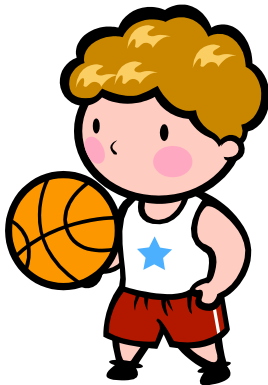


Veterans Park District



Coaches Manual



Veterans Park District
44 W. Golfview Drive
(708) 343 - 5270
www.veteransparkdistrict.org

I. Philosophy

Coaches are required to place an emphasis on improved performance, not winning. As a coach you are obligated to be sensible and responsible; there is more at stake than a win/loss record. It is your duty to make the experience fun and rewarding for everyone. The Park District Staff's job is to implement the rules of the game and to watch over the facilities. Coaches we ask that you never pick on the staff, always treat the staff with respect.

II. Volunteer Experience

Volunteer coaches make the Veterans Park District Youth Programs possible, we are always in need of coaches, both beginner and experienced for our Recreational Youth Basketball League. Volunteers are asked Criminal Background Check, Coaches Contract, Volunteer Waiver and Release Form, and Volunteer Emergency Information (see VI. Pertinent Material). If you're not sure about head coaching a team, co-coaching or assistant coaching can be arranged. Coaching "teams" are strongly encouraged (i.e. Husband & Wife, Father & Son, Father & Daughter, Brothers, In laws, etc...) We appreciate your time and effort, without you our program would not be as successful!

III. Rules and Procedures of the Park District

As volunteers you will have to follow the same rules and procedures as an employee of the Park District. Coaches will receive a Site Packet during their first practice which contains a list of all Coaches and Phones #'s, League Rules, Important Phone #'s, and Conflict Dates.

Site Supervisors are employed by the Park District to aid the coaches. The Park District Site Supervisors are responsible for filling out, Accident/Incident Reports, Complaint Reports, and Conduct Reports. First Aid Kits and Ice Packs are supplied by the Park District and can be found at the at the scoreboard table, at the request of the coaches. Expanded Roosters with Medical and Emergency Information are held in reserve by the Site Supervisors at each site. Coaches are advised to direct minor concerns to the Site Supervisors and major concerns the Director of Recreation.

Coaches please remember to leave the gym cleaner than you found it. It is important to keep all food and drinks out of the facilities. Please do not allow your players to leave the facilities unattended. We have water fountains outside of the gymnasium. After practices it is important to never allow your players to leave without a parent/guardian.

IV. Coaches Requirements

Coaches Orientation *MANDATORY*

The Coaches Orientation will address all Mandated Coaches Forms and provide the **coaches with a list of their players and players phone numbers.** Please bring the following identification to the orientation in order to complete forms: Driver's license, and Social Security Number.

Basketball rules and practice times will be assigned during the Coaches Orientation. Coaches who do not attend the Orientation will be assigned a practice time from the remaining slots. All coaches (except 1st and 2nd grade) should come to the Orientation with an idea of when, where and what time they want to hold

practice. Practice times can range from 5:00 pm – 9:00 pm. Teams in the 3&4 and 5 & 6 division will practice a minimum of once a week for one hour.

Keep in mind that coaches are responsible for contacting individuals on their roster and notifying the Park District of any discrepancies on the roster.

Coaches Contract

Your volunteer experience is not insured until the Coaches Contract is read and signed; Failure to abide by the Pledge may result in asking for your resignation as a coach.

Criminal Background Waivers

The Veterans Park District has adopted a procedure to better safeguard the children and youth in our programs. Coaches and volunteers working in child-sensitive positions are subject to a criminal background checks. This procedure requires checks of potential staff and volunteers for criminal convictions relating to inappropriate behavior. Each season, background investigations will be conducted prior to the beginning of the sport or activity in which you will be involved, unless you volunteer on a continuous, year-round basis or have become. The safety of our children and youth are our top priority at the Veterans Park District.

Volunteer Waiver and Release

The Park Districts requests all volunteers fill out the volunteer waiver and release. Please read the form carefully and be aware that in signing and volunteering for coaching, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you may sustain as a result of participating in any and all activities connected with and associated with your volunteer services.

V. BB League Info

Grades 1 & 2 Basketball Season

This year’s season will run from January to March on Saturdays only. The first week will be team practice/scrimmages only. Starting on the second week, teams will practice for the first 20 minutes then play a game lasting 24 minutes. Coaches will contact the players with all pertinent information and schedules by December 31. Each team will have a roster of up to 10 players. Each participant is guaranteed to play half of the game. The Park District will provide shirts, equipment, and supervised gymnasiums. Children will play against their peers and friends with coaches stressing fundamentals and sportsmanship.

Grades 3 – 8 Basketball Season

The Practice Season will start in December and the Game Season starts in January. Coaches will contact the players with all pertinent information and schedules after the Coaches Orientation in December. Practices are held during the week, with games on Saturday mornings or afternoons. Each team will have rosters of up to 10 players. Each participant is guaranteed to play half of the game. The Park District will provide team shirts, equipment, and supervised gymnasiums. Children will play against their peers and friends with coaches stressing fundamentals and sportsmanship. Children will play 8 minute halves.

Game Site: Grant Park Recreation Center, Northlake	Practice Site: Grant Park Recreation Center, Northlake
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MANDATORY FORMS

BACKGROUND INFORMATION RELEASE FORM

Attn: Volunteers

Please return this form to the Veterans Park District Immediately

I, the undersigned, in connection with this application, authorize all corporations, companies, credit agencies, educational institutions, person, law enforcement agencies, military services and former employers to release information they may have about me to Veterans Park District or its agents and release them from any liability or responsibility from doing so. Further, I authorize the procurement of an investigative consumer report and understand that such a report may contain information about my background, character and personal reputation. I understand that this notice will also apply to any future update reports that may be requested.

Date: _____

Applicant's Signature: _____

Applicant's Full Printed Name: _____

Maiden Last Name: _____

Job Title: _____

Driver's License # _____

State of Driver's License _____

Social Security # _____

Sex: _____ Race: _____ Date of Birth: _____

**VETERANS PARK DISTRICT
COACHES CONTRACT**

*****Your volunteer experience is not insured until this contract is read and signed; Failure to abide by this contract may result in asking for your resignation as Coach.***

- **I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and referees at every game or practice.**
- **I will place the emotional and physical well being of all participating players ahead of my personal desire to win.**
- **I will guarantee that each child plays in a safe and healthy environment.**
- **I will insist that my team treat other players, coaches, fans and officials with respect regardless of ability, race, sex or creed.**
- **I will do my very best to make the experience fun for everyone.**
- **I will be realistic about my players' physical ability.**
- **I promise to set realistic goals and help my players to set realistic goals for themselves.**
- **I will emphasize improved performance, not winning.**
- **I will control my emotions at games and practices.**
- **I will be a positive role model.**

I have read the above Coaches Contract and agree to abide by it.

**** Signature of Coach Print Name Date**

**VETERANS PARK DISTRICT
WAIVER & RELEASE FORM**

Please read this form carefully and be aware that in bringing in your personal equipment or contracted equipment, you will be waiving and releasing all claims for injuries for you and your guest.

I recognize and acknowledge that there are certain risks of physical injury and agree to assume the full risk of any injuries, including death, damages or loss regardless of severity which I or my guest may sustain as a result of participating in any and all activities connected with my event.

I agree to waive and relinquish all claims I or my guest may have as a result of participating in any event that I offer during my event against the Veterans Park District and its officers, agents, servants and employees.

I do hereby fully release and discharge the Veterans Park District and its officers, agents, servants and employees from any and all claims from injuries, including death, damages and losses sustained by me or my guest arising out of, connected with, or in any way associated with the activities held during my event.

I further agree to indemnify and defend the Veterans Park District of its officers, agents, servants and employees from any and all claims resulting from injuries, including death, damages and losses sustained by me or my minor guest arising out of, connected with, or in any way associated with the activities of my events.

In the event of any emergency, I authorize Veterans Park District officials to secure from any licensed hospital; physician and/or medical personnel any treatment deemed necessary for me or my guests immediate care and agree that I will be responsible for any and all medical services rendered.

Signature

Date

**VETERANS PARK DISTRICT
VOLUNTEER EMERGENCY INFORMATION
CONFIDENTIAL**

Today's Date: _____

Name: _____

Birthdate: _____

Address: _____ City _____

Zip Code _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

In case of an emergency, please contact:

Name: _____ Home: _____

Relationship: _____ Work: _____

Name: _____ Home: _____

Relationship: _____ Work: _____

Family Physician:

Name: _____ Phone: _____

Allergies: _____

Medications: _____

Hospital preference: _____

Date of last tetanus booster: _____ Blood type: _____

Questions or Concerns?
Ask for the Director of Recreation
rtovar@veteransparkdistrict.org



Veterans Park District
44 W. Golfview Drive, Northlake Illinois
8:00 a.m. - 10:00 p.m. Mon - Fri
8:00 a.m. – 6:00 p.m. Sat.
10:00 a.m. – 6:00 a.m. Sun.
(708) 343 - 5270

Visit us online @ www.veteransparkdistrict.org