



CITY OF COLLEGE STATION
PARKS & RECREATION

PARENT & COACH MANUAL



Mission Statement: "To provide a diversity of facilities and leisure services which are geographically and demographically accessible to our citizens."

Parents & Coaches-

On behalf of the City of College Station Parks & Recreation Department thank you for your interest and involvement in community youth sports programs. The Parks & Recreation Department strives to provide facilities and programs that enrich the lives of people of all age's, diverse ethnicity, ability, belief, social and economic backgrounds and education.

Since its inception in 1971 as a City of College Station Department, the Parks & Recreation Department has expanded to 57 parks at a total of 1,372.23 acres, providing athletic fields and facilities, playgrounds, ponds, pools, recreation center, senior center, nature trails, an outdoor amphitheater and rental facilities.

Youth sports play an important role in the development of our community. The experiences youth have in participating in sports can be positive or negative. Our focus is to provide positive experiences while promoting enhanced physical, social, and emotional well-being in a safe and healthy environment.

Through this manual we will provide information regarding the City of College Station's role in the development of youth sports in your community as well as the role of the parents, coaches, players, and spectators.

We hope you enjoy the season!

Sincerely,



David Schmitz, Director
Parks and Recreation Department



**STAY
CONNECTED**
cstx.gov/parks • 979.764.3486
parks@cstx.gov

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blog.cstx.gov 

College Station Parks & Recreation
Department A Nationally Accredited
Agency Since 2007

CITY CONTACTS & STAFF DIRECTORY

CITY CONTACTS

Boards & Committees.....	979.764.3541	cstx.gov/boardsandcommittees
Code Enforcement.....	979.764.6363	cstx.gov/codeenforcement
Community Services	979.764.3778	cstx.gov/commserv
Economic Development	979.764.3527	cstx.gov/econdev
Fire Department	979.764.3705	cstx.gov/fire
General Information	979.764.3500	cstx.gov
Human Resources	979.764.3517	cstx.gov/hr
Library.....	979.764.3416	bcslibrary.org
Municipal Court	979.764.3683	cstx.gov/court
Neighborhood Services.....	979.764.6262	cstx.gov/neighbor
Parks & Recreation	979.764.3486	cstx.gov/parks
Planning & Development.....	979.764.3570	cstx.gov/devservices
Police Department	979.764.3600	cstx.gov/police
Public Communications.....	979.764.3445	cstx.gov/publiccommunications
Recycling	979.764.6229	cstx.gov/recycle
Sanitation.....	979.764.3690	cstx.gov/sanitation
Utility Customer Service	979.764.3535	cstx.gov/ucs
Utility 24-hour Hotline	855.528.4278	cstx.gov/utilities

Visit cstx.gov/parks for a complete employee directory.

STAFF DIRECTORY

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Ron Schaefer, Cemetery Sexton.....	979.764.3738	rschaefer@cstx.gov

REGISTRATION INFORMATION

Register 24/7 online at rectrac.cstx.gov or visit Stephen C. Beachy Central Park Office, Monday-Friday from 8 a.m. - 5 p.m. Cash, credit card or check accepted. Checks should be made payable to "City of College Station." A charge will be assessed on all returned checks. Registration will be taken based on the number of teams and coaches created. Special requests are not guaranteed.

WAITING LIST

If registering for a program that has already been filled, your name can be placed on a waiting list. This does not guarantee your spot, but individuals will be contacted if one becomes available.

CANCELED CLASSES/SESSIONS

If a program or class is canceled, every effort will be made to notify parents by telephone prior to the first class meeting. Refunds will be processed within two weeks of cancellation by check. No cash refunds will be issued.

WITHDRAWALS & REFUNDS

Classes and programs are subject to a \$20 transfer/cancellation fee. Refunds are processed within two weeks of request by check. No cash refunds will be issued. For the complete refund policy, call 979.764.3486.

SPECIAL ACCOMMODATIONS

The College Station Parks & Recreation Department welcomes people of all ability levels to enjoy and participate in its wide variety of quality programs and services. Questions regarding special accommodations should be directed to parks staff at 979.764.3486. The Parks & Recreation Department complies with Title II Standards of the American with Disabilities Act.

PHOTOGRAPHY

Smile, you may be captured by our camera! The City of College Station routinely takes photos and video of participants and visitors in our programs and facilities for promotional purposes. Please be aware that by utilizing our facilities and/or programs, you are granting the City of College Station the right to use and publish your image, or your minor child's image, and that no monetary compensation will be given.

SATISFACTION GUARANTEED

We value you as a customer. If you are not happy with the quality of a program or service, please tell staff at the facility immediately so that we have the opportunity to correct the situation.

YOUTH SPORTS INFORMATION

SEASONS

- Flag Football – Fall
- Girls Volleyball – Fall & Summer
- Basketball – Winter & Summer
- Challenger Sports – Soccer (Fall), Basketball (Winter), Bowling (Summer)

COACH, PLAYER, PARENT & SPECTATOR BEHAVIOR

- Inappropriate behavior, poor sportsmanship, cursing, vulgarity, or obscene gestures are not permitted by any individual.
- Any individual found in violation may receive disciplinary action or be removed from the program.
- Any individual ejected from a game will be subject to an automatic one game suspension and may receive further discipline depending on the situation. Each situation will be reviewed by the City of College Station to determine if further action is required.

FACILITIES

- A&M Consolidated Middle School, 105 Holik Street
- College Hills Elementary School, 1101 Williams Street
- College Station Middle School, 900 Rock Prairie Road
- Creek View Elementary School, 1001 Eagle Avenue
- Lincoln Recreation Center, 1000 Eleanor Street
- Rock Prairie Elementary School, 3400 Welsh Avenue
- South Knoll Elementary School, 1220 Boswell Street
- Southwood Valley Elementary School, 2700 Brothers Boulevard
- Stephen C. Beachy Central Park, 1000 Krenek Tap Road

EQUIPMENT

- All equipment necessary for conducting the program will be provided by the City of College Station.
- Participants are welcome to bring their own equipment as long as it is in compliance with the rules.

PRACTICES

- All practices will be scheduled by the City of College Station.
- The first two weeks of each season are typically all practices.
- Once games begin, practices will be on Saturdays.

GAMES

- All games will be scheduled by the City of College Station.
- Games are played in the evening Mon. thru Thurs. (on your night of play).

PICTURES

- All pictures will be done through Memoir Photography.
 - ◇ Memoirphoto.com or 979.680.1200
 - ◇ Any questions concerning pictures should be directed to Memoir Photography.
- Each team will receive a packet of picture envelopes and their scheduled picture day before games begin.
- Pictures will be handed out during the season to the teams by Memoir Photography.

YOUTH SPORTS INFORMATION *continued*

UNIFORM

- Jerseys will be provided for all participants and coaches will receive a shirt.
- If a player or coach needs to exchange a uniform due to size and they received the size ordered, there will be a \$10 fee.

WEBSITES

Check for field closures...

- Detailed sports information: cstx.gov/sports
- Check for schedules and results: teamsideline.com/collegestation
- Check for closures on game day: cstx.gov/fieldstatus
- Coach youth & challenger sports: cstx.gov/sportsvolunteer

SURVEY

- At the completion of each season participants will receive an email with a link to a survey.
- We ask that everyone complete the survey as we use this information to improve our programs each year.

QUESTIONS

- Your coach is the person to contact during the season.

BE A VOLUNTEER

VOLUNTEER COACHES

- Volunteer Coach Form: cstx.gov/sportsvolunteer.
- Volunteers must be ages 16+.
- All volunteers will be background checked.
- All parent coaches will receive their child on their team automatically.
- Teams will be created based on the number of volunteer coaches.
- Parents may be asked to coach if there is a shortage of volunteer coaches.
- There will be a coach's meeting before each season.
- Any coach found not promoting a positive experience within our program may be asked to step down as coach or receive other disciplinary action.

CRIMINAL BACKGROUND CHECK

- The City of College Station conducts criminal background checks on all prospective volunteers. A prospective volunteer will be rejected if the prospective volunteer's criminal history report reveals that the applicant has:
 - ◇ Any felony convictions.
 - ◇ Any misdemeanor convictions involving violence, theft, drugs, or sexual misconduct.
 - ◇ Been arrested [but not convicted] for any crime that would make him/her unacceptable for volunteering by the City of College Station.

- ◇ Exceptions may be considered in truly unusual cases where the conviction or arrest does not reflect upon the prospective volunteer's suitability for volunteering.
- In determining whether or not a case is exceptional the following shall be considered:
 - ◇ The nature and seriousness of the offense
 - ◇ The time that has passed since the conviction or arrest
 - ◇ The number of convictions
 - ◇ The relation between the offense and the volunteer's responsibilities
- In the cases with exceptions, final approval to allow an individual to volunteer must be obtained from the City of College Station Parks & Recreation Department Director prior to a prospective volunteer starting.
- If a volunteer has completed a background check within that calendar year but wishes to volunteer multiple times throughout the calendar year, they must complete only the application form each time.

TO BE A SUCCESSFUL COACH

UNDERSTAND THE ACTIVITY THAT YOU ARE GOING TO COACH/TEACH

- If you do not have much experience in the activity use the handbooks and material that we provide to assist you to gain knowledge about the activity.
- Utilize the internet as a tool if you feel you need more information.
- Try and relate to the abilities and development of the grade/age division that you are coaching.

BE ABLE TO COMMUNICATE IN SEVERAL WAYS

- Remember that people learn in many different ways, strive to get your points across verbally and visually.
- In other words, you may need to say it and do it. If you have trouble doing both, then have someone help you.
- Typically the best method is allowing the participants to do it.
- Instill the skills into their memory through repetition. "Repetition is the MOTHER of retention!"

HAVE OPEN COMMUNICATION WITH THE PARENTS ON YOUR TEAM

- Have a pre-season meeting with the team parents.
- Discuss the entire season and how you plan to manage the season.
- Go through the goals and objectives of the team, the league and how you plan to achieve these goals.
- Explain that some of the playing time is dictated by league rules.
- Handout and discuss the game/practice schedule and locations.
- Discuss the league rules and any team rules that you may have.
- Make sure that your team rules coincide with league rules.
- Involve parents:
 - ◇ You may want assistance during your practices.
 - ◇ You may want someone to plan an end of the season party.

TO BE A SUCCESSFUL COACH continued

- ◇ You may want someone to help with picture day.
- ◇ Go over how important it is for everyone to be positive.
- Try and keep the communication open throughout the season.
- Stay consistent from what you went over in the meeting and be fair to all.

BE ORGANIZED

- Be prepared for the season from beginning to end.
- Develop a plan for your team through the leagues rules and schedules, then share that plan with your team.

GET HELP (DELEGATE)

- It is very difficult to do all of this by yourself so ask for help.
- Many parents want to help; they just need to know how they can help (suggestions above).

CREATE A POSITIVE ATMOSPHERE

- Being positive helps player's self-esteem.
- Be positive through actions and tone.
- A positive approach is one of the most effective means of communication.
 - ◇ "Catch your players doing something right!"
- Say your player's names during practices and games – it means a lot to them!
- Use the "Oreo" approach when helping a player improve.
 - ◇ First provide something positive about the problem that you are going to discuss. This is the top of the Oreo cookie.
 - ◇ Second provide what they did wrong and how they can work to correct it. This is the filling of the Oreo cookie.
 - ◇ Third and last is to end with encouragement. This is the bottom of the Oreo cookie.
- Remember to look at the "Big Picture"...your players are just at the beginning stages of life and you have an opportunity to provide a positive or negative impact. "PLEASE MAKE IT A POSITIVE IMPACT."

MAKE IT FUN

- Make this fun for yourself, the parents, your players and all that are involved.
- Create fun drills that also teach the game.
- Try and turn every learning experience into a fun activity.

HELP US ACHIEVE OUR GOALS: (YOU ARE THE KEY TO OUR SUCCESS)

- Provide a positive recreational activity that allows every player an opportunity to play an equal amount of time.
- Try and get every player involved that makes them feel as though they are an important part of the team.
- Try and improve each player's skills and knowledge of the activity.
- We hope that this information will help you be a successful coach in our activities and in any other activities that you volunteer for.



GENERAL PRINCIPLES FOR PARENTS

ATHLETES AND COACHES WILL NOT BE ABLE TO PERFORM AT THEIR BEST IF PARENTS DO NOT HAVE A CLEAR UNDERSTANDING OF THE PHILOSOPHIES OF THE PROGRAM. THE FOLLOWING IS A SUGGESTED GUIDELINE FOR PARENTS:

1. Understand the daily pressures a child faces. This activity should be an outlet and a place for a player to have fun. Encourage your child and allow him or her to have a good time.
2. Remember that your child learns more from your actions than your words. Practice good sportsmanship by being respectful to players, parents, and coaches on both teams.
3. Parents should appreciate the efforts made by both teams. There is nothing wrong with applauding a good play made by the opponents.
4. Parents should support the coach, as long as the coach follows proper coaching guidelines. Parents should understand that most coaches are volunteers. It is inappropriate for a parent to coach a player who is on the field. Not only does this action devalue the coach, it also confuses the player.
5. Parents should not embarrass their child by calling attention to them or creating a scene through loud or rude behavior.
6. Don't be a coach—be a parent. Offer encouragement and positive reinforcement. A sure way to dampen your child's enthusiasm is with constant criticism.
7. Parents should encourage discipline by having their children arrive on time for practices and games.
8. Parents should help their children realize that belonging to a team requires commitment. Regular attendance and being prepared are necessary for the team to function smoothly.
9. Parents should volunteer their services whenever possible. This shows the participants the value of being a team player.
10. Parents should respect the officials and their calls. It is ok to disagree, but inappropriate to disparage.





HOW TO BE A GREAT FAN

REMEMBER SPORTSMANSHIP IS THE MOST IMPORTANT PART OF THE GAME!

1. Be a good role model!
2. Respect players, coaches, officials, and other fans.
3. Have fun and be considerate.
4. Recognize that most players strive to do their best.
5. Behave in a non-abusive manner.
6. Address others who are behaving abusively or inappropriately in a constructive manner or let someone in a position of authority know about abusive behaviors.
7. Adhere to drug, alcohol, and tobacco-free standards at all sporting events.

CODE OF ETHICS

ADMINISTRATOR'S CODE OF ETHICS

- We will operate youth sports programs with the children in mind.
- We will ensure all employees are knowledgeable in the area of youth sports.
- We will provide support and education for all coaches and parents to promote a positive and enjoyable experience for everyone.

COACH'S CODE OF ETHICS

- Place the emotional and physical well-being of my players ahead of a personal desire to win.
- Lead by example in demonstrating fair play and sportsmanship to my players and the opposing team players.
- Knowledgeable in the rules of each sport that I coach, and will teach these rules to my players and parents.
- Remember that I am a youth sports coach, and that the game is for children and not adults.

PARENT'S CODE OF ETHICS

- Encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or youth sports event.
- Place the emotional and physical well-being of all participants ahead of your personal desire to win.
- Ensure every child is in a safe and healthy environment that promotes fun for all children.



- Require all children to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.

PLAYER'S CODE OF ETHICS

- Encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice by demonstrating good sportsmanship.
- Attend every practice and game as possible, receive equal amount of playing time, and listen to the coaches.
- Treat coaches, other players, officials, and fans with respect regardless of race, sex, creed, or abilities and expect to be treated accordingly.
- Remember that sports are an opportunity to learn and have fun and will alert parents or coaches when it stops being fun.

ADMINISTRATOR'S SIGNATURE: _____

COACH'S SIGNATURE: _____

PARENT'S SIGNATURE: _____

PLAYER'S SIGNATURE: _____



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