

# PARENTS CODE OF ETHICS

(Updated 12-17-07)

- I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this code of ethics and will abide by the rules and regulations of all programs involved.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials. I will refrain from criticizing, attempting to intimidate or verbally abusing players, fans, parents, coaches, umpires and other officials at every game, practice or other youth sports events.
- I will have my child prompt in attendance to all scheduled games and practices, and further to notify the coaching staff if an emergency arises and my child cannot attend a game or practice.
- I will place the emotional and physical well being of my child ahead of any personal desire to win.
- I will insist my child play in a safe and healthy environment.
- I will demand a drug, tobacco and alcohol free sports environment for my child and agree to assist by refraining from their use at sporting events.
- I will abide by the weapons policy established by the Daviess County Board of Education prohibiting possession of firearms or other dealt weapons.
- I will remember that the game is for children and not for adults.
- I will do my very best to make sure youth sports are 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 promise to help my child enjoy the youth sports experience within my personal constraints by assisting with coaching, being a respectful fan, providing transportation, participating in fund-raisers, work days and concession duties.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach agrees to the youth sports Coaches Code of Ethics.
- I will give the coach notice of any use of medication by my child that will hamper his/her playing ability.
- I will refrain from cursing.
- I will refrain from acting in an irrational manner.

**I hereby acknowledge that failure to comply with the Parents Code of Ethics will result in disciplinary action as outlined in the Daviess County Playground Disciplinary Action Policy.**

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

# APPLICATION FOR COACHES, VOLUNTEERS & UMPIRES

(CHECK ONE)

- COACH (Playground \_\_\_\_\_)  
 VOLUNTEER (Playground \_\_\_\_\_)  
 UMPIRE

PLEASE PRINT LEGIBLY

Name: \_\_\_\_\_ Age: \_\_\_\_\_

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

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

Day phone \_\_\_\_\_ Night phone \_\_\_\_\_ Cell phone \_\_\_\_\_

E-mail address: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Work Schedule: \_\_\_\_\_

Names/Ages of Children Currently Participating in Summer Playground Leagues:

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

Previous Coaching/Volunteer/Umpire Experience:

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

Have You Ever Been Convicted of a Felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

Please List Three References (not related to you).

Name:	Address:	Telephone:
_____	_____	_____
_____	_____	_____
_____	_____	_____

**I Hereby Certify That the Information Contained in This Application is True and Complete.**

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

*Coaches/Parents shall not umpire at home plate any games associated with the age or league in which he/she is involved.*

**A signed copy of the Coaches Code of Ethics and Drug/Alcohol Testing Policy must be submitted along with this Application.**

Playground \_\_\_\_\_ League \_\_\_\_\_ Team \_\_\_\_\_

**FOR THIS TYPE OF POSITION, DAVIESS COUNTY REQUIRES A STATE CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT. UNDER CERTAIN CIRCUMSTANCES, A NATIONAL CRIMINAL HISTORY BACKGROUND CHECK MAY BE REQUIRED AS A CONDITION OF EMPLOYMENT.**

## COACHES CODE OF ETHICS

(Includes the following 5 pages of weather and disciplinary action policies)

- I will accept the appointment as coach, from the playground, with dignity and perform to the best of my ability.
- I will place the emotional and physical well being of my players ahead of any personal desire to win, and respect the decisions of the umpire as fair and refrain from criticizing umpires, coaches, opposing teams or fans.
- I will remember to treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.
- I will give each player equal opportunity to show their playing ability and each player the opportunity to play as much as possible.
- I will do my very best to provide a safe playing situation for my players, and will inspect the playing field before practice and game activity and report any irregularities to the Playground Committee.
- I promise to review and practice the necessary first aid principals needed to treat injuries of my players and have access to a first aid kit at all practices and games. I will not permit a player to re-enter a game after being badly hurt.
- I will do my best to organize practices that are fun and challenging for all my players and arrange practice sessions that are in the best interest of the team. I will also be prompt in attendance for games/practice.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will refrain from criticizing players in front of spectators and teammates, but utilize constructive criticism for instructional purposes in private or team conferences.
- I will insure I am knowledgeable in the rules of each sport that I coach, and that I will teach these rules to my players and will also attend league and playground meetings/coaching clinics to keep abreast of the rules and regulations.
- I will use those coaching techniques appropriate for each of the skills that I teach. I will utilize every team activity as a training ground for life.
- I will remember that I am a youth coach and the game is for children, NOT ADULTS.
- I will conduct myself in an ethical and moral manner, so as to set an example that will be above reproach, and will refrain from tobacco products, alcohol and substance abuse while participating in any team function.
- I will abide by the weapons policy established by the Daviess County Board of Education prohibiting possession of firearms or other dealt weapons.

**I have read, understand and will abide by the above statements and the attached weather and disciplinary action policies; failure to comply will result in disciplinary action as outlined in the Daviess County Playground Disciplinary Action Policy.**

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Signature of Coach

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Date

# Outdoor Activity & Heat **SAFETY**

## **PARK SAFETY & OUTDOOR ACTIVITY GUIDELINES**

- ▶ Reduce intense activities that last 15 minutes or more with increasing rest periods when heat, humidity, and solar radiation are above critical levels.
- ▶ Strenuous exercise programs should be limited initially and then gradually increased over a 10 to 14 day period.
- ▶ Drinking water or flavored salted beverage should be enforced every 30 minutes.
- ▶ Clothing should be light-colored and limited to one layer of absorbent material and replaced if sweat-saturated.

### **RESTRAINTS ON ACTIVITIES**

HEAT INDEX UNDER 95° - MANDATORY WATER BREAKS EVERY 30 MINUTES FOR 10 MINUTES IN DURATION; MONITOR ATHLETES

HEAT INDEX 95° - 99° - ALL OF THE ABOVE + IF NOT INVOLVED IN SAFETY, REMOVE UNNECESSARY SPORTS EQUIPMENT

HEAT INDEX 99° - 104° - ALL OF THE ABOVE + REDUCE TIME OF OUTSIDE ACTIVITY; POSTPONE ACTIVITIES TO LATER IN THE DAY

HEAT INDEX OVER 104° - STOP ALL OUTSIDE ACTIVITY IMMEDIATELY

▲ CHECK WITH THE NATIONAL WEATHER SERVICE, WEATHER RADIO, OR PARK STAFF FOR HEAT INDEX INFORMATION

#### **H E A T D I S O R D E R S**

**SUNBURN** - skin redness; pain; swelling; blisters; headaches (apply ointment; if blisters appear, apply dry sterile dressing)

**HEAT CRAMPS** - painful spasms in legs/abdomen; heavy sweating (gentle massage for spasm; apply firm pressure for cramping)

**HEAT EXHAUSTION** - vomiting; fainting; cold skin; weakness (get victim to cool area; loosen clothing; sips of water unless vomiting; seek medical attention)

**HEAT STROKE** - hot dry skin; rapid, strong pulse; possible unconsciousness (seek medical help immediately; remove outer clothing and reduce body temperature with cold bath or sponging; do not give fluids)

# Thunderstorm & Lightning **SAFETY**

## **PARK SAFETY & GAME CANCELLATION GUIDELINES**

### **-THUNDER OR LIGHTNING - Seek Shelter Immediately!**

If you hear thunder or see lightning strikes (actual strikes vs. heat lightning described below) you can be struck by lightning!

Heat lightning is actual lightning from distant thunderstorms too far away to be heard, but maybe moving in your direction.

- ▶ Go to a safe shelter immediately or move to a sturdy building or hardtop car. Do not take shelter in small sheds, dugouts, under isolated trees, or in convertible automobiles.
- ▶ Stay away from water, water fountains, metal constructed bleachers, metal pipes, and chain link fences. Telephone lines can conduct electricity - use phones only in emergency.
- ▶ If no shelter is nearby, find a low spot away from trees, fences, and utility poles. Make sure the place you pick is not subject to flooding.
- ▶ If you feel your skin tingle or your hair stand on end, squat low to the ground on the ball of each foot. Place your hands on your knees with your head between them. Make yourself the smallest target possible and minimize your contact with the ground.

THE PARK OFFICIALS HAVE THE FINAL SAY OVER CALLING GAMES AND SEEING THAT EVERYONE EVACUATES FIELDS UNTIL THE THREAT OF SEVERE WEATHER PASSES.  
GAMES MAY RESUME FOLLOWING A THREE (3) MINUTE WARM-UP PERIOD, NO SOONER THAN THIRTY (30) MINUTES AFTER THE LAST SIGHT OF LIGHTNING OR THE LAST SOUND OF THUNDER.

**DAVISS COUNTY PLAYGROUND ASSOCIATION  
DISCIPLINARY ACTION POLICY**

(Policy went into effect 6/21/06 & UPDATED 8/21/08)

**ADULTS**

(Parents, Spectators, Coaches, Playground, League & Game Officials)

**INCIDENT**

**CONSEQUENCE AFTER FINAL DETERMINATION**

- |  |   |
|--|---|
| 1. (a) Curse, malicious toward another adult or in the presence of a child.              | 1 <sup>st</sup> offense: Minimum: banned for remainder of calendar year<br>Maximum: 3 yr. ban   |
| (b) Curse (incidental remark)  | 2 <sup>nd</sup> offense: 3 yr. ban<br>1 game suspension   |
| 2. Push, hit, strike, spit upon or threaten anyone (other than reasonable self-defense). | Minimum: banned for remainder of calendar year<br>Maximum: 5 yr. ban  |
| 3. Drinking or under the influence of alcohol or drugs.                                  | Minimum: banned for remainder of calendar year<br>Maximum: 5 yr. ban  |
| 4. (a) Act in an irrational manner; make a public spectacle or nuisance of oneself.      | 1 <sup>st</sup> offense: send home  |
| (b) Act in an irrational manner; lewd or obscene behavior.                               | 2 <sup>nd</sup> offense: banned for remainder of calendar year<br>1 <sup>st</sup> offense: Minimum: banned for remainder of calendar year<br>Maximum: 3 yr. ban |
| 5. Intimidate or verbally abuse a player, coach, official or parent.                     | 2 <sup>nd</sup> offense: 3 yr. ban  |
| 6. Intentional violation of rules & regulations of the program involved with.            | 1 <sup>st</sup> offense: 3 game suspension<br>2 <sup>nd</sup> offense: banned for remainder of calendar year  |
| 7. Disregard of Daviess County Board of Education Weapons Policy.                        | Minimum: 1 game suspension<br>Maximum: banned for remainder of calendar year  |
|  | Minimum: banned for remainder of calendar year<br>Maximum: 5 yr. ban  |

**PLAYERS**

**INCIDENT**

**CONSEQUENCE AFTER FINAL DETERMINATION**

- |  |   |
|--|---|
| 1. Push, hit, strike, spit upon or threaten anyone (other than reasonable self-defense). | Minimum: 1 game suspension<br>Maximum: banned for remainder of calendar year                          |
| 2. Drinking or under the influence of alcohol or drugs.                                  | Banned for remainder of calendar year   |
| 3. Use of tobacco products   | Each incident: 1 game suspension  |
| 4. (a) Curse, malicious  | 1 <sup>st</sup> offense: Minimum: 3 game suspension<br>Maximum: banned for remainder of calendar year |
| (b) Curse (incidental remark)  | 2 <sup>nd</sup> offense: banned for remainder of calendar year<br>1 game suspension                   |
| 5. Disrespect to coaches & umpires or other poor sportsmanship.                          | Minimum: verbal reprimand<br>Maximum: banned for remainder of calendar year                           |

# COACHES & UMPIRES

## INCIDENT

1. Use of tobacco products while in the act of coaching and/or umpiring.
2. Failure to enforce severe weather policies.

## CONSEQUENCE AFTER FINAL DETERMINATION

(Coach) Each incident, suspended remainder of the game, plus 1 more game.  
(Umpire) 1<sup>st</sup> offense: warning given  
2<sup>nd</sup> offense: remove for remainder of game

1<sup>st</sup> offense: letter of warning  
2<sup>nd</sup> offense: banned for remainder of calendar year  
GAME FORFEITURE MAY RESULT FROM ADDITIONAL VIOLATIONS

# COACHES & PARENTS

## INCIDENT

1. Harassment of an umpire.
2. Failure to abide by suspension rulings or bans
3. Pursuing an umpire from the playing field at conclusion of game.

## CONSEQUENCE AFTER FINAL DETERMINATION

Warning and/or ejection

Banned for remainder of calendar year or remainder of ban, plus 1 yr.

Minimum: 3 game suspension  
Maximum: 3 yr. ban

# COACHES

## INCIDENT

1. Responsible for conduct of players, assistants & parents.
2. Ejection from game:
  - a. arguing
  - b. harassing the umpire
  - c. unsportsmanlike conduct
  - d. cursing
  - e. threatening actions
  - f. physical aggression

## CONSEQUENCE AFTER FINAL DETERMINATION

To be considered an incident of the same proportion as #6 in the ADULTS category and shall be dealt with accordingly.

Ejection from game plus 1 more game and any other applicable penalties.

- Any on the field disciplinary action taken against a coach, player or umpire by a Playground Board should be forwarded to the respective League President within 24 hours of the incident, for further review.
- The suspension/ban of a coach or umpire from any Playground or League will be reported to all Playground and League Presidents/Boards. The Boards may choose to apply the reported suspension/ban to their Playground or League.
- The suspension/ban of a Playground or League Officer will be reported to all Playground and League Presidents/Boards. The Boards may choose to apply the reported suspension/ban to their Playground or League.
- Any disciplinary action taken against a parent or spectator by a Playground Board should be forwarded to all League Presidents in order to help enforce the Playground's disciplinary action.

**DAVISS COUNTY PLAYGROUND ASSOCIATION  
DISCIPLINARY ACTION POLICY  
SUSPENSIONS AND BANS**

***This policy applies to all leagues under the jurisdiction of the Daviess County Playground Association and supersedes all league policies.***

1. **ALL** suspensions or bans recommended by Leagues or Playgrounds must be reported on *Form S & B* to the Daviess County Parks Department.
2. Suspensions of 1, 2 or 3 games are considered Level 1 (suspensions). Suspensions of more than 3 games are considered Level 2 (bans). ***Any suspended or banned individual shall be prohibited from any contact with any Daviess County Playground Association team and/or entering any premises under jurisdiction of the Daviess County Playground Association during the period of the suspension or ban.***
3. Suspensions/bans of more than 3 games (Level 2) must have the concurrence of the Daviess County Parks Department.
4. Decisions regarding suspensions/bans must be made by the League or Playground within 3 days of receipt of report of the incident.
5. Suspension/ban recommendations and all supporting information must be forwarded to the Daviess County Parks Department within 2 days of the League or Playground decision. Level 1 reports will be filed for future reference and Level 2 reports will be reviewed for concurrence.
6. Official notice of the suspension/ban of more than 3 games will be sent from the Daviess County Parks Department within 2 days of receipt of information from League/Playground.
7. Request for Inquiry must be submitted to Playground / League / Parks Dept. within 2 weeks of the incident for it to be reviewed.

**DAVIESS COUNTY PLAYGROUND ASSOCIATION  
DISCIPLINARY ACTION POLICY  
FORM S & B**

(For the purpose of reporting recommended suspensions/bans)

This recommendation and all supporting information must be forwarded to the Daviess County Parks Department for filing or concurrence within 2 days of the League or Playground decision.

The \_\_\_\_\_ League/Playground recommends to the Daviess County Parks

Department that \_\_\_\_\_, \_\_\_\_\_ be suspended/banned from  
Name position

\_\_\_\_\_ for a period of \_\_\_\_\_ for the incident of  
position(s)

\_\_\_\_\_.

Submitted By:

\_\_\_\_\_  
President

\_\_\_\_\_  
League/Playground

\_\_\_\_\_  
Date

**FOR DAVIESS COUNTY PARKS DEPARTMENT USE ONLY**

**Concur**

**Revise**

**Review**

**Reject**

**File**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Park Official**

## **DRUG/ALCOHOL TESTING POLICY**

Any coach, umpire, league official or person who is responsible for the well being of a player during any practice, game or authorized activity of this league, who is suspected of using or being under the influence of drugs or alcohol, while any league youth is under his or her supervision may be requested to submit to a blood or urine test for drugs or alcohol. This is to be done at the expense of the league.

Only 2 league officers, 2 playground officers or a park official may request such a test.

Failure to take such a test will result in immediate suspension from any future league activities.

If such a test provides positive, that party shall be suspended from any other activities unless an appeal is made to the League Board of Directors. If appeal is made all, parties involved must appear before the League Board.

Any person suspended because of test results or failure to submit to testing, may file an appeal to the league within five (5) days of his/her suspension. If an appeal is filed, suspension is stayed until final ruling by the League.

**I have read and understand the above statements.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Authorization of Approval**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

# Daviess County Parks & Recreation's Playground Association Youth Leader Background Check Guidelines

## **PURPOSE**

Daviess County Parks & Recreation's Playground Association recognizes the importance of providing a quality program for the youth in Daviess County. Adult volunteers and other leaders, such as umpires, are integral to the provision of a safe, fun and enjoyable program for the community. Due to the high level of direct public contact with program participants, the Parks & Recreation Department will complete mandatory background checks on all volunteers (coaches, board members, etc.) and umpires serving the 13 playgrounds within the Association: Burns, Country Heights, Highland, Knottsville, Masonville, Meadow Lands, Moreland, Sorgho, Stanley, Utica, Thruston, West Louisville & Whitesville.

## **CRIMINAL BACKGROUND CHECK**

Applicants and employees shall undergo records checks same as those required by the school systems and child-care centers.

Each application or renewal form provided applicants for a position shall conspicuously state the following: "FOR THIS TYPE OF POSITION, DAVIESS COUNTY REQUIRES A STATE CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT. UNDER CERTAIN CIRCUMSTANCES, A NATIONAL CRIMINAL HISTORY BACKGROUND CHECK MAY BE REQUIRED AS A CONDITION OF EMPLOYMENT".

Employment or volunteering shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 or other conviction determined by the Daviess County Parks Assistant Director to bear a reasonable relationship to the ability of the individual to perform the job. Probationary employment or volunteering shall terminate on receipt of a criminal history background check documenting a record of such convictions.

## **WHO MUST HAVE A BACKGROUND CHECK**

All volunteers and umpires 18 years and older within the Daviess County Playground Association shall have a background check. ALL teams coaches (2 per team) will have the same background check conducted. This applies even if a background check is conducted by the league.

## **BACKGROUND CHECK PROCEDURES**

Daviess County Parks and Recreation will:

1. Complete annual background checks for all volunteers and umpires through the State of Kentucky Administrative Office of the Courts.
2. Require all volunteers and umpires to:
  - a. Complete an Application,
  - b. Complete an Authorization for Release of Personal Information,
  - c. Submit all forms to Daviess County Parks and Recreation Department.
3. Send all required information to the State of Kentucky Administrative Office of the Courts for processing.
4. Return all background check replies to the applicants by first class mail.

5. Send by first class mail copies of returned background check replies to the Daviess County Attorney.
6. Notify any disqualified volunteers or umpires by sending them the following by first class mail:
  - a. Fair Credit Reporting Act – Summary of Rights
  - b. Letter of disqualification

#### **STATEMENT OF APPEAL**

There is no appeal process. If you suspect information contained on the record is incorrect, or have questions, please contact Pretrial Services at (800) 928-6381.

#### **STATEMENT OF CONFIDENTIALITY**

Daviess County Parks and Recreation respects the privacy of each volunteer and shall at no time disclose provided information outside of the organization. Daviess County Parks and Recreation will share information within the organization on a “need to know” basis. Daviess County Parks and Recreation shall keep consent/release forms, including personal data, in a secure location with access to authorized personnel only.

#### **REQUIRED NOTICES**

All volunteers or umpires shall report any criminal conviction to the Daviess County Parks & Recreation while the volunteer or umpire provides services to the Daviess County Playground Association.

# Daviess County Parks & Recreation's Playground Association

## *Authorization For Release of Personal Information*

I do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Daviess County Parks & Recreation ("County"), or to any authorized agent of a criminal justice agency or any private agency upon request of the County, whether the said records are of a public, private, or confidential nature. A photocopy of this release form will be valid as an original thereof even though the said photocopy does not contain an original writing of my signature.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Check One     Coach            (Playground \_\_\_\_\_)  
                   Volunteer        (Playground \_\_\_\_\_)  
                   Umpire

### PLEASE PRINT THE FOLLOWING INFORMATION:

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAIDEN OR ALIAS NAMES

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
PHONE NUMBER

**THIS FORM MUST BE COMPLETED IN ITS ENTIRETY TO BE VALID.**

# APPLICATION FOR COACHES, VOLUNTEERS & UMPIRES

(CHECK ONE)

- COACH (Playground \_\_\_\_\_)  
 VOLUNTEER (Playground \_\_\_\_\_)  
 UMPIRE

PLEASE PRINT LEGIBLY

Name: \_\_\_\_\_ Age: \_\_\_\_\_

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

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

Day phone \_\_\_\_\_ Night phone \_\_\_\_\_ Cell phone \_\_\_\_\_

E-mail address: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Work Schedule: \_\_\_\_\_

Names/Ages of Children Currently Participating in Summer Playground Leagues:

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

Previous Coaching/Volunteer/Umpire Experience:

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

Have You Ever Been Convicted of a Felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

Please List Three References (not related to you).

Name:	Address:	Telephone:
_____	_____	_____
_____	_____	_____
_____	_____	_____

**I Hereby Certify That the Information Contained in This Application is True and Complete.**

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

*Coaches/Parents shall not umpire at home plate any games associated with the age or league in which he/she is involved.*

**A signed copy of the Coaches Code of Ethics and Drug/Alcohol Testing Policy must be submitted along with this Application.**

Playground \_\_\_\_\_ League \_\_\_\_\_ Team \_\_\_\_\_

**FOR THIS TYPE OF POSITION, DAVIESS COUNTY REQUIRES A STATE CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT. UNDER CERTAIN CIRCUMSTANCES, A NATIONAL CRIMINAL HISTORY BACKGROUND CHECK MAY BE REQUIRED AS A CONDITION OF EMPLOYMENT.**

# **Daviess County Playground Association Background Check Disqualifiers**

(Task Force recommended changes 9/23/08, approved by DCPGA 1/14/09)

## **SEX OFFENSES**

- Ø **All Sex Offenses** – *Regardless of the amount of time since offense.*  
**Examples include:** *child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.*

## **FELONIES**

- Ø **All Felony Violence** – *Regardless of the amount of time since offense.*  
**Examples include:** *murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.*
- Ø **All Felony offenses** other than **violence** or **sex** within the past 10 years.  
**Examples include:** *drug offenses, theft, embezzlement, fraud, child endangerment, etc.*

## **MISDEMEANORS**

- Ø **All misdemeanor violence** offenses within the past 7 years  
**Examples include:** *simple assault, battery, domestic violence, hit & run, etc.*
- Ø **All misdemeanor drug & alcohol offenses** within the past 3 years or multiple offenses in the past 10 years. Two (2) misdemeanor alcohol-related offenses on the same date will not be considered as multiple within 10 years, it be considered as a single charge.
  - **Umpires ONLY - alcohol-related misdemeanor charges** – *two (2) within 3 years or multiple (3 or more) in 10 years. \*\*Umpires do not have the extensive contact with children like coaches.\*\**  
**Examples include:** *driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.*
- Ø **Any other misdemeanor** within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.  
**Examples include:** *contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.*

## **PENDING CASES**

Anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer (or umpire) until the official adjudication of the case. (1<sup>st</sup> charge toward a coach or officer, they are out; 2<sup>nd</sup> charge toward an umpire, they are out)

# PLAYGROUND INSPECTION GUIDELINES

Playground inspection usually takes place during the first part of March. Facilities are toured and problem areas that need attention are noted. Individual playgrounds are notified regarding the needed repairs.

The following is a list of the areas related to the playground that are checked on this initial visit:

- 1) All Fencing**
  - Pulled up areas at the bottom of the fence (curling).
  - Broken "ties" in the fencing.
  - Pulled apart or loose sections of the fence.
  - Stability of backstop rubber mats.
  - Gates and latches.
  - Fence posts and connecting poles.
  
- 2) Playing Fields**
  - Grass growing on dirt infields.
  - Crowns caused by dragging where infield meets outfield grass.
  - Low spots at the bases or home plate (boxes).
  - Home plate or bases that have sunk.
  - Gullies or trenches from water runoff on the playing area.
  - Washouts under fence and maintenance gates.
  - Raised home plate.
  - Mound at right height.
  - Pitching rubber (is it high or overly exposed?)
  
- 3) Dugouts**
  - Condition of roof.
  - Condition of all fencing around dugouts.
  - Condition of benches in dugout.
  
- 4) Bleachers**
  - Raised nail heads.
  - Loose boards.
  - Condition of frame (sturdiness)
  
- 5) Press Boxes**
  - Condition of roof.
  - Condition of steps.
  - Raised nail heads.
  
- 6) Debris**
  - Check for any tree limbs.
  - Check for weed growth in fences.
  - Check for any overgrown bushes.
  - Check for any broken glass.
  - Check for any large pebbles (rocks).
  - Check for any leftover trash.

<b>Prior to the start of the season, emphasis should be placed on the following:</b>
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- 1) Water Fountains** -Drain properly, clean and in good working order.
  
- 2) Concession Stands** -Clean and in good working order, has permits and ready for inspection.
  
- 3) Scoreboards** -Replace bulbs and check wiring.
  
- 4) Restrooms** -Clean and in good working order.
  
- 5) Lights** -Bulbs on all poles burn and no loose wiring.
  
- 6) Signage** -Proper signs posted

PLAYGROUND \_\_\_\_\_ FIELD #: \_\_\_\_\_ DATE: \_\_\_\_\_

**S U F**      **INFIELD AREA**      (Comments)

			Mound	
			Home Plate	
			1 <sup>st</sup> Base	
			2 <sup>nd</sup> Base	
			3 <sup>rd</sup> Base	

**S U F**      **DUGOUTS**

			1 <sup>st</sup> B: Fence	
			Roof	
			Gate	
			Bench	
			3 <sup>rd</sup> B: Fence	
			Roof	
			Gate	
			Bench	

**S U F**      **FENCE AREAS**

			Backstop	
			Gates	
			1 <sup>st</sup> Base	
			RF Line	
			RF Area	
			CF Area	
			LF Area	
			LF Line	
			3 <sup>rd</sup> Base	

**S U F**      **OUTFIELD AREA**

			RF Foul	
			RF Area	
			CF Area	
			LF Area	
			LF Foul	

**S U F**      **MISC.**

			Parking Area	
			Grounds	
			Bleachers	
			Concessions	
			Press Box	
			Batting Cage	
			Proper signage	Heat Adv ___ T/L ___ Rules ___ Reserved ___ Tob. Free ___

**S = SATISFACTORY CONDITION    U = UNSATISFACTORY CONDITION / ATTENTION NEEDED**  
**F = FOLLOW-UP TO BE COMPLETED ON UNSATISFACTORY ITEMS AFTER SEASON BEGINS.**

## PLAYGROUND ASSISTANCE PROGRAM

Policy governing the eligibility of the Playground Association to participate in the \$1500.00 per playground annual maximum Daviess County Fiscal Court contribution to the betterment of Daviess County Playgrounds. Only those playgrounds under the direction of the Daviess County Parks Board are eligible. Programs attached to Panther Creek or Yellow Creek Parks are not eligible for this funding.

1. Requests must be in writing and signed by the playground president and treasurer and be for improvements to the infrastructure of the requesting playground. (Fencing, lighting, scoreboard, bleachers, dugouts, concession, other building improvements, etc.)
2. **Any purchases over \$500 must have 3 quotes attached.**
3. Funds cannot be transferred from one playground to another.
4. All funds should flow through the Parks Department budget and must be submitted to the Parks Director for assessment. Project must be approved by the county commissioner in whose district the project will occur as well as Parks Liaison and the County Judge/Executive. The Daviess County Fiscal Court budget is effective July 1-June 30. All infrastructure improvements requested through this program must be completed in the budget year requested.
5. Once project is approved, playground shall forward or have vendors forward invoices to Daviess County Parks Department for processing and submission to Fiscal Court for payment.
6. Parks Department will reserve the right, when there are multiple requests for the same material and item, to request bids on the material and handle purchase transaction.

NOTE: In the opinion of the Daviess County Fiscal Court, it is in each playgrounds best financial interest to become 501 (c)(3) corporations. The 6% sales tax savings is pure profit for playgrounds.

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### Un-Approved Projects (as of 1/1/07)

**Popcorn Popper  
Snow Cone Machine**

**Daviess County Parks and Recreation reserves  
the right to add to this list on an as needed basis.**

# PLAYGROUND ASSISTANCE PROGRAM APPLICATION

PLAYGROUND \_\_\_\_\_

PRESIDENT NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
(contact)

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

1) PROJECT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) SITE LOCATION: \_\_\_\_\_

\_\_\_\_\_

3) ITEMIZED BUDGET (Brief)

A) LABOR: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

B) MATERIALS: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

PROJECT SUPERVISOR: \_\_\_\_\_ PHONE \_\_\_\_\_

PROJECTED COMPLETION DATE OF PROJECT: \_\_\_\_\_

I have read the program guidelines and will comply with all printed procedures.



\_\_\_\_\_  
Playground President Date

\_\_\_\_\_  
Playground Treasurer Date

***-All applications must be submitted to the Daviess County Parks Department for project approval-***

## **INAPPROPRIATE CONDUCT POLICY**

Daviess County Parks & Recreation will follow specific guidelines when dealing with inappropriate conduct exhibited by players, spectators, officials, sponsors, participants, supervisors, managers, coaches, playground officials or league officers.

Inappropriate Conduct must be reported in writing with witness listed. You may obtain a form to file a complaint from the playground concession stand or by writing or calling Daviess County Parks and Recreation. This form must be filled out in its entirety and returned in a timely manner to a playground officer or Daviess County Parks & Recreation. If after a reasonable amount of time you have not heard from the playground or league, contact Daviess County Parks & Recreation.

All inquiries will be handled at the lowest level possible (i.e.: playground board, league board).

**Inappropriate Conduct may result in penalties ranging from a letter of reprimand to dismissal from Daviess County Playgrounds and Daviess County Parks.**

**To obtain a form, write or call:  
Daviess County Parks & Recreation  
2620 Hwy 81  
Owensboro, KY 42301  
Telephone (270) 685-6142**

REQUEST FOR INQUIRY

PLAYGROUND: \_\_\_\_\_ TEAM NAME: \_\_\_\_\_

PERSON TO BE INVESTIGATED: \_\_\_\_\_

TITLE OF ABOVE NAMED (coach, parent, officer, etc.): \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_

I hereby request the officers of this playground to investigate and take appropriate action in regard to the following incident(s) described involving the above-named individual.  
(List full details - use reverse side, if necessary)

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I believe that this matter merits investigation because:

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I certify that the information set forth above is true and correct, to the best of my knowledge and belief: **THE FOLLOWING INFORMATION MUST BE COMPLETE TO BE VALID.**

NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE (Day): \_\_\_\_\_ (Night): \_\_\_\_\_

NAME OF CHILD: \_\_\_\_\_

NAME OF WITNESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAIL OR DELIVER COMPLETED FORM TO A PLAYGROUND OFFICER.

## DAVIESS COUNTY PLAYGROUND ASSOCIATION REGISTRATION FORM

Birth certificate # \_\_\_\_\_ Date of birth \_\_\_\_\_ Proof of residency (attach copy)  
 Registration officer signature \_\_\_\_\_

\*\*\*\*\*

Players name \_\_\_\_\_

Date of birth \_\_\_\_\_ Age as of January 1 (this year) \_\_\_\_\_ (Softball)  
 Age as of April 30 (this year) \_\_\_\_\_ (Baseball)

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Telephone \_\_\_\_\_ School \_\_\_\_\_

Where did child play last year? \_\_\_\_\_ Team & division \_\_\_\_\_

Father's name \_\_\_\_\_ Employer \_\_\_\_\_  
 Day phone \_\_\_\_\_ Night phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Mother's name \_\_\_\_\_ Employer \_\_\_\_\_  
 Day phone \_\_\_\_\_ Night phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Child lives with:    \_\_\_ Both parents    \_\_\_ Mother    \_\_\_ Father    \_\_\_ Other \_\_\_\_\_

Emergency contact \_\_\_\_\_ Phone \_\_\_\_\_

Please List any Physical Limitations or Disabilities. \_\_\_\_\_

-----**EMERGENCY MEDICAL RELEASE**-----

I give permission for emergency medical procedures to be administered to the above named child if I cannot be contacted in the event of an emergency.

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

I hereby certify all the above information is true and correct and understand that false information could result in disqualification.

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

*\*Copy of birth certificate or proof of age must be presented with this form at registration.*

*\*Tee-ball players must be 5 years of age by April 30 to begin playing.*

*\*Proof of residency requirement began in 2006.*

# PLAYERS CODE OF ETHICS

(Updated 12-17-07)

- I will refrain from using any tobacco products, alcoholic beverages or drugs while participating in any team function.
- I will give coaches notice if unable to attend practices or games.
- I will play to the best of my ability and for the good of the team.
- I will respect and cooperate with coaches and umpires.
- I will tell my coaches of any illness or injury that might affect my team performance.
- I will try to be a good sport in relationship with all players, parents and fans.
- I will not criticize umpires, coaches or opponents.
- I will refrain from use of profanity and telling untruths.
- I will refrain from the use of threats and physical aggression toward anyone.
- I will win without bragging and lose without whining.

**I hereby acknowledge that failure to comply with the Players Code of Ethics will result in disciplinary action as outlined in the Daviess County Playground Disciplinary Action Policy.**

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**Players Signature**

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**Date**

# TRANSFER REQUEST FORM "Player Request"

To \_\_\_\_\_ Playground

From \_\_\_\_\_ Playground

Indicate player's involvement by marking X in the appropriate blank.

**BASEBALL**

Tee Ball \_\_\_\_\_

Rookie \_\_\_\_\_

Minors \_\_\_\_\_

Majors \_\_\_\_\_

**FAST PITCH SOFTBALL**

8 & Under \_\_\_\_\_

10 & Under \_\_\_\_\_

13 & Under \_\_\_\_\_

**SLOW PITCH SOFTBALL**

8 & Under \_\_\_\_\_

10 & Under \_\_\_\_\_

12 & Under \_\_\_\_\_

14 & Under \_\_\_\_\_

19 & Under \_\_\_\_\_

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

Player's Name \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone (\_\_\_\_) \_\_\_\_\_ Age: \_\_\_\_\_ Birthday \_\_\_\_\_

Reason For Transfer:

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

Player's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**TRANSFER REQUEST FORM**  
**“Playground Release”**

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

The \_\_\_\_\_ Playground releases \_\_\_\_\_

in order that he/she may transfer to \_\_\_\_\_

Playground for the purpose of playing Summer League Ball.

Playground President / Committee Signatures:

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

Comments:

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

**TRANSFER REQUEST FORM**  
**“Playground Permission Granted”**

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

Permission has been granted to player \_\_\_\_\_ from the  
\_\_\_\_\_ Playground to play \_\_\_\_\_  
League Ball at \_\_\_\_\_ Playground.

New Team Name \_\_\_\_\_

Playground President/Committee Signatures:

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

Comments:

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