



# **BURLINGAME PARKS AND RECREATION Sports Manual**

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Welcome to the Burlingame Parks & Recreation's Youth Sports Manual. It will serve as a comprehensive guide designed to support and enhance the elementary & middle school sports program experience of youth athletes, coaches, parents, and school administrators. The manual has been crafted to foster a positive and development-focused environment for participants, promoting physical well-being and emotional, social, and character development.

Youth sports play a crucial role in the holistic growth of children and adolescents. Beyond the thrill of competition, these experiences contribute to forming lifelong habits, values, and skills.

The manual seeks to provide valuable insights, best practices, and resources to help create a positive and supportive atmosphere across elementary & middle school sports programs where our youth athletes can thrive.

## **1. Key Objectives**

### **Holistic Development**

The City of Burlingame Parks and Recreation Department's primary goal is to emphasize the holistic development of young athletes. We recognize that sports are not just about winning or losing but, MORE IMPORTANTLY, about character-building, teamwork, and personal growth.

### **Inclusive Participation**

We advocate for including all children, regardless of their skill level or background. We DO NOT cut ANY players, no matter what. Every child should experience the benefits of sports and physical activity.

### **Safety & Well-being**

The safety and well-being of young athletes are of utmost importance. This manual will provide guidelines and recommendations to ensure that sports activities are conducted in a secure and healthy manner.

### **Educational Approach**

Youth sports are a powerful educational tool. Coaches, parents, and school administrators are encouraged to adopt an educational approach, helping young athletes learn valuable life skills such as discipline, perseverance, and teamwork.

## 2. Schools Served by the Burlingame P & R Department



**Burlingame Intermediate School (BIS)**  
1715 Quesada Way, Burlingame, California 94010  
650-259-3830



**Franklin Elementary School**  
2385 Trousdale Drive, Burlingame, California 94010  
650-259-3850



**Hoover Elementary School**  
2220 Summit Drive, Burlingame, California 94010  
650-259-3900



**Lincoln Elementary School**  
1801 Devereux Drive, Burlingame, California 94010  
650-259-3860



**McKinley Elementary School**  
701 Paloma Avenue, Burlingame, California 94010  
650-259-3870



**Washington Elementary School**  
801 Howard Avenue, Burlingame, California 94010  
650-259-3884



**Roosevelt Elementary School**  
1151 Vancouver Avenue, Burlingame, California 94010  
650-259-3890

### 3. Sports by Season

#### Fall

Registration Deadline: 2 <sup>nd</sup> week of August Season Timeframe: Early September – End of October	
Elementary	Flag Football, Volleyball, Elementary Running Club
Middle	Flag Football, Volleyball, Cross Country

#### Winter

Registration Deadline: 2 <sup>nd</sup> week of October Season Timeframe: Early November to End of January 6 <sup>th</sup> Grade Only Registration Deadline: 2 <sup>nd</sup> week of January 6 <sup>th</sup> Grade Only – Season Runs from Mid-January to early April	
Elementary	Basketball Elementary – Starts in October
Middle	Basketball 6 <sup>th</sup> Grade only – Starts in January 7 <sup>th</sup> & 8 <sup>th</sup> Grade – Starts in October

#### Spring

Registration Deadline: 3 <sup>rd</sup> week of March Season Timeframe: Early April – End of May	
Elementary	No Spring Sports
Middle	Track & Field

Note:

The Burlingame P&R Department does not offer any sports leagues in the summer but does offer several different sports camps/class options.

Class information can be found in the spring/summer edition of Live, Play, Burlingame, or online @ [burlingame.org](http://burlingame.org).

## 4. Registration Process

Announcements regarding the start of Elementary and BIS sports will be made at PTA meetings, shared with the school administration, and emailed to the previous year's participants. In addition, the Live, Play, Burlingame Magazine, and City of Burlingame Youth Sports webpage: [Sports \(burlingame.org\)](http://Sports(burlingame.org)) are two main communication modes about afterschool sports programs. BPRD outlines all the deadlines and assessment times in both places, but the website will have the most up-to-date information.

ALL sign-ups must be done online through the City's registration webpage: [Burlingame Parks & Recreation - Splash \(myvscloud.com\)](http://Burlingame Parks & Recreation - Splash (myvscloud.com)). For questions regarding the registration process or to have City staff help with the registration process, reach out to front desk staff at the Burlingame Community Center @ 650-558-7300.

Players who register after the deadline OR after the program maximums have been reached will be put on the waiting list with no guarantee of being placed on a team.

Please be aware/realistic of the time commitment and the schedule before signing up. We will not be able to make accommodations to the schedule to match the player's/family's needs, and no refunds will be given.

## 5. Elementary Sports Overview

**Elementary School Assessments:** Assessments will be done when enrollment for a specific school will produce more than 1 team.

**Apparel:** A jersey will be provided at the start of the season.

**Elementary Running Club (1<sup>st</sup>-5<sup>th</sup> Grades)** - The Elementary Running Club is designed as a non-competitive, fun-based environment in which all skill levels of elementary runners are encouraged to register. All students that register from the six different elementary schools will all have practice together, typically at Washington Park. The Run Club will practice weekly throughout the season and have two to three "meets."

**Elementary Flag Football (4<sup>th</sup>-5<sup>th</sup> Grades)** - The Division of teams for flag football is determined by the number of students that register from each school. Ideally, enough students from each school register to have each school represented in the League. If not, the BPRD Sports Coordinator will combine schools to create even teams. Practices are held either at Ray Park, Washington Park, or at the school location of that team. ALL GAMES ARE PLAYED @ RAY PARK.

**Elementary volleyball (4<sup>th</sup>-5<sup>th</sup> Grades)** – Elementary Volleyball teams are determined by the number of students registered from each school. Students will play games against the other five schools in Burlingame. There are typically 1 or 2 practices per week at the team's school location.

On Fridays, elementary volleyball games are played at Burlingame Intermediate School (BIS) Student Recreation Center (SRC).

**Elementary basketball (4<sup>th</sup>-5<sup>th</sup> Grades)** - Elementary Basketball teams are determined by the number of students registered from each school. Students will play games against the other five schools in Burlingame, but the Hillsborough BPRDs 4<sup>th</sup> & 5<sup>th</sup> graders also participate in the basketball league. Games are played on Saturdays and Sundays at both BIS and Hillsborough.

## **6. Middle School Sports Overview**

For all Burlingame Intermediate School (BIS) middle school sports (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grades). BPRD Sports Program participates in the North County Recreation League (NCRL). The NCRL is comprised of schools from South San Francisco, Burlingame, Hillsborough, Millbrae, San Bruno, and Brisbane. The Department staff from these cities work closely with the local schools to operate the afterschool sports programs. It is the League's philosophy that everyone gets to play. Burlingame residents who do not attend BIS are also eligible to participate.

### **Practice/Game Schedules**

The NCRL League Director creates schedules for any BIS/NCRL sport for the entire League (6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Grades). Meetings are held between directors from each city represented in NCRL after registrations are complete to determine the league size, facility availability, and coach requests.

Sports staff cannot make game schedules until directors meet and the number of teams has been secured. Staff cannot create the "in-season" practice schedule until game schedules are completed and confirmed correctly.

### **Games & Practices**

The general goal is to have a maximum of three activities per week with any combination of games and practices. The first two weeks after assessments are dedicated to practice. The season typically starts the third week after assessments.

Practices are usually after school Monday through Friday, and occasionally, there will be morning or evening practices. Games are played between 4pm and 9pm Monday through Thursday (the schedule tends to stay away from Fridays unless a make-up game is needed).

### **Equipment**

Players need to purchase a jersey that can be used for volleyball, flag football, and basketball. The same jersey can be used for all three years. If a new jersey is needed, the participant will need to purchase one. The BPRD will provide cross country and track and field shirts. All other required sports equipment will be provided to players and coaches by BPRD.

## **Assessments**

As BPRD takes every student who registers, assessments are used to determine a player's placement (A team, Power BB team, or B team) or to evenly distribute teams by player ability (Common for B teams or 6<sup>th</sup> grade teams in the Fall).

Cross country and track and field do **NOT** have assessments.

## **Callbacks**

Callbacks are evaluations that bring back the top 40-50% of the initial assessment group. A Callback is an opportunity for the staff and coaches to see the top players again before making the final teams. Not every player who is chosen to attend the callback assessment will make our A or Power BB teams.

After the completion of assessments, final team rosters will be emailed out to all of the families by the BPRD Sports Coordinator.

Please be aware of all assessment dates when you sign up! They are used to help make balanced and fair teams. Without an assessment, it can throw off the inexact science of building teams.

Coaches and staff will be there to assess players – it is not an exact science, and yes, our coaches will get it wrong sometimes. Remember, this is a recreation league, and the goal is to play and have fun, no matter what team you/your kid ends up on.

## **Sportsmanship**

Players are expected to act with dignity and respect to teammates, opponents, referees, and facilities. Parents are there to be supportive of players and coaches. Any unsportsmanlike conduct by parents and players may be subject to a disciplinary ban from future events. The Codes of Conduct and Corrective Action/Disciplinary policies provide further information.

# **7. Code of Conduct**

## **Code of Conduct for Coaches**

I pledge to provide positive support, care, and encouragement for children participating in youth sports by following the Burlingame Parks and Recreation Department's Code of Conduct for Coaches.

### **As a successful coach:**

- 1) I will treat each player as an individual, remembering each participant's emotional and physical development.
- 2) I will do my best to provide a safe playing situation for all my players.
- 3) I will place my player's emotional and physical well-being ahead of a personal desire to win.



- 4) I will do my best to organize fun and challenging practices for all my players.
- 5) I will encourage good sportsmanship with my positive attitude and encouragement.
- 6) I will be knowledgeable in the rules of each sport I coach and teach those rules to my players.
- 7) I will remember that I am a youth sports coach, and the game is for children, not adults.
- 8) I will remember to have each child participate in every practice and game.

### **Code of Conduct for Parents/Guardians**

I pledge to provide positive support, care, and encouragement for my child participating in youth sports by following the Burlingame Parks and Recreation Department's Code of Conduct for Parents/Guardians.

#### **As a supportive parent:**

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
2. I will place my child's emotional and physical well-being ahead of my desire to win.
3. I will insist that my child play in a safe and healthy environment.
4. I will support coaches and officials working with my child to encourage a positive and enjoyable experience for all.
5. I will do my very best to make youth sports fun for my child and their teammates.
6. I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan and supportive parent.
7. I will treat other players, coaches, fans, and officials respectfully, regardless of race, sex, or ability.
8. I will remember that the game is for youth – not adults.

### **Code of Conduct for Players**

I pledge to be positive about my youth sports experience and accept responsibility for my participation by following the Burlingame Parks and Recreation Department's Code of Conduct for Players.

#### **As a youth sports participant:**

1. I will encourage good sportsmanship from fellow players, coaches, officials, and parents every game and practice by demonstrating good sportsmanship.
2. I will attend every practice and game that I can and will notify my coach if I cannot.

3. I understand that I am only guaranteed a certain amount of playing time as specified in the rules unless disciplined by my coach.
4. I will do my very best to listen and learn from my coaches.
5. I deserve to have fun during my sports experience.
6. I will encourage my parents to be involved with my team in some capacity because it's important to me.
7. I will treat other players, coaches, fans, and officials with respect, regardless of their race, sex, or ability.
8. I will do my very best in school.
9. I will remember that sports are an opportunity to learn and have fun.

## **8. Corrective Action/Discipline Process**

Corrective Action (CA) is the steps taken to eliminate the cause of problems involving any aspect of youth sports.

### **Corrective Action/Discipline Process for Coaches**

The Recreation Division hires an Athletic Director (weekday and weekend) who is on-site for all fall and winter sports (for Middle School, they are also on-site for Spring Sports). Their job is to evaluate coaches, counsel those who need help, and coach when needed. When a coach has a discipline problem, the order of steps is:

- The Athletic Director works with the coach to resolve the issue.
- The Athletic Director informs the BPRD Sports Coordinator of the issue.
- The BPRD Sports Coordinator meets with the coach to discuss the issue.
- Discipline: The coach is removed from the program or not asked back for future sports seasons.

### **Corrective Action/Discipline Process for Parents**

Coaches are expected to try first to resolve any issues with parents. In the event a parent is misbehaving or causing problems for a coach, player, or the team, the following steps should be observed:

- The coach tries to resolve the issue with the parent.
- The coach informs the BPRD Sports Coordinator of ongoing problems with the parent.
- The BPRD Sports Coordinator contacts the parent and has them sign a Parent Code of Conduct.
- Discipline: If problems persist, the parent is placed on a behavior contract. If they are unable to adhere to the rules, they will not be allowed on-site for practices or games.

## Corrective Action/Discipline Process for Players

When a player has a discipline problem, the order of steps is:

- The coach talks to the player to resolve the issue.
- The coach shares the issue with the Athletic Director and BPRD Sports Coordinator. and talks to parents to review the issue.
- The athlete is asked to sign the Player Code of Conduct.
- The BPRD Sports Coordinator will work with the coach and player to resolve the issue when appropriate.
- If necessary, the BPRD Sports Coordinator will conduct an athlete and parent conference to review areas that must be improved for the athlete to continue participating in the program.

## 9. Coaching Guidelines

Elementary school sports coaches are volunteer-based and are generally parents of participants. Middle School sports coaches are contracted with the City and receive a stipend at the end of the season. To find coaches, staff post job listings on the <http://www.calopps.org> website, the City and social media and website, and post job announcements on college job boards at College of San Mateo and Skyline College.

### Coach Selection Process

All interested individuals who meet the minimum qualifications or show in their application an interest in coaching or sports are invited to be interviewed by the BPRD Sports Coordinator and/or the Recreation Supervisor. -

Coaches are selected based on their qualifications, performance in their interview, previous performance (if they have worked coached for Burlingame before), and availability. Ideally, coaches will have availability Monday-Friday beginning at 3 or 4 pm to fit the League's traditional scheduling of games (for Elementary Basketball season, they will need availability on weekends).

All coaches are required to be fingerprinted by the City of Burlingame. **Coaches cannot participate in any coaching activity until they have completed this requirement.**

**Fingerprinting is required by California State Law (AB 2986 & AB 1663) for all instructors/coaches of youth classes/activities. All instructors of youth 17 years of age or younger must be fingerprinted.** This process only needs to be completed once during a coach's performance of service for the Burlingame Parks and BPRD. The Parks and BPRD will pay the cost of fingerprinting. Coaches will be given written instructions on how and where to make an appointment with the Burlingame Police Department. The process must be completed before any coaching activities begin. Failure to comply with this requirement will result in termination of service, and future coaching positions will be put on hold unless and until fingerprinting has been completed. All information will be kept confidential.

## **Coach's Recruitment Timeline**

Fall Sports begins in August

Winter Sports begin in August, and recruitment continues until November

Spring Sports begin in February

## **Qualifications**

To ensure ALL students who sign up get to play, BPRD occasionally hires individuals with limited coaching experience. More students want to play sports like football, volleyball, and basketball than available coaches who meet the preferred qualifications. BPRD staff often recruit, hire, and train new coaches and give them on-the-job experience.

### **Elementary Coaches:**

- Must be able to pass a fingerprint/background check successfully
- Have the ability to maintain a positive and supportive presence in practices and games for the students throughout the season
- Be open to implementing coaching tips and strategies from BPRD staff

### **Middle School Coaches:**

- Must be able to pass a fingerprint/background check successfully
- Have previous playing experience in the sport desired to coach preferred
- Have previous coaching experience, at any level, for the sport desired to coach
- Have previous experience working with middle school-aged students

## **Contract Coaches**

Coaches are not employees of the City but are under contract with the City.

### **Elementary School Coaches:**

Elementary school team coaches are not paid but must sign a Contractor Agreement stating that they understand that the assignment is on a volunteer basis.

### **Middle School Coaches:**

Middle School coaches receive a stipend for each team they coach at the end of the season. They must sign a Contractor Request for Payment acknowledging they finished their season and return any equipment lent to them during their sports season. The Coach stipend is \$600 per team they coach, and if a Burlingame School District staff coaches, the stipend is \$700 per team.

## **Training**

When new coaches are onboarded, and before the start of both the elementary and middle school seasons, the BPRD Sports Coordinator will hold a coach's meeting to cover a number of topics, including but not limited to:

- Purpose and mission of the League.
- Players, parents/guardians, and coaches conduct expectations.
- Timeline for the upcoming season.

- Important season dates (games, practices, holidays, school “blackout” dates.
- Practice planning strategies and specific drills to make sure each coach has a well-organized plan for conducting practices.

## Coaching Assignments

Coaches are assigned to a team depending on a couple of factors.

### Elementary Schools:

Coaches will be assigned based on the program’s needs and total enrollment. While it is often the case that volunteers will typically be assigned to a school that they are affiliated with (parent, alumni, etc.), that is not a requirement to volunteer to coach.

### Middle School:

Coaches will be assigned based on the program’s needs and total enrollment. The BPRD sports staff determine who will coach which team (grade, gender, A, Power B, B) based on, including but not limited to the following:

- Seniority
- Coaching Experience in Sport
- Available schedule
- Previous success coaching for Burlingame Parks & Rec
- (not win/loss success but positive recreation experience success)

Once assigned a team, coaches work with the BPRD sports staff to schedule their practice days and times.

## Expectations and Standards

All coaches who are hired or volunteer for elementary or middle school sports are expected to follow the below criteria:

- Review of Conduct of Coaches, Parents/Guardians, and Players.
- Adhere to the Coach’s Contract
- Review of league rules
- Explanation of BPRD expectations regarding playing time
  - Talent should **NOT** be a factor in a player’s playing time
  - The coach will aim to play all players an equitable amount of playing time each game
  - The only time it is permissible for a coach to decrease a player’s playing time is for disciplinary reasons that have been discussed with the athletic director and the player’s parents.
- Coaches are expected to notify BPRD Sports staff if they cannot attend or will be late to a practice, evaluation, game, or meeting.
- ***Coaches are not allowed to transport minors at any time.***
- The coach must remain on site until all players have been picked up.

## Beginning of Season Requirements

At the start of each season, coaches are expected to do the following:

- Attend the sport's evaluation date(s) and participate in roster decisions, if necessary
- Once rosters are created, send out an email introducing themselves to the parents of each player on their team. Coaches should also give the date and time of the team's first practice in that email.
- Create an effective plan for contacting parents and allowing parents to contact the coach. The BPRD sports staff will create and send each coach their Team rosters with parent contact information attached.

## 10. Closing

Thank you for your commitment to the well-being and development of our young athletes in the City of Burlingame. Together, we can create an environment where every child can enjoy the benefits of youth sports and carry the lessons learned into a healthy, active, and successful future.

In Appreciation,

*BPRD Staff*

