



DEPARTMENT HANDBOOK

(Revised 9/2010)

The Davidson County Recreation Department has conducted competitive athletic events for the residents of Davidson County since 1973. As a professional recreation organization, we have recognized the need for athletic events to be supported and operated under a standardized set of rules and regulations. The rules and regulations give the athletic programs structure and balance. They afford the residents of Davidson County a **fair** and **equal** working relationship between all booster clubs. With a professional staff implementing a standardized set of rules and regulations each participant, regardless of where they live or the size of their booster club, will have the **same** wholesome climate for all athletic events

Competitive events are accepted as beneficial only when the welfare of the participant is the first consideration. Each one must be recognized as an individual with their own ability levels and limitations. Consideration must be given to the physical, mental, emotional, and social attitudes of each. Recreation programs must insure wholesome development of all.

The Davidson County Recreation Department, through its athletic programming, has always promoted these aims and goals. We have called on each district, each league, each booster club, each team, each coach, each parent, each spectator, and each participant to observe the rules, help raise the standards, and in all ways help provide a wholesome climate for athletic events.

GENERAL RULES AND REGULATIONS

I. Organization

A. The principle components in the organization and administration of the athletic activities supported by Davidson County are:

1. Davidson County Recreation Department and its representatives (i.e. Recreation Director, Athletic Supervisor, field supervisors, etc.).
 - a. The Sports Advisory Committee will advise the Recreation Commission on local booster club concerns and recommendations for the Athletic programs. The Committee consists of 15 members; one from each booster club. The group will elect the Chairman, Vice-Chairman, and Secretary. The Sports Advisory Committee operates under the following guidelines:
 1. The Sports Advisory Committee will meet after each open meeting, with the Recreation Staff.
 2. Recommendations from local booster clubs must be presented to the Recreation Commission by their Sports Advisory Committee representative.
 3. Each individual representative will be responsible for helping implement the Rules and Regulations in their area.
 4. The Sports Advisory Committee must have a consensus of 75% of the quorum to make recommendations to the Recreation Commission.
 5. Representatives serve for unlimited term. Booster clubs are responsible for their representation. Each booster club should have a primary and secondary member.
2. Parks and Recreation Commission (County-Wide Representation)
3. Boosters Club
4. Coaches
5. Participants
6. Spectators

B. Each Component will have duties and responsibilities pursuant to its level of authority and purpose.

C. Davidson County Recreation Department will have full supervisory authority over county supported programs and reserves the right to take action it feels necessary to insure a quality program for all participants.

D. The Davidson County Recreation Department will be responsible for:

1. Overall administration of countywide policy.
2. Implementation and evaluation of the standardized rules and regulations established by the Recreation Commission upon recommendation of the Sports Advisory Committee.
3. Scheduling games in cooperation with locally owned and school owned facilities so as not to duplicate or over schedule a particular site.
4. Supplying necessary trained and qualified officials.
5. Contracting for basic maintenance of playing facilities (dragging and lining the ballfields).
6. Paying a light fee and site rental fees made necessary by participation in the county supported program.
7. Provide a field or gym supervisor who will be the Recreation Department's official representative (in addition to umpires, referees).
8. Provide scorekeepers and timekeepers.
9. Check birth certificates to insure proper eligibility.
10. Initiate policy, which will enable the Recreation Department to fulfill the above responsibilities.

E. The Parks and Recreation Commission will work toward the overall development of Parks and Recreation for Davidson County. The Commission will have fourteen members appointed by the County Commissioners. The group will elect a Chairman, Vice-Chairman, and Secretary. A representative to serve on the Sports Advisory Committee will be elected by the group. The Parks and Recreation Commission operates under the following guidelines:

1. The Commission will meet monthly. Meetings are scheduled for the third Monday of each month.
2. Commission representatives will work towards the improvement of county parks and recreation programs.
3. They will adopt rules and regulations as they relate to each sports season and follow as closely as possible, the National Federation of State High School associations, especially adhering to the North Carolina High School Athletics Association.

F. The individual Booster Clubs are responsible for:

1. The recruitment, selection, supervision, and evaluation of coaches for the individual teams they sponsor.
2. Making sure all participants are eligible to participate according to their age and where they live.
 - a. Registration form and a copy of the birth certificate for every participant must be turned into the Recreation Department.
3. Assuring each local participant a fair and equal opportunity to play, no one will be turned away because of a lack of skill.
4. Physical requirements the Davidson County Recreation Department does not provide such as uniforms, bats, helmets, score pads, practice equipment, etc.
5. Helping implement the Rules and Regulations throughout the teams they sponsor, so as to inform, coaches, spectators and participants of its value and impact on the local program.
6. Notifying the Recreation Department of dates and times of player drafts and Booster Club meetings in which the Recreation Department would need to have input.

G. The individual coaches are responsible for:

1. Teaching the main values of athletic activities:
 - a. Sportsmanship
 - b. Fellowship and Teamwork
 - c. Understanding of Rules and Strategy
 - d. Skills
2. The on field conduct of participants of his/her team.
3. Presenting the image of one interested in youth development, displaying impeccable character as an example to youth.
4. Being knowledgeable of all applicable Rules and Regulations.
5. Turning in rosters to the appropriate source (i.e. Recreation Department or Booster Club).
6. The coaches responsibilities do not include:
 - a. Attempts to officiate or help officiate an athletic activity.
 - b. Setting or changing Rules and Regulations of the athletic program.
 - c. Scheduling or re-scheduling of any events.
 - d. Manipulating circumstances, events, or Rules and Regulations to gain an unfair advantage through which intent of the program is altered or hindered.

H. The participants will be responsible for:

1. Participating in the athletic activity for the value of the activity itself; not primarily for winning or losing.
2. Adhering to the ideas of sportsmanship, fellowship and fair play.
3. Being eligible for the particular athletic program that they choose to participate in.
4. Their physiological condition in regard to their health as a measure of whether they can participate in an athletic program.
5. Carrying individual accident insurance.
6. Each participant must paid pay \$5.00 participation fee for each sport they play.

ELIGIBILITY

The goal of the General Rules and Regulations for eligibility in the athletic programs is maximum participation and to create equal opportunities for each participant in Davidson County. Regardless of which community one resides, the standardized rules, procedures, and organization will endeavor to create quality programs equaled to and offered in any other community in the county. Each Davidson County resident is eligible and urged to participate in the appropriate athletic program of their choosing.

Participation

Davidson County is divided into 15 public elementary school districts. These districts will serve as boundaries with **one (1)** Booster Club being recognized from each district. The districts are:

Arcadia	Friendship	Reeds
Brier Creek	Hasty	Southwood
Churchland	Lexington	South Davidson
Davis Townsend	Midway	Wallburg
Fairgrove	Pilot	Welcome

The following criteria will be used to determine which of the Booster Clubs a youth should participate with:

1. Each youth has a choice to participate with the Booster Club that represents the public elementary school district that he/she lives in or the public elementary school district they attend.

Note: the domicile of their legal guardian (with whom the child lives) will determine a youth's resident status in Davidson County.

Public elementary school district is the standard graduation of elementary to middle to high school all within the district.

Once a child's Booster Club is determined, his/her eligibility would change only if there is a change in the following:

- Where he/she lives.
 - What public elementary district he/she attends.
2. Once a child has started in a age division in a sport, he/she may finish their eligible in that age group with the booster club they are participating with.
 3. Residents of Lexington City and Thomasville City are urged to participate with their respective Recreation Departments. If these departments do not offer a program, then they, the departments, could sponsor a team or teams in the county program by using the same guidelines that all county Booster Clubs are required to use.

In all programs, age verification is a necessity. The responsibility for making sure each player is eligible for any program lies first with the Booster Club, secondly with the coach, and lastly with the Recreation Department. At the time of Booster Club sign-ups, it is their responsibility to make sure that all players are eligible according to the age eligibility guidelines. Then the Booster Clubs and coaches turn in rosters along with copies of the birth certificates to the Recreation Department.

Before each sport, all participants must have a Youth Sports Registration Form filled out by their parent or guardian. The forms are available through the participant's Booster Club. Participants can not be placed on a team until the Booster Club has a completed registration form and a copy of the birth certificate.

Penalty:

In all programs the penalty for ineligible player, either by age or resident status, will be forfeiture of the game or games they participated in.

LEAGUE AND TOURNAMENT PLAY

The Davidson County Recreation Department will act as the organizational and administrative agency for county supported recreation programs. The aim, in all levels of league play in each sport, is maximum participation. The Recreation Department seeks to provide recreational outlets for each individual who expresses a desire to participate. The organizational umbrella can expand to accomplish these aims. Cooperation between all the components heretofore mentioned is vital to the success of the County Recreation program.

The Davidson County Recreation Department, prior to each athletic program, will hold an open meeting to give any Booster Club officers, coaches, or parents a chance to voice their concerns about the rules and regulations for that particular sport. This information is then presented to the Recreation Commission. At this time, Rules and Regulations are adopted for that particular playing season. After seasonal rules are adopted, the Recreation Department will hold Coaches meeting to announce the program's scope, intent, organization, playing rules, eligibility, and scheduling.

Upon confirmation of the number of teams to participate, the Recreation Department will issue schedules and play will begin. The Recreation Department's policy on scheduling is as follows:

The Recreation Department will not re-schedule any game unless the postponement of the game is attributed to:

1. Weather
2. Availability of a playing site.
3. A team not having enough players because of a school game or function.

Once a schedule is issued, teams are required to play on the date and time scheduled or subject themselves to forfeiture.

The Recreation Department will hold a county wide playoff tournament after each regular season. Tournament play is based on the number of teams in each division. Divisions with seven or less teams the top 2 teams will advance to the playoffs. Divisions with eight or more teams the top 3 teams advance to the playoffs. Prior to the tournament starting, the Recreation Department will hold a meeting to seed the tournament. Teams will be seeded based on their regular season records. All ties in league standings will be broken by using the Tournament Policy and Procedure Manual.

Appendix A

Booster Club Organization and Responsibility

The local Booster Club is the common denominator for youth sports in Davidson County. It is imperative that the club is a strong, innovative, and harmonious organization. From this organization must come team sponsorship, practice availability, responsible coaches, concession crews, and many times furnishing the playing facility as well. The most important task is the one of assuring each local participant a fair and equal opportunity to play. No one should be turned away because of a lack of skill. The Davidson County Recreation Department athletic programs are to be recreational; not a semi-professional training ground for future star athletes. Quality of a recreation program is not judged on the cumulative performance statistics of the participants; rather, it is judged by the subjective appraisals of the coaches' attitudes, coaches' ability to relay the goals of the program to the participants, participants enjoyment and comprehension of the program's objectives, and the quantitative estimate of how participants were able to benefit from being a part of the athletic activity.

The second most important task of the Booster Club is coach recruitment and selection. The coach can and will make the greatest impression on the participant. The Recreation Department urges that attitude and the ability to relay the goals of the program be the highest criteria for selecting coaches. Coaches' meetings and clinics will be offered by the Recreation Department to help familiarize coaches with proper techniques and rules of the game. The recreation Department urges all Booster Clubs to enthusiastically support and congratulate the many fine coaches that are in the program now, and encourage them to continue their good work.

The Booster Club takes on a terrific financial burden when it agrees to furnish uniforms, practice balls, and other necessary equipment for teams to play. Some clubs finance this burden by operating concessions while others solicit outside groups and businesses to sponsor teams. Outside sponsorship is a tremendous avenue for meeting the financial burdens with mutual benefits involved, but outside sponsors are limited to supplying the physical needs of a team only.

No discussion of inter-organizational Booster Club structure will be made because the function, not the structure, is of importance to the recreation program.

Appendix B Coaches' Background Checks

Beginning with 2008 fall sports seasons all head coaches and assistant coaches will be required to fill-out a volunteer coaches' form and background check form. All coaches' must pass the background check before they will be allowed to coach in the program.

Anyone not having a background check performed will not be allowed to coach in the Davidson County Recreation and Parks Athletic programs.

These background checks are for the safety of the children that participant in our program, not as a way to prevent someone from coaching.



301 East Center Street, Lexington, NC 27293
 Phone: (336) 242-2285 Fax: (336) 242-2254

Volunteer Coach Application

Booster Club Affiliation: _____

Name: Last _____ First _____ Middle _____

Home Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

E-mail: _____ Cell Phone: _____

Date of Birth: _____ Age: _____

Sex: Male _____ Female _____

Have you ever volunteered for the Davidson County Recreation and Park Department before? Yes _____ No _____ If yes, when: _____
 In what capacity? _____

Have you ever been convicted as an adult for a violation of the law? Yes _____ No _____ If yes, please explain in detail:

Coaching Preference
 (Check All That Apply)

Boys _____ Girls _____

Football	Soccer	Basketball	Baseball	Softball
Peewee _____	9 and under ____	Instructional _____	10 and under _____	10 and under _____
Little League _____	11 and under ____	Little League _____	12 and under _____	12 and under _____
	13 and under _____	Junior League _____	14 and under _____	14 and under _____
		Senior League _____		

By my signature below, I verify that information I have provided is true and complete. I also confirm that I will notify and update the Davidson County Recreation and Parks Department of any changes to the information provided. I further authorize the Davidson County Recreation and Parks Department to conduct a criminal background check with the complete understanding that all information provided by me will be kept confidential.

Signature: _____ Date: _____

For Office Use Only

Background Screening Completed: _____ Application ___ Accepted ___ Denied



301 East Center Street, Lexington, NC 27293
 Phone: (336) 242-2285 Fax: (336) 242-2254

Criminal Background Check

A criminal records check will be conducted on all potential volunteer coaches that participate with the Davidson County Recreation and Parks Department. Records checks will occur once in a 365 day period. Please allow up to 5 days for the record check to take place. Applicants will not be allowed to coach in any way until the application process is complete and the coaching selections are approved by the Recreation and Parks Director.

Applicants will be disqualified from volunteering as a youth sport coach for Davidson County Recreation and Parks if they were ever convicted of the following (no time limit):

- a) **Any crimes against children**
- b) **Any conviction involving violence.**
- c) **Any sexual offense.**

In the event charges are brought against the applicant during the coaching period, the applicant shall be suspended from serving until such time as the charges have been cleared or dropped and he/she is reinstated.

In addition, applicants may be disqualified if they have been convicted of the following:

- a) **Any felony conviction.**
- b) **Any drug related conviction.**
- c) **More than one alcohol related conviction.**

PLEASE COMPLETE THE FOLLOWING:

Booster Club Affiliation: _____

Name: _____ (Full Name)

Date of Birth: _____ Social Security Number: _____-_____-_____

Driver's License Number: _____

Address: _____ City: _____ Zip Code: _____

If you have lived outside of the state of North Carolina within the last 10 years, please list previous addresses: (If additional space is needed, please use back of form)

 City State Zip Code

 City State Zip Code

BACKGROUND CHECK AUTHORIZATION

As an applicant, to be a volunteer coach for Davidson County Recreation and Parks, I hereby authorize Davidson County Recreation and Parks to conduct a criminal records and background check. I understand that the disclosure of a record may result in automatic disqualification from coaching. Moreover, I hereby release Davidson County Recreation and Parks from any civil or criminal liability whatsoever for seeking the requested information and for evaluating such information as it relates to my volunteer coaching application with Davidson County. I understand the information received will be treated in a confidential manner. I agree to notify Davidson County Recreation and Parks in the event charges are brought against me during my coaching tenure. I also understand that approval of a background check does not imply that my coaching application will be approved.

Applicant Signature

Date

.....
For Office Use Only

Date of Background Check: _____

This Background Check has been performed by: _____

Sources of Background Check:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Findings:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

.....

This Applicant has been: Approved: _____ Denied: _____

Recreation Director Signature

Date

Appendix C Coaches' Certification

Beginning in 2008, fall sports, all head and assistant coaches' will be required to be certified in the sport(s) they coach. Certification is offered through the Recreation Department. Local high school or college coaches' will do the sports training for the Recreation Department.

The Recreation Department staff will handle going over rule changes and expectations of program at clinics. Each team must be represented by the head coach and the assistant coaches' at these clinics.

Beginning 2008 each team will have limited number of coaches' per team:

Football- One head coach and five assistant coaches;

Basketball- One head coach and one assistant coach

Soccer- One head coach and one assistant coach

Baseball- One head coach and two assistant coaches'

Softball- One head coach and two assistant coaches'

Certification is being required to help our coaches' become the best they can be at coaching youth sports. Help our participants get the best training possible.

Appendix D

DRAFT RULES

Any time a Booster Club has two or more teams in the program, a fair and equal draft will be held to distribute the talent equally. The following regulations govern the draft:

- 1) The drafting of players on a team will be done within the Booster Club.
 - 2) Teams will be totally re-drafted every year.
 - 3) Only the head coach's child will be locked in. (No assistant coaches will have lock-ins, this will be strictly enforced. No assistant coaches will be picked until after the drafts are done. If brought to the attention of the Recreation Department that assistant coaches child was locked in. The Recreation Department will order a re-draft of all teams within the age group.)
The drafting order will follow the guidelines are as follows:
 - 2 Year Program: a) First year of eligibility will be second pick.
b) Second year of eligibility will be first pick.
 - 3Year Program: a) First year of eligibility will be third pick.
b) Second year of eligibility will be second pick.
c) Third year of eligibility will be first pick.
 - 4) Coaches must draw to establish the drafting order. In the first round, coaches will draft according to the order drawn. Then in the second round, the order will be reversed with the last coach drafting first. This procedure will be used until all players are drafted.
 - 5) Brothers/sisters should play on the same team. If a brother/sister is picked in the draft, the second brother/sister must be picked in the next round of drafting. Brothers/sisters may play for different teams with the approval of the family and Booster Club.
 - 6) A Booster Club can call for a re-draft of its teams, if they feel the situation warrants a re-draft.
 - 7) All Booster Clubs must turn in their drafting order sheets with their rosters. The drafting order sheets will be used to place additional players on teams and used to check to make sure the proper drafting procedures were followed
 - 8) If the Recreation Department feels that the draft did not follow the drafting rules it will order a re-draft.

The people responsible for overseeing the draft will consist of the following: Booster Club President/Officer, one (1) Booster Club Board Member, 3 at large representatives of which one (1) must be female, and by all the opposing coaches of teams being drafted in that particular age group. After the teams are drafted the people overseeing the draft must sign the roster and by doing so will approve the roster and draft for the Davidson County Recreation Department

If the Recreation Department feels that the draft did not equally distribute the talent, then it may order a re-draft to accomplish this goal.

**Appendix E
Tournament
Policy and Procedure Manual**

The Davidson County Recreation and Parks Department offers team tournaments for the following sports: Little League Football, Basketball (All age groups), Baseball and Softball (All age groups).

Tentative tournament dates will be announced before the season starts.

Once brackets are released no changes will be made to accommodate teams with schedule problems.

I. Tournament Teams

Each division has a certain number of teams that are eligible to advance to the county tournament. Below are the criteria:

7 or less teams—2 teams will advance to the tournament. (All ties will be broken using the Tie Breaking Procedure in Section 2)

8 or more teams—3 teams will advance to the tournament. (All ties will be broken using the Tie Breaking Procedure in Section 2)

II. Tie Breaking Procedure:

All parts of this procedure are mandatory. The steps should be followed in the order as they appear in the procedure.

A. Determining Conference Tournament Seeding

1. Seed the tournament on the basis of final regular season standings.
2. If a tie needs to be broken for a tournament position, when two or more teams have equal conference percentages at the end of the season, the team that has the edge in head-to-head competition will get the higher place in the standings. All conference games played against each other would count in the head-to-head competition.
3. If two or more teams are still tied, and the teams played any non-conference games against each other, the team with the better record in all head-to-head games gets the higher conference seed. If there is a multiple tie (three or more teams), all teams must have played each other for non-conference games to be used.
4. If there is still a tie for a tournament seed, it will be resolved by comparing how the tied teams fared against the rest of the conference, starting with the number one team and moving down the standings until the tie is broken.
5. If the tie still exists, a draw will be held by the tied teams for the seeds available. All tied teams for a position will draw with the numbers of the spots for which they are tied in a hat. The drawing will be done in alphabetical order as the teams are listed in the recreation files.

III. Seeding of Teams in Tournament Brackets

1. All teams eligible for the tournament will be called together before tournament brackets are released.
2. The Recreation Department will set the date and time for the seeding of teams.
3. Each team's head coach or a representative for that team should be present. If a team can not have a representative present, the team will take whatever seeding is pulled for them by a representative of the Recreation Department.
4. Drawing Procedure
 - A. The number one seed for each division will draw for the higher tournament seeds.
 - B. The number two seed for each division will then draw for the next numbered tournament seeds.
 - C. Then any remaining teams will draw for the final tournament seeds.
5. The drawing will be done in alphabetical order as the teams are listed in the recreation files.

**Appendix F
Tobacco Policy**

The Davidson County Recreation Commission approved a Tobacco Policy at its August 2008 meeting.

The policy states:

Any games sponsored by the Davidson County Recreation and Parks Department will be tobacco free. Coaches, players, and spectators are not allowed to use any type of tobacco products at facilities hosting county games.

**Appendix G
Gate Fees**

The Davidson County Recreation Commission approved Gates Fee Policy at its August 2010 meeting.

During the regular season for football (peewee and little league) each booster club will be allowed to collect \$1.00 from each person attending games.

During the football tournaments the Recreation Department is authorized to collect \$1.00 from each person attending games.

During basketball tournament the Recreation Department is authorized to collect \$1.00 from each person attending games.