

Ponchatoula Area Recreation District #1



Youth Sports Program Handbook

“Where community matters most!”

Mission Statement

To provide a quality facility and promote recreation opportunities for health and fitness of our citizens

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Coach Section

Volunteer coaches play a fundamental role in the emotional and physical development of the youth in the community. The success of the youth programs would not be possible without our volunteers and we thank you!

Signing up to coach

- All volunteers will go to the PARD website and register (with the exception of football). This information will be sent to the sport league board. Each sport is ran and organized by a board made up of volunteers. All coaches will be subject to a background check. You may receive an email requesting you to fill out a questionnaire with Insight People Management. You will receive a coach ID card good for two (2) years for any sport.
- Coach training, not mandatory, unless required by a sport league board, is advised to help you and the players have a better understanding of the game. Online training can be found at this website: www.nays.org/coaches/training/
- Volunteers will be contacted by a board member once registration is closed and background checks are completed.

After Sign-up

- Coaches will be notified as to when a date is set for drafts.
- After drafts coaches are encouraged to call all the parents on their roster and set up a parents meeting to discuss practice schedule and other subjects to help make the season go smooth for all. If you do not have your practice schedule immediately after drafts, it is still important to contact the parents to let them know their child has been placed on a team. If you are having trouble contacting the parent/guardian please contact the PARD office and we can try to help contact the parent.
- Coaches are required to complete the "Heads Up" online training. www.cdc.gov/headsup/youthsports/training/index.htm
- Concussions information sheets should be handed out and discussed at the parents meeting. Information sheets are available in this handbook and on the PARD website.
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Louisiana Youth Concussion Act (314)

During the 2011 Legislative session ACT 314, "Louisiana Youth Concussion Act", was signed into law. ACT 314 has three major requirements.

1. Prior to beginning of each athletic season, provide pertinent information to all coaches, officials, volunteers, youth athletes, and their parents or legal guardian which informs of the nature and risk of concussion and head injury, including the risks associated with continuing to play after a concussion or head injury.
2. Require each coach, whether such coach is employed or a volunteer, and every official of a youth activity that involves interscholastic play to complete an annual concussion recognition education course.
3. Requires as a condition of participation in any athletic activities that the youth athlete and the youth athlete's parent or legal guardian sign a concussion and head injury information sheet which provides adequate notice of the statutory requirements which must be satisfied in order for an athlete who has or is suspected to have suffered a concussion or head injury to return to play.

What is expected of the coaches

Establish clear communication with parents and athletics. It is important to keep them informed of schedules and any changes made to schedules.

Be on time and reliable

Wear your team coach shirt at all games. It is important to show the participants you are a supporting member of their team.

Ensuring that participants are receiving fair playing time.

Provide a safe and fun environment for the athletics.

Making sure an injury reports are filled out and turned in.

Communicate in a positive way.

Be responsible for the athletics until they are turned over to the parents or guardian before leaving the park. **DO NOT** leave till they have been picked up by the parents/guardian.

Adhere to policies and rules of the league and PARD.

Wear your coaches' shirts at all games. This not only identifies that you are the coach but shows your players that you are part of the team and support them.

Responsible for maintaining equipment and turning it in at the end of the season.

Keep practice and game areas clean. Make sure players have picked up their trash and placed in the trash receptacles located throughout the park.

At no time get into an altercation in front of the players with parents, officials or fans. (See "Grievances" in the Parent section)

Encourage good sportsmanship, fair play and ethical conduct.

COACHES' CODE OF ETHICS

- Always remember that kids participate for pleasure, enjoyment and winning is only part of the fun.
- Never use negative ridicule or yell at children for making a mistake or not winning.
- Be considerate and reasonable in your demands on kid's time, energy and enthusiasm. Kid's sports is only one part of their busy lives.
- Always operate within the code of conduct, rules and fair spirit of your sport and instruct the kids to do the same.
- Always ensure that the time kids spend with you as coach is a positive experience. All kids are deserving of equal attention and opportunities.

- Try to avoid overplaying the talented more skillful kids.
- Ensure that sporting equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved within the sport. This includes opponents, coaches, officials, administrators, the media, parents and other spectators. Encourage players to do the same, be a great role model.
- Always show concern toward sick and injured players. Follow the advice of a trained medical trainer when determining whether an injured child is ready to recommence training and competition.
- Where appropriate obtain qualifications and keep up to date with the latest coaching practices and the latest principles of growth and development of children.
- Any physical contact with a child should be appropriate to the situation and necessary for the player's skill development or medical care.
- Respect the rights of all participants regardless of their gender, ability, cultural background or religion.

Practices

- You will receive your practice schedule from the league board.
- If the Tangipahoa parish school board closes Ponchatoula District schools and cancel activities due to weather then for the safety of participants and their family all activities will be canceled at PARD.
- All outdoors sports are subject to inclement of weather. When there are inclement of weather or fields are too wet, outdoor sports will not be allowed to practice in the gym.

Game Schedules

- ❖ **Basketball**- Ponchatoula Basketball Association schedules will be given to you by your league officer. If there are any issue with schedules discuss it with you league officer.
- ❖ **Football**- Ponchatoula Youth Football will be given to you by a member of the football board. Any issues should be addressed to the PYF board.
- ❖ **Baseball & Softball**- Ponchatoula Youth Baseball/Softball will assign each age division a league officer. Once the schedules are approved, the schedules will be posted on the PYB/S website. If there is a specific night that it is impossible to schedule your games it must be put in writing immediately after drafts and emailed to pybaseballsoftball@gmail.com.
- ❖ **Volleyball**- Ponchatoula Youth Volleyball is organized and ran by PARD. Please let the PARD office know if they need to work with you on your schedule. You will be emailed your schedule once they are completed.



Parents Section

Each sport played at PARD, with the exception of volleyball, is organized and ran by a board made up of volunteers. PARD provides the facility, helps with registration and organizing. Inquiries outside of registration should be made through email to the sport you are inquiring about. Inquiries about football/cheer registration should be made through Ponchatoula Youth Football email.

Ponchatoula Youth Baseball/Softball- pybaseballsoftball@gmail.com

Ponchatoula Basketball Association- ponchybasketballassociation@gmail.com

Ponchatoula Youth Volleyball- pyvolleyball@gmail.com

Ponchatoula Youth Football- PYF-Football@outlook.com

To register for football/cheer go to : www.ponchatoulayouthfootball.com

Registration instruction: <https://bluesombrero.zendesk.com/hc/en-us/articles/228183867-Parents-Online-Registration-Instructions>

Registration

All registrations are done online. You may come to the PARD business office Monday-Friday 8:00am-4:00pm to use one of the registration computers.

Participants must be registered by parents/guardian or in some instances, grandparents. The account should be under the parents/guardians name.

Please use a user id and password you can remember. You can also go to Blue Sombrero support to help with registration. Please DO NOT create another account.

If you prefer to make payment with a check or money order you may drop it off at the office. We **cannot accept cash**. Credit/debit card can be made online.

Registration is open a minimum of 5 weeks. Close dates will be announced and varies by sports. Once Registration closes and you missed the deadline, "Wait List" registration will open. **If** there is a need to add players, participants will be pulled from the wait list "first come first serve". At that point you will be notified and will then go to your account to make payment. . If payment is not made within 48 hours the next on the list will be called.

***BIRTH CERTIFICATE-** upload it once to the account you are currently using and it's there for all sports.

Every child listed on your account **must have** the birth certificate uploaded before it will let you register for a specific sport. Even if you are only registering one child for a sport.

All participants in your account must have a birth certificate on file as proof of age. It **MUST** be uploaded to your current account before you can register. You **will not** be able to continue to the registration page till the birth certificate is up loaded. It **will not** transfer from another account. This is one reason why it is important **not** to create more than one account. You can upload it to your account by using your phone or computer. If you are having problems uploading it, you may bring a copy to the PARD office or fax it to 370-7270 or email it to info@pard1.com and PARD will upload it for you. All paper certificates sent to the office are shredded once uploaded

Out-of-District

- The Out of District fee is \$25 per family per sport.
- The purpose of the fee is to create fair and equitable financial support for those who do not live in the Ponchatoula District not contributing property taxes to be able to participate in the programs.

After registration

Once registration closes the league board will meet to discuss coaches and notify coaches as to when drafts will be scheduled. After drafts you should receive a call, text or email from your coach. Please have patience. Coaches may not get to it right away. Different age groups start at different times. Also remember all board members, league officers & coaches are volunteers and may not get to you right away due to work hours and/or home duties.

Parents/ Guardian Responsibilities

- ❖ Bring your child to all practices and games on time.
- ❖ Encourage your child to play, but don't pressure them.
- ❖ Give positive support win or lose. Negative feedback will only hinder the development of your child and discourage them from wanting to play sports.
- ❖ Do not leave your child at practices or games till the coach is present. Please be on time to pick them up after practices and/or games. DO NOT drop your child/children off unattended if it is not their practice or game time. They must be with an adult, 18 years or older. Coaches and/or PARD employees are not responsible for watching unattended children.
- ❖ Parents are responsible to conduct themselves in a responsible manner. DO NOT get involved with a conflict in front of the children. If you have a grievance it must be put in writing and emailed to info@pard1.com. It will then go through the proper channels.
- ❖ If you are not happy with your coach please feel free to sign up to coach next season. Volunteer as opposed to complaining. Helping with practices, being a team parent and other, is a great way to get involved and show support.
- ❖ Park in designated parking areas. Do not park on any roadway or entrance/exit to pick up your child for the safety of all.

Parents Code of Conduct

PARD has implemented the following Parent Code of Conduct for the important message it holds about the proper role of parents in supporting their child(ren) in sports. It is a requirement that all parents should read and understand this code of conduct prior to their child(ren) participating in our league.

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

Refunds

Refund requests forms must be submitted in writing via email/faxed or mail before drafts are completed. All refunds will be league board approved before the refund is issued. A \$5.00 fee will be charged for all refunds to cover processing fee. Checks will be mailed once registration is closed and is approved.

Program Cancellation

If a program has to cancel due to insufficient registration, all participants will be notified and you can either receive a full refund via check or a credit can be applied to your PARD registration account to be used for a later registration.

Inclement Weather Policy

- In case of bad weather on practice night, it is up to the coach to determine if practice should take place or not and to contact their team in the event of a cancellation. The league board may also determine if practices will be canceled.
- During the school, if the Tangipahoa parish school board closes Ponchatoula District schools and cancel activities due to weather then for the safety of participants and their family all activities will be canceled at PARD.
- PARD can make the final decision at any time to cancel events for the safety of all.

Field Use and Game Cancellations

- PARD management determines whether games will be canceled after inclement of weather. The purpose of this procedure is to prevent injury to participants and/or damages to the fields in the event of inclement weather.
- Announcements of game cancellation will be made at 4:00pm that day. Notifications will be sent out via "RainedOut" text or posted on the PARD Facebook page at 4:00pm. You can also call 985-370-7273 ext. "0" after 4:00pm to hear announcement. If you do not receive notification by 4:00pm it means the games have not been canceled. However, if the weather takes a turn for the worst after 4:00pm game cancellations will be determined and it will be the league officer's responsibility to notify coaches of cancellation and the coaches are to contact the parents. Weather is unpredictable.
**Make up games will be decided by the league board. However, due to time restraints and/or facility use conflicts, some games may not be rescheduled.

Contact Page

Ponchatoula Area Recreation District #1

Ph- (985)370-7273 Fax- (985)370-7270

Email: info@pard1.com Website: www.pard1.com

Rain Out & Park Information Hotline

Ph- (985) 370-7273 ext 0

Ponchatoula Youth Baseball/Softball

Email: pybaseballsoftball@gmail.com Website: www.pybaseballsoftball.wixsite.com/pybs

Ponchatoula Basketball Association

Email: ponchybasketballassociation@gmail.com Website: www.ponchatoulayouthbasketball.com

Ponchatoula Youth Volleyball

Email: pyvolleyball@gmail.com Website: www.pard1.com

Ponchatoula Youth Football

(Registration for cheer & football is available at this website **only**)

Email: PYF-Football@outlook.com Website: www.ponchatoulayouthfootball.com

CONCUSSION INFORMATION SHEET



**HEADS UP
CONCUSSION**

This sheet has information to help protect your children or teens from concussion or other serious brain injury. Use this information at your children's or teens' games and practices to learn how to spot a concussion and what to do if a concussion occurs.

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

HOW CAN I SPOT A POSSIBLE CONCUSSION?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just “don’t feel right” after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

SIGNS OBSERVED BY PARENTS OR COACHES

- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent.
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (even briefly).
- Shows mood, behavior, or personality changes.
- Can’t recall events prior to or after a hit or fall.

SYMPTOMS REPORTED BY CHILDREN AND TEENS

- Headache or “pressure” in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not “feeling right,” or “feeling down.”

WHAT ARE SOME MORE SERIOUS DANGER SIGNS TO LOOK OUT FOR?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other.
- Drowsiness or inability to wake up.
- A headache that gets worse and does not go away.
- Slurred speech, weakness, numbness, or decreased coordination.
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching).
- Unusual behavior, increased confusion, restlessness, or agitation.
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously.

WHAT SHOULD I DO IF MY CHILD OR TEEN HAS A POSSIBLE CONCUSSION?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a health care provider and only return to play with permission from a health care provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's health care provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a health care provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a health care provider.

HOW CAN I HELP KEEP MY CHILDREN OR TEENS SAFE?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
 - » Work with their coach to teach ways to lower the chances of getting a concussion.
 - » Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
 - » Ensure that they follow their coach's rules for safety and the rules of the sport.
 - » Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no "concussion-proof" helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.



TO LEARN MORE GO TO >> cdc.gov/HEADSUP

JOIN THE CONVERSATION AT

↳ www.facebook.com/CDCHEADSUP

Content Source: CDC's HEADS UP campaign. Customizable HEADS UP fact sheets were made possible through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

Ponchatoula Youth Sports
Refund Request From
Please Print

Sport withdrawing from _____

Participant Name _____

Parent/Guardian _____

Address _____

Phone# _____

Reason for withdrawal _____

Check one:

Refund by check _____

Credit to registration account to be used on a future registration _____

Refund requests **must** be submitted via email/faxed, dropped off at the PARD office or mail **before drafts are completed**. A \$5.00 fee will be charged for all refunds. Checks will be mailed once registration is closed or your registration account can be credited and the credit can be used for a future registration. The \$5.00 fee will not be charged credit if it is credited to your registration account.

19030 Ponchatoula Park Dr. Ponchatoula, LA 70454 Fax: 985-370-7270 email: info@pard1.com

Parent/Guardian Signature _____

Parent/Guardian Name _____

Date _____

_____ Office Use Only _____

League Commissioner: _____ Date: _____

PARD Coordinator: _____ Date: _____

Check# _____ Date _____ Account _____