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SPORTS POLICIES AND GUIDELINES

I. POLICY AND INTENT

A. Eligibility

Residents of Scarsdale and the Mamaroneck Strip (“residents of Scarsdale”) and students who attend the Scarsdale Public Schools or IHM are eligible to participate in youth sports programs administered by the Scarsdale Recreation and Parks Department (“Department”).

It is the Department’s intent and desire to provide access to fields, gymnasiums and other recreational facilities, to the extent practicable, by sport (e.g., soccer, baseball, softball, football, etc.) and not by organization (e.g., Department, Little League, etc.). After the needs of Interscholastic programs have been fulfilled, the remaining field and gym time, shall be allocated among the Department’s programs and other recognized programs for that season by the Superintendent of Parks, Recreation, and Conservation (“Superintendent”). The various Neighborhood Athletic Associations shall allocate, on days and within times specified by the Department, field and gym time for practices of their respective open enrollment teams in Department programs involving neighborhood-based play, and furnish the Department such schedules. The Department shall then allocate any remaining field and gym time to other Department programs and to recognized Independent Sports Organizations (“ISOs”) for their recognized programs, and receive from such recognized programs their schedules. In the event of a dispute or conflict, the Superintendent shall act as final arbiter.

It is the Department’s intent to provide support for recognized open enrollment, hybrid and selective programs, in accordance with the needs of the community as determined by the Department. For purposes of this Policy, “open enrollment” is

defined as open to all eligible participants for which no try-out or other skill-based selection is necessary; “hybrid” is defined as requiring try-outs or other skill-based selection for participation on a team or in a division, but having a team or division available to all eligible participants; and “selective” is defined as requiring try-outs or other skill-based selection in order to be selected for participation.

An ISO may become recognized by the Department if it meets the criteria enumerated below. An ISO may seek recognition of one or more programs with respect to one or more seasons a year, as described below; a program cannot be recognized unless the sponsoring organization is recognized. Recognition of specific programs of a recognized ISO does not confer recognition for all future programs.

Fields, gymnasiums and other recreational facilities may be allocated by the Department only to recognized ISOs for programs recognized for a specified season or seasons. It shall be within the discretion of the Superintendent to recognize an ISO or, if recognized, recognize a program, thereby providing access to fields, gymnasiums and other recreational facilities for athletic programs even if such ISO program would compete with programs, previously recognized by the Department for the same sport.

B. Existing Organizational Structures

Two (2) program structures currently operate in the Village:

1. *Those administered by the Recreation Staff.* These include those operated by volunteer coaches and the Neighborhood Athletic Associations and programs administered by subcontractors and/or paid coaches.
2. *Those administered by ISO volunteer boards*

C. New Programs

In the event that any ISO desires to 1) run the primary program currently conducted for a sport by the Department; or 2) create a new program for a sport not presently offered; or 3) create an additional program for a sport presently offered, the Department shall determine whether:

1. The ISO meets the criteria for recognition
2. There is sufficient demand and/or need for the program
3. There are adequate facilities to support the creation of such program

Such proposals shall be presented to the Superintendent for a determination subject to consideration of any recommendation by the Advisory Council on

Parks and Recreation (“PRC”) and the opportunity of Village Board of Trustees, in its discretion, to review.

II. BECOMING A RECOGNIZED INDEPENDENT SPORTS ORGANIZATION

The Department will consider an ISO for recognition if it meets the following minimum criteria. Once an ISO has been granted recognition, it will continue as long as the organization remains in good standing and continues to meet the criteria listed below.

A. Criteria for Recognition

Each year the below criteria will be reviewed as part of the recognition process.

1. Required Organizational Structure

- a. The ISO must be recognized by the County of Westchester and/or the State of New York, as an incorporated or non-incorporated entity, with the power to conduct its affairs. The ISO, if incorporated must be a not-for-profit corporation and if not incorporated must operate as a not-for-profit.
- b. The ISO must be governed by a Board of Directors (or similar body) and the president (or chief executive officer) and the majority of the members of the Board of Directors (or similar body) must be residents of Scarsdale. The members of the Board of Directors (or similar body) must be determined by the organization membership at an open meeting, and serve a finite term. No voting Board member shall serve more than four consecutive years. The ISO shall thereafter be represented by its Board of Directors (or similar body) in all dealings with the Department.
- c. The Board of Directors (or similar body) must conduct regularly scheduled meetings, properly noticed and open to the general membership. In addition, the organization should hold an annual “open meeting” to which the public is encouraged to attend.
- d. The ISO shall conduct its financial affairs in a manner consistent with generally accepted business practices. The yearend annual financial report should be available to the general membership and the Superintendent.
- e. The ISO shall be held responsible for the actions of those in leadership

positions including, but not limited to, instructors, managers, coaches, trainers, etc.

- f.** ISO's that use Village or Board of Education facilities shall provide to the Department proof of liability insurance coverage of a minimum of \$3,000,000, naming the Village and/or Board of Education, as appropriate, as an additional insured.
- g.** The ISO must submit (as part of its organizational structure) written By-Laws for their organization.
- h.** The ISO must maintain a website which provides the organization's background, contact information for members of its Board of Directors, and its mission statement and rules of conduct for the sports program.

2. Required Organizational Policies

- a.** The ISO must provide a statement of "mission" or purpose.
- b.** The ISO shall agree to abide by a written Code of Conduct, either as provided by the parent organization with which it is affiliated; or as drafted by its own governing board in the case of programs independent of national affiliation. The Code of Conduct must be provided to the Department at the time of recognition application and should be consistent with the standards of nationally recognized athletic programs.
- c.** ISOs must have a policy on when and if to organize teams according to neighborhood or town-wide distribution and such policy shall be evaluated regularly.
- d.** It is strongly recommended that ISOs that operate programs in more than one season of the school year (fall, winter, spring) limit their activities to a single season before fifth grade. For those programs who decide to offer multi-season programs, it is strongly recommended that: a) multi-season commitments should not be a condition for participation; b) no prejudice should result toward any child who chooses to participate on less than a multi-season basis; and c) scheduling conflicts with other sports during the "off-season" will be resolved in favor of the "on-season" sport. The Superintendent will seek voluntary compliance with this provision.
- e.** There shall be no selective or hybrid athletic programs prior to the fourth grade level except under circumstances not under the control of the ISO which would result in the complete inability to participate in

the sport. No ISO shall be permitted to maintain a selective or hybrid athletic program at the third or fourth grade level unless approved by the Superintendent. Any ISO permitted to establish a selective fourth grade program shall establish and maintain an open enrollment or hybrid travel program similar to the selective teams for fourth and fifth grade. The ISO will organize and operate such open enrollment or hybrid travel program as an on-going operation within the organization. The Superintendent, with the advice and counsel of the PRC, and depending upon considerations such as availability of facilities and suitability of the sport for such a program, may waive the requirement to establish an open enrollment or hybrid travel program.

Any ISO that has a selective program at the 4th grade level, which requires a 3rd grade tryout, will not announce the team selection prior to the end of the Scarsdale elementary school year.

- f.** An ISO may not operate a selective program in the 4th or 5th grade unless the number of participants of each gender in Department open enrollment or hybrid programs for that sport at each grade level through the fifth grade exceeds the number of participants of each gender in any selective programs for such sport at each grade level. Participants in selective or open enrollment travel athletic programs through the 5th grade are required to participate in the open enrollment non-travel in-season program for the same sport. ISOs may be required to submit rosters to monitor compliance with this policy.
- g.** An ISO must publish and post on its website a grievance procedure that is satisfactory to the Superintendent.

3. Required Coach and Team Policies

- a.** ISOs will communicate to coaches, parents, players and spectators the Scarsdale Code of Conduct, or other set of conduct guidelines if they are substantially similar in purpose and effect, towards children, game officials, and other parents/coaches. The guidelines are to be distributed to all parents and coaches. The ISO must develop a process to ensure that the guidelines are signed by parents and coaches before the season begins.
- b.** ISOs must maintain and distribute to parents and coaches and /or plainly post on their websites, written policies on playing time which are age appropriate and fair.
- c.** ISOs must require coaches, and invite all parents, to participate in clinics which focus on or include positive coaching principles, rules of

the game by age group, fairness, playing time policies, codes of conduct and developmentally appropriate skill development. For ISOs that do not have coach certification programs, the Village coordinates an on-line certification program in which ISO coaches can participate. The ISO will be responsible for reimbursing the Village for all expenses.

- d. ISOs must establish guidelines and procedures for coach selection, which shall include an open application process in an effort to expand the pool of coaches. Background checks must be conducted on the coaches of the teams.
- e. ISOs shall create and communicate a mechanism to receive and respond to concerns about coaching or other issues in a manner that protects the confidentiality of the communication and prevents retribution against that parent's child.
- f. ISOs shall monitor performance by the game officials.
- g. ISOs which select children on teams chosen by evaluation of skill should make such selections by using independent evaluators, or if not practicable, using a combination of independent evaluators and parents. A parent of a child who is trying out for a team may not participate in the selection of that team. Each ISO conducting such selection process shall advise the Superintendent of the time and place of such process so that the Superintendent or her representative can be present to observe if deemed necessary by the Superintendent.
- h. ISOs shall develop and communicate fair policies for the distribution of children on open enrollment teams.

B. Guidelines for Program Acceptance and Renewal of Recognized Status

A recognized ISO may seek recognition of one or more programs. "Recognition" shall be conferred by the Department on a program of a recognized ISO after satisfactory review and acceptance of the pertinent information related to each program, subject to consideration of any recommendation of the PRC, and the opportunity of the Board of Trustees, in its discretion, to review.

A material expansion or contraction of an existing program, such as, but not limited to, game and practice schedules, establishment of a new activity (whether or not on a trial basis) or otherwise, shall in each case require separate recognition. Program changes must be reviewed with the Superintendent no less than three (3) months before any changes are to be made or announced.

Each ISO will be required to meet with the Department to review its recognition status and its recognized programs once a year or as requested. Prior to such

meeting, the ISO shall submit to the Department written responses to the following questions and be prepared to discuss them. In addition, the ISO shall make available to its membership the Youth Sports Policies and Guidelines and their answers to the questions below.

1. What is the structure for governing the ISO and its program? Please provide an organizational chart.
2. If the ISO and/or any of its programs are affiliated with a national organization, what are its requirements?
3. What are the total numbers of program participants, by category? (i.e. individual athletes, teams, age groups, gender groups, coaches, trainers, clinicians, etc.) Please provide breakdown by grade as part of your submission.
4. What is the projected growth of the program? Have you seen any increasing or declining trends in your program?
5. What, if any, challenges or initiatives are your organization discussing for the coming year?
6. What support is offered to program leaders in terms of coaches' and manager's training, first-aid training, etc.?
7. How are participants assigned to teams?
8. How are fees determined? Do you offer scholarships or fee reductions? What percentage of your participants receives these accommodations? Please provide the proposed fee structure for participation in your sports program for the current year and for the previous year.
9. How is equipment maintained and replaced?
10. Does each program within the ISO have open tryouts and what are its guidelines and procedures for selecting participants?
11. What percentage of the children in the program are, or but for their age would be, eligible to participate in Department youth sports programs? For the description of eligibility, see Section I A.
12. How does the ISO solicit and receive feedback on coaches and participants?

13. How are coaches selected? Are background checks completed on coaches? Please describe the background check process and what parameters are used.
14. What is required from the parents?
15. How does the ISO assure fairness of contests? Are umpires and referees required to be certified?
16. What is the normal weekly time commitment, allocated between practices, games and other events?
17. Describe the role of training in relation to games. Are professional trainers to be used? Are those in leadership positions (instructors, managers, coaches, clinicians, etc.) required to have achieved any level of formal certification or take any particular course?
18. Describe elements of the program designed to improve sportsmanship.
19. Who schedules practices and games?
20. Is the program or activity reasonably expected to be in competition with any existing recognized program or activity in the same sport? What is the direct and indirect impact of the program or activity on other existing programs, including those run by the Department, including but not limited, to expected scheduling conflicts.

III. SUPPORT FOR RECOGNIZED PROGRAMS/ACTIVITIES

A. Services Available to ISO's and Recognized Programs

1. *Equal access to publicity:*
 - All recognized ISO's and their respective programs shall be included in the Village Recreation Brochures.
 - All recognized ISO's shall be provided with space to display program flyers in the Recreation Department's offices.
 - The Recreation Department shall provide all recognized ISO's the opportunity to send one program announcement annually, utilizing the Department's E-Mail List Notification System, to all current subscribers of said System. All such ISO's materials are subject to prior approval by the Superintendent.
2. *Field and facilities assignment:* The Department, primarily through the office of the Superintendent, shall assign access to the

available Village and school athletic fields, gymnasiums and other recreational facilities in consideration of the following factors:

- ♦ Priority will be given to primary season sports
- ♦ Enrollment in each program
- ♦ Necessary field usage for each particular athletic program (i.e., the number of times per week a program requires fields, gymnasiums and other recreational facilities for practices and games), bearing in mind gender equity. Appropriate facility usage applications must be submitted to the Village and/or the Board of Education for final approvals.

3. *Field and facilities maintenance:* The Department and the Scarsdale School District shall maintain Village and School District athletic fields respectively. The Department staff will liaison with the School District to ensure that all the fields are safe and playable for the participating sports programs.

The Village and School District reserve the right to cancel or not schedule activities at facilities when deemed necessary.

4. *Limited logistical support:* The Department shall assist each program on occasion by transporting athletic equipment and supplies from site to site within the community.
5. *Coach certification and education program:* The Department will coordinate coach certification and coach education programs for Department programs and recognized ISOs.