

COACHING PACKET INCLUDES ALL OF THE FOLLOWING (Pages 15-28):

- **Application (Pg. 16)**
- **Coaches Code of Ethics (Pgs. 17-23) {includes Outdoor Activity & Heat Safety Rules; Thunderstorm & Lightning Safety Rules; Disciplinary Action Policy}**
- **Drug/Alcohol Testing Policy (Pg. 24)**
- **Background Check Form, DQ & Guidelines (Pgs. 25-28)**

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.

Signature of Coach

Date

OUTDOOR ACTIVITY & HEAT SAFETY RULES

RESTRAINTS ON ACTIVITIES

HEAT INDEX 95° - 104°: MANDATORY WATER BREAKS EVERY 30 MINUTES FOR 10 MINUTES IN DURATION & MONITOR ATHLETES

HEAT INDEX OVER 104°: POSTPONE ACTIVITY UNTIL HEAT INDEX DROPS BELOW 104°



IF AFTER 30 MINUTES THE HEAT INDEX (IN THE SHADE) IS STILL OVER 104° THE GAME IS TO BE CANCELED AND RESCHEDULED, WITH ANY PREPARATION BEING MADE TO START THE NEXT GAME ON TIME.



CHECK WITH THE NATIONAL WEATHER SERVICE, RADIO STATION 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)

PARK STAFF/PLAYGROUND OFFICIALS/UMPIRES WILL HAVE THE FINAL SAY OVER ENFORCEMENT OF THESE RULES. IF RULES ARE IGNORED, A LETTER OF REPRIMAND WILL BE SENT TO THE COACHES, UMPIRES AND PLAYGROUND PRESIDENT(S) INVOLVED. ONE LETTER OF WARNING WILL BE SENT, SUSPENSION TO FOLLOW IF NEXT INCIDENT OCCURS. GAME FORFEITURE MAY RESULT FROM ADDITIONAL VIOLATIONS OF THESE RULES.

THUNDERSTORM & LIGHTNING SAFETY RULES

*** THUNDER OR LIGHTNING ***

SEEK SHELTER IMMEDIATELY!

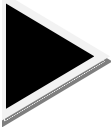
**IF YOU HEAR THUNDER OR SEE LIGHTNING YOU CAN
BE STRUCK BY LIGHTNING!**



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 EMERGENCIES.



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.

**PARK STAFF/PLAYGROUND OFFICIALS/UMPIRES 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.**

IF RULES ARE IGNORED, A LETTER OF REPRIMAND WILL BE SENT TO THE COACHES, UMPIRES AND PLAYGROUND PRESIDENT(S) INVOLVED. ONE LETTER OF WARNING WILL BE SENT, SUSPENSION TO FOLLOW IF NEXT INCIDENT OCCURS. GAME FORFEITURE MAY RESULT FROM ADDITIONAL VIOLATIONS OF THESE RULES.

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

CONSEQUENCE AFTER FINAL DETERMINATION

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

1st offense: letter of warning
2nd 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.

**DAVISS 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 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, will be sent home and 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 home playground.

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 in accordance with the Daviess County Playground Association Disciplinary Action Policy.

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

Updated 11-16-09

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 at _____ Playground
 VOLUNTEER at _____ Playground

**PHOTO ID
REQUIRED
WITH
SUBMISSION
OF THIS FORM**

UMPIRE *CHECK ALL THAT APPLY*
Baseball: Little League
 Cal Ripken Tee-ball/Rookie
 Cal Ripken Minor/Major
Softball: Fast Pitch
 Slow Pitch
Do you have experience as an umpire? Yes No

PLEASE PRINT THE FOLLOWING INFORMATION:

FULL NAME (First, Middle, Last)

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.

**Form may be faxed to Lisa Adams at 685-6140, e-mailed to ladams@daviessky.org,
mailed to or dropped off at 2620 Hwy 81**

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. (1st charge toward a coach or officer, they are out; 2nd charge toward an umpire, they are out)

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, Southern Oaks, 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 Authorization for Release of Personal Information,
 - b. Submit release form to Daviess County Parks and Recreation Department.
3. Submit the required information to the State of Kentucky Administrative Office of the Courts for processing via their online submission site.
4. Return all background check replies to the applicants by first class mail (This is now done by the State, if the person has a record).

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.

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.

Prior to the start of the season, emphasis should be placed on the following:
--

- 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 st Base	
			2 nd Base	
			3 rd Base	

S U F **DUGOUTS**

			1 st B: Fence	
			Roof	
			Gate	
			Bench	
			3 rd B: Fence	
			Roof	
			Gate	
			Bench	

S U F **FENCE AREAS**

			Backstop	
			Gates	
			1 st Base	
			RF Line	
			RF Area	
			CF Area	
			LF Area	
			LF Line	
			3 rd 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.

**DAVISS COUNTY PLAYGROUND ASSOCIATION
END OF SEASON INSPECTION REPORT**

<u>DATE</u>			<u>PLAYGROUND</u>
F1	F2	F3	<u>TRASH</u>
			Grounds picked up
			Trash receptacles emptied
			Trash receptacles stored
			<u>GRASS / WEEDS</u>
			Batting cages
			Bleachers
			Bullpens
			Concession stand
			Fences
			Scorer's booth
			<u>BASES</u>
			Bases put away
			<u>FIELD PREP EQUIPMENT</u>
			Stored in a proper area
			<u>MISC. EQUIPMENT OR ITEMS</u>
			Stored in a proper area

√ = Satisfactory

X = Needs Attention

PLAYGROUND ASSISTANCE PROGRAM

This is the 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 the infrastructure of the requesting playground.
2. **Any projects and/or purchases over \$500 must have 3 quotes attached.**
3. Funds cannot be transferred from one playground to another.
4. All projects and/or purchases should flow through the Parks Department budget and must be submitted to the Parks Director for approval. Projects and/or purchases 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 purchases/projects must be completed prior to May 15.**
5. Once purchase/project is complete, playground shall forward or have vendor forward invoices to Daviess County Parks Department for processing and submission to Fiscal Court for payment.

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.

**NO PAYMENT(S) WILL BE
MADE FOR PURCHASES
AND/OR PROJECTS
ALREADY COMPLETED**

PLAYGROUND ASSISTANCE PROGRAM

Project Information Form

PLAYGROUND _____ PROJECT NAME _____
(PLEASE USE ONE FORM PER PROJECT)

PRESIDENT NAME _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE _____ E-MAIL _____

1) PROJECT EXPLANATION (Please write a brief description & anticipated time frame for completion.) _____

2) ESTIMATED COST OF PROJECT: \$ _____

3) PLEASE LIST THE THREE REQUIRED QUOTES BY VENDOR AND PRICE AND ATTACH QUOTES TO THIS FORM. SEPARATE QUOTES ARE REQUIRED FOR ITEMS OVER \$500.

<u>VENDOR</u>	<u>PRICE</u>
A) _____	\$ _____
B) _____	\$ _____
C) _____	\$ _____

4) ALL PROJECTS MUST FIRST BE APPROVED BY PARKS DIRECTOR, RESPECTIVE COUNTY COMMISSIONER AND COUNTY JUDGE/EXECUTIVE

PARKS DIRECTOR _____ DATE _____

COUNTY COMMISSIONER _____ DATE _____

JUDGE/EXECUTIVE _____ DATE _____

I have read the program policy 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-

PLAYGROUND ASSISTANCE PROGRAM

Previously Acceptable Projects

**Fencing
Lighting
Scoreboard
Bleachers
Dugouts
Backstops
Picnic Tables
Polycapping
Air Conditioner
Concession Stand Repair –
doors, etc.**

**Batting Cages
Concrete Work
Septic System
Water line Installation
Pitching Machines
Storage Buildings
New Roof
Riding Lawnmower
Water Fountain
More than 5 truckloads of
dirt or gravel**

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)

I believe that this matter merits investigation because:

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
20__ 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 (current yr) _____ (Softball)
Age as of April 30 (current yr) _____ (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.*

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

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.

Players Signature

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 _____

16 & Under _____

SLOW PITCH SOFTBALL

8 & Under _____

10 & Under _____

12 & Under _____

15 & Under _____

20 & 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:

**DAVISS COUNTY PLAYGROUND ASSOCIATION
INJURY REPORT FORM FOR SPECTATORS & VOLUNTEERS
PLEASE PRINT**

TODAY'S DATE: _____

INJURED PERSON'S NAME: _____ DATE OF BIRTH: _____

SPECTATOR OR VOLUNTEER _____ AGE _____ MALE _____ FEMALE _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

DATE OF INJURY: _____ TIME: _____ LOCATION: _____

TYPE OF INJURY: _____

DESCRIPTION OF INCIDENT: _____

WAS FIRST-AID REQUIRED? YES _____ NO _____ IF YES, WHAT: _____

WITNESS NAME: _____
WITNESS PHONE: _____

WITNESS NAME: _____
WITNESS PHONE: _____

PREPARED BY: _____
POSITION: _____
PHONE: _____

SIGNATURE: _____

**PLEASE SUBMIT A COPY OF THIS INJURY REPORT FORM TO THE PARKS
DEPARTMENT THE FOLLOWING BUSINESS DAY.**

DAVIESS COUNTY PLAYGROUND ASSOCIATION

League Scheduling Request for _____

1. Number of teams:
2. Number of games:
3. Start date:
4. End date:
5. Start times:
6. No games scheduled on the following dates:
7. Format of schedule:
8. Jamboree? YES NO If yes, date and location _____
9. Tournament
 - a. Site
 - b. Start
 - c. Brackets

League Scheduling Request Approved By:

League Signature

Office held

Date

Parks Signature

Position

Date

**DAVISS COUNTY PARKS & RECREATION
PLAYGROUND OFFICERS**

PLAYGROUND _____

PRESIDENT _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE (H) _____
(Cell) _____

E-MAIL _____ OCCUPATION _____

VICE-PRESIDENT _____ E-MAIL _____

PHONE (H) _____ (Cell) _____ OCCUPATION _____

SECRETARY _____ E-MAIL _____

PHONE (H) _____ (Cell) _____ OCCUPATION _____

TREASURER _____ E-MAIL _____

PHONE (H) _____ (Cell) _____ OCCUPATION _____

CONCESSIONS _____ E-MAIL _____

PHONE (H) _____ (Cell) _____ OCCUPATION _____

FUND-RAISING _____ E-MAIL _____

PHONE (H) _____ (Cell) _____ OCCUPATION _____

DAVISS COUNTY PLAYGROUND ASSOCIATION TEAM ROSTER 20_____

Playground: _____

Team: _____ Division: _____

Head Coach: _____ Asst Coach: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

	NAME	DOB	ADDRESS	PHONE	VERIFIED ID	TRANSFER OR GF
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

I certify the above players meet all the requirements to be eligible to play in the specified division at the above - named playground.

Signature _____, Playground President

Updated 1-10-11

**DAVIESS COUNTY PLAYGROUND ASSOCIATION
TEAM WORKSHEET**

_____ Playground

20__ TEE – BALL

1. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

2. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

3. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

4. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

5. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

**DAVIESS COUNTY PLAYGROUND ASSOCIATION
TEAM WORKSHEET**

_____ Playground

20__ ROOKIE

1. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

2. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

3. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

4. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

5. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

**DAVIESS COUNTY PLAYGROUND ASSOCIATION
TEAM WORKSHEET**

_____ Playground

20____ MINOR LEAGUE

1. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
2. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
3. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
4. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
5. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

**DAVISS COUNTY PLAYGROUND ASSOCIATION
TEAM WORKSHEET**

_____ Playground

20____ MAJOR LEAGUE

1. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
2. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
3. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
4. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
5. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

**DAVIESS COUNTY PLAYGROUND ASSOCIATION
TEAM WORKSHEET**

_____ Playground

20____ SLOW-PITCH SOFTBALL (8 & UNDER)

1. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
2. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
3. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
4. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
5. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

**DAVISS COUNTY PLAYGROUND ASSOCIATION
TEAM WORKSHEET**

_____ Playground

20____ SLOW-PITCH SOFTBALL (10 & UNDER)

1. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
2. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
3. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
4. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
5. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

**DAVIESS COUNTY PLAYGROUND ASSOCIATION
TEAM WORKSHEET**

_____ Playground

20____ SLOW-PITCH SOFTBALL (12 & UNDER)

1. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

2. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

3. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

4. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

5. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

**DAVISS COUNTY PLAYGROUND ASSOCIATION
TEAM WORKSHEET**

_____ Playground

20_____ SLOW-PITCH SOFTBALL (15 & UNDER)

1. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

2. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

3. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

4. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

5. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

**DAVIESS COUNTY PLAYGROUND ASSOCIATION
TEAM WORKSHEET**

_____ Playground

20_____ SLOW-PITCH SOFTBALL (20 & UNDER)

1. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
2. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
3. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
4. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
5. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

**DAVISS COUNTY PLAYGROUND ASSOCIATION
TEAM WORKSHEET**

_____ Playground

20___ FAST-PITCH SOFTBALL (8 & UNDER)

1. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

2. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

3. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

4. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

5. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

**DAVISS COUNTY PLAYGROUND ASSOCIATION
TEAM WORKSHEET**

_____ Playground

20____ FAST-PITCH SOFTBALL (10 & UNDER)

1. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
2. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
3. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
4. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
5. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

**DAVISS COUNTY PLAYGROUND ASSOCIATION
TEAM WORKSHEET**

_____ Playground

20____ FAST-PITCH SOFTBALL (13 & UNDER)

1. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

2. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

3. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

4. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

5. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

**DAVIESS COUNTY PLAYGROUND ASSOCIATION
TEAM WORKSHEET**

_____ Playground

20____ FAST-PITCH SOFTBALL (16 & UNDER)

1. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
2. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
3. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
4. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____
5. Team Name _____
Coach _____
Address _____
City/State/Zip _____ Phone _____

CHARITABLE DONATIONS FOR PLAYGROUNDS

Playgrounds are eligible to receive charitable donations from businesses and corporations by channeling them through Daviess County Fiscal Court.

1. Playground President must contact Daviess County Parks either by phone, e-mail, fax or mail with their request for a W-9 Form, as well as the name of the business and amount requested. (**See contact information below)
2. **All donations channeled through Daviess County Fiscal Court (via W-9 form) must be from a business (not an individual) and must be at least \$200.**
3. The business is to send their donation to Daviess County Fiscal Court, noting which Playground it is funding.
4. A check will be cut from the Daviess County Parks budget (Parks Grants line item) and mailed to the Playground President.

****Contact Information**

Lisa Adams, Assistant Parks Director
Daviess County Parks & Recreation
2620 Hwy 81
Owensboro, KY 42301
Phone: 270-685-6142
Fax: 270-685-6140
LAdams@daviessky.org

**RELEASE, INDEMNIFICATION AND HOLD HARMLESS
AGREEMENT
TO BE PLACED HERE**