

Winnetka Park District 2017-2018 House League Basketball Parent/Coach Volunteer Manual



Welcome to the Winnetka Park District!

Dear Winnetka Park District Volunteers:

Welcome to the Winnetka Park District team! Volunteers are a key to the success of many park district programs. As an important part of the Winnetka Park District team, we have prepared this manual for you, which describe some of the policies, procedures and responsibilities of the volunteers. Please read it carefully. After you review it, please sign the Volunteer Waiver and Release Form below and return it to the Winnetka Park District.

We hope that your experience here will be enjoyable and rewarding.

Sincerely,

Greg Sauber
Athletic Supervisor

Winnetka Park District

540 Hibbard Road
Winnetka, IL 60093

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Programs and Services

From youth basketball to a variety of summer camps, the Park District prides itself in offering quality family-oriented programs and events. The Winnetka Park District provides a wide range of activities and services year round. Major recreation programs include:

Athletics	Teens	Dance	Adult Variety
Day Camps	Arts & Crafts	Tots	Fitness
Aquatics	Special Events	Youth Variety	

IMPORTANT NUMBERS

Main Office

847-501-2040

Field Supervisor

847-770-0823

Athletic Supervisor

Greg Sauber

847-501-2045

gsauber@winpark.org

John Shea

847-501-2072

jshea@winpark.org

Rainout information after 4:00pm

847-446-0080

Police Non-Emergency

847-501-6034

Fire Non-Emergency

847-501-6029

IMPORTANT ADDRESSES**Skokie Playfields** - 540 Hibbard Road, Winnetka, IL**Little Duke** - 490 Hibbard Rd, Winnetka, IL (Next to Ice Arena)**Corwin Park** – 1550 Edgewood Ln, Winnetka, IL**Northfield** - 240 Lockwood Avenue, Northfield, IL**Washburne School** - 515 Hibbard Rd, Winnetka, IL**Skokie School** - 520 Glendale Ave, Winnetka, IL**Hubbard Woods** - 1110 Chatfield Rd, Winnetka, IL**Coach Information****Instructional Philosophy**

The Winnetka Park District Instructional program is designed for children K-4. It provides a non-competitive environment where a child can have fun, as well as the opportunity to develop physical skills, teamwork, and sportsmanship, through working with other children and adults. All children participate in the activity equally.

House League Philosophy

The Winnetka Park District Youth House League Athletic Programs are designed to provide healthy recreation in an environment where a child can have fun, as well as the opportunity to develop physical skills, teamwork, and sportsmanship, through working with other children and adults. Competitiveness should come from the game itself and not from emphasis on the score.

Things to Remember

This is a program for young people. To win at any cost may be an attitude for a skilled professional team but it is contrary to the basic philosophy of the Winnetka Park District.

Our commitment is to benefit the majority of young people rather than produce an atmosphere of excellence for a talented few. The program will stress maximum participation regardless of ability.

Travel Philosophy

The Winnetka Park District Travel program is designed to provide competitive play for athletes of a higher ability. Each child selected will have the opportunity to enhance and develop his/her physical skills, teamwork, and sportsmanship. Due to the differing levels of ability, each player is NOT assured equal playing time. Commitment and dedication are essential when participating in a Travel program. Failure to do so can result in being suspended from the team.

Volunteer Coach Information**Who is a Volunteer coach?**

A volunteer coach is the type of person that wants the best for his or her players. The volunteer coach develops the self-esteem and confidence of their players. The volunteer coach helps their players develop an understanding of the value of fair play, teamwork, and respect for authority. Most importantly the volunteer coach allows their players to participate in a fun and safe environment.

Do you have what it takes?

In most cases volunteer coaching does require some time during the week and some time also on the weekends.

With everything else in life there needs to be stability and this also applies to coaching. If you are not able to commit to a full season of practices and games to your players you might not want to coach. Players, especially younger players, get attached easy to a particular coach. When that coach starts to miss games and practices the players begin lose trust and respect for that coach. “Why should we listen to coach when he is never here?”

Allow time between your job and practice to calm down from a rough day at work. If you’re leaving the office at 6:00pm from downtown and you just got into an argument with your boss, traffic is horrible, and your running late for a 7:00pm practice, do you think you will be in the right state of mind to coach? If you have a stressful job or a hectic work schedule, try to schedule your practice on a day where you know you have enough time to relax between job and practice. This will benefit you and your players.

Updated November 2017

Patience is a virtue. This is the biggest asset you can bring for being a coach. If you don't have patience you shouldn't be coaching. Nine times out of ten you might be fortunate not to have a child on your team that is acting up all the time, but if you do you must have the composure to deal with it. The common thing to do with a child like that is to ignore that child or get angry and lash out. You as a coach must have the patience to deal with the child in a way that benefits both the child and the team. You will always be able to contact one of the program supervisors for extra help if you need it.

How do I become a Volunteer Coach?

You have decided to become a coach. The first thing you should do is sign-up. The Park District has coach's application forms at the front office. Once you have filled out the application you will be put on a list. In most cases the Park District is always looking for coaches, but in some cases the grade level that you would like to coach is filled. The Park District will contact you either by phone or email notifying you of the status of your application.

Duties and Responsibilities

1. Arrive at program site at least 15 minutes before the program begins and stay until your assignment is completed.
2. Notify your supervisor if you will be absent before the program or as soon as possible in the event of an emergency.
3. Assist staff with a positive and enthusiastic attitude.
4. Assist and/or supervise the implementation of activities.
5. Ensure the safety of participants.
6. Report all accidents or incidents to the gym supervisor as soon as possible.
7. Respect the rights of the participant's confidentiality. Do not discuss publicly any situations or personal characteristics of a participant.
8. Display professional behavior at all times while representing the District.
9. Follow all Winnetka Park District policies and procedures.
10. Complete other duties as assigned.

Volunteer/Citizen Communication

Tips on how to deal with citizens in various situations:

1. When a citizen seeks information:
 - A. Give them your full attention.
 - B. Stop what you are doing and take time to be helpful.
 - C. Politely listen to information given to you.
 - D. Be as resourceful as possible when finding information for citizens.
2. Dealing with an angry citizen and/or conflict:
 - A. Take time to listen.
 - B. Be understanding and show concern.
 - C. Apologize for the situation.
 - D. Explain what you can do, not what you can't do for them. If a quick on-site minor adjustment solves the concern, do what needs to be done to solve the problem. If more major action is needed, talk to your supervisor and with their knowledge or assistance, do what needs to be done to solve the problem.
3. When explaining rule or policy enforcement:
 - A. Explain a regulation whenever possible.
 - B. Keep the situation on a positive note.
 - C. Refer compliments, complaints, or problems to the supervisor.
4. Guidelines are to be followed not only for the participant's protection, but for your own.
 - A. Any type of corporal punishment of participants is **strictly** forbidden.
 - B. A volunteer is not to leave the activity area with one participant for any reason.
 - C. Avoid situations where a volunteer and a participant may be left alone. Do not take children to the wash room one at a time.
 - D. If a participant must be taken to a private room for illness, always be sure that another adult is present or can observe.
 - E. Participants are not allowed to ride in a volunteer's personal vehicle at any time for any reason!

- F. If you observe a situation(s) where another volunteer or District employee is alone with a participant for any unplanned period of time, report the occurrence to your Supervisor.

Volunteer Conduct

Each volunteer is expected to work toward meeting the goal of providing services in a friendly, efficient and professional manner. Volunteers are urged to make any suggestions they feel will be of benefit to the Park District and would save time, reduce waste; promote safety, increase efficiency and make the working and recreational experience for all persons more enjoyable.

As a Winnetka Park District volunteer, you are expected to demonstrate the highest standards of personal and professional integrity, honesty, responsibility, and fortitude in the performance of your duties. Volunteers are expected to treat Park District patrons and their fellow volunteers honestly, fairly and courteously.

Attendance, Punctuality & Dependability

Attendance is an essential part of your volunteer experience and is critical to the smooth and efficient operation of the Park District. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on your fellow volunteers and your Supervisor.

If you are going to be absent for any reason, you should let your team and the supervisor know at least one day prior to your absence or if you are going to be late at least thirty (30) minutes prior to your scheduled starting time. It is your personal responsibility to ensure that proper notification is given. If you must leave your volunteer assignment early because of an illness or personal emergency, you must make a reasonable effort to promptly advise the supervisor and the team.

Volunteer Discipline

In order to provide the best service to our patrons, we must have reliable volunteers. Any volunteer who disregards Park District rules and regulations will be subject to disciplinary action. Each violation will be documented and, depending on the severity of the offense, may result in suspension and/or termination.

Safety & Risk Management Procedures

Park District Risk Management Agency (PDRMA)

The Park District is insured through a risk management pool of over 140 park districts called PDRMA. The agency is evaluated throughout the year by site visits and self-evaluation. Please keep SAFETY FIRST as a motto both on water and on land.

Accident/Incident Reporting Procedures

If you or a player is involved in an accident or injury, no matter how minor, you must immediately report it to the site supervisor or to the Recreation Supervisor. If you have knowledge of, or are a witness to any accident or injury on Park District property, you must similarly report any and all information regarding the same to the site supervisor or Recreation.

Statement of Admission

Accidents can and do happen. After an accident, many questions may be asked of you such as “who will pay for the damage, who was at fault, what could the Winnetka Park District have done to prevent this accident?” When an accident occurs, no matter how insignificant it may seem to be, it is of the utmost importance never to admit to guilt or negligence of any kind until there is formal investigation of the matter by your supervisors and not to render speculation on the causes of the incident. Any and all questions relating to an accident involving District property and/or personnel must be directed to a department head or other designated manager.

Child Abuse Reporting

As a park district volunteer you are required to report any suspected child abuse or neglect. Should you suspect that a child is a victim of abuse or neglect you must report your concerns with your supervisor who can assist you in any appropriate action that might be required.

Drug & Alcohol Policy

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis and alcohol, is prohibited on Winnetka Park District Property or while acting on behalf of the Winnetka Park District.

Harassment

The Winnetka Park District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. It is the responsibility of each and every volunteer, officer, official, park commissioner, agent and vendor of the Winnetka Park District as well as anyone using the Winnetka Park District's facilities, to refrain from sexual and other harassment. If a volunteer feels that he/she has been the victim of harassment, he/she should report the incident to their supervisor.

Right to Know

The Winnetka Park District is committed to protecting you against any possible danger associated with the misuse of cleaning products or other materials used on the job. You have a right to know what hazards you may face and how you can protect yourself against them. This is your RIGHT-TO-KNOW. Chemical manufacturers must provide information on the container label and on a *Safety Data Sheet* (SDS) for every product. There are SDS sheets for all the products used in our facilities.

Lifting

The single most important safety measure for handling materials is the proper lifting process. This technique can save you pain and suffering that could continue for the rest of your life.

- Test every load before you lift by pushing the object lightly with your hands or feet to see how easily it moves. This tells you about how heavy it is. Remember, a small size does not always mean a light load.
- Make sure the weight is balanced and packed so it won't move around. Loose pieces inside a box can cause accidents if the box becomes unbalanced.
- Be sure you have a tight grip on the object before you lift it. Handles applied to the object may help you lift it safely.
- When picking up an object, use slow and smooth movements. Hurried, jerky movements can strain the muscles in your back. Keep your body facing the object while you lift it. Avoid twisting as you turn with a load. Shift your feet instead.
- When lifting, put one foot along-side the object and the other foot behind the object. Keeping your back straight, get a good, firm grip with the palms of your hands.
- Do not try to lift an item above waist level in one motion. Set the load down on a table or bench, if possible, and then change your grip for lifting higher.
- When carrying a load through a doorway, make sure you have proper clearance. Do not let a light load make you careless. A sudden move or twist can cause you to pull a muscle.

Safety Concerns

The safety of our patrons and volunteers is very important to the Winnetka Park District. The Winnetka Park District complies with all federal, state and local safety and health regulations to provide a safe environment. All volunteers must comply with these regulations. Volunteers must also be cautious and follow safety guidelines when performing their assigned tasks. Personal protective equipment will be provided when the task requires.

Emergency Plans

Volunteers can request to view the Winnetka Park Emergency Operations Manual and the Safety Manual. They are located in the main office at the Winnetka Park District.

Dress Code and Personal Appearance

As a volunteer you are a reflection of the Park District. Attire should be appropriate for your responsibilities and what you are doing. Please use common sense. Personal grooming habits are important and you should be presentable while performing your work.

1. Short hemlines or high slits in dresses or skirts are prohibited.
2. Sheer fabrics, plunging necklines, halter tops, tube tops or tank tops are prohibited. Tops with spaghetti straps are not permitted. (Except for dance attire)

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3. Shirts/sweatshirts that advertise alcohol, bars, music groups, tobacco or any questionable establishment are prohibited.
4. Jeans may be worn but must not be form fitting or ripped.
5. No bare midriffs or shoulders.
6. When in doubt as to whether or not your attire is appropriate please contact your supervisor.

Customer Service

Good customer service is the key to a successful operation. Every volunteer is an ambassador for the Winnetka Park District. Remember to treat customers in the same manner that you would like to be treated. Greet patrons with a smile and an eagerness to help him/her.

In the event that you are required to reprimand a customer, do so in a manner that gets your point across without embarrassing or degrading him/her.

Smoking

Smoking is prohibited throughout the workplace. This includes but is not limited to, all Winnetka Park District buildings, facilities, vehicles, while on equipment, or while working directly with the public.

In accordance with the Smoke Free Illinois Act, volunteers must remain at least 15 feet from any building entrance, exit, window that opens, and ventilation intakes when smoking in a designated area. Smoking is not permitted in any park district owned vehicle. We strongly recommend that volunteers refrain from smoking while volunteering.

Winnetka Park District Behavior Management Policy

Behavior

All participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make children's programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by staff.

The Winnetka Park District insists that all participants comply with a basic behavior code. All participants shall:

- Show respect to all participants, staff, and volunteers. Participants should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

Discipline

A positive approach will be used regarding discipline. 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 agency reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

Procedures

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

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
 - A verbal warning.
 - A supervised time-out from the program. The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.
 - A suspension from the program for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.

- 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 Winnetka Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian.
 3. Appeals by the participant and/or participant's parent/guardian should be directed to the Superintendent of Recreation.

First Aid Emergencies & Treatments

Minor Burn Treatment

1. Submerge burn in cold water.
2. Apply a cold pack
3. Cover with a clean, dry cloth.

Nosebleed Treatment

1. Apply pressure on nostril and lean the camper forward.
2. Apply cold compress to the victim's face.

Treatment for Bleeding

1. Apply direct pressure to the wound.
2. If cloth becomes soaked with blood, add another dressing on top of the first one. Do not remove any dressings once applied. Once bleeding slows or stops, wrap cloths firmly in place.
3. Apply pressure to the pressure points of the arm or leg, if applicable.

Treatment for Shock

Signs: Tiredness, weal, fast pulse, pale, clammy skin, shallow rapid breathing, confusion, thirst, nausea, rapid weak pulse.

Treatment:

1. Keeps camper lying down.
2. Maintain body heat.
3. Get medical help.

Treatment for Heat Exhaustion

Signs: Sweating, pale skin color, moist and clammy skin, shallow rapid breathing, weakness, dizziness and headache

Treatment:

1. Have camper rest.
2. Place wet, cool cloths on face and forehead.
3. Elevate the legs.
4. Water may be given if person is conscious.

Insect Bite/Bee Sting

Signs: Some participants develop severe reactions to bug or bee stings. Be aware of any participants who have such allergies. A sting or bite could be life threatening.

Treatment:

1. Remove stinger or venom sack by scraping from skin. Do not pinch.
2. Apply cold application or soothing ointment.
3. Cover wound and keep participant from scratching area.
4. Monitor participant for signs of allergic reaction.

Treatment for other types of Bites

Human:

1. Cleanse wound thoroughly with soap and water.
2. Cover wound.
3. Seek medical attention if skin is broken.

Animal:

1. Follow same procedures as above.
2. Try to get a close look at the animal - rabies is a potential danger.

Treatment for Splinters

1. Only remove splinter if it can be easily removed with your fingers.
2. Wash the area thoroughly and apply bandage
3. If the splinter is deep, summon additional assistance.
4. Keep the camper from touching the wound.

Treatment for Loose Foreign Object in the Eye

1. If dust, sand or chemicals, blow into the eye.
2. Rinse the eye thoroughly and continuously for up to 5 minutes.
3. If object does not rinse out, summon medical assistance.

Treatment for Poisoning

Signs: Odor on breath, open bottle or spilled contents nearby, nausea, vomiting or abdominal pain, dizziness, drowsiness, excessive agitation or irritability, shallow or difficulty breathing.

Treatment:

1. In any suspected poisoning, find Camp Director immediately.
2. Contact the Poison Control Hotline 1-800-942-5969 right away. Do not wait for symptoms to appear.
3. Follow directions of Poison Control staff. Do not induce vomiting unless directed to do so.

Treatment for Heat Stroke

Signs: Skin color is flushed red, skin hot and dry but person may be sweating, rapid pulse, nausea, cramps, disorientation and confusion.

Treatment:

1. Cool victim immediately with water or fan.
2. Call 911.

Treatment for Suspected Fractures, Broken Bones or Sprain

Signs: Swelling, sore to touch, bruising, exposed bone, deformity

Treatment:

1. Do not move the victim. Have them lie still and try not to move.
2. Get your Supervisor or the person in charge immediately.
3. Apply wet clothes or ice to affected area during first half hour to slow the rate of swelling.

Emergency Weather Procedures

In the interest of public safety, each parent/volunteer must be thoroughly familiar with and be able to implement the following emergency weather procedures.

Emergency Heat

Emergency heat will be authorized through the Emergency Broadcast System or at the discretion of the Administrative Staff. Numerous water breaks must be taken throughout the day to keep hydrated.

Light Rain

1. Continue normal activity but watch for threatening conditions and listen to radio for latest
 1. Weather Service warnings.
 2. Cover or bring inside, any electrical equipment that is outdoors (radios, etc.)
 3. Monitor crowd flow at the facility and/or inside the rain site.
 4. Park District personnel should prepare for further activation of the weather emergency procedures.

Heavy Rain

Monitor crowd flow in the shelter area.

Listen to radio for latest Weather Service Warnings.

Thunderstorm Warning

1. Take immediate action to direct patrons, participants and staff to their indoor facility.
2. Watch for threatening conditions and listen to weather radio for latest Weather Service warnings.
3. Immediately turn off and unplug power on electrical equipment outdoors.
4. Monitor crowd flow in the building.
5. In the event of lightning, phones are not to be used unless an emergency condition exists.

Tornado

The news media in the Chicago area uses three steps to inform the public of a possible or approaching tornado.

Tornado Watch: Conditions exist which may result in a tornado within an outlined area. All activities should be suspended until an all clear is received from the National Weather Service via Weather Radio. Listen to a weather radio for the latest Weather Service warnings. Monitor crowd flow in the building with the participants. Park District personnel should prepare for the further activation of weather emergency procedures.

Tornado Warning: A tornado has actually been sighted or its presence detected on radar in the area outlined in the tornado watch. Warnings will indicate where the tornado was discovered. If Winnetka is in the area through which the warning is issued, immediate safety precautions should be taken. Take immediate action to inform and direct participants and staff to go to their indoor site. Move all participants to interior halls or locker room of the building. Participants should be away from glass or window area. Do not permit anyone to remain within room.

The washrooms may be used if additional space is needed. Have children face the lockers in a curled position covering their head. Park District personnel should prepare for further activation of weather emergency procedures.

Tornado Alert: A tornado is expected to hit within the area outlined in the tornado warning. At this time, the area is in immediate danger. Should Winnetka be in this area, a two-minute continuous blast will be sounded on the Village's civil defense sirens. Participants and staff are to take immediate shelter. Move all participants to interior halls or locker rooms of the building and have them position themselves facing walls in a curled position covering their head.

Thor Guard Lightning Detection System

The Park District has an extreme weather notification system through Thor Guard. In case of severe weather moving into the area, designated staff will be notified via text message. There are three Thor Guard Sensor base locations in Winnetka. All of the sensor/base units are independent of each other. They are located at Winnetka Golf Club/Skokie Playfield, Tower Road Beach, and Nick Corwin Park. A visual aid consisting of flashing strobe lights has been installed at all horn locations. These strobes will be activated by the "warning system" and will continue to flash until the "all-clear" has sounded.

The Thor Guard System helps assess the conditions. Neither the signal nor the system is intended to guarantee that conditions are safe. If the weather is threatening and no warning signal is heard or seen, use good judgement and take shelter. Do not wait for the warning signal to activate, as the system can malfunction.

It is recommended that whenever lightning is observed or thunder is heard, patrons be evacuated from outdoor areas for a period of no less than thirty minutes after the last signs of lightning are heard or observed. Patrons should be encouraged to seek shelter in a building or in a vehicle.

To assist staff in handling the facility and program participants when the Thor Guard warning system has sounded (15 second horn blast), the following procedures have been developed.

1. Stop all activities immediately.
2. Designated staff should clear the area. Patrons may:
 - Seek shelter and remain in a protected building
 - Wait in their vehicles until the weather clears and the all-clear signal (3 short horn blasts) sounds;
 - or
3. Desk staff should notify coaches and players that are on the courts and immediately get them to shelter.

4. Call the Park District Office (501-2040) during office hours and inform them of the status. In addition, once activity resumes, inform the Park District Office. (Office hours: Mon-Fri 8:30 a.m. – 7:00 p.m. and Saturday 9:00 a.m. – Noon).
5. If the all-clear signal (3 short horn blast) sounds, resume activity;
6. If the all-clear signal does not sound after thirty minutes, do the following:
 - Check with the trained Thor Guard staff member regarding the status of the Thor Guard unit. A decision will be made after the system is checked if the activity **may** or **may not** resume;
 - If the system indicates that activity **may not** resume, the supervisor on duty should make a determination to cancel activities.

Note: The staff at your facility will do a manual recheck of the atmosphere on the Thor Guard unit in thirty minutes if the weather conditions are clear. Tell patrons that an update will be provided in a maximum of thirty minutes.

All Park District personnel on site during the time of the Thor Guard warning and/or weather emergency are responsible for carrying out the emergency weather plan.

Thor Guard Location

Skokie Playfields (Field 1 Backstop)

Operational Statistics

- The system has a coverage area radius of 3 miles
- System operates seven days per week, from April 1st-November 30th
- Times of operation are 8am-10:30pm

What to Avoid During Lightning Detection

- Open areas/isolated trees
- Elevated ground
- Maintenance machinery
- Open top of soft top vehicles
- Overhead wires/power lines
- Dugouts
- Metal
- Water
- Wire Fences

Other Non-Covered Locations

Signal horns may not be at your site, but at a site within ear shot. If you hear the alarm, please leave the park immediately.

Hot Environments

- Know signs & symptoms of heat-related illnesses.
- Monitor yourself.
- Block out direct sun or other heat sources.
- Drink plenty of water.
- Avoid beverages which contribute to dehydration such as coffee and tea.
- Take frequent breaks.
- Wear lightweight, loose-fitting, light-colored clothing. Remove saturated clothing.
- Get plenty of rest.

Cold Environment

- Know the signs and symptoms of cold-induced illnesses.
- Keep clothing clean.
- Avoid overheating.
- Wear cloths loose and in layers.

- Keep cloths dry. Remove saturated clothing.

Tornado

Tornadoes are a local storm of short duration formed by high speed rotating winds. If severe weather is imminent, listen to local weather forecasts for frequent updates. In the event of a tornado warning, seek shelter immediately. If inside of a building, go to the center of an interior room on the lowest level possible. If outside with no shelter; lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding. Stay in the shelter area until the tornado warning is terminated.

Fire Evacuation

When the fire alarm is activated you should quickly and safely evacuate all participants to the designated area (parking lot). Once you arrive at the designated area you should check to make sure that all participants are accounted for and then report your status to the park district person in charge at the evacuation site. **IN THE EVENT THAT YOUR EXIT ROUTE IS BLOCKED BY A FIRE OR SOME OTHER OBSTACLE** you should proceed to the nearest exit and continue to the evacuation site.

Crisis Communication

A crisis is any event that attracts keen public or media interest. Volunteers, who discover a situation that may be a potential crisis that would concern the public or media, must contact their supervisor who will then contact the head of the crisis team immediately. The head of the crisis team will decide whether to implement the crisis communication plan or simply to monitor and handle the situation carefully.

Fire Extinguishers

If the Fire Alarm is sounded the first action should be to remove all patrons from the facility. Only use the Fire Extinguisher if the fire is small and can be contained within a few minutes. Even though fire extinguishers come in a number of shapes and sizes, they all operate in a similar manner. An easy acronym for fire extinguisher use is PASS.

- **Pull** the pin at the top of the extinguisher that keeps the handle from being accidentally pressed.
- **Aim** the nozzle toward the base of the fire.
- Stand approximately 8 feet away from the fire and **Squeeze** the handle to discharge the extinguisher. If you release the handle, the discharge will stop.
- **Sweep** the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully since it may re-ignite.

Medical Response

In an emergency, call 911. Next, as soon as possible, call the appropriate supervisor. In the event anyone is injured or is affected by an illness, volunteers are not required to administer first aid and/or CPR. However, if a volunteer chooses to provide first aid, it should be consistent with their comfort level and training. **Always contact 911 immediately in the following situations:**

- The injury or illness requires care greater than you are able to provide.

If any doubt exists, it is recommended to err on the side of caution and contact the local paramedics who can use their advanced medical training to determine what treatment is needed. Head injuries have the potential to be very serious without visible or easily identifiable symptoms. It is best if a medical professional evaluates an injured person. If the injured or ill person is unable to drive themselves and a relative or friend cannot be reached. Under no circumstances should a volunteer transport participants or patrons to a medical facility, to their home, or any other location.

The above General Safety Rules cannot possibly cover all situations that may arise. Thus all volunteers are expected to exercise good safety judgment. You may find more information in the Fields binder located in the field office.

House League Basketball Information

Important Dates

Beginning of November	Basketball evaluations
November 14 (Tentatively)	Coaches meeting
November 15(Tentatively)	Practices begin
December 2 (Tentatively)	Games begin
February	Regular season ends (Depending on Schedule)
February 26-March 1	Playoffs begin (5 th -6 th only) (Depending on Schedule)

***November 23-27 and December 19-January 1 No Practice or Games

Practice & Games

Practices are generally an hour long and will be scheduled by the coaches through the Recreation Supervisor.

There will be one practice and one game per week. Tentative game schedules:

3rd/4th Grade Girls: 9am, 10am, 11am, Noon

5th/6th Grade Girls: 9am, 10am, 11am

4th Grade Boys: 1pm, 2pm, 3pm, 4pm

5th/6th Grade Boys: 9am, 10am, 11am

Practices will be determined by the coaches. Practice times will vary due to grade levels. Practices are Monday-Friday.

Game Locations

Hubbard Woods School: 3rd/4th Grade Girls and 4th Grade Boys

Skokie School South Gym: 5th/6th Grade Boys, 5th/6th Grade Girls

Washburne Gyms: 5th/6th Girls, 5th/6th Boys

**If you are going to miss a practice or game please inform the coach. This way they know who will be there.*

Gyms

It is a privilege to use the Winnetka School District gyms, so please treat the gyms with respect.

- There will be **NO FOOD or DRINK** (of any kind) allowed in the gyms.
- Players are not allowed to enter the gyms without the supervision of a coach or site supervisor
- Please do not drop off players early to games or practices and please pick up players promptly

Uniforms

All participants will receive a team t-shirt which will be given to the coaches. It is the duty of the coaches to pass them out. All players are required to wear their team uniform.

Site Supervisor

The site supervisor and/or Recreation Supervisor will be available during all the games and practices. If at any time you have any questions or problems please contact either of these individuals.

Game / Practice Cancellation Information

Weather Line

In case of poor or inclement weather the Winnetka Park District uses the website [Rainout Line Website](http://rainoutline.com/search/dnis/8475633131) (<http://rainoutline.com/search/dnis/8475633131>) and a weather hotline (847) 446-0080. On the website you can download it as an app and you can also get text and email alerts. The weather line will have all the important cancellation information that is needed for that day. This will be updated by 4:00pm each weekday.

Updated November 2015

What happens if there is poor weather and the game has already started play?

Since the basketball games will be played indoors this will not affect gameplay. However, if you feel that the weather conditions outside are terrible to drive in please use your best judgment and let your coach know if you are coming or not.

Code of Ethics

Parent Code of Ethics

I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parent's, Code of Ethics:

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, officials at every game, practice of other youth sports event.
- I will place the emotional and physical well-being of my child ahead of my personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free from drugs, tobacco and alcohol and will refrain from their use at all youth sports events.
- I will remember that the game is for youth-not adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed or ability.

Players Code of Ethics

I hereby pledge to be positive about my youth sports experiences and accept responsibility for my participation by following this Players' Code of Ethics pledge:

- I will encourage good sportsmanship from fellow players, coaches, and officials and parents at every game and practice by demonstrating good sportsmanship.
- I will attend every practice and game that I can, and will notify my coach if I cannot.
- I will expect to receive a fair and equal amount of playing time.
- I will do my best to listen and learn from my coaches.
- I will treat my coaches, other players, officials and fans with respect.
- I deserve to have fun during my sports experience and will alert parent or coaches if it stops being fun.
- I deserve to play in an environment that is free from drugs, tobacco and alcohol and expect adults to refrain from their use at all youth sports events.
- I will do my very best in school.
- I will remember that sports are an opportunity to learn and have fun.

Coaches Code of Ethics

I hereby pledge to live up to my certification as a Coach by following the Coaches' Code of Ethics:

- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe environment for my players.
- I promise to do my best to organize practices that are fun and challenging for all my players.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will remember that I am a youth sports coach, and that the game is for children not adults.