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INTRODUCTION

The City of Fort Worth provides seasonal sports leagues to the City's youth between the ages of 5 and 17 years old. The program is designed for young children and teens to involve them in recreational sport activities in order to promote sportsmanship, fair play, and to educate participants on the importance of involving being involved in positive and healthy physical activity.

Program Mission Statement:

“The City of Fort Worth Youth Sports Program is designed for young children and teens to involve them in recreational sports activities in order to promote sportsmanship, fair play and to educate participants on the importance of being involved in positive, healthy physical activity.”

LEAGUE PHILOSOPHY

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

This program has been established to:

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

WHAT DO WE PROVIDE

- Seasonal sports leagues are offered at a nominal fee to Fort Worth resident youths.
- Free sport clinics for players and coaches to start each season.
- Mandatory coaches' meetings prior to each season.
- Sportsmanship guidelines for all spectators.
- Coaches certified by the National Youth Sports Coaches Association.
- Game Officials and on-site coordinators.
- Practice and game facilities.
- Uniforms, equipment, and awards.
- Background check for all volunteer coaches.

NEEDED TO BE PURCHASED

- Children are required TO PURCHASE A Community Center Membership Card yearly to participate. Cost of membership is \$5 for Fort Worth residents and \$10 for non-residents. A community center membership card is required in order to participate in games or practices held at community or athletic centers.
- **A registration fee of \$10.00 per child/per season, at the time of program registration, will need to be paid as well.**

Registration & Membership

REGISTRATION

A **“Sports Registration/Waiver Form”** must be signed by the youth’s parents or guardians. This form must be on file with the PACS Athletics Section before the child is allowed to participate. All registration fees must be turned in at the time of registration.

All participants must purchase membership cards in order to participate in the youth sports program. The card must be valid for the entire length of the current sports season. You must present proof of identification at the time you purchase the membership card.

After registering at a specific community center, a child may not register at any other center during the same sports season. The only exception to this will be if the child changes residence. In the event that there are not enough players to make a full team at the original center of registration, the child can be transferred to another team at a different community center by center staff only.

MEMBERSHIP CARDS

It is City policy that any patron participating in a City program must have a community center membership card. This policy holds true with the all youth sports programs. All players must have a membership card to participate. Volunteer coaches will be issued a free membership card upon completion of the following requirements:

- Background check completed by the PACS Athletics Section on ALL coaching staff
- NYSCA certification by the PACS Athletics Section by at least one coaching representative of each team

Attendance at the mandatory coaches meeting by at least one coaching representative of each team

WAITING LIST

A player may register to play at one community center only. In the event that a league is full, a player may request to be placed on the waiting list. If space becomes available in the league, the participant will be contacted and then required to pay the \$10 fee.

A coach can, and **must** add players off of the waiting list up to the CLASS roster size established at the start of the season. An exception to this rule occurs when any team reaches below the minimum requirements of players for a roster. Coaches may then contact the PACS Athletics Section staff and draw enough players to fill the minimum roster requirement by lottery.

DROPPING OR ADDING PLAYERS

Dropping or adding players shall not be done at will. Coaches wishing to drop players must fill out a **“Player Release Form”** and submit to their PACS Community Center staff, who will then contact the player’s parent/guardian to verify add/drop status. Only if done properly and with good cause will coaches be able to replace dropped players with players on the community center waiting list. The PACS Community Center staff will then assign replacements once the drop has been confirmed.

Code of Ethics

COACHES CODE OF ETHICS

Coaches are expected to adhere to the program's philosophy, which is mentioned in the beginning of this manual, and the following Code of Ethics.

1. Coaches shall not, at any times, lay a hand upon, shove, strike, or threaten to strike an official.
2. Coaches shall abide by the decisions of the officials and the PACS Athletics Section.
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.
7. Coaches shall not use any tobacco products at anytime.

NOTE: Any coach violating the program's philosophy, rules, policies and/or Code of Ethics may be suspended from coaching for an indefinite period of time, and could result in permanent removal from the PACS Athletics Section Youth Sports Program. This decision will be rendered by the PACS Athletics Section staff after reviewing all pertinent information.

Coach's Duties

MANAGER/COACHES DUTIES

1. 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 and continue to practice the NYSCA Coaches Code of Ethics as located on page 8 of this book.
2. Responsible for checking out practice equipment and team uniform shirts, provided by CFW Youth Sports Program.
3. Responsible to ensure that all equipment is in good working order and informing the Athletics Section Recreation Programmer if certain equipment needs to be replaced and/or repaired.
4. Responsible for returning all issued equipment.
5. Responsible for the team's actions, including parents and fans, and representing the team in communication with the officials and opposing team before, during and after games.
6. Responsible for appointing a representative with a criminal Background check on file with the PACS Athletics Section to replace him/her if he/she is unable to be present.
7. A coach's tone of voice should be informative/positive and never harassing at any time.
8. A current criminal background check on file for all coaches with the PACS Athletics Section by the first week of games. NO EXCEPTIONS.
9. Responsible to ensure all coaches and players are at each game at their prescribed time. If a team is unable to make the game, the coach is responsible for notifying the PACS Athletics Section a minimum of 48 hours in advance.
10. Coaches must always be in the facility with his/her team throughout the game. Any coach that leaves his/her team while the game is still in progress without notifying the PACS Athletics Section Site Monitor may be subject to disciplinary action.
11. In an effort to enhance safety for all players, a coach from each team must sweep one side of the gymnasium floor prior to their team's game during indoor sports seasons.

Mandatory Meetings & Obligations

MANDATORY COACHES MEETING

A *volunteer coach from each team or a team representative* are required to attend a mandatory coaches meeting prior to each sports season in order to comply with the mission of the program, review league rules, and complete the NYSCA training. Coaches **MUST** have a current NYSCA certification. **Coaches will have two (2) opportunities** in order to obtain all information as it pertains to the program and to complete all necessary forms.

The purpose of the coaches meeting is to gather all of the coaches in one room and go over all aspects of the program. Important information is shared and any questions that coaches or parents may have can be answered. Coaches receive copies of the Parents Guide to be distributed to parents and all adults involved in the program. This is the time that the official rules are passed out to all coaches. Coaches can finish any paperwork that needs to be completed as well.

BACKGROUND CHECK

All coaches must complete a background check form and pass a criminal background check PRIOR to any coaching assignment. Coaches must also provide a copy of a driver's license and social security card. Coaches must have a valid P.A.C.S. Membership card, and a current N.Y.S.C.A. Certification Card. Failure to comply will result in a season long suspension.

COACHES CERTIFICATION

The N.Y.S.C.A. (National Youth Sports Coaches Association) membership program is mandatory for a minimum of one coach from each team participating in the City of Fort Worth and youth sports leagues. This certification must be obtained before the first game of the season. To qualify for annual membership, coaches must successfully complete the 1st, 2nd, and 3rd year certification programs which cover the areas of: ***the psychology of coaching youth sports; maximizing athletic performance; first aid and safety; how to organize a fun and interesting practice; and tips on teaching sports techniques and other important areas.*** In addition, coaches are also required to complete an exam and sign a Coaches' Code of Ethics Pledge.

As a member coach, one receives association benefits that include: \$1,000,000.00 liability insurance coverage; an association patch; a copy of *Youth Sports Coach*, the official N.Y.S.C.A. publication; certificate of completion; membership card, and several corporate sponsored discount programs.

PENALTY: Failure to meet the regulation of completing the certification training will disqualify coaching staffs for the remainder of the sport season.

What are the requirements of membership?

- All coaches who participate in the City of Fort Worth Youth Sports Program must obtain their NYSCA certification before the third week of each sport season. The City of Fort Worth pays the \$20 membership fee for each coach who attends one of the three City of Fort Worth sponsored sessions.

- Coaches must attend a one to two hour video presentation that includes responsibilities of being a youth sports coach, scenarios and group discussions. To complete their certification, coaches must attend the sport specific clinic that is held at the beginning of each season. Coaches are encouraged to bring their team to this clinic. If coaches cannot attend the clinic, they must make arrangements with their community center, or the PACS Athletic Section in order to watch a sport specific video.

What are the benefits of membership?

- One-year subscription to the NYSCA Youth Sports Journal (4 issues).

- \$1,000,000 excess liability insurance.

- Certification card showing membership to NYSCA.

- Membership costs are covered by the City of Fort Worth unless course is completed online.

PLAYERS AND COACHES CLINIC

The players and coaches clinic is the final requirement for the coach's NYSCA certification. As stated under the NYSCA section, the certification requires that a coach attend a classroom session and participate in a sport specific clinic or watch a sport specific video. Coaches are encouraged to bring their teams to the clinic so that it can serve as an event for the children and team. Coaches and players will learn fundamentals of the sport and learn practice techniques that can improve the child's ability to play the sport.

Coach's Relationships

RELATIONSHIP WITH GAME OFFICIALS

The PACS Athletics Section has made every effort to secure and train officials.

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. Only head coaches are permitted to speak to game officials.
3. A decision based on an official's judgment should not be questioned. If there is a question regarding a rule interpretation, 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.
4. Coaches should remain off the playing field/court unless a time-out is requested to discuss the situation with the officials.
5. Players should not be permitted to question an official's decision.

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. The basic purpose of the entire Program is for participants to enjoy themselves and to learn the importance of teamwork, sportsmanship, fair play, etc. Spectators often lose sight of this. 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 P.A.C.S. staff.

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 not do any 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 accomplish. 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 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 and “Team Moms/Dads” 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 during a game.

Often friendships develop between volunteer coaches and parents, sometime 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 PACS Athletics Section staff

Any help that you need or any problem that may occur should be discussed with a representative from the PACS Athletics Section. They are always willing to assist you in any way possible in an attempt to make your season a successful one.

NOTE: If a coach has a problem or complaints regarding officials, spectators, community center staff, or parents, he/she should present this matter to the PACS Athletics Section within three 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 PACS Athletics Section.

RELATIONSHIP WITH CHILDREN

The most important relationship a volunteer coach makes is that with his/her 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. Generally speaking, 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 impossible to establish standards of conduct. Players need to know, with some assurance, the consequences of their behavior. Coaches who display genuine liking and regard for children accomplish the best results with 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 problems. 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 youth readily agree that the coaches who helped them the most are kind, considerate, cooperative, democratic, and 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 of 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 course of 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 individuals 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 children to develop desirable habits and attitudes.

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 individuals. A coach should not sacrifice team rules, or the spirit of fair play, just to win a game.

Practice

PRACTICE RESERVATIONS

In order for children to learn the proper fundamentals of their sport, they need a place to practice. For outdoor sports such as soccer, softball and baseball, the City of Fort Worth Athletics Section allows each team an opportunity to reserve a field for practice, free of charge, once a week. In order to reserve a field, the coach must contact Haws Athletic Center at 817/871-7690. The fields reserved are subject to availability and are on a first come first serve basis. To be consistent with our field rental policies, coaches can only reserve a field for the current week. For example, they are not allowed to come in one time and reserve a field for the entire season.

For indoor sports such as basketball and volleyball, teams have traditionally practiced at the community center in which they represent. Practice times should be made available to these teams per community center guidelines.

NOTE: Community centers are only obligated to give teams **one (1) hour of practice time a week at half (1/2) court.**

ORGANIZING PRACTICE SESSIONS

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

The following is an outline of a practice session:

10 minutes	Warm-Up(run,stretch,exercises, etc.)
10 minutes	Review Session (what was learned at last practice and what will be covered this practice)
15 minutes	Skill Session (practice new skills)
20 minutes	Inter Squad Scrimmage
5-10 minutes	Conditioning (run for speed/agility)

Disciplinary Policies and Procedures

DISCIPLINARY RULINGS

1. Players ejected from a game will receive a minimum of a one (1) game suspension. This suspension will include the current game, if in progress and the next game. An ejected player must leave the facility before play resumes. Any attempt to stay in the facility will result in a forfeit.

**Any player ejected from a game will eliminate that person's opportunity to play in the TAAF tournament at the end of the season.*

2. Players guilty of fighting on the field/court before and during games shall receive a minimum two (2) game suspension. The suspension will include the current game, if in progress, and **TWO (2) additional games**. If the fighting occurs after a game, the suspension will be for next two (2) games. All such matters should be promptly reported to the site coordinator and/or Recreation Programmer.
3. Players/Managers/Coaches guilty of using profanity, either by word or sign, against other players, coaches, spectators, league officials, league administrators, city officials or any other person just before, during, or immediately after a game or practice shall receive an immediate suspension.
4. Players/Managers/Coaches guilty of making threatening gestures (including gang signs) against other players, coaches, spectators, umpires, city officials, league administrators or any other person shall receive an immediate suspension.
5. Players/Managers/Coaches guilty of any threatening verbal or physical contact in a game or practice against any other coach, umpire, city official, league administrator or any other person shall receive a maximum lifetime suspension.
6. Players/Managers/Coaches who are found in possession of firearms, weapons and and/or drugs will be automatically banned from the league with a lifetime suspension.
7. Any team (defined as all players and coaches) that forfeits two(2) games will be released from the league and not permitted to participate in the Texas Amateur Athletic Federation (TAAF) Regional and State Tournaments at the end of the Winter Basketball season.

8. Any disciplinary action taken will carry over and may affect the eligibility of any individual to coach or otherwise participate in all programs/sports administered by the Fort Worth Parks and Community Services Department, and the TAAF Winter Basketball tournament.
9. The City of Fort Worth Athletics Section reserves the right to issue penalties different from those listed above in situations deemed necessary.

EJECTIONS AND SUSPENSIONS

Any coach ejected from a game will be suspended for the remainder of the sports season and placed on probation (in the form of a letter) for one (1) calendar year. This suspension will equal a minimum of four (4) games. If said coach is ejected a second time during this probation period, he/she will be suspended indefinitely at the discretion of the City of Fort Worth Athletic Coordinator. All ejected coaches must leave the facility before play resumes.

** A coach ejected from a Winter Basketball game will also be suspended from the TAAF Winter Basketball tournament.*

APPEAL PROCESS

1. If a coach wishes to appeal the decision regarding any disciplinary action that has been taken, a “***Coach’s Appeal of Disciplinary Action***” form must be submitted to the PACS Athletics Section office located at Haws Athletics Center 600 Congress St. Fort Worth, TX. 76107 within 72 hours of the disciplinary action.
2. The Athletic Coordinator has the final authority in the matter. All persons involved will be informed of the decisions.

Responsibilities

OFFICIALS JOB RESPONSIBILITIES AND ROLE AT CENTERS

The Parks and Community Services Department will hire and train officials for all games. Officials receive classroom and game experiences as part of their training. The PACS Athletics Section is responsible for scheduling, training, observing, and evaluating all officials.

After completion of certification, officials are assigned games according to their experience. The PACS Athletics Section staff in charge will also observe officials.

Job Responsibility

Attributes of a City of Fort Worth Sports Official

- a) Good attitude
- b) Desire to improve
- c) Ability to get along with people

Public Relations

- a) Project City image
- b) Clean and well-groomed
- c) Conduct will never cause discredit to the City

Relationship with volunteer coaches

- a) Realize that volunteer coaches are the essential element of the program
- b) Treat coaches with respect at all times.
- c) Explain rules and situations to coaches if asked in a proper manner.
- d) Do not fraternize with coaches on or near the field.

Relationship with spectators

- a) Give clear and precise signals.
- b) Treat all spectators with respect.

- c) Do not fraternize with spectators.
- d) Answer questions if presented at proper times.

Personnel Evaluation

During each program, officials are undergoing continued evaluation and progress reports, including:

Bi-Weekly Meetings

- a) Individual or group discussions are held and constructive criticism of game situations is provided.
- b) Use of mechanics is evaluated, as well as interpretation of rules being tested.

Evaluations (written)

- a) At the completion of the sports season, each official is evaluated by the Recreation Programmer.

Coaches are encouraged to complete an ***“Official’s Evaluation Form for Coaches”*** at the end of each game to assist in improving the officiating program. This form will be available to coaches, each game, from the staff in attendance, or it may be obtained from the PACS Athletics Section staff.

COMMUNITY CENTER RESPONSIBILITIES IN THE YOUTH SPORTS PROGRAM

Assistance with solving problems in the program should be discussed with the PACS Athletics staff. They are always

ready to assist in making the season a success. ***They will be directly responsible for the following administrative duties:***

Conduct sign-ups at community centers

- a) Take registration & registration fees
- b) Give refunds
- c) Issue of receipts & membership cards
- d) Maintain records of receipts, rosters, etc

2) Issue practice times and maintain accurate records to insure adequate space for teams

3) Maintain team rosters and records of player participation at practice times (coaches will need to assist staff with this by filling out CLASS attendance sheets supplied by the center)

4) Assist with scheduling community center staff in supervising games at their facilities to ensure proper conduct by all involved (players, officials, staff, and spectators)

5) Host indoor league games

Athletics Section Responsibilities

The Athletics Section is responsible for all planning including date setting, uniform and equipment orders, officials selection, scheduling and rescheduling of games, manual and rules updates, etc.

Schedules and Rescheduling

GAME SCHEDULES and RESCHEDULING

Schedules will be in accordance with the number of teams, facilities available for use, and length of season. The PACS Athletics Section website will have the game schedules available online at www.fortworthathletics.com.

PACS Athletics Section will make every effort to schedule a minimum of four (4) and a maximum of six (6) games per team for each sports season offered. The number of games per season per team will be dependant upon inclement weather and acts of God.

1. The schedule posted on the prescribed date as listed on the Youth Athletics Calendar will be the schedule used for the duration of the season.
2. Reschedules will be made ONLY due to inclement weather or facility issues and will mirror the original schedule as closely as possible
3. Re-schedules will be posted on www.fortworthathletics.com and sent out via e-mail to center staff no later than 48 hours prior to game time with an internal goal of 72 hrs.

In leagues where teams drop out, forfeits will be recorded and communicated to coaches and no revised schedules will be offered-Coaches will be encouraged to use the forfeited game time as practice time.

Uniforms and Awards

UNIFORMS

The PACS Athletics Section will provide uniform tops for all league participants.

Numbered jerseys/shirts of the same color are required of each member of a participating team in league play. Provided uniforms **MUST** be worn and may **NOT** be altered. (i.e.: removal of sleeves, addition or changing of numbers etc.)

Baseball and Softball

1. Numbered jerseys/shirts and caps may be worn.
2. Full uniforms are optional.
3. Multipurpose shoes with molded rubber cleats are acceptable.
4. Metal or screw on type cleats is prohibited.
5. Boys playing baseball are required to wear a protective cup, excluding the 6U Division.

Basketball and Volleyball

1. Numbered jerseys/shirts and shorts may be worn.
2. Full uniforms are optional.
3. Tennis or basketball shoes must be worn.

Soccer

4. Numbered jerseys/shirts may be worn.
5. Full uniforms are optional.
6. Multipurpose shoe with molded rubber cleats are acceptable.
7. Metal or screw type cleats are prohibited.
8. No hard surface padding such as shoulder pads, hip pads, rib pads, or helmets may be worn.

Shin guards are required for soccer players in all divisions and must be worn at all times.

AWARDS

1. All players will receive a participation award.
2. Awards will be given to coaches during check in prior to the last game of the season.

General Playing Rules

GENERAL PLAYING RULES

1. All players must be listed on an “**Official CLASS Roster**”, which must be on file in the community Center office and maintained by Athletic section staff before taking part in a league game. All rosters will become official on the 2nd Saturday of scheduled league games.
2. After being assigned to a team, players may not re-register at another community center. The only exception will be if a player changes residence.
3. Players may not be registered on more than one roster. **A player can only play on one team, NO EXCEPTIONS.**
4. Coaches playing ineligible players will forfeit all games in which the players played. The PACS Athletics Section will render this decision; after all pertinent information has been reviewed.

NOTE: Questions regarding the eligibility of players may be raised verbally at any time by a coach to PACS Athletics Section staff.

5. 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.
6. Coaches may discipline a player, suspending them from a game, but must do so through the PACS Athletics Section Athletic Coordinator or Recreation Programmer staff. The head official for that game must also be notified prior to the start of the game, and it must be noted on the score sheet that the player is out for disciplinary reasons.
7. 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.
8. 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.

TEAMS

The number of players per roster varies according to the sport.

The following is a guideline:

SPORT	ROSTER SIZE	FIELD/COURT
Baseball/Softball	Minimum- 10 Maximum- 15	Minimum- 8 Maximum- 9
Volleyball	Minimum- 7 Maximum- 12	Minimum- 5 Maximum- 6
Basketball	Minimum- 6 Maximum- 12	Minimum- 4 Maximum- 5
Soccer	Minimum- 12 Maximum- 18	Minimum- 7 Maximum- 11

AGE GROUPS

Coed Division

6 & Under

Boys' Division

8 & Under

10 & Under

12 & Under

14 & Under

17 & Under

Girls' Division

8 & Under

10 & Under

12 & Under

14 & Under

17 & Under

SAFETY

The safety and well-being of the players must be of prime concern, and every precaution should be taken to prevent any 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 PACS Athletics Section staff. Responsibility for providing safe playing facilities for practices and games rests with the Parks and Community Services Department.

Those working with children, as it pertains to safety, often overlook the discipline factor. Accidents may occur when physical efforts of vigorous children are matched. Among well-disciplined athletes, there is less likelihood of players exposing themselves to situations, which could lead to serious accident. The Department's philosophy stresses "Safety First"

Advisory Committees

Advisory Committee

The SPORTS ADVISORY COMMITTEE has been formulated in order to make **recommendations** that will help enhance and improve our various programs in the areas of rules, facilities, general recommendations, problem solving suggestions, program goals, changes that affect the general public, and recommendations on disciplinary rulings when applicable.

There will be an advisory committee formulated for each sport offered by the City of Fort Worth, which will consist of the Athletics Superintendent, Athletic Coordinator for Youth Sports, a Representative from the community centers, and three(3) coaches from the specific programs.

Coach's Verification Form

COACHES VERIFICATION SHEET

My signature below indicates that I have read and agree to follow the guidelines set forth by the PACS Athletics Section ***Program Coaches Manual*** and the ***2010 Basketball Rulebook***.

Coaches Name (printed)

Team Name & Age Division

Signature

Date

Email Address: _____

Phone Number: _____

Address: _____
