

# FALL YOUTH SOCCER

## COACHES' MANUAL 2021

LOMBARD PARK DISTRICT

**YOUTH** ♦  
♦ **ATHLETICS**

*Lombard*  
PARK DISTRICT 

LOMBARDPARKS.COM

Dear Coaches,

Welcome to the Lombard Park District Youth Sports Program. It is the intention of the Athletics Staff that this manual serves as a guide to our youth soccer program. This manual will contain information regarding policies, rules of play, expectations, and code of conduct. The youth soccer program relies on volunteer coaches for its success. The Park District appreciates the work you are doing for the children in the community.

Please take the time to read through this information. We believe that the most important item to be stressed in this manual is the goal of the Lombard Park District. Our soccer program is not geared towards winning games, but to give a child a fun and positive experience with the game of soccer. Given the choice to win a game or provide a teachable life lesson, coaches should provide the life lesson. Competition can be healthy, but a “win at all cost” attitude can prove detrimental to the development of the players, and is contrary to the values the Lombard Park District strives for in its youth programs. As a Lombard Park District coach, part of your job is to set a positive example for both participants and other parents. Please keep in mind the values of **sportsmanship**, **learning**, and **fun** that all Lombard Park District athletics programs try to instill.

On behalf of the Lombard Park District, thank you for taking the time to help make this season a success. We very much appreciate your contributions. As the season progresses, if at any time you have questions or concerns, please stop by or give me a call.

Best Regards,

Jake Pawlak  
Athletics Program Manager  
Lombard Park District  
630.953.2371  
[jpawlak@lombardparks.com](mailto:jpawlak@lombardparks.com)

# **Youth Soccer Coaches' Manual**

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## Important Contact Information

### Weather Reporting Application for Games:

#### Rainout Line

For cancellation information you can:

**-Download the free app, visit [rainoutline.com](http://rainoutline.com)**

**\*Recommended!**

-View online at [rainoutline.com](http://rainoutline.com) and search for the Lombard Park District

-Call the rainout line automated phone message at 630-995-9491

\*This app will be used only for game cancellations. Practice cancellations will be made by coaches.

**Lombard Park District Main Office** (630) 620-7322

**Program Manager: Jake Pawlak** (630) 953-2371

[jpawlak@lombardparks.com](mailto:jpawlak@lombardparks.com)

Main Website: [www.lombardparks.com/](http://www.lombardparks.com/)

Sports Information: [www.lombardparks.com/youth-athletics](http://www.lombardparks.com/youth-athletics)

## Important Dates

- |   |  |
|---|--|
| August 3 <sup>rd</sup> - 9 <sup>th</sup>    | Contact all players on your roster by this date. Report incorrect contact information to Program Manager by this date. |
| August 16 <sup>th</sup>                     | First week of practice.  |
| August 21 <sup>st</sup>                     | First Game.  |
| Picture Day:                                | TBD  |
| October 2 <sup>nd</sup> or 16 <sup>th</sup> | Last scheduled week of practice.   |

## Goals of the Youth Soccer League

1. Create a positive, fun, and safe environment for children to enjoy the game of soccer.
2. Give children a positive experience with soccer 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 soccer skills through practice, games, and positive reinforcement.
5. Develop and 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. Communicate effectively and often with your team's parents via email or phone.
3. Obtain and teach soccer knowledge including rules and strategies.
4. Demonstrate the ability to organize and administer effective practices.
5. Demonstrate good sportsmanship at all times and instill good sportsmanship in players and parents toward all other players, coaches, parents, and referees. Examples:
  - No Fighting/arguing
  - No Abusive Language
6. Communicate in a constructive way with Lombard Park District staff.
7. Adhere to sport specific rules and Lombard Park District guidelines.
8. Ensure sportsmanlike behavior at all times from players, coaches, and parents both by example and in teaching sportsmanship to one's players.
9. **Implement 50% participation** of each participant in an effective teaching/coaching manner.
10. Administer First Aid when necessary; complete and submit the proper form to Lombard Park District within 24 hours.
11. Exhibit proper behavior towards supervisors, officials, scorekeepers, and other Park District employees.
12. Communicate code of ethics to parents and spectators.
13. Ensure parents/spectators exhibit good sportsmanlike behavior before, during, and after all practices and games.
14. 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. To 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. Assistant coaches can fill in when needed.
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.

## **Game Rules - Equipment:**

1. Shin guards are mandatory for all practices and games. Shin guards must be worn UNDER the socks.
2. No jewelry is to be worn during matches or practices, including watches, rings, necklaces, bracelets, and earrings. No hard hair clasps or barrettes.
3. No casts of any kind can be allowed. Splints must be of a padded nature and wrapped.
4. No brimmed hats allowed.
5. For grades 3 and up: All players with glasses MUST wear contacts, safety goggles, or sports goggles for games. Eye glasses worn during games are dangerous to the player wearing them. For grades 2 and under, not wear glasses is strongly recommended but not required. If a player is wearing glasses, a safety strap must be attached across the back of the head.
6. Soccer cleats are recommended, but not required. No metal cleats are allowed.
7. During cold weather, sweatshirts or jackets may be worn UNDER jerseys. Please avoid hooded sweatshirts.
8. Make sure all personal items are marked clearly with the player's name.

## Playing Rules - All Levels:

Note: Any rules not specified in the playing rules section will follow normal FIFA Laws of the Game.

1. **Rule Change:** New official rule change in regards to heading the ball consistent with U.S. Soccer and AYSO recommendations:
  - Intentional heading of the ball is banned for all U-11 player in both practices and games
  - Heading for players in U-11 through U-14 is limited to a maximum of 30 minutes per week with no more than 15-20 headers per player.
  - An indirect free kick spotted at the location where the player touched the ball will be awarded to the opposing team if a player deliberately touches the ball with his/her head during the game
2. Good Samaritan Rule - If one team is short players, the other team should either share players or play with the same number of players.
3. 50% Playing Time - All players attending the game will play at least 50% of the time unless there is an injury, illness, or an unwillingness to play.
4. Three Goal Advantage - If one team gets ahead by three goals, the opposing team can add one player until the deficit is fewer than three goals. If the deficit reaches five goals, the team ahead should remove a player or a second player can be added to the field for the team that is behind. Coaches must take any measure possible to keep from running up the score and keep the game fun for both teams.
5. Tie-games remain as ties - There are no “shootouts” or overtime periods played.
6. Goalies - Upon making a save, goalies shall release the ball in no fewer than 8 seconds. They must stay inside the goalie box if touching the ball.
7. A Goal kick must leave the goal area to become live - If a player enters the goalie box and makes contact with the ball too soon, the ball will be re-kicked by the goalie.
8. Only 1 attempt will be allowed on a corner kick

## New Rules with Players per Side!

The main governing bodies of American youth soccer, the AYSO and US Youth Soccer, have changed their recommendations for the amount of players that should play on each team during game play. It is recommended that small-sided games are played as much as possible. The less players on the field, the more experience and touches each player receives. This is in an effort to improve players’ experience and improve skill development.

Starting in the spring of 2018, the Lombard Park District will start to move toward compliance with these recommendations. For some leagues we will not be in full compliance, but we will be working towards these goals over the next few seasons.

### LPD players per side

Pre-K:	4v4
Kindergarten:	5v5
1 <sup>st</sup> /2 <sup>nd</sup> Grade:	7v7
3 <sup>rd</sup> /4 <sup>th</sup> Grade:	7v7
5 <sup>th</sup> /6 <sup>th</sup> Grade:	9v9
7 <sup>th</sup> -9 <sup>th</sup> Grade:	11v11



## **Grade: Pre-K**

- 1) Length of match: **Four 8 minute quarters** (4 minutes between quarters) Halftime: 5 minutes
- 2) Number of players: **4 players per side** (There is no goalkeeper at this age)
- 3) Ball Size: **#3**
- 4) Up to 2 coaches per team are allowed on the field during play to help guide the players. (Coaches will try not to interfere with the flow of play).
- 5) Defensive players are not allowed inside the Goal Area
- 6) There are no off-sides called for this age division.
- 7) Games are “officialated” by the coaches or by another person designated by the coaches

## **Grade: Kindergarten**

- 1) Length of match: **Four 10 minute quarters** (2 minutes between quarters) Halftime: 5 minutes
- 2) Number of players: **5 players per side** including goalkeeper
- 3) Ball Size: **#3**
- 4) Up to 2 coaches per team are allowed on the field during play to help guide the players. (Coaches will try not to interfere with the flow of play).
- 5) Substitutions are allowed on the fly
- 6) There are no off-sides called for this age division.
- 7) Throw-ins: The same player will redo the throw-in until it is done legally.
- 8) Games are “officialated” by the coaches or by another person designated by the coaches

## **Grades: 1<sup>st</sup>-2<sup>nd</sup>**

- 1) Length of match: **Four 10 minute quarters** (2 minutes between quarters) Halftime: 5 minutes
- 2) Number of players: **7 players per side**
- 3) Ball Size: **#3**
- 4) Only one coach is allowed on the field. Please do not interfere with the flow of play. A second coach may be stationed off of the field behind your goalie. No coach is allowed behind the opposing team’s goal.
- 5) Substitutions will be allowed at quarter breaks, halftime, after a goal is scored, goal kicks and on your own throw-ins. You cannot change on the fly during a live ball situation.
- 6) There are no off-sides called for this age division.
- 7) Throw-ins: The same player will redo the throw-in until it is done legally.

## **Grades: 3<sup>rd</sup>-4<sup>th</sup>**

- 1) Length of match: **Four 12 minute quarters** (2 minutes between quarters) Halftime: 5 minutes
- 2) Number of players: **7 players per side**
- 3) Ball Size: **#4**
- 4) Coaches must remain on sidelines (No coaching on the field)
- 5) Substitutions will be allowed at quarter breaks, halftime, after a goal is scored, goal kicks and on your own throw-ins. You cannot change on the fly during a live ball situation.
- 6) Offside will be called and enforced. Players have no restrictions in regards to the midfield line and remaining back on defense.
- 7) Throw-ins: The first throw-in attempt must be legal, or a violation will occur.

## **Grades: 5<sup>th</sup>-6<sup>th</sup>**

- 1) Length of match: **Four 12 minute quarters** (2 minutes between quarters) Halftime: 5 minutes
- 2) Number of players: **9 players per side**
- 3) Ball Size: **#4**
- 4) Coaches must remain on sidelines (No coaching on the field)
- 5) Substitutions will be allowed at quarter breaks, halftime, after a goal is scored, goal kicks and on your own throw-ins. You cannot change on the fly during a live ball situation.
- 6) Offside will be called and enforced. Players have no restrictions in regards to the midfield line and remaining back on defense.
- 7) Throw-ins: The first throw-in attempt must be legal, or a violation will occur.

## **Grades: 7<sup>th</sup>-9<sup>th</sup>**

- 1) Length of match: **Two 35 minute** halves  
Halftime: 5 minutes
- 2) Number of players: **11 players per side**
- 3) Ball Size: **#5**
- 4) Coaches must stay on sidelines (No coaching on the field)
- 5) Substitutions will be allowed at halftime, after a goal is scored, goal kicks and on your own throw-ins. You cannot change on the fly during a live ball situation.
- 6) Offside will be called and enforced. Players have no restrictions in regards to the midfield line and remaining back on defense.
- 7) Throw-ins: The first throw-in attempt must be legal, or a violation will occur.

### **\*Please Note**

There will be a tournament at the end of the season for grades 5<sup>th</sup>-9<sup>th</sup>. This will be a standard single-elimination tournament at the end of the regular season. This is an opportunity for our older players to experience some fun competition, and good sportsmanship and fun will still be encouraged over winning.

## **Youth Sports Practice Information/Guidelines**

1. Prior to the beginning of the sport season, each individual coach should ensure he/she is available for one **(1) consistent day each week for a scheduled practice. Length of practice time varies with specific sport; however, most are one (1) hour. Pre-K and K are often 30-45 minutes.** (Teams should practice no more than 2x per week)
2. Coaches will choose their practice times and location and communicate it with Park District staff. Staff may recommend changing times a locations if needed.
3. All practices are to take place within the Lombard Park District boundaries unless otherwise approved by the athletic staff.
4. If the head coach is unable to attend a practice the assistant coach should lead the practice on that given day. Each team should practice once per week, unless the athletics staff has informed the coach that the facility is unavailable.
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.

## Field Playability Guidelines

We are all committed to providing high quality, safe playing surfaces in our parks and district facilities. We need the consideration and enforcement of all users groups in protecting our athletic turf from excessive damage due to game and practice activities. If any of the following conditions occur, scheduled games and practices must be canceled or postponed:

1. Standing water on the playing field (i.e. puddles)
2. Excessive Soil Saturation
  - a. walking on turf causes water to rise to the surface around the foot
  - b. walking on the turf causes footprint indentations in the field
    - one inch or more of precipitation has fallen 48 hours prior to scheduled game or practice accompanied by steady rain on practice or game day
    - steady downpour of rain on practice or game day, which could cause damage to turf or injury to participants
3. Extreme drought conditions where 50% of playing surface has turned dormant.
4. Audible thunder or visible lightning (play can potentially resume per the decision of the field supervisor no earlier than 30 minutes after the last thunder or lightning has occurred).
5. Visibility (darkness)
6. Play on frozen turf is prohibited due to grass dormancy. Exposure to activity while frozen will cause a delay in growth once the turf thaws.

All Park District staff, coaches, and referees are responsible for ensuring safe conditions of field playability at all times during scheduled play. If there are any concerns about playability or cancellations, please contact Program Manager Jake Pawlak. Safety and protection of our participants and fields are top priorities of the Lombard Park District. The Lombard Park District will make all final decisions regarding field playability for games and will communicate such decisions on the Rainout Line.

## **Field space should be used for games only and not for practice.**

**Field Locations:** Due to Four Seasons being under construction please be aware parks and games may become busier. Please be patient as once the park is finished we will have additional fields to use.

### **Lombard Common (433 E St Charles Rd, Lombard, IL 60148)**

LC1: 3rd/4th Grade Boys (18" goals) (Off of Grace St, South of the playground)

LC2: 3rd/4th (Girls) (18" goals) (Off of Grace St, South of the playground)

LC3: Kindergarten (8" Goals) (Off of Grace St, South of the playground)

LC4: Kindergarten (8" Goals) (Off of Grace St, South of the restroom shelter)

### **Sunset Knoll (820 S. Finley Rd – Fields behind rear entrance of building)**

SK1: 7th-9th grade Coed

SK3: 5th/6th grade Girls/Boys (next to the sled hill)

### **Madison Meadows (Near Parking Lot on the corner of Madison St. and Chase Ave.)**

MM1: 1-2 Grade (Boys) (12" goals) Off Madison St, closest to the parking lot.

MM2: 1-2 Grade (Girls) (12" goals) Off Madison St, behind field 1.

MM3: Pre K (6.6" Goals) Located on the other side of fields 1 and 2

MM4: Pre K (6.6" Goals) Located on the other side of fields 1 and 2

Notes: We prefer that if there is an open practice field, that Game fields not be used for practices. If using game fields for practices, please stay out of the goal areas unless doing a specific activity that involves shooting at the goals. Game fields shouldn't be used for practices when muddy. There will be occasional weekday games scheduled on the game fields.

### **Other Park Locations (Require bringing pop-up goals)**

Old Grove (Corner of Michelle/Lewis Ln)

Madison Meadows (Along Madison St. and Wilson St.)

Lombard Common

Open flat green space

### **Team Formation Guidelines**

The following youth sports guidelines have been developed in an effort to create a fair and equitable way to form Lombard Park District youth sports teams. Coach and friend requests are honored if possible.

Reasons why requests may not be honored:

- Too many players request the same team
- Inhibits a satisfactory ratio of older to younger players, or male to female players for Co-Rec leagues
- Conflicts with practice nights

Staff reserves the right to break up teams if their skill level is deemed too high and creating a poor experience for other teams.

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.

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.

**THERE ARE NO GUARANTEES OF RECEIVING YOUR REQUESTED FRIEND OR COACH!!!**

## 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 (Jake Pawlak):** 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 Soccer program, including day-to-day operations, scheduling, and player/spectator/coach discipline. Any questions or concerns (whether they are just general, or specifically regarding the conduct of a Referee or Site Supervisor) should be directed to him, and he has final authority to dole out any disciplinary measures as outlined by the Behavior Management Policy.
6. **Director of Recreation (Joe McCann):** 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: ([jmccann@lombardparks.com](mailto:jmccann@lombardparks.com)).

## 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, as well as check in with all parents to make sure they are comfortable providing snacks.
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, weather, darkness or any unforeseen problems to keep the program on schedule as a whole. Any match that is into the 2<sup>nd</sup> half of play shall be considered final if stopped due to weather conditions.
4. Lost and found items will be taken to Sunset Knoll Recreation Center at 820 S. Finley Rd if they are not still in the equipment box at the field. Please check the box first. 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. This program, as are all Lombard Park District youth sports programs are designed for the enjoyment of the participants themselves. We strive to make the programs safe, enjoyable and a positive experience for your child so that they will want to continue participating as they grow older. Your help in achieving this as parents and coaches is greatly appreciated.
7. No Guns or Knives allowed on Park District property! Even with a concealed carry permit, guns and knives are not allowed on Park District property under any circumstances. If you see a weapon at a park, do not confront the person and call 911 immediately.
8. Please call with any questions or suggestions, (630)-620-7322.

## **Parent's Code of Ethics**

I hereby pledge to provide positive support, care, and encouragement for all children 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 insure that my child and his or her team play under safe conditions at all times.
- I will expect that my child's coach and team adhere to all rules of participation and competition at all times.
- In accordance with the Lombard Park District and Lombard Character Counts! Coalition, we will uphold the principals 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.
- In an effort 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 of 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.
- I will pick up my child on a timely basis from all practices and games. I will be respectful of volunteer coaches by being prompt. I will make every effort to let my coach know if my child will be absent from a practice or game for planning purposes.

## 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 Lombard Park District rules and philosophies as well as local, state and federal statutes at all times. 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:
  - 1<sup>st</sup> Offense: Minimum 1 game suspension
  - 2<sup>nd</sup> Offense: Minimum 3 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: Joe McCann, Director of Recreation  
820 S. Finley Rd  
Lombard, IL 60148  
[jmccann@lombardparks.com](mailto:jmccann@lombardparks.com)

## **Statement of Admissions**

All employees/volunteer coaches are expected to act and conduct themselves at all times 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. Any and all questions relating to an accident involving agency property and/or personnel shall be promptly directed to a department head, or agency spokesperson.

**\*No personal information should be given to any other parents/guardians/friends in regards to children.**

## **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 in order 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 will be given out at the coaches meeting as well as emailed. A seemingly minor injury could escalate into a more serious complication and all documentation is very important. 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 Athletics Staff within 24 hours of the accident. Phone the Athletics 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.

## **Blood borne 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. As a general rule, try to ensure that at all times, 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.

## Concussion Symptoms

Thinking/ Remembering	Physical	Emotional/ Mood	Sleep
Difficulty thinking clearly	Headache Fuzzy or blurry vision	Irritability	Sleeping more than usual
Feeling slowed down	Nausea or vomiting (early on)  Dizziness	Sadness	Sleep less than usual
Difficulty concentrating	Sensitivity to noise or light Balance problems	More emotional	Trouble falling asleep
Difficulty remembering new information	Feeling tired, having no energy	Nervousness or anxiety	

People with a concussion need to be seen by a health care professional. If you think you or someone you know has a concussion, contact your health care professional. Your health care professional can evaluate your concussion and determine if you need to be referred to a neurologist, neuropsychologist, neurosurgeon, or specialist in rehabilitation (such as a speech pathologist) for specialized care. Getting help soon after the injury by trained specialists may improve recovery.

## 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.

## **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. Each individual 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 and every 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**

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.

## **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**

In order 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 any health insurance or Medicare coverage the volunteer may have. (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 coverage is excess over all other insurance the volunteer may have. 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 volunteer supervisor immediately. The claim should be reported to PDRMA by the Human Resources Manager.

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; <i>Ex. Smith Pool, Johnson Community Center</i> ) 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. <i>Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.</i> ) _____ _____	
9	Primary location (Specify exact location. <i>Ex. lap pool, cart storage, classroom, pavilion</i> ) _____ _____	

## 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? ( <i>Ex. patron, citizen, participant, volunteer</i> )	<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; <i>Ex. contusion, bruise, laceration, sprain, break, etc.</i> ) _____ _____			
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      Offered and called  Yes

Offered and refused  Yes      Offered, refused, called by agency anyway  Yes

Unable to respond and called  Yes

Were police called?  Yes      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

Vehicle owner

Patron

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? \_\_\_\_\_

\_\_\_\_\_



## Lombard Park District National Background Screening Consent Form

Applicant's Legal Name (printed)

\_\_\_\_\_

Date of Birth \_\_\_\_\_

Applicant's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_ E-mail \_\_\_\_\_

I, \_\_\_\_\_, authorize and give consent for the above named organization to obtain information regarding myself. This includes the following:

- Local & National Criminal background records/information
- All 50 State Sex Offender Registries
- Full Address Trace
- Social Security Verification

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

A criminal report may be obtained at any time after receipt of your authorization and, if you are approved, throughout your volunteering.

I understand that my volunteering as a \_\_\_\_\_ with the Lombard Park District may be contingent upon the review of my background check to determine if my background would affect the position for which I am volunteering.

I understand that the Lombard Park District reserves the right to terminate, modify or limit my volunteering relationship subsequent to receipt and review of my background check.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## 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) \_\_\_\_\_