

The Loris Parks, Recreation, and Tourism (PRT) department has established the following general policies and procedures to maintain a premier and respected recreation department that all citizens can use and be proud of. The goal of the Loris Recreation Department is to foster the development of our community of all ages through sports and recreation. To accomplish this, it is essential that we follow the following guidelines to create as many opportunities as possible for our citizens to feel safe and valued while taking part in recreational activities. Announcements and events are consistently posted on [www.lorisrec.com](http://www.lorisrec.com) and, through the Loris Parks, Recreation, and Tourism Facebook page.

**Recreation Department Contact Information**

*-Loris Recreation Director: Tim Zeltwanger*

*-Recreation Complex Address: 311 Heritage Road, Loris, SC 29569*

*-Office Mobile: (843) 503-5633*

*-E-mail:* [*timzeltwanger@cityofloris.org*](mailto:timzeltwanger@cityofloris.org)

**2022 Recreation Committee Members**

*-Councilwoman Jan Vescovi* *-Department Staff Woody Hinson*

*-Councilwoman Andrea Coleman* *-Admin W. Clay Young*

*-Councilwoman Joan Gause*  *-Admin Keith Massey*

**2022 General Policies and Procedures**

*Working Document Effective as of March 23, 2022*

**GENERAL**

**Program Availability**

-The Loris PRT department will make every effort possible to offer sports and recreation programs that its citizens want. For certain activities to be offered, there must be enough available resources and interest. Loris PRT will offer a sign-up period of AT LEAST 3 weeks for every sports/recreation program to gather an idea of interest and whether the sports/recreation program will be established. Once the sign-up period has passed, it will be at the Recreation Director’s discretion whether the program will move forward at that time. Please contact the Recreation Director is there is a program or sport you would like to see offered.

**Registering for Programs/Activities**

-The Loris PRT will use the Rec Desk registration system for program registration and sign-ups. It can be accessed using the link below or by visiting [www.lorisrec.com](http://www.lorisrec.com). Residents can create a free account online at

[*https://loris.recdesk.com/Community/Member/Login*](https://loris.recdesk.com/Community/Member/Login)

**Program Fees**

-Loris PRT will charge a fee for sports/activity participation. The fee will vary depending on the program or activity it is for. In some cases, Loris' residents will be provided a discount compared to non-residents for participation. Employees of the City of Loris and coaches will be offered a free membership fee. The fees are established to cover the costs of uniforms and game officials.

**Program Participation**

-Loris PRT expects members that have signed up and are participating in a program to do so in a manner that is consistent with guidelines set forth for that program. Failure to do so may result in removal from current and/or future programs at the Recreation Director’s discretion. ***Refunds for sport programs and activities are not processed or accepted once 2 practices have been held.*** ***By that point, uniforms and equipment have been ordered.***

**Grievances**

-Loris PRT understands that there may be grievances that arise within recreational activities at times. Since we value your time and opinion, we want your opinion to be heard. It is important that you make the Recreation Director aware of any grievances or issues so that the problem can be handled directly to achieve a quick resolution. The Recreation Director will speak with you directly regarding any issues or concerns you may have. It’s also suggested that you contact the City Administrator. While we understand that different circumstances may require special attention, it is preferred that City Council members and other members of the city government not be contacted without first consulting the Recreation Director in the event of any concerns you may have. If for some reason your concerns have not been addressed by the Recreation Director within 48 hours (about 2 days), you may contact Mrs. Jan Vescovi, City Council member on the Community Programs Committee.

**Inclement Weather**

-In the event that a Loris Recreation sponsored activity, game, or practice is taking place and needs to be canceled or postponed due to inclement weather, coaches and/or leaders will be notified at least 1 hour prior to the scheduled event time. We ask that you adhere to those guidelines for safety and field maintenance purposes. Teams that violate this rule are at your own risk and may be subject to removal from the Loris Recreation Department.

**YOUTH SPORTS**

**South Carolina Recreation & Parks Association**

-Loris PRT is a member of the South Carolina Athletics Programs (SCAP) branch of the South Carolina Recreation & Parks Association. Loris participates within this branch typically in the following youth sports when offered: *basketball, softball, football, soccer, and volleyball.* Whenever possible, Loris PRT will send All-Star teams to participate within the South Carolina Eastern District tournament for the chance to move on to the State tournament. Rules and regulations for each sport will follow the rules established through SCAP. A copy of the rules can be found each year on their website at [*https://www.scrpa.org/page/SCAP*](https://www.scrpa.org/page/SCAP)

**Dixie Youth Baseball**

-Loris PRT youth baseball participates within the rules and regulations established by Dixie Youth Baseball Organization. More information can be found at [*http://southcarolinadixie.sportssignup.com/site/*](http://southcarolinadixie.sportssignup.com/site/)

**Coaches**

-Loris PRT will use VOLUNTEER coaches for its recreational sports and programs. Coaches must pass a government background check to participate as a coach for Loris PRT leagues and teams. Coaches must agree and sign the Loris Coaching Guidelines that are provided and reviewed before the start of every season. Coaches may be removed at any time at the Recreation Director’s discretion if he or she determines that a coach has violated any of the coaching guidelines. Coaching in a previous season does NOT guarantee coaching in future seasons. Coaching can be a stressful situation, so parents and spectators should understand that coaches are volunteering their time and doing the best that they can.

**-If you are interested in coaching a sport*, PLEASE VISIT THE RECREATION OFFICE TO FILL OUT A COACHING APPLICATION, REGARDLESS OF WHETHER YOU HAVE COACHED HERE BEFORE. AN APPLICATION MUST BE FILLED OUT FOR EACH SPORT, PLEASE DON’T ASSUME ANYTHING.***

**Loris Recreation Leagues**

-While Loris PRT will follow the guidelines established within either SCAP or Dixie Youth Baseball, it is important to understand that the purpose of youth recreation sports within the city leagues is to allow members to learn and grow within the activity or sport. Members will be afforded the same opportunity to participate as other members, regardless of ability. Playing time within recreation leagues and activities will be as equal as possible within reason. This requirement does not apply to All-Star participation.

**Typical Registration Dates**

**-**Although not guaranteed, the following times of year are currently when registration will be open for various activities

-**Basketball** = Registration November – mid-December

-**Volleyball** = Registration August

-**Baseball** = Registration End of January – Beginning of March

-**Softball** = Registration End of January – Beginning of March

-**T-Ball** = Registration End of January – Beginning of March

-**13 & 14 Baseball** = Registration End of March – April

-**13-15 Softball** = Registration End of March – April

-**Adult Softball** = Registration May (if possible)

-**Football** = Registration August

*-Future Activities/Sports subject to change*

**Player Responsibilities**

-It is expected that players representing Loris Recreation do so with integrity and sportsmanship. Players may be removed from present and future Loris Recreation sports and/or programs for behaviors that put Loris Recreation in a negative appearance. This may include but is not limited to cursing, fighting, social media posts, illegal acts, making fun of another player, etc. In addition, players that sign up to play are expected to follow through with their obligation by showing up to practices and games regularly and on time when allowed and by supporting their teammates. We are Loris, and we are all in this together.

**Playing “Up”**

-Young athletes may apply to “play up” an age level if there is no safety concern and it is approved by the Loris Recreation Director and a parent/guardian of the child **in any sport other than football**. Please understand that this decision is serious and has many ripple effects. Therefore, it is important to understand that once the season begins, it cannot be reversed without unusual circumstances. Football players must remain in the correct age division. Athletes MAY NOT play down an age level. For example, a 10-year-old that should play in a 10 and under league may play in the 12 and under league if their skills allow. He or she would NOT be allowed to play in the 8 and under league.

**Player Selection**

-Once registration has ended for a sports program or activity, the number of teams will be determined by the Recreation Director based on the number of participants and coaches available. If scheduling allows, there may be an evaluation day in various sports so that coaches can evaluate player abilities. If it is possible to have multiple teams within a sport, the selection of players for each of those teams will use the following draft process:

1) Coaches will automatically have any family members placed on their team rosters and those players will be removed from the draft pool along with any players that may have transportation concerns.

2) If there is an uneven number of players on each roster after family members have been added, coaches with fewer players will select from players left until each roster has the same number.

3) Once each roster has the same number of players, the draft of other players will begin. Using a “coin flip” (2 teams) or “closest to” (3 or more teams) the draft order will be set and will follow a “snake” draft format (1, 2, 3, 3, 2, 1..)

4) Coaches will select players until all players have been removed from the available pool. In the case of co-ed t-ball, the teams will be created by the Recreation Director with an emphasis on keeping them as even as possible in terms of experience, age, and genders. For example, all teams will have as close to possible the same number of first year players, girls, boys, and players of the same age.

5) ONCE THE DRAFT HAS TAKEN PLACE, NO PLAYERS MAY BE ADDED TO ROSTERS UNLESS APPROVED BY THE RECREATION DIRECTOR FOR UNUSUAL CIRCUMSTANCES

*\*The goal of the draft process is for the success of Loris Recreation as a whole. It is*  *not in the best interests of Loris PRT to have uneven competition within its recreation*  *teams and leagues.*

**Loris All-Star Teams**

-At the conclusion of a Recreation league season, Loris PRT will send All-Star teams to participate in district tournaments in available age divisions when possible. The playing time rules that exist within local Loris Recreation leagues do not apply to All-Stars. Playing time needs are at the discretion of the coach. The following procedures will take place for various aspects of All-Stars.

**Coach Selection**

-At the conclusion of the Loris Recreation season, the Recreation Director will select 1 of the coaches from the season to be the head coach. The decision will be based on coach availability, coaching style, and relationships with the players. While overall and head-to- head records can also be a factor in the decision, it will not be the sole determination for All-Star coach selection since many factors, other than coaching, can contribute to a better record. The coach that is selected may then select his or her assistant coaches, which must be approved by the Recreation Director. Those assistant coaches DO NOT need to be the head coaches of the other teams within the recreation league. However, they must be approved by the Loris Recreation Director.

**Player Selection**

-Once a coach has been selected, he or she will meet with all other HEAD coaches to select a roster of players that fit within the rules of that sport. Once the roster has been selected, it must go to the Recreation Director for approval. While the Recreation Director has the ultimate decision and authority regarding final roster selection, he or she typically, will not make any changes unless it is deemed necessary due to circumstances that may arise or exist.

**Team Participation**

-If it is deemed that coaches and/or players within a particular program or league have violated guidelines set forth before each season, it is in the Recreation Director’s authority to exclude that program or league from participating in any All-Star tournaments or further competitions. Players, coaches, and parents will be provided with reasons for exclusion by the Recreation Director. Players, coaches, and/or parents may file an appeal with the Recreation Director.

**Appeals Process**

-In the event a decision has been made by the Recreation Director to exclude a team and/or player or coach from future competition, an appeal may be filed using the following steps.

Step 1: The appeal must be filed to the Recreation Director and/or Loris City Hall by filling out a Recreation Appeal form. Appeal forms can be found online at [www.lorisrec.com](http://www.lorisrec.com), at the Loris Recreation office located at 311 Heritage Road, or at Loris City Hall located at 401 Walnut Street. Text messages and e-mails **ARE NOT** a valid form of appeal and will not be accepted.

Step 2: The City Administrator will examine the case and schedule a meeting with the appealing party.

Step 3: If the appeal process is moving forward, a hearing will be scheduled with the City of Loris Recreation Committee as soon as possible and will be expedited if the situation calls for it.

Step 4: At that hearing, the person filing the appeal will get the opportunity to state their case and justify why they feel the decision is incorrect. It is NOT mandatory for the person filing the appeal to be present, but they do have the option. Members of the committee will be allowed to ask questions to the person filing the appeal if they are present to gain more information.

Step 5: Once the case has been stated and all members of the committee have enough information, the appeal will be put to a vote by the committee members of whether to accept or deny. The majority decision will be accepted, and the Recreation Director’s vote will only be counted if it is needed for a tiebreaker.

Step 6: If the person filing the appeal is not satisfied with the decision, he or she can appeal to the entire Loris City Council at the next scheduled City Council meeting. At that meeting, the same process will take place and will be voted on by the entire Loris City Council. The majority vote of Loris City Council will be considered the final decision and the matter closed.

**Parent/Spectator Expectations**

-The intention of youth recreation is to develop young people as they learn and grow within a sport or activity. It is vital that they get the support they need to flourish. With that said, it is important that parents, guardians, and spectators adhere to certain expectations while attending Loris Recreation activities and events. The following beliefs are important to the success of Loris PRT:

**As a parent/guardian of a Loris Recreation participant, I agree:**

1. I will not force my child to participate in sports, but if they desire to play, I commit to making sure my child arrives at games and practices on time.
2. I understand that winning is important to the team, but the **primary** objective is to promote learning from successes and failures. Therefore, I will praise my child for competing fairly and putting forth maximum effort. In addition, I will never ridicule or yell at my child or other participants for making a mistake or losing.
3. I will be sure that my child is properly equipped, sun-protected, hydrated, and fueled for both practices and games.
4. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
5. I will learn the rules of the game and the policies of the league.
6. I will support the coach’s message and whatever role he or she has assigned my child to the team, as their best interests have been considered.
7. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy. This would include demonstrating positive support for all umpires/referees, players, coaches, officials and spectators at every game, practice or other sporting event without booing, taunting, refusing to shake hands, or using profane language or gestures.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to behaviors or practices such as bullying, hostility, or violence that could endanger the health and well-being of others.
9. I will demand that my child treat other players, coaches, officials, and spectators with respect regardless of race, gender, color, sex, religion, or ability.
10. I will demand a sports environment for my child that is free from drugs and alcohol, and I will refrain from their use at all sports events.

**Social Media**

-Loris PRT is always looking to keep its website and Facebook page updated with current information and pictures. If a parent or guardian would not like their child photographed or used in posts, please contact the Recreation Director to fill out a DO NOT PHOTOGRAPH form. The intention of any Loris social media is for information and support. Parents, players, and coaches are prohibited from making any comments on those platforms that are neither informative nor supportive.

**Field Usage**

-The Loris Sports Complex has five wonderful fields that are available for public use when possible. Teams affiliated with Loris Recreation have priority over all fields. Outside teams and agencies may use a field for practice if it is not needed by Loris Recreation. If a field is lined with chalk/paint or there is a “Please Stay Off Field” sign placed on the infield, it is not available. If you are interested in reserving a field for practice, please contact the Recreation Director. Otherwise, field use is first come, first serve, and can be used. We ask that you pick up after yourself and place all trash in trash cans. **In addition, if you are using the lights on the field with a timer and are leaving before the timer is up, we kindly ask you to turn off the lights**. For any issues or separate emergencies at the Loris Sports Complex, please contact the Recreation Director at (843) 503-5633.

**Hosting Tournaments**

-If an organization would like to host a tournament, they must contact the Recreation Director to reserve the field space. The cost for using Loris Sports Complex for tournaments is $150 per field per day. Loris PRT will provide concession stands and restrooms for tournaments and will have fields ready for play and lined upon arrival. For longer tournaments, Loris PRT can also drag and re-line fields if necessary. More information about tournament reservations and what is included in the tournament contracts can be found by contacting the Recreation office.

**Accidents**

In the event of an accident or emergency at the park that requires medical attention, please be sure to notify the Recreation Director of the incident within 24 hours. Phone number: 843-503-5633.