



**FALL YOUTH**

# **SOFTBALL**

**COACHES' MANUAL**

*YOUTH*  
**ATHLETICS**

LOMBARDPARKS.COM

**Lombard**  
PARK DISTRICT 

Dear Coaches,

Welcome to the Lombard Park District Youth Softball Program. It is the intention of the Athletics Staff that 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. The youth sports program relies 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 a coach library with reference materials. Please contact the Park District to check out any of these items. With all of these tools we believe that each coach will have a successful season.

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 cost” 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 have the opportunity to 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. As the season progresses, if at any time you have questions or concerns, please stop by or give me a call.

Best Regards,

Martha Houston  
Athletics Program Manager  
630.519.5852  
[mhouston@lombardparks.com](mailto:mhouston@lombardparks.com)

# Youth Softball Coaches' Manual

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## Important Contact Information

Lombard Park District Sports Hotline (630) 995-9491  
Lombard Park District Main Office (630) 620-7322  
Program Manager: Martha Houston (630) 519-5852  
[mhouston@lombardparks.com](mailto:mhouston@lombardparks.com)

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

Visit [www.lombardparks.com](http://www.lombardparks.com) and scroll along “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 “Fall Softball”. Game schedules may be found at the bottom of the page under “Schedules & Standings”.

**Quickscores:** is the website we use to view and schedule all of our games for the season. Coach’s contact will be entered by the park district. Coach will also be able to view the game schedule. Game schedules will not change unless both coaches agree on the changes being made.

Link: <https://www.quickscores.com/lombardparks>

## Important Dates

Practices Begin: July 31

Games Begin: August 12

Picture Day: TBA

Coach Contact: Please contact all players to introduce yourself to parents and give them your contact information and details about the team’s first practice.

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 of 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.

Coaches’ primary phone number will be listed on schedules and given out to players on your team.

Secondary phone number will only be used by me for purposes of contact should I not reach you at your primary. This number will NOT be given out to players by LPD. 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.

## **Uniforms**

The uniforms that are distributed to the participants are to be worn during all league games.

## **Goals of the Youth Softball League**

1. Create a positive, fun, and safe environment for children to enjoy the game of softball.
2. Give children a positive experience with softball 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 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. Obtain knowledge of specific sport including rules and strategies.
3. Demonstrate the ability to organize and administer effective practices.
4. Demonstrate good sportsmanship at all times and instill good sportsmanship in players and parents toward all other players, coaches, parents, and umpires. 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. Implement 50% participation of each participant in an effective teaching/coaching manner.

8. Administer First Aid when necessary; complete and submit the proper form to Lombard Park District within 24 hours.
9. Exhibit proper behavior towards refs and other Park District employees.
10. Communicate code of ethics to parents and spectators.
11. Ensure parents/spectators exhibit good sportsmanlike behavior before, during, and after all practices and games.
12. 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.
  - Do not over coach, players learn from playing.
2. As a positive Role Model
  - Demonstrate respect for team members, opponents, umpires, 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.

The Park District Athletic Staff has additional coaching resources available including books, pamphlets and videos. Some of these resources can be found on the athletics page at [www.lombardparks.com](http://www.lombardparks.com). For others, please ask athletic staff.

## 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, team work, 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.

## 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. If the coach is unable to attend a meeting or training due to work or other commitments, staff may work with these situations on an individual basis
4. Coach must follow the Park District philosophy of “participation for all” and keep winning in perspective.

## 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.

## 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.

### Grades 3-4

- All teams will be formed in an effort to distribute players based on age and skill level.
- All third graders will be allowed one friendship request. For any friendship request to be honored the friend must also request the participant.
- All fourth graders will receive the choice of **either** a friendship request **or** returning to their previous team.

### Grades 5-6

- All teams will be formed in an effort to distribute players based on age and skill level.
- All fifth graders will be allowed one friendship request. For any friendship request to be honored the friend must also request the participant.
- All sixth graders will receive the choice of **either** a friendship request **or** returning to their previous team.

### Grades 7-8

- All teams will be formed in an effort to distribute players based on age and skill level.
- All seventh graders will be allowed one friendship request. For any friendship request to be honored the friend must also request the participant.
- All eighth graders will receive the choice of **either** a friendship request **or** returning to their previous team.

After friendship requests are paired up, participants will be assigned to teams taking into account a variety of factors. These factors include, but are not limited to, age, skill, gender, school, geographical location, and special circumstance. 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.



## **Softball Field Locations**

### **Lombard Commons**

#5 – Edgewood Ave

### **Madison Meadow**

#12 – Corner of Ahrens and Madison

#13 – Madison St (Next to tennis courts)

#16 – Corner of Wilson & Lewis

#20 – Fairfield & Harding

### **Schaeffer School**

#28 - Pleasant Ln

## **Guidelines for Field Playability**

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 and/or Excessive Soil Saturation
  - Walking on turf causes water to rise to the surface around the foot.
  - 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.
2. Extreme drought conditions where 50% of the playing surface has turned dormant.
3. 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.)
4. Visibility (darkness)
5. 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.
6. All Park District staff, coaches, and umpires are responsible for ensuring safety conditions of field playability at all times during scheduled play. If there are any concerns about playability or cancellations, please call the Sports Hotline at 630-415-3479 or the Sunset Knoll Recreation Office at 630-620-7322. Safety and protection of our participants and fields are top priorities of the Lombard Park District.

## **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. Length of practice time varies with specific sport; however, most are one (1) hour.
2. The athletics staff will issue practice times. Field 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 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 Athletic Staff has informed the coach otherwise.
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.

## **Miscellaneous Policies and Guidelines for Coaches and Parents**

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.
2. No alcohol, drugs, or smoking is allowed at any time during games and practices by coaches.
3. Umpires and site supervisors have the right to shorten the length of the game (with notification of both coaches) due to injuries, or any unforeseen problems to keep the program on schedule as a whole.
4. 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 practice or game for planning purposes.
5. 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.
6. Please call with any questions or suggestions, 630-620-7322.

## 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. **Umpires:** As soon as the umpire steps onto the game field, he/she is the authority figure for that game, and their decisions are final. Umpires 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 are have the authority over umpires, 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 Softball 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 an umpire 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)).

## 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 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.

## **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 1 game suspension
  - 2nd 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: Martha Houston, Program Manager  
820 S. Finley Rd  
Lombard, IL 60148  
[mhouston@lombardparks.com](mailto:mhouston@lombardparks.com)

## **Umpire Interaction**

Please help us promote sportsmanship throughout our athletic programs. Umpires play a crucial role in athletic contests. They have a difficult job and are often underappreciated. Although, we may not agree with every call, please respect all sports officials and keep interactions appropriate, positive, and courteous. Thank you for helping us promote good sportsmanship in our parks and facilities.

Umpire interactions should be made in a controlled and time sensitive manner. If a coach or participant has a question or a comment involving a sports official, it should be made calmly and respectfully during a break in the game. At no point should a coach or participant stop the game to argue or question an umpire call.

Currently there is a shortage of officials across all sports. Due to this, there is a high probability of having a new or young umpire at a game. Regardless of their experience, umpires should be treated with respect both on and off the field. This includes coaches, parents, spectators, and participants. If you have a concern regarding a umpire, please contact Martha Houston ([mhouston@lombardparks.com](mailto:mhouston@lombardparks.com)) with the details (date, time, field, etc.). Again, please keep in mind that there is a shortage of umpires and without them we will not be able to provide officials for future games. Let's do our best to promote a positive atmosphere for our sports officials and athletes. Thank you for your cooperation and commitment to good sportsmanship in our community.

## **Statement of Admissions**

All employees 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.

## **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 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 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.

## **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.

- 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.
- 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

- Administer first aid/CPR if trained to do so.
- Contact local police and EMS.
- Minimize further loss (if property related.)
- Contact supervisor and provide him/her with all the details immediately available.
- Notify employees at the site that an emergency exists.
- Fill out the proper incident/accident report carefully to document the emergency and the response.
- Cooperate with local emergency service and police personnel.
- Continue to compile accurate information as quickly as possible.
- 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 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 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 softball 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.



# Accident/Incident Report

Attorney/Client Privileged Document

Form  
**01**

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.)			

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

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? \_\_\_\_\_



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