



# Handbook

For

**Volunteers,**

**Coaches & Parents**

Harpowell Recreation  
263 Mountain Road  
Harpowell, Maine 04079  
207-833-5771  
[recreation@town.harpowell.me.us](mailto:recreation@town.harpowell.me.us)

## Recreation Department

Name	Title	Phone	Email
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## Recreation Committee

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## Website

harpswell.maine.gov  
harpswellrecreation.com (online registration)

## Facebook

facebook.com/harpswellrecreation/

## Address

263 Mountain Road  
Harpswell, Maine 04079

## Mailing Address

PO Box 39  
Harpswell, Maine 04079

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## Letter to All

Instructors, Coaches, Officials, and Parents,

Thank you for your interest in Harpswell Recreation. We are very proud of our programs and appreciate that your child is participating. This handbook will provide you with important information regarding our mission, philosophies, policies, procedures and will also serve as a guide to being a “Youth Sports Parent.”

Our mission is to provide your child with a positive introduction in a caring and fun environment. We are more than just an athletics program. We hope that through our programs children not only learn the sports that they are participating in, but a little about themselves, sportsmanship and being a team player as well.

A majority of our instructors/coaches are parents that have volunteered their time to teach your children. Our instructors/coaches have all passed a background check and have received additional trainings and certifications.

We highly value each one of our participants. We know that without YOU, there is no US. Therefore, we hope to provide you with the best experience possible. Please feel free to call or e-mail me throughout the program with any comments or concerns that you may have. In order to provide the best programs possible, input from our participants is the best way to improve. I look forward to speaking with many of you in the future.

Again, thank you for choosing Harpswell Recreation for your child’s extra-curricular experience. We look forward to a successful program!

Sincerely,

*Gina Perow*

Recreation Director  
Town of Harpswell  
PO Box 39  
Harpswell, Maine 04079  
207-833-5771  
recreation@town.harpswell.me.us

## **Welcome**

If you are reading this you are probably one of the volunteers who make this program possible. Thank you! This handbook is designed to help you. It will be revised as new ideas and suggestions are made by you and other coaches and volunteers. All coaches and volunteers in the program are to read this handbook carefully and abide by the contents, including yearly revisions.

## **Introduction**

This handbook is the governing document for Harpswell Recreation all affiliated programming. It is compiled, revised and distributed by the Recreation Director and Recreation Committee. Revisions are based largely upon recommendations by coaches and the committee, as well as on evaluation and careful review of the effectiveness of current procedures. Input from the entire community is welcome and encouraged.

All coaches and volunteers in any program are to required read this handbook carefully and abide by the contents including yearly revisions.

## **Philosophy**

Our programs are for fun and recreation. All of our sports programs are meant to be an introduction to sports for each participant. The emphasis is on FUN.

## **Mission**

The mission of the Recreation Department and Committee is to provide leisure, educational, arts and sports programs, opportunities, facilities and services that enhance the quality of life for all residents of Harpswell.

This is accomplished, in part by:

- offering programs and opportunities that appeal to a diverse (age, gender, interest, income) population
- encouraging spirit and cohesiveness
- stimulating community involvement
- providing alternatives to loneliness, isolation and self-destructive behaviors
- encouraging fun and reducing stress
- encouraging people to get outside themselves, as participants or providers
- seeing a direct return on town revenue spent on highly visible programs

## **Goals**

- Create an environment in which children have fun and feel physically and emotionally safe
- Have fun while teaching the basic skills of the program
- Empower participants to do their best
- Model and teach good sportsmanship and healthy competitiveness
- Encourage participation and physical fitness
- Place the needs of the participants before adults
- Provide positive and rewarding volunteer opportunities for teenagers and adults

## **Player/Participant Goals**

- Have fun
- Work toward a goal as an individual and team
- Practice good sportsmanship
- Experience the thrill of sports

## General Info and Questions

Here are some answers to frequently asked questions:

· **What are the Town Office hours?**

Monday –Wednesday & Friday 8:30 am-4:30 pm

Thursday 1:00 pm-6:30pm (registrations are generally due on this day)

· **How do I register?**

Online Registration: [www.harpswellrecreation.com](http://www.harpswellrecreation.com) or in person, at the Town Office by cash, check or credit card.

· **Will I be sent confirmation?**

Yes, you'll get an email from Harpswell Recreation upon payment of reg fees. Consider your child enrolled unless a program is full. In that case, we will contact you as soon as possible and your child will be placed on a waiting list. You will receive a welcome email the week prior to program start date.

· **Cancellations and Refunds?**

Harpswell Recreation reserves the right to cancel or consolidate any program that does not meet the minimum of participants. **Avoid disappointment by registering early and making our programs succeed!**

- If a program is cancelled for any reason you will be refunded for the full program fee.
- Refunds are only given if a participant withdraws prior to the start date.
- No refunds are given if a participant withdraws after a program has started.
- Refunds for ALL payment forms are done by check.

### **If you wait, it may be too late!**

Please register for programs by the due date. Nothing jeopardizes a recreation program more than waiting until the last minute to register.

Our programs require facility scheduling, staffing and supplies – your prompt enrollment will assist us to ensure programs run as planned and are not cancelled due to low enrollment.

## Communication

One of the greatest challenges to our programs is “getting the word out”. Communication is key to the success of activities of Harpswell Recreation. Coaches, instructors, volunteers, helpers, committee members, and parents are expected to make full and frequent use of communication modes available to them.

Communication with the Recreation Director and/or Recreation Committee must be done in person, by phone, email or in writing for issues, concerns, and complaints.

The Director and/or committee members will not communicate with individuals by Facebook or Facebook messages.

## Coach/Instructor/Volunteer/Parent Communication

Coaches shall not communicate with players/participants under 18 by social media, text messages, or other forms of electronic communications.

All parent/guardian communication should be done via phone, email, text or in person. Coaches are not permitted to use Facebook or Facebook messenger as a form of official communication.

In an effort to make communication easier - group apps are allowed (**Teamsnap**, Teamapp, Remind, etc.)

## Inclement Weather/Cancellations

Harpswell Recreation follows the MSAD 75 cancellation policy. If school is cancelled all programs are cancelled for that day. If afternoon activities are cancelled at the high school level all programs are cancelled for Harpswell Recreation as well. Occasional exceptions apply on a case by case basis.

In the event of cancellation the Director will make contact with the coach/instructor. Make-up sessions may be scheduled at the discretion of the coaches.

Cancellations will be posted as soon as determined:

- [harpswell.maine.gov](http://harpswell.maine.gov)
- [facebook.com/harpswellrecreation](https://facebook.com/harpswellrecreation)
- WGME 13 for inclement weather cancellations

**Parents and coaches should check these sites and emails if there is question of cancellations.**

# **National Standards for Youth Sports**

## **Standard #1 – Proper Sports Environment**

Parents must consider and carefully choose the proper environment for their child. This includes: the appropriate age and development for participation, the type of sport, the rules in the sport, the age range of the participants, and the proper level of physical and emotional stress.

## **Standard #2 – Programs Based on Well-Being of Child**

Parents must select youth sport programs that are developed and organized to enhance the emotional, physical, social, and educational well-being of children.

## **Standard #3 – Drug, Tobacco, and Alcohol-Free Environment**

Parents must encourage a drug, tobacco, and alcohol-free environment for their children.

## **Standard #4 – Part of a Child’s Life**

Parents must recognize that youth sports are only a small part of a child’s life.

## **Standard #5 - Training**

Parents should insist that coaches are trained and certified.

## **Standard #6 – Parents Active Role**

Parents must make a serious effort to take an active role in the youth sports experience of their child, providing positive support as a spectator, coach, and league administrator and/or caring parent.

## **Standard #7 – Positive Role Models**

Parents must be a positive role model exhibiting sportsmanlike behavior at games, practices, and home while giving positive reinforcement to their child and supporting their child’s coaches.

## **Standard #8 – Parental Commitment**

Parents must demonstrate their commitment to their child’s youth sports experience by annually signing a parental code of ethics.

## **Standard #9 – Safe Playing Situations**

Parents must insist on safe playing facilities, healthful playing situations, and the application of proper first aid, should the need arise.

## **Standard #10 – Equal Play Opportunity**

Parents, coaches, and league administrators must provide equal sports play opportunity for all youth regardless of race, creed, sex, economic status or ability.

## **Standard #11 – Drug, Tobacco & Alcohol-Free Adults**

Parents as coaches, fans, and league administrators must be drug, tobacco and alcohol-free at youth sports activities.

# **SECTION 1**

## **Player/Participant Expectations**

## Player Responsibilities and Expectations

Participation in youth programs can have a lasting and meaningful effect on children's lives. Therefore, it is the goal of Harpswell Recreation to provide the highest quality of programming to ensure that a child's experience with recreation activities is a positive one. It takes the cooperation of everyone involved, including the participant, to make this happen. Harpswell Recreation abides by the NAYS Player Code of Ethics.



## Player Code of Ethics

I hereby pledge to be positive about my youth sports experiences and accept responsibility for my participation by following this Player Code of Ethics pledge:

- I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.
- I will attend every practice and game that I can, and will notify my coach if I cannot.
- I will expect to receive a fair and equal amount of playing time.
- I will do my very best to listen and learn from my coaches.
- I will treat my coaches, other players, officials and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.
- I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun.
- I deserve to play in an environment that is free from drugs, tobacco and alcohol and expect adults to refrain from their use at all youth sports events.
- I will encourage my parents to be involved with my team in some capacity because it is important to me.
- I will do my very best in school.
- I will remember that sports participation is an opportunity to learn and have fun.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# **SECTION 2**

## **Parent Expectations**

## Parent and Spectator Expectations

The mission of our programs is to teach and reinforce values relating to wholesome competition, good sportsmanship and fair play. It is expected that parents and spectators reinforce these values by exhibiting appropriate behavior at events.

A condition of participation in recreation events is that all parents and spectators agree to recognize the event as a recreational activity, and that all people in attendance have the responsibility to model appropriate behavior. The event is a unique opportunity for parents and spectators to be a part of a positive and productive environment and to model behavior appropriate to a recreational activity for children.

**APPLAUD** players for their efforts

**ACCEPT** the decisions of the coaches

**APPRECIATE** participants, volunteers and coaches for their commitment

**SUPPORT** staff and volunteers in conducting an orderly and spirited activity

**REWARD** sportsmanlike behavior through cheering

**FOCUS** attention on positive aspects of the child's/children's ability

**ENCOURAGE** players by showing enthusiasm and positive recognition

**DEMONSTRATE** concern for the physical and emotional safety and welfare of all

### Expectations for Participation

1. Completed registration form to the town office with appropriate fee paid.
2. Child is within appropriate age range for program.
3. Expected to be able to make at least 3/4 of the practices, lessons, scheduled meeting dates.

## Remember

The participants are children, not professional athletes. They will make skill and judgment errors. However, all participants are trying their best. Negative criticism will not help them improve and are unacceptable forms of expression. Focus attention on the positive aspects of performance. Remember the coaches are dedicated volunteers.



## Parent Code of Ethics

*I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this PAYS Parents' 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 event.
- I will place the emotional and physical well-being of my child ahead of a personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- 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 support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- 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 will remember that the game is for youth - not for adults.
- I will do my very best to make youth sports fun for my child.
- I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, etc.
- I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
- I will read the National Standards for Youth Sports and do what I can to help all youth sports organizations implement and enforce them.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# **SECTION 3**

## **Coach Expectations**

## Coach/Instructor Expectations

- Every volunteer is required to fill out a Volunteer Application and return it to the Recreation Director before the start date of the program they wish to volunteer in. (Page 28)
- Every volunteer is required to have a criminal background check done through Harpswell Recreation to ensure they have not been convicted of a crime against a minor child. This is a free service and by signing the volunteer application the background check will be performed.
- **Two and two rule:** Two adults and two kids. NEVER be alone with a child. If a child's parent is late picking them up, ask another parent to stay with you until they arrive.
- Appropriate coach/instructor attire must be worn for the activity. Dress like the professional you are. Harpswell Recreation will provide you with a coach or volunteer shirt.
- It is expected that all volunteers will be free from drugs, tobacco, and alcohol, and will refrain from their use at all youth events and programs.
- All coaches are encouraged to become certified by a nationally accepted coaching program (NYSCA - National Youth Sports Coaches Association, PCA – Positive Coaching Alliance, AYSO – American Youth Soccer Organization, etc.).
- Coaches/Instructors are allowed to coach their own child.
- Coaches/instructors must be 18 years of age to be a head coach. It is recommended that a head coach serve in the capacity of assistant coach prior to becoming a head coach.

## Coach Communication

- Coaches shall not communicate with players/participants under 18 by social media, text messages, or other forms of electronic communication. This is grounds for immediate suspension of volunteer privileges.
- All parent/guardian communication should be done via phone, email, text or in person. Coaches are not permitted to use Facebook or Facebook messenger as a form of official communication.
- In an effort to make communication easier - group apps are allowed (**Teamsnap**, Teamapp, Remind, sportsYou, etc.)

## Coach/Instructor Duties and Responsibilities

Coaches/instructors must know that they have tremendous influence, good or bad, on kids. The emphasis of this program is fun, basic skill development, and good sportsmanship. The coach/instructor is expected to provide an atmosphere in which all kids are treated in a fair and equitable manner. The coach/instructor must be aware of all safety issues and hazards associated with the program and devote full effort in providing an atmosphere where participants are physically and emotionally safe.



## Coach Code of Ethics

I hereby pledge to live up to my certification as a NYSCA Coach by following the NYSCA Coach Code of Ethics:

- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- 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 promise to review and practice 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 lead by example in demonstrating fair play and sportsmanship to all my players.
- 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 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 all of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 4**  
**Medical/Illness**  
**Concussions**  
**Abuse Policy**

## **Safety/Injury**

The coach must be cognizant of safety issues and hazards associated with sports and communicate these concerns to participants, and provide an atmosphere where participants are physically and emotionally safe.

**Parents or guardians should notify the coach of any pre-existing medical conditions that might affect the player during the course of the year (i.e. allergies, medications, physical impairments, etc.).** Coaches should note these conditions and keep with him/her at all times in order to determine the severity of an accident and to assist medical personnel who respond to the scene.

1. The coach or department staff will treat minor injuries if qualified. Any major or life threatening injury or accident that may occur on the playing field or at the facility, during scheduled game/practice/event times will be handled as follows:
2. 911 will be called immediately.
3. Parent/Guardian will be contacted.
4. Based on the professional decision of the EMT unit, the participant may be transported to the closest medical facility for immediate care.
5. If medical transportation is required, the charges incurred (if applicable) will be billed to the parents/guardians and/or parents/guardians' insurance policy. It is prohibited to transport a participant in a personal vehicle (unless a parent is transporting).

### **General Illness**

In an effort to keep everyone as healthy as possible:

- If a child has been sick with a fever please do not let them return to practice/game/program until they have been fever free for 24 hours.
- If a child stayed home from school for the day due to illness, please do not let them attend practice/game/program that day.

### **Allergies**

If you have a child on your team/in your program with food allergies please contact the parents and talk with them about how they would like to proceed.

1. Do not supply snacks for children in programs.
2. If the program is directly after school and a snack is needed – make sure EVERYONE is aware of the allergy and check snacks before they are opened. Remove any snack that contains the allergen.
3. Have children wash hands (use baby wipes) after eating and before program/practice/game begins.

### **Facility and Equipment Safety**

- Each coach is responsible for periodic inspection of equipment and facilities to insure they are safe. Kids are not allowed to climb on fences, picnic tables, stage, etc.
- Each coach is responsible for reporting safety hazards to the appropriate person within 24 hours.

## Hydration

Coaches are responsible for providing breaks to drink water during practices.

## First Aid

- Each coach is responsible for reading the registration forms to check for medical concerns and for keeping the information with them and private.
- Each coach is responsible for knowing basic first aid and safety procedures. Coaches without this knowledge should seek assistance in obtaining a basic manual to read or review. There are many online resources available. If you would like to take a first aid course, see the recreation director.
- First aid kits are located in each facility we use. In addition, kits will be provided to all coaches for the season.
- Accidents must be reported within 24 hours to the recreation director. Injury report form pg.26.
- Blood spills, body fluids, and bloodborne pathogens are a concern. Directions contained in the BB kits must be followed. Each first aid kit has a bio-hazard clean-up kit.

## Policy and Procedure on Concussion and Head Injury

**PURPOSE:** The following policy and procedures are being implemented by Harpswell Recreation with the intent to reduce the potentially serious health risks associated with sports related concussions and head injuries.

**POLICY:** It is policy of Harpswell Recreation to educate coaches, referees, site supervisors, parents and participants of the signs, symptoms or behaviors consistent with sports induced concussions and the League requirement that participants, under the age of 18, suspected of a concussion or head injury are required to be removed from the activity, must seek medical attention and then follow the proper procedures for return to play.

**DEFINITION:** A concussion is a type of traumatic brain injury that is caused by a blow to the head or body that jars or shakes the brain inside the skull. It is important to note than an athlete does not have to lose consciousness to have suffered a concussion.

### These signs and symptoms may indicate that a concussion has occurred.

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETE
Appears dazed or stunned	Headache or "pressure" in head
Is confused about assignment or position	Nausea or vomiting
Forgets sports plays	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy, or groggy
Shows behavior or personality changes	Concentration or memory problems
Can't recall events prior to hit or fall	Confusion
Can't recall events after hit or fall	Does not "feel right"

### PROCEDURE:

#### 1. Distribution of Policy

A. Parents, coaches, assistant coaches, and site supervisors, associated with the sport/activity should become familiar with and have access to a copy of the Harpswell Recreation Concussion and Head Injury Policy.

B. Parents, coaches, assistant coaches, and site supervisors, are strongly encouraged to view Concussion in Sports training through NAYS. This online course can be found at <http://www.nays.org/resources/more/free-concussion-training/>

## 2. Suspected Concussion Procedures

A. Any participant exhibiting the signs, symptoms or behaviors associated with a concussion or head injury: (1) must be immediately removed from the activity and (2) may not again participate in any activity until cleared by an appropriate health care professional.

REMEMBER: WHEN IN DOUBT SIT THEM OUT!

B. The injured participant may not be cleared for practice or competition the same day that the sign, symptom or behavior associated with a concussion or head injury was observed.

C. The injured participant's' parent or guardian should be immediately notified of the suspected concussion or head injury so that they can be evaluated by an appropriate health-care professional.

D. An injury report (Page 27) must be completed and submitted to the Harpswell Recreation within 24 hours or on the next business day following the incident.

email: [recreation@town.harpswell.me.us](mailto:recreation@town.harpswell.me.us)

The parent or guardian of a participant who is suspected of a concussion or head injury must submit written medical clearance from an appropriate health-care professional to their Coach and Harpswell Recreation prior to returning to any activity. Players will not be allowed to participate until this document is produced.

## Youth Abuse Prevention Policy & Procedures

As a youth-serving organization, Harpswell Recreation considers the safety and well-being of the youth in our programs a top priority. We prohibit abuse and strive to proactively address reports of this type of conduct, even if it means that someone will be embarrassed or upset. We want to hear about problems or concerns, and we will strive to act on them in a fair way in accordance with our policies. We will report suspected abuse to the proper law enforcement agencies.

Policy and Procedures:

Harpswell Recreation has adopted the following Policy and Procedures in an effort to provide a safe environment for our coaches, athletes, and their families.

1) The Coach Recruitment process shall include the following:

- a) **Volunteer Application** – Every coach and volunteer working with youth must complete our organization’s written application that sets forth appropriate background information, requires disclosure of any prior claims or allegations of sexual abuse or other inappropriate conduct, and provide the names of at least two individuals as references.
- b) **Screening** – The Recreation Director or appointed person will interview each prospective coach/volunteer.
- c) **Background Check** – All current and potential coaches will be subject to a background check, including appropriate inquiries regarding any previous record of sexual abuse or other unlawful activity. This background check will be updated at least every three (3) years for each coach.

2) **An Abuse Prevention Orientation** shall be conducted annually at the coaches meeting.

A Harpswell Recreation representative will review this policy with coaches, volunteers and parents each year. “Protecting Youth Athletes From Sexual Abuse: Key Actions for Parents and Coaches,” will be distributed to every coach and volunteer.

[https://d3kv8ayplk3lle.cloudfront.net/sites/uploads/files/PCA\\_AbusePrevention\\_ParentsCoaches\\_REV.pdf](https://d3kv8ayplk3lle.cloudfront.net/sites/uploads/files/PCA_AbusePrevention_ParentsCoaches_REV.pdf)

### 3) Prohibited Behavior

- a) Use of degrading language or behavior. Coaches are also responsible for stopping disrespectful behavior between team members, including sexual harassment.
- b) Threatening or intentionally inflicting physical injury upon anyone, especially a minor. Coaches are also responsible for stopping threatening behavior by players.
- c) Committing any sexual offense against a minor, or engaging in any sexual contact with a minor.
- d) Making any sexual advance, or engaging in other verbal, or physical conduct of a sexual nature with a minor.

- e) Non-related one-adult/one-child interaction except in an emergency where following this policy would be dangerous to the child. In an emergency situation, the coach or volunteer must contact a representative to inform them of this contact and the reason for it.

#### **4) Reporting of Suspected Child Sexual Abuse**

- a) The Director of Harpswell Recreation will be designated to receive reports of sexual abuse or other inappropriate conduct. This board member will promptly notify the proper law enforcement agencies.
- b) All coaches, volunteers, parents and program participants are directed to report any incident of abuse or suspected abuse that they witness or that is reported to them to the Director of Harpswell Recreation. Note: This does not preclude individuals from reporting abuse or suspected abuse to the proper law enforcement authorities.
- c) Should a suspected incidence of abuse be reported, the coach/volunteer in question may be temporarily suspended from duties while an investigation takes place.
- d) Harpswell Recreation, when appropriate, shall communicate reports of child sexual abuse to the recreation committee members. The confidentiality of any who makes such a report will be protected.

## Certifications and Trainings

### Required for every volunteer:

- Background check through Town of Harpswell
- Abuse policy overview and training: <http://www.nays.org/resources/more/free-protecting-against-abuse-training/>
- Bloodborne pathogens training:  
[https://docs.google.com/presentation/d/1DkzAORlaJHBGJ3dM4BM1oL1WHw\\_b9v\\_00Yo\\_A9Nt0\\_wc/edit?usp=sharing](https://docs.google.com/presentation/d/1DkzAORlaJHBGJ3dM4BM1oL1WHw_b9v_00Yo_A9Nt0_wc/edit?usp=sharing)
- Concussion training: <http://www.nays.org/resources/more/free-concussion-training/>
- Bullying prevention: <http://www.nays.org/resources/more/free-bullying-prevention-training/>

### Required by sport:

- Baseball: Cal Ripken Coach Certification
- Softball: Babe Ruth Coach Certification  
Link for both trainings: <http://www.baberuthcoaching.org/>
- Any sport specific preseason or postseason coach's meetings

### Strongly recommended trainings:

- National Association of Youth Sports, Coach Training:  
<https://www.nays.org/coaches/training/>
- Positive Coaching Alliance, Coach Training: <http://shopping.positivecoach.org/Courses>
- First Aid & CPR:  
<http://www.redcross.org/ux/take-a-class>  
[http://www.heart.org/HEARTORG/CPRAndECC/CPR\\_UCM\\_001118\\_SubHomePage.jsp](http://www.heart.org/HEARTORG/CPRAndECC/CPR_UCM_001118_SubHomePage.jsp)

## Facility Use

**Harpswell Recreation works closely with MSAD 75 for use of the gym/school to conduct its programming.**

1. Harpswell Recreation will provide a site supervisor for all programs at HCS gym. It is usually a recreation director, however could be a Recreation Committee member, town representative or coach.
2. School gymnasiums are owned and operated by MSAD #75. Use of school gymnasiums by Harpswell Recreation is permitted through cooperation between the school system and the Recreation Department.
3. Recreation schedules are subject to sudden schedule changes as a result of school activities.
4. Abuse of facilities and fields (vandalism, intentional or unintentional damage, litter, etc.) may result in the suspension of athletic activities and possibly the cancellation of our privileges.
5. There is a water only policy in school gyms.
6. Please remember to treat facilities with care and abide by all facility rules to ensure continued use.

## Lightning and Thunder

**“When the thunder starts to roar, go indoors.”**

Procedures for suspending outdoor events because of lightning and/or thunder

If thunder and/or lightning can be heard or seen, stop the activity and have players and spectators seek protective shelter immediately.

Inform players that in situations where thunder and/or lightning may or may not be present, but they feel their hair stand on end and skin tingle, immediately assume the following crouched position: drop to their knees, place their hands/arms on their legs, and lower their head. They should not lie flat.

In the event that either thunder or lightning should occur, allow 30 minutes to pass after the last sound of thunder and/or lightning before resuming play.

In case of lightning and/or thunder during an athletic practice, scrimmage, or contest, the activity will be suspended immediately. Players and officials should seek shelter. Spectators will be directed to leave. All coaches are expected to have an alternate plan for seeking shelter and/or expedient departure in case of lightning/thunder or other severe inclement weather.

The COACH has the final authority and responsibility to delay or postpone events because of lightning and/or thunder.

Parents always have the right to remove their child if they deem the situation dangerous.

# Compliment, Concern, and Complaint Form

Today's Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Program: \_\_\_\_\_

Compliment, Concern, Complaint: \_\_\_\_\_

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What action would you like to see? \_\_\_\_\_

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Why? \_\_\_\_\_

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## **To be completed by Recreation Director**

What was the finding of the Recreation Director?: \_\_\_\_\_

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Action taken by Harpswell Recreation: \_\_\_\_\_

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# Behavior Report

Player Name \_\_\_\_\_

Date \_\_\_\_\_ Coach \_\_\_\_\_

- Refusing to work/play
- Disrupting others
- Excessive and inappropriate attention seeking behaviors \_\_\_\_\_
- Destroying property
- Using inappropriate language or gestures
- Not following directions
- Using physical aggression
- Other \_\_\_\_\_

Brief Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Actions Taken \_\_\_\_\_

Player: Next time I will \_\_\_\_\_

Player Signature \_\_\_\_\_ Date \_\_\_\_\_

Coach Signature \_\_\_\_\_ Date \_\_\_\_\_

# Injury Report

Player Name \_\_\_\_\_

Date \_\_\_\_\_ Coach \_\_\_\_\_

Event \_\_\_\_\_

Type of injury sustained \_\_\_\_\_

Other people involved/injured \_\_\_\_\_

Player was:

- Treated and played
- Treated and sat out
- Taken home by parents
- 911 was called
- Taken by ambulance
- Ambulance was refused

Other info \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you notify parents? \_\_\_\_\_

Coach Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Return completed form prior to start of program.

Mail To: Harpswell Recreation, PO Box 39, Harpswell, ME 04079 or put in the 24 hour drop box to the right of the entrance at the Town Office. Scan and email to recreation@town.harpswell.me.us

## Harpswell Recreation Volunteer/Independent Contractor Service Profile

What program are you applying for? \_\_\_\_\_ Date: \_\_\_\_\_

Independent Contractor? \_\_\_\_\_ Volunteer? \_\_\_\_\_ Coach? \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Town/Island: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\*Date of Birth: \_\_\_\_\_ When is the best time to contact you? \_\_\_\_\_

\*Maiden and/or alternate names you have used in the past: \_\_\_\_\_

Previous Address (if less than 3 years at current address): \_\_\_\_\_

Will you have a child or a relative in this program? \_\_\_\_\_

If yes who? \_\_\_\_\_ Relationship? \_\_\_\_\_

Have you ever been convicted of a criminal offense? Yes No

Have you ever been charged with a crime against a minor? Yes No

Are there any charges currently pending against you? Yes No

If yes to any of the previous 3 questions please explain:

\_\_\_\_\_

### PLEASE LIST 3 PERSONAL REFERENCES WHO ARE NOT RELATIVES

Name Address Phone

Name	Address	Phone

Do you have coaching experience? \_\_\_\_\_

What is (or will be) your coaching philosophy? \_\_\_\_\_

**VOLUNTEER AND/OR INDEPENDENT CONTRACT SERVICE DISCLOSURE - AUTHORIZATION AND RELEASE FORM**

I understand that in connection with my application for volunteer services and/or independent contract services, the Town of Harpswell and/or Harpswell Recreation or authorized staff will be conducting a criminal background check on me. This background check may include an inquiry into my general character or reputation, volunteer experience and criminal history.

I understand that the Town of Harpswell and/or Harpswell Recreation may rely on any part or all of this information in determining whether to extend an offer of volunteer and/or independent contract service duties to me.

I understand that the background check is being performed as part of the process to evaluate me prior to volunteer and/or independent contract service assignments, and is not conducted for any purpose other than in connection with my application for volunteer status and/or my eligibility for independent contract service.

I understand that none of the information reported by InforMe will be used for any other reason than to evaluate my criminal history to decide whether I am eligible to volunteer and/or be an independent contractor for the Town of Harpswell and/or Harpswell Recreation.

I have read this release and understand that by signing below, \*stating my date of birth and any alternate names in the application, I authorize the Town of Harpswell and/or Harpswell Recreation or employee to conduct a criminal background history check on me, as reported by InforME. I also understand that any information obtained will remain confidential.

**Why We Have This Policy**

To protect the Town of Harpswell, Harpswell Recreation and the children and families living in the community. The town needs to ensure that individuals working with minors have no history of criminal behavior relevant to their volunteer position or independent contract services. Although this is no guarantee against criminal acts, it does reduce the likelihood of crime, and may reduce the Town’s liability in the event a crime occurs. It also helps protect the town from the possibility of lawsuits.

The town recognizes that its need to investigate volunteer and independent contractor’s criminal history must be balanced with the need to protect their privacy. Town policy and state and federal laws recognize the individual’s right to privacy and prohibit Town employees and others from seeking, using, or disclosing personal information except within the scope of their assigned duties.

**Coaches Code of Ethics**

I hereby pledge to live up to Harpswell Recreation’s coaching ethics by following the NYSCA 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 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 promise to review and practice 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 lead by example in demonstrating fair play and sportsmanship to all my players.
- 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 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 all of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.

Signature \_\_\_\_\_ Date \_\_\_\_\_