

A large, stylized graphic of a basketball in shades of blue and purple, positioned behind the main title text.

***WINTER YOUTH***

# **BASKETBALL**

**COACHES' MANUAL**

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*YOUTH*  
**ATHLETICS**

LOMBARDPARKS.COM

**Lombard**  
PARK DISTRICT The logo for Lombard Park District, featuring a stylized leaf or plant icon to the right of the text.

Dear Coaches,

Welcome to the Lombard Park District Youth Basketball Program. This manual serves as a guide to our youth sports programs. You may be a new coach or a seasoned veteran – either way we believe you will find this manual both helpful and informative. Youth sports programs rely on volunteer coaches for its success, and we appreciate the work you are doing for our children today. The experiences they have will help shape them into the leaders of the future.

Please take the time to read through this information. We strongly believe this manual will be an asset to you, the coach. In addition to this manual, we have partnered with MOJO app. This includes practice ideas, a chat feature, practice and game scheduling and more.

We believe that the most important item to be stressed in this manual is that winning is not everything – it is not even close. Competition can be healthy, but a “win at all costs” attitude can prove destructive. Each child has his or her own reasons for participating in this sport and it is our responsibility to ensure they can fulfill this desire. Please keep in mind that the values of **sportsmanship, learning, and fun** are what Lombard Park District athletic programs try to instill.

On behalf of the Lombard Park District, thank you for taking the time to help make this season a success. If at any time you have questions or concerns, please send an email or give me a call.

Best Regards,

Martha Houston, Program Manager  
Lombard Park District  
630.519.5852  
[mhouston@lombardparks.com](mailto:mhouston@lombardparks.com)

# Youth Basketball Coaches' Manual

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## Important Contact Information

Lombard Park District	Rainout Line	630.995.9491
Lombard Park District	Main Office	630.620.7322
Program Manager:	Martha Houston	630.519.5852
	<a href="mailto:mhouston@lombardparks.com">mhouston@lombardparks.com</a>	

Main Website: [lombardparks.com](http://lombardparks.com)  
Sports Information: [lombardparks.org/programs-3/athletics](http://lombardparks.org/programs-3/athletics)

Visit [lombardparks.com](http://lombardparks.com) and click “Recreation” on the menu at the top of the page. Then click “Youth Athletics.” This will take you to the “Youth Athletics and Leagues” tab where schedules can be found. Parent and Coach manuals may be found under “Winter Basketball”. Game schedules may be found at the bottom of the page under “Schedules & Standings”.

## Important Dates

Practices Begin: First week of December (Grades 1+)  
January 10, 2026 (Junior Dribblers)

Games Begin: Saturday, January 10, 2026 (Grades 1 and 2)  
Saturday, January 10, 2026 (Grades 3-8)  
Sunday, January 11, 2026 (High School)  
Saturday, January 31, 2026 (Junior Dribblers)

Last week of season: Late February (Junior Dribblers), early March (Grades 1-2), mid-March (Grades 3+)

Coach Contact: **Grades 3+**, please contact all players by **Friday, November 14** to introduce yourself to parents and give them your contact information and details about the team’s first practice.

**Junior Dribblers, Grades 1<sup>st</sup>/2<sup>nd</sup>**, please reach out to players by **Friday, December 5**. We also will be sending information about the league to all the participants including their team roster.

Please contact me ASAP if the phone number given is not correct. It is very important to make sure you have some form of communication with all your players prior to the first practice. Only use email as a backup for initial contact.

If someone on your roster misses the first practice, please follow up with a phone call and email.

Please check email frequently. Much of my communication will be through email. If you do not have an email address, please make sure your assistant coach has an email address that I can use, and they will be my main email contact.

## **Goals of the Youth Basketball League**

1. Create a positive, fun, and safe environment for children to enjoy the game of basketball.
2. Give children a positive experience with basketball so they will be encouraged to continue throughout their lifetime.
3. Provide children an enjoyable opportunity for regular physical activity, as well as social and psychological development.
4. Improve participant's skills through practice, games, and positive reinforcement.
5. Develop a sense of community between players, parents, coaches, and the Park District.

## **Duties of Volunteer Coaches**

1. Show genuine interest in the skill development of each participant.
2. Obtain knowledge of specific sport including rules and strategies.
3. Demonstrate the ability to organize and administer effective practices.
4. Always demonstrate good sportsmanship and instill good sportsmanship in players and parents toward all other players, coaches, parents, and referees. Examples:
  - **No fighting/arguing**
  - **No abusive language**
5. Communicate in a constructive way with Lombard Park District staff.
6. Adhere to sport specific rules and Lombard Park District guidelines.
7. Always ensure sportsmanlike behavior from players, coaches, and parents both by example and in teaching sportsmanship to one's players.
8. Implement 50% participation of each participant in an effective teaching/coaching manner.
9. Administer first aid when necessary; complete and submit the proper form to Lombard Park District within 24 hours.
10. Exhibit proper behavior towards supervisors, officials, scorekeepers, and other Park District employees.
11. Communicate code of ethics to parents and spectators.

12. Ensure parents/spectators exhibit good sportsmanlike behavior before, during, and after all practices and games.
13. Comply with a background check as stated in the LPD policy.

## **Role of Volunteer Coaches**

1. As a facilitator
  - Set up conditions and environment for learning.
  - Players need to have fun and be given positive feedback.
  - Coach must be enthusiastic.
  - Practice should be conducted in the spirit of enjoyment and learning.
  - Activities need to be geared toward achieving success.
  - Keep practice simple. Do not make it complex.
  - Must be fun or they will lose interest.
  - Fitness should be with the ball. Running laps serves no purpose other than making the player aerobically fit.
  - Do not over coach, players learn from playing.
2. As a positive role model
  - Demonstrate respect for team members, opponents, referees, parents, spectators, and opposing coaches. Have responsibility to the game itself.
  - Understand who they are coaching.
  - Children mature at different levels.
  - Treat each person as an individual.
  - Not all participate for the same reason.
3. As a teacher (“The game is the great teacher”) How do players learn?
  - Receive information – process in order of importance.
  - Block out unnecessary cues. Attend to most important.
  - Concentration on execution of decision.
  - Repetition, practice makes permanent.

## **Youth Sport Volunteer Coach Requirements**

1. Coach must attend all scheduled meetings (coaches meeting, coaches training, etc....) for his/her sport and division. \*
2. Coach must exhibit good sportsmanship to participants, coaches, and spectators for both teams as well as all Park District Staff.
3. Coach must attend 90% of all scheduled practices and games.
4. Coach must follow the Park District philosophy of “participation for all” and keep winning in perspective.

5. Return all equipment within one week of the completion of the season.

\* If the coach was unable to attend a meeting or training due to work or other commitments, staff may work with these situations on an individual basis

### **5 rules to keep ‘em coming back** (SportingKid, Spring 2005)

1. **Be Patient:** Remember, they are kids. They’re going to make mistakes – in fact, a lot of them. A coach’s role is to help them learn from winning and losing.
2. **Make it fun:** Creating a relaxed environment for the children – and parents – will help them focus on the fundamentals and philosophies you wish to instill.
3. **Honor thy father and mother:** There isn’t a parent who doesn’t want to be involved in some way with their child’s youth sports experience. Respect the parents and the role they can play during the season.
4. **Focus on the basics:** It is important that you teach the fundamentals of the game – in whichever sport you coach. The key is to keep it simple and fun.
5. **The old College try:** The most important lesson of all is that it is not about winning and losing. Emphasize that if your players always give their best effort they will succeed.

### **Potential Benefits for Participants in Youth Sports**

- Developing appropriate skills and a lifetime pattern of regular physical activity.
- Learning appropriate conditioning techniques that affect health and performance
- Obtain enjoyment and recreation
- Developing positive personal, social, and psychological skills (ex: self-worth, self-discipline, teamwork, goal setting)

Many players achieve significant benefits in at least some of these areas depending on the frequency duration, and intensity of participation and the quality of coaching leadership.

### **Gym Locations**

Pleasant Lane Gym  
401 N. Main Street, Lombard  
Entrance 6 (Berkshire Ave)

Hammerschmidt Gym  
617 Hammerschmidt, Lombard  
Entrance 9 (South door along Hammerschmidt St.)

Glen Westlake Middle School  
1514 S. Main Street, Lombard  
Entrance 17 (North side of school)

Madison Gym  
150 W. Madison Ave, Lombard  
Entrance 8 (Madison Ave)

Madison Meadow Athletic Center  
500 E. Wilson Avenue, Lombard

## Game Schedules

The game schedules will be posted online at [Quickscores.com/lombardparks](https://www.quickscores.com/lombardparks). The link will be emailed to coaches no later than **December 12**.

If you know of any potential conflicts ahead of time, I will attempt to accommodate your schedule when making the schedules. Once the season has started, there will be little to no flexibility in changing game times. If you are unavailable to coach a game, then your assistant coach, or another parent if you do not have an assistant coach, shall coach the team. Please contact me to let me know if someone other than you will be coaching one of your games.

## Practice Information

1. Prior to the beginning of the sport season, each individual coach should ensure he/she would be available for one (1) consistent day each week for a scheduled practice.
  - Grades 3 & up practice 1 hour/week on a weeknight.
  - Grades 1-2 practice on Saturdays (assigned by staff). Weeks 1-3 (week 4 is break) will be a 1-hour practice, no game. Weeks 5-11 will be a 15-minute practice and then a 45-minute game.
  - Junior Dribblers (Ages 5-6), Weeks 1-3 will consist of practice for 45-60 minutes on a Saturday (assigned by staff). Weeks 4-8 will consist of 30 minutes of practice, and 30 minutes of a scrimmage game.
2. The staff will issue practice times. Gym space and times will be given to coaches to select a time/day that works best with his/her schedule.
3. All practices are to take place within the Lombard Park District boundaries unless otherwise approved by the staff.
4. If the head coach is unable to attend a practice the assistant coach should lead the practice on that given day.
5. Practices are designed to focus on specific skill development. Scrimmages are good tools to utilize as a portion of practice; however, should never be used as a substitute for practice.
6. All equipment (balls and cone discs) will be provided at the facility for you (please note that due to storage limitations, each team will likely only have about 4-5 balls). Please encourage players to bring a ball (if they have one) and water bottle to practice.
7. Grades 3-4 will only be assigned practice times at Hammerschmidt, and Madison (adjustable hoops). These two locations are reserved for this age level first.
8. Practices will not be held from December 22-January 3.

## House League Equipment (All ages)

1. Lombard Park District reversible black/red jersey is mandatory for Grades K-8. They are available at Sunset Knoll Recreation Center for \$22.

High School League participants will receive their jerseys at the first game.

2. No jewelry is to be worn during games or practices, including watches, rings, necklaces, bracelets and earrings (must be heavily taped). No hard hair clasps.
3. No casts of any kind are allowed. Splints must be of a padded nature and wrapped.
4. All players with glasses MUST have a safety strap or sports goggles.
5. All players must wear gym shoes to participate in the game. Shoes worn during play should be carried in to help preserve the gym floor finish.
6. Make sure all personal items are marked clearly with the player's name.

## House League Playing Rules (All ages Except 5<sup>th</sup>-8<sup>th</sup> grade girls)

1. The clock will run continuously for the entire game. The clock will stop on all dead ball situations during the last one minute of play of each quarter.
2. Each team will be allowed two 45-second time-outs per game. If a game goes into overtime, each team will receive one additional time-out.
3. Free Throws
  - **K-2<sup>nd</sup>**: No free throws. On a foul, the team that fouled receives the ball out of bounds closest to where the foul was committed.
  - **3<sup>rd</sup>-4<sup>th</sup>**: Shoots free throws at 9ft hoop and 12ft free throw lines
    - Line shooter up at regulation free throw line and if they jump over the line, there is no violation
    - Bonus is 7+ fouls during a game (shooting or on the floor fouls)
    - All fouls after ten will result in two free throws (standard bonus and double bonus rules)
  - **5<sup>th</sup>-8<sup>th</sup>**: Shoots free throws at 10ft hoop and 15ft free throw lines (regulation)
    - Free throw line violations in effect.
    - Bonus is 7+ fouls during a game (shooting or on the floor fouls)
    - All fouls after ten will result in two free throws (standard bonus and double bonus rules)
4. **3<sup>rd</sup> – 8<sup>th</sup> grade**: teams will go into the “Single Bonus” on the 7<sup>th</sup> personal foul of the half and “Double Bonus” on the 10<sup>th</sup> foul of the half.

5. Any player who receives five personal fouls will be removed from the game.
6. A jump ball will occur only at the beginning of the game (and overtime, if necessary). All other jump ball situations will be decided by the alternate possession rule.
7. All players should play at least 50% of the game. Players who arrive late must play at least 50% of the remaining quarters. All substitutions must report to the scorer's table to be buzzed into the game during quarters.
8. No substitutions on the fly. Officials will be instructed to call an official's time-out to aid in the substitution if necessary. Coaches are encouraged to play set line-ups for the entire quarter or half the quarter to improve the flow of the game and help playing time continuity. Generally, the clock will be stopped midway through the quarter for mass substitutions.
9. All other rules that are not in this manual will be covered by IHSA rules.
10. Any player who is ejected from a game will be suspended for a minimum of one game. Any player who is ejected must be escorted from the facility by a parent or guardian before play will resume (with assistance from the head coach).

### **Junior Dribblers (Kindergarteners)**

Length of game: 4-minute quarters (3-minute halftime)  
 Ball size: Junior (27.5)  
 Basket height: 8 feet

1. Players will guard opposing player with same colored wrist band. No zone defenses.
2. Teams will practice for 45-60 minutes during the first three weeks and then have 30 minutes of practice followed by a 30-minute game for the remaining five weeks.
3. Coaches should do their best to teach basic rules of basketball to the kids (dribbling ball, no pushing, etc, and enforce them during the games).
4. Up to two coaches per team may be on the court during games to help instruct players. Coaches should "officiate" the games.

### **Grades 1/2**

Length of game: 7-minute quarters (3-minute halftime)  
 Ball size: Junior (27.5)  
 Basket height: 8 feet

1. Players will guard opposing player with same colored wrist band.

2. No zone defenses. Man-to-man defense only. Coaches should emphasize: No reaching in.
3. Coaches will encourage players to vacate the lane as much as possible during the course of the game to avoid a lane violation.
4. No full court press.
5. Defense can pick up their opposing player at the top of the key. After a change of possession, the other team must immediately drop back on defense. Coaches will encourage players to drop back whenever possible. Defense cannot be played outside the designated defensive area during the transition.
6. No fast breaks – Upon grabbing a rebound or stealing the ball, teams should hold the ball in backcourt to allow defense time to drop back.
7. This division practices for 15 minutes prior to the beginning of their game.
8. Up to 2 coaches per team may be on the court during games to help instruct players.

### Grades 3/4

Length of game: 8-minute quarters (3-minute halftime)

*There will be one overtime period of two minutes of stopped time. If the game is tied after the overtime period, the game will move to sudden victory.*

Ball size: Junior (27.5)

Basket height: 9 feet

1. No zone defenses. Man-to-man defense only. Coaches should emphasize: No reaching in. The ball may not be stolen off the dribble or while a player holds it but can be stolen from a pass. If stolen off a pass, then a fast break can occur. **Stealing off the dribble may take place after week 2.**
2. Lane violation will be called after five seconds. Referees will encourage players to vacate the lane as much as possible during the game to avoid this violation.
3. No full court press.
6. No fast breaks on rebounds by the individual who grabbed the rebound. The player may pass to an outlet and a fast break can then occur. Defense is encouraged to drop back immediately to stop all fast breaks.
7. Defense can pick up their opposing player one step inside of half court. After a change of possession, the other team must immediately drop back. Defense cannot be played outside the designated defensive area during the transition. (Exception: if the offense is trying to delay the game by staying outside of the playing area, the defense can play up to half court. Officials will encourage players to bring the ball into the playing area.) Once the ball has entered the designated defensive area on a possession. Defense may be played all the way to half court for the remainder of that possession.

## Boys Grades 5/6

Length of game: 8-minute quarters (3-minute halftime)

*There will be one overtime period of two minutes of stopped time. If the game is tied after the overtime period, the game will move to sudden victory.*

Ball size: Intermediate (28.5)

Basket height: 10 feet

1. Lane violations will be called after three seconds.
2. Man to man or zone defense is allowed
3. If the deficit is greater than 15 points, the following rules apply:
  - No fast breaking allowed for the leading team.
  - No full court press by leading team.
  - During the playoffs this rule will be increased to 20 points.

## Girls Grades 5/6 – see separate Intervillage rules

## Girls Grades 7/8 – see separate Intervillage rules

## Boys Grades 7/8

Length of game: 9-minute quarters (3-minute halftime)

*There will be one overtime period of two minutes of stopped time. If the game is tied after the overtime period, the game will move to sudden victory.*

Ball size: Regulation (29.5)

Basket height: 10 feet

1. Defense can pick up their man full court.
2. If the deficit is greater than 15 points, the following rules apply:
  - No fast breaking allowed for the leading team.
  - No full court press by leading team.
  - During the playoffs this rule will be increased to 20 points.

## Miscellaneous Policies and Guidelines

1. Eat Healthy. Through the years, it has become common for parents to bring after-game snacks for the team. In keeping with promoting health and fitness, we ask that you choose healthy items when doing so. Please keep in mind that no food or drinks are allowed inside the gymnasium.
2. No alcohol, drugs, or smoking is allowed at any time during games and practices by coaches.

3. Referees and site supervisors have the right to shorten the length of quarters (with notification of both coaches) due to injuries, or any unforeseen problems to keep the program on schedule.
4. For lost and found items, please check with the site supervisor on game day or at practice, as there is a Park District lost & found on site. If the items are not there, another option is to check with the individual schools during school hours. Lost and found items are donated to charity on a quarterly basis, so please act quickly if something turns up missing.
5. Parents are expected to pick up their children on a timely basis from all practices and games. Please show respect for your coaches by being prompt. Make every effort to let your coach know if your child will be absent from a match for planning purposes.
6. Food and drink are NOT allowed in any of the gymnasiums. Water is permissible.
7. Gym shoes that players wear to participate should not be worn outdoors.
8. This program, as are all Lombard Park District youth sports programs, is designed for the enjoyment of the participants themselves. We strive to make the programs safe, enjoyable and a positive experience for your child so they will want to continue participating as they grow older. Your help in achieving this as parents and coaches is greatly appreciated.
9. Please call with any questions or suggestions, 630.620.7322.

## **Team Formation Guidelines**

The following youth sports guidelines have been developed to create a fair and equitable way to form Lombard Park District youth sports teams.

- All teams will be formed to distribute players based on age and school.
- All players will be allowed one friendship request. For any friendship request to be honored the friend must also request the participant.
- All players will receive the choice of either a friendship request or returning to their previous team, at the discretion of the program manager.

After friendship requests are paired up, participants will be assigned to teams considering a variety of predetermined factors. Each team will automatically have the coach's and assistant coach's children placed on their team. Each head coach is only assigned one assistant coach. In the event a coach requests an assistant, this will also count as their friendship request. All siblings falling within the same age group will be placed on the same team. Participants who are on the waitlist will not be guaranteed a team or a friendship request.

## **Chain of Command**

1. **Players/Spectators:** Coaches are responsible for the conduct of the players and spectators of their team.

2. **Coaches:** You are responsible for the conduct of your players, spectators, and assistant coaches, or anybody else on your team's sideline. You are expected to assist the referee in enforcing rules, and to back them up if there is an unruly spectator or if one of your players is playing in a dangerous manner or showing poor sportsmanship.
3. **Referees:** As soon as the referee steps onto the game field/court, he/she is the authority figure for that game, and their decisions are final. Referees have the right to remove unruly coaches, spectators, or players if they deem it necessary.
4. **Site Supervisor:** The Lombard Park District typically has a site supervisor on-site at weekend games, and they have the authority over referees, coaches, and spectators.
5. **Program Manager (Martha Houston):** When not on-site at the games, the Program Manager delegates decision-making authority to the Site Supervisors. The Program Manager oversees every aspect of the youth basketball program, including day-to-day operations, scheduling, and player/spectator/coach discipline. Any questions or concerns (whether general, or specifically regarding the conduct of a Referee or Site Supervisor) should be directed to them, and they have final authority to dole out any disciplinary measures as outlined by the Behavior Management Policy.
6. **Director of Recreation (Angus Shields):** Anybody who wishes to file an appeal regarding a disciplinary decision made by the Program Manager must do so in writing within 24 hours to the Director of Recreation.

## Parent's Code of Ethics

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

- I will encourage sportsmanship and character development by showing support for all players, coaches, and officials involved at every game and practice session.
- In conjunction with the Lombard Park District, I will place the emotional and physical well-being of my child ahead of a personal desire to win.
- I will insist and help to ensure that my child and his or her team always play under safe conditions.
- I will expect that my child's coach and team always adhere to all rules of participation and competition.
- In accordance with the Lombard Park District, we will uphold the principles of the six pillars of trustworthiness, respect, responsibility, fairness, citizenship, and caring.
- I will not condone the use of drugs, alcohol, and tobacco at any Lombard Park District event and will refrain from their use at all games and practice sessions.
- To aid their development, I will make every attempt to make sure that my child attends all practices/games on a timely basis.
- As a family and team, we will respect all our teammates, opponents, referees, coaches, and league officials.
- I will do my best to actively take on any role necessary to improve the quality of my child's sports experiences.

- I will remember that youth sports programs are intended for the youth of our community, and I will do my best to make these experiences fun and rewarding.

## Behavior Management Policy

1. All coaches, players, and spectators are expected and required to conduct themselves in an appropriate manner. Any behaviors or actions deemed inappropriate by Lombard Park District Staff may result in the offending party being ejected from the game or asked to leave the playing area and/or sideline. Anyone removed from a match/game must leave the field immediately. The referees, site supervisors or Program Manager on duty at that time, will handle all problems and have final say. Each head coach is responsible for the behavior of themselves, all assistant coaches, players, and parents, and should assist staff by discouraging inappropriate behavior by any member or spectator of the team.
2. All participants, coaches, and spectators are expected to adhere to the rules and philosophies as well as local, state and federal statutes. Any individual who violates these rules will be subject to disciplinary action up to and including removal from the program.
3. Behavior contrary to the Park District policy will not be tolerated. The Park District does reserve the right to limit coach/parent/participant participation in the youth athletic programs. Violation of the above rules will result in the following:
4. Any player/coach/or spectator who is ejected from a match or removed from the sideline is subject to:
  - 1st Offense: Minimum one game suspension
  - 2nd Offense: Minimum three game suspension
  - The Program Manager has final say on all disciplinary decisions, and will notify the offending party (or if applicable, a parent/guardian) in writing (electronic or mail) OR telephone
5. Any coach, player, or parent removed from a game for disciplinary reasons will be required to meet with the Program Manager prior to re-instatement.

Any individual who has been administered a disciplinary action has the right to an appeal. This appeal **must** be in writing and received within 24 hours of the disciplinary action. The Park District will review this appeal in a timely fashion and all disciplinary action will stay in effect while the appeal is reviewed.

Appeals should be directed to: Lombard Park District  
Attn: Martha Houston, Program Manager  
820 S. Finley Rd  
Lombard, IL 60148  
mhouston@lombardparks.com

## Statement of Admissions

All volunteers are expected to always act and conduct themselves in the best interest of the agency. When an accident occurs, no matter how insignificant it may seem to be, it is of the utmost importance never to presume or admit guilt or fault of any kind. Volunteers should never speculate on the cause(s) of the accident or injury

or discuss any facts of the accident. Volunteers should cooperate with investigating authorities and with any investigation conducted by or on behalf of the agency. All questions relating to an accident involving agency property and/or personnel shall be promptly directed to a department head, or agency spokesperson.

## **Lombard Park District Background Check Policy**

All full-time and part-time employees as well as volunteer coaches and assistant coaches, 18 years of age and older, shall be required to submit to periodic criminal background checks. The frequency of the background checks shall depend upon the employment/volunteer position. Employees may be required to submit fingerprints and/or other identification to facilitate such an investigation. Any employees or volunteer coach or assistant coach who refuses to submit to a criminal background check under this policy or refuses to sign a consent form shall be subject to discharge. Convictions will not absolutely bar employment with the district but will only be considered in relation to specific job requirements.

## **Accident Reporting and First Aid**

- 1) The coach must fill out an accident report for every accident they observe or that is reported to them. These forms are located inside the first aid kit, inside of each coach equipment bag. If a field supervisor is on duty, they can assist you with injuries and documentation. If the accident is serious or requires ambulance service, coaches are required to complete a separate write-up in detail in pen or email to submit to the staff within 24 hours of the accident. Phone the staff as soon as possible to explain the situation.
- 2) Do not give the report to the injured participant to complete. The coach must complete the form and submit the report to the Program Manager within 24 hours of the incident.
- 3) The coach should inform the injured party and/or parent or legal guardian, that all injuries should be referred to a qualified physician.

## **Bloodborne Pathogens**

When a child has injured himself/herself and there is blood present, use extreme caution. Always wear latex gloves when there is the potential to have contact with the blood.

## **Other Important Safety Tips**

1. Do not under any circumstances leave a child or group of children alone before, during, or after a practice or game. Make sure that a parent or other responsible adult has arrived before leaving.
2. Never drive one of your players to/from an activity without written permission from their parent. Doing so exposes you to potential liability.
3. Generally, try to always ensure that, another adult is present during activities, such as practice or games. Do not engage in one-on-one tutoring sessions with individual players alone.

4. Be very cautious when dealing with head injuries of any kind. If any head injury occurs, even if minor, have the player sit out and evaluate them further. If they are showing any symptoms of a concussion, (dizziness, disorientation, head pain, etc.) have them seek medical attention, and submit an accident report.

## **Emergency Response Procedures**

1. Administer first aid/CPR if trained to do so.
2. Contact local police and EMS.
3. Minimize further loss (if property related.)
4. Contact supervisor and provide him/her with all the details immediately available.
5. Notify employees at the site that an emergency exists.
6. Fill out the proper incident/accident report carefully to document the emergency and the response.
7. Cooperate with local emergency service and police personnel.
8. Continue to compile accurate information as quickly as possible.
9. Do not talk to the media.

Treat for shock

Maintain present body temperature

Keep calm

Keep talking to the injured person (not about injury)

Do not move the injured person

Try to make him/her as comfortable as possible.

## **Concussion Protocol**

Concussions: A concussion is a type of traumatic brain injury caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. Participants who show or report one or more of the signs and symptoms listed below – or who simply say they just “don’t feel right” – after a bump, blow, or jolt to the head or body may have a concussion or other serious brain injury. Concussion signs and symptoms may not show up for hours or days.

Signs observed in participants by parents or coaches appears dazed or stunned; forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent; moves clumsily; answers questions slowly; loses consciousness (even briefly); shows mood, behavior, or personality changes; can’t recall events prior to or after a hit or fall.

Symptoms reported by children and teens: headache or “pressure” in head; nausea or vomiting; balance problems or dizziness, or double or blurry vision; bothered by light or noise; feeling sluggish, hazy, foggy, or groggy; confusion, or concentration or memory problems; just not “feeling right,” or “feeling down.”

Action for possible head injury/concussion: remove participant from play, when in doubt, sit them out; notify parent; contact emergency medical care depending on the situation; individual should see healthcare provider for assessment and instructions. Do not try to judge the severity of the injury yourself.

Only a healthcare provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days. The brain needs time to heal after a concussion. An individual's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

To learn more about concussions, go to [cdc.gov/HEADSUP](https://www.cdc.gov/HEADSUP)

## **Policy Prohibiting Discrimination and Harassment in the Workplace**

The Park District is committed to a working environment in which all individuals are treated with respect and dignity. Everyone has the right to work and volunteer in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each employee, officer, official, park commissioner, agent, volunteer, and vendor of the Park District as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, sexual orientation, or any other legally protected characteristic will not be tolerated.

You are encouraged to immediately report any incident of discrimination, harassment, or retaliation in the workplace to your immediate supervisor so that the Park District can respond promptly and take appropriate action.

## **Mandated Reporter (1-800-25-ABUSE)**

As required by the Abused and Neglected Child Reporting Act, any person in his/her official capacity having reasonable cause to believe a child known to them may be an abused or neglected child shall immediately report or cause a report to be made to the Department of Child and Family Services (DCFS). Contact your supervisor to discuss your suspicions. All information will be maintained as confidential. Free online training: <https://mr.dcfstraining.org/>

## **Benefits of Volunteering**

As a Lombard Park District volunteer, you and your family are invited to an annual Staff & Volunteer Appreciation Party in your honor, typically held in August at Paradise Bay Water Park (437 E. St Charles Rd, Lombard).

## **Release of Liability/Waiver**

To volunteer for the Lombard Park District, participants must sign a release of liability/waiver. Volunteers under the age of 18 must have this waiver signed by a parent or guardian.

## **Volunteer Medical Accident Insurance**

Volunteers are covered for accidental injuries to themselves while within the scope of their designated duties as a volunteer. Volunteers are not covered under the Illinois Workers compensation statutes. The Illinois Supreme Court has ruled that persons not receiving pay for their services are not employees within the meaning for the Workers Compensation Act, and therefore not covered.

If a volunteer is injured while performing their volunteer duties the claim should first be processed through personal health insurance or Medicare coverage. If the volunteer does not have insurance or Medicare or their insurance does not pay all expenses, PDRMA does provide Volunteer Medical Accident Insurance, with certain limitations. The policy provides \$5,000 in medical expense coverage for injuries incurred while the volunteer is performing volunteer duties. There is no coverage for lost wages from another job. The volunteer will be required to sign an affidavit attesting to what other insurance he/she may have and provide bills and copies of explanations or benefits before this policy will cover any outstanding bills or out of pocket expenses. The Park District Accident/Incident report must be filled out by the volunteer supervisor immediately. The claim should be reported to PDRMA by the Human Resources Manager.

## **MOJO**

The MOJO Sports app (free download and usage) is new to the basketball league. This app will provide coaches with an easy team communication tool, house league documents (rules, notes, announcements), as well as provide full lesson plans for all ages and skills. This app is not required to use, but we feel will help coaches throughout the season.

Onboard information will be sent out soon. MOJO will automatically add coaches to the app. From there you can invite players to your team.

1	Agency name	Today's date	
2	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm a.m./p.m.)	
3	Name of person completing report	Title of person completing report	
4	Business phone number	Business email	
5	How did the incident occur? (Provide a brief, factual description; do not speculate on fault, etc.)		
6	Name of the location (park, pool, community center; Ex. Smith Pool, Johnson Community Center) or nearest intersection where the incident occurred.		
7	Is there an address for this location? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
	If yes, please provide the following:		
	Street address		
	City	State	Zip code
8	Location (Specify the exact type of location/facility where injury occurred. Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.)		
9	Primary location (Specify exact location. Ex. lap pool, cart storage, classroom, pavilion)		

**BODILY INJURY**

If an employee was injured, please submit the form for an Employee Injury (Form 04) type of incident.

10	Was a person injured? (Ex. patron, citizen, participant, volunteer) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
11	If yes, please provide the following information:		
	Last name	First name	
	Address		
	City	State	Zip code
	Home phone #	Work phone #	Cell phone #
	Age	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
12	Is injured person an agency volunteer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
13	Describe the injury (affected body part and type of injury; Ex. contusion, bruise, laceration, sprain, break, etc.)		
14	Did injured person make any statements? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
	If yes, what did injured person say?		

15 Was first aid administered?  Yes  No  Unknown

Name and position of person who administered first aid \_\_\_\_\_

What first aid was given? \_\_\_\_\_

Did first aid involve AED and/or CPR?  Yes  No  Unknown

If yes, please submit a PDRMA post-AED form.

Were paramedic services offered?

Called and refused (at scene by patron)  Yes  No  Unknown

Offered and refused  Yes  No  Unknown

Unable to respond and called  Yes  No  Unknown

Were police called?  Yes  No  Unknown

If yes, please provide the following information.

Name of police department \_\_\_\_\_

Name of officer \_\_\_\_\_

Do you expect this person to submit a claim?  Yes  No  Unknown

## PROPERTY DAMAGE

16 Was property damaged as a result of this accident/incident?  Yes  No  Unknown

17 If yes, how was the person involved in the accident/incident?

Owner of property adjacent to park district  Patron

Vehicle owner  Other

18 Last name (or business name) \_\_\_\_\_ First name (not necessary if business name) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_ Phone number \_\_\_\_\_

Describe the property damage \_\_\_\_\_

\_\_\_\_\_

## WITNESS INFORMATION

19 If there was a witness(es) to the accident/incident, please provide the following information:

Last name \_\_\_\_\_ First name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_ Phone number \_\_\_\_\_

20 Did witness make any statements?  Yes  No  Unknown

If yes, what did witness say? \_\_\_\_\_

\_\_\_\_\_

21 Where was witness when the accident/incident occurred? \_\_\_\_\_

\_\_\_\_\_

## Background Check Website

**\*\*New\*\*** we have moved our background check process to an online model.

You may enter the website or scan the QR code below to complete the 2 minute check.

[https://lombardparkdistrict.quickapp.pro/apply/applicant/start? ref=qap\\_session\\_1c70550d9b40a272ea9196fd394ee79f3c14af39d869c91a9422b809435db065](https://lombardparkdistrict.quickapp.pro/apply/applicant/start? ref=qap_session_1c70550d9b40a272ea9196fd394ee79f3c14af39d869c91a9422b809435db065)



## **VOLUNTEER ACKNOWLEDGEMENT**

I have read the Volunteer Manual and Job Description and will perform the duties agreed upon. I understand the Park District reserves the right to decline my services based on the results of a background check that includes a review of criminal convictions.

### **IMPORTANT INFORMATION**

The Lombard Park District is committed to conducting its recreation programs and activities in the safest manner possible and holds the safety of participants in the highest regard. Participants and/or parents registering in recreation or volunteer programs must recognize that there is an inherent risk of injury when choosing to participate. The Lombard Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions.

Due to the difficulty and high cost of obtaining liability insurance the providing agency requires the execution of the following Waiver and Release. Thank you for your cooperation.

### **WAIVER OF LIABILITY**

I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries, damages or loss that I may sustain as a result of participating in any and all activities connected or associated with my volunteer duties.

I hereby freely consent and agree to waive and relinquish all claims I may have as a result of my participation against the District and its officers, agents, servants and employees.

I do hereby release and discharge the District and its officers, agents, servants and employees from any and all claims from injuries damages or loss which I may have or which may accrue to me on account of participation in programs or activities.

I further agree to indemnify and hold harmless and defend the District and its officers, agents, servants and employees from any and all claims resulting from injuries, damage and losses sustained by me or arising out of, connected with or in any way associated with the programs or activities.

In the event of an emergency, I authorize District officials to secure from any licensed hospital, physician, and /or medical personal any treatment deemed necessary for my or my children's immediate care and agree that I will be responsible for payment of any and all medical services rendered.

I have read and fully understand the above Details, Waiver and Release of all Claims and Permission to Secure Treatment

Participant's Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Participant's Signature \_\_\_\_\_

Parent / Guardian's Signature (if necessary) \_\_\_\_\_