



ROCKY MOUNT
PARKS AND RECREATION
THE CENTER OF IT ALL

Youth and Adult Sports
Athletics Division Policy and Procedure Manual

Updated: July 2020

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Purpose & Division Information

This handbook was developed to formalize how the Rocky Mount Department of Parks and Recreation Athletics Division youth and adult sports leagues are conducted. With the many components and factors involved in the administration and implementation of these leagues, it is necessary to standardize the process in writing. More specifically, it is designed to:

- Standardize the process in the way youth and adult sports are conducted
- Explain how leagues are organized and conducted
- Define expectations of coaches, parents, players, captains, and officials
- Better equip our coaches and parents (youth) and team representatives/captains (adult)
- Ensure a positive experience for all participants.

General Division Information

Office Location: R.M. Wilson Gym, 311 Hill St, Rocky Mount, NC

Normal Business Hours: Monday – Friday, 8:30 am – 5:00 pm

Main Office Number: 252-972-1160

Incident Weather Hotline: 252-467-6484

Division Staff Information

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Vision, Mission, and Values

As part of the City of Rocky Mount and its Parks & Recreation Department, the Athletics Division is guided by the mission and values set forth by these parent organizations. Additional information on the City of Rocky Mount and the Parks & Recreation Department can be found at www.rockymountnc.gov or www.rockymountnc.gov/parks

- **Vision (City, Department, and Division):** To excel in municipal service, performance, and innovation

- **Mission**
 - ***City of Rocky Mount:*** To advance community well-being, safety, and quality of life by delivering excellent municipal services
 - ***Parks & Recreation & Athletics Division:*** To advance the quality of life by providing positive, inclusive experiences through people, parks, and programs. As part of this department and its mission, the Athletics Division provides quality athletic competition, instruction, and participation for youth and adults with a focus on fair play, sportsmanship, team work, and overall wellness.

- **Values**
 - ***City of Rocky Mount***
 - *Customer Centered Service* – We provide responsive, equitable, and courteous service to our citizens
 - *Professionalism* – We use our knowledge, skills, and abilities with integrity and dedication
 - *Respect* – We treat each other and our community with acceptance and understanding
 - *Teamwork and Leadership* – We work together to achieve the mission of our organization
 - *Supportive Work Environment* – We value our employees and provide the resources they need to be successful

 - ***Department and Division*** - The acronym I.D.E.A represents four core values which will guide our future decisions, business, and operations; as well as, the manner in which the Rocky Mount Parks & Recreation Department (including Athletics Division) will treat staff, customers, and the community.
 - *Innovative* – We are open to new ideas, new ways of doing things, and new ways to reach our community.
 - *Dynamic* – We provide dynamic experiences that encourage healthy living and human development for all ages and abilities.
 - *Engaged* – We are engaged with our customers, our partners, and our community.
 - *Aware* – We promote environmental awareness through the use of earth-friendly materials, recycling and conservation practices.

General Sports Information

Registration & Payment - Every sports league program has registration deadlines and unique rules on how the athletics department develops teams. All registrations will be taken on a first come first serve basis.

Registration options include:

- In-person at Athletics Division Office, 311 Hill St, Rocky Mount, NC
- By mail to Athletics Division, P.O. 1180, Rocky Mount, NC 27802
- Fax to 252-972-1685
- Emailing registration form to a division staff member
- Online by accessing the P&R Department's Active Net Registration platform at <http://bit.ly/rmprathleticsonlinereg>

The department will establish sign up periods for each sport and will allow enough time in advance to be assembled before the registration deadlines. More information regarding registration periods for various sports offered can be found in the chart included with this manual.

Acceptable Forms of Payment

- Check or Money Order made out to **City of Rocky Mount. No out of state checks or starter checks allowed.**
- Credit or Debit Card
- Cash – must be exact amount as no change is kept onsite

Refund Policy - 100% refund/credit/transfer if Department cancels program or facility rental. 85% refund if participant requests 5 days in advance of program start date or two weeks prior to rental date. 100% fee transfer to another P&R program at time of withdrawal. Refunds for medical reasons requested prior to program start date and/or rental and subject to verification granted 100%. NO REFUND if participant's request falls within 5 days of program start date or within two weeks prior to rental date.

Sponsors – The RM Parks & Recreation Athletics Division accepts sponsorships from local businesses and organizations in the Rocky Mount area. These sponsorships help offset the overall expenses for our sports leagues.

Various pricing levels of sponsorship are available including team, age divisions, and title/league sponsors. Sponsoring businesses shall receive recognition on player uniforms, game schedules, division website(s), division social media pages (Facebook, Twitter, etc), and division email newsletter. Finally, they shall receive a sponsor plaque with team picture.

Lightning Policy – The Parks & Recreation Department receives lightning notification via a text alert system. This information will be used to make decisions on when to pull participants and

spectators off fields and in some occasions removed from the facility. Once this decision is made, games will not resume until an “All Clear” text is received via the text alert system.

Inclement Weather and other Communication to participants - The following policies are in place for program participants:

- Website updates on www.rockymountnc.gov/parks
- Social media updates via Division Facebook and Twitter pages and individual program FB groups
- Telephone calls to league coaches
- Email notification from division staff
- Remind Text Alert system
- Sports Complex Inclement Weather hotline at 252-467-6484
- League websites when available

The Athletics Division will do its best to ensure every scheduled game is played. However due to various unforeseen circumstances, some games may not be rescheduled.

Program Evaluations – program evaluations will be conducted the last two weeks of that sports season. Survey will be conducted via paper and electronically. Evaluations will be distributed to parents, coaches, and officials. Survey questions will deal with quality issues such as: general league organization, facilities, coaching, staffing, officials, customer service, registration, communication, uniforms, etc.

Youth Sports Information

Age Requirements - The age requirement for our various leagues will differ and/or change dependent upon the different sports associations that we choose to sanction our leagues with for a respective sport. Specific information regarding these sports can be found in the included chart. Some programs will require a copy of a participant's birth certificate to be on file with the Athletics Division. On occasion with approval from division staff, players shall be allowed to "play up" an age group. It is not the policy of the Athletics Division to allow youth to "play down" an age group and requests of this nature shall be handled on a case-by-case basis.

Facilities – The Athletics Division will secure facilities for practices and games and will provide scheduled practice times. In addition, coaches can request and schedule additional practice times based on facility availability. Facilities operated by the Parks & Recreation Department that are generally utilized by the Athletics Division include: Rocky Mount Sports Complex, Stith Talbert Park, Bob Melton Park, Englewood/Stone Park, Farmington Park, Grover Lucas Park, Sunset Park, Hornbeam Park, Englewood Baptist Church, South Rocky Mount Community Center, R.M. Wilson Gym, and Booker T. Washington Community Center. Locations for all listed facilities can be found at www.rockymountnc.gov/parks by clicking on the "Parks" link on the left side of the web page.

The specific ones for each sport will be communicated to participants via the division or their respective coach during the season.

Practices - Practices are primarily held on weeknights but may be held on weekends and holidays. All coaches are expected to oversee their practices as a representative of the Rocky Mount Parks & Recreation. Most facilities will have a department or division staff person available. If there are any injuries or accidents at practices the coach will need to notify an onsite staff representative (if available) or the program lead immediately. When needed, an accident report should be completed and returned to the Athletics Office. Players are to be excused from practices if there are parental requests for church, school activities, injuries, or illness. It is the parents' responsibility to notify the coach that the player will not be attending practice and why. Information regarding specific sports can be found below:

- *Youth Football* – All teams will be allowed to have four meetings (includes games and practices) per calendar week. Practices shall be no longer than 2 hours and only one (1) practice session will be allowed per day. The practice schedule will be set by agreement with the coach and athletics division. During the first week of practice, no physical contact will be allowed. No pads will be allowed during the first week. Players must wear their helmet the first week of practice. The first week of practice will consist of the fundamentals of blocking, tackling, stances and conditioning before any inter-squad scrimmaging occurs. Any late sign-ups must participate in a designated number of "conditioning" practices before they can practice in pads and engage in hitting/tackling. At some point during the season, the team could shift to only 2 practices per week.

- *Youth Cheer* – 1 to 3 practices a week with days and times set by division staff. These shall be based on coach and facility availability.
- *Youth Soccer & Futsal* – 1 to 2 practices a week; could increase at coach request
- *Youth Basketball* – 1 to 2 practices a week; could increase at coach request
- *Youth Baseball and Softball* – 1 to 2 practices a week; could increase at coach request
- *Youth Track and Cross Country* – 2 to 3 practices a week with days and times set by division staff. These shall be based on coach and facility availability

Practice cancellations are generally up to the coach’s discretion in terms of weather and field availability. If the Parks & Recreation Department closes facilities or parks for any reason, teams will not be able to practice. Make up practices are not guaranteed. If your team does have a makeup practice, it may be held at a separate location and time and teams may be required to share space. Practices may be cancelled to allow for additional games.

Games - Depending on the sport and excluding make-up games, teams will play 1-2 games per week. The scheduled amount of games will vary for each sport, but generally the total (regular season and tournament where appropriate) will fall in the 8-16 range. Game schedules will be available on the division website during their respective season. Games will be scheduled on weekdays and weekends depending on the sport. In addition, teams may play double headers. Some leagues may have travel games to other local municipalities and counties. Games will be scheduled on weeknights and weekends depending on what sports. Weekday games will not start before 6:00 pm; weekend games can start as early as 9:00 am.

Participation – Generally youth sports programs are participatory in nature and do not require try outs to make the team. While it differs from sport to sport, all activities generally have a mandatory play rule for games. All sports should emphasize the pleasure of skill development and physical fitness in a fun and competitive environment.

Team Selection – This process will vary based on the sport and age division. Generally, a coach’s draft will be used for ages 7 and up. Ages 6 and under will generally be placed on teams by Athletics Division Staff. Requests for specific teams and/or coaches are allowed but cannot be guaranteed.

Team size - Team sizes vary depending on age groups and sport.

Uniforms

- *Youth Football* – participants will receive helmet, shoulder pads, practice pants with pads, game pants with pads, and practice jersey. In addition, they will receive the following items to keep: t-shirt and mouth piece. Game jerseys will be distributed and returned prior to each game. Parents will be held responsible for turning their child’s football equipment back into the Athletics Division Office within two weeks after their last game. If this timeline is not met they will be subject to a bill for \$200.00 for the cost to replace the equipment. To make things easier on parents, specific “Equipment Return Dates” will be set prior to the conclusion of each season. Participants will not be able to sign up for another program until equipment is returned, or the “Replacement Fee” is paid.
- *Youth Cheer* – participants will receive a top, skirt, briefs, and a t-shirt. Briefs and T-shirts will not need to be returned at the conclusion of the season.
- *Youth Soccer & Futsal* – participants will receive a jersey, shorts, and socks
- *Youth Basketball* – participants will receive a reversible jersey
- *Youth Baseball* - participants will receive jersey and cap
- *Youth Softball* – participants will receive jersey and socks
- *Youth Track and Cross Country* – participants will receive shirt and shorts

Shirts/jerseys are to be worn to all games (practices are optional). Parents are responsible for any additional apparel required for the sport.

Coaches will also receive shirts.

Equipment – Most youth sports require minimum equipment. Each sport will provide a list of required equipment that must be provided by the participant. The Athletics Division will use high quality equipment for youth sports and programs. Each coach will receive the necessary practice equipment and a first-aid kit prior to the start of practices. It is the coaches’ responsibility to let the Supervisor of Youth Athletics know if they need extra supplies for first-aid when they start running low or need any extra equipment. Examples of potential equipment coaches could receive (based on availability) include the following:

- Football: tackling dummies, kicking tees, footballs, extra mouth pieces
- Soccer: balls, cones, pop-up goals, pennies
- Basketball: balls, cones, pennies
- Baseball/Softball: batting tee, balls, catchers’ gear, pitching arm (Items available for individual check-out include catcher’s gear and helmets)

Awards – The Athletics Division will provide all participants in age division 6 and under with participation awards. Beginning with ages 7 and up, only regular season and tournament winners will receive trophies and/or medals.

Youth Drop off/ pick up requirements - Parents are responsible for dropping off and picking up participants in a timely manner to all practices and games. Please note that coaches are volunteers, so we ask that parents please refrain from leaving children unattended at practices and games whenever possible. If you must leave, there needs to be a way for the coach to contact you in case of an emergency. Do not leave if there is a threat of bad weather and practice could end early. Late pickups may be reported to the athletics department and may involve the Rocky Mount police department to attend to the child.

Sideline and behavioral procedures

- All coaches must remain on the sidelines and must not walk onto the field/court unless permitted to do so.
- Parents are required to remain in designated spectator areas.
- We encourage family and friends to come watch and support the games. Positive cheering and encouragement help provide a fun atmosphere.
- Negative comments of any kind are not part of our recreational program and will not be tolerated by game officials.
- Coaches should not tolerate negative comments. Officials may be instructed to stop the game if it becomes a problem.

Abuse and Molestation Prevention

All employees and volunteers (referred to collectively herein as “staff members”) for the Rocky Mount Parks and Recreation Department are expected to abide by the following guidelines and procedures for the safety of child participants and the prevention of abuse and molestation.

1. In order to protect staff members and program participants, at no time during a program should a staff member be alone with a single child where others cannot observe them.
2. Staff members shall never leave a child unsupervised.
3. Restroom supervision: Staff members should stand at the entrance to the restroom while children are using the restroom. This policy allows privacy for the children and protection for the staff members (not being alone with a child). If a staff member is assisting younger children who need assistance with toileting, doors to the facility must remain open. No child, regardless of age, should be permitted to enter a restroom without proper supervision during a field trip. A staff member should accompany the child to the entrance of the restroom and remain there until the child is finished using the restroom.
4. When working with children, staff members should conduct or supervise private activities such as putting on bathing suits, taking showers, etc., in pairs. When this is not feasible, staff members should be positioned so that they are visible to others.
5. Forms of abuse including, but not limited to the following, are prohibited:
 - a. Physical abuse — e.g., striking, spanking, shaking, or slapping;
 - b. Verbal abuse — e.g., humiliating, degrading, or threatening;
 - c. Sexual abuse — e.g., inappropriate touching or inappropriate verbal exchange;
 - d. Mental abuse — e.g., shaming, withholding love, or cruelty;
 - e. Neglect — e.g., withholding food, water, basic care, or bathroom usage.
6. Staff members are expected to use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison, and criticism. Staff members should have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only when necessary to protect the child or others from harm and is only administered in a prescribed manner and must be documented in writing.
7. Staff members should conduct a visual check of each child, each day as they enter the program noting any obvious signs of abuse or other health concerns (i.e., bumps, bruises, burns, etc.). Any questionable marks must be documented and brought to the attention of a supervisor.
8. Staff members are expected to respond to others with respect and consideration and treat all others equally regardless of sex, race, color, religion, national origin, disability, or any other characteristic protected by state or federal law.

9. Staff members should respect other's rights to not be touched in ways that make them feel uncomfortable, and the rights of others to say no to any unwelcome or unwanted touching. Individuals are not to be touched in their private areas.
10. Staff members should refrain from intimate displays of affection towards others.
11. Under no circumstance should staff members release children to anyone other than the authorized parent or guardian or other adult authorized by the parent or guardian.
12. Staff members are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend training on the subject, as instructed by a supervisor.
13. Staff members should not be alone with any child participant outside of the Rocky Mount Parks and Recreation program unless specifically authorized by the child's parents.
14. Staff who wish to email children in programs during or after their employment or volunteering with the Rocky Mount Parks and Recreation Department must request and receive authorization from child's parent(s) or guardian.
15. Staff members may not transport members or program participants in their own vehicles.
16. Staff members may not date program participants under the age of 18.

Program	Age Divisions	Reg Starts	Season Information	Registration Fees
Youth softball (Spring)	8U, 10U, 12U	January	Season: April - June Games: M – F; occasional weekend Site: RM Sports Complex & other parks in Nash/Edge Counties	CR - \$35 NCR- \$52
Little League (Spring)	4U (Minor T-Ball) 6U (Major Machine) 7-8 (Machine) 9-12 (Player Pitch)	January	Season: April – June Games: M – Th; occasional weekend Site: RM Sports Complex	Ages 3-8 CR - \$30 NCR- \$45 Ages 9-12 CR- \$35 NCR- \$52
Hot shot soccer (Spring)	4U, 6U, 8U, 10U, 12U, 15U	January	Season: April - June Games: Saturdays w/ some weeknights Site: RM Sports Complex	CR - \$30.00 NCR - \$45.00
Track and Field	5-17	March	Season: April – June Meets: Weekends w/travel	CR - \$30.00 NCR - \$45.00
Cheer (Fall)	5-12	July	Season: Aug – Oct. Games: Saturdays Site: RM Sports Complex & other fields in surrounding counties	CR- \$30.00 NCR-\$45.00
Tackle Football	7-8, 9-10, 11-12	July	Season: Aug – Oct Games: Saturdays Site: RM Sports Complex	CR- \$50.00 NCR - \$75.00

Program	Age Divisions	Reg Starts	Season Information	Registration Fees
Youth Softball (Fall)	8U, 10U, 12U	July	Season: Aug - Oct Games: M - Thu Site: RM Sports Complex and other areas in Nash/Edgecombe counties	CR: \$35.00 NCR: \$52.00
Cross Country	5-17	August	Season: Sept – Nov Meets: Weekends w/ travel	CR: \$30.00 NCR: \$45.00
Hot Shot Soccer (Fall)	4U, 6U, 8U 10U, 12U, 15U	July	Season: Sept - Oct Game Days: Occasional weeknights, majority on Saturdays Game Site: RM Sports Complex	CR: \$30.00 NCR: \$45.00
Little league Baseball	4U: Minor T-Ball 6U: Maj T-Ball 8U: Machine 9-12: Player Pitch	July	Season: Sept - Oct Game Nights: M - Thu Game Site: Rocky Mount Sports Complex	Ages 3-8 CR: \$30 NCR: \$45 Ages 9-12 CR: \$40 NCR: \$60
Basketball	3-4, 5-6, 7-8, 9-10, 11-12, 13-15	October	Season: Dec – Feb Games: Weeknights w/ occasional Saturday Game Sites: RM Event Center and other area gyms	CR: \$30 NCR: \$45
Cheer (Winter)	5-12	October	Season: Dec - Feb Game Days: Weeknights Games Site: RM Event Center and other area gyms	CR: \$30.00 NCR: \$45.00
Futsal	4U, 6U, 8U, 10U, 12U, 15U	October 22 - November 16	Season: Dec - Feb Game Nights: Weeknights Game Site: Area gyms	CR: \$30.00 NCR: \$45.00

Youth Coach Expectations and Team Management

The parks and recreations department seeks instructors and coaches for youth and adult sports and other various activities. You can apply for a volunteer coaching position online at https://www.rockymountnc.gov/departments_services/parks_recreation/athletics/volunteer.

All volunteer coaches must submit and a pass background screening in accordance with department policy as stated in the City of Rocky Mount Administrative Policy.

Below are some tips for our volunteer coaches:

Learn the league specific rules and policies.

As the coach, it is essential you attend pre-season organizational meetings and make sure you read and understand league rules. Be sure your assistant coach understands the rules as well. Pre-season meetings are a great time to get clarification on rules and policies you may not fully understand. Meetings will be conducted in-person and virtually.

Understand the value of your assistant.

Assistants not only help run practice, but they can also serve as a sounding board for you and for the players as well. Be sure to maintain an open line of communication between you and your assistant.

Have a parent from the team volunteer to be the team parent.

Designating someone for this position lets them feel like they are greater part of the team. The team parent takes on the duties of organizing who will provide snack for each game, plan team activities and so forth. Having another parent focus on these things will allow you to concentrate on coaching.

Hold a team meeting at/before the very first practice.

Use this time to introduce yourself and your assistant. It is also the perfect time for parents of the team to meet and get to know each other. During this meeting you should make the parents aware of the league rules and policies so they will understand your coaching philosophy. At this time, you should also let them know your expectations of the players and the parents. Be sure to explain the importance of players and parents exhibiting good sportsmanship. Make sure to find out from parents if their child has any medical conditions you should be aware of in the event of an emergency during a practice or game. Address any potential scheduling conflicts. Do this by finding out what other activities the players are involved in and find out from parents ahead of time what days could potentially be problematic for them regarding practices or games. Make it known to parents it is expected for all players to attend all practices and games, and if they are unable to, you should be notified in advance. Take the time to go over RMPR specific guidelines for parents.

Build a solid rapport with each player.

This is accomplished by getting to know everyone's name as quickly as possible. During practice, spend a few minutes with each child. Address them by their name and compliment them when they do something well. Name tags for players during the first few practices can help everyone get acquainted more easily if they are not familiar with one another.

Coach by walking around.

This provides a greater opportunity to bond with each player; the more you do it, they will begin to feel more comfortable. Also, in doing this, you are more likely to better understand the differences between each child and find specific ways to motivate them.

Team Management

Discipline

It is not necessary to have an extensive set of rules for the team; instead, have a few rules stand out that you will emphasize throughout the course of the season.

Examples

- Having players show up at a specified time before practices and games.
- Letting you know ahead of time if a player will not be able to make a practice/game.
- Players and parents are always expected to exhibit sportsmanlike behavior.

Teamwork

Stress teamwork in all aspects of the game. Rather than calling them out during practice or games, pull players aside and explain to them the importance of working with their teammates. Feel free to acknowledge what they do well, but also challenge and encourage them to be just as good at encouraging others.

Running up the Score

There are times when games can become one-sided with one team scoring a much more significant amount of points/runs than the other. In this instance, do not allow your team to continue to run up the score.

Losing Games

Enduring a losing season is one of the greatest challenges a coach can face. Rather than dwell on the negativity associated with losing, it is your job as the coach to remain upbeat and positive. Find something the team did well and focus on that. Praise them for the effort they put forth despite the loss.

Parents

As a coach you will have to deal with various issues and concerns from parents ranging from playing time to game strategies. How you handle these things as they come up can affect the course of the season. During your first team meeting, let it be known to the parents the best times to approach you. When they do come to you with a concern, let them say their piece – uninterrupted – and tell them you will think about their suggestions and figure out a way to best address their concerns. Always respond in a positive, non-confrontational manner and make sure things do not get out of hand.

Adult sport information

Program	Division	Registration begins	Details	Registration Fees
Adult Softball	Men's Church, Co-ed, and Senior (50+)	Feb/Mar	Season: April – June Game Nights: Weeknights Game Site: Rocky Mount Sports Complex	\$350.00 per team
Soccer	Classic A, Classic B, Premier	April/May	Season: June - July Game Nights: Weeknights Game Site: Rocky Mount Sports Complex	CR: \$40.00 NCR: \$60.00
Sand Volleyball	Co-ed	July	Season: Aug - Sept Game Nights: Weeknights Games Site: Sunset Park Volleyball Courts	CR: \$40.00 NCR: \$60.00
Kickball	Co-ed	August	Season: Sept - Oct Game Nights: Mon - Thu Game Site: Rocky Mount Sports Complex	\$175.00 per team
Indoor Volleyball	Co-ed	November	Season: Dec - Feb Game Nights: Mon - Thu Game Site: RM Event Center	CR: \$40.00 NCR: \$60.00
Basketball	Co-ed	November	Season: Dec - Feb Game Nights: Weeknights Game Site: South Rocky Mount Community Center	\$350.00 per team
Futsal	Co-ed	November	Season: Dec – Feb Game Nights: Weeknights Game Site: various department gyms	CR: \$40.00 NCR: \$60.00

Adult Sports Guidelines

- Age limitations for adult leagues – must be 16 by start of league play
- Team and individual registration is available
- League formats are round robin season play and/or tournament play based on number of registered teams and various other factors
- Uniforms are not provided unless otherwise noted
- Practice space is limited; contact the office at 252-972-1160 to check availability
- New sports added based on growing popularity

Physical and verbal altercation management policy

I. Fighting

- A hostile encounter with another party or parties, resulting in a physical struggle or contact, will be defined as a “fight.” Fighting by any participant, volunteer, or spectator associated with a Rocky Mount Parks and recreation department event/ activity will not be tolerated.

A. Leaders.

A leader is an individual who holds any supervisory position, including but not limited to, program coaches, assistant coaches, program officials, program supervisors, and program instructors. It is the responsibility of the leaders to provide an environment where program participants can grow physically, mentally, and socially, and to provide an appropriate example of self-control and integrity for participants and spectators.

B. Participants.

A participant is an individual, other than a leader or spectator, who takes an active part in a department event or activity.

- **Any leader and/or participant involved in a fight will be subject to the following disciplinary actions.**

1. Adults (18 and over) first offense.

One year suspension as a participant and lifetime suspension as a leader in department programs related to the category of program in which the altercation occurred. Also, if related to a sports program, one year suspension as a spectator at all the departments sports, events, and activities.

2. Youth (17 and under) first offense.

One week suspension as a participant, leader, and/or spectator from department activities related to the category of program of which the altercation occurred

3. Youth (17 and under) second offense.

One year suspension as a participant and/or spectator from all department activities related to the category of programs at which the altercation occurred.

C. Spectators.

Spectators are individuals who attend department activities or events to watch as a fan. Spectators involved in a fight are subject to the following

1. First offense

One week suspension as a spectator/fan and as a participant in any department activity, as well as one year prohibition from a leadership role in any activities relating to the program

2. Second offense

One year suspension as a spectator/fan, sponsor, participant, or leader in any department program.

II. Verbal abuse

Verbal abuse is defined as the intentional act of insulting another individual or individuals which the aim of offending and employing profanity, name calling, and personal defamation. If abusive language or behavior is directed to others at a department activity or event, the offender may be subject to the following

1. Adults (18 and over), first offense

One week suspension as leader, participant or spectator

2. Adults (18 and over) , second offense

One year suspension as leader, participant or spectator

3. Youth (17 and under), first offense

Immediate suspension as leader and participant and spectator/fan. If activity is one of a series, from the next scheduled activity in the series.

4. Youth (17 and under), second offense

Suspension of remainder of series of the season as a leader participant and spectator/fan from all department activities.

5. Youth (17 and under), third offense

One year suspension as a leader participant, or spectator from any department activity.

- **Racial, gender, and religion epithets will not be tolerated and will result in immediate suspension or lifetime suspension.**

Alcohol and Substance use

1. Alcohol and other illegal substances are prohibited in or near the fieldhouse, fields, or recreation center premises.
2. Officials and sports supervisors are responsible for monitoring the game and the participants during their designated game times within the facility.
3. Officials and supervisors may eject anyone they suspect of being under the influence of drugs or alcohol during sporting events.