



Youth House Leagues Coaches Manual

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Volunteer Statement

The Northbrook Park District wishes to thank the many volunteers who assist in the delivery of programs and services to the public. Without their efforts and assistance, many programs would be more costly or might not be offered. However, because the Park District retains responsibility for the administration of its programs and services, the District retains the absolute right in its discretion to hire or terminate the services of any volunteer at any time.

Coach Selection Process

Coaches for the Northbrook Park District will be selected according to the following guidelines:

1. All coaches, whether new or returning, must complete a “Coaches Application Form.” Information Sheets are available from the Village Green Office, 1810 Walters Avenue, Northbrook, IL. 60062.
2. Applications will be reviewed by the Leisure Services Supervisor and taken on a first-come, first-served basis. Coaches may be required to complete an interview with the Assistant Manager of Athletics and Aquatics.
3. Coaches who are selected will be assigned a team. Each coach may select one assistant coach. The Park District also may assign an assistant coach to a team. Assistant coaches are subject to coach selection guidelines outlined here.
4. Coaches will have their participating children on their teams, unless otherwise requested.
5. Once selected, coaches will be required to read the Northbrook Park District Coaches Policy/Guidelines Handbook, provide proof of completion of the CDC concussion program and sign a “Volunteer Coaches Agreement” before receiving permission to coach a team.

Dismissal

The Park District reserves the right to dismiss any volunteer coach for violating any policy or guideline listed in the handbook, engaging in conduct deemed detrimental to the Northbrook Park District, participants in the program, other coaches, parents or spectators, or from any action, while engaged in the youth athletic program or away from the program entirely, not appropriate for individuals working with children.

Code of Conduct

All coaches are expected to abide by reasonable standards while volunteering for the Northbrook Park District. Coaches must abide by all policies and guidelines listed in this handbook. Coaches are subject to disciplinary actions or dismissal for failing to abide by all policies and guidelines listed in the handbook.

Officials will be instructed and given the authority to ask players, coaches or spectators to leave the park in the event of any conduct violations. There will be no warnings. Failure to comply with officials' or staff members' requests may result in cancellation of games.

Conduct Guidelines:

- 1) Verbal or physical intimidation of any individual is prohibited. This includes, but is not limited to, all players, spectators, Northbrook Park District staff members and other coaches.
- 2) **Foul language is strictly prohibited.**
- 3) **ZERO TOLERANCE POLICY**

Officials will be instructed and given the authority to ask players, coaches, or spectators to leave the park in the event of any conduct violations. There will be no warnings. Failure to comply with officials or staff members requests may result in cancellation of games.

Americans with Disabilities Act (ADA)

All coaches are subject to the Americans with Disabilities Act (ADA), as well as all applicable laws regarding non-discrimination. If a participant in the program has a disability, coaches agree to make reasonable accommodations to facilitate that participant. The coach agrees to work in conjunction with the Northbrook Park District to meet these guidelines.

Criminal Background Check

The Illinois Uniform Conviction Information Act (UCIA) permits employers to obtain state conviction information for all felonies (murder, sex crimes and burglary) and Class A and B misdemeanors (theft, battery and assault) of prospective employees. The Park District will conduct criminal background checks for all new employees and volunteers.

(taken from the Northbrook Park District Non-IMRF Employee Personnel Policy Manual, Section 3.02)

Drug-Free Workplace

The Park District, in compliance with its obligations under the Illinois Drug-Free Workplace Act, hereby notifies all employees that the District has a policy of maintaining a drug-free workplace and that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on Park District premises or as part of any Park District activity.

All employees must abide by the terms of this policy as a condition of employment with the District. Any employee found to be in violation of this policy shall be subject to disciplinary policies and procedures. The penalties for violation could include oral or written warning, suspension or other disciplinary action up to and including termination from employment and referral for criminal prosecution.

Any employee of the District convicted of a violation of any criminal statute involving the manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace must notify the District no later than five (5) calendar days after such conviction, which is defined to include a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of criminal drug statutes.

(taken from the Northbrook Park District Non-IMRF Employee Personnel Policy Manual, Section 4.05)

Hazardous Conditions Reporting

If you show up at a field or your practice area and find hazardous conditions, you will need to fill out the Hazardous Conditions Form and call the Leisure Services Supervisor immediately. Also, the report will have to be turned into the Village Green Center, 1810 Walters Ave, within 24 hours. (See Appendix A for report.)

Volunteer Accident Reporting

Through membership in PDRMA, limited coverage is provided for volunteers who are injured while in the course of their volunteer duties. There is a limit of \$5,000 for medical bills. **The coverage is excess over all other insurance the volunteer may have.** It is intended as a supplement to any other health care plan.

Your medical bills must be submitted first to your medical provider and then, along with a copy of the Explanation of Benefits, a claim can be submitted to PDRMA for the portion of the treatment cost not covered by your medical provider.

There are certain limitations. The treatment must have been within one year of the accident. No coverage is provided for eyeglasses or prescriptions. The maximum dental coverage is \$100 per tooth to a maximum of \$300. For additional information, call Kris Sharp at 847-291-2960.

(taken from the Northbrook Park District Safety Manual, Section 5.08)

Accident Reporting Procedure

Purpose

Prompt and thorough reporting of accidents and resulting claims is vital in controlling claim costs, preventing similar accidents and revising procedures.

Accident investigations and resulting reports should be completed in the event of the following:

1. Personal injury to an employee or volunteer
2. Personal injury to a program participant
3. Property damage, which results in personal injury

Accident Investigation

Even minor employee and participant accidents should be reported (Exhibit B).

Every accident should be investigated immediately. The longer we wait, the harder it is to gather facts. As time passes, evidence can be lost, and important details may be forgotten. The only time an accident investigation should be delayed is when medical treatment is being given or a person is emotionally upset.

Conducting accident investigations for employee and participant injuries are essentially the same, but employees should avoid certain subjects when investigating patron injuries:

1. **DO NOT** discuss insurance coverage or potential agency liability.
2. **DO NOT** discuss **ANY** negligence on the part of the agency, involving personnel or equipment.
3. **DO NOT** discuss corrective action that should or might be taken to prevent reoccurrence.
4. **DO NOT** release a copy of the Accident Report Form to anyone but the Supervisor, Risk Manager or the Executive Director.

Conducting The Interview

1. Interview the employee or patron who is most directly involved, and then move on to other witnesses. The most important thing to remember during the investigation is that you are not trying to blame any individual for the accident.
2. Conduct the interview at the scene of the accident whenever possible. Try to make the interview as private as you can to put the individual at ease, prevent ideas from being influenced by others, and avoid possible embarrassment over any work mistakes or poor judgment.
3. Ask for the employee or participant's version of the accident. Let the individual know that you only want a step-by-step account of what happened, and then let them tell it.

4. Ask any necessary questions. Limit your questions to only those needed to find the ultimate cause of the accident:
 - a. Where did it happen?
 - b. How did it happen?
 - c. What were the causes?
 - d. Why did the causes exist?
 - e. What actions did witnesses or employees take?
 - f. How many witnesses were there?
5. Repeat the story, as you understand it. This allows the person to be sure that you understood. It will also give the person a chance to correct any details before ending the interview.
6. Use the same techniques when interviewing other witnesses. Again, the sooner the interviews take place, the fresher the details will be.
7. Be sure that all applicable information requested on the form is completed.
8. Never re-enact an accident unless there is no risk of injury.

Writing an Accident Report Form

1. Patron Injuries

When an injury occurs to a user of a facility or program participant, the person in charge should fill out the Park District Accident Report Form.

ALL original report forms must be forwarded to the Leisure Services Supervisor within 24 hours of the occurrence. Reports should be dropped off at the Village Green, 1810 Walters Ave.

Be sure that all sections of the report form(s) are complete with names, dates, phone numbers, etc. and have a complete description of what happened and what actions were taken. Remember to complete Form 45 for Workers' Compensation accidents for all employees.

Incident Reporting Procedure

Purpose:

Prompt investigation and reporting of incidents, other than personal injury, will help recover lost property in a timely manner, prevent similar losses and aid in keeping track of property losses and loss of or damage to another's property.

Incident investigations and resulting reports should be completed in the event of the following:

1. Property destruction/damage with no personal injury
2. Vehicle/Equipment damage or loss
3. Incidents involving damage to another's property
4. Theft of property belonging to the Park District or another if property was taken from a Park District facility
5. Observation of any wrongful act on Park District property

Incident Reporting

The investigation of an incident is to be handled in the same manner as an accident. Find out exactly what happened and who was involved; obtain personal statements and personal information; then complete forms, etc. However, some situations will be handled differently.

Incidents can involve the loss of property or a wrongful act observed on Park District property. An incident is anything that happens on Park District property that does not result in personal injury, or any activity that could have further implications.

1. It is important that all incidents of damage/loss of property are reported.
2. Incidents which involve police calls, the arrest of anyone on Park District property, theft or vandalism, also need to be documented and investigated.

Reporting Incidents

1. Investigate the situation as you would a personal injury.
2. Complete a Park District Incident Report, and attach all supporting documentation, such as Police reports, Fire Department reports, photographs, memos, etc. and route to Leisure Services Supervisor.
3. Route information to the Leisure Services Supervisor within 24 hours, or the first business day if it is a weekend or holiday.

Safety and First Aid

Emergency Situations

Non-Breathing	= Open airway, begin rescue breathing
Choking	= Use Heimlich – choking maneuvers.

Circulation	= Stop severe bleeding with direct pressure.
Possible Fractures	= Allow NO movement.
Neck Injuries	= No movement – possible quadriplegia.
Back Injuries	= No movement – possible quadriplegia
Electrical	= Were they shocked? Look around for possible danger to yourself and others. Cut power.
Burns	= Very small area, very shallow urn, cool with water for 20 minutes. If large area or deep involvement, do not touch it!
Eye Injury	= Cover both eyes to eliminate sympathetic movement.
Seizure	= Protect the head. Do not stick anything in the victim's mouth.
Embedded Object	= Do not remove.

Safety

Safety is a prime concern of the Northbrook Park District. Employees should be safety-conscious at all times while performing their jobs. The need for safety is unquestionable, especially when working with children.

First Aid and the Law

Legally, a victim must give consent to an offer for help before a person trained in first aid begins to help him/her. The law assumes that an unconscious person would give consent. If a victim is conscious, ask permission before helping.

You also should make a reasonable attempt to get consent from the parent or guardian of a victim who is a minor or who is mentally or emotionally disabled. If a parent or guardian is not available, you may give first aid without consent. Consent is also implied for a person who is so badly injured or ill that he/she cannot respond.

The Illinois Good Samaritan Law gives legal protection to rescuers who act in good faith and are not guilty of gross negligence or willful misconduct.

First Aid Kit

A First Aid Kit and Exposure Control Kit shall be provided. All kits shall contain the minimum of adhesive bandages of various size and shape, at least two ice packs, alcohol or medicated wipes, and latex gloves.

Under no circumstances is there to be medication of any kind in a first aid kit. The Park District does not administer aspirin, non-aspirin, analgesic pain medications, antacids or any other medications to others, especially patrons except as allowed with written request by a parent or guardian of a child participating in our programs.

Injuries and First Aid

Accidents are bound to happen; the severity depends on how well we prepare to prevent accidents and treat an accident once it has occurred. Be prevention-minded. Before engaging in an activity, think about past activities and identify possible hazardous procedures.

Ask yourself, "Is this activity, equipment and area totally safe?" If the answer is "No," eliminate the causes and rectify the hazards. If this is not possible, avoid the activity entirely.

1. Minor Injuries:

- a. Use Band-Aids, cold packs and antiseptic towelettes only. Do not apply any substance to the skin or wound other than the towelettes or water. **Do not give medication or aspirin.**
- b. Remind the person who has sustained a minor injury to inform their parents when they get home.
- c. Call the parents and calmly inform them of the injury. Be tactful; don't alarm them unnecessarily.
- d. In all cases of injury, fill out an Accident Report; include all first aid performed, including applying a Band-Aid. No accident is insignificant.

2. Major Injuries:

- a. Remain in-charge and stay with the victim. Calmly survey the situation, and decide what steps need to be taken. Do not move an injured person unless it is necessary to prevent further injury. Re-assure the victim by letting them know you are in control and that help is on the way.
- b. Send two people to phone for help. Make sure they know how to describe your location, the situation and the injury. (See Item g. on next page.)
- c. When it is a life-threatening situation and you are certified in Artificial Respiration and Cardio-Pulmonary Resuscitation, perform the following treatment:

"A" = Airway: Position person to maintain on open airway. Do Heimlich and Choking maneuvers if there is a blockage.

"B" = Breathing: Restore breathing with rescue breathing.

"C" = Circulation: Restore circulation with CPR. Stop bleeding with DIRECT PRESSURE AND ELEVATION ONLY!

Do not attempt any unnecessary treatments or try to diagnose an injury. Do not discuss the injury with bystanders. Have spectators removed from the area, if possible.

- d. Always treat for shock, no matter what the injury. Keeps the victim lying down to improve circulation, and keep them covered just enough to prevent loss of body heat.
- e. Keep the victim in a position that is best for the injury.
 1. Do not move the victim or roll them over if neck or spine injuries are suspected.

2. If there are severe injuries of the face or jaw, or if the person is unconscious, place the victim on their side to allow for drainage and avoid blockage of airway.
 3. If it is a head injury, do not let the head be lower than the rest of the body.
 4. Most people recover from shock faster if the feet are raised. If rising feet causes difficulty in breathing or pain, change position to lying flat.
- f. Observe the victim while you are waiting for help to arrive. Watch for:
1. Signs of shock (pale, moist skin, weakness, faint, rapid pulse, quick breaths, etc.)
 2. Cessation of breathing
 3. Recurrence of bleeding
 4. Cessation of heartbeat
 5. Blockage of air passageway by blood, vomit, tongue, etc.
- g. The staff that goes to the phone for help should stay where they can direct the rescue vehicle to the injured person. Be sure to describe the accident in detail, the number of patrons injured, give location and **stay on the line until instructed by the Fire Department.**

To Telephone the Paramedics at the Fire Department or for emergency police response, dial 911. Other important phone number is: Police at 847-272-2131. Please note:

1. Find out to which hospital the victim is being transported.
 2. As soon as possible, notify the injured participant's parents or family.
 3. If a child is transported to the hospital, the Coach/Parent should go with the child. Inform the Athletics and Aquatics Manager immediately.
- h. The other participants should be reassured that the victim is receiving proper care. Then, you can encourage them to continue their activity.
- i. Notify your Supervisor as soon as possible. Make no statements to anyone else.
- j. Complete an Accident Report, and submit it to your Supervisor as soon as possible (no longer than 24 hours after the accident.)
- k. As soon as possible, write down everything that you remember about the accident: what happened, what the victim was doing, any details that you can think of, etc. and turn it in with the Accident Report.

Bloodborne Pathogens/Exposure Control Plan

Purpose:

It is the intent of OSHA (Occupational Safety and Health Administration) to eliminate or minimize occupational exposure to bloodborne pathogens, such as the HBV and HIV viruses, as well as many other pathogens.

The final rule that is being used as the guideline for the following policy and procedures is to ensure that no employee will suffer material health or functional impairment due to exposure to hazardous agents while in the course of their employment at the Park District.

“Occupational Exposure” is any reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or any other potentially infectious materials that may result from the performance of an employee’s duties.

“Exposure Incident” means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee’s duties.

“Parenteral” means piercing mucous membranes or other skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

“Potentially Infectious” materials means (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Employee Exposure Determination

There are certain positions within the Park District that may be presented with potential situations in which an employee may become exposed to bloodborne pathogens. As required by OSHA, the following list is a determination of positions, which may, during the performance of duties, come into contact with bloodborne pathogens, however, not necessarily as a requirement of employment.

- | | |
|------------------------|-------------------------|
| 1. Aquatic Staff | 5. Custodians |
| 2. Program Instructors | 6. Coaches and Referees |
| 3. Day Care Workers | 7. Facility Supervisors |
| 4. Camp Staff | |

Employees in these positions may, at times, be required to treat minor injuries, such as cuts and abrasions, or clean up vomitus, urine or feces. However, at some point, any employee of the Park District may be put in the situation of rendering first aid on a “Good Samaritan” basis or come into contact with body fluids.

As a requirement of the OSHA rule, the Park District is to provide training to these employees in the areas of "Universal Compliance," "Engineering Controls," "Work Practice Controls," "Personal Protective Equipment" and "Education in Bloodborne Pathogens."

Also included in the OSHA rule, written documentation of exposure incidents and post-exposure treatment is to be provided at no cost to the employee. Post-exposure treatment may consist of administration of the HBV vaccination and blood testing.

Rendering of First Aid Involving Bodily Fluids

1. Any employee who is going to render first aid to an injured person must first assess the situation and determine the extent of the injury. Upon examination of the injured person, if bleeding is present, the employee shall obtain a First Aid Kit. In these kits are the following infection control devices:
 - a. Vinyl gloves
 - b. Adhesive bandages
 - c. Disinfectant hand wipes
2. Before rendering first aid to a person who is bleeding or has broken skin, the employee shall put on a pair of latex gloves, making certain that the gloves are not defective and do not have holes in them. Treatment then may be given to the injured person by stopping the bleeding with a gauze pad or applying a bandage. If blood is on the floor or any other surface, including other skin areas, it shall be wiped up with a gauze pad or other cloth and then cleaned with either adsorbent disinfectant material or an antiseptic hand cleaner.
3. After treatment of an open wound, all blood-soaked materials, including gauze, absorbent material, cloths, etc., shall be placed into a zip-lock bag and disposed of in the trash or hazardous waste basket/bag, if available. The latex gloves shall be taken off inside out, pulling from above the wrist and down, placing them into the zip-lock bag.
4. If an employee must clean up vomitus, urine, feces or blood from any surface, then an absorbent disinfectant material shall be poured on the fluid and scooped up. Always wear the vinyl gloves provided. The fluid then shall be placed in a plastic bag and sealed tightly. A garbage bag may be used if there is a large amount of fluid.
5. Immediately following the rendering of first-aid, the employee shall wash their hands with proper disinfectant solutions, even if they wore latex gloves.
6. Following the treatment of any open wound, an Accident Report Form must be completed promptly. The method of first aid treatment shall be listed, as well as the methods of infection control that were used.

7. When picking up sharp items such as broken glass, metal or hypodermic needles, gloves must be worn and the employee should take care not to puncture their skin with these items. The sharp items shall then be disposed of in a can, plastic container or other non-penetrable container. If one is not available at the scene, then one shall be found before handling the sharp items.

Exposure Incidents

An employee who has been or thinks that he or she may have been exposed to another person's body fluid shall complete an Exposure Incident Form immediately and notify his/her supervisor. The Park District will then pay for a post-exposure examination, blood tests and the HBV vaccination. Therefore, it is imperative that any employee who is exposed to another person's body fluids reports such an incident right away.

Clean-Up Procedure

The following routine procedure should be followed when handling blood (e.g., cleansing of and applying first aid to open wounds, stopping a nosebleed), excrement (cleaning up bathroom accident), or other body fluids:

1. Non-sterile gloves, which are puncture-resistant and impervious to blood, should be worn. Such gloves should be immediately available for use in areas where need is most predictable. Even if gloves are used, hands should be washed immediately and thoroughly after the gloves are removed.
2. Disposable towels or tissues should be used whenever possible. After use, they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.
3. Exposure of open skin lesions, weeping dermatitis or mucous membranes to blood or body fluids should be avoided. When wiping up, emptying regular trash or washroom waste or sanitary napkin containers, employees should wear non-sterile, puncture-resistant gloves. Employees should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care.
4. All precautions in the Exposure Control Plan shall be followed.

Concussion Training

All head and assistant coaches must complete concussion training prior to the start of the season. The required concussion training program, Heads Up: Concussion in Youth Sports, is provided by the Center for Disease Control. The training is available at the following website:

http://www.cdc.gov/concussion/headsup/online_training.html. Each coach must submit a copy of their certificate of completion every two years.

Discriminatory Harassment

POLICY: DISCRIMINATORY HARASSMENT PROHIBITED

Northbrook Park District is committed to creating and sustaining a work environment in which each employee has the opportunity to grow, develop and contribute fully to our success. Accordingly, the Park District will not tolerate harassment or intimidation of any employee based on sex, race, religion, age, national origin, disability, veteran status or any other status protected by federal, state or local law. Our "zero tolerance" policy extends to discriminatory harassment or intimidation by another Park District employee or by a patron, vendor, contractor, customer or other business partner, regardless of the identity, position or gender of the harasser or victim. This policy applies to conduct on all Park District property as well as areas off Park District property where an employee typically performs or is performing job-related duties.

Supervisors, managers and other decision makers are prohibited from making any tangible employment decisions (hiring, firing, promotion, wage adjustments, etc.) based upon an employee's response to sexual advances, sexual harassment or any other discriminatory harassment.

The Park District does not tolerate retaliation or reprisals against any employee who reasonably and in good faith opposes discriminatory harassment in the workplace or uses the Park District's harassment complaint procedures in good faith.

Any employee found to have engaged in conduct inconsistent with this policy will be subject to discipline, up to and including discharge from employment.

Discriminatory Harassment Defined

Discriminatory harassment is conduct that creates a hostile working environment as a result of severe and pervasive harassment based upon an individual's sex, race, religion, age, national origin, disability, veteran status or any other status protected by federal, state or local law. A hostile working environment is one which a reasonable person would find so offensive as to alter the terms and conditions of that individual's employment. The Park District prohibits all forms of harassing conduct which cause, constitute or could lead to a discriminatory hostile working environment.

1. Sexual Harassment

Sexual harassment includes unwelcome sexual advances, request for sexual favors, verbal or physical conduct of a sexual nature and other harassing conduct based upon the victim's sex when submission to the conduct is made either implicitly or explicitly a term or condition of employment or the conduct is sufficiently severe and pervasive to alter the terms and conditions of a reasonable person's employment.

Whether specific conduct will constitute discriminatory sexual harassment as defined by law depends upon the particular circumstances of the situation; however, for the purposes of this policy, the following are some examples of conduct which may constitute prohibited sexual harassment:

- (a) Verbal Sexual Harassment: Offensive or vulgar comments regarding a person's gender or directed at an individual because of that person's gender; sexually vulgar

language; offensive jokes of a sexual nature; remarks about a person's gender-related physical anatomy or characteristics; sexual propositions or intimidation; threats of physical harm for a sexual purpose.

(b) Physical Sexual Harassment: Unwelcome touching of another person; touching another person in a sexually suggestive way, slapping, pinching or grabbing another person's breasts, genital areas or buttocks; sexual assault; intimidating conduct, such as blocking a person's movements, directed at an individual because of that person's gender.

(c) Visual Sexual Harassment: Distributing or displaying nude pictures or other written or graphic sexual materials in the workplace; distribution or displaying nudity or sexually-oriented graphics on computer terminals, including offensive or inappropriate e-mail messages, screen savers or downloads from the Internet; offensive or sexually vulgar gestures, such as grabbing one's genitals, etc.

Sexual harassment does not refer to compliments of a socially acceptable nature or to acts that usually are considered non-offensive or acceptable by most people. However, actions that seem harmless or amusing to some employees may be offensive to others. Actions that may be overlooked away from work may cause sexual harassment complaints if they occur on the job.

2. Other Forms of Discriminatory Harassment

Discriminatory harassment towards employees, based upon race, religion, age, national origin, disability, veteran status or other protected traits is unacceptable conduct and will not be tolerated. Whether specific conduct will constitute discriminatory harassment as defined by law depends upon the particular circumstances of the situation; however, for purposes of this policy, the following are some examples of conduct which may constitute discriminatory harassment: using racial, religious or ethnic slurs; using other language including telling jokes, that would reasonably offend members of a given racial, religious, age, nationality, disability or other protected group; distributing or displaying any materials that would reasonably offend members of a given racial, religious, age, nationality, disability or other protected group; displaying symbols, pictures, cartoons, posters or graphic materials that would reasonably offend members of a given racial, religious, age, nationality, disability or other protected group; offensive verbal or physical harassment directed at an individual due to that individual's membership in any racial, religious, age, nationality, disability or other protected group.

Harassment Reporting Procedures

The Park District is committed to eliminating discriminatory harassment from the workplace and will take all reasonable measures to do so. Nevertheless, if management is not aware that harassment is taking place, the situation cannot be addressed. Accordingly, all employees, managers and supervisors must:

1. Immediately report all discriminatory harassment you have experienced or observed to any one of the following individuals:
 - (a) your immediate supervisor or the manager of your department;
 - (b) Human Resources Manager ,
 - (c) Executive Director OR
 - (d) any other manager or supervisor with whom you feel comfortable discussing the situation.

2. Cooperate with the individual who investigates your report of discriminatory harassment by providing detailed information regarding the situation, including, but not limited to, the identity of the harasser, the identity of the victim(s), the date(s) of the incidents, the conduct being complained of and any witnesses to the conduct.

If you do not cooperate with the Park District in investigating any potential discriminatory harassment, the Park District will be unable to conduct a proper investigation or take prompt remedial action. Accordingly, any employee (including managers and supervisors) who fails to cooperate with the Park District in its investigation will be subject to discipline, up to and including discharge.

Any manager or supervisor who receives an employee complaint of discriminatory harassment, or otherwise becomes aware of discriminatory harassment in the workplace, must immediately report the discriminatory harassment to the Executive Director.

Information concerning harassment complaints will be treated with the appropriate confidentiality. Of course, management personnel needed to participate in the investigation, the alleged harasser and any witnesses may be contacted during the investigation and thereby learn of the complaint. Discussion of the complaint or the results of the investigation will be limited to those necessary to conduct the investigation, to take any appropriate remedial measures, and to administer and manage the Park District's Policy Against Discriminatory Harassment.

If you have been offended by harassing or offensive conduct which you feel is inappropriate but is not sufficiently severe and pervasive to constitute a discriminatory hostile work environment, and you are comfortable doing so, you should politely but firmly confront the individual engaging in the conduct, indicate that the conduct is not welcome and ask the individual to stop. If you are not comfortable doing so, or if the conduct persists, you should notify your supervisor or a member of management.

Harassment Investigation Procedures

When a harassment complaint is made, the Executive Director or his designee together with legal counsel will conduct a prompt investigation as may be appropriate under the circumstances. If the harassment has occurred within the chain of command of the individual responsible for conducting the investigation, arrangements will be made to designate an appropriate individual to conduct a neutral investigation. Without the presence of the complaining employee, the investigator will inform the alleged harasser that a complaint has been made, explain the nature of the complaint and obtain the alleged harasser's version of the incident(s). The investigator may obtain additional evidence or facts from any witnesses, other possible victims or coworkers.

The Park District will warn any individual accused of harassing conduct that retaliation or reprisal taken against an individual who has complained of harassment is not permitted. Any person who retaliates or takes reprisals against a person who has made a good faith report will be subject to discipline, up to and including discharge from employment.

Once relevant information has been obtained, the Executive Director or his designee with the assistance of legal counsel will determine whether discriminatory harassment has occurred and promptly communicate that decision to the complaining employee, the alleged harasser and any appropriate manager or

supervisory employee who needs the information to implement prompt remedial measures. Either the complaining employee or the alleged harasser may appeal this decision in a written note or letter promptly delivered to the Executive Director.

Remedial Measures

In all cases where discriminatory harassment has occurred, appropriate remedial measures will be taken to bring the harassment to an end. In all such cases, the remedial measures will be designed to ensure that the victim of the harassment is not subjected to further harassing conduct by the harasser. Such remedial measures are not progressive, will depend upon the factual circumstances of each case and may include a verbal warning, additional training or supervision, a written warning, suspension, and/or other disciplinary measures up to and including discharge from employment. In some cases, remedial measures may be taken pending investigation to ensure that no harassing conduct occurs during the investigation. If the harassment persists after remedial measures are taken, the individual experiencing the harassment must report the matter immediately so that additional appropriate remedial measures may be taken.

If it is determined that a complaint of discriminatory harassment has not been made in good faith or has been made for an improper purpose, disciplinary action may be taken against the complainant, up to and including discharge from employment.

Recordkeeping

All records of investigations under these procedures must be retained for the duration of employment of the individuals involved plus 18 months. Only such records will be retained in an employee's file as are deemed appropriate for inclusion based upon the disciplinary measures taken affecting the employee.

Responsibility

It is the responsibility of the Human Resources Manager to communicate and disseminate these procedures to all covered employees. In addition to dissemination of these policies and procedures, appropriate training and education concerning discriminatory harassment will be provided. All managers are responsible for ensuring that the procedures are followed and that all complaints of discriminatory harassment are reported in accordance with the procedures.

(taken from the Northbrook Park District Non-IMRF Employee Personnel Policy Manual, Section 3.05)

Mandated Reporting

Mandated reporters are professionals who may work with children in the course of their professional duties. As a coach, you are considered child care personnel.

It should be noted that the protection of children is the responsibility of the entire community and that the law provides that anyone may make a report to the Hotline.

Mandated reporters are required to report suspected child maltreatment immediately when they have “reasonable cause to believe that a child known to them in their professional or official capacity may be an abused or neglected child.” (ANCRA Sec.4) This is done by calling the DCFS Hotline at 1-800-252-2873 or 1-800-25ABUSE.

As professionals who work with children, mandated reporters are assumed to be in the best position to recognize and report child abuse and neglect as soon as possible. Mandated reporters are the state’s “early warning system” to identify probable abuse early enough to avoid serious and long-term damage to a child. The State’s primary goal is to protect the child and, whenever possible, to stabilize and preserve the family so that it may remain intact.

The Abused and Neglected Child Report Act places several requirements on you as a mandated reporter.

- You are required to report suspected child abuse or neglect immediately.
- Privileged communication between professional and client is not grounds for failure to report. Willful failure to report suspected incidents of child abuse or neglect is a misdemeanor (first violation) or a Class 4 felony (second or subsequent violation). Further, professionals may be subject to penalties by their regulatory boards.
- You may have to testify regarding any incident you report if the case becomes the subject of legal or judicial action.
- State law protects the identity of all mandated reporters, and you are given immunity from legal liability as a result of reports you make in good faith.

Reports must be confirmed in writing to the local investigation unit within 48 hours of the Hotline call. Forms may be obtained from the local DCFS office, or you may Duplicate and use the forms in Appendix D of this manual.

Checklist for Mandated Reporters

- I. Alleged Victim(s)
Name(s) of victim(s):
Birthdate(s) of victim(s) or approximate age:
Address (or approximate address):
2. Alleged Perpetrator(s)
Name(s)
Birthdate(s) or Age(s) or some approximation so role of DCFS can be determined
Relationship to Victim(s)
Address
3. Harms to Victim(s)
Physical Abuse
Sexual Abuse

Risk of Harm
Neglect
Death

4. Description of Incidents(s)

Be prepared to give a brief description of the incident(s) of abuse. This description should include:

- a. As much detail as you have about the actual incident
- b. Indication of intention (especially in physical abuse)
- c. Description of the time and place of the incident
- d. Information, if any, about possible witnesses to the abuse
- e. Evidence of abuse (physical evidence, behavioral indicators, disclosure by the victim, etc.)

Severe Weather Protocol

Strike Guard, a lightning **detection** system will sound when actual lightning strikes have been detected within a 5-mile radius of the transmitters which are located at Sportsman's Country Club and Village Green Center. Strike Guard monitors cloud and cloud-to-ground lightning within a 5 mile radius and the technology prevents false alarms. It is imperative that warnings are adhered to immediately since the system has actually detected lightning in the area. The alert of one long (15-second) siren will sound and a strobe will flash on the unit when lightning has been detected. Seek shelter immediately.

The siren will sound a waivering noise for 15-seconds and the strobe will go off after the Strike Guard system determines conditions are safe. Activities may resume only after the all clear siren and strobe turns off.

Strike Guard-West

Horn and strobe light locations

Sportsman's Country Club: horn/strobe light located on the clubhouse, on the pumphouse near 17th hole, #5 green/#11 tee on the 18-hole course, and the #4 tee on the east-9 course

West Park: horn/strobe light located on the Sports Center roof (NE corner)

Wood Oaks: horn/strobe light located on the south end of the tennis building in the middle of the park

Strike Guard-East

Horn and strobe light locations

Village Green Park: horn/strobe light located on top of the Village Green Center, strobe light on the scoreboard at the ball field, and a strobe light on a light post next to the playground

Techny Prairie Park and Fields: horn/strobe light located on the electrical cabinet next to Techny Prairie Center, horn/strobe light located on the warming shelter building by the sled hill, strobe light on the batting cage control building, and a strobe light on a pole on the golf course behind Tee Box #2

Meadowhill Park: horn/strobe light located on top of the Chalet next to the Velodrome, strobe light at Meadowhill Aquatic Center, and strobe light at ballfield #2 in Meadowhill Park.

Be vigilant in monitoring threatening weather and always err on the side of caution. Seek shelter immediately if:

- You hear one long siren.
- You hear thunder (regardless of siren).
- You see lightning (regardless of siren).

Avoid open areas, water, tall trees, metal fences, overhead wires, power lines, elevated ground, golf carts, mowers, cellular phones and radios.

30/30 Lightning Safety Rule:

Go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after hearing the last clap of thunder.

The Northbrook Park District strives to provide a safe environment for participation in all activities.

What to Do During a Thunderstorm

If you are:	Then:
In a forest	Seek shelter in a low area under a thick growth of small trees.
In an open area	Go to a low place such as a ravine or valley. Be alert for flash floods.
On open water	Get to land and find shelter immediately.
Anywhere you feel your hair stand on end (which indicates that lightning is about to strike)	Squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make yourself the smallest target possible and minimize your contact with the ground. DO NOT lie flat on the ground.
Park District Facilities	
Anetsberger Golf Course	Seek shelter in the Techny Prairie Center golf area or restrooms
Brees Park	Return to your vehicle
Cedar Lane Tot Lot	Return to your vehicle
Climbing Tower/Teams Course/OEC-outdoor activity	Seek shelter in the OEC building
Coast Guard Park	Return to your vehicle
Countryside Park	Return to your vehicle
Crestwood Park	Return to your vehicle
Greenfield Park	Return to your vehicle
Greenview Park	Return to your vehicle

Indian Ridge Park	Seek shelter in the Leisure Center or return to your vehicle
Meadowhill Aquatic Center	Seek shelter in the restrooms/locker rooms. DO NOT remain on pool deck.
Meadowhill Park	Seek shelter in the Chalet, MAC locker rooms or the OEC, depending on which is closest. If not open, return to your vehicle.
Meadow Lane Tot Lot	Return to your vehicle
Oaklane Park	Return to your vehicle
Salceda Park	Return to your vehicle
Sports Center Pool	Seek shelter in the restrooms/locker rooms. DO NOT remain on pool deck.
Sportsman's Country Club	Seek shelter in the Clubhouse.
Stonegate Park	Return to your vehicle
Techny Prairie Park and Fields	Seek shelter in the Techny Prairie Center golf area or restrooms or the Shelter Restroom facilities at the bottom of the sled hill
Tower Rink	Return to your vehicle
Trail Through Time	Return to your vehicle
Village Green	Seek shelter in Village Green Center or Pavilion restrooms. DO NOT seek shelter in the gazebo.
Velodrome	Seek shelter in the Chalet. If not open, return to your vehicle.
Wescott Park	Return to your vehicle
West Park	Seek shelter in the Sport Center. If not open, return to your vehicle.
Williamsburg Square Park	Return to your vehicle
Wood Oaks Green	Seek shelter in the tennis building. If not open, return to your vehicle.
School Facilities	
Field School	Seek shelter inside the school building. If not open, return to your vehicle.
Glenbrook North High School	Seek shelter inside the school building. If not open, return to your vehicle.
Greenbriar School	Seek shelter inside the school building. If not open, return to your vehicle.
Hickory Point School	Seek shelter inside the school building. If not open, return to your vehicle.

Maple Junior High School	Seek shelter inside the school building. If not open, return to your vehicle.
Meadowbrook School	Seek shelter inside the school building. If not open, return to your vehicle.
Northbrook Junior High School	Seek shelter inside the school building. If not open, return to your vehicle.
Shabonee Junior High School	Seek shelter inside the school building. If not open, return to your vehicle.
Wescott School	Seek shelter inside the school building. If not open, return to your vehicle.
Winkelman School	Seek shelter inside the school building. If not open, return to your vehicle.
Willowbrook School	Seek shelter inside the school building. If not open, return to your vehicle.
Wood Oaks Junior High School	Seek shelter inside the school building. If not open, return to your vehicle.

Statement of Admission and Command Control

In a crisis situation, all information should be released from members of the Incident Command through the Incident Commander, which is the Leisure Services Supervisor. Employees who are knowledgeable of the event or who are witnesses to the event may be approached by reporters. **Employees and elected officials should direct reporters and others to the Incident Commander.**

Listed below are some guidelines employees should follow when talking with the reporters.

1. If you are questioned by a reporter, you are not required to give an interview. If you are uncomfortable, you can say, "I'm not the best person to answer that question. You may want to discuss that with the Executive Director (IC)."
2. It is acceptable not to know the answer to a question. Just openly admit, "I don't know." Direct the reporter to the Incident Commander.
3. It is okay to express sympathy for any persons injured during a crisis.
4. Do not say, "No comment." Reporters may interpret the "no comment" phrase to imply guilt and reluctance to talk with the media. You can say, "At this time, it would be premature and speculative to discuss the matter, pending further investigation."

5. Do not make a statement of admission or admit liability or discuss liability with the public or media.
6. Do not say anything you do not want to see in print. A negatively phrased “joke” loses its humor in print and can be very embarrassing when read later.
7. Never make an off-the-record statement. The confidentiality of off-the-record statements cannot be guaranteed.

Behavior Management and Discipline

In an effort to provide a safe and enjoyable recreation experience for all participants, the Northbrook Park District has adopted this procedure regarding discipline. Participants are defined as all individuals involved in a program or event including players, coaches, assistants, volunteers, spectators and sponsors. The goal is to have a fair, positive and consistent procedure to follow when inappropriate behavior issues arise. This philosophy and procedure will be reviewed on an annual basis or on an as-needed basis.

Behavior Philosophy

All participants are expected to exhibit appropriate behavior at all times. Additional rules may be developed for specific programs and facilities as deemed necessary by staff.

The code of participant conduct required in all programs and facilities is to:

1. Show respect to all staff, volunteers and other participants;
2. Show respect for equipment, supplies and facilities; and
3. Participate cooperatively and positively, following the rules and guidelines established for the program.

Discipline Philosophy

A positive, progressive approach to discipline will be used. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Northbrook Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety, the safety of others, or exhibits behaviors that have a negative impact on the program or facility.

Procedures for Re-Entry

Upon registration or entry into the program, the parent/guardian will be requested to provide information regarding special accommodations needed for the participant. If any of these special accommodations are behavior-related, the parent/guardian will be contacted for information about any behavior modification programs in place at school or at home. Attempts should be made to utilize these in the program. Also, the inclusion coordinator from the North Suburban Special Recreation Association

(NSSRA) should be contacted for guidance. Documentation will be maintained regarding any problem behaviors, special accommodations and behavior modifications programs.

Inappropriate Behaviors

Inappropriate behaviors that may be subject to discipline include, but are not limited to:

1. Use of profanity
2. Use of drugs, alcohol, tobacco products, fireworks, firearms, knives or other weapons
3. Threats of causing physical harm to other participants, spectators, staff or volunteers
4. Verbal abuse or disrespectful attitude toward other participants, spectators, staff or volunteers
5. Leaving the program or event, in an unsupervised manner, without permission
6. Stealing, theft or destruction of either Northbrook Park District or other personal property
7. Inappropriate sexual behaviors or verbalization
8. Negative references to the sex, age, color, religion, national origin or any disability
9. Public display of affection
10. Inappropriate dress at the program or event
11. Not listening or following directions
12. Any other behavior deemed inappropriate by staff or volunteers

Discipline Procedures

If the participant exhibits inappropriate behavior, the following guidelines will be followed:

1. Program leaders should determine the severity of the behavior, the following guidelines and immediately take steps to correct the situation. These steps may include, but are not limited to:
 - a. Verbal warning
 - b. A Participant Conduct Report (Exhibit I) completed and given to the full-time supervisor/manager for:
 - i. Supervised time-out from the program;
Most experts agree that a minute per year of age is a good rule of thumb for timeouts. The type of time-out may vary according to the situation such as observational: from sidelines of activity; exclusions: away from the group but within view of the activity; seclusion: time-out area with staff member present but away from view of activity
 - ii. Suspension from the program for a designated period;
When determining the time of suspension, staff should consider the severity of the action, the length of the program or activity, any past behavior issues with the individual and willingness to improve their inappropriate behavior
 - iii. Dismissal from the program or activity.
If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Northbrook Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety as well as the safety of others

2. If a participant receives a time-out or a suspension, the supervisor of the program shall contact the parent/guardian. The supervisor should explain the observed inappropriate actions and resulting discipline. Documentation is mandatory in the form of a Participant Conduct Report.
3. Communication between staff and parent/guardian should be ongoing regarding any further incidents of inappropriate behavior. Options to avoid future inappropriate behavior may be discussed with the parent/guardian, including:
 - a. Transfer to another program where inappropriate behavior may be less prone to occur
 - b. Limited or reduced time that participant is allowed to attend the program
4. Appeals by the participant and/or participant's parent/guardian will be through the Division Director with the decision of the Executive Director being final.
5. Contacting the Local Authorities
Situations that may result in the contacting of the local police include, but are not limited to:
 - a. If a participant makes a direct threat of hurting themselves or others, call the parent/guardian immediately. If a parent/guardian is not available. Call the police.
 - b. If a participant becomes overly aggressive and violent, call the police.
 - c. If an individual is suspected of theft and an investigation is warranted, document the situation and file a report with the police.

Lost Child Procedures

If at a practice or game a child is lost, follow the following procedures:

1. Immediately call 911
2. Call the Supervisor who oversees the program
 - a. Basketball- George Baumgardt- 847-224-4822
 - b. Flag Football- Ethan Williams 847-909-9060
 - c. Soccer- John Wilhelm 847-975-4611
3. Secure the participants in a safe area and do a roster check to account for the rest of the group.
4. Ask other adults to start searching for the lost child, shout their name and write down a description of the child and where you last saw them.

Coaches Code of Ethics Pledge

I will place the emotional and physical well-being of my players ahead of any personal desire to win.

I will remember to treat each player as an individual, remembering the large spread of emotional and physical development for each age group.

I will do my very best to provide a safe playing situation for my players.

I promise to review and practice the necessary first-aid principles needed to treat injuries of my players.

I will do my best to organize practices that are fun and challenging for my players.

I will lead, by example, in demonstrating fair play and sportsmanship to all my players.

I will insure that I am knowledgeable in the rules of each sport that I coach, and that I will teach these rules to my players.

I will use those coaching techniques appropriate for each of the skills that I teach.

I will remember that I am a youth coach and that the game is for children and not adults.

Team Formation

All teams will be formed according to the following guidelines and restrictions:

1. All participants will register for the program according to grade and school.
2. All participants who register prior to the registration deadline will be placed on the appropriate team.
3. In the event a school's registration is too large or insufficient to form one school team, the following criteria will be used:
 - a. For schools with insufficient registration, children will be paired with others from additional schools in order to form a full team. Schools that are combined are at the discretion of the Park District.
 - b. For schools with large registration numbers, children will be split as evenly as possible into two or more groups and combined with other schools.
4. Teams will be selected within one week of the registration deadline. Every effort will be made to form **full** teams after the deadline.
5. In the event a team is not full, children on the waiting list will be placed on the particular team with no consideration of school or geographic location.
6. If a child is offered the opportunity to be moved from the waiting list to a formed team and refused the offer, the child will be placed at the end of the waiting list, and the next child in line will be given the identical offer.
7. Under no circumstances will friendship requests be accepted or granted.
8. **Under no circumstances will children be switched from one team to another unless a documented error in registration has occurred.**

9. Rosters will be made available to team coaches after they are formed.

Switching Players

Once team rosters are established by the Northbrook Park District, **they will not be changed**. Coaches are required to abide to the following guidelines:

1. Coaches may not ask another coach permission to switch rostered players.
2. Coaches may not offer a child or parent of a child on **(a)** another team **(b)** on the waiting list, or **(c)** a non-registered player the opportunity to switch to his/her team to the Leisure Services Supervisor responsible for the youth athletic league.
3. Coaches should direct **all** calls from players or parents who desire to switch or join teams to the Leisure Services Supervisor responsible for the youth athletic league
4. Under no circumstance should a coach offer or insinuate agreement or desire to allow a child on his/her roster.

Coaches who do not abide by **all** of the above guidelines will be dismissed as volunteer coaches indefinitely. Any alleged violation will be investigated. If a coach is found to be in violation of even one small violation, that coach may be removed immediately.

Pre-Season Meeting

After teams are assigned, schedule a team meeting with parents and players.

Suggested agenda:

Goals for the season:

- Fun
- Learn new skills
- Sportsmanship
- Meet new friends
- Do your best
- Win or lose with dignity

Talking about your goals with parents and players can set the right tone for the season.

Games and Practices

Coaches are asked to attend all games and practices scheduled for them. Coaches are responsible for scheduling and conducting at least one practice per week. If a coach is unable to attend a game or practice, a competent substitute must be secured.

Plan your practices. The more time you spend planning, the more that can be accomplished. Write down what you will do. Remember your goal is to keep all players active.

Make them fun. Try to do different drills to involve everyone. Try not to have players standing around – keep everyone involved and as active as possible. Talk to other coaches about their practices. Discuss problems or concerns you are experiencing. Other coaches may have helpful ideas and solutions.

Start and end on time. This is very important to parents. Even if you think “Just five more minutes and I’ll be done,” don’t. Your good graces with parents are more important than those five minutes.

Do not have too many practices. Remember the age you are coaching. We expect parents will have other activities planned. Recreation activities are to complement other activities, not compete with them.

Keep an attendance record. If a player misses without notification, try to contact the parent to find out the reason. This serves a two-fold purpose. First, maybe the parents thought the child was, in fact, at practice. Second, you should expect a reason for missing. Remember, do not punish the child if it is the parent’s fault he/she missed practice. Try to work out a way to get the player to practice. Practice attendance should be noted and applied to playing time. A pre-season meeting should help this problem.

Ensure all players have a way home. Never leave anyone at practice waiting for a ride. Know how your players will get home. Don’t make yourself the taxi. Once you start, you’ll be the taxi for the entire season.

Ensure water is available. Encourage players to bring their own water bottles. A large cooler with cups is another option.

Time Limits

All games in the Park District in-house programs will have time limits. Time limits serve two purposes. First, they provide a timely procedure for proper scheduling. People arrive to play or watch a game, expecting it to start at a designated time. The proper starting of the game should be a feature of a well-run program. Second, players should learn that hustle and focus on the game are important lessons.

Treatment of Officials

The officials for our in-house program will be, for the most part, the youth of our community. It is a very difficult job. Please understand that our youth are trying to do the best they can. The Park District is offering training and supervision in an attempt to improve our officials. We ask coaches to conduct themselves in a manner that will not bring discredit to the officials or to themselves. If you have constructive criticism about an official, please find an opportune time to contact the Park District Village Green Office 847-291-2980. Working together, we can strive to bring officiating to an acceptable level.

Expectations of Parents

1. Stress timeliness for games and practices. You are donating your time and should expect parents and players to be on time. Do not set unrealistic pre-game times. For most leagues, 15 minutes before a game should allow enough warm-ups. Stress to parents the need to pick up players on time after practices. Do not get into the habit of running players home. Parents have responsibility for their children.
2. Talk about times and locations of practice with the parents.
3. Discuss the role or need for a team manager. Roles a team manager could fulfill:

Form of carpools for practices.

Create a calling tree or similar method to notify players and parents of practice changes or game reschedules. Coaches should not be expected to have to call everyone.

Distribute a list of all phone numbers, and have a number where you can be reached during the day and at night.

Assist players on and off the field.

Handle first aid and player injuries.

Expectations of the Players

1. Stress importance of timeliness for games and practices.
2. Instill in players their responsibility to notify you if they will miss a practice or game.
3. Each player should have a water bottle.
4. Players' names should be on water bottles and equipment.

Parent and Player Expectations of the Coach

1. Safety. Coach will carry a first aid kit at all times. All coaches will pass CDC concussion training program. Coaches will promote and anti-bullying environment.
2. Timeliness. Start and end practices on time. Do not try to take another 10 minutes. Parents expect practices to be finished at a certain time. Respect that. Try not to get into the habit of waiting for more players. Respect and reward those who arrive on time by starting on time.
3. Fairness. Northbrook Park District has requirements for participation. All coaches must adhere to these requirements.

4. Fun. Try to make practices a learning experience as well as fun for the players. Try to keep all involved and allow them to try different positions. Ask parents to help at practices. Give them a definite assignment, and let them help.
5. Do not forget **your** family. Your coaching assignment will take a lot of your time. Save time for your family. Balance is the key.

Medical Information

1. Talk to parents about any medical problems their children may have. Know what to do in an emergency.
2. Explain what you will do in the event of an accident.

This is just a small list of possible discussion items. The key is information. The more information and understanding of the rules and expectations you share with players and parents, the more enjoyable your season will be. Remember that you are not alone in this coaching effort, you are not a professional coach, and you should not be expected to have all of the answers.

Season Wrap-Up

Plan a team party.

Early in the season, establish a date, time and place, if possible, for the end-of-season celebration. Let the team manager get involved and plan it. Use team parents and resources in the community.

End-of-Season Surveys

Please encourage parents to fill out program surveys. We take these seriously and use them in our planning for the next season. A link to the surveys is sent via email during the final week of the season.

Equipment Return

To help with inventory and insure that equipment is cleaned and properly stored, please return the equipment as soon as possible to the Village Green Center, 1810 Walters Avenue. It is essential that coaches turn in all equipment at the completion of the season to insure that enough practice equipment is available for next year's programs.

Volunteer Coaches' Credit

At the end of each season, coaches will be given a \$75 credit to their Park District account for volunteering as a youth league coach. In order to receive this credit, the following stipulations must be met.

1. Provide certificate of completion for Center for Disease Control's Concussion in Youth Sports program
2. Coaches must have attended more than 75% of games and practices
3. The equipment bag must be returned

No more than two coaches per team can receive credit.

Individuals who have been removed from coaching duties are not eligible for coaching credit. If you prefer to give the coaches' credit to another coach, please notify us prior to the last game of the season.

NORTHBROOK PARK DISTRICT

SOCCER GOAL SAFETY AND EDUCATION POLICY

I. INTRODUCTION AND IDENTIFICATION OF ACT

This Soccer Goal Safety and Education Policy ("Policy") is adopted pursuant to the Illinois Movable Soccer Goal Safety Act, also known as Zach's Law, ILCS ____ (the "Act"). The Act requires the Northbrook Park District to create a Policy to outline how it will specifically address the safety issues associated with movable soccer goals.

II. DEFINITIONS

The following words shall have the following meanings when used in this Policy.

"Act" means the Illinois Movable Soccer Goal Safety Act, also known as Zach's Law, ILCS ____.

"Authorized Personnel" means Permitted Users and all District employees who have responsibility for or contact with Movable Soccer Goals.

"Board" means the Board of Commissioners of the District.

"District" means Northbrook Park District.

"Movable Soccer Goal(s)" means a freestanding structure consisting of at least 2 upright posts, a crossbar, and support bars that is designed: (1) to be used for the purposes of a soccer goal; (2) to be used without any other form of support or restraint other than pegs, stakes, augers, counter-weights, or other types of temporary anchoring devices; and (3) to be able to be moved to different locations.

"Organization" means any unit of local government other than the District, and any school district, sporting club, soccer organization, religious organization, business, or other similar organization.

"Permitted User(s)" means an Organization and all of its employees, agents, coaches and volunteers, that use Property for Soccer-Related Activities.

"Policy" means this Soccer Goal Safety and Education Policy.

"Property" means real property owned or leased by the District where Movable Soccer Goals are used.

"Safety Guidelines" mean the Guidelines for Safely Securing Movable Soccer Goals attached to this Policy as Attachment 1.

"Soccer-Related Activity" means use of Movable Soccer Goals on Property, including without limitation, soccer games, scrimmages, practices and the like.

III. MOVING AND SECURING MOVABLE SOCCER GOALS; WARNING LABELS

Prior to the commencement of the soccer season each year, the District will place and secure Movable Soccer Goals on its Property in accordance with the Safety Guidelines. Only the District shall be permitted to move any Movable Soccer Goal the District owns, installs, or places on its Property.

Thereafter, if a Movable Soccer Goal becomes unanchored or improperly secured, only Authorized Personnel shall be permitted to re-secure it in accordance with the Safety Guidelines.

A warning label such as the following shall be posted on all Movable Soccer Goals:

ONLY AUTHORIZED PERSONNEL MAY MOVE AND ANCHOR THIS GOAL. IF THIS GOAL IS NOT ANCHORED DOWN, DO NOT USE IT AND CONTACT THE PARKS & PROPERTIES DIVISION AT 847.291.2960. SERIOUS INJURY INCLUDING DEATH CAN OCCUR IF IT TIPS OVER.

IV. ROUTINE INSPECTIONS BY DISTRICT

The District shall routinely inspect all Movable Soccer Goals that the District has installed or placed onto its Property to verify that they are properly secured and document such inspection in writing. All completed inspections shall be maintained by the Risk Manager.

V. PERMITTED USER INSPECTIONS, PLACEMENT IN NON-USE POSITION AND NOTICE TO PLAYERS

As a condition of the use of Property, before and after any Soccer-Related Activity, Permitted Users shall make a physical inspection of each Movable Soccer Goal to assure that the goal is secure in accordance with the Safety Guidelines. If any Movable Soccer Goal is not properly secured, the Permitted User shall place the goal in a non-use position by laying it forward onto its front bars and crossbar and shall immediately notify the District of the location of the goal. If the Permitted User is not able to move the goal into this position, the Permitted User shall prevent use of the said goal until District personnel arrive.

As a condition of the use of Property and prior to the commencement of the soccer season each year, each Organization shall advise their players and the players' parents and guardians, that Movable Soccer Goals may not be moved and that any use of a Movable Soccer Goal that is inconsistent with Soccer-Related Activity is strictly prohibited, including without limitation, playing, climbing, or hanging on any part of the Movable Soccer Goal. According to the U.S. Consumer Product Safety Commission, these activities can result in serious injury, including death. A sample notice is attached hereto as Attachment 2.

VI. USE OF DISTRICT PROPERTY BY PERMITTED USERS

A copy of this Policy shall be provided to all Organizations using the Property for Soccer-Related Activity. Prior to using Property for Soccer-Related Activity, each Organization shall provide each of its Permitted Users with a copy of this Policy and shall require that each of its Permitted Users comply with all applicable provisions of this Policy.

VII. REMOVAL

At the conclusion of each soccer season, the District will either remove all Movable Soccer Goals that it has installed or otherwise placed on its Property and store such goals at a secure location or otherwise secure such goals on its Property by placing the goal frames face to face (front posts and crossbars facing toward each other) and securing them at each goalpost with a lock and chain; or locking and chaining the goals to a suitable fixed structure such as a permanent fence; or locking unused portable goals in a secure storage room after each use; or fully disassembling the goals for season storage.

VIII. ACQUISITION OF TIP-RESISTANT MOVABLE SOCCER GOALS

After the effective date of this Policy, the District will not purchase any Movable Soccer Goal unless it is tip resistant. A Movable Soccer Goal whose inside measurements are 6.5 to 8 feet high and 18 to 24 feet wide is not tip-resistant unless it conforms to the American Society for Testing and Materials (ASTM) standard F2673-08 for tip-resistant Movable Soccer Goals or is otherwise equipped with another design-feature approved by the U.S. Consumer Product Safety Commission. Notwithstanding the foregoing provisions, the District may continue to use its existing goals in a manner consistent with this Policy.

IX. APPLICABILITY

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy shall not create any new liability or increase any existing liability of the District, or any of its officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.* Nor shall this Policy alter, diminish, restrict, cancel, or waive any defense or immunity of the District or any of its officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

X. AVAILABILITY OF POLICY

All District employees who have responsibility for or contact with Movable Soccer Goals shall be advised of this Policy.

A copy of the Policy is available to all other employees and any member of the public by requesting a copy from: Village Green Center, Athletics & Aquatics, 1810 Walters Avenue, Northbrook, Illinois, 60062, 847.291.2980, or Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois, 60062, 847.291-2960.

XI. AMENDMENTS

This Policy may be amended by the District at any time.

XII. EFFECTIVE DATE

This Policy becomes effective October 26, 2011

ATTACHMENT 1

NOTE: The Guidelines for Movable Soccer Goal Safety published by the U.S. Consumer Product Safety Commission state that there are several different ways to properly secure a soccer goal and that the number and type of anchors to be used depend on a number of factors, such as soil type, soil moisture content, and total goal weight. The following guidelines are taken from the CPSC recommendations for Anchoring/Securing/Counterweighting goals. It is advisable to adapt Attachment 1 to the extent the recommendations are appropriate to a District's particular situation.

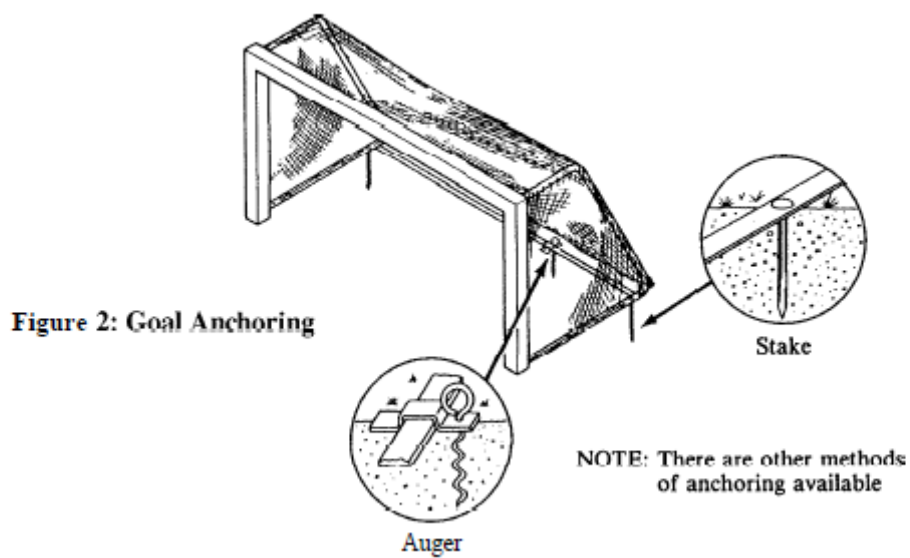
GUIDELINES FOR SAFELY SECURING MOVABLE SOCCER GOALS

According to the U.S. Consumer Product Safety Commission (CPSC), a properly anchored / counter-weighted movable soccer goal is much less likely to tip over. Accordingly, it is **IMPERATIVE** that **ALL** movable soccer goals are always anchored properly (e.g., see Figure 2 below) and that they are secured to the ground (preferably at the rear of the goal), making sure the anchors are flush with the ground and clearly visible.

There are several different ways to secure a Movable Soccer Goal. The number and type of anchors to be used will depend on a number of factors, such as soil type, soil moisture content, and total goal weight. Each goal shall be secured in accordance with the appropriate anchoring system as set forth below.

In addition, warning labels required by the District's Soccer Goal Safety and Education Policy will be attached to each goal. Nets shall be secured to posts, crossbars, and backdrops with tape or Velcro straps at intervals of no less than one every four feet.

Illustrations and Recommendations according to the U.S. Consumer Product Safety Commission



ATTACHMENT 1 - CONTINUED

Anchor Types

1. Auger style

This style anchor is “helical” shaped and is screwed into the ground. A flange is positioned over the ground shoes (bar) and rear ground shoe (bar) to secure them to the ground. A minimum of two auger-style anchors (one on each side of the goal) are recommended. More may be required, depending on the manufacturer’s specifications, the weight of the goal, and soil conditions.

Figure 3.1: Auger Style Anchor



2. Semi-permanent

This anchor type is usually comprised of two or more functional components. The main support requires a permanently secured base that is buried underground. One type (3.2a) of semi-permanent anchor connects the underground base to the soccer goal by means of 2 tethers. Another design (3.2b) utilizes a buried anchor tube with a threaded opening at ground level. The goal is positioned over the buried tube and the bolt is passed through the goal ground shoes (bar) and rear ground shoe (bar) and screwed into the threaded hole of the buried tube.

Figure 3.2a: Semipermanent Anchor

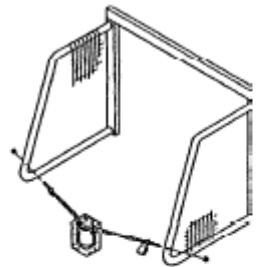
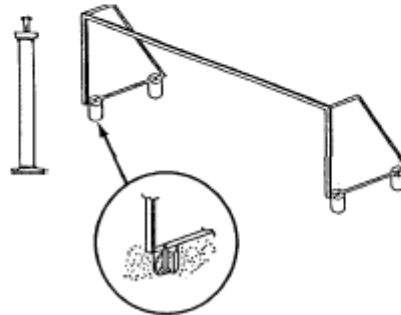


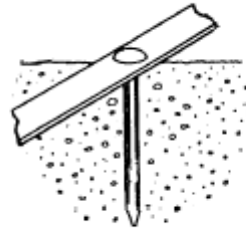
Figure 3.2b: Semipermanent Anchor



3. Peg or Stake style (varying lengths) Anchor

Typically two to four pegs or stakes are used per goal (more for heavier goals) (Figure 3.3). The normal length of a peg or stake is approximately 10 inches (250mm). Care should be taken when installing pegs or stakes. Pegs or stakes should be driven into the ground with a sledge-hammer as far as possible and at an angle if possible, through available holes in the ground shoes (bar) and rear ground shoe (bar) to secure them to the ground. If the peg or stake is not flush with the ground, it should be clearly visible to persons playing near the soccer goal. Stakes with larger diameters or textured surfaces have greater holding capacity.

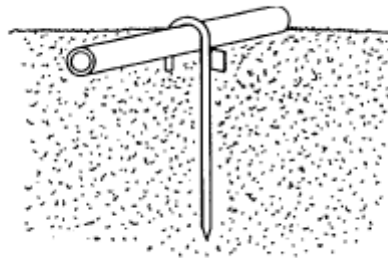
Figure 3.3: Peg or Stake Style Anchor



4. J-Hook Shaped Stake style

This style is used when holes are not pre-drilled into the ground shoes (bars) or rear ground shoe (bar) of the goal. Similar to the peg or stake style, this anchor is hammered, at an angle if possible, directly into the earth. The curved (top) position of this anchor fits over the goal member to secure it to the ground (Figure 3.4). Typically, two to four stakes of this type are recommended (per goal), depending on stake structure, manufacturers specifications, weight of goal, and soil conditions. Stakes with larger diameters or textured surfaces have greater holding capacity.

Figure 3.4: J-Hook Anchor



5. Sandbags/Counterweights

Sandbags or other counterweights could be an effective alternative on hard surfaces, such as artificial turf, where the surface cannot be penetrated by a conventional anchor (i. e., an indoor practice facility) (Figure 3.5). The number of bags or weights needed will vary and must be adequate for the size and total weight of the goal being supported.

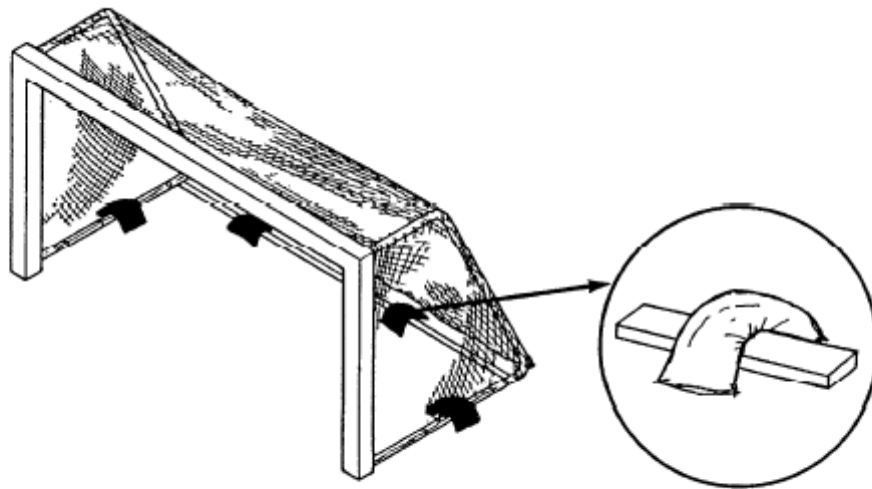
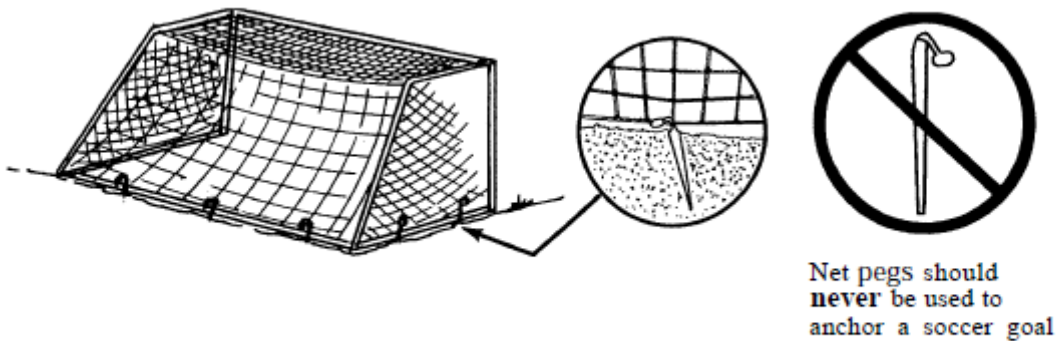


Figure 3.5: Sandbag Method of Anchoring

(Rear) Ground Bar/Shoe

6. Net Pegs

These tapered, metal stakes should be used to secure only the NET to the ground (Figure 3.6). Net pegs should NOT be used to anchor the movable soccer goal.



Net pegs should
never be used to
anchor a soccer goal

Figure 3.6: Net Pegs

ATTACHMENT 2

SAMPLE NOTICE

TO WHOM IT MAY CONCERN: All parents and guardians of soccer players:

One of our primary objectives is that children have safe recreation areas. To that end, soccer goals should remain securely anchored to the ground and nets firmly attached to the goals.

In an effort to keep the goals and nets secure and children safe, you are required to advise your children/soccer players and any other person accompanying you for whom you are responsible that the following is strictly prohibited: moving any soccer goals and any use of a soccer goal that is inconsistent with soccer-related activity, including without limitation, playing, climbing, or hanging on any part of the soccer goal. This especially applies to children climbing on or hanging from nets or goal frames. According the U.S. Consumer Product Safety Commission, these activities can result in serious injury, including death.

If you observe any child inappropriately using a soccer goal or net, immediately and politely ask the child to stop. If the activity continues, please notify a coach or referee as soon as possible. Players violating this rule may be forced to sit out, at the coach's discretion.

Finally, if you see any soccer goal that is not anchored down or any net that is not firmly secured to the goal, please notify a coach or referee immediately.

Sincerely,

Northbrook Park District

I have read and understand the provisions outlined in the House League Coaching Guidelines, including discriminatory harassment, mandated reporting, accident and incident reporting, lightning detection, and behavior management and discipline. I agree to abide by all policies and procedures listed in the Coaching Guidelines, as well as policies and procedures of the Northbrook Park District. I understand that the Northbrook Park District retains the right to hire and terminate volunteer coaches at its discretion.

Coach Signature

Date

Leisure Services Supervisor Signature

Date