



# Litchfield Park

## *Youth Sports*

**POLICIES and PROCEDURES**

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**RECREATION CENTER STAFF CONTACTS**

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**RECREATION CENTER CONTACT INFORMATION**

**Physical Address**..... 100 S. Old Litchfield Road, LP, AZ 85340  
**Mailing Address**..... 214 W. Wigwam Boulevard, LP AZ 85340  
**Phone Number**..... 623-935-9040  
**Fax Number**..... 623-935-7188  
**City Web Address**..... <http://www.litchfield-park.org>  
**Online Registration Address**..... <http://online.activenetwork.com/LitchfieldPark>

## City of Litchfield Park Youth Sports - Policies and Procedures

The following policies have been created to provide clarification regarding the City of Litchfield Park's Youth Sports Programs for our participants and parents. Any and all questions pertaining to the information listed in this book should be forwarded to the City of Litchfield Park's Youth Sports Coordinator.

### A. PERSONAL CONDUCT POLICY

*(For ALL Players, Parents & Coaches)*

The City of Litchfield Park and its Recreation Department has a zero tolerance policy for the following:

1. Cheating of any kind.  
*This includes, but is not limited to:*
  - a. Not providing equal playing time to every player on a roster.
  - b. Encouraging overly physical play to intimidate the opponent.
  - c. Intentionally implementing delay-of-game tactics.
2. Profanity or profane gestures of any kind.
3. Harassment of the officials before, during or after games  
*This includes, but is not limited to:*
  - a. Openly arguing calls or fouls made by the officials.
  - b. Verbally berating officials.
  - c. Threatening or intimidating officials in any way either through the use of words or gestures.
  - d. Encouraging disrespecting attitudes of officials for any reason.
4. Encouragement of harming the opposition.
5. Fighting of any kind.
6. Taunting of any kind.

*Depending on the severity of the violation of any of the personal conduct policies the city will follow the steps that were written below, or be given a suspension/expulsion from the league. A case-by-case review of each infraction will be made and a disciplinary decision will be given before the next scheduled league game.*

### B. EJECTIONS & SUSPENSIONS POLICY

1. Any player, parent or coach who is ejected from a game **WILL RECEIVE AN AUTOMATIC ONE GAME SUSPENSION** which will be upheld during the next scheduled game.
2. If a person has been ejected from a game by a referee, then he / she **MUST LEAVE THE FACILITY AND THE SURROUNDING AREAS NEAR THE FACILITY IMMEDIATELY**. The game will not continue until the person has been satisfactorily removed from the area by the site supervisor on duty. Failure to comply with this rule will result in the cancellation of the game.
3. A second ejection from a game during the season **WILL RESULT IN AN MANDATORY EXPULSION FROM THE LEAGUE** and a review will be conducted about possible future league participation.
4. Suspensions will consist of a person not being in attendance of the game in which they are suspended. If the person in question is spotted in attendance of the game in which the suspension has been levied, then the person will receive additional suspension time and / or expulsion from the league.

### C. PLAYER'S PERSONAL CONDUCT

*~ For Coach & League Administrators use in the event that discipline issues arise during the season.*

#### CORRECTIVE ACTION POLICY

1. Players found to have broken the Personal Conduct Policy or do not live up to their responsibilities or expectations, will be subject to disciplinary action. Accordingly, the City of Litchfield Park Recreation Department has instituted a Corrective Action Policy to establish appropriate consequences for inappropriate behavior.
2. The Corrective Action Policy is a guide to assist Coaches / Team Managers and the City of Litchfield Park Recreation Department to run a quality program. The Corrective Action Policy is a 3-step system designed to forgive a mistake but to firmly address chronic misbehavior.
3. For violations of the Code of Ethics or Responsibilities, the following steps will be followed:
  - a. **STEP - 1 VERBAL WARNING**- The Coach will discuss undesirable conduct with player and parents and stress this behavior will not be tolerated.
  - b. **STEP - 2 PERIOD SUSPENSION**- The Coach will bench the offending player for 1 period of time during a game (inning, quarter, etc) when he / she should be playing. Coach will inform the Site Supervisor of the problem and why the child is sitting out 1 game period. Coach should discuss undesirable conduct with the parents.
  - c. **STEP - 3 GAME SUSPENSION**- The Coach will bench the offending player for 1 entire game when he / she should be playing. Coach will inform the Youth Sports Director of a game suspension, at which time the player and the parent (s) must attend a meeting with the Coach and the Youth Sports Director before the player is allowed to resume playing. The player will be warned that the next offense may result in further disciplinary action up to and including expulsion from the league.
4. These guidelines are not absolute in dealing with behavioral problems. Severe or unsafe situations could merit the harshest sanctions against the participant.

### D. PARENT'S RESPONSIBILITIES

*~ For Coach & League Administrators use in the event that discipline issues arise during the season.*

#### CORRECTIVE ACTION POLICY

1. Parents who do not follow the Personal Conduct Policy will be subject to a Corrective Action Policy. It is the philosophy of the City of Litchfield Park Recreation Department that parents' actions should not spoil the experience of participation in youth sports for the children. Furthermore, the City of Litchfield Park Recreation Department will never punish a child for the actions of his or her parent (s). Therefore, the following guidelines have been established for addressing problem parents.
2. For violation of the Code of Ethics or Responsibilities and Expectations, the following steps will be followed:
  - a. **STEP - 1 VERBAL WARNING**- The Coach / Team Manager will discuss undesirable conduct with parents and stress that this behavior will not be tolerated. The Coach / Team Manager will document this conversation and give to the league administrator.
  - b. **STEP - 2 WRITTEN WARNING**- The Coach / Team Manager or official will notify the league of continued breach of Parent Pledge / Personal Conduct Policy and the league will bring parent (s) in for a meeting to discuss the actions and what the proper behavior is. Furthermore, there will be a formal letter of reprimand given to parent (s) stating that the next offense will lead to parent (s) being banned from the sporting event venue for a period of 1 or more games.
  - c. **STEP - 3 GAME SUSPENSION**- The League will ban the parent (s) from attending the next scheduled contest and another letter will be given to parent (s) stating that the next offense will lead to parent being banned from all future contests.

## City of Litchfield Park Youth Sports - Policies and Procedures

### **D. PARENTS RESPONSIBILITIES (CONTINUED)**

*~ For Coach & League Administrators use in the event that discipline issues arise during the season.*

#### **CORRECTIVE ACTION POLICY**

- d. **STEP – 4 SEASON SUSPENSION**- The parent (s) will be banned from attending all league contests after a 4th offense. The parent (s) will then have to make a formal request to be re-instated into this league. The parent (s) will then have to meet with the League Supervisor and the Recreation Department supervisor prior to the start of the season to determine if the parent (s) is capable of behaving within the spirit and letter of the guidelines of this program.
3. These guidelines are not absolute in dealing with behavioral problems. Severe situations could merit harsher sanctions against the parent (s).

### **E. MINIMUM AGE REQUIREMENT / DIVISIONS**

1. Participants must be within the proper age limits for each division by the date of the first game for that particular sport season and correct birth dates must be provided with proof provided upon request. Falsified registration information will result in player being removed from program without a refund.
2. Note: Leagues are divided according to age group for safety and balancing the development of cognitive and physical skills.

### **F. WEATHER**

1. The safety of the participants, officials and spectators is the primary concern in cases of inclement weather. If there is no lightning, or unsafe fields the games will still be played. If games have started it will be the Litchfield Park staff's duty to cancel games if the field becomes unsafe to play, or they see lightning.
2. If games have been cancelled the Litchfield Park staff will email everyone, and place phone calls to inform everyone about the cancellations.
3. Outdoor league games will be cancelled if lightning is 10 miles away.

### **G. GAME CANCELLATIONS and RE-SCHEDULING**

1. If a game is canceled due to weather or other unforeseeable circumstances, there will not be any makeup games due to the limited amount of time in between seasons.
2. Coaches / Team Managers are not permitted to reschedule games; when coaches cannot attend, they must find a substitute (Adult over the age of 18) to coach or forfeit the game (s).

### **H. MEDICAL ISSUES**

1. For any injury or accident that requires something other than a cleaning and covering with a bandage, the Coaches and parents are required to seek professional medical assistance through a 911 call, a visit to the emergency room or urgent care facility. Any significant accidents or injuries beyond a minor scrape should be reported to the City of Litchfield Park Recreation Department's staff at the facility or via phone at 623-935-9040.
2. Please notify the league if your child has a pre-existing medical condition (i.e. allergies, medications, physical or psychological impairments, etc.) at the time of registration. The league will then inform the coach of the situation. This is essential in case of an accident / emergency to determine the severity of an incident and assist the medical personnel who respond to the scene. All information will be kept confidential.
3. Any child that needs to seek medical attention during a Litchfield Park Youth Sports event must provide the a medical document that states he/she is cleared to participate. This includes any player that starts the season with a major injury.

### **I. SICK POLICY**

1. If a player is sick they cannot attend until they are symptom free without the use of any fever reducing medication for 24 hours.
2. If anyone in the household has tested positive for COVID the household will need to quarantine for 5 days from the first day symptoms were shown. After 5 days they can return to play if everyone is not showing symptoms AND are Fever free for 24 hours without the use of fever reducing medications, but must wear a mask for another 5 days.
3. Any exposure/positive COVID case must be reported to the Youth Sports Coordinator

### **J. LIABILITY WAIVER POLICY**

The City of Litchfield Park carries liability insurance only. The city does not carry personal injury insurance or any other insurance for teams or individual players. Insurance is the responsibility of the individual or team. Applicant hereby waives any claims and causes of action which may arise from applicant's use of the recreation center and applicant's participation in the activities held at or away from the recreation center. Further, applicant shall appear, defend, indemnify and hold harmless the City of Litchfield Park, its officers, employees and agents, from and against any and all expenses and liabilities in or about such claim or any proceedings brought thereon.

### **K. MEDIA RELEASE POLICY**

The City of Litchfield Park is permitted to record my likeness and voice for use by television, film, radio or print media to further the aims of the Litchfield Park Community & Recreation Services Department's programs in related campaigns and magazine articles, booklets, posters, and in other ways the City may see fit.

### **L. PAYMENT POLICY**

Each youth sport participant MUST register individually from friends or relatives other than those living in the same household. In addition, each participant MUST register with the permission of their legal parent or guardian. Participants will not be allowed to register with other participants outside of their immediate family. We are a recreation program that promotes positive and fair competition throughout our leagues, therefore no team registrations will be accepted.

# City of Litchfield Park Youth Sports - Policies and Procedures

## M. REFUND POLICY

Except as otherwise stated, refunds or credits will not be issued after payment has been made for an activity, class, league or program.

Exceptions include:

1. If the activity, class, league or program is cancelled by the City of Litchfield Park
2. If a participant is injured or unable to participate due to a documented medical reason.

Any refund request outside of the stated exceptions may be considered on a case-by-case basis. Refunds are made at the discretion of the Community & Recreation Services Director and are not guaranteed. A \$10 administrative fee will be deducted from all approved refund requests. The annual registration fees are non-refundable.

## N. WITHDRAWAL POLICY

1. Parents must contact the Sports Department in order to withdraw their child from the league. Any withdraw request that is in search of a refund will follow our refunds policy.

## O. SOLICITING POLICY

1. The City of Litchfield Park Sports Department has a No Soliciting Policy. We do not allow any items to be sold at our sporting events.

## P. REGISTRATION INFORMATION

1. All first time participants must have an account created prior to registering for any of our recreation programs. Please call or visit our recreation center to have your account created.
2. All participants will be required to purchase a one time per year **ANNUAL PROGRAM ACTIVITY PASS** in order to register for any recreation program. This pass fee is \$25.00 for the entire household and is valid for one year from the date of purchase.
3. There are three ways to register for our youth sports programs:
  - a. In person at the Litchfield Park Recreation Center, located at:  
100 South Old Litchfield Road  
Litchfield Park, Arizona, 85340
  - b. Online at: <https://apm.activecommunities.com/litchfieldpark>
  - c. Over the telephone at 623-935-9040.

## Q. COACHING REQUEST POLICY

1. Participants will be asked during the registration process if they have a particular coach they would like to request. We **GUARANTEE** the placement of the **FIRST FIVE REQUESTS** for a specific coach. The children of the coach will count against this **5 PLAYER REQUEST POLICY**. All requests are on a first come, first serve basis. After the first five requests have been granted and the players have been placed onto their requested coaches team, all other participants requesting the same coach will be placed onto teams within the league based on geographic information related to the participant's home address.
2. Participants that request a specific coach and are not one of the first five requests for that coach will not be guaranteed placement onto that coaches team. Please understand that we cannot guarantee every request because we do not allow team registration.
3. If your child does not get placed onto the team which they requested, withdrawing from the program will result in forfeiting your registration fee. Also, this is a great opportunity to learn from a new coach. Remember, all of our coaches are great and they all have something positive to provide.
4. Coaches shall not provide a 'wish list' of players they want on their team to the youth sports department.

## R. PLAYING UP IN AGE DIVISION POLICY

1. The City of Litchfield Park requires that all participants wanting to register and play in an age division older than the age division in which they are eligible, the following procedure must be followed.
  - a. The participant **MUST BE** within one year of the higher age division in order to be eligible to move up.
  - b. The parent or legal guardian **MUST** complete the **REQUEST TO WAIVE AGE LIMIT AND RELEASE** form and submit the completed form to the Litchfield Park Recreation Center prior to scheduled coaches meeting for each sport season (please refer to pages 8 & 9 of this handbook).
2. The City of Litchfield Park's Youth Sports Administrators will make all final determinations on whether or not a participant will be allowed to move up in age division prior to the mandatory coaches meetings for each sport season.

## S. PLAYING DOWN AN AGE DIVISION POLICY

1. The City of Litchfield Park has a provision that does allow participants to register and participate in an age division lower than the age division in which they are eligible. The procedure to make this allowance is below.
  - a. The parent or legal guardian **MUST** provide documentation from a physician that indicates to the City of Litchfield Park Youth Sports Department that it is in the best interest of the participant that they be allowed to participate in a younger age division.
  - b. This medical documentation **MUST** be submitted prior to the scheduled coaches meeting for each sport season.
2. The City of Litchfield Park's Youth Sports Administrators will make all final determinations on whether or not a participant will be allowed to move down in age division prior to the mandatory coaches meeting for each sport season.

## T. PLAYER PLACEMENT POLICY

1. Once registered for one of our youth sports leagues, the placement of players within each age group will occur using the following player allocation guidelines:
  - a. Allocate all player requests (if applicable)
  - b. Allocate all female players registered via geographical location based on the player's home address.
    - i. *Distribute female players onto teams as evenly as possible so that each team has the same number of female players assigned*
  - c. Allocate remaining male players via geographical location based on the player's home address.
    - i. *Evenly distribute male players onto teams so that each team has the same number of overall players on the roster*
2. Every participant must register in the correct age group, defined by their birth date. Participants must be the proper age for the league at the time of the first game for their respective sport. Players have the opportunity to play up one age division, but will not be allowed to play in the age division below their current age.

# City of Litchfield Park Youth Sports - Policies and Procedures

## U. LEAGUE SUPERVISION

1. Game Day Supervision
  - a. The Litchfield Park Recreation Department will assign a site supervisor to the game location each day. The site supervisor is an employee of the City of Litchfield Park and will be in charge of the location and all of the activities that are associated with it.
  - b. This Site Supervisor will be clearly identified with a yellow shirt with the words "Site Supervisor" located on the back.
  - c. Site Supervisors do not overrule an officials call.

## PLAYER PLAYING TIME

1. All players *WILL PLAY AN EQUAL AMOUNT IN EACH GAME*
2. Depending on which sport a child is registered in will determine how playing time is handled.
3. In the event a player does not attend practices during the week a coach has the option to sit the player for the first quarter. The coach must inform the site supervisor before the game. The player must start the 2nd quarter and follow the rotation of sub breaks. This option can only be used if a coach has given their expectations to the team at the start of the season, and has given at least 2 reminders to the family. The coach must also inform the parents of this action.

## VOLUNTEER COACHING POLICY

### A. QUALIFICATIONS

1. Must be at least 18 years of age to be a youth sports.
2. All coaching candidates must complete a volunteer application.
3. All coaching candidates must complete a thorough background check via Priority Sports
4. Attend each season's mandatory coaches / team manager's meeting. Adhere to the City of Litchfield Park's Coach's Code of Ethics.
5. Coaches will be held accountable to our strict Code of Conduct.
6. It is the responsibility of every head coach to be certified by the National Alliance for Youth Sports (NAYS). These certification classes are offered at no charge by the City of Litchfield Park.

### B. DUTIES

1. Each head coach must communicate all sport and league rules pertaining to their specific sport to the players and parents.
2. Each head coach must provide reasonable expectations related to practices and games.
3. Each head coach must provide encouraging and useful feedback during practices and games.
4. Each head coach must create a positive, safe and enthusiastic sports environment for every participant at every team activity.
5. Each head coach must discuss schedule changes to practices and games in a timely fashion to parents and players.
6. Each head coach should assign a parent to help create a snack schedule for every post game throughout the season.

### C. RESPONSIBILITIES

1. Each coach is responsible for the conduct of his / her players and parents during each and ever game. Coaches should require all parents to be aware of the coaching and parenting code of ethics located in this parent handbook.
2. Each coach must remain fair and consistent with their discipline policies of players. Players shall be informed of the expectations prior to the start of the season.
3. Each head coach must complete the Litchfield Park Youth Sports Volunteer background check paperwork.
4. Each head coach must maintain a high level of integrity and to always be aware that they are working with young, impressionable children. The behavior displayed by the head coach *WILL* be emulated by the players on the team.

## NAYS COACHES CODE OF ETHICS

- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- I will promise to review and practice the basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for the children and not adults.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.

## PARENTS ASSOCIATION for YOUTH SPORTS PLEDGE

- I will remember that the game is for youth - not the adults.
- I will do my very best to make youth sports fun for my child.
- I will insist that my child play in a safe and healthy environment.
- I will place the emotional and physical well being of my child ahead of my personal desire to win.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will read the National Standards For Youth Sports and do what I can to help all youth sports organizations implement and enforce them.
- I will demand a sports environment for my child that is free from drugs, tobacco and alcohol and will refrain from their use at all youth sports events.
- I hereby Pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents' Code of Ethics.
- I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching or providing transportation.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sports events.

# City of Litchfield Park Youth Sports - Policies and Procedures

## FREQUENTLY ASKED QUESTIONS

- **How do we receive important information about the league during the season?**  
The Litchfield Park Recreation staff will contact all coaches regarding information pertaining to our youth sports leagues. It is the responsibility of the coaches to communicate this information to the rest of their team.  
On game days, a site supervisor will be able to provide information on the league as they will be at the game site for the duration of the day. This employee will be seen in a yellow shirt with "**Site Supervisor**" on the back of the shirt. Any scheduling questions can be answered by this employee.
- **When and Where are practices held for my child's team?**  
Practice days and times are determined by the **HEAD COACH**. The City of Litchfield Park will not know when your team will practice until after the coaches meeting.
- **How many times will my child's team practice?**  
It is recommended that each team practice one or two times during the week for a period of at least one hour depending on the age group. Each team may decide to alter the length and number of practices at their own discretion.
- **Is practice MANDATORY?**  
Yes, due to the nature of team sports, it is extremely important to attend as many of the practices as possible in order for your child, as well as the rest of the team, to gain valuable information for game day. If teams offer two practices a player must attend at least one of the scheduled practices.
- **Will my child get equal playing time?**  
All of our youth sports programs promote **EQUAL PLAYING TIME**. Any issue related to playing time will be considered on a case by case basis.
- **When and where are the games played?**
  1. All Litchfield Park **YOUTH BASKETBALL** games will be played at either Western Sky, Litchfield Elementary or Wigwam Creek Middle Schools.
  2. All Litchfield Park **YOUTH SOCCER, TEE BALL & FLAG FOOTBALL** games will be played at one of our parks located in the city.
  3. A map to all of the facilities used for the Litchfield Park Youth Sports Programs can be found on page 9 of this handbook.
  4. All of our youth sports games are played on Saturdays only. The earliest scheduled game time will be 8:00 AM.
  5. All youth basketball games will be scheduled to start every hour on the hour. Tee Ball, Flag Football and Soccer will have staggered start times to allow for ease of traffic congestion at our parks.
  6. Final schedules will not be released until the mandatory coaches meeting for a particular sport. All youth sports schedules are subject to change if necessary.
- **What should my child bring to the game?**
  1. Every participant must wear their Litchfield Park Youth Sports Uniform, with jerseys tucked into their shorts. Please read the sport specific rulebook located at [www.litchfield-park.org/reccenter.htm](http://www.litchfield-park.org/reccenter.htm) for specific uniform requirements.
  2. Every participant is recommended to bring a bottle of water for re-hydration purposes.
  3. Every participant is encouraged to bring their own ball.
- **How do we reserve a practice location?**
  1. During the Mandatory Coaches Meeting, Head Coaches will be given the opportunity to schedule their practices via a "lottery" format.
    - a. If a coach cannot attend the coaches meeting, they can reserve a practice location when they pick up their coaches packet, or provide options to the sports staff to schedule when their name has been called.
    - b. Practice Reservations **WILL NOT** be provided **PRIOR** to the coaches meeting.
  2. Practice Locations are pre-determined based on sport / age group.
  3. The City of Litchfield Park has secured practice locations for each of the youth sports program offered. Below and on the next page, you will find information pertaining to practice locations for each sport in addition to alternate locations.

## TEAM and INDIVIDUAL PHOTOS

Individual and Team photos will be offered at an additional cost for each youth sports league we offer. These photos will be performed by a vendor of the city's choosing. Photo schedules will be made available at the start of each sports season.

Participants and / or teams ARE NOT REQUIRED to participate or purchase photos.





# City of Litchfield Park Youth Sports - Policies and Procedures

## FACILITY USE GUIDELINES

### A. GYMNASIUM RULES & GUIDELINES

#### **(Youth Basketball)**

*These guidelines are strictly enforced at any gymnasium used by the City of Litchfield Park youth basketball leagues.*

1. Water is the ONLY beverage allowed in the gymnasium!
  - i. Individuals bringing any other beverage into the gymnasium will be asked to remove the beverage.
2. Coolers are prohibited in the gymnasium!
  - i. Please leave post game coolers in your car until needed.
3. All vehicles parking on school grounds must park in the designated school parking lot only. Do not park anywhere not designated as a parking lot. Violator's will be subject to fines and / or towing of vehicle.
4. Do not park on school property at any time. Violator's will be subject to fines and / or towing of vehicle. All vehicles parking on school grounds must park in the designated school parking lot only.
5. Players are prohibited from the wearing of jewelry during the game.
6. Dunking is not allowed.
7. All players **MUST** wear tennis shoes during games.
8. Tobacco is prohibited in / or around the school property.
8. Alcohol is prohibited in / or around the school property.
  - i. The City of Litchfield Park Youth Sports programs promote healthy living through team sports, therefore we will strictly enforce the **NO SMOKING** and **NO ALCOHOL** rule.

*The City of Litchfield Park rents the Litchfield Elementary School District gymnasiums for use of our youth basketball games. Therefore, in order to maintain the positive relationship that the City of Litchfield Park and the Litchfield Elementary School District has; please abide by these rules as they are set forth by the district and enforced by our city staff each game weekend. We do not want the poor decisions of a few to ruin our ability to provide high quality facilities for all of our youth basketball participants.*

### B. PARK / OUTDOOR SCHOOL GROUNDS

#### **(Youth Flag Football, Youth Soccer & Youth Tee Ball)**

*These rules and guidelines are strictly enforced at any playing field used by the City of Litchfield Park youth flag football, youth soccer and youth tee ball league.*

1. Do not park in private parking lots such as apartment and church parking lots.
2. When parking in the street, position your vehicle to face the same direction as the flow of traffic.
3. Avoid parking in front of homeowner's driveways.
4. Do not park on school property at any time. Violator's will be subject to fines and / or towing of vehicle. All vehicles parking on school grounds must park in the designated school parking lot only.
5. Do not use the dumpster's located on private property such as apartment buildings, homes or church grounds.
  - i. Place all trash in the designated trash receptacles at each park location.
  - ii. Extra trash receptacles will be placed at parks on game days.
  - iii. After each game, it is the responsibility of each team to clean their respective sideline of all trash. Teams found in violation of this rule will be reprimanded.
6. Tobacco is prohibited in / or around all school property as well as all city parks.
7. Alcohol is prohibited in / or around all city parks and all school property.
  - i. The City of Litchfield Park Youth Sports programs promote healthy living through team sports, therefore we will strictly enforce the **NO SMOKING** and **NO ALCOHOL** rule.

### C. ALLOCATION OF PRACTICE LOCATIONS for TEAMS

#### **PRACTICE ALLOCATION PROCEDURE**

The City of Litchfield Park will make practice locations available for all Litchfield Park Youth Sports teams. ALL youth sports practice facilities offered by the City of Litchfield Park are **OUTDOORS** and **FREE** of **CHARGE** for City of Litchfield Park youth sports teams.

1. At the conclusion of each of our Mandatory Youth Sports Coaches Meetings, we will perform a practice reservation allocation.
2. Our staff will utilize a 'Raffle Ticket' lottery to determine the order in which coaches will be allowed to reserve practice locations.
  - a. The first priority, thus the first wave of reservations, will be given to teams that have a coach that is coaching multiple teams.
  - b. The next priority, thus the second wave of reservations, will be given to the youngest age divisions.
  - c. The last priority, thus the final wave of reservations, will be given in order of age division.
3. When a coaches' name is called, they will have the option to reserve their practice location at that time. If they choose not to reserve a practice location, reservations can be made later; however practice spaces may be limited.
4. It is the responsibility of the HEAD COACH to reserve their practice location with the City of Litchfield Park during the Mandatory Coaches Meeting.
5. If a HEAD COACH chooses to schedule practices at a location other than one that is offered by the City of Litchfield Park, it will be the responsibility of the HEAD COACH to secure and pay (if necessary) this alternative practice location without assistance from the City of Litchfield Park.
6. Head Coaches must inform the sports staff about what location, day, and time they scheduled practices if not using one of the reserved locations. Outside locations must be within 5 minutes of the City unless the team approves a further location.

#### **GYMNASIUM FEES INFORMATION:**

*The Litchfield Elementary School District charges \$20.00 per hour for the use of indoor gymnasiums.*

*In order to inquire and secure an indoor facility through the Litchfield Elementary School District No. 79, please follow the procedure listed below:*

1. Call the LESD Facilities Coordinator at 623-535-6000 (Ask to speak with the Facilities Coordinator).
2. Inquire as to facility availability (School Location / Dates / Times)
3. Complete all required forms for renting a school facility:
  - a. Hold Harmless Agreement
  - b. Facility Use Request Form
4. All fees associated with renting an indoor gymnasium for practices will be the sole responsibility of the team reserving the location.
5. The City of Litchfield Park will not be involved, nor will it pay for any fees associated with the rental, for this reservation.

# City of Litchfield Park Youth Sports - Policies and Procedures

## C. ALLOCATION OF PRACTICE LOCATIONS for TEAMS (CONTINUED)

### CITY of LITCHFIELD PARK PRACTICE LOCATIONS

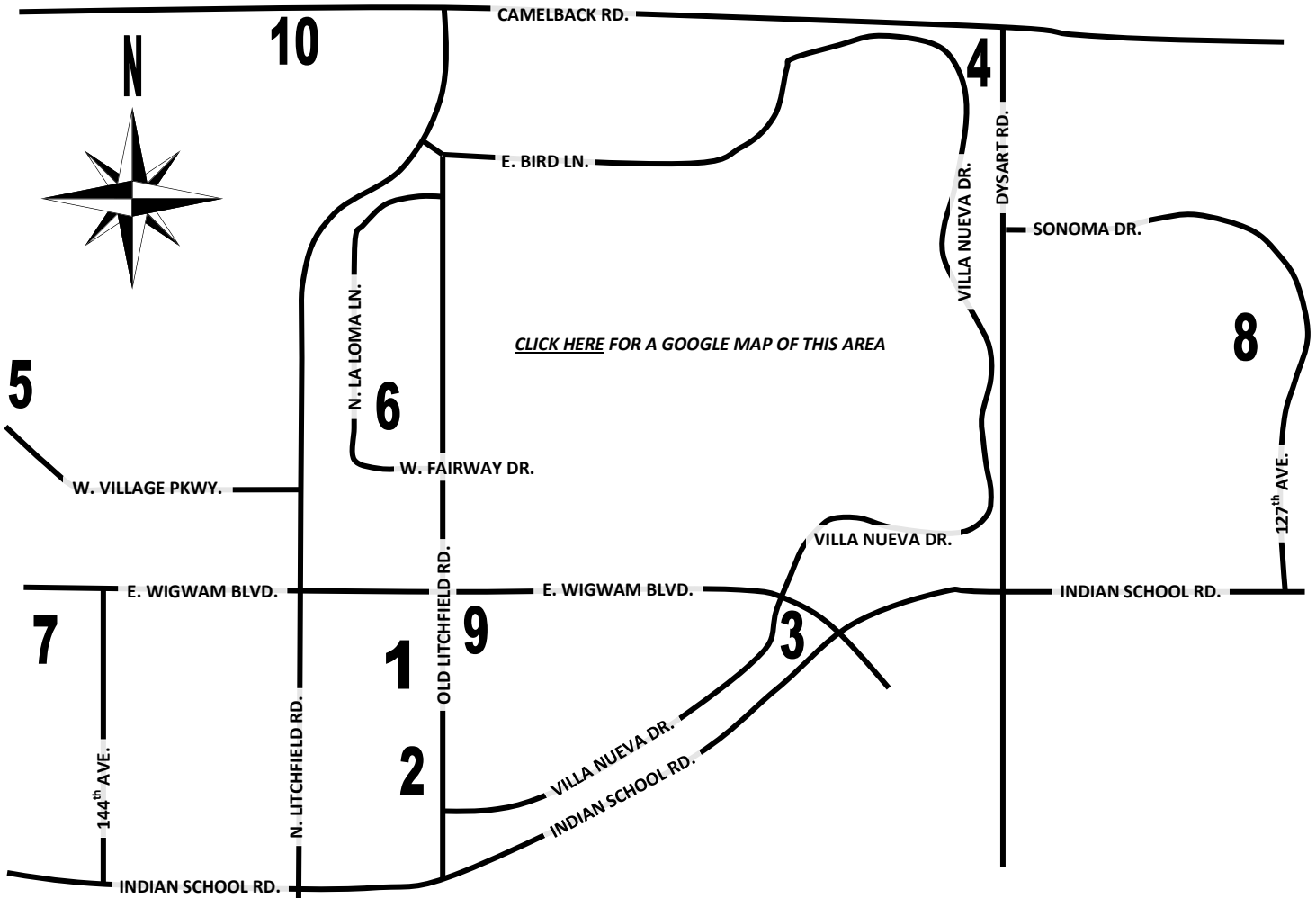
#### Youth Basketball

1. *Itty Bitty (4 & 5 year olds) and Dribbler (6 & 7 year olds) Teams:*
  - a. The outdoor basketball court at our Recreation Center is the primary practice location for all teams in these age divisions.
  - b. Practices will be scheduled every hour on the hour from 4:00 pm to 8:00 pm - Monday through Friday.
  - c. Teams in these age divisions may reserve one practice time per week.
    - i. *After all teams in these age divisions have reserved one practice time per week, we will re-open the reservation system to allow teams to schedule a second practice per week.*
  - d. Teams in these age divisions will have priority, beginning with the Itty Bitty Division (4 & 5 year olds).
  - e. Once all of the teams in these age divisions have been reserved, we will open up the remaining practice times to teams in the Rookie, Junior and Senior Divisions.
2. *Rookie (8 & 9 year olds), Junior (10 & 11 year olds) and Senior (12 to 14 year olds) Teams:*
  - a. The City of Litchfield Park has reserved the four outdoor courts at Wigwam Creek Middle School.
  - b. These courts will be divided into half courts that can be reserved by our teams.
    - i. *After all teams in these age divisions have reserved their practice days / times, we will re-open the reservation system to allow teams to schedule FULL COURT practices.*
    - ii. *In the event that a team wishes to reserve a full court, practice days / times may need to be altered; depending on court availability.*
  - c. Practices will be scheduled every hour on the hour from 5:00 pm to 9:00 pm - Monday through Thursday.
  - d. Teams in these age divisions may reserve two practice times per week.
    - i. *After all teams in these age divisions have reserved two practice times per week, we will re-open the reservation system to allow teams to schedule a third practice per week.*

#### Flag Football, Tee Ball, Coach Pitch and Youth Soccer

1. The City of Litchfield Park will assign specific parks to each youth sports program.
2. All of these parks are within the City of Litchfield Park's city limits.
3. Below are the parks that will be assigned to a specific youth sport.
  - a. Flag Football.....Aleppo Park (940 W. Village Parkway, Litchfield Park, AZ 85340)  
.....Scout Park (203 W. Fairway Drive, Litchfield Park, AZ 85340)  
.....Camelback Park (1185 Villa Nueva Drive, Litchfield Park, AZ 85340)
  - b. Tee Ball.....Staggs Park (300 S. Old Litchfield Road, Litchfield Park, AZ 85340)  
.....Litchfield Elementary School (255 E. Wigwam Boulevard, Litchfield Park, AZ 85340)  
.....Turtle Park (675 Villa Nueva Drive, Litchfield Park, AZ 85340)  
.....Jackie Robinson Field Villa Nueva Drive, Litchfield Park, AZ 85340)
  - c. Coach Pitch.....Jackie Robinson Field Villa Nueva Drive, Litchfield Park, AZ 85340)
  - d. Youth Soccer - U-6 Division.....Turtle Park (675 Villa Nueva Drive, Litchfield Park, AZ 85340)  
.....Scout Park (203 W. Fairway Drive, Litchfield Park, AZ 85340)
  - e. Youth Soccer - U-8 Division.....Staggs Park (300 S. Old Litchfield Road, Litchfield Park, AZ 85340)
  - f. Youth Soccer - U-10 Division.....Aleppo Park (940 W. Village Parkway, Litchfield Park, AZ 85340)
  - g. Youth Soccer - U-12 Division.....Camelback Park (1185 Villa Nueva Drive, Litchfield Park, AZ 85340)  
.....Aleppo Park (940 W. Village Parkway, Litchfield Park, AZ 85340)

# Map to All Youth Sports Venues



MAP LEGEND	
1	Litchfield Park Recreation Center
2	Staggs Park
3	Turtle Park
4	Camelback Park
5	Aleppo Park
6	Scout Park
7	Western Sky Middle School
8	Wigwam Creek Middle School
9	Litchfield Elementary School
10	Jackie Robinson Field