



## **YOUTH SPORTS INFORMATION AND PROCEDURES**

**VISION:** Get our community active and involved in balanced recreational programs and services.

**MISSION:** Improve and maintain the mental and physical health, happiness, and well-being of the citizens of USD 290 taxing district through well planned, organized, and constructive leisure activities.

### **PURPOSE:**

- Programs sports and leisure activities to serve a diversity of ages and interest.
- Offer family oriented events.
- Offer instructional and recreation activities encouraging teamwork and participation.
- Emphasize the lifetime benefits of healthy activities.
- Partner with other organizations to expand our services.

A variety of services will be provided to meet the changing needs and demographics of our community. Evaluations may be distributed to measure participant satisfaction. We actively seek supplemental funding through grants and sponsorships, providing more services at affordable rates. ORC provides scholarship opportunities to those in need, providing opportunities for everyone to participate. Facilities we operate include the Forest Park Swimming Pool, Orlis Cox ball fields, Lincoln Elementary soccer fields and the ORC Goppert Building.

### **TEAM FORMATION**

The ORC Youth Sports Leagues are governed by sport specific rules designed to meet the following goals:

1. All players will be given an opportunity to play each game.
2. Sportsmanship will be promoted by participation in all leagues.
3. Player health and safety shall be promoted at all times.
4. All teams should be evenly matched.
5. ORC will form all teams by random selection. Coaches will not draft players.
  - a. Head coaches will have their child(ren) on their team assuming the child(ren) are in the same age/grade division of the coach's team.

### **Age Requirements**

1. Participants in ORC Youth Sports Leagues shall be of the age/grade listed on the registration form.
2. No player will be allowed to play down a division.

### **Practice**

1. Each coach is required to hold one practice per week. Any additional practices are at the coach's discretion.
2. Players should attend every practice the coach holds. The parent is to notify the coach in the event a player cannot attend a practice. Players shall not be penalized playing time if they attend one practice per week.





## ORC YOUTH SPORTS PROGRAM PHILOSOPHY

The ORC strongly believes in the benefits of participation in organized sports. Participation in sports has proven to build self-esteem, promote teamwork, develop the body as well as the mind, and is an integral part of the maturation process.

- I. To have FUN!!!
  - A. Every child should have an enjoyable and positive experience.
  - B. According to the American Youth & Sports participation survey:
    - i. The number one reason children participate in sports is to "have fun."
    - ii. The number two reason why children stop playing sports is "I stopped having fun."
- II. Recreational League
  - A. The ORC youth sports program allows every child a chance to play no matter what abilities the child possess.
  - B. Standings are not kept in most sports and scores are de-emphasized.
  - C. The ORC youth sports program tries to provide as evenly skilled teams as possible.
- III. Every Child receives equal playing time.
  - A. Our goal is for children to learn to play the game, which they cannot do without participation.
  - B. Every child should receive an equal amount of attention during practices.
- IV. Open Registration
  - A. Our programs are open to anyone who wants to play.
  - B. The ORC will accommodate every child that signs up before the deadline.
  - C. Every child who enrolls before the determined deadline is guaranteed a place in the league.
- V. Community Involvement
  - A. The ORC youth sports program is dependent on volunteers.
    - i. Our leagues cannot run successfully without the time and effort of our volunteer coaches, officials, and parental support.
    - ii. Volunteer coaches will be trained and encouraged to make the extra effort to:
      1. understand children's needs
      2. give positive help rather than negative criticism
      3. be positive role models to the children
      4. teach the respective sport to the best of their ability
      5. follow the philosophy and standards as outlined by the ORC Youth Sports League
  - B. The ORC youth sports program encourage our participant's parents or guardians to become positively involved with their child's respective league.
- VI. Good Sportsmanship
  - A. Athletic contests naturally involve competition
    - i. The ORC youth sports program desires to create an atmosphere in which the game is played with constructive orientation, rather than a win at all costs attitude.
    - ii. Respect towards teammates, coaches, and referees must be instilled in all participants.
    - iii. No matter what the outcome of the game, everyone gains a positive experience if they are treated respectfully and congratulated for giving their best effort.





## YOUTH SPORTS CODE OF CONDUCT

Youth sports programs play an important role in promoting the emotional and physical development of children. It is therefore essential for parents, coaches and youth athletes to embrace the values of good sportsmanship. Moreover, adults involved should be models of good sportsmanship and should lead by example.

**I therefore pledge to be responsible for my words and actions while attending a youth sports event and shall conform my behavior to this code of conduct:**

1. I will remember that children participate to have fun and that the game is for youth.
2. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
3. I will learn the rules of the game and the policies of the league.
4. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice, or sporting event.
5. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, players, or parent such as booing and taunting, refusing to shake hands, or using profane language or gestures.
6. I will teach my child to play by the rules and to resolve conflict without resorting to hostility or violence.
7. I will demand that my child treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex, or ability.
8. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
9. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
10. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
11. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
12. I will respect the officials and their authority during games.
13. In the event of a disagreement, I will not question, discuss or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
14. I will refrain from coaching my child or other players during games and practices unless I am one of the official coaches of the team.

**I hereby agree that if I fail to conform my conduct to the Youth Sports Code of Conduct I will be subject to disciplinary action including, but not limited to the following depending on the severity of the offense:**

1. Verbal or Written warning
2. Suspension or ejection from current youth sports games
3. Suspension from future youth sports games
4. Suspension from youth sports season





## ORC YOUTH SPORTS PARENT(S) ROLE AND RESPONSIBILITIES

### Being a Model Youth League Parent

The primary objective of the ORC youth sports program is to provide a fun, positive, safe learning experience for everyone involved. To accomplish this objective, we will need the assistance and understanding of every parent. This is why we have come up with this sportsmanship checklist for all spectators.

**DURING THE SEASON:** take your child to as many practices as possible so your child has a well-rounded youth sports experience.

**BEFORE A GAME:** remind your child - and yourself – that practicing good sportsmanship is something important, something you together commit to, and something in which you and your child can take pride, regardless of the outcome of the contest. Let your child know that you too will work on your commitment to good sportsmanship and will practice in the stands.

**DURING A GAME:** work hard to not be “that dad” or “that mom” who loses their cool. While you think the spotlight is on the field, it’s actually on you in the stands in the eyes of the children. They see and hear it all. And during the game is your moment to demonstrate that you walk-the-walk and practice the very same good sportsmanship that you ask your kids to show.

Try things like ‘no verbs cheering’ where you clap, wave your sign, whirl your rally towel, and yell “Yay!” No verbs help you steer clear of coaching from the stands or criticizing your child or any others who are competing. Cheer for good plays – by both teams! When a controversial call happens, be silent – or maybe even give a ‘brush it off’ sign to the team and fellow parents in the stands. If your child seems not to be paying attention during the game or is losing focus (picking weeds in the outfield?), resist the urge to say or do anything during the game. Save it for a conversation between you and the coach afterwards on what you can do together to help your kid stay engaged in the game.

Remember that they are kids who play sports to have fun and learn. With learning come mistakes. And traits like grit and determination happen when kids get the chance to struggle, figure out solutions on their own, and overcome obstacles. Give them the space - and the quiet from the yelling – to figure it out themselves.

**AFTER A GAME:** resist the urge to ‘breakdown’ what you saw. Start with asking, not telling. “What was the most fun part of the game?” “What was your favorite play?” “What did you learn from that game?”

**AND ABOVE ALL:** before the game, during the game and after the game, remind your children that you love them and are proud of them, win or lose. And that you are especially proud of them when they practice good sportsmanship. Who knows, your kid might respond, “I’m proud of your good sportsmanship in the stands, too”

**AFTER THE SEASON:** complete the ORC participant survey so the ORC can improve its youth sports offerings.





## ORC YOUTH SPORTS PARENT(S) ROLE AND RESPONSIBILITIES (CONT)

### Ten Things Your Kids Say They Don't Want

1. Don't yell out instructions. During the game I'm trying to concentrate on what the coach says and working on what I've been practicing. It's easier for me to do my best if you save your instructions or reminders for practice or just before the game.
2. Don't put down the officials. This embarrasses me and I sometimes wonder whether the official is going to be tougher on me because my parents yell.
3. Don't yell at me in public. It will just make things worse because I'll be upset, embarrassed, or worried that you're going to yell at me the next time I do something "wrong".
4. Don't yell at the coach. When you yell about who gets to play what position, it just stirs things up and takes away from the fun
5. Don't put down my teammates. Don't make put-down remarks about any of my teammates who make mistakes. It takes away from our team spirit.
6. Don't put down the other team. When you do this you're not giving us a good example of sportsmanship so we get mixed messages about being "good sports".
7. Don't lose your cool. I love to see you excited about the game, but there's no reason to get upset that you lose your temper! It's our game and all the attention is supposed to be on us.
8. Don't lecture me about mistakes after the game. Those rides home in the car after the game are not a good time for lectures about how I messed up - I already feel bad. We can talk later, but please stay calm and don't forget to mention the things I did well during the game!
9. Don't forget how to laugh and have fun. Sometimes it's hard for me to relax and have fun during the game when I look over and see you so tense and worried.
10. Don't forget that it's just a game! Odds are that I'm not going to make a career out of playing sports. I know I may and you may get upset if we lose, but I also know that I'm usually feeling better after we get pizza. We need to be reminded sometimes that it's just a game.





## ORC VOLUNTEER COACH JOB DESCRIPTION

**Purpose of Position:** Create a positive learning environment where the children learn sportsmanship, fundamental skills, teamwork, responsibility, and fair play.

**Job Description:** The ORC youth programs emphasize skill development, fair play, teamwork, cooperation, sportsmanship, responsibility, and fun. Each participant should be provided the opportunity to play in every game, and play different positions on the field/court.

### Qualifications:

- Have a desire to work with children, enthusiasm, patience, organization, maturity, dependability, and be responsible.
- Be 18 years old and have a high school diploma.
- Be available at the times when games, practices, and meetings are held.

### Requirements:

- Have your background check completed prior to coaching your first practice.
- Attend all coaches meetings.
- Completion of the ORC Coaches Training Regular attendance at scheduled practices and games.
- Regular attendance at parent/coaches meetings upon notification.
- Communicate program information to parents and players.
- Hold a pre-season parent meeting.
- Sign up for text alerts via TextCaster.
- Complete the end of season coach's survey.

### Responsibilities:

- Teach fundamental skills to the children while emphasizing skill development, fair play, teamwork, sportsmanship, and fun.
- Be on time at all practices and games or find a replacement that is acceptable by the ORC standards.
- Provide a safe environment for practice and games by checking the condition of fields and equipment each day.
- Examine all fields prior to each game for unexpected hazards. Notify the ORC as soon as possible, the next working day, to report hazards 785-242-1939
- Teach skills in developmentally appropriate stages.
- Enforce all ORC policies and rules.
- Be responsible for the children until they are turned over to a parent or guardian before leaving the field/gym.
- Report any problems with fields, equipment, player behavior, parent behavior, or officials to the ORC.
- Abide by all officials' decisions.
- Be accessible by phone or email.





## ORC YOUTH SPORTS VOLUNTEER BACKGROUND CHECK EXCLUSION CRITERIA

In conjunction with the National Recreation & Park Association, the ORC has instituted a policy for the screening of volunteers within our system. The following outlines the guidelines we follow regarding the background screenings are conducted by Southeastern Security Consultants Inc. (SSCI) and are completely confidential. Questions regarding disqualification may be directed to SSCI at (866) 996-7412. Personal information and consent to perform a background check is collected as part of each coach's application. Each application will be reviewed by ORC management. A person will be prohibited from serving as an employee or volunteer if they have been found guilty of any crimes listed below.

### SEX OFFENSES

- All sex offenses - regardless of the amount of time since offense  
Examples: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

### FELONIES

- All felony violence - regardless of the amount of time since offense  
Examples: murder, manslaughter, aggravated assault / burglary, kidnapping, robbery, etc.
- All felony offenses (other than violence or sex) within the past 10 years  
Examples: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

### MISDEMEANORS

- All violent offenses within the past 7 years  
Examples: simple assault and battery, domestic violence, etc.
- All drug and alcohol offenses within the past 5 years or multiple offenses within 10 years  
Examples: dui, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- Any other misdemeanor within the past 5 years that...
  - is considered a potential danger to children
  - is directly related to the function of that applicantExample: contributing to the delinquency of a minor, etc.

### PENDING CASES

Anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.

\*Guilty means: 1) a person was found guilty following a trial, 2) entered a guilty plea, or 3) entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This NRPA recommendation does not apply if criminal charges result in acquittal, denial of prosecution or dismissal.





## ORC COACH'S EXPECTATION

Youth sports coaches need to have an enthusiastic involvement for the kids to enjoy as well as learn. Be involved, but not too involved! Always remember to be a role model for your players no matter what happens. Here is our expectation.

1. Adhere to and support the youth sports rules and philosophies.
2. Communicate practice, game times and team information to parents. Please note that email is a great tool, but please do not rely entirely on it.
3. Keep Athletics & Facilities Supervisor informed of all positive or negative information regarding the fields, officials, participants, or general public.
4. Organize practices.
5. Provide a supportive atmosphere for achieving team goals.
6. Keep winning in perspective, and help your players and parents to do the same.
7. Help your team/players set challenging but realistic performance goals rather than focusing on only "winning the game."
8. Grant equal playing time to all children.
9. Although kids may get hurt playing sports, we do all we can to prevent injuries. We've modified each sport to make it safer and more enjoyable to play. Coaches make sure the equipment and facilities are safe, and they teach the sport as we've prescribed so that the skills taught are appropriate for athletes' developmental levels. And coaches constantly supervise their players and stop any unsafe activities.
10. Be sure every player has been picked up from games or practices.
11. Fair play is about playing by the rules-and more. It's about coaches and players showing respect for all participants and referees.
12. Coaches remember this. Sports are naturally fun for most kids. Sometimes when adults become involved in children's sporting activities they over-organize and dominate the activities to the point that it destroys kids' enjoyment of them. If we take the fun out of sports for young athletes, we are in danger of having the young athletes take themselves out of sports.







## ORC PRACTICE PLAN

There are a number of practice plans and they all contain the following elements...

This plan should include:

- Provide objectives that should be accomplished during the practice. This can include both subjective and non-subjective goals.
- Outline the goals and requirements of the four basic activities and the amount of time you would like to devote to each. Our sample agenda includes recommended times and should vary with your team's skill development and maturity.
- Prepare a list of the equipment required. This helps ensure you only take what you need and makes sure you get what you need if you should be in a hurry.
- The Practice Plan form gives you an area to take notes as to what aspects of the practice went well, what didn't, or maybe ideas you had to make the skill development simpler for the players. You can also take notes about the players' responses during your Team Talk regarding the next practice. Keep these forms for a reminder next year.

**Team Talk:** Have a brief Team Talk with them and let them know what you want to accomplish today and what you expect of them today. Keep it simple and in words they can understand.

**Skill Development:** Begin skill development drills and exercises. Spend the first 10 minutes improving skills taught in previous practices. You will need to focus on the less-talented players at this time to help them improve at a quicker pace. Consider providing these players a 'mentor', another player that can show them good execution of the skill. This mentoring approach also keeps more players busy and 'engaged' providing more fun and participation.

After the review, begin introducing a new skill 'game' or regimen. You should strive to introduce one new skill, or a variation or refinement of a skill at every practice session. This may require a brief Team Talk with the players to provide a foundation of words or expectations. First explain the skill, and then with other assistants, if necessary, demonstrate the skill using proper technique. Then turn the players loose to try it themselves.

Once they begin the skill development exercise, try to keep further instruction and refinement to a minimum, and spend your time one-on-one with the players. Having other volunteers and coaches manage the 'team' allows you to spend some 'quality time' with each player while they are striving to learn. If you have an exceptional player or two, place them in a mentoring position with other players.

**Water Break:** If you are in warm or summer conditions, take a 3 to 5 minute water break. Have the players' gather in the Team Talk location and use this as a brief cool-down. You can have an assistant or player 'serve' the water and you can use this opportunity to reinforce the skill(s) just practiced.





**Play:** Play a modified game or small-sided game / scrimmage. This will increase the likelihood that the skills you have just introduced or have previously introduced have real-world (read game time) implications. Here are a few tips to ensure a successful (read fun and educational) scrimmage:

- Be sure to have the player's rotate positions so that each player can understand the requirements of the position, and possibly develop an appreciation of other players that play that position.
- Have a couple of players be assistant coaches and officials. This encourages these players to understand the rules and really teaches a sense of fair play.
- Play for a pre-determined amount of time, not until a scrimmage team reaches a certain score.
- Focus on only one or two rules or skills at a time. Trying to teach too many skills / rules at a time can be overwhelming for most players.

**Team Talk:** This provides time for the players to cool-down and reflect on their recent accomplishments. It also provides a time for you to repeat today's instructions and to communicate with your players.

A sample agenda on the closing Team Talk could include the following:

- Ask the players to tell the team what they learned today. Try to refrain from using "Yes" or "No" questions. Don't force a player to answer questions. He may be too tired or mentally drained to answer your question. If they give you an inattentive answer, simply acknowledge their answer with a nod, smile or "that's interesting" and move on to the next player.
- Talk to the team about a particular rule or situation that may have happened in practice or the last game. For instance, in soccer, "Johnny pushed Jason down while going to the goal. What foul would be called? What would the penalty be?"
- Ask the players what they would like to do in the next practice. This will give you a good pulse on what part of the game is the most fun, and will let you use this in between "less fun" activities.
- If your team is old enough or if you choose to use the "mentoring" practice, assign some players to be officials, assistants or mentors for the next practice. This creates enthusiasm for practice for these players, and is especially useful with less enthusiastic players.
- If you're going to give the players 'homework', now would be the time to do so. Give them very specific instructions on skills and rules they should practice and learn. For younger children you should provide this information as note cards or flash cards. Then see how many of them completed last week's homework. Test them with simple questions.
- Summarize your discussion and repeat the important teachings of the day. With younger kids a small 'reward' can help keep the players' attention. (Bubble gum, etc...)
- Make a game out of wrapping up the practice. Have the players' pack up the equipment, balls; retrieve the bases or cones, etc...

**Snack:** Snacks are not a requirement, but if present should be a healthy choice.





## ORC EMERGENCY AND WEATHER PLAN

The ORC has an established weather procedure in its Emergency Action Plan (EAP). Each facility has an EAP at designated areas for facility supervisors to refer to in the event of weather or an emergency.

- Inclement weather cancellations of evening programs (after 5:00 pm) will be made by 3:30 pm daily when possible.
  - NOTE: The ORC will not cancel programs based on a forecast. Some cancellations may be made at game time.
- Inclement weather cancellations of morning programs (8:00 am start or later) will be made 1 ½ hours prior to the start of the program.
- The ORC will send a text message via TextCaster, will update the ORC Facebook Page and ORC website, and will contact KOFO 1220 am regarding any weather cancellation.
- WEATHER WARNING: Any time the city of Ottawa is mentioned in a weather warning alert, and an outdoor program has started, it will be immediately postponed. If an alert is given and then expires prior to the start of a program, and the facilities are playable or usable, the program may begin as scheduled.
- Any game played outside of Ottawa will be governed by established procedures by the host site governing body.
- The site supervisor reserves the right to shorten games due to weather delays.

## ORC HEAT RECOMMENDATIONS

Ottawa Recreation Commission has implemented the following guidelines to deal with extreme heat at all outdoor programs. It is designed to provide participants with a standard for safe play in situations of extreme heat.

Our goal is to provide an easy to follow guide to a preventable problem: heat-related illnesses, dehydration, cramping, heat exhaustion, and heat stroke.

In general, young people are at higher risk for developing heat illness than adults. Children absorb heat faster than adults, they don't sweat as much (sweat helps the body cool), and often they don't "want" to drink fluids during exercise. These factors add up to a higher risk of heat illness than many adults. Fortunately there are a number of simple steps that can greatly reduce the risk of problems when playing in the heat.

### Signs of Dehydration and Heat Illness

Most people will first start to show signs of heat-related illness through dehydration. If left untreated, dehydration can progress to more severe problems such as muscle cramping, and heat exhaustion. Rather than providing you a medical textbook definition of heat illness, here are some signs of dehydration to look for:

- Decreased performance
- Fatigue
- Weakness





## ORC HEAT RECOMMENDATIONS (CONT)

- Irritability
- Nausea
- Headache
- Light-headedness
- Difficulty paying attention or following directions

If any of the above signs of dehydration do happen, follow these simple steps:

- Remove the person from the heat and let them rest in a cool, shaded place.
- Provide a sport drink and or water (no caffeine).
- If the person doesn't start to feel better relatively soon (15-30 minutes), seek medical help.

### Preventing Dehydration and Heat Illness

There are a number of steps that can reduce the chances of heat illness developing. Acclimatization can make a big difference in improving a person's ability to compete safely and successfully in hot weather.

During exposure to excessive heat, wear light-colored and lightweight materials.

Here are some tips on what to drink, when to drink, and how much to drink to promote good hydration:

- Sports drinks are an excellent choice for hydration. The electrolytes (like sodium chloride) will stimulate thirst, help the body hold onto fluid, reduce the chance of cramping, and possibly improve performance.
- Avoid any drinks with caffeine or high fructose corn syrup, and no carbonated sodas.
- You should have 12-16 ounces of fluid up until about 30 minutes before the game or practice (remember that most sports drinks come in 20-ounce bottles).
- Keep sipping sports drinks or water during exposure to heat
- Start re-hydrating within 20 minutes of the conclusion prolonged exposure

Research shows that the first 20 minutes are the most efficient time to start refueling. Try to take in 20 ounces; no need to guzzle this down, but once you start drinking try to finish the bottle over the next several minutes.

The above are merely guidelines and we feel it is the responsibility of the patron to make the ultimate decision to participate in ORC events when heat may be a factor; taking into consideration the age and physical condition of the participant. Parents also have the ultimate responsibility to inform their child about the dangers of heat and need for protection, including sunscreen and proper hydration.

***PLEASE SEE THE NEXT PAGE IN REGARD TO CONCUSSION AWARENESS BY THE CENTER FOR DISEASE CONTROL.***



## HEADS UP CONCUSSION ACTION PLAN



### IF YOU SUSPECT THAT AN ATHLETE HAS A CONCUSSION, YOU SHOULD TAKE THE FOLLOWING STEPS:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury. An athlete should only return to play with permission from a health care professional, who is experienced in evaluating for concussion.

▶ **"IT'S BETTER TO MISS  
ONE GAME THAN THE  
WHOLE SEASON."**



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TO LEARN MORE GO TO >> [WWW.CDC.GOV/CONCUSSION](http://WWW.CDC.GOV/CONCUSSION)

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## ORC YOUTH SPORTS LEADERSHIP STAFF CONTACT INFORMATION

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