

Sports Department Manual

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Who We Are

Established in 1983, Carbon Valley Parks and Recreation District is a special district covering roughly 45 square miles including the communities of Dacono, Firestone, and Frederick. The Carbon Valley Park and Recreation District (CVPRD) is a governmental entity and is known as a special district in the State of Colorado. Special districts in Colorado are local governments, i.e., political subdivisions of the state, which make up a third level of government in the United States. Local governments include counties, municipalities (cities and towns), school districts, and other types of government entities. Colorado law limits the types of services that county governments can provide to residents.

Board Of Directors

A seven member board of directors is responsible for establishing board policies and overseeing high-level decisions that affect the Carbon Valley Parks and Recreation District. CVPRD's Board of Directors consists of two members from Dacono, two from Firestone, two from Frederick, and one at-large member.

District No.	Name
At-Large	Cody Childers
District No. 1 (Dacono)	Vacant
District No. 1 (Dacono)	Breannon (Breezy) Carey
District No. 2 (Firestone)	Samantha Meiring
District No. 2 (Firestone)	Steven Colvin
District No. 3 (Frederick)	Abbigail Hebert
District No. 3 (Frederick)	Tina Martin

CVPRD Leadership Team

Title	Name
Executive Director	Dean Rummel
Recreation Director	Vacant
Administrative Director	Bryan Hostetler
Facilities Manger	Kathy Lind
HR Manager	Ally Flanagan
Marketing/Communication Manager	Jenna Oliver
Operations Manger	Scott Hickman
Programs Manager	Kelly Olson

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Contact Information

Please contact the sports department with any questions, comments, or concerns.

Title	Name	Email	Phone
Sports Coordinator	Jeanette Jacobson	jjacobson@cvprd.com	303.833.3660 x127
Programs Coordinator	Kelly Gray	kgray@cvprd.com	303.833.3660 x124
Programs Manager	Kelly Olson	kolson@cvprd.com	303.833.3660 x111
Deputy Director	Bryan Hostetler	bhostetler@cvprd.com	303.833.3660 x104
Executive Director	Dean Rummel	drummel@cvprd.com	303.833.3660 x101

CVPRD Vision, Missions and Values

Vision: To engage community, enhance life, and encourage play.

Mission: The Carbon Valley Parks and Recreation District strives to increase and enhance recreational opportunities by providing a variety of quality programs and activities.

Values

Innovation

- Implementing meaningful change that drives results and challenges the “norm.”
- Accept, expect, and create Change.
- Adopting process improvements to become efficient and effective.
- Following best practices and industry standards through research, implementation, and evaluation.

Integrity

- Practicing financial responsibility by using District resources wisely
- Building trust and effective relationships
- Leading by example through honesty, dedication, and pride
- Holding ourselves and others accountable for their actions and behaviors

Customer Service

- Creating a welcoming customer experience by having a positive attitude
- Exhibiting transparent communication internally and externally
- Striving to improve quality of life and wellbeing

Teamwork

- Facilitating meaningful collaboration to inspire, lead, teach and empower.
- Encouraging, involving, and rewarding
- HAVE FUN!

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Sport Description

Carbon Valley Parks & Recreation District offers a variety of youth and adult sports programs aimed at increasing physical fitness and promoting social interaction. Offering quality youth and adult sports classes, camps, leagues, and hosting youth sport club practices, games, and tournaments to meet the needs of the community. The Athletics Division strives to provide exceptional athletic and team sport experiences in an environment that supports building relationships, teaching sportsmanship and teamwork and providing an outlet for competition. Community members are encouraged to get active by participating in sports including basketball, soccer, softball, volleyball, racquetball, pickleball, and more.

Sports Mission and Purpose

To provide exceptional community-based Athletic programs for all ages by providing quality service to all participants and offering a safe and well-maintained environment where our customers can gather for a fun and enjoyable experience.

Sports Goals

- Learning all fundamental and basic sport-specific skills and establishing building blocks for overall improvement.
- Teaching the value of teamwork and becoming an effective member of a team.
- Teach sportsmanship and fair play by emphasizing proper treatment of teammates, coaches, opponents, and officials.
- Create opportunities for the customers of all three communities to connect and build relationships and friendships through sports programs.

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Code of Conduct

As a coach, player, parent, or spectator at a Carbon Valley Parks and Recreation District (CVPRD) I understand:

1. Verbal abuse, physical abuse and/or altercation, harassment, and/or unsportsmanlike behavior towards an official, player, spectator, supervisor, or CVPRD staff member is not tolerated.
2. All coaches, players, parents, and spectators will abide by the official's decision. The official's decision and/or calls are not arguable. If you have a concern regarding the officiating, contact CVPRD Staff.
3. **Smoking/vaping/chewing tobacco and alcohol are prohibited at all CVPRD programs, activities, and facilities; at SVVSD facilities, and at parks and facilities in the Town/City of Firestone, Frederick, and Dacono unless otherwise noted.**
4. Any coach, player, parent, or spectator ejected from the game must leave the playing facility/area immediately upon request. Refusal to leave is considered trespassing and law enforcement will be called to assist in removal.
5. The zero-tolerance policy is in effect at all CVPRD sports events.

Zero Tolerance Policy

Officials, game supervisors, and CVPRD Sports Staff have the authority to reprimand any player, coach, spectator, or team if code of conduct is violated.

Penalties will range from:

- Warning
- Ejection from game
- Suspension from future games
- Forfeit of the game or season
- Law enforcement called

CVPRD Coordinators will handle disciplinary procedures on a case-by-case basis.

By receiving this form, you agreeing to the CVPRD Code of Conduct

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Volunteer Screening

All volunteer coaches will complete their volunteer registration using our registration software system.

They must answer the following questions during the registration process.

1. Age group you want to coach
2. Preferred practice day/time/location
3. Child's name you are wanting to coach
4. Have you played this sport? If so, please list the number of years played, and what level.
5. Have you coached this sport before? If so, please list the number of years coached.
6. Have you had any formal training as a coach? If so please describe (example PE teacher, coaching courses, clinics etc.)
7. On a scale of 1 -5 please rate your knowledge and confidence in coaching this specific sport.

Risk Management – Volunteer Coaches

All volunteer coaches complete a background check, with Protect Youth Sports PLUS package search that include the following:

- SSN Verification and Address History
- National Criminal Database Search
- National Sex Offender Search
- Re-verification of criminal records
- Alias names
- One county or statewide criminal court search (plus mandatory fees)

Additional requirements -Annually

- [CDC Head UP concussion training](#)
- [State of Colorado Mandatory Reporting training](#)

Volunteer Coach Training

All coaches attend a coach meeting prior to the start of the season. Coaches meeting consists of the following material:

- Sports Missions and Purpose
- Sports Goals
- Risk Management
 - Background Check, concussions training, mandatory reporter training
- Team Sites and how to access team rosters
 - Use TeamSideline for all coach/parent communication
- Uniforms/Equipment
- Rules and Regulations
- Practice Drills/Plans and helpful links
 - We provide all coaches with practice drills and plans to run a successful practice and to teach participants sport specific skills and build on those skills.

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- Practice/Game Cancellation due to Weather
- Code of Conduct

Recap email of material covered in the meeting sent out directly to coaches following the meeting.

Parent Education

Keep yourself informed, check out some resources and helpful links!

- Concussion Awareness
 - stopsportsinjuries.org
 - https://ncys.org/wp-content/uploads/2022/02/2022_ST_Concussion-1.pdf
 - <https://www.cdc.gov/>
- Sudden Cardiac Arrest Awareness
 - <https://www.nays.org/resources/more/sudden-cardiac-arrest/>
- Mental Health Challenges
 - <https://www.nami.org/Home>
 - <https://www.nays.org/resources/more/free-mental-health-challenges-training/>
- Bulling Awareness
 - <https://www.stopbullying.gov/>
- Sport Specific Links
 - Baseball
 - <https://www.littleleague.org/downloads/coach-pitch-12-week-program/>
 - <https://www.littleleague.org/downloads/tee-ball-program/>
 - Basketball
 - <https://www.usab.com/youth/development/youth-development-curriculum-introductory-level.aspx>
 - <https://www.usab.com/youth/development/youth-development-skill-levels.aspx>
 - Soccer
 - <https://www.cvprdathletics.com/sites/carbonvalley/downloads>
 - Softball
 - <http://theseason.gc.com>
 - www.softball-spot.com
 - Volleyball
 - <https://www.cvprdathletics.com/sites/carbonvalley/downloads>

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Game Cancellation Policy-Weather

Decisions regarding the cancellation of any CVPRD programming due to any reason listed below will be **made at 4 pm daily or 8 am on Saturdays/Sundays**. In cases where a decision cannot be made by 4 pm, or 8 am the decision will be made on site by the official or CVPRD appointed representative/employee and notifications will be sent out and posted as soon as possible.

CVPRD staff will update participants on the status of games in the following ways.

- Weather line: 303.833.3660 x119
- www.CVPRDAthletics.com
- Email communication through our registration software, and Team Sites

Inclement Weather

The purpose of this policy is to promote and provide safely maintained quality athletic fields for the patrons of the Carbon Valley Parks and Recreation District as well as the Town of Firestone, Town of Frederick, and City of Dacono. This policy outlines the reasons why fields may be closed due to inclement weather to protect the safety of participants and how Carbon Valley Park and Recreation District mitigate turf damage during athletic play.

Fields will be closed for the following reasons:

- Water is standing on the infields of ball fields, or goal mouths/midfields of multipurpose fields.
- The ground is saturated due to excessive rain in previous days.
- Snow covers the field. (snow removal is not allowed).
- Frost is visible on the turf.
- Turf can be displaced or dislodged from the ground.
- Mud cakes or clings to shoes.
- Steady rain is falling.
- Dirt infield areas are saturated and muddy.

Please note: It is impossible for CVPRD staff to evaluate the playing conditions of all fields; therefore, individual coaches will make decisions whether to have **practices** due to inclement weather based on the criteria listed above.

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Lightning Safety Policy

The purpose of this policy is to promote and provide information regarding Lightning Safety. During the spring, summer and fall months, the Town of Firestone, Town of Frederick, and City of Dacono are subject to severe weather that could include lightning. This policy outlines the reasons when and why games and practices may be delayed or cancelled due to lightning.

When to delay/cancel activities

For all CVPRD activities, we will delay or cancel when lightning is determined to be within 6 miles. This will be determined by the CVPRD appointed representative/employee by using the flash to bang method or the **WeatherBug App**. If lightning strikes and thunder is heard within 30 seconds of each other, activities will be postponed and possibly cancelled.

Resuming Activities

An activity that has been delayed can be resumed after 30 minutes after the last lightning strike within 30 seconds of the sound of Thunder. No activity should be resumed prior to this 30-minute delay.

Safe Shelter

When an activity is delayed due to lightening, the following locations have been deemed safe for you to wait out the inclement weather:

- Sturdy Building with plumbing and wiring
- Car with a hard top (*Soft-top convertibles are not safe*)

Areas to Avoid in Lightning

- Park Shelters
- Dugouts
- Open Spaces
- Large Isolated Fixtures (includes isolated trees)
- Rain Shelters
- Sheds

Please note: It is impossible for CVPRD staff to evaluate the playing conditions of all fields; therefore, individual coaches will make decisions whether to have **practices** due to lightning based on the criteria listed above. If ever in doubt, please error on the safe side and cancel practice.

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Cold/Hot Weather Guidelines for Children

This information is provided by National Weather Services.

Understand the Weather

Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- -20° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit
Fahrenheit Weather Guidelines for Children

Weather Guidelines for Children

Wind-Chill Factor Chart (in Fahrenheit)										
		Wind Speed in mph								
		Calm	5	10	15	20	25	30	35	40
Air Temperature	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

Comfortable for out door play
 Caution
 Danger

Heat Index Chart (in Fahrenheit %)														
		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Air Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	105	109	113	117	122	127	132
	94	97	100	103	106	110	114	119	124	129	135			
	100	109	114	118	124	129	130							
104	119	124	131	137										

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Weather Guidelines for Children

Watching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? **Clothe** children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). **Beverages** help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. **Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. **Shaded** play areas protect children from the sun.

Condition GREEN - Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all child age groups.

INFANTS AND TODDLERS are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors.

YOUNG CHILDREN remind children to stop playing, drink a beverage, and apply more sunscreen. OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). They may resist applying sunscreen and drinking beverages while outdoors.

Condition YELLOW - use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time.

INFANTS AND TODDLERS use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play.

YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child.

OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids while playing outdoors.

Condition RED - most children should not play outdoors due to the health risk. INFANTS/TODDLERS should play indoors and have ample space for large motor play. YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions.

OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed, have plenty of fluids. Child care providers must be vigilant about maximum protection of children.

Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words.

Blizzard Warning: There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.

Heat Index Warning: How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

Relative Humidity: The percent of moisture in the air.

Temperature: The temperature of the air in degrees Fahrenheit.

Wind: The speed of the wind in miles per hour.

Wind Chill Warning: There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets and livestock.

Winter Weather Advisory: Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.

Winter Storm Warning: Severe winter conditions have begun in your area.

Winter Storm Watch: Severe winter conditions, like heavy snow and ice are possible within the next day or two.

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Air Quality Policy

The purpose of this policy is to promote and provide information regarding Air Quality. During the spring, summer and fall months, Colorado is subject to severe weather and wildfires. This policy outlines the reasons when and why games and games/practices may be delayed or cancelled due to poor air quality. Information is determined by using the AirNow App or website.

Air Quality Index (AQI) & Health

Millions of people live in areas where air pollution can cause serious health problems. Local air quality can affect our daily lives. Like the weather, it can change from day to day. EPA developed the Air Quality Index, or AQI, to make information available about the health effects of the five most common air pollutants, and how to avoid those effects.

When to delay/cancel activities

For all CVPRD activities, we will delay or cancel when air quality is in the **“Red or 150-200 index”**. This will be determined by the CVPRD appointed representative/employee by using the AirNow App, or website.

AQI Basics for Ozone and Particle Pollution

AQI Basics for Ozone and Particle Pollution			
Daily AQI Color	Levels of Concern	Values of Index	Description of Air Quality
Green	Good	0 to 50	Air quality is satisfactory, and air pollution poses little or no risk.
Yellow	Moderate	51 to 100	Air quality is acceptable. However, there may be a risk for some people, particularly those who are unusually sensitive to air pollution.
Orange	Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is less likely to be affected.
Red	Unhealthy	151 to 200	Some members of the general public may experience health effects; members of sensitive groups may experience more serious health effects.

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AQI Basics for Ozone and Particle Pollution

Daily AQI Color	Levels of Concern	Values of Index	Description of Air Quality
Purple	Very Unhealthy	201 to 300	Health alert: The risk of health effects is increased for everyone.
Maroon	Hazardous	301 and higher	Health warning of emergency conditions: everyone is more likely to be affected.

Please note: It is impossible for CVPRD staff to evaluate the playing conditions of air quality all the time, therefore individual coaches will make decisions whether to have practices due to poor air quality based on the criteria listed above. If ever in doubt, please error on the safe side and cancel practice.

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Medical - CPR, First Aid and AED

Participation at Carbon Valley Parks and Recreation District is completely voluntary. Individuals participate at their own risk and assume responsibility for their own health and safety. The District is not liable for injuries sustained during participation in a sponsored activity. Patrons and staff members will receive appropriate and timely CPR, First Aid and Automated External Defibrillator (AED) treatment (if equipment is available) when necessary. In the event of an incident, a certified responder of CPR, First Aid and AED and 911 should be called.

- The responder then should assess the situation and provide appropriate care.
- At the site of an injury, responder should bring a first aid medical bag with an AED (when available).
- After administering CPR, First Aid or AED, the responder should ensure that the incident form (Appendix A) is completed and turn it in to the appropriate supervisors.

Training

Training services will be regularly scheduled for CPR, First Aid and AED classes as well as additional training for employees. CPR, First Aid and AED certification or the ability to become certified needs to be completed by the next available class offered by the District. The cost of certification, which is offered by the District, will be free of charge. If staff have decided not to take the class offered by the District, they will have to find and pay for a class on their own by a pre-approved organization.

First Aid

Each District building and sports game location shall have a first aid kit available in the work area. (List of locations in table below).

- Each District vehicle shall have a first aid kit available.
- AEDs should be inspected monthly by the Guest Service Coordinator or Recreation Manager with the AED concierge program.
 - Deficiencies noted during inspection must be resolved immediately, but no later than five working days.
- First aid kits shall be appropriately restocked after use by appropriate staff members, but no later than five working days.
- First aid kits must not contain oral medications, such as, but not limited to pain relievers, allergy medications, or antacids.
- First aid kits must not contain any antiseptic wipes or ointments.
- A monthly inspection will be completed by the staff of the first aid bag in their department to ensure that it is fully stocked and there are not any items in the bag that don't belong.

AED Safety Check Logging

The AED Safety Check Log will be kept on the server under District-Shared\Safety in the AED Safety Check folder.

- The Guest Services Coordinator or Recreation Supervisor will log in with the appropriate information after finishing the monthly check.

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Violence - Code of Conduct

Carbon Valley Parks and Recreation District (CVPRD) strives to create an atmosphere of respect and courtesy. Appropriate social behavior and treatment of others is expected of all District employees, patrons, and participants. Physical, mental, verbal, or emotional abuse will not be accepted or tolerated by anyone participating in any District activity, facility, or program.

Any District employee shall be authorized to enforce the Code of Conduct, along with any rules and regulations applicable to the facility, activity, park, or program. Any person acting inappropriately or disrespectfully may be subject to a revocation of the privilege of using District facilities or participating in District activities or programs. Such revocation may be for whatever period District staff shall determine appropriate, up to a permanent ban from District programs and facilities based upon the circumstances of the specific incident or occurrence.

Types of Violations

Violations include, but are not limited to:

- Disorderly conduct
- Drug use
- Smoking, including the use of electronic cigarettes.
- Failure to cooperate with staff.
- Harassment
- Indecency
- Horseplay
- Soliciting or panhandling
- Noncompliance with established policies and rules
- Destruction of District property
- Obscene language or gestures
- Possession of weapons of any kind
- Public intoxication
- Sexual misconduct
- Theft
- Unlawful activity
- Any other behavior is deemed offensive or unacceptable.

Any unlawful activity must be reported to the proper Police Department.

- Frederick Police Department's non-emergency number: 720-382-5700
- Firestone Police Department's non-emergency number: 303-833-0811
- Call 911 if this is an emergency and you need immediate assistance.

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Patrons Not Following the Rules

1st Verbal Warning (All staff can issue)

- A verbal warning can be issued to any patron breaking facility/program rules.
- These warnings should be issued to the patron and explain the rule or reasoning behind why they can't do it.
- Explain how it is a safety issue or how it affects the resources of the district, i.e., breaking equipment, getting hurt, etc.
- Fill out an incident report describing what occurred, who was involved, where it happened and when it happened.
- It is always good practice to approach each situation with other staff members. This will allow the initial contact person to cool off and have witness to the situation.

2nd Verbal Warning – Same Day (On-site supervisor issues)

- A 2nd verbal warning will be issued by an on-site supervisor if the behavior persists. Make sure to inform a Guest Services Specialist that you have given the 2nd warning.
- Inform the patron that you know they have already been warned by your staff of their behavior.
- Explain if the problem persists, they will be asked to leave the facility. Example: This is your last warning today. If you continue to break our facility rules, we will ask you to leave for the remainder of the day.
- Create an incident report describing what occurred, who was involved, where it happened and when it happened.
- Fill out an incident report describing what occurred, who was involved, where it happened and when it happened.
- For safety and consistency, approach each situation with another staff member. This will allow the initial contact person to cool off and have witness to the situation.

1st Suspension

If a patron must be asked to leave the facility, management staff will review the District's Code of Conduct and the circumstances to determine the length of the suspension. The patron will then be informed of the duration of the suspension. If they agree, they will be allowed to come back to the facility and/or program at the end of their suspension.

Incident forms must be filled out detailing the steps taken when removing a patron from the facility. The department manager must be notified that a second offense has occurred so they can review the situation and determine what the next steps will be.

- A note will need to be added to the patron's profile with the date the patron was removed from the facility.
- Fill out an incident report describing what occurred, who was involved, where it happened and when it happened.
- Fill out the suspension notice form detailing the length of suspension.
- The suspension can be 1-6 months depending on the violation and circumstances.

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2nd Suspension

If a patron is asked to leave the facility for a second time or anything more severe (fighting, theft, aggressive behavior towards staff, etc.), they could be suspended for 1 year. They can appeal against the year's suspension by setting up a meeting with Executive Director. The Executive Director is the only one who can reduce the suspension.

An incident form must be filled out detailing the steps taken when removing a patron from the facility. The department manager and Executive Director must be notified that a third offense has occurred so they can approve of actions prior to additional steps being initiated.

- A note will need to be added to the patron's profile with the date the patron was removed from the facility.
- The patron's account will be suspended from use.
- Fill out an incident report describing what occurred, who was involved, where it happened and when it happened.

Removal from facility (Steps to suspend a guest)

- If the patron continues to be a problem after the 1st and 2nd warnings, they are to be asked to leave facility. The staff involved should immediately alert Guest Services.
- The On-site supervisor and Guest Service Specialist/Coordinator should inform the patron that they have been warned twice and have continued the behavior and they need to leave. No refunds will be given to the patron if they were a drop in.
 - Example: Unfortunately, you have been warned multiple times that you were breaking facility rules, and you were told that if you continued to disobey facility rules you would be asked to leave. You have chosen to continue to violate our facility rules and we are asking that you leave now.
- If the patron is 18 years old or older, they are expected to leave on their own accord.
- If the patron is under 18 years old, a phone call to the parents must be made informing them that their child is being asked to leave the facility and explain why.
 - This phone call can be made by the on-site supervisor if the contact information is in the system.
 - Example: Hello, this is (name) from Carbon Valley Parks and Recreation District. I have (name) here at the recreation center, and they have been warned multiple times about (list behaviors and when they were warned). These are a violation of our facility rules or code of conduct and because they have chosen to continue violating our rules, we are asking them to leave. Because they are a minor, we are contacting you to let you know what has happened and if you would like for us to keep them here until you are able to come pick them up or if you feel comfortable with them leaving our facility and them getting home safely themselves.
 - If the contact information is not in the system, ask the patron for the information or give them the option to call their parents themselves. Phone calls should be on speakerphone, if possible, to verify.
 - If the patron is unwilling or refuses to give any contact information inform them that you will call the police to have them removed.

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- Documentation of all conversations and statements from the patron, parents, and witnesses are required and obtained as immediately as possible.

- If patrons refuse to leave, refuse to give contact information, make threats, etc. inform them that the police will be called to remove them.
 - Frederick Police Department's non-emergency number: 720-382-5700
 - Firestone Police Department's non-emergency number: 303-833-0811
 - Call 911 if this is an emergency and you need immediate assistance.
 - Give your name, position, where you are calling from, and why you are calling.
 - If the patron is 18 years old or older, explain that you have an adult patron that needs to be removed from the facility and they are refusing to leave.
 - If the patron is under 18 years old, explain that you have a minor that is refusing to leave or refusing to give you contact information to call their parents and is being removed from the facility.

- Fill out an incident report describing what occurred, who was involved, where it happened and when it happened.

- Fill out a suspension notice and give a copy to the patron if possible.
 - Place the hardcopy in the guest service coordinator's box and they will notify the person via email and file the hardcopy.
 - A note will need to be added to the patron's profile with the date the patron was removed from the facility.

- Suspend the memberships or Carbon Valley ID for the length of the suspension through Civic Rec.