

WILBER



**YOUTH SPORTS
PROGRAM**
Wilber, NE

Youth Sports Program Handbook – 2024

About The City of Wilber's Youth Sports Program

This handbook has been created to help all parties involved in the youth sports program to navigate these changes and to continue the success that this program has seen in the past. It will outline program expectations and guidelines as well as expectations and guidelines for all leadership within the program.

Most importantly, we believe that sports provide more than just a physical outlet for youth in our community. Being on a team teaches comradery, communication, compassion, and compromise. It is important that these kids feel supported and safe to learn the skills needed in each stage of their development. We will work closely with the school and other organizations in the community to ensure that the skills they learn in this program will benefit them through their high school careers and beyond.

The City of Wilber discourages a win at all costs mentality but instead encourages our volunteers coaches, directors, and parents to teach and promote skill development, having fun while keeping goals in perspective, fitness, teamwork, fair play, and family involvement.

It is imperative to this program that we continue to get the support of the community and volunteers to help us to run the program effectively. This includes but is not limited to, signing up for concession shifts and fulfilling that obligation, filling coaching positions when needed, and just remaining positive for your child, their team, and their opponents.

Wilber Youth Sports Program Mission

To provide a safe environment for participants to learn teamwork, respect, sportsmanship, and self-confidence. The program will allow all children to have the opportunity to have fun, participate and learn fundamental sports skills. The safety and well-being of the youth participant will always be our highest priority so prudent behavior by adults is mandatory.

Core Values

Opportunity – Listen and treat all players equally. All our players will be at different skill levels and have different learning styles. Equal treatment will not be doing the same for all of them but to make sure that they get what they need to be successful so that their experience in the program is equal to that of their teammates.

Respect – Treat all players, opponents, officials, leadership, and parents as you wish to be treated. Put-downs, name calling, and yelling set a bad example.

Responsibility – Know the important principles of participating in a team sport. Be on time, be present and be prepared. Strive to improve your own performance as a coach, official, or spectator.

Program Information & Policies

Weather Cancellations/Make-up Games

Every weather decision will be made having the participants' safety in mind. In all situations, parents/guardians have the right to make the decision for their participant not to play.

Weather notices will be posted on The City of Wilber website & Facebook page, the Wilber Youth Organization Facebook page and via text. The following procedure will be used for notifying participants of cancellation or postponement:

1. Coach/Director will notify parents at least one hour before game time.
2. Coaches are responsible for making the call on practice time and will notify all participants/parents at least one hour before the practice is scheduled to start, when possible.
3. If practice/games must be cancelled once the coach/director arrives at the site or in the case of an emergency, teams scheduled will be notified as soon as possible.

Coaches will try to reschedule all cancelled games but there will be times this is just not possible.

Practices

Practice is a vital part of our team's success and development. It is important that teams all get practice time. Coaches will develop practice schedules and will arrange for another parent to fill in or reschedule the practice if there is an emergency and they are not able to make it to the practice. We encourage all parents to help the coaches by making these practices a priority. Try to avoid missing practice if at all possible.

Communication

Communication is key at all levels of this program starting with the coaches and parents. Coaches will communicate in a timely manner all practice and game schedule changes, concerns with participants and share successes. Parents will be expected to first address any concerns with their participant's coach. If the concerns are not resolved, the director or administrator will be brought in. We need to remember at all times that we are setting the example for our participants. To help us achieve better communication we will continue implement the 24 Hour Rule. The 24 Hour Rule allows 24 hours before speaking to the coach after a game if there is something you are dissatisfied with. This allows both parties a cool down period and time to reflect on the game and the situation. NO EXCEPTIONS. Also, please keep in mind that ALL Coaches for The Youth Sports Program are volunteers.

Reporting Procedures

Complaints:

- All complaints are to be brought to the site supervisor (coaches or director) before or after the game, given the 24 Hour Rule.
- Problems are to be resolved with the coach when possible.
- If problems cannot be solved with the coach/director, they should be brought to the Program Administrator.
- Meetings will take place with one or all parties when warranted.
- All parties involved will be notified of the decision.

Suggestions

- All suggestions will be taken seriously.

- Suggestions can be written or verbal and need to be taken to the coach or director to be taken to the Program Administrator for further review.

Inappropriate Behavior

Players:

- Cursing, bullying, dangerous play, poor sportsmanship, and any form of violence or threats will not be tolerated and will result in corrective action including a conversation, being removed from that practice/game and finagling suspension from the program should the behaviors continue.
- If you observe this behavior you should notify your coach.

Parents | Spectators

- Cursing, bullying, encouragement of unfair play, hassling referee and obnoxious behavior will not be tolerated.
- All of these behaviors warrant a warning, while making them aware that we will ask them to leave the site if they cannot control themselves. Depending on the severity of offensive behavior, immediate dismissal with no warning, may be necessary. If these behaviors continue, it could result in suspension from the program.

Sport Directors | Coaches

- Cursing, bullying, encouragement of unfair play, hassling referee and obnoxious behavior will not be tolerated.
- All of these behaviors warrant a warning, while making them aware that we will ask them to leave the site if they cannot control themselves. Depending on the severity of offensive behavior, immediate dismissal with no warning, may be necessary. If these behaviors continue, it could result in suspension from the program.
- Disrespectful behavior and comments about other volunteers, Program Administrator, City Staff and City Officials will not be tolerated. It takes all of us to make this a good experience for our local youth.

Officials

- Have jurisdiction from the beginning to the end of the game. Their decisions are final.
- May caution or eject a player/coach/fan for unsportsmanlike conduct.
- May terminate a game if the game becomes unproductive.
- Abuse towards officials will not be tolerated. If you have concerns, you need to contact the Sport Director or Program Administrator.

****If you are interested in more information on becoming an official, visit this site, <https://www.becomeareferee.com/nebraska/>*

Safety

As a municipality it is important that we are limiting liability for our volunteers, ourselves and keeping the players safe. A background check for all coaches, directors, and any other person(s) that will be working closely with the participants will be required before any volunteers help with the sport. The information that the City of Wilber's requests to conduct the background check will be kept private and secure.

Injury & Emergency

General

- Be aware of situations that may cause injury and take precautions to prevent them from happening. Inspect equipment and playing area on a regular basis and teach proper technique for warming up and cooling down and using equipment before practices and games.
- Coaches should have team rosters and emergency contacts readily available should a parent or guardian need to be contacted.
- Limited first aid kits will be available at games sites.

Concussions

All coaches and parents are HIGHLY RECOMMENDED to complete the NFHS online training course. This will help coaches and parents to learn and be looking for the signs and symptoms. WHEN IN DOUBT, SET THEM OUT!

For more information and to take the online training course visit the site below. More information will be detailed under the Emergency Planning/Risk Management section of the handbook.

<https://nfhslearn.com/>

Sprains and Strains

Rest – No weight bearing

Ice – Use a layer of material between ice and skin

Compression – Wrap with elastic bandage to limit swelling

Elevate – Injured part needs to be elevated to control swelling. It is most effective when the injured part is raised above the heart.

Supervision

The coaches will ensure that participants are monitored during practices and will supervise all activities and teach the players to observe and follow rules. It is important that parents support the coaches when possible to avoid unnecessary injury. “Horsing around” is a common cause of injury.

Child Abuse Prevention

Strategies to Prevent:

- Background checks on all coaches and staff that will be in direct contact with the players.
- All allegations or suspicions of child abuse will be taken seriously.
- Administration and coaches understand their obligation to report abuse.
- Parents need to have a plan with their player for drop off and pick up from practice to ensure their player is not left alone or picked up by a stranger. Coaches and practice assistants should be notified if someone other than a parent or guardian will be picking up the player.
- Profanity, inappropriate jokes, and any other type of harassment is prohibited at practice and games.

Code of Conduct | Expectations

Directors | Coaches

1. Treat each individual (participants, parents, officials, other volunteers, and city recreation staff) with respect and dignity.
2. All sports have a competitive nature but this is a recreational program. The goal is to win games but it should also be to build skills, confidence and character in the players you are coaching. The best interest of the child transforms into the best interests of the game.
3. During regular season game play, coaches need to make their best effort to allow all players time in game play. Tournament play is designed to be more competitive, and we will default to the coach's discretion to make decisions regarding line-up and play time for their players during tournament play.
4. Protect the health and safety of the participants by insisting that all activities under my control be conducted with the player's wellbeing in mind.
5. Communicate the goals and objectives of the City of Wilber Youth Sports Program to participants and parents.
6. Encourage the participants to set goals. Remain positive and refrain from discouraging remarks. Negative comments are remembered far more often than positive affirmations.
7. Learn the strengths and weaknesses of the participants so that I might place them into situations where they have a maximum opportunity to achieve success in practices and games while they improve their skill level.
8. Remember that the rules of the game are designed to protect participants, as well as to set a standard for the game. I will never circumvent or take advantage of the rules by teaching deliberate misconduct.
9. Be the first person to demonstrate good sportsmanship. Take a low profile during the game and allow the youth to enjoy and play the game.
10. Cooperate and support the city administrators and sport officials of our organization in the enforcement of rules and regulations and report any irregularities.
11. Help to line up officials and volunteers needed for games and practices.
12. With the assistance of parents, coordinate fundraising efforts to offset costs of the season. As a municipality, the City is not able to initiate fundraising efforts but will assist in the process.

Players & Parents

1. Encourage good sportsmanship and treat all players, coaches, fans, officials, and Sport Director/Program Administrator with respect in person and on social media regardless of race, sex, creed and ability.
2. Demand a sports environment for my child that is free from profanity, drugs, tobacco and alcohol and will refrain from their use at all youth sports events.
3. Respect the field and all equipment i.e. bats, helmets and etc. will NOT be thrown.
4. Help my child enjoy the sport experience by doing whatever I can, such as being a respectful fan, assisting with venue maintenance, providing transportation as needed, and participating in fundraisers & tournaments.

5. Parents are required to work a minimum of three assigned shifts per child per age level they are playing at the Concession Stand during the season (this includes league play and tournaments). (see concessions/volunteer requirements for additional information).
6. Any discussion about your child with a Head Coach or Assistant Coach shall be professional in a private setting. If you continue to feel that your child is being treated unfairly, please escalate your concerns to the Director of your child's sport or the Program Administrator. All discussions must occur after a 24-hour cool-down period, between 9am-7pm, unless treatment is hostile and endangering to a player.
7. At no time, will a parent dispute or argue with an umpire regarding a call that has been made.
8. Coaches are to be informed of your child's absence as soon as possible. If there is an unexcused absence from practice, player may lose playing time at the coach's discretion. Excessive unexcused absences from practice may limit your child's playing time.
9. Players will NOT play down in younger age groups than their appropriate age.
10. Players will be able to play up into an older age group but we do recommend that the parent and coaches have a conversation regarding current skill level so that the player is getting the best experience through the season.
11. There will be no parents, spectators, volunteers or any other persons in the dugouts or on the field during practices or games unless they are appointed by the Coach/Director. There is an exception if a Head Coach calls someone in due to an injured player.
12. Any parent or spectator that does not abide by these guidelines may be asked to excuse themselves from the venue. If they refuse to leave, law enforcement may be called in. Failure to comply with these guidelines could result in suspension from the program or even forfeiture of the game based on the severity of action.

Concessions/Volunteer Requirements

Baseball/Softball/High School Fall Softball

- Each Parent is required to cover 3 concession shifts per registered player. These can be covered by the parent or other family member/friend. Children 16 or older can help with the shifts if there is a parent/guardian working with them.
- Shifts will be assigned by the Programs Administrator or designated City Personnel through www.signup.com. If you are not able to cover the shift assigned, it will be your responsibility to find a replacement. Not covering your assigned shift will have a result on your child's play time.
- Shifts will typically be between 1 ½ to 2 hours but could be extended if and when needed depending on game delays, or any other unexpected situations.
- When you arrive for your shift, you will sign in on the log provided.
- If you are a head coach, you will be exempt from concession shifts for that specific season.

Junior Tackle Football

- Typically has two to three home games per season. The following volunteers are needed for each game:
 - Certified Referee 1 person (learn more about getting certified - <https://nsaahome.org/officials-2/>)
 - Uncertified Referees 3 people
 - Chain Gang 3 people
 - Announcer 1 person
 - Scoreboard/Spotter 1 person
 - Concessions 2 shifts – 2 people per shift
- A sign-up sheet will be created through signup.com but it will be up to the Director and Coaches to help to coordinate volunteers to fill these spots with parents of registered players. The only spot that parents/family are not able to fill are referee positions.

Program Overview

Spring/Summer Sports

T-ball – This level is for children that are new to the sport or have played one year prior. At the t-ball level, children will learn the very basics of the sport with help from coaches and parents.

- **Age Requirements** – Ages 3 & 4 (*pre-school – age control date, December 31 of previous year*)
- **Registration | Season Information**
 - Registration opens early March
 - Cost: \$45.00
 - Registration cost covers:
 - Insurance coverage, equipment costs, t-shirt and hat
 - Season runs April through June
- **Practice** – Starts after registration (typically late April to early May) and will be determined by the coach of the team your child plays on. Most coaches will try to have at least a couple of practices before games.
- **Games**
 - Games will start mid to late May and will go through mid to late June.
 - Games will be scheduled for 45 minutes. We do understand that at this age there must be room for adjustments. The coaches will have the discretion to shorten the game if necessary as long as all players have had the opportunity to bat.
- **Uniform** – teams will be separated by color. Each player will be provided a t-shirt and hat in the corresponding color of their team which is included in the registration cost.
- **Travel** – Travel is minimal at this level. Most games will be played in Wilber. Travel will be limited to 15 to 20 miles from Wilber and may be only once to twice per season.

Coach-Pitch – This level will start working on more complex skills. Players will learn to bat off of a coaches pitch but tees will still be used as well. Parents will still be an integral part of there players improving these skills through the season.

- **Age Requirements** – Ages 5 & 6 (*Kindergarten & 1st Grade – age control date, December 31 of previous year*)
- **Registration | Season Information**
 - Registration opens early March
 - Cost: \$45.00
 - Registration cost covers:
 - Insurance coverage, equipment costs, t-shirt and hat
 - Season runs April through June
- **Practice** – Starts after registration (typically late April to early May) and will be determined by the coach of the team your child plays on. Most coaches will try to have at least a couple of practices before games.

- **Games**
 - Games will start mid to late May and will go through mid to late June.
 - Games will be scheduled for 45 minutes. We do understand that at this age there must be room for adjustments. The coaches will have the discretion to shorten the game if necessary as long as all players have had the opportunity to bat.
- **Uniform** – teams will be separated by color. Each player will be provided a t-shirt and hat in the corresponding color of their team which is included in the registration cost.
- **Travel** – Travel is minimal at this level. Most games will be played in Wilber. Travel will be limited to 15 to 20 miles from Wilber and may be only once to twice per season.

Softball – The level of competition is going to increase at this level and continue to increase as the age of the player and skillset increases. As you will see below, teams will travel to play other towns and will participate in tournaments.

- **Age Requirements**
 - **8U** – This level of play is essentially coach-pitch. Ages 7 & 8 (*age control date August 31 of previous year*).
 - **10U** – Players will start to see a more competitive edge at this level. Ages 9 & 10 (*age control date August 31 of previous year*)
 - **12U** – Ages 11 & 12 (*age control date August 31 of previous year*)
 - **14U** – Ages 13 & 14 (*age control date August 31 of previous year*).
 - **16U** – Ages 15 & 16 (*age control date August 31 of previous year*).
- **Registration | Season Information**
 - Registration will open on February 1st through March 1st.
 - Cost: \$65.00
 - Registration cost covers:
 - Insurance coverage, equipment costs, league dues, league tournament fees.
 - Season runs March through June.
 - Late registration has been granted in the past but is not guaranteed so make sure to register within the deadline.
- **Practice** – Starts mid to late March, depending on weather conditions and will run through June. Practice is set by the coach but you can expect two to three times per week up to the start of game play. Practices after games have started will be at the discretion of the coach. Most teams will continue to practice on weekends.
- **Games**
 - Start the second week in May and you can plan on at least two games per week through the end of June.
 - Tournaments are held the 3rd week/weekend of June (this is subject to change if there are circumstances that warrant a change). League tournaments rotate each year for each division so that every town in the League gets the opportunity to host. These are set years in advance. Though rare, there may be

years when your player's age group will play tournaments in a town that does not have a team for that age group.

- **Uniform** - the parents are responsible for ordering a jersey for their player and a pair of black pants. See specific information below:
 - The store will open on the 3rd Monday of March. The link will be shared with parents through email and TeamSnap. The email typically comes directly from the vendor.
 - The store will remain open through the 3rd Monday of April to allow for any changes to be made, if necessary, before games start.
- **Travel** – For season games, travel will be anywhere from 15 minutes to 1 ½ hours. Parents are responsible for getting their players to the games or arranging transportation.

Baseball - The level of competition is going to increase at this level and continue to increase as the age of the player and skillset increases. As you will see below, teams will travel to play other towns and will participate in tournaments.

- **Age Requirements**
 - **Peewee** – Ages 7 & 9 (*age control date December 31st of previous year*).
 - **American** –10 & 12 (*age control date December 31st of previous year*).
 - **National** – Ages 13 & 15 (*age control date December 31st of previous year*).
- **Registration | Season Information**
 - Registration will open on February 1st through March 1st.
 - Cost: \$65.00
 - Registration cost covers:
 - Insurance coverage, equipment costs, league dues, league tournament fees.
 - Season runs March through June.
 - Late registration has been granted in the past but is not guaranteed so make sure to register within the deadline.
- **Practice** – Starts mid to late March, depending on weather conditions and will run through June. Practice is set by the coach but you can expect two to three times per week up to the start of game play. Practices after games have started will be at the discretion of the coach. Most teams will continue to practice on weekends.
- **Games**
 - Start the second week in May and you can plan on at least two games per week through the end of June.
 - Tournaments are held the 3rd week/weekend of June (this is subject to change if there are circumstances that warrant a change). League tournaments rotate each year for each division so that every town in the League gets the opportunity to host. These are set years in advance. Though rare, there may be years when your player's age group will play tournaments in a town that does not have a team for that age group.

- **Uniform** - the parents are responsible for ordering a jersey for their player and a pair of black pants. See specific information below:
 - The store will open on the 3rd Monday of March. The link will be shared with parents through email and TeamSnap. The email typically comes directly from the vendor.
 - The store will remain open through the 3rd Monday of April to allow for any changes to be made, if necessary, before games start.
- **Travel** – For season games, travel will be anywhere from 15 minutes to 1 ½ hours. Parents are responsible for getting their players to the games or arranging transportation.

Soccer – Our soccer league is a recreational league that gives the players some of the basics of the sport.

- **Age Requirements** – Kindergarten through 6th grade (*age control date current school year*).
- **Registration | Season Information**
 - Registration opens on March 1st through March 25th
 - Cost: \$20.00
 - Registration cost covers:
 - Insurance coverage, equipment costs, t-shirt
 - Season is four weeks, from mid-April through mid-May
- **Practice** – Starts the 1st Friday of April (this could change depending on when Easter falls) and will be every Friday thereafter for the next four Fridays. Practice will typically be 1 hour. The time will depend on your child’s grade and will be communicated by the Director or Coach.
- **Games** – Games start on the 2nd Saturday of April and will be every Saturday thereafter for the next four Saturdays. Game play is approximately 1 hour. The time will depend on your child’s grade and will be communicated by the Director or Coach. Game times are 9:00am, 10:00am and 11:00am.
- **Uniform** – No uniform is required. Jerseys that are worn over a t-shirt are used to separate the teams. All registered players do receive a Wilber Youth Sports Program t-shirt that is included with their registration fee but is not required to be worn on game days.
- **Travel** – None

Fall/Winter Sports

Junior Tackle Football – We play in the Farmers Valley Youth Football League. Information on the league including but not limited to rules, regulations and schedules can be found on their website at <https://www.farmersvalleyyouthfootball.com/>.

- **Age Requirements**
 - 4th through 6th grade (*age control date current school year*).
- **Registration | Season Information**
 - Registration opens on July 1st through the 3rd Friday of July
 - Cost: \$110.00 (*additional \$100 deposit for equipment is required – see uniform*)
 - Registration cost covers:
 - Insurance coverage, equipment costs.
 - Equipment Check-out is the 4th Tuesday of July. Time announced by Director/Coaches.
******Physicals must be completed before the equipment check-out date and proof of physical presented before equipment can be checked out.***
 - Season runs August through October
 - Late registration has been granted in the past but is not guaranteed so make sure to register within the deadline.
- **Practice** – Starts after August 1st (typically after Czech Days) and is communicated by the Director/Coach. Expect two to three practices per week. Each practice is 1 ½ to 2 hours.
- **Games**
 - Start in early September and run through mid-October with a championship game at the end of the season.
 - Games are played on Sundays and start at 2:30pm with junior varsity followed by the varsity game.
- **Uniform**
 - Uniform and equipment are provided by the Wilber Youth Sports Program. There is a \$100.00 deposit to check out equipment which will be returned contingent on equipment being returned with only normal wear and tear.
 - Equipment Check-out is the 4th Tuesday of July. Time announced by Director/Coaches.
******Physicals must be completed before the equipment check-out date and proof of physical presented before equipment can be checked out.***
- **Travel** – For season games, travel will be anywhere from 15 minutes to 1 ½ hours. Parents are responsible for getting their players to the games or arranging transportation.

Volleyball – Registration in early March; Season runs through April; grades K - 6 (age control date current school year).

- **Age Requirements** – 3rd through 6th Grade (*age control date current school year*).
- **Registration | Season Information**
 - Registration opens on July 1st through August 1st
 - Cost: \$45.00
 - Registration cost covers:
 - Insurance coverage, equipment costs, t-shirt
 - Season is early August through early October
- **Practice** – Starts mid-August and will be two to three times per week for 1 ½ to 2 hours.
- **Games**
 - Start in early September and run through early October.
 - Games are played on Saturdays from 8:00am to 12:00pm at Tri-County Schools.
- **Uniform** – Each player will be provided a t-shirt which is included in the registration cost.
- **Travel** – 10 miles from Wilber

Flag Football – Our flag football program teaches basic skills that get the players ready for the next levels.

- **Age Requirements** – 1st through 6th Grade (*age control date current school year*).
- **Registration | Season Information**
 - Registration opens July 25th through August 15th
 - Cost: \$20.00
 - Registration cost covers:
 - Insurance coverage, equipment costs, and t-shirt.
 - Season runs mid-August through September
- **Practice** – Starts the last week of August and will be determined by the coach of the team your child plays on. Location will also be based on team and will be behind Field 1 at the Legion Park or on the west practice field at the High School.
- **Games**
 - Games will start early September and will be played each consecutive Saturday for 3 to 4 weeks, depending on number of teams.
 - Games will be scheduled for 1 hour.
 - Game times will be 9:00am, 10:00am and 11:00am at the High School Football Field.
- **Uniform** – teams will be separated by color. Each player will be provided a t-shirt in the corresponding color of their team which is included in the registration cost.
- **Travel** – None

Miscellaneous Registration Information

Forms of Payment – Credit/debit card will be the only method of payment accepted for registration. If you do not have a credit/debit card, you will need to purchase a Visa Gift Card to make your payment through TeamSnap. Any exceptions to this will be handled case by case.

First Time Registrants – Those registering for the first time will need to create an account in TeamSnap. An instruction sheet is provided in the TeamSnap section of the handbook.

Late Registration – Any participant requesting to register after the deadline date for their sport will be subject to a \$15 late fee within the grace period. After the final deadline date, they will have to wait until the year to participate. This is not ever guaranteed.

Insurance – Insurance coverage is provided with your registration fee.

Medical Information – At the time of registration, you must note any medical conditions or physical impairments that your participant has so that the coach is aware should medical assistance be needed. Proof of an annual physical will be required for some sports.

School Sports Participation – A participant may play in school and Wilber Youth Sports programs if their seasons do not overlay by more than two weeks.

*****When registering, it is the purchaser's responsibility to review the receipt and verify that all information and charges are correct and notify the City of Wilber of any errors within two weeks of the date of the charges.**

Emergency Planning/Risk Management

Sports Medicine Policies & Procedures

Emergency Action Plan for Wilber Youth Sports Program

- The emergency plan of action for the Wilber Youth Sports Program, follows the 3 C's of an Emergency outlined by the American Red Cross listed below:
 - CHECK: Assess the injury or situation to determine the necessity for assistance.
 - CALL: If assistance is needed, determine if the injury is life threatening:
 - For a non-life threatening injury – the coach or director will contact the parent or guardian (if not in attendance) to notify them of the injury/situation. They will determine if further medical assistance is needed.
 - For life-threatening situations, call 911.
 - CARE: The coach or parent/guardian should stay with the injured athlete and provide appropriate first aid until rescue personnel arrive on scene.

Level of Injury Guide

Most injuries fit into one of the following three categories. This is meant to be used as a guide, but coaches, directors and parents/guardians should use their best judgment in each individual situation while on site.

1. Athlete should be transported to a hospital – Call 911

- Direct blow to the abdomen, which results in vomiting, severe pain, or signs of shock (rapid, weak pulse, drowsiness, shallow but rapid respirations, cool, clammy, and pale skin)
- A head injury with any loss of consciousness, vomiting, severe headache, slurred speech, tingling or numbness in both extremities, or is unable to communicate
- Any severe bleeding that cannot be controlled in a few minutes with direct compression, elevation, and application of ice
- An injury to an extremity that results in severe loss of function, circulation, or sensation
- Any obvious fracture or deformity of a major limb
- A student-athlete showing signs of distress or shock

2. Athlete should not continue to play and needs further care before returning to the game or practice

- An athlete has experienced a head injury
- Athlete is bleeding. May not continue until bleeding is fully stopped and others will not be at risk of exposure.
- Athlete is favoring injured part in any way (ex. limping) or has pain with activity.
- The injury does not seem serious, but the student-athlete does not want to continue, or the coach feels they should not continue.

3. Athlete can continue participating

- Injury is to an extremity and student-athlete is fully functional (i.e. no limping, can run, sprint, cut, hop and do a full squat all without pain).
- Athlete is not bleeding, and the wound dressed so that others are not at risk of exposure.
- Athlete is in no other distress and wants to continue.
- Keep watching the athlete for signs of favoring the injured area or other indications that the injury is worse than first expected. When in doubt, always err on the side of safety.
- If there is any question, the athlete should remain out of the game or practice until cleared by a doctor or physician.

Head Injury/Concussion

- Your child has suffered a head injury during athletic participation. She/he will need to rest and avoid any strenuous activity. Please do not give your child any medications unless directed to do so by a physician. We need to know all the symptoms your child is experiencing to manage them properly.
- The below circled symptom are those that your child is/was experiencing. If these symptoms persist, worsen, or are compounded by other symptoms, please seek immediate medical attention.

Symptom Scale

None Mild Moderate Severe
0 1 2 3 4 5 6

headache	pressure in head	neck pain
nausea or vomiting	dizziness	blurred vision
balance problems	sensitivity to light	sensitivity to noise
feeling slowed down	feeling like in a fog	don't feel right
difficulty concentrating	difficulty remembering	fatigue or low energy
confusion	drowsiness	trouble falling asleep
more emotional	irritability	sadness
	nervous or anxious	

Signs to watch for:

Problems could arise over the first 24-48 hours.

You should not be left alone and must go to a hospital at once if you:

- Have a headache that gets worse
- Are very drowsy or can't be awakened (woken up)
- Can't recognize people or places
- Have repeated vomiting
- Behave unusually or seem confused; are very irritable
- Have seizures (arms and legs jerk uncontrollably)
- Have weak or numb arms or legs
- Are unsteady on your feet; have slurred speech

Remember, it is better to be safe.

Return to play

Athletes should not be returned to play the same day of injury.

When returning athletes to play, they should follow a stepwise, symptom-limited program, with stages of progression. For example:

- Rest until asymptomatic (physical and mental rest)
- Light aerobic exercise (e.g. stationary cycle)
- Sport-specific exercise
- Non-contact training drills (start light resistance training)
- Full contact training after medical clearance
- Return to competition (game play)

There should be approximately 24 hours (or longer) for each stage and the athlete should return to step 1 if symptoms return.

Accept Your Invitation to Join a Team

Team invitations are handled differently for users that have an existing TeamSnap account and those that are brand new to TeamSnap:

Existing Users: Users with existing TeamSnap accounts that are sent new invitations to join a team will be automatically added to the new team, if the email used for the invite is associated to the user's existing TeamSnap account. These users will receive an email notification about being added to the new team, which they should see in their teams list the next time they log in. Not seeing the new team? Learn more here: [Team Missing From Account](#).

New Users: Once your team admin has invited you, you'll receive an email with an invitation link to create a TeamSnap account and access your team site. If you haven't received an invitation, you'll want to contact your team manager/coach and ask that they double check that your invitation was sent out.

Do you use multiple email addresses? Once a team admin sends out invitations you will receive email invitations to all email addresses listed on your roster profile. If you are already a TeamSnap user, you will have your invite auto accepted by the system if any of your roster profile emails are attached to an existing active TeamSnap account.

If you'd like to accept invitations sent to other email addresses under an existing account, click **Switch Account** during the acceptance process to log into your TeamSnap account and have access to the new team added to that account. Otherwise, if you continue and accept an invitation sent to another email address without switching to your existing account, you will create a new TeamSnap account that will not be associated to the existing one.

Accepting a Team Invitation

1. Go to your email and find the TeamSnap invitation from your coach or team manager.
2. Click the blue **Accept Your Invitation** button.
 - a. If you've been invited but can't find the invitation email, click [here](#) and we'll help you track it down.
3. Create a password.
 - a. If you have an existing TeamSnap account under a different email address, click **Sign Into** log into your existing account.
 - b. Select whether you agree to our [Terms of Service](#).
 - c. Select whether you'd like to get TeamSnap news to your email inbox.

Welcome! Let's join your team:
Awesome Team

Email: [redacted]@teamsnap.com

Create password:
8+ characters Show

I agree to TeamSnap's [Terms of Service](#).

Receive TeamSnap newsletter?

Create Account

Already have a TeamSnap account?
[Sign in](#)

4. Click **Create Account**.
5. Select **Yes** or **No** for whether you are the person joining or joining on behalf of someone else.
 - a. If No, enter your name and relationship to the player.
6. Click **Continue**.
7. Enter your mobile number.
8. Click **Continue**.
9. Want to add a family member that can access your account?
 - a. If Yes, complete the remaining fields for family member information.
 - b. If No, move on to step 10.
10. Click **Continue**.
11. Click whether you'd like to work with NCSA (Next College Student Athlete) recruiting experts.
12. Click **Take Me to the App** and you are all set!

Game Day Expectations by Sport

Baseball/Softball

Before/During Game

✓	Task	Person Responsible
	Set up concessions 30 minutes prior to the start of the first game.	Program Administrator or Designated Person
	Pick up concession starting cash from the City Office prior to 5pm on the day of the game(s).	Parent Scheduled for 1 st Concession Shift
	Players need to be at the field and ready prior to the start of the game as directed by their coach.	Players/Parents/Guardian
	Practice good sportsmanship (refer to code of conduct).	Coaches/Players/Parents/Guardians
	Pick up any trash and place in trash receptacles when you leave the field.	Coaches/Players/Parents/Guardians

End of Night

✓	Task	Person Responsible
	Leave the field and stands as you found them (pick up any trash and any items left at the field and place in the appropriate places)	Coaches/Players/Parents/Guardians
	Send a list of any concession items that need replenished to shanon.meyer@cityofwilber.com .	Parents on last concession shift
	Concession Clean-up (Wash equipment, sweep floors, remove trash, check bathrooms) ***DO NOT take the cheese machine apart	Parents on last concession shift
	Make sure lights are off and all doors are locked (equipment, concession, bathroom)	Parents on last concession shift
	Cash bag needs to be deposited into the night drop box at First State Bank (located on the northeast side of the building)	One of the parents that signed verifying the cash should be the one to drop off the deposit.
	Practice good sportsmanship (refer to code of conduct)	Coaches/Players/Parents/Guardians

T-Ball

✓	Task	Person Responsible
	Players need to be at the field and ready prior to the start of the game as directed by their coach.	Players/Parents/Guardian
	Leave the field and stands as you found them (pick up any trash and any items left at the field and place in the appropriate places)	Coaches/Players/Parents/Guardians

Soccer/Flag Football

✓	Task	Person Responsible
	Players need to be at the field and ready prior to the start of the game as directed by their coach.	Players/Parents/Guardian
	Leave the field as you found it (pick up any trash and any	Coaches/Players/Parents/Guardians

	items left at the field and place in the appropriate places)	
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Volleyball/Basketball

✓	Task	Person Responsible
	Players need to be at games/tournaments prior to the start of the game/tournament as directed by their coach.	Players/Parents/Guardian
	Leave the field and stands as you found them (pick up any trash that belongs to you and throw it away.)	Coaches/Players/Parents/Guardians

Junior Tackle Football

Prior to Season Starting

✓	Task	Person Responsible
	Online Training (heat safety/concussion/sudden cardiac arrest) https://nfhslearn.com/	Coaches
	Equipment Check-Out (late August)	Players/Coaches
	Equipment Deposit must be in before player can start practice.	Parent/Player
	Sports Physical must be completed before player can start practice.	Parent/Player
	All home games need to be scheduled prior to the season starting shared with Matt Zajicek & Liz Ourecky. If there is a possibility that we will host any after season tournament or game play, this needs to be planned and discussed with Matt Zajicek prior to the season starting.	Coach/Director
	Line up Officials for all home games	Director

Before/During Game

✓	Task	Person Responsible
	Pick up concession Monday from the school on the Friday prior to game day.	Coach/Designated Concession Volunteer
	Volunteers for chain gang	Coaches/Parents
	Volunteers for field set up (pylons, water cooler)	Coaches/Players/Parents
	Have an announcer lined up for game day.	Coaches
	Volunteers for Scoreboard & Concessions (1 st half/halftime/2 nd half)	Coaches/Players/Parents/Guardians

After The Game

✓	Task	Person Responsible
	Leave the field and stands as you found them (pick up any trash and any items left at the field and place in the appropriate places)	Coaches/Players/Parents/Guardians
	Clean bathrooms.	Parents on last concession shift
	Remove all trash from bathrooms and stadium.	Parents on last concession shift
	Concession Clean-up (Wash equipment, sweep floors,	Parents on last concession shift

	remove trash)	
	Count Cash (Cash should be counted and signed by two people)	Parents on last concession shift
	Make sure lights are off and all doors are locked (concession, bathroom)	Parents on last concession shift
	Cash bag needs to be returned to the school on Monday.	One of the parents that signed verifying the cash should be the one to drop off the deposit.

******Additional instructions for field/concession clean-up may be provided by the school. They are letting the program use their facility so all the items on their list need to be completed before volunteers and coaches leave the facility******

Post Season

✓	Task	Person Responsible
	Equipment Check-In	Coaches/Players
	Deposits Cashed if Equipment not returned	Program Administrator
	Recondition Helmets (if needed)	Coaches/Program Administrator