

RYE BROOK PARKS AND RECREATION DEPARTMENT

CODE OF CONDUCT

The Rye Brook Recreation Department (Department) wishes to create rules of conduct that coaches, parents/guardians of youth participants and all spectators shall observe so as to allow our children to mature physically, emotionally and socially and create a positive experience for our children while participating in the Rye Brook Recreation sports programs.

A coach/parent/guardian of a player participating in a Rye Brook Recreation Department program shall at all times act in the best interests of the children and it is understood that the best interests of the child translates into the best interests of the game and the best interests of the Department. The coach/parent/guardian needs to help players learn and work to improve skills and to ensure that the player's athletic experience is one of learning, fun and enjoyment. The job of coaching and the job's success does not depend upon winning.

A coach/parent/guardian should always exhibit patience with players, umpires and other parents and coaches. Players should never be pushed beyond limits with regards to practice or in game participation. A coach/parent/guardian should understand that children have many daily pressures and youth sports in the Rye Brook Recreation Department should not be one of those pressures.

The Department recognizes the crucial role that the coach/parent/guardian plays in molding the athletic experience of the child. Accordingly, the coach/parent/guardian should always be demonstrating good sportsmanship and setting the example for all parents and all players by allowing the children to be the center of attention during games and practices.

These principles serve as the overriding guideline coaches/parents/guardians participating or otherwise involved in a Rye Brook Recreation Department program shall observe and abide by within the following rules of conduct.

To the extent that adherence is not inconsistent with adherence of other rules and regulations governing Rye Brook Recreation Department sanctioned activities, A Coach/Assistant Coach/Parent/ Guardian, whether or not assisting the Coach, Shall at all times:

1. Maintain a positive, helpful and supportive attitude towards the players on his/her team and under his/her supervision as well as maintain a helpful and supportive attitude towards the players/coaches/parents/guardian on the opposing team.
2. Exercise his/her authority or influence to peacefully control the behavior of spectators.

Examples include:

- a. Asking spectators politely to control inappropriate or profane language whether directed towards the field of play or other spectators.
 - b. Attempting to eliminate or limit a spectator from interfering with the progress of the game or practice or the job of the coach or assistant coach
 - c. Never expressly questioning or substituting one's own judgment for that of the umpire/referee.
3. Exhibit gracious acceptance of defeat or victory. Examples include:
 - a. Making sure each child on the team lines up, shake-hands with and thanks the opposing team.
 - b. Shaking hands and thanking the opposing coach/parent/guardian.
 - c. Thanking the referee/umpire.
 - d. Maintaining a positive demeanor with the children regardless of the outcome.
 4. Accept and adhere to all Rye Brook Recreation Department rules and policies related to participation of adults and children.
 5. Play players in accordance with equal participation rules established by the Rye Brook Recreation Department and follow the letter, as well as the spirit, of those rules.
 6. Fulfill the expected role of a Coach/Parent/Guardian of a child participating in youth sports by adopting and adhering to a "children first" policy.
 7. Provide the opportunity and encourage all players to ask questions, listen, learn and play hard within the established rules of the game set by the Rye Brook Recreation Department.
 8. Place emphasis on the children having fun, participating, functioning as, and winning and losing as a team.
 9. Recognize the differences within each child and demonstrate concern for their individual needs and well-being.
 10. Encourage all players, regardless of skill level, to be included as a member of the team.

11. Recognize that some physical tasks, drills and demands are not appropriate for all children of the same or similar age and shall consider differences in physical, social and emotional maturation of the children when interacting with children.
12. Establish practices and practice plans that are interesting, varied, and productive and aimed at improving all player skills and individual abilities.
13. Devote appropriate time, to the extent practicable, to the individual improvement of each player.
14. Conduct practices of reasonable length and intensity appropriate for the age and conditioning of the players.
15. *Make every effort to attend all scheduled practices and games and attempt to arrive at practices or games at least twenty (20) minutes prior to a scheduled practice or game. In the event a Coach cannot attend a game or practice, (either in a timely manner or at all) it is expected that the Coach make the necessary arrangements to the extent practical and with as much advance notice as possible to ensure that practices and games are being coached and monitored by a capable coach or parent in his/her stead.*
16. Demonstrate support and respect for all players, coaches & officials at every game, practice or other sports event. Examples include, but are not limited to:
 - a. Never yelling at, reprimanding, berating or otherwise humiliating a player or official, whether in view of others or privately for a mental/ physical mistake or error committed during a game or practice.
 - b. Encouraging a child in a discreet manner to pay attention to the coach and/or game or providing positive feedback to a child designed to help that child learn and improve.
 - c. Never yelling at or arguing with another coach or parent **in the view and/or earshot of others**, whether or not such an exchange takes place during the course of a game or practice or elsewhere.
17. Provide an environment conducive to fair and equitable competition. An example includes but is not limited to:
 - a. Refraining from rotating or interchanging players with better skill at the same positions or designing plays and/or strategies geared exclusively towards players with superior skill sets.
18. Promote, teach and expect fair sportsmanship and fair play.
19. Maintain a high level of awareness of potentially unsafe conditions and promptly correcting or avoiding said unsafe condition, whether during a game or practice.
Examples include but are not limited to:
 - a. Making sure players and other children not actively participating in a game are safely behind a gate, fence or backstop and are not climbing a gate, fence or backstop.
 - b. Making sure equipment is not situated where it may be a hazard to others.

- c. Making sure players not actively participating in a game are sitting on the bench and/or sideline.
20. Protect players from sexual molestation, assault, physical abuse and emotional abuse.
21. Ensure that the appropriate safety equipment is being used to protect all players.
22. Ensure that all players are provided with adequate adult supervision while under the Coach's/Parent/Guardian's care.
23. Never allow the presence of alcoholic beverages or drugs at any team activities or in the presence of players and shall not consume, or otherwise be under the influence of drugs or alcohol, when attending any team activity.
24. Refrain from the use of any type of tobacco product at all team activities and/or in the presence of players.
25. Become knowledgeable, understanding and supportive of all applicable game rules, league rules, regulations and policies.
26. Teach and require strict compliance of applicable game rules, league rules, regulations and policies so that good sportsmanship can be maintained.
27. Teach techniques that reduce risk of injury to the Coach's own players and their opponents.
28. Discourage illegal contact or intentional dangerous play and administering swift and equitable discipline to players involved in such activity.
29. Use appropriate language in appropriate tones when interacting with Recreation Department officials, players, game officials, parents and spectators. **At no time is the use of profanity ever acceptable.**
30. Include all players in team activities without regard to race, religion, sex, body type, national origin, ancestry, disability, or ability.
31. Treat all players, Rye Brook Recreation Department Officials, game officials, parents and spectators with dignity and respect.
32. Support Rye Brook Recreation Department officials and coaches when working with players and parents.

33. Direct any criticisms, concerns or questions to a Rye Brook Recreation Department Official, game official, or coach at an appropriate time out of the presence of children and parents and not during a practice or game.

CODE OF CONDUCT ENFORCEMENT
GRIEVANCE POLICY AND PROCEDURE:

The Rye Brook Recreation Department firmly believes that in order to achieve the goal of providing a positive experience to all participants within the program, coaches, parents, and guardians must be trained and held accountable for their behavior when with and around participants in the program.

The Rye Brook Recreation Department realizes that from time-to-time issues may arise where a player and/or his/her parent and/or guardian may conclude that a policy, procedure, rule player, parent, coach or official within our organization requires attention of the Department. The below Grievance Policy and Procedure has been designed to provide a process in which an individual can present an issue for review and resolution.

a. In an effort to resolve grievances in a reasonable and effective manner, complainants need to comply with the below Grievance Policy. Any grievance should be presented on an individual basis; group (pack mentality) methods will not be addressed or tolerated.

b. Complaints and/or grievances will be based on the conduct of parents, players, fans, coaches and officials, during Rye Brook Recreation Department activities.

c. Complaints and/or grievances shall be brought to the attention of a Grievance Sub-Committee composed of 4 members of the Rye Brook Parks and Recreation Department Advisory Council. The Grievance Sub-Committee shall keep all matters relating to a complaint or grievance confidential, involving only those associated with the grievance. However, any sanctions and/or loss of privileges may be posted and/or shared with other involved Rye Brook Recreation Department members at the discretion of the Parks & Recreation Superintendent. The following procedures should be taken regarding any grievances of an individual affiliated with Rye Brook Recreation Department Programs:

1. Contact the Head Coach personally, by email, telephone or otherwise, to notify him/her of the prospective grievance. The Head Coach may be able to provide additional insight as to whether the prospective grievance violates any portion of the Code of Conduct or other Policy and Procedure.
 - a. If the prospective grievance involves the Head Coach, proceed to Paragraph 2 below.

- b. If the prospective grievance is determined by the complainant and the Head Coach to violate the Code of Conduct and/or Policies and Procedures, complete the Grievance Form found attached and proceed to paragraph 2 below.
 2. Contact the Grievance Sub-Committee Chairperson, known as the Grievance Coordinator, and forward your written Grievance to him/her.
 - a. Present in writing, and in sufficient detail, the facts of the grievance via letter or email only. The Grievance sub-committee will only review grievances that are in writing. The Grievance sub-committee may request additional information, if in its sole discretion, said additional information is deemed necessary in rendering a decision. The information will be discussed and presented in confidence to the Parks & Recreation Advisory Council and the Parks and Recreation Superintendent along with the Grievance sub-committee's recommendations for disciplinary action.
 - b. The Grievance Sub-Committee's recommendations to the Parks and Recreation Advisory Council and the Parks and Recreation Superintendent shall be made after considering the following factors and circumstances:
 - i. First Offense;
 - ii. Remorse or lack thereof;
 - iii. Desire to Reform;
 - iv. Other positive attributes;
 - v. Dedication to Youth Sports
 - vi. Child Endangerment;
 - vii. Violation of Local, State or Federal law, regulation or ordinance.
 - viii. Prior complaints and review action;
 - ix. Number of rules in the Code of Conduct violated;
 - x. Breach of duty as a role model.
 - c. A recommendation will be made within ten (10) business days upon the written receipt of all of the information needed for determination of the grievance. All recommendations of the Grievance Sub-Committee shall be final.
3. The Grievance Coordinator along with the grievance Sub-Committee members will attempt to resolve the Grievance and shall have the right to request additional information

from the Complainant as well as others involved with, or who may have witnessed, the event comprising the Grievance and prior to rendering a decision or determination. The Grievance Sub-Committee may share the information with the Parks & Recreation Advisory Council and/or the Parks and Recreation Supervisor for advice and counsel, and if necessary for any recommended disciplinary actions.

4. All proceedings, discussions, recommendations and findings of the Grievance Sub-Committee shall remain confidential except as set forth herein.
5. The Grievance Sub-Committee shall present its findings to the Parks and Recreation Advisory Council as a whole which shall then make recommendations to the Rye Brook Parks & Recreation Superintendent for possible action to take against an individual found to be in violation of any portion of the Code of Conduct.
 - a. Recommendations for possible actions shall include, but not be limited to:
 - i. Warning to and/or apology from coach/parent/spectator
 - ii. Probation
 - iii. One game suspension
 - iv. Multiple game suspension
 - v. Season suspension
 - vi. Permanent revocation of participation in a Rye Brook Parks and Recreation Department Program.
 - b. If at any point during the Grievance process a participant of the Grievance refuses to answer questions, provide information or otherwise becomes uncooperative or hinders the grievance Sub-Committee from performing its assigned function, the Grievance Sub-Committee has the right to end the Grievance and make recommendations to the Rye Brook Parks & Recreation Superintendent.
 - c. The Grievance Sub-Committee has the right to make recommendations to the Rye Brook Parks & Recreation Superintendent regarding any participant to the Grievance.
6. The recommendations of the Grievance Sub-Committee will be provided to the Parks & Recreation Advisory Council and the Rye Brook Parks and Recreation Superintendent. The Parks & Recreation Superintendent will choose to accept, modify, or reject the

recommendations within 72 hours of being notified. The participants, whether directly and/or indirectly involved, will be notified of the Rye Brook Parks & Recreation Superintendent decisions.

7. Filed Grievances, whether acted upon or resolved prior to action being taken, will be retained on file and may be used in the disposition of future Grievances or in decisions regarding involvement in Rye Brook Parks and Recreation activities.

Any grievance that threatens the life, limb or well-being of an individual should be immediately reported to the Parks and Recreation Superintendent.