

County of Maui  
Department of Parks & Recreation (DPR)  
Recreation & Support Services Division

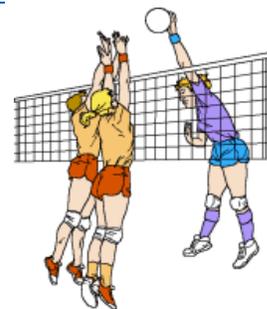
## DPR Youth Athletics Program Policies and Procedures Manual

**Adopted, Fall 2005 / Revised, Spring 2018**

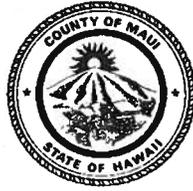
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## DEPARTMENT OF PARKS AND RECREATION

700 Hali'a Nakoa Street, Unit 2, Wailuku, Hawaii 96793

### Welcome to the Department of Parks & Recreation (DPR) Youth Athletics Program!

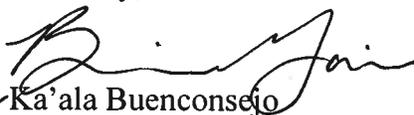
Participation in athletics plays a valuable role in the development of children. Aspects of teamwork, dedication, discipline, sportsmanship and fair play all contribute to the overall growth and maturation of young athletes. DPR takes this responsibility very seriously and strives to offer quality athletic programs which will aid in this development.

This DPR Youth Athletic Programs Policies and Procedures Manual is provided to serve as reference for you as a player, parent, coach or official. This manual serves as a reference to help you understand the policies DPR uses to help you do your part to make this program and the development of our young keiki successful.

If everyone works to provide safe, quality programs for our program participants, together we can lay the foundation for future responsible and respectable members of our community.

We look forward to partnering with you to provide all participants the most active and engaging athletic opportunities possible as well as creating memories that will last a lifetime.

Sincerely,

  
Ka'ala Buenconsejo  
Director of Parks & Recreation

  
Kao Ah Sau  
Chief of Recreation

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## Athletics Program Mission Statement

The County of Maui Department of Parks and Recreation (DPR) is dedicated to improving children's lives through participation in positive youth sports programs.

DPR will provide on-going training for staff, volunteers and all others affiliated with our athletic programs, while promoting safe and wholesome sports activities for the youth of Maui County.

## Athletics Program Objectives

1. To provide athletic programming opportunities that are needed or requested by the community.
2. To provide an equal amount of athletic programming opportunities to both boys and girls regardless of race, creed, religion or socio-economic status.
3. To provide athletic programming that is fair and equitable to all athletes.
4. To provide players with an opportunity to participate in a sport and to provide them quality instruction to improve their skills in said sport.
5. To provide players a safe environment to learn responsibility, dedication, teamwork, commitment and other positive traits that one can attain while playing youth sports.
6. To teach players that competition can be positive and lessons can be learned from both winning and losing. However, winning is not a priority and emphasis should always be placed on participation, sportsmanship and player development.
7. To teach players that sportsmanship is essential at all levels.
8. To provide an opportunity for kids to be kids and HAVE FUN!!!

## Athletics Program Philosophy

DPR has embraced the philosophies set forth in “*National Standards for Youth Sports*,” a publication compiled by the National Alliance for Youth Sports.

Originally released in 1987, the intent of the original version was to provide directions to parents when developing and administering youth sports programs for children. In 2008, a group of recreation professionals convened at the International Youth Sports Congress in Florida to update the Standards amid the ever-evolving youth sports environment. In 2016, after review by members of the Certified Youth Sports Administrators Leadership Team, new standards were released. These new standards include four Core Areas that serve as the blueprint for how recreational youth sports providers can meet the needs of all their athletic participants.

*Why were these standards established in the first place?*

Although youth sports were intended to generate a positive sports experience for all participants, occasionally an atmosphere of *professionalism* supercedes the program’s intention. We are all too familiar with the vicarious parent, the overzealous coach and leagues organized with championships as their main focus. The National Standard for Youth Sports were developed to provide all youth groups with a focus on what is best for the children during their growing and learning years.

### **Core Area #1: Child Centered Policies and Philosophies**

Historically, many organized youth sports programs have been modeled after adult-oriented programs using rules, skill expectations and competitive requirements replicated from high school, college and professional levels. Today, recreational and developmental programs must be designed and administered so that every child, regardless of their abilities, has an opportunity to have a positive youth sports experience from their participation. To ensure the positive benefits of participation, youth sports programs must embrace a common philosophy.

## **Core Area #2: Volunteers**

Volunteers are crucial to the delivery of youth sports programs. Youth sports providers must be selective when choosing volunteers since parents are entrusting their children to the adults running the youth sports league. Consistent and comprehensive screening strengthens the organization's protective shield. To ensure that everyone involved strives to make the youth sports program safe, positive and fun for all children, all administrators, coaches and parents must receive information about the program's philosophy, policies and procedures, as well as specific knowledge required for each position. By holding everyone accountable for their behaviors, high quality programming can be ensured.

## **Core Area #3: Parents**

Parents are one of the key components to their child's youth sports experiences. Parents/guardians must take an active and positive role in their child's youth sports experiences.

Programs should encourage parents to be caring and active in their child's youth sports experiences by providing positive support as a spectator, coach and league administrator.

## **Core Area #4: Safe Playing Environment**

Youth sports programs must provide safe playing facilities and equipment, healthful playing situations and be ready for emergencies, should the need arise. Children participating in youth sports are exposed to a variety of risks that are simply a part of the game. It is important for programs to take every precaution to protect participants from dangerous situations and in the event of an accident or emergency, everyone must be prepared to respond appropriately.

## Athletics Program General League Policies

- 1. Coaches Meeting** - Prior to the start of the season, a mandatory coaches training / meeting will be held to review the league rules for the upcoming season. The National Coach & Training Member certification will be conducted as part of this meeting. Head coaches are required to attend. Assistant coaches may attend with the head coach, but may not attend in place of a head coach. If a head coach is unable to attend the meeting, contact must be made with the League Director and a meeting will be scheduled with the head coach and the League Director.
- 2. Parent Requirement** – DPR will provide the necessary league and sportsmanship paperwork for parents/guardians to review. Included in the paperwork will be a Parents Code of Ethics form that will need to be reviewed, signed and returned prior to a child starting any league activities.
- 3. Injuries** - DPR will provide ice (or ice packs), band-aids and/or gauzes at all game locations. If there is a severe injury, and if a parent or guardian is not in attendance, league officials and coaches will seek professional medical assistance by calling 911. If a parent / guardian is in attendance, the participant will be released to them.
- 4. Condition of Recreation Facilities** - DPR staff will do a walk-through of a field or facility prior to each activity they attend. Coaches can also assist by doing a walk-through of the playing facility prior to any practice or game to look for any safety or hazardous conditions that may exist. Any conditions of concern should be reported to the DPR league officials immediately. All accidents/injuries that occurs during league activities should be reported to league's officials, no matter how serious. A league official will complete an incident report.
- 5. Game Cancellation and Rescheduling** - If a game is canceled, DPR staff will try to provide as much advance notice of the cancellation as possible. Rescheduling of canceled games will be done if time and facilities allow.
- 6. Trophies & Awards** - Trophies and awards may be given to league participants. To ensure consistency with the types of trophies and awards being presented, the Chief of Recreation's office should be consulted prior to any purchases being made for any trophies or awards.
- 7. Program Evaluations** - Evaluations should be completed by participants, spectators, staff and anyone else involved in the program.

# Participants Section



## Participant Development

Participating in youth sports can be one of the most constructive ways a child can experience lessons and situations that will help develop life-long character.

By participating in youth sports, a child should:

- Develop skills needed to socialize with their peers as well as adults.
- Develop independence and confidence.
- Develop the understanding of what it means to be a team player.
- Develop a sense of achievement, which helps develop a positive self-image.
- Develop leadership skills and leadership-type qualities.
- Develop skills that will allow them to cooperate and compete.
- Develop agility, coordination, endurance, speed and strength.
- Develop the ability to make decisions and accept responsibilities.
- Develop sports skills that will make you a better player.
- Develop a love and a respect for the game you are playing.
- Develop an appreciation for getting out what you put into something.

## Participants Responsibilities

Participation in youth sports programs can have a tremendous impact on a child's upbringing and development. It is the goal of DPR to provide the highest quality sports programs to ensure that a child's experience with athletics is a positive one. It takes the cooperation of everyone involved including the participant to make this happen.

DPR has established the following responsibilities for its participants to adhere to:

- Players will listen to their coaches and be respectful of their elders.
- Players will respect the officials and the calls they make.
- Players will take care of the facilities, equipment and uniforms which they are given.
- Players will avoid all types of taunting and belittling remarks to their teammates or opponents.
- Players will show good sportsmanship at all times, win or lose.
- Players will not make sports a priority over schoolwork or family.
- Players will refrain from horseplay and all other dangerous activities which may result in injury.
- Players will participate for the love of the game & competition and not to win at all costs.
- Players will have fun and enjoy their experience playing youth sports.

## Players Code of Ethics

**I hereby pledge to be positive about my youth sports experience and accept responsibility for my participation by following this Players' 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 of drugs, tobacco and alcohol. I 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's important to me.
- I will do my very best in school.
- I will remember that sports is an opportunity to learn and have fun.

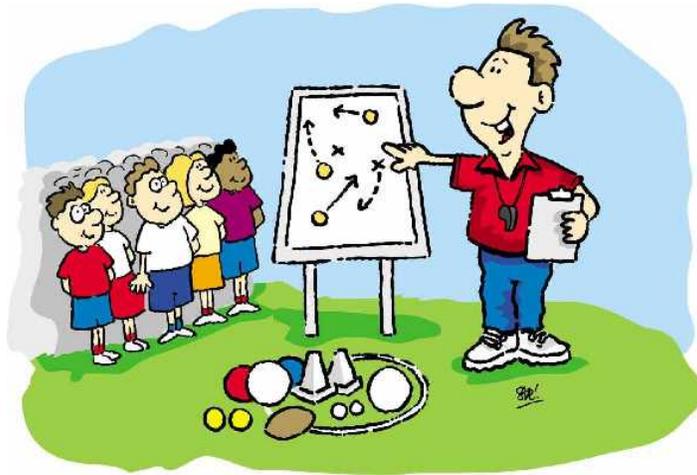
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Player's Name

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Team Name

# Coaches Section



## NAYS Coach Training & Membership Program

Currently, DPR requires all volunteers head coaches to be certified through the NAYS Coach Training & Membership Program.

This training and certification program provides head coaches the tools they will need to be successful as a head coach in our program.

Each head coach is required to watch a general dvd and a sport-specific dvd. In addition, each head coach must pass a written exam and sign a Coaches Code of Ethics pledge to ensure they will be a positive part of the program.

There is a \$20.00 cost for each certification. DPR pays for certifications for each head coach.

It is not required for assistant coaches to receive the training, but it is suggested they attend. If an assistant coach wants to receive their certification, they would be responsible to pay the \$20.00 certification fee.

### Program Description

Youth sports coaches, many of which are volunteers, are the foundation of youth sports in the U.S. Those who are trained and educated on the many different aspects involved with coaching kids are best prepared to provide participants with a fun-filled, safe and rewarding experience.

NAYS Coach Training & Membership Program, formerly the National Youth Sports Coaches Association or NYSCA, is the most widely used coach training program in the nation, having trained more than 3 million coaches since its inception in 1981. NAYS Coach Training is available online for coaches to complete at their convenience. It is also offered on-site in more than 3,000 communities nationwide.

### Membership Benefits

After completion of the NAYS Coach Training, coaches become full members of the National Alliance for Youth Sports. As members, coaches receive many outstanding benefits to support them throughout their time as a youth sports coach.

All NAYS Coaches receive a high quality **membership card** with key tag. Cards include the member's name, membership ID, each sport completed and expiration date.

Each NAYS Coach receives \$1,000,000 excess liability insurance coverage in case he/she becomes liable for an occurrence while coaching.

Coaches gain access to a members-only section of the NAYS website, with coaching resources and additional training opportunities. These include a Resource Library, Coach Rating System, Skills and Drills section and a coaching Forum. Coaches have the ability to complete several additional trainings at no cost, including Concussion Awareness, Bullying Prevention, Protecting Against Abuse and Coaching Children with Mental Health Challenges.

Through partnerships with reputable companies, NAYS members may participate in corporate discounts and exclusive programs.

## **County of Maui Department of Parks & Recreation Youth Sports Coach Job Description**

- Position Title:* Youth Sports Coach
- Purpose of Position:* To provide an enjoyable and safe sporting experience for an assigned group of youngsters while they learn individual and team game skills, sportsmanship, and fair play.
- Responsibilities:*
1. Coach an assigned group of children emphasizing skill development, safety, fair play, sportsmanship, and fun.
  2. Preside over team activities including all scheduled team practices and games.
  3. Be responsible for team equipment.
  4. Ensure equal playing time for all your players regardless of the score.
  5. Work to establish and improve team unity and spirit.
  6. Adhere to Parks & Recreation Department policies, objectives, and rules. Lead by example among team parents to support the responsibilities of the referee and league leadership.
- Qualifications:* Completion of the NYSCA training course. A desire to work with children. Exude enthusiasm and positive spirit with a commitment to equal participation: “every child’s a winner...every child plays.” Exhibit patience, maturity, and dependability. Good organizational skills. Recognized by others of sound character and strong moral values and personal ethics.
- Supervision:* Reports directly to the Parks & Recreation program staff.
- Evaluation:* The review is a two-way exchange of how things are going and how they can be improved. We want to hear how we can make your volunteer experience a good one for the benefit of the children and for you.
- Time Commitment:* Generally, all that is required is three - five hours per week. However, there are trainings, clinics, and meetings that you may also be asked to attend.
- Location:* Locations will vary. Practices and games are usually held at County and/or State facilities. Be responsible to ensure respect of property by all participants and report any obstacles that pose a substantial risk for the children.
- Benefits:* The opportunity to pass to the next generation the same intangible benefits that were given to you. To get to know other parents and leaders in your community. To be involved in the well being of the children in your neighborhood.
- Background Checks:* The Parks & Recreation Department takes the safety of children very seriously. This is why we mandate all coaches to adhere to our background screening policy. The Parks & Recreation Department follows through on reference checks for all volunteer coaches with thorough background checks. We appreciate everyone’s understanding and support. We expect everyone to fulfill their role in ensuring the safety of our children.
- Requirements:* Signed copy of this job description returned to the Parks & Recreation Department.  
Complete the NYSCA training program and sign the NYSCA Code of Ethics.

With my signature, which I voluntarily affix to this contract, I acknowledge that I have read, understood, and will do my best to fulfill promises made herein. I also acknowledge that I will follow the guidelines set forth by the County of Maui Parks & Recreation Department.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



County of Maui Department of Parks & Recreation  
Youth Sports Coaching Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Which program are you applying for: \_\_\_\_\_

Do you have a child participating in this program? Yes  No

If yes, list the name(s) and age(s): \_\_\_\_\_

Have you been certified through NYSCA before? Yes  No

If yes, what sport and year? \_\_\_\_\_

Are you willing to submit to a thorough criminal background investigation?

Yes  No

List all past coaching experiences, along with locations and contacts of these programs:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

References: (persons not related)

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Answer the following questions to the best of your ability:

1. What is your personal coaching philosophy?
2. What do you wish to accomplish in this program?
3. What do you want the kids to accomplish in this program?
4. How do you emphasize proper sportsmanship?
5. What is your philosophy and experience in dealing with parents who do not display proper sportsmanship?
6. Explain basic skills of the sport that you would coach.
7. Do you have any coaching certifications or training? If yes, please list them.
8. Are you CPR or First Aid certified? If yes, when did you have the training?
9. Other information you feel is pertinent that the Parks & Recreation Department should know when considering you for this position.



## Background Screening Application

Name of League, Program or Activity: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_

Email Address: \_\_\_\_\_

Residence Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Sex: (circle one) Male / Female

\*\*\*\*\*

I, the undersigned, by execution of this document, gives DPR permission to conduct a thorough background check regarding my qualifications to volunteer in DPR's \_\_\_\_\_ program.

I understand that I have a right to: (1) obtain a copy of my background check report and (2) challenge the accuracy of any information contained in this report by contacting DPR.

By signing this application, I agree to the following:

- I certify that I have not been convicted and do not have charges currently pending against me for any of the disqualifying crimes listed on pages 2 & 3 of the Background Screening Guidelines.
  
- I agree that at all times while serving as a volunteer coach for DPR, I will immediately notify DPR staff if I am charged with any of the disqualifying crimes.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **Nine-step Coaches Background Screening Process:**

- 1. Have a screening policy in writing.** Screening begins with a policy that requires all volunteers to go through the process. This written policy should be included in the organization's policies and procedures, and communicated to everyone.
- 2. Provide job descriptions for every position.** The job description will provide a detailed outline of the responsibilities and duties of the position. The job description creates boundaries for the volunteer. This should be read, signed and dated.
- 3. Obtain completed application forms for all positions.** Most organizations have too many teams and not enough coaches, administrators or officials — sometimes referred to as “warmbody syndrome.” Don't get caught by this. Insist that every potential volunteer completes these forms no matter how high your need for volunteers. Information that should be required in an application includes name, address, references and former employers.
- 4. A consent/release form must be signed and dated.** This form is necessary to protect your organization by having the volunteer authorize the investigation of his/her background. This form should specifically inform the volunteer what will be done.
- 5. Evaluate application, review references, employers and information** to determine if the applicant possesses the basic necessities for the position. Take the extra time needed to carefully complete this part of the process.
- 6. Interview the applicant.** Try to use a systematic approach, develop a standard interview plan to save time and allow for consistency. Don't be afraid to ask tough questions.
- 7. Conduct a criminal background check.** If resources are scarce, contact your local lawmakers and law enforcement officials to find out ways they can aid you in this step. Also, consider fundraising as a way to pay for background checks, just as you would to purchase things like uniforms and equipment.
- 8. Review results and provide continuous oversight of volunteers.** An organization should decide how to evaluate screening results, determine what issues make a volunteer undesirable, and then document this decision. Periodically evaluate a volunteer's performance.
- 9. Provide training for all volunteers and hold them accountable.** This is a very important part of the process that will ensure volunteers are properly educated to work with children in the sports environment. Have volunteers pledge to uphold a code of ethics and hold them accountable for their actions for as long as they are with your organization.

## Coaches Code of Conduct

**I will place the emotional and physical well-being of my players ahead of a personal desire to win.**

**Expected Behavior:**

- Using appropriate language in appropriate tones when interacting with players, league officials, game officials, parents and spectators.
- Including all players in team activities without regard to race, religion, color, sex, sexual orientation, body type, national origin, ancestry, disability, ability or any other legally protected classification.
- Treating all players, league officials, game officials, parents and spectators with dignity and respect.
- Playing all players according to the minimum participation rules established by the league and the spirit of those rules.
- Encouraging youth to participate in other sports and activities to promote all aspects of their development.
- Allowing reasonable absences from practice.

**I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.**

**Expected Behavior:**

- Recognizing the differences of each child and treating each player as an individual while demonstrating concern for their individual needs and well-being.
- Encouraging all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.
- Recognizing that some physical tasks, drills and demands are not appropriate for all youth.
- Recognizing that youth may vary greatly in physical, social and emotional maturation and considering these factors when setting up competitions and when interacting with youth.

**I will do my best to provide a safe playing situation for my players.**

**Expected Behavior:**

- Maintaining a high level of awareness of potentially unsafe conditions.
- Protecting players from any forms or threats of abuse.
- Correcting or avoiding unsafe practice or playing conditions.

- Using appropriate safety equipment necessary to protect all players.
- Seeing that the players are provided with adequate adult supervision while under the coach's care.

**I will promise to review and practice the basic first aid principles needed to treat injuries of my players.**

**Expected Behavior:**

- Keeping basic first aid supplies available in all practice and game situations.
- Recognizing and administering proper first aid to an injured player.
- Demonstrating concern for an injured player, notifying parents and cooperating with medical authorities.
- Protecting the players' well-being by removing them from activity when injured and not returning them to activity if they are compromised by injury.

**I will do my best to organize practices that are fun and challenging for all my players.**

**Expected Behavior:**

- Establishing practice plans that are interesting, varied, productive and aimed at improving all players' skills and individual abilities.
- Devoting appropriate time to the individual improvement of each player.
- Conducting practices of reasonable length and intensity appropriate for the age and conditioning of the players.

**I will lead by example in demonstrating fair play and sportsmanship to all my players.**

**Expected Behavior:**

- Adopting the position, teaching and demonstrating that it is our basic moral code to treat others as we would like to be treated.
- Abiding by and supporting the rules of the game as well as the spirit of the rules.
- Providing an environment conducive to fair and equitable competition.
- Using the influential position of youth coach as an opportunity to promote, teach and expect sportsmanship and fair play.

**I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol. I will refrain from their use at all DPR youth sports events.**

**Expected Behavior:**

- Being alcohol and drug free at all team activities or in the presence of players.

- Refraining from the use of any type of tobacco products at all team activities or in the presence of your players.
- Refraining from providing any type of alcohol, drug or tobacco products to any of your players.
- Encouraging parents to refrain from the public use of tobacco products or alcohol at team activities.

**I will be knowledgeable in the rules of each sport that I coach and I will teach these rules to my players.**

**Expected Behavior:**

- Becoming knowledgeable, understanding and supportive of all applicable game rules, league rules, regulations and policies.
- Teaching and requiring compliance of these rules among players.

**I will use those coaching techniques appropriate for each of the skills that I teach.**

**Expected behavior:**

- Teaching techniques that reduce the risk of injury to both the coach's own players and their opponents.
- Discouraging illegal contact or intentional dangerous play. Administering swift and equitable discipline to players involved in such activity.

**I will remember that I am a youth sports coach and that the game is for children, not adults.**

**Expected Behavior:**

- Maintaining a positive, helpful and supportive attitude.
- Exercising your authority/influence to control the behavior of the fans and spectators.
- Exhibiting gracious acceptance of defeat or victory.
- Accepting and adhering to all league rules and policies related to the participation of adults and youth.
- Fulfilling the expected role of a youth coach to adopt a "children first" philosophy.
- Allowing and encouraging the players to listen, learn and play hard within the rules.
- Placing the emphasis on fun and participation.

## NAYS Coach Training & Membership Program Coaches Pledge

- 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 the 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 not cheat or engage in in any form of unethical behavior that violates league rules.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol. 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 each of the skills that I teach.
- I will remember that I am a youth sports coach and that the game is for children, not adults.

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

\_\_\_\_\_  
Date

# Parents Section



## Parents Responsibilities

In order for a program to be truly successful, it takes the cooperation of everyone involved, including parents. Parents should adhere to the following responsibilities and expectations when participating in DPR athletic programs.

- **Parents have a responsibility to their children**

To make sure your child gets the most out of his or her playing experience, parents should show their unwavering support, including positive reinforcement of your child's performance and effort. This is absolutely essential, especially at an early age to ensure their healthy development. Parents should also be positive role models, including, but not limited to, showing proper sportsmanship at all times and refraining from negativity of any kind.

- **Parents have a responsibility to the coaches**

Coaches volunteer their personal time to spend with your child. They need you to be supportive of their decisions and not undermine their efforts. If you don't agree with a coach, you are expected to tell that coach, but make certain it is done at the right time and place and not in front of the children. Parents are also expected to drop off and pick up their children on time for games and practices. It is highly encouraged for parents to stay and participate in order to maintain control of the group and to assist the coach as needed.

- **Parents have a responsibility to the league**

League officials can not be at all games and practices. In order to maintain a safe environment, it is essential for parents to report abusive behavior or any other situation that needs to be addressed to a league official. This is the only way that these programs can achieve their intended goals.

- **Parents have a responsibility to other parents**

Personal gain and satisfaction should not be derived from your child's performance. Competition and taunting between parents is never acceptable. No parent should ever feel embarrassed or disappointed by their team or child's performance. Good plays should always be cheered and disappointments should always be consoled, no matter whose team it affects.

- **Parents have a responsibility to themselves**

It is your responsibility to enjoy watching your child and other children participate and learn. The joy and pride associated with watching children participate in sports should be experienced to the fullest, because a lifetime of memories are being created before your very eyes.

## Parents / Guardians Code of Ethics

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this Code of Ethics Pledge:

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sports events
- 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 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 of drugs, tobacco, and alcohol and will refrain from their use at all youth sports events
- I will remember that the game is for the youths – not adults
- I will do my very best to make youth sports fun for my child
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability
- 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

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Parent Signature

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Date

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Parent Signature

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Date

# Officials Section



## Officials Responsibilities

Being an official in a youth sports program comes with great responsibility. Each official must be able to do their part to provide a safe, constructive and fair playing environment for all participants. The following responsibilities are a must for all youth sport officials at all times.

- Be approachable to coaches, players and other game officials
- Look, act and conduct yourself in a professional manner
- Help new & veteran officials understand their role in youth sports
- Share and display common characteristics that promote a positive sports environment
- Understand your role as a positive authority figure and be able to communicate in a positive way
- Accept training as a way to do your part to improve the league
- Notify DPR League officials of any facility safety issues or concerns
- Remember... the league is for the KIDS

## National Youth Sports Officials Association Code of Ethics

- I hereby pledge to live up to my certification as a NYSOA Official by following the NYSOA Officials' Code of Ethics
- I will encourage good sportsmanship by demonstrating positive support of all players, coaches, fellow officials and league administrators at all times
- I will insure that I am knowledgeable of the rules of each sport I officiate and apply those rules fairly to all participants, teams and coaches
- I will not allow personal friendships and associations to influence my decisions during a contest
- I will refrain from the use of alcohol and tobacco products when in a youth sports environment
- I will remember that youth sports is an opportunity for children to learn and have fun and I will place their safety above all else

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Print Name

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Sign Name

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Date

# Recreation Staff Section



## Certified Youth Sports Administrator

DPR recreation staff understands the importance it plays in the role of shaping the lives of the young athletes who participate in our athletic programs. To show this dedication and commitment, staff participates in various types of training opportunities to make themselves better recreation professionals. In addition to the training that all recreation staff participate in, DPR has a specialized group of staff who are recognized as Certified Youth Sports Administrators (CYSA) through the National Alliance for Youth Sports (NAYS). Each DPR district has one CYSA to oversee the overall conduct and behavior in our athletic programs.

What does it mean to be a **Certified Youth Sports Administrator (CYSA)**?

CYSAs are an elite group of professionals that have earned certification in the field of youth sports. They have successfully completed the Academy for Youth Sports Administrators; they have demonstrated that professional development is essential to the delivery of quality sports programs; and they are committed to raising the professionalism in youth sports!

## Certified Youth Sports Administrator



The Certified Youth Sports Administrator (CYSA) credential is earned by successfully completing the Academy for Youth Sports Administrators' exam within the Online Academy. Prior to taking the exam, candidates must either participate in an Onsite Academy and/or must review all materials that are available within the Online Academy sections. Once a candidate satisfactorily completes all sections, the CYSA credential is earned and they join more than 4,300 other certified professionals who, together, want to offer the highest quality sports experiences in their local communities.

DPR is continued to provide this certified professional oversight and management for all of our youth sports programs.

## Recreation Staff Expectations and Responsibilities

DPR staff is committed to providing quality programs, safe facilities and memories that will last a lifetime.

By following the blueprint listed below, DPR recreation staff will engage themselves and their fellow co-workers to provide the best, most positive youth sports experience possible.

- △ League Planning – Initiate the league planning process by discussing league specifics, manpower needs and budget requirements with appropriate supervisor to get approval to proceed with the requested league plans
- △ Reserve Facility – If league plans are approved, work with the permit office to block off dates, times and facilities in the appropriate permitting software
- △ Staff Scheduling – Meet with staff to notify them of any changes in their upcoming work schedule
- △ Vendors – Secure league vendors if sufficient staff will not be available for games
- △ Advertising – Create and distribute flyers and press releases via the County of Maui, group emails, radio stations, Maui News and any other available contacts
- △ Team Selection – Review number of registrations received and place players on selected teams
- △ Coaches – Secure the necessary coaches
- △ League Supplies – Purchase equipment, first aid kits, scorebooks, flags, basketballs, etc.
- △ League Awards – Purchase any awards for the league
- △ League Schedule – Create and distribute the practice and league schedule

- △ Coaches Meeting – League rules, facility rules, NAYS program
  - Coaches position description
  - Coaches position application
  - Meet with individual coach
  - Background check
  - NYSCA certification
  
- △ Parents Information Distribution – League rules, facility rules, NAYS program
  
- △ League Training – Conduct any staff or officials training
  
- △ Facility & Equipment Inspection – Check to ensure all facilities are in playable condition with no safety hazards. Check to ensure all necessary equipment is operable and ready for the start of the league.
  
- △ Score Reporting – Report scores to media outlets (if desired)
  
- △ League Feedback – Obtain positives and items to be worked on
  - Coaches post-season meeting (if applicable)
  - Evaluations (participants, parents, vendors & staff)
  - League evaluation summary report
  
- △ Thank you letters, certificates or appreciation gifts to program volunteers
  
- △ Complete League Operating Expense Form
  
- △ File information for reference the following season

**REQUIRED:**

Copies of the following will need to be turned into the Recreation Program Planner.

Pre-Season: Coaches application, which includes background check information.

Post-Season: League evaluation summary report and league operating expense form.

**\*Notify Recreation Program Planner at least 1 month prior to starting any league.**

# Disciplinary Action Section



## Complaint Procedure

### **Purpose:**

The purpose is to ensure that any complaint that is filed regarding conduct and sportsmanship issues is resolved in a timely manner. It will be the responsibility of the NAYS District Representative (NDR) to document and handle all complaints regarding conduct of players, coaches, parents, spectators & officials.

### **Expected Behavior & Procedure to File a Complaint:**

#### **Coaches:**

**Expected Behavior:** Coaches are expected to follow and embrace the Coaches Code of Ethics. Coaches are responsible for demonstrating and teaching positive sportsmanship at all times and for providing a safe and fun environment for all participants.

**Filing a Complaint:** If anyone would like to file a complaint against a coach, they are to file a written complaint with the NDR. The NDR will address the situation in a timely manner and will do whatever follow-up is necessary to render a decision. The complainant will receive a response in writing.

#### **Parents/Spectators:**

**Expected Behavior:** Parents/Spectators are expected to follow the Parents Code of Ethics and display positive sportsmanship at all times.

**Filing a Complaint:** If anyone would like to bring a complaint against a parent or spectator, they are to file a written complaint with the NDR. The NDR will address the situation in a timely manner and will do whatever follow-up is necessary to render a decision. The complainant will receive a response in writing.

#### **Officials:**

**Expected Behavior:** Officials are expected to follow the Officials Code of Ethics. Officials are responsible for instilling fair play and for facilitating a positive sports environment at all times. Officials are responsible for providing the participants with a safe environment to participate in.

**Filing a Complaint:** If anyone would like to bring a complaint against an official, they are to file a written complaint with the NDR. The NDR will address the situation in a timely manner and will do whatever follow-up is necessary to render a decision. The complainant will receive a response in writing.

**Any corrective or disciplinary action taken will be in accordance with the appropriate NAYS Sportsmanship's Disciplinary Action Procedure.**

## Disciplinary Action Procedure for Participants

Players who display inappropriate behavior or engage in activities that are detrimental to themselves, their team, the program or their family may be subject to disciplinary action. DPR does not want a participant's behavior or actions to spoil the youth sports experience for the other children in our programs.

The Disciplinary Action Procedure is a guide to assist coaches and DPR run a quality program. It is designed to forgive a mistake but to firmly address chronic misbehavior.

**These guidelines are not absolute in dealing with behavioral problems. Severe situations could merit harsher sanctions against the participant.**

*1<sup>st</sup> Offense: Verbal Warning* - Coach will discuss undesirable conduct with player and parent(s) to stress that this type of behavior will not be tolerated.

*2<sup>nd</sup> Offense: One Game Suspension* – Player will be suspended one game. Coach will inform the League Director of the problem and why the child is sitting out one game. A meeting will be held with the player, parent(s), coach and League Director prior to the child returning to play in their next scheduled game.

*3<sup>rd</sup> Offense: League Expulsion* – Player will be removed from the league.

Note – Infractions do not have to be of the same variety to escalate to the next level. If a child has 3 infractions of any kind, they will be removed from the league.

Infractions may include but are not limited to:

- Yelling, swearing, making obscene gestures, etc., at an opposing player, coach, spectator or anyone in attendance at a league practice or game
- Pushing, shoving, striking or attempting to hit an opposing player, coach, spectator or anyone in attendance at a league practice or game
- Engaging in any conduct that would be detrimental or unbecoming of a responsible young athlete

## Disciplinary Action Procedure for Coaches

### **Verbal Abuse**

This is an incident when anyone uses words or body gestures that are uncharacteristic of good sportsmanship or are used to verbally abuse a parent, spectator, coach, official, player or league personnel.

### **Non Verbal Abuse**

This is an incident when anyone physically attacks or abuses a parent/guardian, spectator, coach, official, player or league personnel.

Other non-verbal incidents involve:

- Use of drugs and/or alcohol during practices, games and/or organized functions where players are in attendance, or under the influence during a practice, game and/or organized functions where players are in attendance.

### **Verbal First Offense:**

Verbal Warning and Issuance of Sportsmanship Card

- Given by staff who is in charge of the league/program at the time
- Offense will be documented
- Disciplinary action may be harsher based on the severity of the offense

### **Verbal Second Offense:**

Immediate Removal from the facility

- The coach (and child – if applicable) will be removed from the facility
- The coach (and child – if applicable) will not be allowed to return until a meeting with league officials and District Youth Sports Administrator has been held
- Copy of incident, meeting and results will be forwarded to NAYS Group
- Disciplinary action will be based on the severity of the offense

### **Verbal Third Offense:**

Immediate Removal from the facility

- The coach (and child – if applicable) will be removed from the facility

- Coach (and child – if applicable) will not be allowed to return until a meeting with league officials and District Youth Sports Administrator has been held
- Copy of incident, meeting and results will be forwarded to NAYS Group
- Disciplinary action will be based on the severity of the offense

**Non Verbal First Offense:**

Immediate Removal from Facility

- Coach (and child – if applicable) will not be allowed to return until a meeting with league officials and District Youth Sports Administrator has been held
- Minimum 1 year suspension (depending on severity of the act)
  - Coach will not be allowed to attend games or practices
  - Drop off/pick-up privileges (if coach has a child participating)

**Non Verbal Second Offense:**

Immediate Removal from Facility

- Coach (and child – if applicable) will not be allowed to return until a meeting with league officials and District Youth Sports Administrator has been held
- Possible Lifetime Suspension from all NAYS programs

## Disciplinary Action Procedure for Parents

### **Verbal Abuse**

This is an incident when anyone uses words or body gestures that are uncharacteristic of good sportsmanship or are used to verbally abuse a parent, spectator, coach, official, player or league personnel.

### **Non Verbal Abuse**

This is an incident when anyone physically attacks or abuses a parent/guardian, spectator, coach, official, player or league personnel.

Other non-verbal incidents involve:

- Use of drugs and/or alcohol during practices, games and/or organized functions where players are in attendance, or under the influence during a practice, game and/or organized functions where players are in attendance.

### **Verbal First Offense:**

Verbal Warning and Issuance of Sportsmanship Card

- Given by staff who is in charge of the league/program at the time
- Offense will be documented
- Disciplinary action may be harsher based on the severity of the offense

### **Verbal Second Offense:**

Immediate Removal from the facility

- The parent and child will be removed from the facility
- The parent and child will not be allowed to return until a meeting with league officials and District Youth Sports Administrator has been held
- Copy of incident, meeting and results will be forwarded to NAYS Group
- Disciplinary action will be based on the severity of the offense

### **Verbal Third Offense:**

Immediate Removal from the facility

- The parent and child will be removed from the facility
- The parent and child will not be allowed to return until a meeting with league officials and District Youth Sports Administrator has been held

- Copy of incident, meeting and results will be forwarded to NAYS Group
- Disciplinary action will be based on the severity of the offense

**Non Verbal First Offense:**

Immediate Removal from Facility

- Parent and child will not be allowed to return until a meeting with league officials and District Youth Sports Administrator has been held
- Minimum 1 year suspension (depending on severity of the act)
  - Drop off/pick-up privileges (if child is participating)
  - Parent will not be allowed to attend games or practices

**Non Verbal Second Offense:**

Immediate Removal from Facility

- Parent and child will not be allowed to return until a meeting with league officials and District Youth Sports Administrator has been held
- Possible Lifetime Suspension from all NAYS programs
  - Drop off/pick-up privileges (if child is participating)
  - Parent will not be allowed to attend games or practices

## Disciplinary Action Procedure for Officials

### **Verbal Abuse**

This is an incident when anyone uses words or body gestures that are uncharacteristic of good sportsmanship or are used to verbally abuse a parent, spectator, coach, official, player or league personnel.

### **Non Verbal Abuse**

This is an incident when anyone physically attacks or abuses a parent/guardian, spectator, coach, official, player or league personnel.

Other non-verbal incidents involve:

- Use of Drugs and/or Alcohol during practices, games and/or organized functions where players are in attendance or under the influence during a practice, game and/or organized functions where players are in attendance.

### **Verbal First Offense:**

- Minimum: written warning for the first offense along with 1 year probation
- Depending on severity of the offense, harsher sanctions may be issued resulting in possible suspension from officiating in any NAYS programs

### **Verbal Second Offense:**

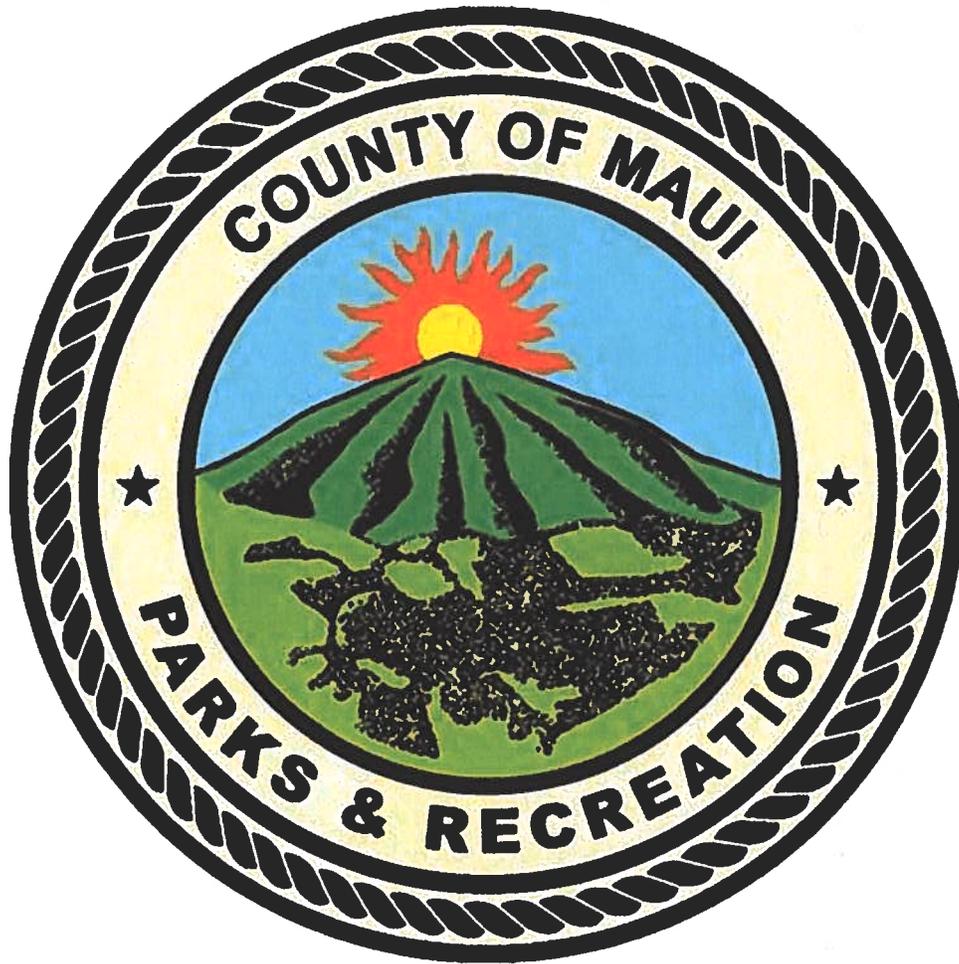
- Immediate suspension from officiating all NAYS programs
- Possible revocation of NAYS officiating certification which will be handled through the National Headquarters

### **Non Verbal Offense:**

- Immediate removal and suspension from time of incident
- Suspension will be in effect while the incident is being investigated
- If it is deemed necessary the information from the investigation will be sent to National Headquarters for possible revocation of NYSOA officials' certification

# Background Check Program





Department of Parks & Recreation (DPR)  
Youth Leagues, Programs & Activities  
Volunteer Background Screening Guidelines

Revised 2.21.19

## **PURPOSE**

It is the intent of these guidelines to establish certain criteria wherein the County of Maui Department of Parks & Recreation (hereinafter referred to as "DPR") can seek to protect our children by investigating the background of volunteers who will be working with children involved in DPR leagues, programs and activities.

## **GENERAL**

A. All leagues, programs, activities, etc. that involve participants 17 years of age or younger shall have at least one approved Youth Program Volunteer at each league (game/practice), program or activity. A Youth Program Volunteer becomes approved once the process described in these guidelines have been completed.

B. Any person who has been found guilty, pled guilty, or pled no contest, regardless of adjudication, or has a pending charge pertaining to, any of the disqualifying offenses listed in these guidelines will be immediately disqualified from volunteering in any youth league, program or activity approved by DPR. DPR also reserves the right to disqualify a person for any crime that would be considered a potential risk to children and/or vulnerable populations. Any person who willfully fails to comply with these background screening guidelines shall be automatically disqualified.

C. These guidelines shall apply to anyone who will be volunteering in any DPR youth league, program or activity. If there is any doubt as to which volunteers should be screened, the general rule is anyone who would potentially have unsupervised access to children within any league, program or activity shall be screened. Each volunteer will have his or her background checked every 12 months for as long as he or she continues with a league, program or activity.

## **SCREENING PROCESS**

1. DPR will provide each applicant with a Background Screening application.
2. DPR staff will establish deadlines to submit the application. These deadlines will be at least two weeks prior to the start of each league, program or activity. This will give DPR time to compile and process the applications.
3. If any automatic disqualifiers (page 2 & 3) are found, DPR shall notify the applicant by certified mail that he or she is disqualified. Upon request, the applicant will receive a copy of the background check.

## **CONFIDENTIALITY**

To help ensure confidentiality, DPR will not provide information received to anyone except the applicant who is being processed.

### **APPEALS PROCESS**

If an applicant's background check includes a charge set forth on the list of disqualifiers below, DPR shall immediately disqualify that person as a volunteer.

If an applicant disputes the accuracy or completeness of a report, an appeal can be made by doing the following:

Submit a written letter addressed to:

**DPR NAYS Group  
700 Halia Nakoa St. Unit 1A  
Wailuku, HI 96793**

The applicant's appeal will be reviewed by DPR's NAYS group. The NAYS group will review all pertinent information. If there is a need, the NAYS group may call the individual to a meeting to discuss the appeal. After a complete review has been done by the NAYS group, a recommendation will be made to the Chief of Recreation and the Director. A written response will be sent to the applicant with a final decision. There will be no further appeals of this decision.

A written response will be provided to the applicant within 15 business days of receiving the applicant's appeal letter.

### **AUTOMATIC DISQUALIFYING CRIMES**

If an applicant (1) has been found guilty, pled guilty; or pled no contest, regardless of adjudication, (2) has a charge pending against him or her in which it is alleged that he or she has committed any of the following crimes, or (3) has a record of a conviction of an equivalent offense in another state, the applicant will be disqualified from volunteering for a position with any league, program or activity approved by DPR.

### **SEX OFFENSES**

- **All Sex Offenses** – Regardless of the amount of time since offense.

Examples include, but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

### **FELONIES**

- **All Felony Violence Offenses** – Regardless of the amount of time since offense.

Examples include, but are not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

- **All Felony offenses other than violence or sex within the past ten (10) years.**

Examples include, but are not limited to: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

**MISDEMEANORS**

- **All Misdemeanor Violence offenses within the past seven (7) years.**

Examples include, but are not limited to: simple assault, battery, domestic violence, hit and run, etc.

- **Two or more misdemeanor drug & alcohol offenses within the past seven (7) years.**

Examples include, but are not limited to: simple drug possession, possession of drug paraphernalia, driving under the influence, drunk and disorderly, public intoxication, etc.

- **Any other misdemeanor within the past five (5) years that would be considered a potential danger to children or is directly related to the functions of that volunteer position.**

Examples include, but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor, etc.

**PENDING CASES**

Applicants found to have pending court cases for any of the disqualifying offenses will be disqualified. If the disposition of the pending case does not meet the criteria for the disqualification as listed above, the applicant would then be cleared and approved to volunteer.

**DISQUALIFICATION PERIOD**

For Felonies with a ten (10) year disqualification period and Misdemeanors with a seven (7) or five (5) year disqualification period, the commencement date for the disqualification period will be the sentencing date.

**WHY THESE CRIMES?**

The National Recreation and Park Association (NRPA) has reviewed the resources of the National Association of Professional Background Screeners and sought the counsel of recognized background screening experts to develop a set of Recommended Guidelines for Volunteer Background Screening in park and recreation settings. These guidelines were produced as a result of this review.

These guidelines have been reviewed and approved by:



Kaeo AhSau, Chief of Recreation

2/21/19

Date



## Background Screening Application

Name of League, Program or Activity: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_

Email Address: \_\_\_\_\_

Residence Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Sex: (circle one) Male / Female

\*\*\*\*\*

I, the undersigned, by execution of this document, gives DPR permission to conduct a thorough background check regarding my qualifications to volunteer in DPR's \_\_\_\_\_ program.

I understand that I have a right to: (1) obtain a copy of my background check report and (2) challenge the accuracy of any information contained in this report by contacting DPR.

By signing this application, I agree to the following:

- I certify that I have not been convicted and do not have charges currently pending against me for any of the disqualifying crimes listed on pages 2 & 3 of the Background Screening Guidelines.
  
- I agree that at all times while serving as a volunteer coach for DPR, I will immediately notify DPR staff if I am charged with any of the disqualifying crimes.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Department of Parks & Recreation (DPR) Youth Sports League Concussion Action Plan

### **Overview**

The County of Maui Department of Parks & Recreation requires each team that participates in a DPR youth league to adhere to the following Concussion Action Plan (CAP). A CAP is a plan that coaches, parents, officials, players and recreation staff will follow when an athlete is suspected of having a concussion. The CAP ensures a uniform care of athletes with a suspected concussion while participating in a DPR youth league. It is imperative that coaches, parents, officials, players and staff review and understand the CAP to ensure the health and safety of all athletes.

### **Hawaii Concussion Law Act 262**

Every state in the US has a concussion law. The purpose of these laws is to prevent permanent or catastrophic brain injuries. Like all the concussion laws, Hawaii Concussion Law Act 262 requires:

- Concussion Education and Awareness programs for parents, coaches, athletes and officials
- Mandatory removal from participation when a concussion is suspected
- Medical clearance from a licensed health care provider prior to returning to participation.

Act 262 requires concussion education programs for organized athletic activities where participants are eleven years of age and under nineteen years of age.

### **Definition of a Concussion**

A concussion is a traumatic brain injury induced by biomechanical forces such as a direct hit to the head or to the body. Some features of a concussion include:

- Concussion typically results in impairments that may vary in length. The impairments usually resolve spontaneously.

- Concussion signs and symptoms affect brain function rather than structural injury therefore no abnormalities are seen on neuroimaging (CT Scan, Radiographs, MRI)
- Concussions may result in a range of signs and symptoms that may or may not involve loss of consciousness

### **Concussion Action Plan (CAP)**

A CAP is a plan that explains what needs to be done when a possible concussion occurs. It identifies policies, responsibilities and documentation when a concussion event occurs or is reported.

The CAP ensures a standard of care across an organization and at all age levels. It limits an organization's exposure to liability by having a plan in place. The CAP should be reviewed annually and revised as needed.

- CAP is reviewed prior to the start of season practices
- It is reviewed by league coaches, parents, officials, players and DPR staff
- Coaches must sign a Coaches Agreement confirming they have reviewed and will adhere to league concussion policies

### **Preseason Policy and Procedures**

- Distribute CAP packet to all coaches. Packet will include:
  - Concussion Recognition Tool 5 (CRT5) Handout
  - Injury Report Form
  - Coaches Agreement
  - Possible Concussion Notification to Parent
  - Gradual Return to Play Protocol
- Ensure Parents have received concussion education and awareness information. Parents may receive information through:
  - HCAMP Online BrainSpace Parent education course
  - CDC heads up handout

### **Coaches Expectations:**

- Prior to the first practice coaches need to complete a concussion education and awareness session. Coaches will need to complete the training annually.
  - Visit BrainSpace education course by logging into [www.HCAMP.info/mauidpr](http://www.HCAMP.info/mauidpr)
- Coaches must develop an Emergency Transportation Plan for their practice site
- At the first practice it is highly recommended that coaches discuss with their athletes:
  - Importance of reporting concussions
  - Importance of reporting a teammates concussion
  - Sportsmanship and avoiding dangerous and risky behaviors on the field of play

## **Parents Expectations:**

- Prior to first practice parents are highly encouraged to complete a concussion education and awareness session
  - Visit BrainSpace education course by logging into [www.HCAMP.info/mauidpr](http://www.HCAMP.info/mauidpr)
- Parents are encouraged to be an “extra set of eyes” and report any player who may have a suspected concussion

## **What to do when a concussion is suspected?**

- Athlete must be removed from participation and shall not be allowed to return to play that same day
- A coach familiar with signs and symptoms of a concussion should monitor the suspected concussed athlete. Coaches should monitor athlete using the Concussion Recognition Tool 5 (CRT5).
- Athlete with a suspected concussion should not be left alone or allowed to drive home on their own
- Parents should be notified of a concussion event as soon as possible
- Athlete may not return to participation until a written medical clearance is obtained from a licensed health care provider

*911 MUST be called when:*

Loss of consciousness	No breathing or pulse noted	Numbness in arms or legs
Pupils are unequal in size	Repeated vomiting	Seizures
Slurred speech	Worsening headaches	Suspected neck injury
Eyes sensitive to light	Fluid coming out of ears and/or nose	Increasing confusion

*Coaches should not be hesitant to call 911 if they feel unsure*

## **What to do if calling 911?**

- Be sure to provide name of athlete, age and nature of injury
- Be familiar with nearby streets
- Have someone (preferably an adult) wait and meet the ambulance roadside to direct them to the injured athlete
- Head coach will call the athlete’s parent(s) if they are not at the practice or game
- Head coach will contact league director by phone as soon as time allows
- Head coach will document using Injury Report form and submit to league director within 24 hours of the incident

## **Return to Play:**

Prior to returning to participate or engage in any organized team activity a written medical clearance must be obtained from a licensed health care provider. *Parent notes are not accepted under any circumstances.* The written medical clearance must be received by DPR prior to any athlete being allowed to return.

## **Gradual Return to Play Protocol:**

- In the case of a concussion, the head coach shall follow the Return to Play Protocol prior to allowing an athlete unrestricted participation
- Coaches should monitor the Gradual Return to Play Protocol
- If an athlete presents any signs or symptoms during the Gradual Return to Play Program, the athlete should be removed from activity and parent(s) should be notified
- Each step is separated by a 24 hour period. It will take an athlete a minimum of 4 practices before unrestricted activity should be allowed
- For more sports specific Gradual Return to Play Protocol examples visit: [www.hawaiiiconcussion.com](http://www.hawaiiiconcussion.com) under resources

Written Medical Clearance obtained	NO symptoms reported for at least 24 hours	
Step 1	<b>Light aerobic activity:</b> 10 minute slow to moderate run	Increase heart rate
Step 2	<b>Sports Specific exercises:</b> Strenuous running, basic drills, no contact	Increase activity and movement
Step 3	<b>Non-Contact Training drills:</b> Harder drills and activities	Exercise, coordination and increase thinking
Step 4	<b>Full contact practice:</b> Normal training activities	Restore confidence and assessment of skills by coach
Step 5	<b>Unrestricted activity</b>	

## Coaches Agreement

In preparation for the upcoming season please initial the following:

Initial	Agreement
	I have reviewed and understand the DPR Concussion Action Plan
	I have completed the approved concussion education course
	I agree to remove any player who has signs or symptoms of a concussion
	I agree not to allow any athlete to return until cleared by a licensed health care professional
	I agree to follow the Gradual Return to Play Protocol
	I agree to have an emergency transportation plan for my practice location

Coaches Name: \_\_\_\_\_

Team Name: \_\_\_\_\_

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

**Injury Report Form**

Athlete's Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_ Gender: M F

Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_ Facility: \_\_\_\_\_

Injured Body Part: \_\_\_\_\_

Person Filling out this Form: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Describe how the injury happened:

Describe action taken after the injury:

Parent in attendance: YES or NO

Did parent witness the incident: YES or NO

Was 911 called: YES or NO

Concussion suspected: YES or NO

Did athlete return to participation: YES or NO

Witness names & numbers: \_\_\_\_\_

ADDITIONAL NOTES:

## Possible Concussion - Notification to Parent

Athlete's name: \_\_\_\_\_

Date of injury: \_\_\_\_\_ Time of injury: \_\_\_\_\_ Location: \_\_\_\_\_

Name of parent notified: \_\_\_\_\_ Notified by: In-person \_\_\_ Phone \_\_\_

### Description of Event:

### Initial Signs Observed: (please circle)

Dazed or "Glassy Eyes"      Confused or Disoriented      More Emotional      Seizures  
Difficulty following Directions      Loss of Balance or Clumsiness      Loss of Consciousness      Vomiting  
Other: \_\_\_\_\_

### Symptoms Reported: (please circle)

Headache      Dizziness      Nausea      Low Energy      Difficulty Remembering  
Sensitivity to Noise      Visual Problem      Sensitivity to Light      Difficulty Concentrating  
Other: \_\_\_\_\_

If you notice the following, call 911 or take your child to the ER:

- Difficulty Breathing    ● Seizures    ● Neck Pain    ● Unequal, dilated, unreactive pupils
- Decreased Level of Consciousness    ● Increased Intensity of Headaches    ● Mental Status Changes

### Parent Information Checklist:

- Take your child to your physician for follow up care
- During the first 24-72 hours, limit cognitive stimulation such as texting, video games, computer use, reading and writing
- No practice, games or physical activity until advised or cleared by a physician
- Call the school's front office, counselor or student services coordinator to let the school know that your child has a concussion
- 8 to 10 hours of continuous sleep at night is recommended. Avoid frequent napping.
- Must have a medical clearance from a licensed health care provider before your child may return to practice or play

Report filled out by: \_\_\_\_\_ DPR review by: \_\_\_\_\_

## **Emergency Transportation Plan**

- Coaches should have an Emergency Transportation Plan for all practice locations
- Practice the Emergency Transportation Plan prior to start of season practice

### **Role of the First Responder (DPR Staff, Coach, Official, Parent)**

- Control the scene (gain access to athlete)
- Assess the athlete (determine state of consciousness, breathing, pulse, etc)
- Call 911 (if necessary)
- Keep athlete under your supervision until parents or medical personnel arrive

### **If 911 is called, direct a responsible person or people (preferably an adult if available) to do the following:**

- Check to see that any gates, posts, doors are accessible for an ambulance or gurney
- Be on the lookout for medical personnel, flag them down and lead them to the injured athlete
- Help control the scene to keep bystanders away from the injured athlete

**For more information on Concussion Awareness visit: [hawaiiconcussion.com](http://hawaiiconcussion.com), email: [info@hawaiiconcussion.com](mailto:info@hawaiiconcussion.com) or call: (808) 956-3807**

## Athletics Program Complaint Form

Complaint being filed against: \_\_\_\_\_

Name of League: \_\_\_\_\_

Name of Team: \_\_\_\_\_

Date, Time & Location of incident:

\_\_\_\_\_

Please describe the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there any witnesses? Yes  No

Names & Contacts for Witnesses (please include witness statement if one was obtained)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_





**DEPARTMENT OF PARKS AND RECREATION (DPR)  
COUNTY OF MAUI  
Wailuku, Maui, Hawaii**

**PARENT’S/GUARDIAN’S RELEASE, ACKNOWLEDGEMENT AND  
INDEMNIFICATION ON BEHALF OF MINOR**

IN CONSIDERATION of the permission and privilege granted by the COUNTY OF MAUI to \_\_\_\_\_, a minor child whose date of birth is \_\_\_\_\_ (hereinafter referred to as the “Minor”), to participate in: \_\_\_\_\_ (hereinafter referred to as the “Activity”), conducted by the Department of Parks and Recreation (DPR) of the County of Maui, (collectively referred to as the “Event Organizers”), the undersigned parent or guardian of the Minor (hereinafter referred to as “Parent”) agrees as follows:

1. Parent acknowledges and understands that the Activity may involve physical contact, and may result in bodily injury or property damage to the Minor. Parent further acknowledges and understands the risks associated with Minor’s participation in the Activity and is fully aware that there may be unforeseen risks associated with Minor’s participation in the Activity. The Minor’s participation in the Activity is entirely voluntary and the Minor may decline to participate at any time. DPR has a Youth League Concussion Action Plan (CAP) in place that is in effect for all participants, regardless of age. A copy of the CAP is attached here. By signing this Release, Parent acknowledges having read the CAP and agrees to follow it if necessary.
2. Parent agrees to defend, indemnify, and hold the Event Organizers, their officers, employees, agents and servants harmless from and against any and all losses, liability, claims and demands for personal injury, death, illness such as but not limited to COVID-19, and/or property damage arising out of or in connection with the Minor’s participation in the Activity, and Parent further agrees to reimburse the Event Organizers for all costs, expenses, charges, including reasonable attorney’s fees, in connection with any defense or judgment of any such claim.
3. Parent agrees to defend the Event Organizers in any litigation in which the Event Organizers are made a party, arising out of the Minor’s participation in the Activity, and Parent further agrees to reimburse the Event Organizers for all costs, expenses, charges, including reasonable attorneys’ fees, incurred in connection with any defense or judgment resulting out of any such litigation.
4. Parent herein releases the Event Organizers, their officers, employees, agents and servants from and against any and all claims, demands and/or causes of action that

5. Parent confirms that the Minor is covered by medical insurance to pay for expenses that may be incurred due to personal injury to the Minor's participation in the Activity. (Provide a copy of insurance card.)
6. Parent gives permission to have the Minor recorded, photographed and/or videotaped in connection with the Activity above specified. Parent consents to the County of Maui's use of any photographs, audio or videotapes in informational presentations, newsletters, and media publications or in other County of Maui recreation programs. Parent also understand that the photographs, audio/video recordings are the property of the County of Maui's DPR.
7. Parent acknowledges and agrees that the Minor shall abide by all rules and regulations of the Activity, or pertaining to the Activity's location, and all instructions given to the Minor by Event Organizers' staff, officers, employees, agents and servants. If the Minor fails to follow the instruction, rules or regulations the Minor may barred from further participation in the Activity and Parent will be requested to remove the Minor from the location of the Activity.
8. Parent acknowledges that the Minor is not an employee or independent contractor, and is not entitled to any pay, compensation or benefits for participating in the Activity.

**IN WITNESS WHEREOF**, the undersigned has executed this Release, Acknowledgment and Indemnification on this \_\_\_\_\_ of \_\_\_\_\_, 201\_\_\_. In signing this form, Parent acknowledges that Parent is at least 18 years of age, and hereby represents that Parent has read the foregoing, understands it, and fully intends to be bound by same.

**PARENT(s) and/or GUARDIAN(s):**

(Please Print)	(Signature)
(Please Print)	(Signature)
(Residence Address)	
(Home Phone or Cellular #)	(Work Phone or Cellular #)



County of Maui  
 Department of the Corporation Counsel  
 Risk Management Division  
 200 S High Street Phone (808)270-7535  
 Wailuku, HI 96793 Fax (808) 270-1761

## INCIDENT REPORT

**FOR INTERNAL/COUNTY USE ONLY – TO BE COMPLETED BY COUNTY PERSONNEL**

Complete this form for all **NON-AUTOMOBILE** events resulting in potential bodily injury (aka “near miss”), property damage, loss or theft, and send within 24 hours to the **Risk Management Division** either by fax 270-1761, email: [bridget.nakama@mauicounty.gov](mailto:bridget.nakama@mauicounty.gov), or interoffice mail.

Incident Date \_\_\_\_\_ Incident Time \_\_\_\_\_ Location \_\_\_\_\_

Notified by (person reporting the Incident): \_\_\_\_\_ Phone: \_\_\_\_\_

Date and Time Reported \_\_\_\_\_

Department \_\_\_\_\_ Division and/or Unit # (if known) \_\_\_\_\_

Were Police notified?  Yes  No If yes, Police Report # \_\_\_\_\_

Was anyone injured?  Yes  No If yes, please describe. \_\_\_\_\_

Any property damage?  Yes  No / If yes, describe County or third-party damage:

Describe the Incident (circumstances, weather conditions, etc.) \_\_\_\_\_

**Witnesses:**

Name	Address	Contact #	Relationship

Corrective measures taken, if any, to prevent recurrence.

Dept. Head Requests Temporary Restraining Order (TRO)/Injunction:  Yes  No

Report completed by: (print & initial) \_\_\_\_\_ Your Phone: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
 Supervisor (print & initial) Date

\_\_\_\_\_  
 Department Head Signature Date

Original: Department  
 Copy: Managing Director, Risk Management Division

Revised: 9/20/17



## Youth League & Program Participant Evaluation

1. Did you have fun participating in this league or program? Yes or No  
Would you like to share why you had fun or did not have fun?

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2. Did you learn anything from the league or program you participated in? Yes or No  
If yes, what did you learn?

---

3. Is there anything that would make this league or program better? Yes or No  
If yes, would you like to share what will make it better?

---

4. Would you recommend this league or program to a friend? Yes or No  
If no, why not?

---

5. If this league or program were offered again, would you participate? Yes or No  
If no, why not? \_\_\_\_\_

---

6. Were you able to fully participate in this league or program? Yes or No  
If no, please explain.

---

7. Were the facilities safe and accessible for you? Yes or No  
If no, please explain.

---

8. On a scale of 1–10 (10 is the highest) how happy were you with the league or program?

(Check one) 10\_\_\_ 9\_\_\_ 8\_\_\_ 7\_\_\_ 6\_\_\_ 5\_\_\_ 4\_\_\_ 3\_\_\_ 2\_\_\_ 1\_\_\_

***Thank you for your participation!***





**Department of Parks & Recreation  
Recreation Program & Facility Satisfaction Evaluation**

**Name of Recreational Program:**

**Location of Program:**

**1. How would you rate the recreation program that was just completed?**

- Excellent (100%)**
- Very good (90%)**
- Above average (80%)**
- Average (70%)**
- Needs Improving (60%)**

**2. How would you rate the professionalism of the recreation staff that conducted the program?**

- Excellent (100%)**
- Very good (90%)**
- Above average (80%)**
- Average (70%)**
- Needs Improving (60%)**

**3. How would you rate the facility where the recreation program was held?**

- Excellent (100%)**
- Very good (90%)**
- Above average (80%)**
- Average (70%)**
- Needs Improving (60%)**

**4. How would you rate the facility access (ADA compliance)?**

- Excellent (100%)**
- Very good (90%)**
- Above average (80%)**
- Average (70%)**
- Needs Improving (60%)**

**5. Recommendations for the program or facility? No  Yes  If yes please specify:**

\_\_\_\_\_

**6. Any other comments?**

\_\_\_\_\_

*The Department of Parks & Recreation thanks you for participating in our survey!*



**Department of Parks & Recreation  
Staff Program Evaluation**

1. Name & location of recreational program: \_\_\_\_\_

2. Days & hours for games & practices per week: \_\_\_\_\_

3. Total number of teams & program participants: \_\_\_\_\_

(Adult\_\_\_) (Senior\_\_\_) (ADA\_\_\_) (Male\_\_\_) (Female\_\_\_) (Co-ed \_\_\_) (check all that apply)

Youth\_\_ Elementary Age\_\_ Intermediate Age\_\_ High School\_\_ (check all that apply)

4. How would you rate the recreational program that was recently completed?

\_\_\_\_ Excellent \_\_\_\_ Very good \_\_\_\_ Average \_\_\_\_ Needs Improvement

Improvement Needed: \_\_\_\_\_

5. Can you list a few positive takeaways that should remain a part of the program?

\_\_\_\_\_  
\_\_\_\_\_

6. Can you list a few suggestions that you feel might improve the program?

\_\_\_\_\_  
\_\_\_\_\_

7. How would you rate the facility where the program was held?

\_\_\_\_ Excellent \_\_\_\_ Very good \_\_\_\_ Average \_\_\_\_ Needs Improvement

Improvement Needed: \_\_\_\_\_

8. Did you provide additional supports for facility access or individual needs? (Example: wheelchair user arrived and you needed to move the trash can blocking the walkway etc.)

\_\_\_\_ Yes / \_\_\_\_ No - If yes, specify: \_\_\_\_\_

9. Were there any safety issues or other facility issues that should be addressed?

\_\_\_\_\_

10. Any other thoughts, suggestions or recommendations?

\_\_\_\_\_

\_\_\_\_\_