

Franklin Simpson Parks and Recreation

Recreational Sports Leagues Standard Operating Procedures (SOP) Proposal

1. Purpose

The purpose of these Standard Operating Procedures (SOPs) is to establish a clear governance and operational structure for recreational youth sports leagues operating within the Franklin Simpson Parks and Recreation system. These procedures ensure fairness, safety, community engagement, and alignment with the mission and policies of the Franklin Simpson Parks Board.

Definition of Recreational Leagues

- Recreational Leagues are organized youth sports programs designed primarily for the development of skills, teamwork, and enjoyment of the game, rather than competitive advancement.
 - Franklin Simpson Parks leagues prioritize player development, participation, and fostering a love of the game over win-loss records.
 - All league operations, policies, and procedures are structured to support positive experiences, safety, and fair play for participants of all skill levels.
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2. Oversight and Governance

A. Sports Committee

- The Sports Committee shall serve as an advisory committee to the Franklin Simpson Parks Board and all youth sports leagues operating within the park system.
- The committee will be comprised of:
 - Three (3) Franklin Simpson Parks Board members, and
 - The president (or designated representative) of each recognized league board.
- The Sports Committee shall provide guidance on league operations, scheduling, facility use, policy review, and other matters impacting the parks system.
- The committee will meet on a regular schedule (e.g., quarterly or as needed) and report recommendations and updates to the Parks Board.

B. League Boards

- Each league board shall operate as a policy-making board, responsible for the development, implementation, and enforcement of league-specific rules and regulations.
 - All policies established by a league board must be reviewed and approved by the Sports Committee to ensure consistency with Parks system standards.
 - League boards are encouraged to maintain transparency in decision-making and communicate openly with parents, coaches, and players.
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3. Roles and Responsibilities

Entity	Primary Responsibilities
Parks Board	Ultimate oversight and approval of system-wide recreation policies.
Sports Committee	Advisory support, coordination among leagues, facility scheduling, and review of league policies.
League Boards	Daily operations, team formation, scheduling, coach selection, enforcement of sport-specific rules.
Parks Staff	Facility maintenance, registration, scheduling and logistical support.

4. League Operations

A. Coaching Assignments and Requirements

- Each team is permitted **one (1) head coach** and **up to two (2) assistant coaches** prior to the player draft.
- All coaches must complete the following **prior to receiving rosters or participating in the draft**:
 1. **Coach/Volunteer Application** – Completed each season for each league.
 2. **Background Check** – Conducted through the required chartering organization.
 3. **Additional Trainings** – As required by the chartering organization (examples: coaching certification, CPR/First Aid, AED training, concussion awareness, child abuse awareness, etc.).
 4. **Parks Board Approval** – Final authorization by the Franklin Simpson Parks Board.
- Prior to taking the field for practice or games, coaches must:
 1. Attend the **mandatory coaches meeting**.
 2. Obtain a **photo identification badge** issued by the Parks and Recreation Department.
- **Financial Responsibility**: Leagues are responsible for covering the costs of background checks and required trainings through **registration fees or approved fundraising activities**.

B. Player Assessments and Team Formation

- All leagues will conduct a **skills assessment** prior to the season to evaluate player abilities and promote balanced teams.
- Teams will be formed through a **blind draw or coach selection process as stated in league bylaws** based on skill ratings from the assessment.

C. Leagues with Random Team Assignment

- The following leagues will have teams **randomly assigned**, without a skills-based draft:
 - Little Diamond League
 - T-Ball
 - Flag Football
 - Soccer

D. Community and Sponsor Engagement

- Each league shall participate in **Sponsor Recognition Day/Night** to acknowledge supporting individuals and businesses.
- Leagues shall also participate in **Opening Day activities**, including ceremonies or presentations coordinated by the Parks and Recreation Department.

E. Fundraising and Sponsorships

- All fundraising activities **must be approved by the Franklin Simpson Parks Board prior to implementation**.
- League boards must provide a description of the fundraiser, proposed budget, and reporting/accounting plan.
- The **Sports Committee has established a Banner Sponsorship Program** benefiting all leagues. Each league is **required to seek banner sponsors**.
- Fundraising and sponsorships may also be used to **offset the costs of coaching requirements and other league operational expenses**.

F. Game Officials Requirements

- All game officials must:
 - Complete a **background check** prior to officiating.
 - Wear **appropriate sport attire** (e.g., umpires/referees with official shirts and shorts/pants).
 - Submit copies of **sport credentials** verifying qualifications.
 - Attend **Parks-sponsored training** prior to officiating games.
- **Youth Officials Development:**
 - Leagues may utilize **community youth as umpires/referees** if they meet all standard requirements.

- A **ZERO TOLERANCE** policy applies: coaches, parents, and spectators **may not approach, confront, or argue** with youth officials.

G. Facilities & Field Use

- All leagues must complete a **Field Use Agreement** prior to the start of the season.
 - **Fields may not be reserved for organized league practices on Wednesdays or Sundays** to ensure access for community members.
 - Leagues are responsible for adhering to field schedules and leaving fields in proper condition.
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5. Policy Development and Approval

1. League boards shall draft or revise policies annually prior to the start of the sport season.
 2. All proposed policies must be submitted to the Sports Committee for review and recommendation.
 3. Upon approval by the Sports Committee, policies are forwarded to the Parks Board for final adoption or acknowledgment.
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6. Meetings and Communication

- The Sports Committee will host **regular coordination meetings** to discuss field scheduling, equipment needs, and conduct expectations.
 - Each league shall provide a **seasonal report** summarizing participation, financial status, and recommendations for improvement.
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7. Conflict Resolution

- Disputes within or between leagues that cannot be resolved at the league level may be referred to the Sports Committee for mediation.
 - The Parks Board serves as the **final authority** in unresolved or escalated matters.
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8. Amendments

- This SOP may be amended by the Franklin Simpson Parks Board following review and recommendation by the Sports Committee.

