

# Bethany Hoops

## Program Policies & Procedures



**2025-26 Season**



A program of the Bethany, CT  
Parks & Recreation Department





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## Administration

- Those individuals who participate in this program do so with the knowledge that all participants must comply with the policies, procedures and rules established by the Parks and Recreation Commission and/or Park and Recreation Department.
- The Parks and Recreation Department shall organize the program, assign referees, prepare and release publicity, and in general, conduct the business of the program.

## Background Checks and Screening Policy

- DCF and criminal background checks are required for all coaches, referees, employees and volunteers ages 18+. Records of background checks must be turned in and approved prior to the date that anyone interacts with minors. The Records of background checks shall be maintained by the Town in a file that is specific to the person named in the background check, such as an employment file.
- If a person is not willing to take a background check, he or she will not be able to volunteer, coach, referee or work in our programs.
  - A person is ineligible if he or she has been convicted (including crimes whereby a plea of “no contest” was entered) of a crime of child abuse, sexual assault, child neglect, murder, voluntary manslaughter, felony assault, arson, robbery, burglary, indecent exposure, public lewdness, terrorist threats, any offense against a minor, kidnapping, or has been subject to any court order involving any sexual or physical abuse of a minor; the Parks and Recreation Department shall have final decision on all matters.

## Behavior Management Policy

- Coaches and staff will use positive reinforcement to encourage good behavior.
- If behavior does not improve after warnings, parents/guardians will be informed.
- For repeated or severe behavioral issues, a player may be removed from the program, with no refund given.

## Alcohol and Drugs

- Alcoholic beverages are not permitted at Park and Recreation activities.
- No coach or other volunteer shall participate in any Parks and Recreation sponsored event, including practices and games, while under the influence of alcohol or drugs.



## Attire

- Bethany Parks and Recreation activities are community and family-oriented programs. Patrons are required to dress in appropriate attire for such activity he or she is participating in.

## Cancellations

- The Bethany Parks and Recreation Department reserves the right to cancel a program, class or activity if the minimum number of participants has not been met seven (7) days prior to the first scheduled session of a program, class or activity.
- A practice or game may be canceled or postponed in cases of inclement weather or other emergencies.
- When school is in session, we will follow the Amity School District cancellations.
- Parents/guardians will be notified via TeamSnap, text or email as soon as possible.
- Makeup sessions will be scheduled for grades 4-6 only.

## Codes of Conduct

- All participants of the Bethany Hoops Program will read, sign, and abide by a Code of Conduct.
  - [Coach Code of Conduct](#)
  - [Player Code of Conduct](#)
  - [Parent/Guardian Code of Conduct](#)

## Drop off and Pick Up Procedures

- All players must have a completed [player information form](#) on file before parents/guardians leave players at practice.
- For grades K-1 players, parents/guardians are required to stay for the duration of the practice.
- For grades 2-6 players, parents/guardians are welcome to stay at any Bethany Hoops event.
- **Arrival:** Parents/guardians must escort their child to the designated drop-off area and sign them in with the coach.
- **Pick-Up:** Only individuals listed on the player's dismissal form are permitted to pick up the child. Written permission is required for any exceptions. Photo identification may be requested.
- **Late Pick-Up:** Continuous late pick-ups may result in dismissal from the program.



## Complaint Procedure

- In the event of an issue or concern that arises that can't be satisfactorily resolved, a formal complaint may be filed with the Bethany Park and Recreation Director, Nicolle Vigneron ([nvigneron@bethany-ct.com](mailto:nvigneron@bethany-ct.com)), the Commission chair ([jgalikbprc@gmail.com](mailto:jgalikbprc@gmail.com)) or the Office of the First Selectman.

## Emergency Preparedness

At the first practice, staff/volunteers will review emergency procedures with players and parents/guardians.

- **Fire Emergency or Evacuation:**
  - In the event that the fire alarm goes off or the building needs to be evacuated, all program participants will exit the building from the nearest exit point, attendance will be taken, and they will await further instructions.
  - Parents/guardians must sign players out before leaving the premises.
- **Lockdown Procedures:**
  - In case of a lockdown, staff will secure the premises and keep players safe until the situation is resolved. Parents will be notified as soon as it is safe.

## First Aid/CPR and AED

- At least one coach per practice/game will be required to obtain valid First Aid, CPR and AED certification prior to the start of the season. Certificates will be maintained by the Town of Bethany.

## Incidents/Accidents and Reporting

- **Immediate Attention:** Coaches and staff/volunteers are required to provide first aid for minor injuries and assess whether the participant can continue safely.
- **Parent Notification:** For serious injuries, parents will be contacted immediately, and emergency services will be called if needed.
- **Incident Report:** Staff/volunteers will complete an incident report, documenting the details of any injury. Parents/guardians will sign the incident report and the program director will be notified.
- In the event of a staff/volunteer injury, first aid will be administered, and the staff/volunteer member will be encouraged to seek further medical assistance if necessary.
- [Reporting Form](#)



## Lost and Found

- Parent/guardians are encouraged to label all player's belongings and ensure all items are accounted for before leaving practice/games.
- Bethany Hoops is not responsible for lost or missing items.

## Medical Emergencies

- **Immediate Response:** Staff/volunteer will assess the situation and provide First Aid/CPR as necessary.
- **Emergency Services:** For serious injuries, emergency services (911) will be called immediately. In the event that a parent/guardian is not present, a Bethany Hoops staff/volunteer member will travel with the player to the hospital and remain with the player until the parent/guardian arrives.
- **Parent Notification:** Parents/guardians will be informed of any medical emergencies as soon as possible.
- **Documentation:** An incident report will be completed, detailing the nature of the medical emergency and actions taken.

## Medical Needs

- Bethany Hoops staff/volunteers will not be responsible for providing/administering any medication to players.
- Any players who require medication (e.g. asthma, epi-pen, etc.) should have a parent/guardian present at all events.

## Mandated Reporter Training

- All staff and volunteers, regardless of age, who may have direct contact with players must complete the mandated reporter training at least once every 3 years and file their certificate with the Town of Bethany

## Missing Child Procedures

- **Headcount:** Coaches will take headcounts at the start and end of each session.
- **Immediate Action:** If a child is missing, staff will immediately notify the program director and begin a search of the premises.
- **Parent Notification:** Parents/guardians will be contacted immediately if a child cannot be located and local law enforcement notified as needed.



## Parent/Guardian Contact Policy

- Parents/guardians are expected to provide updated contact information, including phone numbers and emergency contacts.
- In case of an injury, illness, or behavioral issue, parents/guardians will be contacted immediately.

## Photographs

- Photographs may be taken by Bethany Hoops staff/volunteers during sessions for promotional and educational purposes.
- Any parent/guardian who does not wish their child's photograph to be taken should complete the photograph opt out form.
- Bethany Hoops is not responsible for photographs taken by spectators.

## Property Damage and/or Theft

- Players are encouraged to respect all equipment and property.
- Any intentional damage to property or equipment will result in a fee to cover repair or replacement costs.
- Theft or vandalism by a player may lead to disciplinary action, including removal from the program, depending on severity.
- Players and spectators should remain in the gym, except to use the restroom.

## Refund Policy

- **Full Refund:** If a participant withdraws before the first session, a full refund will be issued, minus any related administrative fees.
- **No Refunds:** No refunds will be provided after the first practice.

## Registration and Payment Procedure

- Pre-registration is required.
- Registration must be completed using the following website:  
[https://bethanyct.myrec.com/info/activities/program\\_details.aspx?ProgramID=29834](https://bethanyct.myrec.com/info/activities/program_details.aspx?ProgramID=29834)
- In-person payments will not be accepted after the registration window closes.
- Payment is due in full at the time of registration