



# LEAGUE POLICIES & PROCEDURES



## Code of Conduct

Ward Parks & Recreation requires every player, parent/guardian, coach and official complete and follow a Code of Conduct form.

Steps that will be taken if Code of Conduct is not followed:

**First offense:** meeting with all persons involved and with Ward Parks & Rec Director. Participation will cease until this meeting has occurred. Consequences will be determined by the WPR Director, following the meeting.

**Second offense:**

The person in violation will be suspended from any WPR activities for a period of time to be determined by WPR Director. Any future return is not guaranteed, depending on the nature and severity of the infraction. Any future involvement will be on a probationary basis. Any violation during the probationary period will result in permanent suspension from WPR activities.

If an offense is severe in nature (violent and/or dangerous) WPR reserves the right to move directly to permanent suspension.

## Background Check

Background checks will be required for each coach or official that participates in any youth league activity.

Payment for background check will be the responsibility of the person interested in participating in WPR activity.

Failure to complete a background check or certain criminal background history, may prevent a person from being involved with any Ward Parks & Rec activities.

## Refund Policy for Registration Fees

Each League activity offered by Ward Parks & Recreation will offer a refund of registration fees. If a league does NOT have enough players to be able to complete a team, a refund will be issued. Refunds will NOT be available after the closing of the registration period, other than due to a lack of players. Payments made with a card will have a fee for a refund of money back to the card payment used at registration.

## Weather Cancellation Policy

In the event of bad weather conditions, practices and games will be cancelled. Ward Parks & Rec reserves the right to cancel any event due to weather conditions, as the safety of players, families and staff are of the utmost importance.

Cancellation notice prior to an event is preferred but not guaranteed. When possible, rain delays may be used. Coaches will be notified as soon as possible and will then be responsible to give notice to their team(s). Cancellations will also be posted to Ward Parks & Rec Facebook page and website.

## Accident and Injury Reports

Accident/Incident Reports should be filled out immediately after an incident, with or without injury of any person involved with Ward Parks & Recreation. This document is mandatory following any incident and needs to be completed within 24 hours of the incident. Reports should include as much detail as possible, and a form should be filled out for each person involved. Return forms to WPR Director as soon as possible. Reports will be kept on file in the event of further legal action.

## Emergency Action Plan

Ward Parks & Recreation has an established Emergency Action Plan in case of severe weather or if other emergencies should arise. All coaches, Umpires/Referees, staff, etc. will be given this information upon starting with the league and the plan will be followed in case of an emergency.

Games and practices should be cancelled prior to start time if severe weather is known to be occurring during gathering &/or travel times.

In the event of lightning or thunder within 10 miles, all players, coaches, etc. will clear the field for 30 mins. In the event of a tornado, ALL players, coaches, spectators should seek shelter immediately. The closest approved public tornado shelter to Ward Sports Complex is located in Cabot - 508 N. Lincoln St., 5.1 miles OR Beebe Early Childhood Building - 28 S. Holly St., 6.4 miles (See NOAA lightning Safety & Outdoor Sports Activities guidelines)