



Youth Sports Policies and Procedures 2024

TABLE OF CONTENTS

MISSION STATEMENT:	3
CODE OF CONDUCT	3
OBJECTIVES:	3
PHILOSOPHY OF VOLUNTEERS:.....	4
ORGANIZATION:.....	4
GENERAL POLICIES:	5
INCLUSION OF CHILDREN WITH DISABILITIES.....	6
Appendix A: COACH’S CODE OF ETHICS.....	15
Appendix B: PARENT AND SPECTATOR CODE OF CONDUCT	16
Appendix C: PARTICIPANT CODE OF CONDUCT.....	17

MISSION STATEMENT:

The Killeen Youth Sports Leagues operate under the auspices of the Killeen Recreation Services (KRS) and constitutes a youth athletics program designed to build, develop, and nurture young athletes' abilities and love of the game.

CODE OF CONDUCT

In the spirit of sportsmanship, all participants and spectators shall: Conduct themselves in a manner that represents the City of Killeen and the Recreation Services Department with honor, dignity, and respect. Demonstrate the qualities of civility and sportsmanship at all times. Not use vulgar, abusive, racist, sexist, demeaning, or intimidating language at any time. Support the players, coaches, and officials in a positive manner. Treat the visiting team, coaches, and fans with courtesy and respect at all times. Not engage in cheers that are vulgar, inappropriate, or demeaning. Refrain from throwing objects for any reason. Not become inebriated or belligerent. Refrain from entering field of play/team restricted areas at any time, including after the game.

OBJECTIVES:

The objectives of Killeen Recreation Services Youth Sports Programs are as follows:

- To offer programs to fulfill the recreation needs and wants as a service in our community.
- To offer an **equal amount of participation opportunities** to both young men and women regardless of race, religion, or socioeconomic status.
- To make these programs safe and enjoyable in an **atmosphere that promotes learning and participation first**, and competition second.
- To have the best possible volunteer coaches, and to thoroughly train them to do the best they can.
- To demand from our coaches, **emphasis on development**, rather than chasing victories.
- To expect that good sportsmanship, teamwork, and fair play are standard behaviors.
- To demand from our **parents to respect our volunteer coaches** by being supportive of their coaching strategies and philosophies.
- To demand that our parents/spectators/participants/volunteer coaches **respect KRS STAFF and Officials**.
- To ensure the child's participation in youth sports is a positive and worthwhile experience.
- To carry forth Killeen Recreation Services' philosophy of a recreational sports program designed for team involvement, fun and excitement, and the development of self-esteem as well as specific athletic skills.

PHILOSOPHY OF VOLUNTEERS:

The Killeen Recreation Services Department believes in the benefits of participation in organized youth sports. Participation has proven to build self-esteem, promote teamwork, develop the body as well as the mind, and is an integral part of the maturation process. Therefore, the goal of Killeen Parks and Recreation is to provide programs and services to young people, regardless of background, building the foundation for them to grow up as healthy, competent, and caring individuals in our community. In order to operate successful youth programs, we will enforce the following five philosophies:

- **Everyone Plays:** Our program goal is for all kids to play. Each program (sport) has an allotted amount of playing time based on roster size that every player must be provided.
- **Balanced Team:** Each season we administer a Player Ability Assessment (PAA) and a player draft to make rosters as evenly balanced as possible. This practice is fair among players and teams, while creating teams with an equal ability to compete.
- **Open Registration:** Our programs or activities are open to ALL children between the ages of 3-15, regardless of gender, race, religion, and/or socioeconomic status.
- **Positive Coaching:** Encouragement of player effort provides for greater enjoyment by the players and parents, and ultimately leads to more skilled and motivated players.
- **Good Sportsmanship:** We strive to create a positive environment based on mutual respect, rather than a win-at-all-costs mentality. Our program is designed to instill good sportsmanship in every facet of KRS programs.

ORGANIZATION:

1. PROGRAMS

The Killeen Recreation Services Youth Sports programs consist of:

- Baseball
- Softball
- T-Ball
- Boys' Basketball
- Co-Ed Kickball
- Co-Ed Volleyball
- Co-Ed 7-on-7 Flag Football
- Girls' Basketball
- Soccer

Youth Sports are offered for ages 3 – 15. Subject to change based on registration numbers.

2. STAFF

- Kelly Snook, Executive Director of Recreation Services ksnook@killeentexas.gov
- Wendy Hartnett, Assistant Director of Recreation Services whartnett@killeentexas.gov
- Anthony Vaughters, Athletic Supervisor avaughters@killeentexas.gov
- Paige Stephens, Athletic Coordinator pstephens@killeentexas.gov
- Leon'ta Brown-Lewis, Athletic Coordinator lbrown-lewis@killeentexas.gov
- Natalia Ponce, Athletic Coordinator nponce@killeentexas.gov

GENERAL POLICIES:

1. REGISTRATION

- Each sport has specific deadlines in which participants can register for youth sport programs. Registration windows are open 4-6 weeks before the roster formation process begins.
- Each sport has an “as of” date that classifies a participant by their birth date into the proper age group.
- Age groups/divisions offered by KRS: 4 years of age and under (4U), 6 years of age and under (6U), 8 years of age and under (8U), 10 years of age and under (10U), 12 years of age and under (12U), 14 years of age and under (14U), and 15 years of age and under (15U).
- For the most part sports will be gender specific. However, co-ed leagues will be formed if registration numbers are at a point where gender specific leagues would not create enough teams for a viable league.
 - Gender may be determined based on a participant’s birth certificate. In cases where a participants’ birth certificate is unavailable, other similar government documents used for the purpose of identification may be substituted.
- Participants can register online via Activenet at www.teamsideline.com/killeen or in person at the or at the Family Recreation Center located at 1700 E. Stan Schlueter Loop, Killeen, TX, 76542 (open Monday-Friday, 6 AM – 10 PM, and Saturday 7 AM – 9 PM).
- Players are not to be placed on a team, or with a coach, for the convenience of the parents. This includes carpooling, location in the city, or for any other reason. This rule is not intended to cause inconvenience, but to ensure the league maintains its recreational philosophy.
- Players may only play on their assigned team. Players are not allowed to play in more than one division, per season, in any KRS Athletic Program.
- Participants must declare their jersey size during registration. If the jersey declared does not fit the participant, the participant will have to pay for a replacement jersey.
- Players are not allowed to play in a younger age division. In rare circumstances, they may, however, play up in an older division (by one level, or one year of age eligibility), upon

parent/guardian written consent and approval by the Athletic Supervisor. Once a player moves up, he/she may not move back down during that current season.

- ☐ Youth sport early registration fee is \$40.00.
- Youth sport registration fee is \$50.00.
- Youth sport late registration fee is \$60.00.
- Refunds will be provided to parents/guardians/participants who fill out the Refund Request Form
 - If the request is submitted prior to Killeen Athletics placing the uniform order for said activity a \$5 administration fee will be deducted from the initial fee of registration.
 - If Killeen Athletics has ordered uniforms the cost of the jersey, as well as a \$5 administration fee will be deducted. (Child will receive the uniform ordered)
 - If the child has actively participated in two (2) scheduled games, a refund will not be provided.

INCLUSION OF CHILDREN WITH DISABILITIES

KRS Athletics is dedicated to the inclusion of all children within the community. Our department will work with parents and coaches on the adaptation of rules and game play mechanics for children with special needs to have the ability to participate in youth sports.

2. VOLUNTEER COACHES

KRS Youth Sport Leagues are dependent on the dedication of volunteer coaches, making leagues possible for area youth. We truly appreciate our community members who choose to be volunteer coaches. We see the service as a direct and positive investment upon the youth of our community.

- All potential volunteer coaches must submit a City of Killeen Volunteer Application to the Recreation Services Department and undergo a background check. Volunteer packets can be filled out on-line at <https://killeentexas.seamlessdocs.com/f/VolunteerApplication> .
- Individuals must be **over the age of 18 to be considered as a volunteer coach**. Individuals under the age of 18 may volunteer to coach, but they must have a parent or guardian as a sponsor to be considered for a potential coaching position. Individuals under the age of 18 must receive approval from the Athletic Superintendent to be a head coach or assistant coach.
- Applications will be submitted to the City of Killeen, Human Resources (HR) department for screening and approval. Once HR approves a potential volunteer coach, it is then at the discretion of KRS staff to appoint/assign a coaching position in a particular league/sport.
- The approval/denial process is decided upon solely by the City of Killeen.
- Selection of coaches is based on availability, and positions are filled with the mindset of “In the best interest of the players, the league, and the department”.

- Background checks are valid for one calendar year (364 days) from date of approval. Each year a potential volunteer coach must resubmit their application and background check to the City of Killeen, Recreation Services Department.
- Each specific sport will have a predetermined number of volunteer coaches (e.g. Youth Baseball/Softball will have 1 head coach and 2 assistant coaches), which will be listed in the by-laws.
- Volunteer coaches are not allowed to start practice or receive their rosters, until their background check is clear with the City of Killeen.
- Upon approval of the background check, coaches must sign the Coach's Code of Ethics prior to receiving their roster and contacting their players.
- All Coaches are required to complete sport-specific training prior to the start of each season, and before beginning to practice. Training will be on-site and coordinated by KRS athletic staff.
- **Coaches should contact every player on their roster within one (1) week of the Coaches' Meeting.** KRS staff should be made aware of any players a coach is unable to make positive contact with during the one (1) week time frame.
- During games, all volunteer coaches on the sideline or dugout must wear a KRS Volunteer Coach shirt or badge. If a coach does not have a Volunteer Coach's shirt or badge on, he/she will not be allowed on the field/sideline/bench/team area.
- It is mandatory that all coaches conduct themselves in a manner appropriate for a youth league. Having fun and encouraging sportsmanship should be the goal of all coaches. Coaches need to keep this in mind when conduct is concerned.
- Coaches should not yell at their players during practices or games, rather they should provide positive guidance throughout the course of the season.
- A coach should provide direction and guidance for players during practices, timeouts, and halftime.
- Coaches should applaud opposing team's play-making abilities.
- Coaches serve as the role model for the players in demonstrating good sportsmanship, maturity, and respect for the officials.
- Coaches are encouraged to be creative when a team is more skilled than an opponent. It is not recommended to "run up" the score (e.g. rotate players into different positions to promote a more diverse playing experience).
- Coaches should be the voice of their team, players, and parents. All concerns should funnel through the coach and be discussed in an appropriate manner with KRS.
- Coaches are responsible for coordinating team pictures and timely distribution of team pictures.
- Coaches are responsible for picking up and distributing end-of-season or participation awards to their players at the conclusion of the league.

3. ROSTER FORMATION

- Participants registered in the 4U & 6U divisions will be placed on teams randomly, teaming family together.
 - Family, according to Killeen Recreation Services, is defined as, biological siblings, stepsiblings who reside at the same address, or other family members that reside at the same address.
 - Report cards will be used as address verification.
- KRS may add, at its discretion, to the maximum number of players to the roster for each league/sport.
- KRS is responsible for all teams. All adds and drops must be approved and organized by/through KRS.
- KRS's main goal during roster formation is to ensure parity of teams.
- For the 8U-15U divisions, teams will be drafted by volunteer coaches based on the following criteria:
 - protected players
 - player ability assessment score
 - age/gender/grade

A. PROTECTED PLAYERS

- Each volunteer coach will be allowed three (3) protected players. Volunteer/assistant coach's children are counted toward their protected players.
- After all volunteer coaches' children have been protected by the volunteer coach, he/she can declare remaining protected players to KRS staff.
- Protected players must be submitted, or declared, to the league coordinator prior to the draft meeting via e-mail. If a coach does not submit protected players accordingly, they will start the draft with both their children and those of their assistant coaches, or zero rostered players.
- If two or more volunteer coaches attempt to protect the same non-biological player, KRS will consult with the parent/guardian of the player. The parent/guardian will declare which volunteer coach they would like their child to play for.
- Volunteer coaches will retain their players from the previous season, if they return to the same age division, at the discretion of the Athletics Department.
- If a parent of a participant chooses not to return to the same coach, the participant will be placed back on the draft board to be selected during the player draft.

B. PLAYER ABILITY ASSESSMENT

- Each registrant (8U-15U) is encouraged to participate in the Player Ability Assessment (PAA.) This program is designed to assess the fundamental skills of each player in a specific sport.
- The effectiveness of the PAA depends highly on player attendance and coach participation. All players and coaches are highly encouraged to attend and participate.
- Parents/guardians will be notified when and where the PAA will be conducted during the registration process.
- The atmosphere of the PAA is very relaxed, so players should not have undue pressure from parents/guardians.
Please note: THIS IS NOT A PASS/FAIL/TRYOUT type of an event.
- PAA participants will be graded on a scale of 1-5 (5=best value, 4=good value, 3=average value, 2=needs improvement, and 1=lowest value). These values will be determined by the following graders:
 - volunteer coaches
 - KRS staff
- If a participant does not attend the PAA, they will receive a “U” grade (ungraded). Ungraded participants will be assigned to teams by KRS staff and are not eligible to be drafted by coaches.

C. PLAYER DRAFT

- Each sport will have a coaches’ meeting prior to the PAA. At the meeting, KRS staff will discuss applicable rules and rule changes.
- The player draft will take place after the PAA.
- Any “U” (ungraded) player will be declared not available in the draft. KRS staff will randomly assign these players to a team.
- When all participants have a value (1-5) attached to them, and all protected players have been selected, the player selection process will begin.
- Volunteer Coaches who have returning players will see them already attached to their team at the beginning of the draft. Teams will not get a pick in the player draft until all teams have equal number of participants.
- The draft order will be determined by a random draw among the coaches before the draft begins.
- The volunteer coaches will select players in a “snake” style draft (i.e. selecting 5’s/4’s/3’s/2’s/1’s) until all participants that are eligible to be drafted are selected.

4. PRACTICE/GAME SCHEDULES

- Practice/game locations can be found at www.TeamSideline.com/Killeen.
- Practice time/location will be determined by KRS staff at KRS facilities. Each sport will have a practice schedule sent to volunteer coaches.
- Practice(s) off-site, or not at KRS facilities, can be held, at the volunteer coach's discretion. However, any practice(s) held outside of KRS facilities will not be scheduled by KRS staff and are not covered by the City of Killeen liability insurance. Coaches, parents, and players assume all responsibility for injuries or accidents at off-site practices.
- Each team will be scheduled for two (2) practices per week, until the season begins. After the season begins, practices may be scheduled by the league coordinator, dependent on space availability. The time limit of each of practice shall not exceed two (2) hours and will vary based on age/division.
- Only players who are registered in a KRS league will be allowed to participate in practice.
- Only coaches who have passed a City of Killeen background check are authorized to administer, assist, demonstrate, or engage with participants during a KRS practice.
- Game schedules, updates and league standings will be available during the season at www.TeamSideline.com/Killeen.
- KRS shall have the power to schedule, reschedule, or cancel any games necessary to complete the season or playoffs.
- Game schedules will be released by KRS staff at the time of completion. Typically, KRS will anticipate posting the game schedule approximately one (1) month prior to the start of the season.

5. GAME POSTPONEMENT/INCLEMENT WEATHER

- All game postponements will be decided by KRS staff.
- If a game is postponed to a future date due to weather, or any other unforeseeable circumstances, all efforts will be made to reschedule the game in a timely manner.
- Due to time restraints and/or field usage conflicts, some games may not be rescheduled.
- KRS staff will postpone games for inclement weather if:
 - The field of play/weather conditions are dangerous for participants.
 - Moisture level of the playing surface will damage the fields.
 - Visible presence of lightning or audible range of thunder.
- For the safety of participants and patrons, KRS staff will carry a "Personal Lightning Detector" during any outdoor event, open swim, or field competition. This device serves as further security against lightning storms and allows our staff to view lightning activity real-time.

A. LIGHTNING POLICY:

- If thunder is heard, KRS staff will monitor the lightning detector to evaluate the range of lightning.
 - If lightning is detected within twenty (20) miles of the site, games will be suspended, and the complex will be cleared. Everyone should immediately retreat to a safe shelter; do not wait until it rains.
- If lightning is seen, games will be suspended, and the complex will be cleared. Everyone should immediately retreat to a safe shelter.
- Games will be suspended for an initial thirty (30) minute period. If no lightning or thunder is seen or heard during that time, the game will resume from the same game situation that play was suspended.
- The game will be postponed by KRS staff if lightning continues for an extended amount of time, or if the forecasted weather is unsafe for participants and spectators.
- During a game suspension due to thunder/lightning all patrons must exit the athletic complex.

6. AFFILIATIONS/SPORTS ASSOCIATIONS

KRS athletic programs partner/align with various sports associations. These associations provide universal rules/regulations, recommended standards/policies, and a chance to compete at the regional/state/national level(s).

- KRS is partnered with the following affiliations/sports associations:
 - **Baseball:** CTYSL rules
 - **Softball:** KRS by-laws backed by USA Softball rules
 - **7 on 7 Flag Football:** KRS by-laws, backed by UIL (University Interscholastic League) rules
 - **Volleyball:** KRS by-laws, backed by TASO (Texas Association of Sports Officials) rules
 - **Basketball:** KRS by-laws, backed by TASO rules
 - **Kickball:** KRS by-laws, backed by CLUBWAKA rules
 - **Soccer:** KRS by-laws, backed by US Soccer
- All KRS sports by-laws are updated annually. Anything not covered under the KRS by-laws, will fall under the specific affiliation/association rules.
- Local by-laws can be found at www.TeamSideline.com/Killeen.
- In order to compete in regional/state/national competitions, a participant must first have been registered in our local KRS league.
- Tournament fees associated with regional/state/national competitions will be the responsibility of the team.

- Sports associations allow, at times, pick-up players for post-season competition. The rules/regulations for this process are ever changing. KRS will communicate these processes to volunteer coaches before/during the season.

7. AWARDS

- Participation awards will be given to all 4U & 6U participants.
- 1st, and 2nd Place awards will be given to participants in 8U-15U divisions based on results of the post-season tournament.

8. SUSPENSIONS/EJECTIONS/DISCIPLINARY ACTIONS

Coaches SHALL NOT take any disciplinary action on a child without requesting said discipline through the Athletic Superintendent beforehand. KRS will investigate the situation and determine the disciplinary action accordingly.

- **Any player, coach, or spectator** ejected from **any league game** must leave the facility/park in a timely manner. Failure to leave in a timely manner WILL result in further consequences.
- Any player, coach, or spectator ejected from any league game is subject to a minimum of one (1) additional game suspension, possible league suspension, and/or removal from the league.
- Players, coaches, or spectators who have been suspended may not return until the completion of their suspension. Suspensions can carry over from season to season or into additional leagues/sports.
- Each team sponsor/coach is held responsible for the conduct of their fans/spectators/team participants.
- No coach/parent/guardian shall interfere with the officials. Any concerns regarding the officials must be brought in the attention of KRS staff.
- No fighting is allowed. Each offense will be ruled on accordingly and is subject to removal from all programs for the period of one (1) year or more.
- An official has the authority to remove a player, coach, or spectator from a game and/or forfeit the game due to unsportsmanlike conduct. Unsportsmanlike conduct shall include but not limited to profanity, threats of any kind towards the official or scorekeeper, fighting (before, during, or after the game), excessive obscene behavior, or any flagrant foul as determined by the official(s).
- In the event of a coach, player, or fan ejection, the individual ejected will be subject to further disciplinary action (e.g. dismissal as coach, or removal of a player from the league) from KRS.
- No coach/parent/guardian shall be present at any KRS youth sporting events under the influence of alcohol or illegal drugs. Individuals in violation of this rule will be asked to

leave the facility immediately.

- There will be no smoking, smokeless tobacco, vapor pens, or use of alcohol by coaches, players, or patrons within KRS facilities.

9. GAME DAY PROCEDURES

A. EQUIPMENT/UNIFORMS

- All players on each team must wear uniforms provided by KRS. No modifications can be made to these uniforms. Names on back of uniforms are okay.
- All players' uniform bottoms (e.g. shorts) shall have **NO POCKETS**.
- Proper cleats and pads must be worn for the respected sport.
- **NO JEWELRY** may be worn at any time during the game. Medical alert bracelets are allowed.
 - Medical alert bracelets need to be taped down and not used in a manner deemed as unsafe or illegal.
- Officials may ban any equipment that they deem unsafe or illegal.
- All players wearing eyeglasses must have a **retainer band attached** to glasses during play.
- If a participant lost, or is not wearing their team jersey, they must have permission from KRS staff to participate. A like-color t-shirt must be worn in place of the jersey.
- Each specific sport may have equipment rules and regulations which will be identified in KRS by-laws.
- During games, all volunteer coaches on the sideline or dugout must wear a KRS Volunteer Coach shirt or badge. If a coach does not have a Volunteer Coach shirt or badge on, he/she cannot coach their respective team (as outlined in Section 2).

B. BY-LAWS

- The by-laws, as set forth by the athletic department, shall supersede rules from all other sources in the specific sport with which they are concerned.
- All areas not specifically covered in these by-laws are subject in the playing rules or governing body of that sport, such as NFHS, TASO, UIL, USA Softball, etc. Each governing body will be determined prior to the registration of that specific sport (as outlined in Section 6).
- Any matter not covered in specific by-laws/affiliate by-laws shall be left to the discretion of the KRS staff.
- Player participation must be followed as closely as possible to the specifications of the by-laws (unusual circumstances may occur such as injury, etc.) If the player participation rules are not followed, the game is subject to forfeit and disciplinary action will ensue towards the volunteer coach.

- If a participant is late to a game, the volunteer coach must still play them by the specifications of the player participation rule.
- If a participant fails to make it to 50% of the team's practices in the last 7 days, the volunteer coach can submit in writing a request to play that participant less than the minimum participation rule. KRS will accept or deny the request based on the participant's reasoning for not attending practice.

C. OFFICIALS

- KRS officials are contracted out through an agreement with an independent organization.
- All officials within this organization must pass a criminal background check to be qualified to work.
- All games will be under the control of the official(s). Each player, coach, and spectator must respect their control to ensure the quality of the game.
- Officials undergo training/testing/certification of KRS by-laws for each league/sport.
- The officials are instructed to eject a coach or team supporter from the playing area if the official feels the level of disrespect warrants it.
- At no time shall players or spectators approach an official complaining about a call, or lack of call.
- Coaches should communicate either by phone, email, or in writing with KRS staff for any problems, concerns, or questions pertaining to an official at a game, or on the field/court.

D. FORFEITS

Forfeits will take place if:

- A team does not meet the minimum number of participants required by KRS by-laws.
- A team does not have the minimum required players or coaches within 10 minutes after the designated start time, unless overridden by the KRS Superintendent.
 - A coach must notify the KRS staff on-site, at least 30 minutes prior to designated start time of their event, to receive an extension.
 - Extensions are not guaranteed but are at the discretion of on-site KRS staff.
- Player(s) or coach(es) are ejected, placing the team under the minimum required participants.
- Officials determine a team's behavior (to include coaches, players, patrons) too hostile to safely continue the event.
- Coaches are found to be in violation of roster by-laws or player participation rules.

Appendix C: PARTICIPANT CODE OF CONDUCT

1. I will demonstrate great sportsmanship towards all players and coaches.

- I will never lay a hand upon, shove, strike, or physically attack any player or coach.
- I will always do my best and encourage my teammates to give their best.
- I will respect my opponents, as well as my own teammates.

2. I will be respectful and courteous to all players, staff, officials, and spectators.

- I will not argue or question the referees or Recreation Services staff at any time.
- I will never verbally abuse, attack, or use vulgar language in any manner directed towards others.
- I will not harass, bully, or make fun of other players, coaches, referees, or parents.
- I will not use unnecessary, rough tactics during game play.

3. I will be respectful of my volunteer coach.

- I will be a part of my team and will not exclude myself from drills, warm-ups, etc.
- I will do my best to attend all practices and games.
- I will let my coach know in advance if I will miss a practice or game.

4. I will be respectful of all City of Killeen equipment and property.

- I will not abuse, vandalize, or steal property belonging to the City of Killeen, other player, coach, official, or spectator.

5. I will know the rules of the league and abide by them.

- I will ask my coach or a Recreation Services staff member if I have questions about the rules.
- I can find all youth sports rules on the Killeen Recreation Services website: <https://www.TeamSideline.com/sites/Killeen/home>

Printed Name

Signature

Date