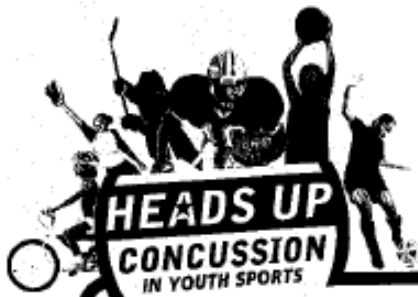




Youth Athletics General Rules and Information

Table of Contents

Heads up Concussion	3
Mission Statement	5
NYSCA Coaches Code of Ethics	5
League Organization	5
League Administration	6
Selection of Players	7
Draft	8
Late Sign Ups	9
Practice	10
Games	10
Officials	10
Rescheduling Policy	12
Protests	12
Disciplinary Rulings	13
League Standings/Tournament	14
Insurance	14
General	14
Contact Information	15



A Fact Sheet for **COACHES**

To download the coaches fact sheet in Spanish, please visit www.cdc.gov/ConcussionInYouthSports
Para descargar la hoja informativa para los entrenadores en español, por favor visite:
www.cdc.gov/ConcussionInYouthSports

THE FACTS

- A concussion is a **brain injury**.
- All concussions are **serious**.
- Concussions can occur **without** loss of consciousness.
- Concussions can occur **in any sport**.
- Recognition and proper management of concussions when they **first occur** can help prevent further injury or even death.

WHAT IS A CONCUSSION?

A concussion is an injury that changes how the cells in the brain normally work. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. Concussions can also result from a fall or from players colliding with each other or with obstacles, such as a goalpost.

The potential for concussions is greatest in athletic environments where collisions are common.¹ Concussions can occur, however, in **any** organized or unorganized sport or

recreational activity. As many as 3.8 million sports- and recreation-related concussions occur in the United States each year.²

RECOGNIZING A POSSIBLE CONCUSSION

To help recognize a concussion, you should watch for the following two things among your athletes:

1. A forceful blow to the head or body that results in rapid movement of the head.

-and-

2. Any change in the athlete's behavior, thinking, or physical functioning. (See the signs and symptoms of concussion listed on the next page.)

ACTION PLAN

WHAT SHOULD A COACH DO WHEN A CONCUSSION IS SUSPECTED?

- 1. Remove the athlete from play.** Look for the signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head. Athletes who experience signs or symptoms of concussion should not be allowed to return to play. When in doubt, keep the athlete out of play.
- 2. Ensure that the athlete is evaluated right away by an appropriate health care professional.** Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:
 - Cause of the injury and force of the hit or blow to the head
 - Any loss of consciousness (passed out/ knocked out) and if so, for how long
 - Any memory loss immediately following the injury
 - Any seizures immediately following the injury
 - Number of previous concussions (if any)

- 3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.**

Make sure they know that the athlete should be seen by a health care professional experienced in evaluating for concussion.

- 4. Allow the athlete to return to play only with permission from a health care professional with experience in evaluating for concussion.** A repeat concussion that occurs before the brain recovers from the first can slow recovery or increase the likelihood of having long-term problems. Prevent common long-term problems and the rare *second impact syndrome* by delaying the athlete's return to the activity until the player receives appropriate medical evaluation and approval for return to play.

REFERENCES

1. Powell JW. Cerebral concussion: causes, effects, and risks in sports. *Journal of Athletic Training* 2001; 36(3):307-311.
2. Langlois JA, Rutland-Brown W, Wald M. The epidemiology and impact of traumatic brain injury: a brief overview. *Journal of Head Trauma Rehabilitation* 2006; 21(5):375-378.
3. Lovell MR, Collins MW, Iverson GL, Johnston KM, Bradley JP. Grade 1 or "ding" concussions in high school athletes. *The American Journal of Sports Medicine* 2004; 32(1):47-54.
4. Institute of Medicine (US). Is soccer bad for children's heads? Summary of the IOM Workshop on Neuropsychological Consequences of Head Impact in Youth Soccer. Washington (DC): National Academy Press; 2002.
5. Centers for Disease Control and Prevention (CDC). Sports-related recurrent brain injuries-United States. *Morbidity and Mortality Weekly Report* 1997; 46(10):224-227. Available at: www.cdc.gov/mmwr/preview/mmwrhtml/00046702.htm.

If you think your athlete has sustained a concussion... take him/her out of play, and seek the advice of a health care professional experienced in evaluating for concussion.

MISSION STATEMENT

The general purpose of the City of Sunrise Youth Athletic program is to provide a well-supervised program that teaches good sportsmanship, and promotes physical fitness and mental well being to the youth of our community, to encourage the interest of youth in athletics and teach the fundamentals of the games.

NYSCA COACHES CODE OF ETHICS

I will place the emotional and physical well being of my players ahead of any personal desire to win.

I will remember to treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.

I will do my very best to provide a safe playing situation for my players.

I will do my best to organize practices that are fun and challenging for my players.

I will lead, by example, in demonstrating fair play and sportsmanship to all players.

I will provide a sports environment for my team that is free of drugs and alcohol, and I will refrain from their use at all youth sporting events.

I will insure that I am knowledgeable in the rules of each sport that I coach, and that I will teach rules to my players.

I will use those coaching techniques appropriate for each of the skills that I teach.

I will remember that I am a youth coach, and that the game is for children and not adults.

LEAGUE ORGANIZATION

Dates of birth of participants shall be certified by birth certificates (Not complimentary hospital certificates), passport, or alien registration card.

All participants must be registered with the City of Sunrise Department of Leisure Services before participating in the sport.

Late registrations will be assigned to a waiting list and placed on a team when possible by the Athletic Supervisor.

Participants requesting to play in a higher division must submit a letter requesting to be moved. **Requests are not automatically granted.** If a request is not submitted prior to ratings the participant will be drafted

into the appropriate age division. Players must also attend ratings in the age division they wish to play in for approval by Leisure Services staff.

Participants will not be allowed to play in a lower division.

LEAGUE ADMINISTRATION

The Department of Leisure Services will administer the City of Sunrise Youth Athletic Programs.

Athletic Supervisor:

Will act as overall coordinator for the program.

Responsible to assist the Department of Leisure Services in implementing all rules and regulations.

Recommends the selection of coaches and the Athletic Committee.

Coaches Duties:

Will undergo a criminal background check as well as a CPR/AED certification and ensure that assistant coaches have completed and submitted the necessary paperwork. City will recognize one head coach and two assistant coaches (three assistants allowed for baseball/softball) on the coaching roster by providing for them each a coaches shirt. Only two coaches (three for baseball/softball) may be on the coaches side of the playing area during games.

Will be of good moral character and able to deal with children, assistant coaches, parents, game officials, city officials, and league administrators in a positive manner.

Responsible for the selection of his/her team.

Responsible for the return of all equipment issued to him/her. Failure to return issued equipment may result in disciplinary action as deemed appropriate by the Department of Leisure Services.

Responsible for the team's actions, including parents and fans, and to represent the team in communications with the official and opposing team.

Responsible to appoint a representative to replace him/her if he/she is unable to be present.

Responsible to ensure that there shall be no more than three (3) mandatory practices per week before the season and no more than one (1) practice per week during the season.

Responsible to keep himself/herself, his/her coaches and team in the appropriate areas throughout the game.

Coaches will always maintain a positive atmosphere at all team functions.

A coach's tone of voice shall be informative, not harassing.

There shall be no mechanical devices used to amplify a coach's voice.

Air horns are not allowed at games/practices.

All youth athletic volunteers that have cleared their criminal background checks are required to wear a photo identification badge when working with the children enrolled in a City of Sunrise youth athletic program. Volunteers not displaying the identification badge will not be permitted to remain on the field/court with the children. City staff will be strictly enforcing this rule. Head coaches are asked to assist in this process by informing volunteers of the procedures necessary to work with children in youth athletic programs.

Head coaches who are unable to attend a particular game must inform assistant coaches to take over the team for that game. If either the head coach or assistant coach cannot attend, it is the responsibility of the head coach to contact Leisure Services. If a team does not receive any adult supervision including, but not limited to: an approved youth volunteer coach from another team, division, or sport, the game will result in a forfeit. No game will be rescheduled due to coaches being absent.

SELECTION OF PLAYERS

Ratings:

Players will be rated in respective divisions by a minimum of 3 persons with knowledge of the sport. If additional persons are needed the Athletic Supervisor shall appoint them. Ratings will be an individual effort and rater's cannot discuss ratings with each other or players.

Players will be rated on a scale of 1 through 5 (one being excellent). This will be based on their ability to perform. Every attempt will be made to make teams equal.

Player Eligibility:

Only players of eligible age, whose eligibility is determined by the Leisure Services Department, shall have active participation in the program.

Birth certificates, hospital certificates, or other legal documents, which must be presented to a league official at the time of registration, shall certify date of birth of new players, or registrations will not be accepted. Photostat copies of any of these certificates are acceptable. Notarized statements of birth dates are not acceptable.

Instructional Division Draft Policy:

Pre-Draft

All special requests must be made in writing. Special requests will be reviewed, and when feasible, placement will be made based upon availability. **Special request are not guaranteed.**

Post-Draft

All special requests must be made in writing. If a player requests to change teams for any reason, Leisure Services will honor this request if:

- A) Trades – Approval must be received from all coaches involved. No unrated players are allowed to be traded.
- B) Additions – Approval must be received from the head coach of the team adding a player. In addition, the subtraction of this player from their original team must not take that team below the total number of players needed to play a game

DRAFT

Coaches will draw numbers prior to the draft. Numbers drawn will determine draft order. Every effort possible should be made to keep teams as evenly balanced as possible.

Draft cards will be placed face up on a table with the rating numbers, player's names and age displayed. The coach currently drafting will select a player card and place the player on the team he/she is drafting. Coaches with frozen players will receive their freeze in the round in which they were rated. Frozen players who did not attend ratings will receive a rating of 1 going into the draft. Order of draft will reverse after each round. This process will continue until all rated players have been drafted to a team.

Trades will take place after the teams have been selected. Parent requests will be reviewed and honored appropriately.

If a player is drafted to a team (Team A) that does not have a coach present at the draft, they may still be traded to another team (Team B) if:

- A request form has been received by Leisure Services prior to the draft requesting the child plays for the coach of Team B.
- The player has received a rating prior to drafts.

Leisure Services staff will place all of Team B's draft cards facedown that have the same rating as the requested player (Exception: Frozen players may not be traded). Staff will blindly select one of the draft

cards and confirm the trade. If Team B does not have any players with the same rating, they must use all of their cards with the next highest available rating.

Any trade requests that are made following the draft will be at the discretion of the Leisure Services Department and will be treated on a case by case basis.

Any authorized trades must be agreeable to all head coaches on the teams involved.

Siblings will automatically be assigned to the same team if ability and league age allows. The team involved will forego the draft round in which these children were rated.

Players shall never be told their rating or the round in which they were drafted.

Frozen Players:

Coaches can only freeze their own children. Coaches with no children, in the division they are coaching, may freeze one participant. Authorization from the parent must be received prior to the draft.

If more than one child is in the same playing division, all of the children will be placed on the team and counted as one freeze. All coaches and assistant coaches must complete the background check prior to the draft in order for a freeze to be accommodated. Frozen players must attend ratings or they will receive a rating of 1 going into the draft.

Non-Rated Players:

Any unknown players with no rating will be randomly placed on teams, through a blind drawing. Cards will be placed face down on the table, with a player's age showing. These players will be separated by age, starting from the youngest and moving through the oldest. These players cannot be traded.

LATE SIGN UPS

Late sign-ups will be placed on the waiting list based on date and time of sign-up.

Late sign-ups will be placed on teams according to draft order as needed.

PRACTICE

Practice facilities shall be shared equally by teams engaging in practice simultaneously.

Practice schedules for teams will be set by the Leisure Services Department and shall be strictly adhered to. There will be no practices or games on Sunday mornings before 12 p.m.

There shall be no more than three mandatory practices per week before the season and no more than one mandatory practice per week during the season.

GAMES

Games will be played at designated times. Failure to start a game at referees' command may result in a forfeit by one or both teams. The first game(s) of a week night will have a 10 minute grace period. This grace period will not be deducted off game time. All ensuing games will not have any grace period. Weekend games will not have any grace period. "Game time is forfeit time."

The head coach is the official team representative.

The head coach and his/her staff are responsible for the conduct of his/her spectators or team supporters, and players. Officials may penalize (or even forfeit) a team for undesirable behavior of its spectators or team supporters, and players as determined by the game officials. Spectators or team supporters are not allowed to bring air horns at games/practices.

The team bench will be the first row of bleachers. Only team member's wearing a City of Sunrise issued jersey and the City of Sunrise "recognized" coach for the current game in progress are permitted on the bench. NO CHILDREN are permitted on the bench without staff approval.

The home team (team listed first on schedule) will supply the game sheet with complete information for his/her team to the opposing coach prior to the start of the game. The visiting coach must complete his information and turn it in to the city representative on site.

Both coaches and referees must sign the game sheet upon completion of the game. The game sheet is the City's official record of the game. Coaches are advised to review and verify that all information is correct before signing.

OFFICIALS

Referees/Umpires shall have complete authority over the game, players, coaches and spectators. They may expel any player, coach or spectator for indecent language, unsportsmanlike conduct, or any infraction of rules. Refusal of expelled player, coach or spectator to leave the "playing area" within 2 minutes will constitute a forfeit.

NOTE: League administrators WILL NOT interpret any rule from the time a game begins, until the time it ends. They may however, enforce any and all rules regarding conduct of players, coaches, parents as contained herein.

Referees/Umpires will wear distinctive uniforms and will be equipped with a rule book.

Referees/Umpires will be responsible for inspecting playing areas for any irregularities and/or hazards prior to game.

Referees/Umpires will check player's equipment and uniforms to determine if they are acceptable.

Referees/Umpires per sport:

Soccer:	Instructional – 1	All other divisions – 3	
Basketball	8 / 10 & Under – 2	All other divisions – 2	
Flag Football	Instructional – 1	All other divisions – 2	
Baseball	Instructional – 0	Tee Ball/Coach Pitch – 1	All other divisions – 2
Softball	Pee Wee – 1	Midget – 2	All other divisions - 2

**Games may start with one official if both coaches are in agreement.*

Referees will ensure non-authorized persons do not enter the field of play. They may stop, suspend, or terminate the match because of outside interference of any kind.

No coach may address an official concerning a call except during half or games end.

Referees are instructed to discuss matters in question ONLY with the Head Coach, NOT an assistant.

Coaches shall not demand the removal or the scheduling of a particular referee/official.

RESCHEDULING POLICY

All games will be played as per schedule. Games will only be rescheduled under the following conditions:

In case of inclement weather, the decision to play scheduled games will be determined by the Leisure Services Department prior to the game; or the referee at game time, or thereafter.

Unsafe field conditions as determined by the Department of Leisure Services.

School educational functions that will affect a team's roster, only if the team falls below the minimum number of players needed to start a game.

Religious functions may constitute reason for re-scheduling games, only if attendance at these type of functions effects a team's ability to start a game with the required number of players.

If the above situation should occur, coaches must notify Athletic Supervisor in writing of re-scheduling request. The request must be made at least 72 hours in advance to the Athletic Supervisor. This 72 hours does not include weekends, holidays or other non-business hours. Time of notification should be no later than 5:00 p.m. on regular business day.

Once a game has been approved for re-scheduling, the Athletic Supervisor along with the coaches involved will set the rescheduled date, time, and location. A coach has 24 hours to verify with parents. This process can only be repeated once if a school or religious function still occurs. The game must be played within 72 hours of the second request for reschedule. This policy is exclusive of games that have been cancelled due to inclement weather or any other rescheduled games by the department of Leisure Services.

PROTESTS

Coaches contemplating a protest on violations of playing rules must notify the referees immediately of their desire, and **before the next play**. Time and conditions of protest shall be noted on the game sheet by the referees and City staff at this time. All protests received on playing rules after the time specified above will not be considered. **Judgement calls are not subject to protest.**

All protests on violations of playing rules of officially scheduled games must be made in writing in addition to being noted on the game sheet and filed with Leisure Services within 24 hours of the scheduled starting time of the subject game. The rule and section under protest must be clearly denoted and specified in the protest in addition to being added on the game sheet.

A protest fee of twenty-five dollars (\$25.00) must accompany each protest. In the event the protest is upheld, said fee will be refunded. In the event the protest is overruled or declared not valid by the Department of Leisure Services; the Leisure Services Department will retain said fee.

All protests will be reviewed by the Athletic Supervisor to determine whether it is a valid protest. If a hearing is granted the Athletic Supervisor must notify both involved teams of the time and place of hearing.

NOTE: Whenever a matter of protest arises during the progress of any game, the Coach, or appointed team representative of the protesting team will notify the referees and coach of the opposing team immediately that the game is being continued under protest. This will enable all interested parties to take notice of the conditions, which aid in the proper determination of the issue.

Coaches of both teams involved, Officials, or their designated representatives will be invited to the hearing.

All protests must be noted on the game sheet before the referee signs it.

Protests are subject to immediate decisions if an appropriate city representative is present to rule on the situation.

DISCIPLINARY RULINGS

Flagrant foul player ejection from game and suspension from next game. This shall also be noted on game sheet. Second flagrant foul per season: Suspended from league for balance of season.

Two technical fouls in one game will result in a player or coach being ejected from the game. This ejection shall carry with it an automatic suspension from the following game.

Players, volunteers, coaches, and/or spectators guilty of using profanity, either by word or sign, against players, coaches, spectators, referees, City Officials or any other person just before or during a game shall be suspended for the current game plus the next game. If found guilty of such infraction following a game then the suspension will be the next two games. It shall be noted on the game sheet and notification given to the Leisure Services Department.

Players, volunteers, coaches, and/or spectators guilty of making a verbal threat or making threatening gestures against other players, coaches, volunteers, spectators, referees, city officials, or any other person shall be ejected and receive a minimum of a two game suspension.

Players guilty of pushing, striking or any other physical contact against any other participant, volunteer, spectator, referee, city officials, or any other person may receive a minimum 3 game suspension to a maximum of lifetime suspension.

Coaches, volunteers and/or spectators guilty of pushing, striking or any other physical contact against any other participant, volunteer, spectator, referee, city officials, or any other person may receive a minimum of one (1) year suspension to a maximum of lifetime suspension.

Players, volunteers, coaches and/or spectators ejected from a game that approach the game referees at any time after their ejection or go onto the court may face additional game suspensions and/or be suspended for the remainder of the season.

Coaches are only allowed to use players that are registered with the City of Sunrise and assigned to their respective team. Use of illegal players is strictly prohibited. Coaches who are found guilty of violating this rule will receive a minimum 3 game suspension to a maximum one (1) year suspension.

Volunteers or coaches who are found to have intentionally violated the terms and/or the spirit of these rules shall be subject to discipline, with the final approval of the Department of Leisure Services. If suspension is not appropriate, the offender may be placed on probation under conditions specified by the Department of Leisure Services.

All conditions surrounding any disciplinary case must be placed in writing and placed in the Leisure Services office files.

All appeals will be reviewed by the Leisure Services Department.

NOTE: An ejected participant, volunteer, coach, or spectator must leave the playing area within 2 minutes. They may not sit in the stands and may not be recalled. Any disciplinary action taken will carry over the eligibility of an individual to coach or otherwise participate in all programs/sports administered by the Department of Leisure Services.

LEAGUE STANDINGS/TOURNAMENT

In all divisions, at the end of regular season play, trophies will be awarded for first, second, and third place only if the division has six or more teams. Trophies will be awarded for first and second place in divisions that have five or fewer teams. All other teams will be awarded participation trophies only. All teams will participate in a single elimination tournament at the end of regular season play. The tournament champions will receive recognition awards.

At season's end, should two or more teams be tied for first, second, or third place; the following tiebreaker system will be in effect:

Step 1: Head to head competition.

Step 2: Least number of points yielded in the head to head competition

Step 3: Least number of points yielded for the entire season.

EXCEPTION: Soccer standings will be based on a point system. (3 points for a win and 1 point for a tie)

INSURANCE

As part of your registration, the City of Sunrise provides a secondary medical insurance plan for all youth sports participants. In the event of injury, participant's parent or guardian should notify their coach first, in order to fill out the proper paperwork. If the coach is not available, please contact the Leisure Services Office. If medical attention is needed, all participants must first file with their primary insurance carrier. This plan is secondary in nature only.

GENERAL

Coaches will observe and enforce lightning prediction system policies at all times.

Coaches will be approved by the Department of Leisure Services.

The Department of Leisure Services will hold the waiting list confidential.

All parents are not guaranteed a request for a manager or coach when signing up their child.

Prior to the start of the season, all coaches and head referees must meet in a general meeting of questions and answers pertaining to the overall program.

Persons under the influence of alcohol/drugs, or the use of alcohol/drugs in any form, by players or adults, are not permitted during games or practices.

Two coaches (three for baseball/softball) are allowed to occupy the coaching area during a game.

All coaches must wear their ID badge at all times during practices and games. Although not mandatory, it is suggested that coaches wear City provided coaches shirts.

Chatter is strictly prohibited by parents, coaches, or other players who attempt to distract opposing players in any way.

No heckling of any player, coach, referee, shall be permitted in any division.

Spectator/Sideline Coaching is prohibited. Sideline Coaching is defined as; spectators attempting to influence and gain an advantage in a game through instruction, positioning or alerting players to situations they would not otherwise be aware of. This is a disruption of the game and may cause an unfair advantage. If necessary, the game may be stopped, which may result in ejection or even forfeiture of the game, at the Official's discretion.

There will be no parent vs. players or coaches vs. coaches games played without the prior approval of the Athletic Supervisor.

All teams must adhere to the picture schedule. NO exceptions allowed.

All rules contained herein are subject to interpretation and/or change, with final approval of the Department of Leisure Services.

CONTACT INFORMATION

Athletic Program Alerts: To receive text and/or e-mail messages regarding field closures and game/practice cancellations opt in at: <http://www.simplifiedalerts.com/optin.asp?id=230>.

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