the officials, may be asked to leave if he/she violates any of the provisions spelled out above. ***Furthermore, if a coach is ejected twice during the same sport season, he or she will be a suspended from coaching for the duration of the current sports season.***

## **RELATIONSHIP WITH SPECTATORS**

Setting a proper example for the spectators is one of the coach's responsibilities. The basic philosophy of the Program must be conveyed to spectators by coaches. They must know what the coaches stand for and what they are attempting to accomplish. Remember that the basic purpose of the entire Program is for participants to enjoy themselves and to learn the importance of teamwork, sportsmanship, etc. Spectators often lose sight of this, and it is sometimes necessary for coaches to meet with parents to remind them of the Program's purpose. Many times, a word from the coach to a spectator that is out of line has a better effect than intervention by a Center

Supervisor.

## **RELATIONSHIP WITH PARENTS**

Volunteer coaches must do everything possible to maintain and develop good working relationships with parents. This is not always easy. Parents often feel that their children are perfect and “*can do no wrong*”. In their eyes, their children are the best on the team. However, volunteer coaches must always keep in mind the objectives of the Program; the spirit of “team play” must be emphasized rather than singling out anyone as a star player. Parents will be better supporters if they understand what you are trying to do. One of the best ways to keep them informed is to hold a pre-season meeting, at which time the objectives of the Program are described. The success of your meeting will depend greatly on your approach. Among the topics you should cover are:

1. The philosophy of the Program, and the responsibility players have to the team, coaches, and to themselves.
2. Your role as leader of the team.
3. The role the parents have in seeing that their children attend all practices and games.

Various jobs needing to be handled may be discussed and volunteers recruited to perform them. Assistant coaches, scorekeepers, and “Team Moms” may be recruited in this manner.

Parents must realize that they should not interfere with the coaches during games. Shouting criticisms at a child only embarrasses that child in the eyes of teammates. Furthermore, parents should not punish their children at home, for mistakes made during a game. Coaches should talk in private with parents who expect their children to play without mistakes.

Often friendships develop between volunteer coaches and parents, sometimes continuing throughout the entire year and for years to come. The practice of having family, league or team potluck dinners, barbecues, picnics and other social events during the season does much to strengthen the relationships between coaches and parents.

## **RELATIONSHIP WITH CENTER SUPERVISORS**

Any help that you need or any problem that may occur should be discussed with your Center Supervisor. They are always willing to assist you in any way possible to make your season a successful one.

**NOTE:** If a coach has a problem or complaint regarding officials, spectators, or parents, he/she should present this matter to the Center Supervisor or park staff within two working days. If the coach does not adhere to the time constraints, the specific problem or complaints will not be considered for review by the Department.

## **RELATIONSHIP WITH YOUTHS**

The most important relationship a volunteer coach makes is that with his players. ***The following thoughts are important to remember:***

1. Remember that all members of your team are individuals, and though they possess certain characteristics common with other children, they are each different in many ways. Successful coaches must be able to deal with their players as individuals.
2. Too much emphasis by coaches on perfection may lead to a loss of interest among some players. Children in the early stages of learning need some good examples of fundamental skills. Once the basics are learned, there is ample time for more technical aspects of the activity.
3. Consistency in handling children is a great virtue. Inconsistency by adults makes it near to impossible to establish standards of conduct. Players need to know, with some assurance, the consequences of their behavior. Best results with children are accomplished by coaches who display genuine liking and regard for them. Young people respond best to adults who like them, and are firm, considerate, sympathetic, and respect the dignity of each individual.
4. Scolding, sarcasm, nagging, taking away privileges, and restricting a youth’s behavior often

intensifies the very conditions, which give rise to a problem. Humiliating children in front of others is especially harmful. The practice of having a player run laps is inadvisable, as it reinforces a negative attitude toward running and conditioning. Isolating a player from the group is a more recommended form of punishment. Isolation is an effective form of punishment as it denies the child the right to be active, a fate dreaded by any athlete.

5. Children and youths readily agree that the coaches who helped them most are kind, considerate, cooperative, democratic, patient, and respect their opinions. Coaches who are rigid, quarrelsome and commanding tend to increase conflicts and misunderstandings.
6. Children are not small adults and do not feel, think, or react as adults do. Volunteer coaches must accept, without too much concern, behavior, which seems foolish, strange, unreasonable, or immature. Children will often blow off steam by being defiant, sassy, irresponsible, or unstable. They should not be expected to conform to adult standards of behavior, nor should they be expected to acquire all the adult virtues at an early age.
7. Careful study of actions requiring some form of discipline should be made. Team rules are helpful, such as “being on time for practice”, proper care of equipment, etc. Coaches must use good judgment in selecting the items of behavior upon which they draw the line. Children cannot disregard rules of conduct. A small number of essential rules and expectations should be selected for discussion and the player should be made to realize that violations might result in punishment.
8. Coaches must make practice sessions as interesting and appealing as possible. “All work and no play” is not natural for children. When practice periods become drudgery, enthusiasm and interest wanes.
9. Volunteer coaches should insist upon players’ proper attitudes toward games; players should treat officials with respect; refrain from debating decisions and should be encouraged not to voice disagreement. It is inappropriate for players to engage in discussion with spectators during the game. The relationship with opposing teams should be one of mutual respect and esteem. Players that continually argue with officials should be removed from the game and their misconduct discussed after the game.
10. There is more to coaching an athletic team than just developing a high level of playing ability. Children can become better persons and learn valuable lessons in getting along with others. Some of the positive qualities of personality and character, which can be acquired in sports, are ultimately of much more value than the technical aspects of the sport. Consequently, volunteer coaches should constantly be alert to opportunities, which may help youths to develop desirable habits and attitudes.

#### **WHEN WORKING WITH CHILDREN WITH DISABILITIES:**

- Let the children take the initiative whenever possible.
- Avoid interrupting a child’s activity. Encourage them to finish what they are doing.
- Be generous in giving deserved praise.
- Listen carefully when a child has something to tell you.
- Laugh with the child, not at them.
- Use positive suggestions. Avoid “don’ts” and “no’s.”
- Talk with other adults only when necessary.
- Discuss the children with other adults only in conferences, never in front of the children.
- Ask permission to help, do not automatically assume that someone may need assistance.
- Remember that each child is unique.

In conclusion, the concerns of successful volunteer coaches should not be the win-loss record of their team. Rather, successful coaches are those who affect the behavior of players in a positive way and have taught the most valuable lessons. Success depends on the social and moral lessons, which the players have acquired. **“POOR COACHES ARE ONLY INTERESTED IN WINNING GAMES”**. Good coaches are interested in winning games, but they also strive to have their players come out of the athletic experience as better persons. A coach should not sacrifice

team rules, or the spirit of fair play, just to win a game.

### **COACHES CODE OF CONDUCT**

**Coaches are expected to adhere to the department's philosophy, which is mentioned in the beginning of this manual and sign the NAYS Code of Ethics for Coaches (see attachment #1). They are also expected to abide by the following Code of Conduct.**

1. Coaches shall not, at any time, lay a hand upon, shove, strike, or threaten to strike an official.
2. Coaches shall abide by the official's decisions or by the City of Carson Community Services/Recreation/Park Maintenance Department Rules and Regulations.
3. Coaches shall not knowingly play ineligible players.
4. Coaches shall not teach unnecessary rough tactics against opposing players.
5. Coaches shall not use profane, obscene, or vulgar language towards players, officials, or spectators.
6. Coaches shall not appear on the field of play or practice in an intoxicated condition.

**Any coach violating the Department's philosophy, Code of Ethics and/or Code of Conduct may be suspended from coaching for an indefinite period of time and/or could result in permanent removal from the Youth Sports Program.** This decision will be rendered by the Parks and Recreation Department staff after reviewing all pertinent information.

***Again, if a coach is ejected twice during the same sports season, he or she will be suspended for the duration of the current sports season.***

### **APPEAL PROCESS**

1. If a coach wishes to appeal any disciplinary action that has been taken, a "***Coach's Appeal of Disciplinary Action***" form (see attachment #2) must be submitted to the office of the Director of Community Services within 24 hours of the disciplinary action.
2. The Director of Community Services/Recreation/Park Maintenance Department will schedule a meeting with the coach, Recreation Superintendent, Recreation Program Manager, Youth Sports Coordinator and the Center Supervisor involved.
3. The Director has the final authority in the matter and the rendered decision cannot be appealed.

### **SIGN-UPS**

Registration is now conducted online by ActiveNet, the City's new Online Registration/Reservation System (<https://cutt.ly/OnlineReg>). Sign-Up fees cover registration, uniform and a basic picture/trophy package. The Sign-Up fees for the 2024 sports seasons are as follows:

#### **RESIDENT:**

Basketball	\$20 per child registered
Baseball/Softball	\$20 per child registered
T-Ball	\$20 per child registered
Flag Football	\$20 per child registered
Soccer	\$20 per child registered

#### **NON-RESIDENT:**

Basketball	\$128 per child registered
Baseball/Softball	\$143 per child registered
T-Ball	\$133 per child registered
Flag Football	\$118 per child registered
Soccer	\$108 per child registered

**NOTE:** For those placed on teams after the start of the season, the Sign-Up fees will be prorated based on the amount of play time remaining in the current season.

***Proof of birth date must be presented when submitting the registration card. An original birth certificate is the only proof of birth accepted as verification of age.*** After registering at a

specific park, a child may not register at any other City of Carson Park during the same sports season. The only exception to this will be if the child changes residence or if there are not enough players to make a full team at the park of original registration.

**AGE GROUPS**

<b><u>Clinic Divisions (Co-ed)</u></b>	<b><u>Year Born</u></b>
Sandlot	2018-2019
Rookie	2016-2017

<b><u>Boy's Divisions</u></b>	<b><u>Year Born</u></b>	<b><u>Girl's Divisions</u></b>	<b><u>Year Born</u></b>
1A	2014-2015	1A	2014-2015
2A	2012-2013	2A	2012-2013
3A	2010-2011	3A	2009-2011
4A	2007-2009	4A	2007-2008

Age classification is based on the year the participant was born. Participants must sign up for each sport separately. After registering, participants will be told when and where try-outs are to take place.

Youth participating in a sports league sanctioned by the California Interscholastic Federation (C.I.F.) are ineligible to concurrently play for a City of Carson Community Services/Recreation/Park Maintenance Department team participating in the same sport (i.e., high school softball-girl's softball, high school football-flag football). If said youth has stopped playing on a C.I.F. team prior to tryouts for the department's league, he/she is eligible to go through the tryout and drafting procedure. If said youth has not stopped playing on a C.I.F. team as of the tryout date, he/she will not be eligible to go through the tryout and drafting procedure but is eligible to be added to a team once he/she has stopped playing for the C.I.F. team provided the department's team qualifies for adding a player as described on page 8 under the heading "Waiting List".

**TRY-OUTS**

The success of any league depends upon evenly matched teams. In order to classify the ability of players, and to assure that one team will not comprise all the best players in the league, measures have been devised to test players' abilities.

All players will be assigned a try-out number, which will be their identification for draft purposes. Participants not able to attend try-outs must have their parents contact the park staff prior to the tryout.

Anyone not excused, but missing the tryout, will be placed on the waiting list. All coaches present at try-outs will be provided with the list of registered players and their corresponding numbers. Coaches will be notified at the time of try-outs if any players have been excused.

Coaches will grade players separately as they perform the following in (this is only a suggestive guideline):

**Baseball/Softball:**

1. Field a ground ball and throw to first base.
2. Pitch twice.
3. Hit pitched ball. Maximum: 3 swings.
4. Run from home to 2nd base.

**Flag Football:**

1. Pass.
2. Receive
3. Punt.

**Basketball:**

1. Dribble in and attempt a lay-up.
2. Shoot a foul shot.



3. Dribble and attempt a 10-foot jump shot.

**Soccer:**

1. Dribble through cones.
2. Head a ball for accuracy and distance.
3. Dribble and kick a ball for a goal.

**DRAFTING OF PLAYERS**

A player's draft will be completed during the first week after tryouts.

***The following is the drafting procedure:***

1. Following the try-outs, each player will be rated by all the coaches for that division, along with the Center Supervisor or appointed assistant, and assigned a rating from one through five, with five being the highest. If there is an appreciable discrepancy among the raters, the Center Supervisor shall decide the final rating. Each team may have a head coach and one assistant coach present during the rating session.
2. Recreation Center Supervisors will construct teams using a "blind" draft. Each team will be randomly assigned players beginning with those rated "five", then "four", "three", "two", and "one" following the drawn draft order. Any players allowed to be "frozen" will be assigned as the team's pick when like-rated players are first being assigned.
3. The drafting order is drawn at random, and players will be assigned using a "snaking" method, where the order reverses in even rounds.
4. A head coach is only able to "freeze" his/her child(ren), grandchild(ren), or a child(ren) for which the coach has legal custody. The same is true for a maximum of one assistant coach.
5. Siblings will automatically be placed on the same team unless their parents specifically indicate that it is permissible to have them on separate teams. The lower rated sibling will be assigned to the same team as the team's pick when like-rated players are first being assigned.
6. When possible, excused absent players will be rated prior to the draft. If not enough is known about a player to be rated adequately, the player will be assigned to a team randomly during the last round(s) of the draft with the lowest rated players.
7. Unexcused absent players may be put on a waiting list or assigned to balance all rosters numerically in a manner as stated in #6 above.
8. The trading of players will not be allowed except in the case of a head coach volunteering after the conclusion of the draft. If the child(ren) of the coach is/are assigned to a different team, a player(s) of the same rating will be randomly assigned to compensate for the transfer of the child(ren) to the team of the new coach.
9. Only when a team loses a first-round draft choice, prior to the first league game, a player of the coach's choice will be allowed to be added to the team from the waiting list. The waiting list players are those already on the list the same day a "***Park Player Release Form***" (see attachment #4) has been submitted.
10. A player may play in a division that is one level above his or her actual age group. The player's parents and the Center Supervisor must approve such advancement as the player will not be allowed to return to the lower division during that sport season.
11. Players in their first year of the 1A age group may be allowed to compete in a lower age division.
12. Coaches will be given a copy of the roster listing all players that were drafted onto that team.

At the conclusion of the draft, the Center Supervisor will hand out "***Official Team Roster***" forms (see attachment #5), which must be filled out completely, including the requested coach's information.

**WAITING LIST**

Center Supervisors will mark the date and time registration cards were received. The waiting list

has several purposes and enables coaches to maintain full rosters in the event a child moves, is injured, or is dropped for disciplinary reasons.

The waiting list is made of those children that missed try-outs or signed up after the try-out date. It is not designed to be a storage bank for coaches that wish to add or drop at will. Misuse of the waiting list by a coach may result in his or her dismissal.

Coaches needing a player must submit a **“Park Player Release Form”** (see attachment #4) to the Center Supervisor. The Center Supervisor will then determine the validity of the add or drop. Selection of players to fill any vacancies made by a drop will be made by lottery and drawn by the Center Supervisor. The lottery will consist of assigning numbers to player’s names, with the Center Supervisor or Assistant Center Supervisor drawing the numbers from a hat or container.

A player may register to play at one park only. At the players’ request, his or her name may be placed on the waiting lists at other facilities as well.

Those missing try-outs are eligible for teams before late sign-ups. Once the teams are selected, a minimum of four (4) names must be on the waiting list before assignments are made.

A coach can, and **must**, add players off the waiting list (when four or more names are present) up to the roster size established at the start of the season. An exception to this rule occurs when any team reaches below the minimum requirement of players for a roster. Coaches may then contact the Center Supervisor and draw enough players to fill the minimum roster requirement by lottery, even if there are less than four names on the waiting list.

Exceptions to the above rule will be considered on a case-by-case basis and must be approved by the Recreation Program Manager.

### **DROPPING OR ADDING PLAYERS**

Dropping or adding players shall not be done at will. Coaches wishing to drop players must fill out a **“Park Player Release Form”** and submit it to their Center Supervisor, who will then call the player’s home to verify the situation. Only if done properly and with good cause will coaches be able to replace dropped players with players on the waiting list. The Center Supervisor will then assign replacements once the drop has been confirmed.

### **GENERAL PLAYING RULES**

1. All players must be listed on the **“Official Team Roster”** form (see attachment #5), which must be on file in the park office before taking part in a league game.
2. After being assigned to a team, players may not re-register at another park. The only exception will be if a player changes residence.
3. Coaches playing ineligible players will forfeit all games in which the players played. This decision will be rendered by the Youth Sports Section after all pertinent information has been reviewed.

**NOTE:** Questions regarding the eligibility of players do not need to be made in written protest form and may be raised verbally at any time by a coach to his/her Center Supervisor.

4. Coaches not playing the required substitutes will forfeit the game. Questions regarding participation of substitutes must be lodged by opposing coaches no later than one hour after the conclusion of the game. The same rules regarding participation apply to playoffs.
5. Coaches may discipline a player by suspending them from a game but must do so through the Center Supervisor. The head official for that game must also be notified prior to the start of the game, and it must be noted on the scorecard that the player is out for disciplinary reasons.
6. Coaches willfully failing to contact certain players or taking other actions to prevent any player from participating will forfeit affected games and be subject to suspension.
7. Injured or ill players in good standing may be substituted by a player who has already played. Players ejected from the game after substitutions have been made may also be replaced by a

player who has already played. Soccer teams must play short-handed if a player is ejected.

## **TEAMS**

The number of teams will be based upon the number of sign-ups. It is imperative to remember the premise of the program: “Whenever possible, the Community Services/Recreation/Park Maintenance Department will attempt to afford each registrant the possibility of participating in the sports season.”

The number of players per roster varies according to the sport. On a case-by-case basis, prior to the start of the season, the Recreation Program Manager may allow teams to have more than the maximum number of players drafted onto a team.

### ***The following is a guideline:***

Baseball/Softball	Minimum – 11 Maximum – 15
Basketball/ Flag Football	Minimum – 7 Maximum – 10
Soccer	Minimum – 10 Maximum – 15

In a division with only three teams following the draft date, a group of players may be allowed to enter, as a complete team, in order to gain a fourth team necessary to maintain a league. However, the late entering team will be ineligible for playoff competition.

## **PRACTICE SCHEDULING**

Practices should be scheduled with Center Supervisors. Be sure that reservations have been made for the facilities for a specific date and time. Since there are a large number of teams, practices must be on a reservation basis. The Community Services/Recreation/Park Maintenance Department will attempt to provide each team with a minimum of one (1) hour per week of practice time beyond the scheduled league games. Coaches will not be allowed to practice their team until the completion of the City Championship finals of the preceding sport.

## **EQUIPMENT**

Some equipment will be made available for the parks to distribute to their coaches prior to the start of the season by the Community Services/Recreation/Park Maintenance Department. The parks will issue this equipment at a time specified by the Center Supervisor. During issue, coaches must fill out a “***Sports Equipment Issue***” form (see attachment #6); the coach will retain the white copy of the form. Coaches and players are expected to care for the equipment they have been issued (i.e. avoiding dragging the duffel bag, throwing helmets) realizing that this equipment is intended for future use and must be returned.

The park will designate a specific time for the return of equipment. At that time, the coach must account for all equipment issued. So that all equipment is accounted for, broken bats, cracked helmets, etc., should be returned as well. ***Coaches will be responsible for financial reimbursement to the City of Carson for losses not accounted for.***

## **ORGANIZING PRACTICE SESSIONS**

Coaches should have a plan and know what they intend to do during practices. Early workouts should be devoted to placing youths in proper formations and physical conditioning. Coaches can work on particular skills or plays later. Follow a time schedule for each workout.

### ***The following is an outline of a practice session:***

10 minutes - Warm Up (running, stretching, exercises, etc.)

10 minutes - Review Session (what was learned last practice and what will be covered)

this practice)

15 minutes - Skill Session (instruct and practice new skill)

20 minutes - Intra-Squad Scrimmage

5-10 minutes - Conditioning (running for speed and endurance)

### **GAME SCHEDULING**

The scheduling of games is the responsibility of both the Center Supervisors and the Youth Sports Coordinator. Schedules will be in accordance with the number of teams drafted, facilities available for use, and length of season.

### **UNIFORMS**

Center Supervisors, volunteer associations, and individual coaches are encouraged to find sponsors for the Youth Sports Program at their respective facilities.

The Community Services/Recreation/Park Maintenance Department's philosophy is to have each individual team uniformly attired.

Numbered Jerseys/shirts of the same color are required of each member on a participating team in league play. Players must wear the same jersey number in each game played within a particular sport season. Dyed or non-dyed T-shirts with numbers are acceptable as jerseys.

#### **Baseball and Softball**

1. Numbered Jerseys/Shirts and caps must be worn.
2. Full uniforms are optional.
3. Multi-purpose shoes with molded rubber cleats are acceptable.
4. Metal or screw on type cleats are prohibited.
5. Boys playing baseball are required to wear a protective cup.

#### **Basketball**

1. Numbered Jerseys/Shirt and shorts must be worn.
2. Full uniforms are optional.
3. Tennis or basketball shoes must be worn.

#### **Flag Football and Soccer**

1. Numbered Jerseys/Shirt and shorts must be worn.
2. Full uniforms are optional.
3. Multi-purpose shoes with molded rubber cleats are acceptable.
4. Metal or screw on type cleats are prohibited.
5. No hard surface padding such as shoulder pads, hip pads, rib pads, or helmets may be worn.
6. Shin guards are required for soccer players in all divisions and must be worn at all times.

### **PLAYOFFS AND CHAMPIONSHIPS**

#### **1. Single League Division**

If there is a single league in any age division, the regular season first place team will be declared City Champion. In some instances, the schedule may denote some system (i.e., requiring the winners of respective divisions to meet in a playoff), whereby playoff games may be necessary in a single league division.

If there is a tie for first place at the conclusion of the regular season, a one game tie-breaker may be held to determine the City Champion, when time permits. If there is not sufficient time available for the one game tie-breaker, the best record, head-to-head between the teams involved will decide. If a head-to-head does not determine the City Champion, a coin flip will decide.

#### **2. Multi-League Divisions**

In divisions containing more than one league, the top two finishers, with the highest win/loss

percentage in each league will be eligible to compete in the City Championship playoffs for that division.

In addition to the two top finishers in each division, “**Wild Card**” berths will be awarded based on the number of leagues in the division, and the number of teams needed to make even playoff brackets. The breakdown will be as follows:

- 1 League - No Wild Card Teams
- 2 Leagues - 2 Wild Card Teams
- 3 Leagues - 2 Wild Card Teams
- 4 Leagues - 4 Wild Card Teams
- 5 Leagues - 6 Wild Card Teams
- 6 Leagues - 4 Wild Card Teams

In the case of regular season ties, when time permits, a one game tie-breaker may be held prior to the City playoffs to determine league representatives eligible to compete in the City Championships for that division. ***Ties for wild cards will be decided by a coin toss.***

If there is not sufficient time available for the one game tie-breaker prior to the City playoffs, the best record, head-to-head between the teams involved will decide. If a head-to-head does not determine the league representatives, a coin flip will decide. In the event of a three-way tie, a blind draw will be used to determine positioning in the playoff brackets for the first and second place teams. The third-place team, depending on its final win/loss percentage, may be eligible for a wild card berth.

If a six or more-team league contains a minimum of four teams from a single park, at least one team, out of the four from the same park, must be represented in the City Championship Playoffs. In the event one of the four teams does not qualify for a playoff spot (not even as a wild card), an additional playoff spot will be added to the brackets. Of the four teams, the team with the highest win/loss percentage will be placed in that additional playoff spot. This applies only to leagues with the specific number of teams stated above.

***Once playoff games have begun there will be no changes made to the printed schedule (this includes the detection of any errors in seeding, match-ups or final standings), with the exception of typographical errors.***

If there is a protest during a City Championship playoff game, the decision will be rendered on the site by a Center Supervisor or the Youth Sports Coordinator. In the absence of both, the highest-ranking staff member present at the time will handle all protests. ***The protest must be made verbally to the head referee, stating the Rule #, Section and/or Article that governs the rule interpretation in question.***

## **AWARDS**

Every youth and coach that participates in season play will receive an award. City Championship participants will receive awards for the first place and second place teams.

The City recognizes, at the conclusion of each season, the contribution to the program of players and volunteers. An awards ceremony is held at a City facility under the auspices of the Community Services/Parks and Recreation Department.

## **SPORTS DATES**

### **BASKETBALL**

- First Day to Sign-up - Sunday, October 1, 2023
- Last Day to Sign-up - 2<sup>nd</sup> Saturday in November (November 11, 2023)
- Try-outs (If Needed) - Monday, November 13 – Saturday, November 18, 2023
- Season Begins - 3<sup>rd</sup> Saturday in December (December 16, 2023)
- City Championships Begin - 9<sup>th</sup> Saturday from the start of the season (February 17, 2024)
- Season Ends - 10<sup>th</sup> Saturday from the start of the season (February 24, 2024)

## **BASEBALL/SOFTBALL**

First Day to Sign-up	- Tuesday, January 2, 2024
Last Day to Sign-up	- 4 <sup>th</sup> Saturday in February (February 24, 2024)
Try-outs (If Needed)	- Monday, February 26 – Saturday, March 2, 2024
Season Begins	- 1 <sup>st</sup> Saturday in April (April 6, 2024)
City Championships Begin	- 10 <sup>th</sup> Saturday from the start of the season (June 15, 2024)
Season Ends	- 11 <sup>th</sup> Saturday from the start of the season (June 22, 2024)

## **FLAG FOOTBALL/SOCCER**

First Day to Sign-up	- Monday, July 1, 2024
Last Day to Sign-up	- 3 <sup>rd</sup> Saturday in August (August 17, 2024)
Try-outs (If Needed)	- Monday, August 19 – Saturday, August 24, 2024
Season Begins	- 3 <sup>rd</sup> Saturday in September (September 21, 2024)
City Championships Begin	- 6 <sup>th</sup> Saturday from the start of the season (November 2, 2024)
Season Ends	- 7 <sup>th</sup> Saturday from the start of the season (November 9, 2024)

## **OFFICIALS**

The Youth Sports Program utilizes contracted sports officials for all upper division games (1A-4A) in each sport.

Coaches are encouraged to complete an ***“Official’s Evaluation Form For Coaches”*** (see attachment #7) at the end of each game to express any concerns or comments they have regarding the officiating. This form is available to coaches at each game from the park staff in attendance or it may be obtained from the Center Supervisor in the park office.

## **PROTESTS**

Protests will be allowed but must be submitted as outlined in the rules of the specific sport. The protesting team must submit a written protest and a \$25.00 (check or money order) protest fee, which will be refunded if the protest is upheld. If the protest is denied, the fee will be placed in a sport account to enhance citywide sports activities.

**ALL** protests must be submitted in writing on the ***“Coaches Protest Report”*** form (see attachment #8) and submitted to the Center Supervisor within 24 hours of the game in which the protested decision occurred. The written protest shall contain the date, time, and location of the game, along with the Rule #, Section or Article of the official rules under which the protest is being made. The decision made by the referee and all other essential facts involved with the matter protested shall also be included. The Center Supervisor will review all protests and submit the written report to the Youth Sports Coordinator.

## **PROTEST COMMITTEE**

A Protest Committee shall rule on all written protests that have been submitted for consideration.

1. The Protest Committee shall consist of the Center Supervisor or League Commissioner of the teams involved; the Youth Sports Coordinator and Recreation Program Manager.
2. All officials from the contested game shall be contacted.
3. The decision of the Committee shall be based only upon the actual game card or scoresheet, rules, and other pertinent information. It will not be based on emotional pleas or history of participants. The decision of the Committee shall be final.
4. The use of video or other electronic devices will not be allowed as evidence in a protest, nor shall it be used by a sports official in an attempt to render a decision.
5. Protests that do not contain all the necessary information to determine a ruling, or have been found inconclusive by the protest committee, will be subject to a final ruling by the Recreation Program Manager.

## **CENTER SUPERVISORS RESPONSIBILITIES IN YOUTH SPORTS PROGRAM**

Assistance with solving any problems in the program should be discussed with the Center Supervisors. They are always ready to assist in making the season a success. ***They will be directly responsible for the following administrative duties:***

1. Conducting sign-ups at parks.
  - A. Taking registration.
  - B. Maintaining records.
  - C. Conducting try-outs and drafts.
2. Issuing of practice times and maintaining accurate records to insure adequate space for teams.
3. Issuing of team equipment to the coaches.
4. Coordinating game schedules with other parks and the Youth Sports Coordinator.
5. Ensuring that team uniforms are ordered and delivered in a timely manner.
6. Maintaining team rosters, waiting lists, and record of players' absences.
7. Issuing of equipment for games.
8. Insuring fields are properly maintained and ready for play by scheduled game times.
9. Insuring adequate supplies of the necessary game equipment are on hand at their facility.
10. Making sure officials perform duties properly.
11. Directly supervising games at their facilities to ensure proper conduct by all involved.
12. Reporting the correct outcome of all youth games played at their facilities to the Youth Sports Coordinator.

## **NATIONAL ALLIANCE FOR YOUTH SPORTS (NAYS):**

NAYS Coach Training & Membership Program, formerly the National Youth Sports Coaches Association or NYSCA, is the most widely used coach training program in the nation, NAYS Coach Training is available online for coaches to complete at their convenience; and it's also offered on-site at most City parks.

Upon full completion of the NYSAA Online Coaches Clinic members will receive:

- A one year membership with a high quality membership card;
- \$1,000,000 General Liability Insurance with a \$1,000,000 general aggregate (total limit).
- Access to member-only coaching resources and supplemental coach trainings;
- Monthly E-Newsletter
- Exclusive Corporate Discount Programs on everyday services like car rentals, hotels and more.

## **NAYS PARENT ORIENTATION & MEMBERSHIP PROGRAM**

NAYS Parent Orientation & Membership Program is an education and membership program that supports youth sports parents while helping youth sports organizations eradicate parent issues. NAYS Parent Orientation has set a standard for parent orientation programs by providing a video-based training which offers a simple, effective way to make youth sports parents aware of their roles and responsibilities, as well as ways they can make their child's experience more enjoyable and positive.

## **DISABILITY AND ACCESSIBILITY ISSUES**

Help the City of Carson respond to the Americans with Disabilities Act (ADA) by making parks and recreation programs and facilities more accessible. If you experience any problems or difficulties in using facilities or programs, please submit your concerns or suggestions for improvements in writing to:

City of Carson  
Community Services/Recreation/Park Maintenance Department  
Attention: Michael Whittaker Jr., Director of Community Services/Recreation/Parks  
Maintenance Department  
18601 S. Main Street, Carson, CA 90248  
or call (310) 847-3571





## NAYS Code of Ethics for Coaches

I hereby pledge to live up to my certification as a NAYS Coach by following the NAYS Code of Ethics for Coaches:

- I will place the emotional and physical well-being of my players ahead of a 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 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 not cheat or engage in any form of unethical behavior that violates league rules.
- 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.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for all of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Date

**City of Carson**  
**Community Services/Recreation Department**  
**Youth Sports Section**  
**Coaches Appeal of Disciplinary Action**

Date \_\_\_\_\_

Coaches Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Team Name \_\_\_\_\_ Division \_\_\_\_\_

Park \_\_\_\_\_ Date of Incident \_\_\_\_\_

Reason For Appeal \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Department Use Only:

Hearing Date Set For \_\_\_\_\_ At \_\_\_\_\_ AM/PM

Appeal:    Approved ( )    Denied ( )

Date \_\_\_\_\_

COMMUNITY SERVICES/ PARKS AND RECREATION DEPARTMENT  
GOOD SPORTSMANSHIP IS EVERYONE'S RESPONSIBILITY  
BE A GOOD SPORT

**PLAYER'S CODE OF CONDUCT**

*I hereby pledge to live up to my responsibilities as a player participating in the Community Services/ Parks and Recreation Department Sports Program by following the Player's Code of Conduct.*

1. I will play by the rules, and never argue or complain about the official's decisions.
2. I will be a role model of good character and I will meet my responsibilities to the coach and the team.
3. I will play for the fun of it, and do my best to make sure that the game is fun for all participants.
4. I will demonstrate fair play and sportsmanship. I will treat participants, coaches, recreation administrators and the public with respect, as I would like to be treated.
5. I will refrain from the use of alcohol, drugs, or tobacco at all times.
6. I will only make positive and encouraging comments to players on both teams. I will be a good sport by cooperating with my teammates, opponents and officials.
7. I will remember that the goals of the game are to have fun, improve skills and feel good about playing. I will not take the game or myself too seriously, and I will control my temper.
8. I will work equally hard for the team and will always give my best effort.
9. I will remember that I am a youth sports player and that the game is for my enjoyment.
10. I will demonstrate good sportsmanship.

*I understand that the penalties for not adhering to this Code of Conduct may range from a verbal warning to expulsion from the activity.*

Player's Name/Signature \_\_\_\_\_

Date

\*\*Player can print their name or parent can sign on behalf of player, if player is unable to write. \*\*



*In order to participate in any City of Carson Youth Sports Program, this form must be completed and signed.*

**PARENT'S CODE OF CONDUCT**

*I hereby pledge to live up to my responsibilities as a parent participating in the Community Services/ Parks and Recreation Department Sports Program by following the Parents Code of Conduct.*

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice, or other youth sports event.
2. I will place the emotional and physical well-being of my child ahead of my personal desire to win.
3. I will insist that my child play in a safe and healthy environment.
4. I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach will uphold the Coaches' Code of Ethics.
5. I will support coaches and officials working with my child in order to encourage a positive and enjoyable experience for all.
6. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol, and I will refrain coaches, from their use at all sports events.
7. I will remember that the game is for youth, not for adults.
8. I will do my very best to make youth sports fun for my child.
9. I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, or providing transportation.
10. I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
11. I will remember that all coaches are volunteers! I will respect the fact that they are willing to give so much of their time to my child.
12. As a SPECTATOR, I am not permitted to approach the scorer's table or the referee/umpire if there are any questions regarding scoring or officiating.
13. As a SPECTATOR, I will not engage in any kind of unsportsmanlike conduct, such as arguing, taunting, or using profane language or gestures with any official, coach, player, or another spectator. FIGHTING IS NOT ALLOWED AND WILL NOT BE TOLERATED.
14. As a SPECTATOR, if I am ever ejected during my child's game I will immediately leave the vicinity of the playing field or court when asked to do so by City staff. I understand that if asked to leave I cannot return to the playing area until the game has concluded and that I could be suspended from attending further games.
15. GAME OFFICIALS AND CITY OF CARSON STAFF have the authority to remove a spectator from the playing area and can declare the game a forfeit due to any unsportsmanlike conduct.
16. If I fail to abide by this Code of Conduct, I will be subject to disciplinary action by the City of Carson Community Services/ Parks and Recreation Department. Disciplinary action could include, but is not limited to, verbal warnings, written warnings, ejections, and suspensions of various lengths.

*I understand that the penalties for not adhering to this Code of Conduct may range from a verbal warning to expulsion from the activity.*

Print Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

**City of Carson  
Community Services/Recreation Department  
Youth Sports Section  
Park Player Release Form**

Date \_\_\_\_\_ Park \_\_\_\_\_

Player's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City/Zip Code \_\_\_\_\_

Birthdate \_\_\_\_\_ Sport \_\_\_\_\_ Division \_\_\_\_\_

Coaches Name \_\_\_\_\_ Team Name \_\_\_\_\_

Reason for Adding/Dropping player: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Department Use Only:

Add ( )                      Drop ( )

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Carson  
Community Services/Parks & Recreation Department  
Youth Sports Section  
Official Team Roster**

Year:		Team Name:		Division:		Park:		Sport:	
-------	--	------------	--	-----------	--	-------	--	--------	--

Player's Name	Address	City/Zip	Phone	Birthdate	Receipt	Amt.	D	A
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								

Head Coach:	Address:	City:	Zip:	Phone (res):	(cell):
Asst. Coach:	Address:	City:	Zip:	Phone (res):	(cell):
Asst. Coach:	Address:	City:	Zip:	Phone (res):	(cell):
Team Parent:	Address:	City:	Zip:	Phone (res):	(cell):

The head Coach acknowledges receipt of City rules, Coaches Manual, and agrees to abide by them.

Signature of Head Coach:	Date:
Signature of Center Supervisor:	Date:

**City of Carson  
Community Services/Recreation Department  
Youth Sports Section  
Sports Equipment Issue**

**PLEASE PRINT**

**Team Information:**

**Coaches Information:**

Park: \_\_\_\_\_  
Division: \_\_\_\_\_  
Team \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**BASEBALL**

No. of Bats Issued \_\_\_\_\_  
Size's \_\_\_\_\_  
No. of Batting Helmets Issued \_\_\_\_\_  
Size's \_\_\_\_\_  
Catcher's Helmet \_\_\_\_\_  
Size \_\_\_\_\_  
Catcher's Mask \_\_\_\_\_  
Size \_\_\_\_\_  
Chest Protector \_\_\_\_\_  
Size/Model # \_\_\_\_\_  
Leg Guards \_\_\_\_\_  
Size/Model # \_\_\_\_\_  
Baseballs/Softballs \_\_\_\_\_  
Equipment Bag \_\_\_\_\_  
Batting Tee \_\_\_\_\_  
Throw Bases \_\_\_\_\_

**BASKETBALL**

# of Basketballs Issued \_\_\_\_\_  
Size/Model #'s \_\_\_\_\_

**FOOTBALL**

# of Footballs Issued \_\_\_\_\_  
Size/Model #'s \_\_\_\_\_

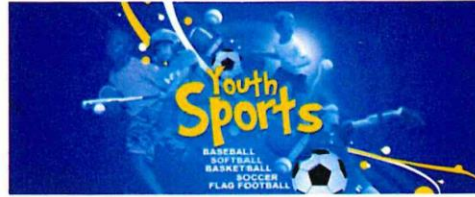
**SOCCER**

# of Soccer Balls Issued \_\_\_\_\_  
Size/Model #'s \_\_\_\_\_

I understand and agree that I am fully responsible for making restitution to the City of Carson for any of the above noted items not returned by me at the season's end. Equipment checked out this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Coaches Signature

\_\_\_\_\_  
Print Name



2023 City of Carson Youth Sports Official Survey

The Community Services/Recreation/Park Maintenance Department would like your feedback on our sports officials. Please answer the following questions and let us know if you agree with the statements. Your feedback is important to us to make any necessary improvements in our service. We thank you in advance for your time.

1. What is/are the name(s) of the sports official(s) for which you are providing feedback?

Official #1 \_\_\_\_\_

Official #2 \_\_\_\_\_

2. What sport?

Basketball

Baseball

Softball

Flag Football

Soccer

3. What was the date of the game, location, and your team's name?

Date \_\_\_\_\_

Location \_\_\_\_\_

Division/Park/Team Name \_\_\_\_\_

4. The sports official(s) arrived on time, dressed in a complete uniform, and demonstrated good energy.

Strongly Agree

Agree

Neither Agree nor Disagree

Disagree

Strongly Disagree

5. The sports official(s) consistently and effectively communicated in a professional manner.

Strongly Agree

Agree

Neither Agree nor Disagree

Disagree

Strongly Disagree



6. The sports official(s) demonstrated a good grasp of the rules and procedures of the game.

Strongly Agree

Agree

Neither Agree nor Disagree

Disagree

Strongly Disagree

7. The sports official(s) was in good position to make calls and maintained good control of the game.

Strongly Agree

Agree

Neither Agree nor Disagree

Disagree

Strongly Disagree

8. The sports official(s) enforced the rules correctly and fairly.

Strongly Agree

Agree

Neither Agree nor Disagree

Disagree

Strongly Disagree

9. Please share any other comments you have below:





