

City of Las Vegas Department of  
Parks, Recreation & Cultural Affairs

# PARENT HANDBOOK



Parks ♦ Rec ♦ Arts

# IMPORTANT CONTACT NUMBERS

## Department of Parks, Recreation & Cultural Affairs

### Community Centers

#### Adaptive Recreation Programs

<i>Dula Community Center</i> .....	451 E. Bonanza Road.....	702.229.4903
Centennial Hills Active Adult Center.....	6601 N. Buffalo Drive .....	702.229.1702
Chuck Minker Sports Complex.....	275 N. Mojave Road .....	702.229.6563
Cimarron Rose Community Center.....	5591 N. Cimarron Road.....	702.229.1607
Doolittle Community Center.....	1950 N. J St. ....	702.229.6374
Doolittle Active Adult Center .....	1930 N. J St. ....	702.229.6125
Dula Community Center .....	451 E. Bonanza Road .....	702.229.6307
East Las Vegas Community Center .....	250 N. Eastern Ave. ....	702.229.1515
Howard Lieburn Active Adult Center.....	6230 Garwood Ave. ....	702.229.1600
Mirabelli Community Center .....	6200 Hargrove Ave. ....	702.229.6359
Stupak Community Center .....	251 W. Boston Ave.....	702.229.2488
Veterans Memorial Community Center.....	101 N. Pavilion Center Drive .....	702.229.1100

### Pools

Baker Pool .....	1100 E. St. Louis Ave. ....	702.229.1532
Carlos L. Martinez and Darrio J. Hall Family Pool at Gary Reese Freedom Park .....	889 N. Pecos Road.....	702.229.1755
Doolittle Pool .....	1950 N. J. St. ....	702.229.6398
Garside Pool.....	250 S. Torry Pines Drive.....	702.229.6393
Municipal Pool .....	431 E. Bonanza Road.....	702.229.6309
Pavilion Center Pool.....	101 S. Pavilion Center Drive .....	702.229.1488

### Sports

LV City Sports .....	702.229.GAME
Municipal Sports Office .....	702.229.1642

### Administration

Dula Community Center .....	451 E. Bonanza Road.....	702.229.2330
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### Website

City's Main Website .....	<a href="http://www.lasvegasnevada.gov">www.lasvegasnevada.gov</a>
Department Website .....	<a href="http://www.lasvegasparcsandrec.com">www.lasvegasparcsandrec.com</a>
Camp and Class Registration .....	<a href="http://activities.lasvegasnevada.gov">activities.lasvegasnevada.gov</a>

***Have a Fun and Safe Recreation Experience!***

To Our Valued Parents and Guardians:

Welcome to the city of Las Vegas Department of Parks, Recreation and Cultural Affairs. Whether your child is a first-time camper or a returning pro, the months ahead are sure to be a great time for all. We know you have options when it comes to summer camp for your child and we thank you for choosing our program. We've planned some exciting activities geared toward making your child's summer break one to remember with fun memories to share when school is back in session!



Our mission is to provide programs and services that foster community pride and an improved quality of life through recreation, education, outreach, and community events that promotes healthy lifestyles and sustainable neighborhoods. We accomplish this by striving to be the best public servants through excellent customer service, personal development and finding ways to add value to our programs to give customers what they desire. Our talented and dedicated staff remains focused on providing the best camp experience possible, providing quality programs and services to meet your needs, and seeking feedback from our participants.

While camps may be your interest today, we also offer year-round activities for all ages and abilities including adaptive recreation programs, aquatics, active adult/senior citizen programs, cultural programs, sports leagues, and special events for the entire family. I encourage you to try all that we have to offer as we *Build Community to Make Life Better!*

Don't hesitate to contact the department if you have questions or any feedback to share about your experience. Have a great summer while you Discover the Fun with the city of Las Vegas Parks, Recreation and Cultural Affairs.

A handwritten signature in black ink that reads "Maggie Plaster". The signature is fluid and cursive.

Maggie Plaster, Director

Department of Parks, Recreation and Cultural Affairs

702.229.PLAY

[www.lasvegasparksandrec.com](http://www.lasvegasparksandrec.com)

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# PROGRAM

## MISSION STATEMENT

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Building Community to Make Life Better.

## PROGRAM BENEFITS

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The city of Las Vegas Department of Parks, Recreation & Cultural Affairs youth programs are dedicated to providing the best possible program for your child. Our goal is to create an atmosphere where safety, fun, recreation and social skills take place. We will:

- Provide a positive and meaningful experience
- Help children develop self-esteem through a safe, supervised program
- Involve children in group and individual activities that will help each child to grow to his or her fullest potential
- Foster growth and development by incorporating values and respect in peer group relationships

The benefits of recreation are endless. Personal, social, economic and environmental benefits are obtained through recreation.

## PROGRAM DESCRIPTIONS

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### Seasonal Camp

The seasonal camp programs are for children ages 3-5 (tots), 5-11 years old (kids) and 12-14 years old (teens) that run during extended breaks (Fall-Spring-Summer) in the Clark County School District. Seasonal Campers who are 5 must have completed kindergarten in order to participate in kids camp. Seasonal Camp program hours are Monday through Friday from 7 a.m.-6 p.m. (Closed on legal holidays as listed on page 5.)

These supervised recreational programs offer recreational, educational, social, and fitness enrichment programs which include sports, fitness, arts and crafts, games, special events, music and drama. Please remember that all participants must bring a sack lunch, drink, and snack daily for these programs.

### Elite Camp

The elite camp programs are for children ages 5-11 years old (kids) and 12-14 years old (teens) and offer a weeklong camp program which focuses on a specific theme. Campers who are 5 must have completed kindergarten. The activities, field trips and specialized activities enhance the weekly theme. They are offered at a higher fee than seasonal camp programs.

### Aquatic Camp

The aquatic camp programs are specialty camps for children ages 6-11 and run Monday through Friday. This fun-filled water camp will provide a safe atmosphere with close supervision. Children will experience snorkeling, water safety activities, games, crafts, water polo, inner tube water polo, springboard diving, synchronized swimming and will receive swimming lessons. There may be excursions offered at an additional fee. Children will need to bring a sack lunch, drink, swimsuit, towel, sunscreen and a change of dry clothes.

## **Adaptive/Inclusive Camp**

Adaptive/ Inclusive Camp is a 5:1 ratio. Ages range from 7-21. Children with a disability will need to fill out an additional adaptive form. Camp provides recreational, educational, social, and fitness enrichment programs. Camp hours are Monday-Friday from 7a.m.-6 p.m. (Closed on legal holidays as listed on page 5)

## **COUNSELOR-IN-TRAINING PROGRAM**

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The Counselor in Training (CIT) program is designed for youth, 15 years of age, who have an interest in developing strong leadership skills and a sense of community in a seasonal camp environment. Essential camp counselor duties will be introduced in an effort to prepare the CIT participant for future employment opportunities. Development of leadership skills, planning skills, skills to manage children, and customer service will be emphasized. There is a weekly fee of \$40.

### **Target Clients**

All youth age 15 are encouraged to apply. Our goal is to focus on any youth who is interested in becoming a camp counselor.

### **Training Program Goals**

- Develop an environment where youth understand and appreciate diversity
- Help youth explore the aspects of recreation and establish a worthy use of their leisure time
- Provide a clean, healthy, and productive environment for youth to attend daily (i.e., socialization with peers, counselors, and city employees; training in essential camp counselor skills)
- Teach participants about effective camp procedures for dealing with parents, co-workers, and participants
- Provide participants with a potential future employment opportunity

### **Training Program Elements**

- The locations offering these programs vary throughout the city of Las Vegas, for a complete listing, please inquire at camp location

### **Training Program Benefits**

- Opportunity for future employment
- Receive training that will allow participants to seek employment at numerous facilities
- Worthy use of leisure time
- Introduction to a healthy lifestyle
- Learning how to work as part of a team
- Moderate physical activity will occur when participating in or leading camp games

### **How to Apply**

- Fill out an application and drop off at desired program location
- Applicant and parent/guardian will be contacted to set up an interview
- After the interview, top candidates who demonstrate maturity, teamwork abilities including basic and essential skills will be selected



**Recreational classes, workshops and clinics** are for a variety of ages that include dance, gymnastics, fitness, sports, early learning programs, martial arts and many more choices at a variety of our facilities.

**STEAM Crew**

STEAM Crew is an after school program that attends area schools in close proximity to Becker Tech.

**Teen Scene**

Teen Scene is a before and after-school program for students that attend Rogich Middle School.

**The Zone**

The Zone is an after-school program for students grades K-5 that attend area Charter/Elementary schools in close proximity to Doolittle Community Center.

**Adaptive Programs**

The city of Las Vegas Adaptive Recreation Program provides opportunities for individuals, youth and adults of all abilities. We offer a wide variety of program options that offer opportunities to engage in activities that promote socialization, skill development and physical activities. Staff provides advocacy and inclusion support for individuals with diverse abilities to participate in other recreational and leisure activities that the city of Las Vegas has to offer. Adaptive Programs offered are focused in areas of Community Reintegration, Aquatics, Fitness and Sports, Outdoor Adventures, Social Skill Enhancement, Creative Arts, Day programs for Adults, After School Program for Youth, Residential Camps and Veteran programs.

**Las Vegas Citywide Sports**

The Las Vegas Citywide Sports Unit in conjunction with the National Alliance for Youth Sports (NAYS), has partnered to provide a fun, educational, and safe environment for participants, parents and coaches. NAYS provide a 30 hour training academy, which will certify all staff that attend to be a youth sports administrator. Our recreational youth leagues focus on supporting athletes in developing basic team and individual skills including footwork, passing, dribbling, and defense. Participants will learn the basic fundamentals of the sport from our NAYS Certified Volunteer Coaches during their ONE weekly practice, all building up to ONE weekly game. We offer youth leagues year round, so if you miss out now please see our yearly calendar for our next registration period. Contact the LV City Sports Office for more information at 702.229.GAME or [lvcitysports@lasvegasnevada.gov](mailto:lvcitysports@lasvegasnevada.gov).

**HOLIDAYS**

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All of the above programs will be closed on all holidays observed by the city of Las Vegas:

New Year's Day	Martin Luther King Jr. Day	Presidents' Day
Memorial Day	Juneteenth	Independence Day
Labor Day	Nevada Day	Veterans Day
Thanksgiving Day	Family Day ( <i>Friday after Thanksgiving</i> )	Christmas Day

**PROGRAM FREQUENTLY ASKED QUESTIONS**

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1. How old does my child need to be to attend kids camps and No School Fun Days?  
*a) Your child must be 5 years old and completed Kindergarten.*
2. Who is authorized to pick up my child?  
*a) It is the responsibility of the parent/guardian who signed up your child in our program to keep the participant form updated with the correct contact information. Children will only be released to those on the list. Parents, guardians, and emergency contacts must be 12 years or older and are required to show their ID every time they pick up the child.*

3. Do you have refrigerators to store my child's lunch or have microwaves to heat up my child's food?
  - a) *No, we do not provide refrigerators nor microwaves, please send your child with a lunch, water and snacks daily packed with an ice pack to keep their food cold.*
4. Is there a fee if I am late to pick up my child?
  - a) *A \$10 late pick-up fee is assessed for every 10-minute increment the child stays past the scheduled program end time beginning at 6:01 p.m. for camps and No School Fun Days.*
5. Can I transfer payment to different city of Las Vegas camps?
  - a) *Yes, please contact the community center for transfers.*
6. When am I expected to pick up my child when they attend recreational classes, performances, events and programs?
  - a) *It is expected that you will pick up your child immediately at the conclusion of classes, performances, events and programs.*
7. Do I need to pay for my child before they attend any city of Las Vegas program?
  - a) *Yes, you must register and pay for all city of Las Vegas programs before you/your child can participate in them.*
8. How do I get my receipts?
  - a) *Your receipts are available on your online CivicRec account.*
9. Can I get an itemized tax statement for my taxes this year?
  - a) *Statements can be printed from your online CivicRec account. We do not provide receipt reprints or end of the year statements for tax purposes. For your information, our tax ID number is #88-6000198.*
10. How do I apply for the city of Las Vegas Financial Aid program?
  - a) *The application for Financial Aid is available online at this link: <https://cityoflasvegas.formstack.com/workflows/financialassistance> Please complete the application, submit the document and allow 2-3 weeks for approval. You will be notified by email if you qualify. Qualification is based on individual household needs. Funds are limited. Attendance requirements may apply and lack of use could result in reallocation of funds.*

## **PROGRAM STAFF**

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Our staff is carefully selected and placed at program locations based on their skills. Staff members include school teachers, school district employees, college students and adults interested in the well being of children. For your child's safety, staff is trained in positive behavior reinforcement, as well as emergency and safety procedures. All of our staff have completed background checks and are drug screened. Each facility has designated staff that are First Aid and CPR certified.

**The city of Las Vegas enforces a "hands off" policy. The only time staff is permitted to physically intervene is if the child is a danger to themselves or others or is destroying property.**

# PAYMENT POLICY/REFUNDS

## FEE PAYMENT

Payment for camp is due by FRIDAY at 6 p.m. for the following week. A child is not considered registered until payment is received. If payment is not received by FRIDAY at 6 p.m. of the week prior to attendance, you may lose your child's space in the program.

**Payments will only be accepted from adults listed on the Participation Information Form. We cannot accept payment from any program child or teen. The parent or guardian who registers the child is responsible for the payment of all fees.**

Transportation Fee: **There is a non-refundable weekly \$10 transportation/supply fee due at the time of registration for each seasonal camp participant for Kids, Elite and Teen Camp. Tot Camp is not included.**

Multiple Child Discount: A \$10 discount for each child per week after the first child enrolled will be given to for each child in the immediate family.

Selected sites have limited enrollment; therefore, non-payment of fees may result in your child losing his/her spot in the program.

- Becker Technology Center. ....*Specialty Camps, dates and times vary*
- Cimarron Rose Community Center .....7 a.m.-6 p.m. .... May-August
- Doolittle Community Center .....7 a.m.-6 p.m. .... May-August
- Dula Community Center .....7 a.m.-6 p.m. .... May-August
- Beyond Recreation Adaptive Camp  
at Dula Community Center .....7 a.m.-6 p.m. .... May-August
- Mirabelli Community Center .....7 a.m.-6 p.m. .... May-August
- Stupak Community Center .....7 a.m.-6 p.m. .... May-August
- Veterans Memorial Community Center ....7 a.m.-6 p.m. .... May-August

Camps vary in price due the number of field trips and specialized instruction offered. Please check with the individual specialty camp sites for a comprehensive list of weekly rates.

## METHODS OF PAYMENT

Payment may be made in cash at select sites, credit card, debit card, money order, or a check accompanied by a government issued photo ID. If paying by cash, exact change is required.

In addition, payments can be made on-line by going to **activities.lasvegasnevada.gov**. Any participant with an outstanding balance may not continue in our programs until all fees are paid.

Customers who fail to pay returned check charges or make good on returned checks will not be permitted to register for future programs, activities, classes or leagues within the city of Las Vegas.

You are entitled to a receipt. Make sure that you keep your receipt as proof of payment.

Please note that payment for services can only be accepted by adults listed on the Participation Information Form. **NO EXCEPTIONS!**

**Please keep all receipts for payments made. Sites do not provide an end of year statement for tax purposes.**

For your information the city of Las Vegas tax ID number is 88-6000198.

## **PAYMENT PLAN**

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The camps at Cimarron Rose, Mirabelli and Veterans Memorial offer a payment plan option for parents as a courtesy. This will allow you to register your child for camps throughout the summer but not have to pay for the entire cost of all of these weeks at the time of the original registration. The non-refundable weekly transportation/supply fee is required to be paid at the time of registration and placing your child on a payment plan. The future payment for each week will post to your account the Monday prior to the start of the next camp session. You will have five days prior to the start of camp to pay for the next week of camp. If it is not paid by Friday night at 6 p.m., a \$25 late fee will apply. If you would like to pay ahead of when the payment plan posts, you can do this online or at the center where your child is enrolled for camp. If you need to cancel the enrollment for a week of camp, you must cancel **at least seven days** prior to the start of the camp session that your child will not be attending. If you cancel seven days or less prior to the camp session starting date, the payment plan will still need to be paid. If the cancellation request is received on the day of or after the start date of the camp, a \$25 late fee for non-payment of the payment plan will be assessed and will be due in addition to the payment plan amount.

When registering your child/children for camps, you will see the total due in your cart which will include the camp price and non-refundable transportation fee. Your receipt will show the itemized breakdown of fees.

## **ABSENTEEISM/WEEKLY RATES/REFUNDS/TRANSFER FEE/LATE FEE**

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- The city of Las Vegas Department of Parks, Recreation & Cultural Affairs does not offer credit when a participant is absent.
- Seasonal youth camps have a weekly rate. A discounted rate will be available for additional children.
- The elite summer camps have a higher weekly rate than traditional youth camps. See weekly camp schedule for more information.
- Refunds will only be granted when one of the following two conditions is met:
  1. *Full refunds will be granted if the department cancels, postpones or combines a program unless the customer opts to apply the refund to another course.*
  2. *Refunds may be issued at the customer's request if the request is warranted and approved by the facility Recreation Coordinator or supervisor.*
- Customer refund requests should be received within seven (7) days from the start of the program. It will be at the discretion of each Recreation Coordinator as to whether to issue a refund after a certain length of time.
- Approved refunds will be issued in one of these forms: credit on account, refund check, credit card refund, or course transfer. Please speak with a staff member for more information on our refund policy.
- If you need to transfer your child from one summer camp to another, a summer camp CivicRec course transfer request form must be completed and received more than seven days prior to the start of the camp, if it is less than seven days a \$25 transfer fee will be assessed if the transfer request is approved.
- A \$25 late fee will be applied if your child's camp registration fee is not paid in full on the Friday before the camp week starts.

## **RETURNED CHECK POLICY**

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Any check returned by the bank due to insufficient funds is subject to a service charge. Any customer who writes a check that is returned for insufficient funds and does not correct the situation within one week of notification will be required to pay all future fees by cash or money order.

## **FINANCIAL ASSISTANCE AND SCHOLARSHIPS AVAILABLE**

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Financial assistance for select programs is now available for qualifying households. You can submit your electronic application by visiting this link:

<https://cityoflasvegas.formstack.com/workflows/financialassistance>.

It's easy to apply, as qualification is based on individual household needs. Applications are required to be updated annually beginning in January each year. Please note funds are limited. Attendance requirements may apply and lack of use could result in reallocation of funds. Once your completed application has been submitted, please allow two to three weeks for processing. You will be notified of your application status via email. If you have any questions, contact the location listed on your electronic FAF application.

Thank you for your interest in our programs!

## **EMERGENCY INFORMATION/PARTICIPANT INFORMATION FORM**

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It is the parent's responsibility to provide current phone numbers and addresses for all of the people included on the emergency contact list. Only the individual(s) who originally signed and submitted the Participant Information Form may make changes. The originator can revise the Participant Information Form anytime a change is necessary by submitting an updated Participant Information Form. Forms are required to be updated annually beginning in January each year with a head shot picture of your child. We will not release a child to any person that is not listed on the Participant Information Form. **A photo I.D. is required for anyone who picks your child up from camp, including yourself each day.**

## **EMPLOYER VERIFICATION FORMS**

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City of Las Vegas staff will be available to sign any forms you have for childcare subsidies. Parents who have employer subsidies for child care are asked to submit their forms to a full time program staff. The staff will complete the forms within five working days upon verification of attendance.

# DAY-TO-DAY PROCEDURES

## SIGN-IN AND SIGN-OUT PROCEDURES

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Children must be signed in upon arrival and signed out upon departure. The only person(s) permitted to pick up and sign out a child are those listed on the Participant Information Form. This is done to protect your child. **A photo I.D. is required for anyone who picks your child up from camp, including yourself each day.** Also, inform those you have listed as emergency contacts that a picture ID will be required before we can release the child. Older brothers and sisters, ages 12 or older, may pick up the child upon producing a student body photo ID or a Nevada ID card (that may be obtained at the Department of Motor Vehicles). Teens may only sign themselves in and out if a Sign In/Out Waiver is filled out and signed by the parent or guardian. However, parents need to remember that payment for the program may only be paid by ADULTS listed on the Participant Information Form and is still due on Friday by 6 p.m. If a child signs themselves out, they are **not** permitted to reenter the program that day.

## WAIVER SIGN-IN AND SIGN-OUT PROCEDURES

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A waiver form must be completed and filed at the program if your child is to leave during program hours to attend another activity at the site such as Scouts, a scheduled class, swim class or program. If your child is unable to sign themselves out and go to their class or program on their own, it is the parents responsibility to pick their child up from camp and take them to their class or program. It will be at the discretion of each Recreation Coordinator and Supervisor to reserve the right to deny the request.

## LATE PICK-UP

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Beginning at 6:01 p.m. for all sites, a late fee of \$10 will be charged for every 10 minute increment the child remains at the site. The late fee is due at the time of pick-up or before the participant returns to the program. Every effort will be made to contact the parent or other emergency contacts listed. If the child has not been picked up by 8 p.m. at all city of Las Vegas sites, the Deputy City Marshals are authorized to take the child to Child Haven. **After the third late pick up, families can be suspended from the program for the remainder of the camp program.**

**Note: The clock at the program site serves as the official timepiece.**

**Parents, guardians or other authorized individuals who attempt to pick up their child while intoxicated or under the influence of another substance will immediately be reported to the police.**

**Please make sure that you keep your e-mail address updated. We use it as an important communication tool so that you will receive the most updated information regarding the Department of Parks, Recreation & Cultural Affairs.**

## CITY-SPONSORED PHOTOGRAPHY AND VIDEO

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During city-sponsored programs and events, city staff may take photos and video of participants that may be used in professionally-designed city publications and promotional materials. If you have any questions about this, please speak with a staff member. A photo waiver must be signed annually and kept on file.

# FIELD TRIPS

## FIELD TRIPS

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- Participants may go on various field trips during seasonal camps. A CCSD bus, charter bus or city of Las Vegas van is used for these field trips.
- Participants must bring a drink and sack lunch to each field trip, plus any other miscellaneous supplies that may be needed (i.e., swimsuit, towel, socks, sunscreen, etc.).
- See the weekly schedule for the field trip location and a list of items to bring for the weekly trips.
- Weekly schedules will be available on Mondays.
- On scheduled field trip days, your child must go on the field trip. No children or staff may remain at the site.
- No credit is given for not participating in the field trip.
- Bus schedules vary from trip to trip. It is important that your child arrives at the site on time on field trip days.

**Participants cannot be dropped off nor picked up early from any field trip. On days of excessive heat warnings field trips may be changed in order to ensure the safety of campers. This is to ensure the safety of all campers.**

# MEDICAL ISSUES/INSURANCE

## MEDICAL ISSUES

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**Please do not send your child to the program if he/she is ill.** If your child is not well enough to go to the playground to play, then he/she is not well enough to be in our programs. We are unable to retain a sick child. If a child becomes ill, the parent will be notified and expected to pick up the child within **one hour** of notification. If it is discovered that your child has ring worm, lice, etc., we will contact you immediately to pick up your child from the program and any other siblings in any of our other programs (infected or not). At that time, you will receive instructions on the steps needed in order for your child(ren) to return to the program.

## MEDICATION RELEASE INFORMATION

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If a child has any illness or condition that necessitates taking medication during program hours, it is preferable that the child not participate in the program until he/she completely recovers from the illness or condition. At the risk of infecting others, health services recommend that if any one of the following symptoms are present, the child should stay home:

- Elevated temperature
- Diarrhea
- Persistent headache
- Inflamed sore throat
- Nausea/vomiting
- Unexplained rash
- Wheezing
- Earache

If the illness or condition is contagious or communicable, a doctor's release will be required prior to the child re-entering the program.

If a child needs to take prescription medication during program hours, the following procedures must be followed:

- Parents must complete the Medication Release Form..
- Medication must be in its original container with the pharmacist’s label.
- Pharmacist’s label must display the child’s name, the name of the medication, the instructions/dosage, and the name of the prescribing physician.
- Only a daily dose should be in the medication container and parents must pick up the empty container each day.
- Liquid medication must be premeasured in its original container with the pharmacist’s label which must display the child’s name, the name of the medication, the instructions/dosage, and the name of the prescribing physician. A plastic medical measure spoon must be provided with the medicine.
- The medication must be accompanied by a doctor’s note, on letterhead, stating the name of the medication and the dosage.
- Medication will not be accepted by any staff member without a doctor’s note.

If a child must take non-prescription medication during program hours, the following procedures must be followed:

- Parents must complete the Medication Release and Supplemental Forms.
- Medication must be in its original container with the complete label attached.

For the safety of the participant, there will be no exceptions. In either case (prescription or non-prescription), the parent/guardian must provide in writing all other necessary instructions and information regarding the medication. Program staff will, whenever practical, provide the child with the medication at the time(s) indicated on the Medication Release Form. The child is responsible for administering his/her medication. The Department of Parks, Recreation & Cultural Affairs does not provide medical personnel at any program site.

If a child is taking medication on an as-needed basis, the parent/guardian must provide, on the Supplemental Information Form, a detailed description of the symptoms, conditions, and circumstances that would necessitate the medication and proper dosage. The parent/guardian will be contacted on every occasion before the child takes the medication on an as-needed basis. One parent/guardian must be available by telephone during program hours. If neither parent/guardian can be reached, program staff will use their best judgment and will permit a child to take the medication only when they find it clearly necessary and appropriate.

The parent/guardian is allowed to bring in the amount of medication sufficient to cover doses for one program day. All medication must be checked in with the program staff to be properly and safely secured.

## **FAST-ACTING MEDICATIONS**

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Fast-acting medications such as asthma inhalers and EpiPens, **must be brought by a parent to the program site. Pharmacist’s label must display the child’s name, the name of the medication, the instructions/dosage, and the name of the prescribing physician. A completed medication form which must be presented to staff prior to the child participating in the program or activity. Children are not permitted to bring medication to the program site by themselves.**

Once on site, the participant’s fast-acting medication will be placed in a secure location while taking part in the program or activity. He or she must be capable of self-administering the medication should the need arise. Please be aware that staff members are not required to



administer any fast-acting medication for any participant.

In the event of a medical emergency requiring the use of fast-acting medication, staff will call 911 and the parent or guardian as soon as possible.

## **MEDICAL INSURANCE**

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Please recognize that the youth programs do not carry medical accident insurance for injuries sustained in its recreation programs and facilities. The cost of such would make program fees prohibitive. Therefore, we ask you to review your own health insurance policy for coverage should your child be injured while attending our programs.

# **PROGRAM POLICIES AND PROCEDURES**

## **CUSTODIAL ISSUES**

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The obligation of Parks, Recreation and Cultural Affairs Staff is to ensure a safe and fun environment for your child. We do not have the ability to resolve custody issues or to be mediators. We understand that children may come from a situation where parents are separated, divorced or currently seeking a divorce. These situations result in various custodial arrangements. The city of Las Vegas is not able to interpret or make rules relating to custody agreements. This is the responsibility of the custodial parties and the city will neither negotiate nor mediate custody arrangements. The party registering the participant will designate who is authorized to pick up and drop off the participant and that authorization will be for all program times. The city will not be responsible for enforcing time constraints relating to visitation.

If custodial issues are in dispute, causing any uncertainty as to which parent is entitled to pick up the child, the Department of Parks, Recreation & Cultural Affairs asks that you refrain from registering the child until such issues are resolved. If such issues arise once a child has been registered in a program, the department expects them to be resolved immediately. If the issue is not resolved immediately, the department will consider whether the child may continue to participate in the program.

Any court orders from one custodial party to specifically remove the custodial rights of the other party must be submitted to the city of Las Vegas prior to the child's participation in the program. Be sure to allow at least four full city of Las Vegas business days (Monday-Thursday) to review this paperwork. It is our experience that many divorce decrees discuss terms of visitation but often do not specifically remove the custodial rights of the other party. The Department of Parks, Recreation & Cultural Affairs does not enforce or mediate terms of visitation.

The Department's number one concern is the safety of your child. Please provide the name; address; and home, work and emergency telephone numbers of the other person with custodial rights. You are also responsible for providing a copy of this program handbook to the other person.

## **PERSONAL POSSESSIONS**

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Personal toys, radios, electronic equipment (iPods, laptops, Gameboys, etc.), skateboards, scooters, sports equipment or other items of a similar nature are not allowed to be brought from home. The city will furnish the supplies and equipment needed for the program. The only exception is if the program operator requests that supplies or equipment be provided by the participant for a special event, theme or made based on an individual's needs. **A PARTICIPANT'S CELL PHONE MAY BE BROUGHT, BUT MUST BE TURNED OFF AND IN THE PARTICIPANT'S**

**BACKPACK, PURSE, OR LUNCH BAG WHILE THE PARTICIPANT IS IN THE PROGRAM.** The cell phones may be used only upon staff approval or in the event of a family emergency. Personal items that are brought from home that are not allowed or are used without approval will be confiscated from the participant and held by staff until a parent or legal guardian picks it up.

## **BULLYING**

Verbal, physical, and cyber-bullying are prohibited in the city of Las Vegas programs. If a parent or child has any concerns regarding bullying, they should report it to the program front desk immediately.

NRS 200.900 prohibits minors from knowingly and willfully using a cell phone to commit and distribute an image of bullying with the intent to cause harm to a minor. The city strictly enforces this statute and will not tolerate any form of bullying by any participant while participating in a city program. Staff will confiscate the personal cell phone from a participant if there is any indication or accusation of bullying. Any personal cell phone confiscated by staff will be held in a secure location until the parent or legal guardian of the participant whose cell phone has been confiscated requests the return of the cell phone. If, upon further investigation, a participant is found to be participating in any form of bullying, the participant may be subject to temporary suspension or permanent expulsion from the program.

## **SAFE AND RESPECTFUL PROGRAM BEHAVIOR**

In regards to bullying, cyber-bullying, harassment, and/or intimidation – all of which are prohibited in any of our Youth Programs – the city of Las Vegas Department of Parks, Recreation & Cultural Affairs is committed to providing all participants and staff with a safe and respectful environment in which all persons of differing beliefs, characteristics, and backgrounds can realize their full personal potential while participating in our Youth Programs. It is our intent to ensure that all city of Las Vegas employees (both full-time and part-time) demonstrate appropriate behavior on the premises of the Youth Programs by treating other persons, including and without limitation to Youth Program participants, parents and Youth Program staff with civility and respect, and by refusing to tolerate bullying, cyber-bullying, harassment and/or intimidation.

## **PARTICIPANT CODE OF CONDUCT - RULES AND DISCIPLINE**

Participants are expected to behave appropriately and to promote a safe, fun and healthy environment through productive participation. The program staff will use a positive approach to discipline and will seek parental support to resolve behavioral issues and encourage positive behavior. Participants who remain disruptive after consultation with the parent(s) may be suspended from the program. Please go through the following points with your child so that they fully understand the expectations.

As a participant, I will:

- Show respect to other participants and treat them as well as I would like to be treated
- Show respect to all staff and volunteers and cooperate fully with their instructions
- Know and follow the rules of the program
- Respect the rights and beliefs of others and treat others with courtesy and consideration
- Communicate in an appropriate manner, which means I must not use foul language, foul gestures, harsh words, or a harsh tone of voice
- Conduct myself responsibly, horseplay, unwelcome teasing or other unkind behaviors are not allowed

- Refrain from deliberately causing bodily harm to other participants, staff, or volunteers
- Pushing, kicking, hitting, biting or fighting are not acceptable and **will not be tolerated**
- Use program equipment, supplies, and facilities properly
- Respect the property of others
- Be fully responsible for my actions and disruptive behavior will result in disciplinary action
- Use cell phones appropriately, sexting and cyberbullying **will not be tolerated**

## **STEPS TAKEN TO MANAGE BEHAVIOR**

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The following steps may be taken to manage disruptive behavior:

1. Communicate appropriate behavior
2. Removal from activity
3. Disciplinary action report, contact parent/guardian
4. Behavior plan (if applicable)

**A behavior plan is an outline of behavior expectations and consequences.**

**Guidelines are set up to manage behavior. However, this procedure may /may not resolve the situation. If behavior continues, a participant may be suspended from the program.**

**Examples include, but are not limited to:**

- **ABUSIVE LANGUAGE** – The use of unkind and disruptive words towards others or self
- **DRUGS AND ALCOHOL** – The use or consumption by minors is unlawful
- **INAPPROPRIATE GESTURES** – The use of gestures in front of or towards others or self
- **FIGHTING/ASSAULT** – Injuring another participant, staff, or self through disruptive actions
- **DISRESPECTING STAFF** – Talking back to the staff or not obeying the staff’s directions
- **MISUSE OF PROPERTY** – Improper care of equipment or items that belong to the department or others
- **STEALING** – Removing items from staff, facility, or another participant’s personal belongings without permission
- **SPITTING** – Spitting on property, equipment, other participants, self, or staff
- **RUNNING FROM THE SITE** – Leaving the immediate area of supervision without permission
- **GANG-RELATED TERMS and GANG SLANG (LANGUAGE)**
- **AGGRESSIVE BEHAVIOR** – Use of fist, arm, body, or any object that causes harm to others or staff; throwing objects that may result in harm to others or staff; use of body holds to cause injury to others or staff; destruction of center, site, or personal property (for example, intentionally breaking windows or equipment).
- **CELL PHONE USAGE** – Appropriate cell phone usage is important, sexting and cyberbullying will not be tolerated

## **PARTICIPANT SUSPENSION POLICY**

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A participant may receive a suspension from the program for committing defined acts of aggressive behavior. Staff will call a parent/guardian conference if a child demonstrates NONCOMPLIANT behavior that may result in suspension. The participant may not return until after completion of the parent/guardian conference. Expulsion from the program is on an individual basis. The behaviors under the Participant Code of Conduct – Rules and Discipline sections are some examples and are not the only reasons for dismissal from the program.

- **FIRST SUSPENSION** – If the behavior continues after following the steps, the

participant may be suspended up to five (5) program days without credit for suspension days.

- SECOND SUSPENSION – If behavior continues after the first suspension, the participant may be suspended for up to an additional five (5) program days. \*
- THIRD SUSPENSION – Participant may be dismissed from the program for up to one year. \*
- A participant may receive immediate suspension for up to one year depending upon the severity of the behavior. \*
- Please contact Adaptive at 702.229.6307 for suspension policy for the Adaptive camps and programs.
- Please contact Las Vegas City Sports Unit 702.229.GAME for suspension policy for outdoor youth leagues

**\*NOTE: NO REFUNDS WILL BE GRANTED FOR SUSPENDED PROGRAM DAYS.**

## **PROGRAM DISCLAIMER**

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The city of Las Vegas Department of Parks, Recreation & Cultural Affairs staff reserves the right to refuse service for the following reasons:

- Failure of parent/guardian or child to follow policies, procedures and rules
- Parents or child(ren) are physically or verbally abusive to staff
- Failure to pay fees as scheduled
- Failure to provide updated information and records
- Failure to adhere to closing time of the program
- When the program Coordinator and the city of Las Vegas Parks, Recreation & Cultural Affairs Administration believes that the continued service is not in the best interest of the child and/or agency

## **CONDUCT OF PARENT**

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As adults, we serve as role models for the children in our program. If you should have a concern, please address that concern in an appropriate and calm manner. The city of Las Vegas youth program has set forth a policy of zero tolerance of work place violence, physical force, harassment, intimidation, and/or abuse of power or authority. Should a situation occur within the program due to disruptive actions by parents that causes excessive time spent by staff,

**ACTION WILL BE TAKEN AND PARTICIPANT MAY BE REMOVED FROM THE PROGRAM.**

## **NEVADA REVISED STATUTE CHAPTER 199 CRIMES AGAINST PUBLIC JUSTICE**

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***NRS 199.300 Intimidating public officer, public employee, juror, referee, arbitrator, appraiser, assessor or similar person.***

1. A person shall not, directly or indirectly, address any threat or intimidation to a public officer, public employee, juror, referee, arbitrator, appraiser, assessor or any person authorized by law to hear or determine any controversy or matter, with the intent to induce him, contrary to his duty to do, make, omit or delay any act, decision or determination, if the threat or intimidation communicates the intent, either immediately or in the future:
  - a. To cause bodily injury to any person;
  - b. To cause physical damage to the property of any person other than the person addressing the threat or intimidation;

- c. To subject any person other than the person addressing the threat or intimidation to physical confinement or restraint; or
  - d. To do any other act which is not otherwise authorized by law and is intended to harm substantially any person other than the person addressing the threat or intimidation with respect to the person's health, safety, business, financial condition or personal relationships.
2. The provisions of this section must not be construed as prohibiting a person from making any statement in good faith of an intention to report any misconduct or malfeasance by a public officer or employee.
  3. A person who violates subsection 1 is guilty of:
    - a. If physical force or the immediate threat of physical force is used in the course of the intimidation or in the making of the threat:
      - 1) *For a first offense, a category C felony and shall be punished as provided in NRS 193.130.*
      - 2) *For a second or subsequent offense, a category B felony and shall be punished by imprisonment in the state prison for a minimum term of not less than 2 years and a maximum term of not more than 10 years, and may be further punished by a fine of not more than \$10,000.*
    - b. If no physical force or immediate threat of physical force is used in the course of the intimidation or in the making of the threat, a gross misdemeanor.
  4. As used in this section, "public employee" means any person who performs public duties for compensation paid by the State, a county, city, local government or other political subdivision of the State or an agency thereof, including, without limitation, a person who performs a service for compensation pursuant to a contract with the State, county, city, local government or other political subdivision of the State or an agency thereof.

## **LUNCH AND SNACKS**

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All participants must bring a sack lunch, drinks (including bottled water), as well as snacks daily- all labeled with their name. Breakfast and lunch is provided at designated summer camp locations. Please verify with the location. Summer camp programs do not provide refrigerators or microwaves.

## **DRESS CODE**

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Many of our activities involve active play. Children must wear appropriate clothing and footwear for the activities in which they will be involved. For their safety, we strongly suggest that children wear either athletic shoes or sneakers every day of the program. If a child does not have acceptable footwear a parent/guardian may be contacted.

### **Acceptable footwear:**

- Athletic shoes
- Canvas rubber soled shoes
- Sneakers

### **Participants may not wear:**

- Excessively baggy clothing
- Excessively short shorts, skirts, skorts or dresses
- Clothing or hats with printed profanity or suggestive language
- Clothing or hats that promote use of a controlled substance
- Bare midriff, spaghetti straps or bikini tops on girls
- No holes or tears in clothing

- No flip flops, sandals, open toed shoes, slippers, or shoes with high heels
- No Heelies (shoes with built-in wheels)

### **Aquatics Dress Code**

While at the pool, all swimmers must wear suitable swim attire, preferably a one piece swimsuit. No cut-offs, basketball shorts, shorts with frayed edges, jean shorts, leotards, underwear, bras, thong bikinis or t-shirts at any time.

## **POOL RULES**

1. Each child under 7 years old or under 48" tall must be accompanied by an adult 18 or older at all times. One parent per one child – NO EXCEPTIONS.
2. The Lifeguard on duty reserves the right to administer a swim test to any patron. The swim test consists of one length (25 yards) of freestyle.
3. Weak or non-swimmers will not be allowed to swim in any deep water, go off the diving boards or use the slide.
4. Walk slowly. Please do not run.
5. No running dives into the pool.
6. No diving from the starting blocks unless under direct supervision of a qualified coach.
7. No diving in the shallow end at any time.
8. Prolonged breath holding or hypoxic training is strictly prohibited.
9. A minimum of 8 feet of water depth is required for head first dives from the pool deck. Only use areas designated by the lifeguard.
10. No dunking, pushing, fighting, excessive splashing, abusive language or horseplay.
11. No glass, gum, food, or drink (with the exception of bottled water) on the pool deck. Food and plastic bottle drinks are allowed in the grassy areas and in the concession room.
12. All swimmers must wear suitable swim attire. No cut-offs, shorts with frayed edges, jean shorts, leotards, underwear, bras, thong bikinis, or t-shirts at any time.
13. Young children must wear an approved swim diaper. Diapers may be purchased at the front desk. Diaper changing on deck is prohibited.
14. Only United States Coast Guard approved flotation equipment may be used as a flotation device in the pool. Lifejackets are available at all pools free of charge for day use only.
15. Lap lanes are for lap swimmers or lap walkers only. Lanes will be specified.
16. The city of Las Vegas is not responsible for lost or stolen items.
17. No smoking is allowed inside or within 30 feet around the vicinity of the facility.
18. Locker room rules must be followed. No washing of clothes, excessive shower use, and no overnight locker usage.
19. There will be pool breaks during recreational swim hours.
20. We do not allow patrons to pay for the use of the showers or restrooms.
21. You are not allowed to swim with open wounds.
22. You are not allowed to swim if you are ill or have had diarrhea within the past two weeks.
23. You must shower before entering the pool.
24. No animals on the pool deck except for service animals and no animals allowed in the swimming pool.

### **Locker Room Rules**

1. Do not leave personal items unattended in the locker rooms at any time.
2. Please use locks on all lockers when storing belongings.

3. Please leave all valuables at home.
4. The city of Las Vegas is NOT responsible for lost or stolen items.
5. Duration of showers is to be kept to a minimum; shower faucets should be turned off after showering.
6. No child of the opposite sex over the age of 6 is allowed in the locker room facility.
7. Lockers are for day use only.
8. No washing of clothes, excessive shower use and no overnight locker use.
9. We do not allow patrons to pay for the use of the showers or restrooms only.

### **Diving Board Rules**

1. One bounce only!
2. Dive or jump straight off the board.
3. One person on the ladder and/or board at a time.
4. Wait until the diver is off the board before mounting the ladder.
5. Wait until the diver reaches the side or pool edge before diving or jumping.
6. Swim to the closest ladder.
7. No back dives, back flips or front flips at any time.
8. New dives and jumps may only be practiced under the close supervision of a qualified instructor or coach.
9. When diving boards are closed, they will be cautioned off using caution tape, a cone or any other fixed structure. A visible "CLOSED" sign will be placed on the board.
10. Patrons wearing life jackets are not permitted to go off the boards.
11. During open swim, the diving board fulcrum must stay in the forward position.
12. The lifeguard reserves the right to ask any patron to do a swim test if he/she feels uncomfortable with a swimmer's ability to swim in deep water. The swim test consists of one length of freestyle. If a patron cannot successfully complete the swim test, they will not be allowed to swim in the deep end or go off the diving boards.

### **Slide Rules**

1. Absolutely no entry into water head first. Patrons must enter the slide feet first ONLY and continue down the slide on their stomach or their back.
2. Persons wearing life jackets are not permitted on the slide at any time.
3. Another swimmer, adult, or parent may not wait at the bottom of the slide to catch a patron going down the slide. Patrons will not be permitted in the catch pool at any time.
4. A guard must be watching the slide at all times. A guard will be placed at the top of the slide and in the catch pool at all times when the slide is operating.
5. The catch pool will be roped off when the slide is operating to keep all patrons out of this area.
6. Patrons using the slide must meet the height requirement of 48 inches.
7. The lifeguard reserves the right to ask any patron to do a swim test if they feel uncomfortable with a swimmer's ability to swim. The swim test consists of one length of freestyle. If a patron cannot successfully complete the swim test, they will not be allowed to go off the slide.

**Failure to comply with any of the facility rules may result in expulsion.  
No person shall fail to obey any lawful directive of a recreation employee  
(lifeguard, swim instructor, pool manager, supervisor.) Municipal Code 13.36.0409**

# DROWNING PREVENTION INFORMATION

Summertime safety is about more than SPF. Drowning remains the leading cause of unintentional injury-related death for young children in southern Nevada. Make summer fun for everyone by pledging these three simple steps – **PATROL, PROTECT, PREPARE.**

## **PATROL**

Most tragedies occur in seconds, the time it takes to answer the phone, grab a towel, or check-in on social media. Always designate an adult to actively watch children in the water.

## **PROTECT**

Installing four-sided pool fencing, door alarm, locks and other safety measures provides defensive barriers between your child and the pool. Visit [www.GetHealthyClarkCounty.org](http://www.GetHealthyClarkCounty.org) for a link to pool safety requirements.

## **PREPARE**

Create your summer safety plan ahead of the game by enrolling in child swimming lessons, adult CPR classes and ensure every water watcher knows how to call 9-1-1 in case of emergency.

I, *(name)* \_\_\_\_\_,

*pledge that I will...*

- Designate a water watcher every single time children in my care are in or near the water.
- Ask others about the designated water watcher at gatherings and parties.
- Install pool barriers, such as fences, gates and alarms.
- Learn CPR and teach my children how to swim.



## **COACHES' RESPONSIBILITIES**

Your coaches want this summer to be fun, exciting, challenging and memorable. We want all participants to perform to the best of their abilities and to feel good about what they are accomplishing. A coach's main responsibility is to build relationships with team families and swimmers in order to achieve mutually set goals for each participant.

### **Coaches' Code of Conduct**

As a coach, I will abide by the following code of conduct:

- Put the well-being, health and safety of swimmers above all other considerations, including developing performance.
- Treat all swimmers with respect and dignity, value their worth and treat everyone equally, recognizing their needs and abilities within the context of their sport.
- Develop an appropriate working relationship with swimmers based on mutual trust and respect.
- Ensure that all teaching, coaching and competition programs are appropriate for the age, ability and experience of the individual swimmer.
- Identify and meet the needs of the individual swimmer as well the needs of the team.
- Encourage and support participants to achieve their goals in their respective sports.
- Prepare and encourage participants to compete in ALL swimming events, distances and strokes related to their sport.
- Emphasize competition with oneself. Winning ribbons, medals, or trophies is not our main goal. The individual's improvement is our primary objective.
- Encourage and guide swimmers to accept responsibility for their own behavior and performance.
- Encourage all swimmers to obey the spirit of the rules and laws, both in and out of the swimming pool.
- Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
- Treat all competitors and other teams with respect, whether that is in victory or defeat, and encourage all team members to do the same. Respect for officials, congratulations to other competitors, encouragement to teammates, determined effort and mature attitudes are examples of behaviors I will praise and reward.

## **PARTICIPANT RESPONSIBILITIES**

Participating in Splashtivities offers swimmers an opportunity to not only develop sports-related skills but to benefit from practicing skills that build character and help them grow. Teamwork, integrity, respect and good sportsmanship are important foundations of any team. Participants should strive to uphold these values when representing the city of Las Vegas at practices and competitions. Please take some time to review these expectations with your swimmer, encourage and support them in demonstrating these behaviors.

### **Participant Code of Conduct**

As a participant, I will abide by the following code of conduct:

- I will conduct myself with dignity and respect for others and for the property of others.
- I will be on time for practice, training sessions and meets.

- I will swim for the fun of it, not just to please my parents or coach.
- I will make every team practice, meet participation and activity an opportunity to learn. I will focus on every drill and every set. I will be committed to putting forth my best effort every day.
- As a matter of team pride and courtesy to meet hosts, pool facility operators and janitorial staff members and other swimmers, I will leave the facility area in a neat and clean condition at the conclusion of each practice session. This includes pool locker/rest rooms, bleacher areas, pool decks, etc.
- I will practice and teach good sportsmanship.
- I will promote positive team spirit and morale.
- I will offer congratulations and encouragement to my opponents.
- I will support my teammates at practice and at competition.
- I will follow verbal directions of the coaching staff, parent volunteers, pool staff and meet officials/administrators and be respectful to everyone.
- I understand that if I am aware of, or observe, inappropriate behavior of my teammates that I should report it to the appropriate coach.
- I will respect the rights and space requirements of other groups using the swimming facility.

## **PARENT RESPONSIBILITIES**

To have a successful program, there must be understanding and cooperation among parents, swimmers and coaches. The progress your child makes depends to a great extent on this triangular relationship. As the parent of a Splashtivities swimmer, your main responsibility is to provide a caring, supportive environment. This support will encourage your child to feel good about their sport.

Parents are not participants on their child's team, but contribute to the success experienced by the swimmers and their team. Parents serve as role models and children frequently emulate their attitudes. Strive to be a positive role model and most importantly, show good sportsmanship at all times toward coaches, officials and other teams.

Parent volunteers are what keep our teams running. Parent volunteers are needed to assist with special events and competitions to ensure they run in a timely and organized manner. Volunteering to assist with these events is another way to show your support for your swimmer and the team.

### **Parent Code of Conduct**

As a parent, I will abide by the following code of conduct:

- Ensure my swimmer attends all practices and meets. If they will miss a practice or meet, I will notify the coach as soon as possible.
- As a parent, I will not coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck. Any communication with the coaching staff will occur either prior to the start of or at the conclusion of practice.
- Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials and the coaches at meets and practices.

- Maintain self-control at all times and know my role. Swimmers- swim; Coaches- coach; Officials- officiate; Parents- parent.
- Stay involved with the team by supporting the swimmers, coaches and other parents with positive communications and actions. During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff only. Parents and swimmers cannot be in the area designated for meet officials, timers, stagers, coaches, or scoring officials unless they are volunteering in that specified capacity.
- As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated.
- As a parent, I will work openly with my coach to set realistic goals for myself and my swimmer that are achievable within my child's mental and physical capabilities.
- As a parent, I will actively support the team by assisting with volunteer opportunities for meets and special events.

## **COMPETITIVE SWIM TEAM**

The recreational swim team is designed as a program that gives participants the opportunity to practice the four major competitive swim strokes – butterfly, backstroke, breaststroke and freestyle – while competing on a recreational level against participants of similar skills/age levels.

### **Swim Team Goals**

The coach will help swimmers set realistic goals for themselves in the areas of workouts, competition and basic stroke improvement. These goals should be a swimmer's focus instead of achieving a place or winning an event. The entire team will work towards the goals listed below throughout the season.

- Show good sportsmanship at all times.
- Assume an effective stance when starting.
- Legally (without disqualification) swim four strokes.
- Compete in a variety of events throughout the season
- Use proper mechanics when starting and turning.
- Develop a respect for teamwork.
- Swim hard and have fun at the same time.
- Develop confidence in their abilities.
- Practice and compete safely.
- Demonstrate knowledge of swimming rules.

### **The Rules of Swimming**

The technical rules of swimming are designed to provide fair and equitable conditions of competition and to promote uniformity in the sport. Each swimming stroke has specific rules designed to ensure that no swimmer gets an unfair competitive advantage over another swimmer.

Trained officials observe the swimmers during each event to ensure compliance with these technical rules. If a swimmer commits an infraction of the rules that is observed by an official, a disqualification (DQ) will result. This means that the swimmer will not receive an official time and will not be eligible for an award in that event.

DQs are also a result of technical rules violations. They include but are not limited to:

- Freestyle: Walking on the bottom, pulling on the lane rope, not touching the wall on a turn, or not completing the distance.
- Backstroke: Pulling or kicking into the wall once a swimmer has turned passed the vertical onto the breast. Turning onto the breast before touching the wall with the hand at the finish of the race.
- Breaststroke: An illegal kick such as flutter (freestyle), dolphin (butterfly), or scissors (side stroke); not on the breast; alternating movements of the arms; taking two arm strokes or two leg kicks while the head is under water; touching with only one hand at the turns or finish.
- Butterfly: Alternating movements of the arms or legs; pushing the arms forward under instead of over the water surface (underwater recovery); a breaststroke style of kick; touching with only one hand at the turns or finish.
- For specific language on any technical rules, consult your team coach. A disqualification is reported to the Referee. The rules require that every reasonable effort be made to notify the swimmer or his coach of the reason for the disqualification. If your child is disqualified in an event, be supportive rather than critical. For beginning swimmers, a disqualification should be treated as a learning experience, not as a punishment.

## **SWIM MEET BASICS**

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Swim meets are a lot of fun for the swimmers! They get to visit with friends and meet kids from other teams. They also get to “race” and see how much they have improved from all the hard work in practice. Here are some basic guidelines to help get your swimmer ready to compete:

**NOTICE: On the first day of practice, participants will be asked to swim 25 yards of Freestyle and 25 yards of Back crawl unassisted and without stopping at any point. I am acknowledging I understand this is not a swim lesson and my child will be expected to swim multiple laps at a time during practice. While my child will receive instruction and practice their strokes, I understand this is not a learn to swim class.**

### **Signing Up for the Meet**

- Coaches will hand out a Meet Declaration Form at your first day of practice. This form is to let the coaches know which meets your swimmer will be attending for the summer. Please turn in back it by the end of the first week of practice.
- Coaches will then select which events each swimmer will enter, based on who is going to the meet and each swimmer’s ability level. Coaches encourage swimmers to try all events to help swimmer’s gain confidence and skill in the sport.

### **Parent Involvement at Meets**

- Meets cannot run without the help of team parents! We need timers, runners, stagers and escorts.
- Coaches will ask for volunteers at the final practice before each meet. If we do not have enough volunteers, they will ask again at the beginning of the meet.
- Volunteering is a great way to be close to the racing action when your swimmer is in the water!

### **Before the Meet Starts**

- Plan to arrive at the pool for check-in one hour prior to the start of the meet. Refer to the competition schedule in this handbook for event start times. Swimmers should be in their swimsuits at the start of check-in.
- Upon arrival, check-in with your swim coach. The team will sit together and there will be a place to put towels, swim bags, coolers, drinks, etc. After getting settled, the

coach will take attendance and check-in swimmers. Parents and swimmers should not do this individually with the meet administrator. Check-in is required so that the people running the meet know who is actually at the meet.

- After check-in, the meet administrators “seed” the swimmers into heats. Heat and lane assignments will be posted, so be sure your swimmer knows where to look! These assignments will be posted after the start of warm-ups. Once posted, swimmers and parents should check the assignments and write down their event number, heat and lane for each swim. Coaches also will have this information to assist swimmers.
- Swimmers should be in their caps, goggles and swimsuits and will report to warm-up lanes with their coach 45 minutes prior to the start of the meet. It is very important for all swimmers to warm up with the team. Swimmers should wait for instructions from their coach before entering the pool.
- After warm-up, your swimmer will go back to the area where his/her team is sitting and wait there until staging is called for their event. This is a good time to make sure he/she goes to the bathroom if necessary, gets a drink, or just gets settled in.

### **After the Meet Starts**

- It is important for every swimmer to know what event numbers they are swimming. Event numbers will be called for staging and it is the responsibility of the parent and swimmer to ensure swimmers reported immediately to staging. Failure to report to staging could result in the swimmer missing his/her event.
- Parents that are not volunteering in a staging assignment should not be inside the staging area. Once you drop your swimmer off, parent volunteers will assist them with lining up in the correct order and will escort each event group to the lap lanes.
- Swimmers will swim each event in heats. When your swimmer’s heat is ready to begin, the starter will give instruction to start the race. After the race, swimmers should remain in the water at their lane until all competitors in the heat finish. Swimmers will then exit the water at the wall.
- Upon exiting, swimmers should ask the timer for their time and then report to their coach for feedback. After meeting with coach, swimmers should return to the team seating area and prepare for their next race. Remember to give your swimmer lots of encouragement, have them take a bathroom break, rehydrate and get some light snacks.
- When a swimmer has completed all of their events, check out with your coach before leaving the meet.
- Results are posted in the facility throughout the meet. If a time is incorrect, please address the issue with your coach and allow them to address it with meet officials. If your swimmer has earned any awards, they will be available at practice the following week.

### **WHAT TO TAKE TO THE MEET**

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- Swimsuit
- Goggles
- Something to sit on
- Dry clothes to wear over suit between events or on the way home
- Water
- Snacks (make sure they are healthy and light!)
  - *Suggestions: Hi-C, fruit juice, Gatorade, granola bars, fruits, yogurt, non-sugary cereal, jello, small sandwiches*
- Swim Cap
- Multiple Towels
- Sunscreen

# DIVING

In recreational springboard diving, participants will progress in the four directional groups of diving: forward, back, inward and reverse. In each direction, they will learn the four different positions each dive can be performed in: tuck, pike, straight and free.

**NOTICE: On the first day of dive practice, participants will be asked to swim 25 yards freestyle and tread water for 2 minutes. I am acknowledging I understand this is not a learn to swim class, and my child will be entering 13ft of water from a 1 meter spring board. Participants will be asked to build upon their skills each practice and become comfortable with new dives.**

## Dive Team Goals

Coaches will do their best in training participants to further their abilities, while also understanding each participant will progress at his/her own rate. The focus is not on “being the best” but instead to reach the following goals:

- Develop a strong sense of confidence
- Explore potential by always trying new dives
- Learn practice makes perfection
- Learn the importance of team support
- Learn to practice as a team
- Understand diving terminology
- Practice and compete safely
- Learn the rules of diving
- Receive constructive feedback and criticism
- Have fun!

Divers will progress from learning the approach and headfirst entries, to standard competition jumps and finally moving on towards more complex tricks. This will first be accomplished by having participants develop a strong base in the fundamentals of diving on land. Coaches will give constructive feedback on dives attempted.

## Dive Team Practices

Practices will always begin with warm-up stretches, edge jumps and warm-up jumps. **DIVERS MUST BE VERY COMFORTABLE IN DEEP WATER!** In the first few practices, it is important to understand the necessity of developing strong fundamentals rather than immediately having participants begin jumping off the diving board. This will involve learning the approach, hurdle, takeoff and proper entry form of feet-first entries and head-first entries. After warm-ups, diving boards are limited to one person on the board, so there will be some down time between each diver’s turn on the board. This down time will be mitigated by coaches, including exercises and drills to reinforce the dives being learned during practice. While divers will hopefully have a steady progression, it should be noted some divers will develop at different rates. This could be due to any number of reasons including:

- Difficulty overcoming fears or doubts. (Learning a new dive can be intimidating.)
- Differing rates of mastering fundamentals. (Practicing these at home or at the pool outside of practice will significantly speed up mastery.)
- Becoming distracted during practice.

## **DIVE MEET BASICS**

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Dive meets are a fun and exciting way to showcase the skills learned through the diver's determination and effort.

### **Signing Up for the Meet**

On the very first practice, coaches will hand out a list of the upcoming meets for the summer. Please look over the dates and return the list with which meets your child will be attending.

- Coaches and divers will determine their optional dives together.
- Coaches will advise divers to perform dives that are ready to be showcased.
- Coaches will then turn in this list to their aquatic specialist.

### **Before the Meet**

- Divers are expected to be present one hour before the meet begins.
- Apply sunscreen!
  - *Divers will check in and will be permitted to make any changes to the dives being performed with their coach's approval.*
- Divers will warm up and stretch.
- Divers will use this time as a last-chance practice with their coaches giving corrective feedback.
- Once warm-ups have concluded, participants are encouraged to be with their team as a show of support, but they may sit with their family if they choose.

### **During the Meet**

- Age groups will be called up, beginning with "8 and under" and ending with "15 and up."
- Divers will be lined up in the order they are announced.
  - *They are to remain in this order until all divers in the age group have finished their final dives.*
- Spectators should be respectful of the diver on the board and judges by giving their attention to the diver on the board and giving support upon completion of dive.
- Divers will be judged on approach, take-off, flight, form and entry.
  - *Judges will place their scores up without discussion.*
  - *Scores will be announced immediately after the diver has completed his/her dive.*
  - *Divers who do the incorrect dive or fail their dive entirely will be given a single opportunity (at the coach's discretion) to redo their dive with a one-point deduction.*
- After scores have been announced, the next diver and dive will be introduced.
- Please stay for the entire meet so each participant has as much of a cheering section as other divers.
- Scores will be tallied and places will be announced at the conclusion of the meet.

## Dive Show

Divers will also learn to participate in a choreographed diving show. Performing to music, divers will learn different styles of the standard competition dives. Divers will work on this routine with their coach.

## WHAT TO TAKE TO THE MEET

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### Practices

- 3 x Towels
  - A shammy and two towels are preferred.
- Yoga mat (not required)
- Bottle of water
- Sunscreen

### Meets

- Multiple towels
- Chairs to sit on
- Sunscreen
- Bottle of water
- A light, healthy snack

## DIVING FREQUENTLY ASKED QUESTIONS

### What's A "Degree Of Difficulty" (DOD)?

A diver will be announced along with his/her dive and degree of difficulty. The degree of difficulty is a multiplier! The more complex a dive is, the higher the degree of difficulty will be. Degrees of difficulty range from .5 to 3.2.

### Why aren't my total scores the same as your scores?

There are five judges; the highest score and lowest score are eliminated. The sum of the scores is then multiplied by the degree of difficulty.

Example: Dive #101 Forward Dive/Tuck Position/DoD 1.2  
Judge A: 7/Judge B: 8/Judge C: 7/Judge D: 6.5/Judge E: 8.5  
Judge D's and Judge E's scores are eliminated:  
Total:  $(7+8+7) \times 1.2 = 26.4$

### What are the judges looking for?

Some common deductions are un-pointed toes (at any point of the dive), legs apart/ankles not together (at any point of the dive), poor approach, poor take-off, over-rotation, under-rotation, too far from the board, too close to the board, level of splash, hands not in correct position, or a balk from the diver on the board.

### When do officials award a second attempt?

If a diver is awarded a second attempt, it is due to either doing the incorrect dive or a completely failed dive. The coach will then let the official know if the diver would like a second attempt. If a diver completes the dive and simply was not satisfied with their dive, they will not be awarded a second attempt.



# SYNCHRONIZED SWIMMING

Synchronized Swimming or “Synchro,” is a combination of rhythmic swimming and gymnastics performed in water, all set to music. The skills performed are similar to those performed in gymnastics, figure skating and ballet. But this is all done in the water and many times while athletes are holding their breath. Routines are choreographed to music using various movements, positions and figures. As in dancing, figure skating and gymnastics, synchronized swimmers must perform skills which demand tremendous strength, endurance, grace and style to make the maneuvers look effortless.

**NOTICE: On the first day of synchronized swimming practice, participants will be asked to swim 25 yards freestyle nonstop and tread water for 2 minutes, float on their front unassisted and float on their back unassisted. I am acknowledging I understand this is not a learn to swim class, my child will be practicing in water where they will not be able to touch the bottom. Participants will receive instruction on new ways tread water and learn new figures each practice.**

## SYNCHRO RESPONSIBILITIES

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### Head Coach

- Writing workouts and routines.
- Securing synchro equipment (books, stereo, etc.).
- Keep team of coaches and swimmers on track.
- Organize and prepare for practices and meets.
- Train first- and second-year coaches on proper instruction of swimmers.

### Assistant Coach

- Assist head coach with organization/preparation of practices and meets (paperwork, equipment, etc.).
- Instruct swimmers in proper synchro techniques.
- Assist first- and second-year coaches when needed.
- Fill in for head coach when needed.

### All Coaches

- Be in the water with swimmers as much as possible.
- Critique swimmer performance of synchro skills and techniques.
- Demonstrate and perform synchro techniques and skills properly.
- Directly participate with swimmers in the learning and performance of the figures and routines.
- Have open communication with all coaches especially Head Coach.
- First- and second-year coaches will be learning the sport as they coach, therefore it is especially important to be consistent, pay attention to the instruction of the head coach and practice.
- Ensure the safety of participants and coaches.

### Parent Responsibilities

- Let your coach know if your child will be attending the routine meet and/or the All-City Synchro Show.
- Be supportive of all participants.
- Communicate with your coach.

### Athlete Responsibilities

- Be respectful to all other athletes and coaches.
- Be attentive and work hard through all of the practice.
- Communicate with your coach.

## WHAT TO EXPECT

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### Practices

Synchronized swimming is among the most difficult and rewarding sports there are and the practices can be very exhausting.

- Participants must be comfortable in deep water.
- Athletes will be treading water for long, extended periods of time.
- Athletes will be expected to swim long distances each practice.
- Despite this being a team choreographed sport, swimmers are in contact with one another during lifts and are in close proximity to one another; it is possible for injuries to occur.
  - *Coaches will do their best to keep the practices as safe as possible.*
- Many of the figures for the swimmers take place beneath the surface of the water, so they will be practicing extended breath holding under close supervision.
- Athletes will often be very tired at the end of practice.

### Routine Meet

- Be one hour early to the start of the meet.
- Athletes will check-in with coaches.
  - *Costumes/make-up/decorations may need to be assembled.*
- Be sure to communicate to coaches what the athletes will need.
- Teams are judged on two sets of scores.
  - *Technical Scores are based upon*
    - ◆ *how well figures were performed;*
    - ◆ *the synchronization of all the swimmers.*
- Their figures (based upon their level's figure list)
  - *Creative Scores are based upon*
    - ◆ *the originality of the routine;*
    - ◆ *how the routine fits together with the music.*

### All-City Show

- Athletes and coaches must arrive one hour early.
  - *Costumes may need to be assembled.*
  - *Teams need to check in.*
- Please remain for the entire show and be supportive!
  - *All swimmers and divers have worked hard all summer to have the chance to showcase their acquired and honed talents.*
  - *This event is a lot of fun. Be excited and make it memorable for these hard-working athletes!*

## WHAT TO TAKE TO THE MEET

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- Swim Caps
- Yoga Mats (optional)
- Nose Clips
- Sunblock
- Multiple Towels
- Goggles
- Possible Costume Needs (coach will advise)
- Water

# WATER POLO

City of Las Vegas Youth Water Polo is perfect for any child and is also an inclusive class for kids of all abilities. It's a progressive program, with multiple age-specific levels. Every child gets to play and the games are safe, exciting and fun. We encourage fair play, positive competition and family involvement.

Students will be taught swimming, eggbeater (treading water), head-up freestyle, dribbling, ball handling and passing skills. Emphasis is placed on learning, teamwork and having fun. All students must be deep end safe, able to follow verbal directions and must be able to work in a group class.

**NOTICE: On the first day of water polo practice, participants will be asked to swim 25 yards of freestyle nonstop and tread water for 2 minutes. I am acknowledging I understand this is not a learn to swim class my child will be practicing in water where they will not be able to touch the bottom. Participants will receive instruction on how to play water polo, learn the rules, and develop good sportsmanship.**

## **Important Notes:**

- On tournament days, if a pool does not have enough players for an evenly matched game, pools will be merged to ensure proper team numbers.
- Warning - Municipal Pool natatorium is extremely HOT during the summer. Please plan accordingly and bring plenty of cold water for the entire family.
- Please be on deck, ready to swim 30 minutes prior to the start of the match for warm-ups. Players should check-in with their coach at the start of check-in.
- Depending on the number of players that attend the match, teams may be combined so that a full match can take place instead of cancelling. Matches consist of three 8-minute periods.

# SPLASH PARTNERS

We hope that after a summer of Splashtivities, your swimmer will want to continue growing in his/her sport. Check out our local splash partners for continued instruction at the intermediate and advanced levels.

## **Synchronized Swimming Club**

### ***Desert Mermaids***

Pavilion Center Pool • Ludivine Perrin-Stsepaniuk  
702.505.3687 • [www.nevadadesertmermaids.com](http://www.nevadadesertmermaids.com)

## **Masters Swim Clubs:**

### ***Viva Las Vegas Masters***

Pavilion Center Pool • Marie Girouard  
702.461.5354

## **Competitive Swim Clubs:**

### ***Desert Storm***

Municipal Pool • Bill Carroll  
702.217.8684 • [www.desertstormswimming.com](http://www.desertstormswimming.com)

### ***Las Vegas Swim Club***

Pavilion Center Pool • Pete Mavro  
702.285.7774 • [www.lasvegasswimclub.com](http://www.lasvegasswimclub.com)

### ***Sandpipers***

Pavilion Pool • Ron Aitken  
702.737.7799 • [www.sandpipersofnevada.com](http://www.sandpipersofnevada.com)

# PERFORMANCE CHEER/DANCE TEAMS

Our performance cheer/dance teams give participants the opportunity to practice cheer/dance routines and learn choreography with the opportunity to attend performances. All those who tryout are placed on a team that suits their athletic abilities. All guidelines will be enforced while representing the city of Las Vegas during practices and performances. Participation in the cheer/dance program is a yearlong commitment. Cheer/dance is an activity that requires athletes build on to the routine and in order to ensure the success of all of those involved, team members may not leave before the season is over.

Your coaches' value providing a fun, challenging, creative and inspirational cheer/dance experience. We want all participants to perform to the best of their abilities and to feel good about what they are accomplishing. A coach's main responsibility is to build relationships with team families and participants forming a strong goals for each participant.

## **BASIC TEAM RULES AND GUIDELINES**

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Being part of a team is a big commitment. As a member of a performance team, you will be making a commitment to the coaches and to your teammates. Please read the following items carefully.

1. We are a **RECREATION PERFORMANCE TEAM** and do not travel out of state nor compete in the All-star, Jamz or school divisions.
2. Team members can miss only 3 practices per year.
3. Remember that cheer/dance is a sport, physical injuries can and do occur.
4. If your cheerleader/dancer attends practice but is unable to participate due to illness or injury, they must bring a note signed by a parent. If they will be out for an extended amount of time a doctor's note will be required.
5. The practice immediately preceding a performance is mandatory. If your child is not at the practice, they will not be permitted to perform.
6. If your child misses a performance, his or her spot on the team will be reassessed, with the possibility of them being replaced or lowered to an alternate status.
7. Parents are responsible to register their child for each session. Session fees must be paid before the first class or your participant will sit out of class.
8. Extra tumbling/dance classes are highly encouraged and very beneficial.
9. All performances are mandatory. Exceptions will be made only in the case of injury, illness or death. It is suggested that parents keep a calendar with all performance/practice dates so there will not be any scheduling conflicts.
10. Parents are required to provide transportation to and from all practices and competitions.
11. All communication regarding missed practices must be communicated in a timely manner via email. Please do not wait until the last minute to report an absence.
12. Emailing your coaches with your absence requests is mandatory.
13. On occasion, the teams are featured in local media sources therefore all team members are required to have a signed waiver on file for publicity purposes.
14. Cheerleaders/dancers may cheer/dance at other city of Las Vegas recreational sporting events.

## **Coaches' Code of Conduct**

As a coach, I will abide by the following code of conduct:

- Put the well-being, health and safety of the participant above all other considerations, including developing performance.

- Treat all participants with respect and dignity, value their worth and treat everyone equally, recognizing their needs and abilities within the context of their sport.
- Develop appropriate working relationships with the participant based on mutual trust and respect.
- Ensure that all teaching, coaching and performances are appropriate for the age, ability and experience of the individual participant.
- Communicate all information about performances in a timely manner.
- Encourage and guide the participant to accept responsibility for their own behavior and performance.
- Keep our routines up to the standard that has come to be expected.
- Observe the authority and the decision of the judges and performance organizers and only question those decisions in the appropriate manner.
- Treat other teams with respect and encourage all team members to do the same. Respect for organizations, congratulations to other performers, encouragement to teammates, determined effort and mature attitudes are examples of behaviors I will praise and reward.
- Proudly represent the city of Las Vegas and the Department of Parks, Recreation & Cultural Affairs.

### **Participant Responsibilities**

As a participant, I will abide by the following code of conduct:

- I will conduct myself with dignity and respect for all coaches and participants.
- I will be on time for practice and performances.
- I will participate for the fun of it, not just to please my parents or coach.
- I will make every team practice, performance and activity an opportunity to learn.
- I will promote positive team spirit and morale.
- I will support my teammates at practice and at performances.
- I will follow verbal directions of the coaching staff, parent volunteers and performance organizations and be respectful to everyone.
- I understand that if I am aware of, or observe inappropriate behavior of my teammates that I should report it to the appropriate coach.

### **Parent Responsibilities**

To have a successful program, there must be understanding and cooperation among the parents, participants and coaches. As a member of the program, your child and you are making a commitment to the coaches and to your child's teammates. Parents serve as role models and children frequently emulate their attitudes. Providing a positive and supportive environment ensures your child will enhance their recreational experience.

### **Parent Code of Conduct**

- Ensure my participant attends all practices, performances and activities. If they will miss a practice or performance, I will notify the coach as soon as possible.
- As a parent, I will not interfere with coaches.
- I will not engage in inappropriate conduct whether on city of Las Vegas property or at any other location in connection to or arising from my child's participation in the cheer/dance program. Inappropriate conduct is defined as conduct that is demeaning, harassing, belligerent, obscene, disrespectful, or disrupts events in connection to or arising from my child's participation in the cheer/dance program. Inappropriate

behavior towards any parent, coach, participant, city of Las Vegas affiliate, volunteer or performance organizer shall not be tolerated and may result in the removal of my child from the program.

- I will bring all concerns to the attention of the coaches by requesting a private meeting away from other parents and participants.
- I will respect the requests from coaches regarding viewing practices.
- I will demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other participants, parents and coaches.
- I will maintain self-control at all times and know my role. Participants- participate, Coaches-coach and Parents-parent.
- As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, organizations and/or any participating participant will not be permitted or tolerated.
- I will pay class fees during designated registration dates.
- I will pay for practice clothes, uniforms, bows and performance payments on time and as assigned by the program.

In addition, we are all aware of the problems that stem from gossip and negativity. Therefore, gossip and negative comments will not be tolerated from anyone on city of Las Vegas premises or at any activity or event arising from or in connection to participation in the cheer/dance program. This includes coaches, participants and parents.

*\*If any of these guidelines are not followed the coaching staff reserves the right to remove individuals from the team.*

## **SERVICE MANDATED**

The city of Las Vegas Department of Parks, Recreation and Cultural Affairs proudly supports the Americans with Disabilities Act. We are quite proud of our adaptive recreation programming; however, some individuals with disabilities prefer to participate in our general recreation programs offered through the Recreation division. To include those with disabilities, we provide support in the form of program modification, additional staff training and other services to facilitate inclusion. Anyone who needs reasonable accommodations to attend a program is asked to contact the program coordinator two weeks prior to the start date to schedule an in-person meeting to determine the most effective means of inclusion support for individuals to participate in any program.

The city of Las Vegas Department of Parks, Recreation and Cultural Affairs prohibits discrimination based on race, color, national origin, age or disability in its programs and activities. If any individual believes he or she has been discriminated against, he or she may file a discrimination complaint with the Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 47127, Washington, DC 20013-7127.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

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The Americans with Disabilities Act (ADA) prohibits discrimination against people with disabilities in several areas, including employment, transportation, public accommodations, communications and access to state and local government' programs and services. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The ADA gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion.

### **INCLUSION/INTEGRATION**

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Individual Educational Plans (IEP) are a master plan of goals and objectives for children with disabilities and are not mandated by law in a recreational setting. Although policies and practices may be revised, the Participant Code of Conduct- Rules and Discipline on page 14 is applicable to ensure everyone's safety and enjoyment.

### **PERSONAL CARE POLICY**

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The city of Las Vegas Department of Parks, Recreation & Cultural Affairs does not provide personal care services such as feeding, toileting, or the changing of clothes. The U.S. Department of Justice Manual, "The Americans with Disabilities Act," Title II Technical Assistance Manual, Article II-3.6200, which covers state and local government programs and services is the basis for our personal care policy. However, upon request, we will allow the person who requires such services to bring their own personal care attendant, at no charge, to enable their participation. Please keep in mind, we provide recreation and leisure experiences, not day care. Personal care must be provided by parent/caregiver within 60 minutes of being notified by staff member.



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**Parks ♦ Rec ♦ Arts**

DEPARTMENT OF  
**PARKS, RECREATION and  
CULTURAL AFFAIRS**

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