

# ERIE PARKS & RECREATION



## YOUTH SPORTS INFORMATION PACKET

[www.erieco.gov/parksandrec](http://www.erieco.gov/parksandrec)  
[www.quickscores.com/erie](http://www.quickscores.com/erie)

450 Powers Street  
P.O Box 1110  
Erie, Colorado  
Phone: 303.926.2550

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## I. GENERAL INFORMATION

### A. Town of Erie Parks & Recreation Department Mission:

The Parks & Recreation Department inspires our community to come together, learn, grow and be active, healthy and well by delivering exceptional parks, open spaces, trails, facilities, programs and services.

### B. Youth Sports Philosophy

Erie Parks & Recreation strives to provide a positive, safe, and fun environment to allow children of all skill levels the opportunity to play. We hope to create an environment that balances teamwork, commitment, hard work, sportsmanship, and competition.

### C. Play hard – Have fun – Respect one another

### D. Sports Administration:

Erie Parks & Recreation Youth Sports Leagues are managed by:

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303.926.2559  
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Erie Community Center  
303.926.2550

Sports Information Websites  
[www.quickscores.com/erie](http://www.quickscores.com/erie)  
[www.erieco.gov/parksandrec](http://www.erieco.gov/parksandrec)

### E. Sports Information Website: [www.quickscores.com/erie](http://www.quickscores.com/erie)

Please visit our sports information website for important information:

- Practice and Game Schedules (including makeup information)
- Standings (if necessary)
- Downloads (League Rules, Information Packets, etc.)
- Park and Facility Locations and Maps
- Inclement Weather Information
- Coaching Resources

### F. Registration:

There are two ways to register your child:

- 1) Online at [www.erieco.gov/parksandrec](http://www.erieco.gov/parksandrec)
- 2) In person or over the phone at the Erie Community Center at 303-926-2550

### G. Inclement Weather - SAFETY IS OUR NUMBER ONE PRIORITY!!

Every attempt will be made to play; however, if field and/or weather conditions present an unsafe environment, we will postpone or cancel practices and games. Field supervisors are instructed to err on the side of caution when it comes to inclement weather decisions.

- **Please call the weather hotline at 303.926.2550 (option 4). Weather information can also be found on [www.quickscores.com/erie](http://www.quickscores.com/erie).** Weather information is updated by 4:00pm on weekdays or 8:00am on weekends in the case of cancellations or delays.

## **H. Makeup Games**

For every season, we schedule one additional game in anticipation of a potential cancellation. Therefore no cancelled games will be rescheduled. If more than two games are cancelled during the season, Sports Administration will evaluate if rescheduling is a feasible option based on: facility/field, staff, and season date availability.

- In the case of rescheduled games, information is distributed to each coach as soon as possible following a cancellation.
- Refunds/credits will not be given due to inclement weather cancellations as every attempt will be made to makeup games.
- Practices may be rescheduled at the coach's discretion pending field/gym availability.

## **I. Refund Policy**

For activities cancelled by Erie Parks & Recreation, refunds will be issued automatically. For all other situations, a refund request form must be completed and turned in to Sports Administration. Forms are available at the Erie Community Center.

A refund will be issued on written request per the following guidelines:

- A full (100%) credit or refund will be issued if: withdrawals are requested at least seven (7) calendar days prior to the activity start date.
- A 75% credit or refund will be issued if: withdrawals are requested up to six (6) calendar days prior to the activity start date.
- A 50% credit will be issued if: withdrawals are requested after activity date begins and before activity session is 50 % complete.
- No credit or refunds will be issued after activity session is 50% complete.
- Late activity registrations will not be prorated.

## **J. Communication**

Coaches are the main point of contact between parents and Sports Administration.

- Sports Administration contacts each coach regarding any new information or updates.
- Coaches update parents. Parents should contact their coach first with any questions about practices, games, uniforms, pictures, etc.
  - Should there be a breakdown in communication, please contact one of the members of Sports Administration directly.

## **K. Safety**

Participant safety is of our utmost priority. We work with our coaches to ensure that our participants and parents feel that they are safe while participating in our programs.

- Inclement Weather - See Section I.G.
- Concussions - All head coaches must complete the Centers for Disease Control and Prevention - HEADS UP Concussion Training annually in order to properly recognize the signs and symptoms of a concussion (Senate Bill 11-040 "The Jake Snakenberg Youth Sports Concussion Act").
- Touch Policy - Coaches are instructed to minimize physical contact with participants. Touch should be governed by the age and developmental stages of the participants, and should be in response to the child's need (not the adult's).
- Transportation Policy - Coaches are instructed to not transport participants while they are operating a vehicle unless they have specifically received consent from said participant's parents or guardian.

## **L. Positive Coaching Alliance**

Erie Parks & Recreation and the nationally acclaimed Positive Coaching Alliance are now partner organizations! Our goal with this partnership is to create a more positive and healthy culture for all of our stakeholders in our youth sports programs and leagues.

Positive Coaching Alliance (PCA) is a national non-profit developing "Better Athletes, Better People" by working to provide all youth and high school athletes a positive, character-building youth sports experience. At the core of their system, PCA focuses on the three levels of the youth sports ecosystem: coaches, parents, and players.

- Double-Goal Coach:
  - Strives to win while also pursuing the most important goal of life lessons through sports
- Second-Goal Parent:
  - Concentrates on life lessons, while letting coaches and athletes focus on competing
- Triple-Impact Competitor:
  - Strives to impact sport on three levels by improving oneself, teammates, and the game as a whole

All of Erie Parks & Recreation's head coaches are provided with PCA's information packet of coach tools and **are mandated** to take PCA's online training, "Double-Goal Coach - Coaching for Winning & Life Lessons."

Please visit [www.positivecoach.org](http://www.positivecoach.org) for more information on PCA including: PCA Development Zone, tools for coaches, tools for parents, tools for athletes.

## II. SPORTS AND LEAGUE INFORMATION

### A. Facility and Park Locations

Erie facility and park locations are listed below:

Abbreviation	Park Name	Park Address
ECP	Erie Community Park – Mitchell Field, Civic Green	450 Powers St.
ECC	Erie Community Center	450 Powers St.
CMP	Columbine Mine Park	1936 Skyline Dr.
CCP	Coal Creek Park	575 Kattell St.
LPP	Longs Peak Park	339 Wheatberry Dr.
RP	Reliance Park	900 W County Rd. 1.5
ARP	Arapahoe Ridge Park	1750 Powell St.
CP	Crescent Park	1300 Lombardi St.
LP	Lehigh Park	751 Eichhorn Dr.
EMS	Erie Middle School	Cheeseman & Main St.
EE	Erie Elementary School	4137 County Line Rd.
BR	Blackrock Elementary School	2000 Mountain View Blvd.
RH	Red Hawk Elementary School	1500 Telleen Ave.

Maps and driving directions can be found on [www.quickscores.com/erie](http://www.quickscores.com/erie). For additional facility and park location questions, please contact your coach.

### B. Youth Sport Program Offerings

Please see the most recent copy of our tri-seasonal Program Guide or visit [www.erieco.gov/ErieParksandRec](http://www.erieco.gov/ErieParksandRec) to see program offerings.

### C. Competitive Play and Playing Time

- Erie Parks & Recreation Youth Sport Programs strive to provide a safe, positive and fun environment in which children learn valuable life and sports skills.
- It is against Erie Parks & Recreation Youth Sports Leagues policy for players to concurrently participate in/on any same sport competitive league/team during any part of our respective recreational sports season. By registering and participating in any of our youth sports leagues, you acknowledge that you and the participant are abiding by this policy.
  - Each participant will receive an equal amount of playing time, regardless of the amount of practices attended or playing ability. Coaches should substitute players as necessary to provide for this.
  - Exceptions can be made if special arrangements have been previously communicated and agreed upon between the parent/guardian and the coach.

### D. Uniforms

The uniform order is placed immediately following the registration deadline. Add-ons (late registrations) will be sent weekly thereafter and may NOT be available by your first game. If you order the wrong size, you will be responsible for the replacement cost. Uniform colors and numbers are chosen completely at random and uniforms may not be modified in any way.

### E. Registration Dates/Waitlists

Registration for leagues will open approximately seven (7) weeks prior to the registration deadline for residents (R) and approximately six (6) weeks prior to the registration deadline for non-residents (NR).

Registrations are accepted until the registration deadline or until a team becomes full, whichever comes first. Additional registrations will be placed on a waitlist and we will only contact you if a spot becomes available. We strongly encourage you to register as early as possible for each league as space is limited.

#### **F. League Practice Offerings**

**G.** Please refer to the practice day and time offerings for each league in the Program Guide or online at [www.erieco.gov/parksandrec](http://www.erieco.gov/parksandrec). Practice days, times, and locations are subject to change.

#### **H. Recreational Sports Age Classifications**

For a majority of our leagues, we classify our league offerings by age. Unless otherwise noted in each program/league's description, the age calculation date for all youth sports programs/leagues will be **calculated by the first league contact day**.

The "U" **before** the age number stands for "under" (e.g., U9 stands for ages under 9).

The "U" **after** the age number stands for "**and under**" (e.g., 9U stands for ages 9 and under).

#### **I. Coaches**

**All Erie Parks & Recreation Youth Sports teams are coached by parent volunteers.**

- All coaches must pass a background check, are required to attend the coach's meeting prior to the season, must complete the CDC Concussion training program, and must complete the Positive Coaching Alliance training program.
- Two assistant coaches are allowed per team; they must also pass a background check before volunteering.
- Please refer to pages 8 and 9 of this packet for more information regarding coaching.

#### **J. Schedules**

- Practice days and times are determined by the team's coach. Teams are allowed to practice once or twice per week the entire season (based on facility/field availability).
- Game schedules will be available online at least one week prior to the first scheduled game.
- Please refer to the league description for specific game days.

#### **K. Officials**

- Sports officials are hired based on their familiarity with the sport, experience working with children, and their general demeanor.
- Just as your child is learning fundamental skills and gameplay, some of our officials are doing the same.
- We do our best to properly train all staff and officials and they are evaluated throughout the season.

#### **L. Picture Day**

- Hoffer Photo will schedule picture days and times. They will always be on a game or practice day.
- The picture schedule will be sent out to coaches by email approximately one week prior to picture day.

#### **M. Awards**

- All league players participating in divisions that don't keep score or don't compete in an End of Season tournament will receive participation medals.
- If teams compete in an end of season tournament, they will have the opportunity to win a tournament medal.
- Awards are distributed to coaches before the final game.

## N. Timeline

The following chart details what you can expect before, during, and after the season:

Event	Activities
Registration Opens	Register, Coaches pick practice days/times
Registration Closes	Form teams, Recruit additional coaches (if necessary), Order uniforms, Conduct coach's meeting
Week Prior to First Practice	Distribute rosters to coaches, Coaches contact parents regarding practice days/times
Week Prior to First Game	Distribute game schedules and uniforms to coaches
Mid-Season to End-Season	Picture day, Updated schedule/league information, pictures, and awards distributed to coaches
Post-Season	Optional party and opportunity to evaluate program or league

## O. Code of Conduct & Regulations

All participants must adhere to all Erie Community Center rules and regulations, as well as the Department's Code of Conduct. Erie Parks & Recreation Youth Sports Leagues are intended to be recreational activities. The Department expects reasonable and appropriate behavior/conduct and sportsmanship from players, coaches, and parents. A violation of this code of conduct includes, but is not limited to, poor sportsmanship, the use of obscene language or gestures, disorderly conduct, theft, public intoxication, use of drugs, sexual misconduct, indecency, harassment, failure to cooperate with staff or officials, possession of weapons of any kind, non-compliance with established policies, rules, and regulations, an unlawful activity, and any other behavior deemed offensive or unacceptable. Staff will enforce this code of conduct. Of special emphasis are the following:

- 1) Children must be directly supervised.
- 2) Smoking/tobacco/alcohol use is not allowed.
- 3) Alcohol may not be brought into the Erie Community Center, including the adjacent parking lots.



# Erie Parks & Recreation

## Youth Sports

### VOLUNTEER COACHING INFORMATION

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**How about coaching a team this season? Your time and efforts are vital to a successful program. If you have already signed up to do so, thank you! If you have not signed up yet, please consider the opportunity to make a lasting and positive impact on a child's life.**

Please read the following information to ensure your understanding of important guidelines, dates, and frequently asked questions regarding coaching:

#### **BECOMING A COACH**

- All head coaches must be 18 years of age or older.
- **All new coaches must complete the volunteer application packet (forms available at Guest Service or online at [www.quickscores.com/erie](http://www.quickscores.com/erie)).**
- Volunteers must pass a criminal background check which is good for two years.
- First aid and CPR certifications are not required, but are recommended.
- All coaches must also complete two trainings: CDC Concussion (good for one year) and PCA Double-Goal Coach (good for one year).
- Coaches who are reported as behaving badly (technical fouls, rough on officials, unsportsmanlike conduct, condescending to children, etc.) will be counseled by the staff, and if necessary, put on probation or relieved of their duties.

#### **RESOURCES AND TRAINING PROVIDED**

- No experience is necessary, although potential coaches should have a basic understanding of the sport/rules and enjoy working with and teaching children. Good organizational and communication skills are a plus.
- All new coaches will receive a **coach binder** which includes practice agendas, sport specific information, team roster, incident reports, inclement weather information, etc.
- All new coaches will also receive a **coach t-shirt** to be worn on game days and the first week of practices.
- We will also provide you with sports equipment for your team, game rules, and other important information.
- All coaches should plan to attend the coach's meeting for their league conducted 1-2 weeks prior to the start of the season.

#### **PRACTICES AND GAMES**

- Coaches determine when and where practices will be conducted based on their own schedule, their players' preferences, etc.
- Teams may practice once or twice per week the entire season (based on facility/field availability). You will be contacted prior to the coaches' meeting to schedule your practices.

#### **ROSTERS**

- Once you receive your roster from Sports Administration, it is your responsibility to contact each parent or guardian to communicate the practice days, times, and locations. **Please do this as soon as possible.**
- Only individuals listed on the roster may participate. If there are additions to your team, we will send you an updated roster. This is to avoid any potential legal liability issues allowing children to participate who have not properly completed the registration process.
- If you know of children who request to be on your team, but registered late, we will not bump a child who has registered on time to make room for the late player(s). If there is still room on your team, we are happy to add them.

### **HELPFUL HINTS**

- Communicate, communicate, communicate (with parents and Sports Administration Team).
- Establish a clear and consistent method of communication with the parents. Store and save all parent contact information for quick access.
- Set team, player and parent expectations.
- We communicate with you primarily via email. Please check your email account regularly.
- Enlist help from other parents (assistant coach, snack coordinator, phone tree operator, etc.).
- Check the Sports Information website [www.quickscores.com/erie](http://www.quickscores.com/erie) regularly for sample practice plans, drills, resources, updated weather information, facility and park maps, and standings/schedules.

### **VOLUNTEER INCENTIVE PROGRAM (Head Coach only)**

We appreciate all you do to make our youth sports leagues a success! Please see below for our newly approved volunteer incentive program:

- 1 season – Coach t-shirt, free youth sports registration for one child per team coached, 2 day passes to the ECC (applies to 2nd season also), and a coach plaque of your team.
- 3 seasons (not necessarily consecutive) – free youth sports registration for one child per team coached, 10 punch pass, free room rental for team party, and a coach plaque of your team.
- After 3 seasons, the process starts over.....the coach receives 1 season awards.

### **COACH TO-DO LIST**

- Email Sports Administration to inform us of your intent to coach.
- Complete required and trainings and background screen provided by Sports Administration.
- Check your email regularly for messages regarding the coach's meeting, practice scheduling, rosters, etc. and during the season for updates.
- Contact your team the week before your first scheduled practice. Check that you receive confirmation from your parents that they have received any message from you (phone or email).
- HAVE FUN!

Thank you for coaching and we look forward to a great season!