

ELK GROVE PARK DISTRICT  
&  
ATHLETIC LEAGUES

**VOLUNTEER  
EXPECTATIONS  
MANUAL**



Revised March 2022

ELK GROVE PARK DISTRICT  
**Volunteer Expectations**

## **INTRODUCTION**

The Elk Grove Park District and Athletic Leagues are committed to providing the youth of our community a positive sport experience. Whether or not youth athletes enjoy their time on your team has a lot to do with your coaching philosophy and strategy. The Elk Grove Park District and Athletic Leagues developed this document which outlines our expectations of every coach in order to help you be your best!

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## **1. HOLD A TEAM AND PARENT MEETING TO SET EXPECTATIONS**

The Elk Grove Park District recommends that you hold a team and parent meeting before your season starts. The most efficient method may be to hold a meeting before your first practice, but holding a meeting at an alternative place and time is also acceptable. The purpose of this meeting would be to introduce players, collect contact information, and set expectations for the season. A good first meeting can get your season off to a great start!

### **Suggested topics of discussion include:**

1. Introduction of teammates
2. Character Counts Initiative
  - a. Review the Character Counts Code of Conduct. Ask parents and players to sign and submit the Character Counts Code of Conduct forms provided by the Park District.
3. Collect contact information
  - a. Email addresses and phone numbers of parents and participants may be useful to communicate any schedule changes.
4. Set expectations
  - a. Team rules – When to get to practices/games, how to address coaches, talking to parents during games, etc.
  - b. Team goals – Winning should not be the only goal. Is having fun the main goal? Do you want every player's skills to improve by the end of the season?
  - c. Playing time - How much is required by your Athletic League? How much time will the players receive?
  - d. Athlete behavior – On and off the field.
  - e. Parent behavior – Set expectations for how parents talk with players, coaches, officials and other parents; establish consequences for not meeting those expectations.
    - i. If you find it necessary to address “adult” topics such as yelling, fighting, or drinking at games/practices, excuse your athletes first. For this reason, holding this meeting at your first practice may be beneficial because athletes can use this time to warm up.

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## **2. TEACH THE KIDS**

As legendary UCLA men's basketball coach John Wooden said, "A coach is first and foremost a teacher." This phrase applies to youth sports, as well. As an Athletic League volunteer, you have the opportunity to influence our children more than you may realize. It is with their best interests in mind that the Elk Grove Park District encourages you to teach your athletes the following:

### **1. Athletic Fundamentals**

Each child should be better at the end of the season than they were at the beginning. Accomplish this with drills during practice and reinforcing positive behaviors. When you teach a new skill, encourage more advanced athletes to teach their teammates. Contact your Athletics Department at (847) 228-3522 or (847) 228-3523 for tips on drills or practice techniques.

### **2. Decision-Making Skills**

Coaches often want their players to be highly responsive robots able to respond to every direction. This method does not prepare them for situations where there is no coach to tell them what to do. You should use this sport as an opportunity to teach thinking skills. Resist the temptation to tell players what to do. Expect the kids to think. Ask players on the bench what someone did/could have done to make the play successful: "What did Mike do on that play that made it work?" This will teach decision-making over time.

### **3. Life Lessons**

Although winning is fun and losing can be painful, winning is not essential for girls and boys to have fun in youth sports. As an incentive to participation, girls rated winning 12<sup>th</sup>, and boys rated it 8<sup>th</sup> in a survey of 10,000 high school students. Measuring success by wins and losses is clearly not most important for many youth athletes.

When asked if a particularly successful team was one of his greatest ever, former University of Chicago football coach Amos Alonzo Stagg replied, "I won't know that for another twenty years or so." What Mr. Stagg meant was that he cared more about the personal and professional development of his players than how many times they won or lost. A central goal of your team should be to help your athletes develop positive life skills that will help them become personally successful and socially responsible.

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#### **4. Health**

During the last 30 years, childhood obesity rates have more than tripled. A 2008 study by the National Health and Nutrition Examination Survey determined that 33.3% of U.S. children aged 6-11 are obese. That figure stands at 34.1% for U.S. children aged 12-19. According to the Robert Wood Johnson Foundation, Illinois ranks 10<sup>th</sup> among all states in percentage of overweight and obese children aged 10-17, with 34.9% of our children falling into this category. One of the many contributing factors to childhood obesity has been termed the “Summer Slide.” Contrary to the common stereotype, not all children spend their summer free days running, jumping and playing for hours in the fresh air. Although some weight gain is expected as children grow, the rate at which children gain weight over the summer is difficult to justify as part of their natural growth. This rapid weight gain is being credited to a lack of exercise and over-consumption of low-nutrient, energy-dense food.

With the exception of Elk Grove Youth Basketball, every Athletic League is in session while our children are on summer break. This gives you the unique opportunity to positively affect the lives of your athletes at every practice and game. As a coach, it is vital that you teach your athletes how to live a healthy lifestyle.

- Exercise
  - Encourage athletes to spend off-days playing or exercising
  - Incorporate cardiovascular exercises into practices
  - Interrupt more sedentary sports like baseball with highly active drills
- Eating Healthy
  - Young athletes need energy to perform at their best. Encourage your players to eat foods with high-energy carbohydrates such as whole grains, fruits, vegetables, and dairy foods prior to practice or games. Post-game snacks replenish important fuels lost during play. Avoid sugary treats with empty calories and opt instead for healthy snacks such as crackers and cheese, trail mix, cut up fruit containers, or sliced vegetables with dip. For additional information on how to keep your athletes eating healthy, visit the American Dietetic Association's website at [www.eatright.org](http://www.eatright.org), or read the following books:
    - “Play Hard, Eat Right: A Parent’s Guide to Sports Nutrition for Children” by The American Dietetic Association
    - “Feeding the Young Athlete” by Cynthia Lair

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### **3. SET THE EXAMPLE OF BEHAVIOR**

Set the example for the behavior of everyone involved with the team through your interactions with parents, players, and officials.

#### **Officials**

Some Athletic Leagues do not use certified officials. This means that, although your officials may be paid, they may not necessarily be professionals. Recognize that each official will see the game differently from you and the spectators, and be respectful of their decisions. It is important to understand that officials do not try to “take the game away from the kids.”

Recognizing that youth sport officials will do their best, and encouraging your players and fans to accept this fact, can change everyone’s perception of the team’s success.

#### **Players**

Do not coach with a, “Do as I say, not as I do,” mentality. If you don’t want kids arriving late to practice, then you shouldn’t be late to practice. If you talk to them about not swearing, then you as a coach should not swear. If you want them to be a good sport, you need to show good sportsmanship. Do not come to practice or a game with alcohol on your breath. You are a role model. Have integrity. Do good deeds. Admit when you are wrong. What they see has more impact on them than what they hear. Most adults still remember their youth coaches, especially the good ones who made a positive impression on them.

#### **Parents**

Some parents respond to their child’s athletic performance differently than others.

Occasionally, parents may become violent at youth sporting events. Understanding why parents behave the way they do is essential to dealing with them and creating a positive environment for youth athletes. The National Recreation and Park Association offers six reasons to explain parent behavior:

##### **1. Living Vicariously Through the Child**

If a parent perceives more potential in their child than they ever experienced in their own lives, they may develop unreal expectations as they attempt to actualize their dreams through their child’s sport participation. These parents may brag that their child is the star, often infuriating others and leading to elevated tension and confrontation.

##### **2. Visions of Superstardom**

Some parents dream of producing the next LeBron James or Venus Williams. Although a sport prodigy occasionally emerges, it is unrealistic to predict the athletic ability in young athletes

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before the age of 12. These parents may forego the concept of team play, expecting the action to focus on their child.

### **3. Securing a College Scholarship**

As tuition costs rise, many parents wish for a college or university to offer their children scholarships in order to reduce the financial burden on their families. This thinking often begins when children are as young as eight or nine, and college is the least of their concerns. These parents may become violent when children fail to live up to their expectations.

### **4. Family Values**

Sometimes parents view their child's youth sport performance as a direct reflection of the family's status in the community. Underachievement or sub-par performance in the parents' eyes can lead to embarrassment, frustration and anger that are channeled toward the child, their teammates, an official, or other parents.

### **5. Professional Role Models**

When children see their parents praise violent professional sport behavior (such as cheering when a baseball batter charges the mound,) they come to believe that such behavior is acceptable. Parents may then attempt to apply professional tactics like "brushing back the batter" or "taking out the second baseman," to youth sports. This behavior is counterproductive to the spirit of youth sport.

### **6. Win-At-All-Cost Attitude**

The number one reason kids participate in youth sports is fun, yet some parents place unacceptable emphasis on winning. This behavior manifests itself while children silently think, "let us play!" Increased emphasis on winning can lead to uncontrolled sideline behavior, ultimately diminishing a child's innocent joy of the game.

This information adapted from:

"It's no Longer a Spectator Sport: Eight Ways to Get Involved and Help Fight Parental Violence in Youth Sports." Conn, James H., & Docheff, Dennis M. (2004). Parks & Recreation, March 2004.

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**Anti-bullying at the Elk Grove Park District**

**STICKS AND STONES....**

**DO YOU KNOW HOW IMPORTANT YOU ARE IN THE LIFE OF A CHILD?**

**FACTS:**

1. Calling someone names can hurt. Bullying is a complex phenomenon, and it is not a “one size fits all” issue. The research is illustrating many motives, personalities and social issues in today’s world why bullying has become worse. Bullying has taken on an entirely different meaning than in years past. It doesn’t seem to be the old “boys will be boys” or “girls being catty”. Victims tend to experience higher rates of illness and depression. Some have resorted to suicide or murder as a last resort relief from constant harassment. Even students in our local schools have said it is getting out of hand.
2. The most common place for bullying is social media: instant messaging, facebook, or texting.
3. Cyberbullying is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the internet, interactive and digital technologies or mobile phones. Spreading rumors is a form of bullying. When an adult becomes involved it is termed cyber-harassment or cyberstalking.
4. Bullying occurs most frequently in grades 6-8 with little variation between urban, suburban town and rural areas.
5. Research states that nationally 60% of those characterized as bullies in grades 6-9 will have at least one criminal conviction by age 24.
6. Many kids who bully others are popular and have high social standing. All too often, bullies gain from their use of power over weaker classmates. Not only do they come away with their feeling victorious, but unfortunately, they are typically admired for their supremacy.
7. Locally, Alexian Brothers Health Network officials cite statistics that suggest 30% of all children have been bullied.
8. Dorothy Espelage, professor of educational psychology at the University of Illinois at Urbana-Champaign states that 17% of Illinois students say they have bullied another student. Fifty-eight percent of students say they have witnessed bullying as a bystander, but only 13 % of those kids said they intervened to stop the bullying.
9. Adults only see about 20% of what is going on among young people.
10. Until now, most anti-bullying programs have focused on the bullies and the bullied. The main focus now is turning bystanders into what we call “upstanders”. The climate of not taking action must change.

**MYTHS:**

1. Bullying often resolves itself when you ignore it. To the contrary, bullying reflects an imbalance of power that happens again and again.
2. Reporting bullying will make the situation worse. To the contrary, research shows that children who report bullying to a trusted adult are less likely to experience bullying in the future.



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3. Only boys bully. To the contrary, verbal, social, and physical bullying happens among both boys and girls.
4. Parents are usually aware that their children are bullying others. To the contrary, parents often do not know if their children bully or are bullied by others.

**WHAT CAN KIDS DO?**

1. Keep your personal information private, especially the facebook page.
2. STOP,BLOCK AND TELL
  - a. Stop, don't respond, take 5 and keep calm
  - b. Block the cyberbully
  - c. Tell a trusted adult so he or she can support you.
3. Be courageous to stop the cycle of bullying. Instead of a bystander, be an upstander! Talk to a parent, teacher, or if you want to stay anonymous, call a hotline number or write an anonymous note to a school official. Being silent means siding with the bully.
4. Go to the victim and have empathy.
5. Educate yourself on cyber ethics.

**WHAT CAN PARENTS OR ADULTS DO?**

1. Talk to the child about cyber bullying, privatizing information, and cyber ethics.
2. Talk to the child about stopping the cycle of bullying. Empower the child to do something when he/she sees it happening. Encourage the child to talk to you, a school official, or make an anonymous report.
3. If you know a victim, support the child. Be the trusted place the child can go. Be calm. Talk to him or her. Ask what you can do to solve this together.
4. Understand if the child is at risk of physical harm and understand how the child is handling it emotionally.
5. Let the school know so the guidance counselor can keep an eye out for how the child is handling things.
6. Utilize local resources for additional help.

**RESOURCES**

1. Elk Grove Township Challenge Program Coordinator, Renee Dorn, 847-981-0373, [challenge@wowway.com](mailto:challenge@wowway.com)
2. Dr. Cliff Saper, Executive Director of Intensive Outpatient Programs, Alexian Brothers Health Network, 847-755-8046.
3. Elk Grove High School anonymous tip hotline: 847-718-4551
4. Conant High School anonymous tip hotline: 847-755-3911
5. Schaumburg High School anonymous tip hotline: 847-755-4911
6. [www.stopbullying.gov](http://www.stopbullying.gov)
7. [www.stopcyberbullying.org](http://www.stopcyberbullying.org)
8. [www.cyberbullying.us](http://www.cyberbullying.us)
9. [www.nosticksandstones.com](http://www.nosticksandstones.com)
10. [www.tolerance.org](http://www.tolerance.org)

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#### **4. MANAGE UNEXPECTED SITUATIONS**

As a coach, there are many situations other than coaching that you may be required to handle. Things like angry fans, missing equipment or officials, fighting or divorced parents, drinking issues and parent violence may arise during your time as a coach. While not all things are predictable, you should familiarize yourself with some common situations and how to react to them. A great resource for you are the experienced coaches that you will be competing against. If a situation arises which you do not know how to handle, do not be afraid to ask for help from the opposing coach. Athletic Advisory board members often attend games as well, and they will be more than willing to assist with an unusual situation. If you need additional advice, you may also contact your Athletics Manager, Athletics Supervisor, or Safety Coordinator at the following numbers:

*Athletics Manager – Desk: (847) 228-3522*

*Athletics Supervisor – Desk: (847) 228-3523*

*Safety Coordinator – Desk: (847) 228-3499*

#### **5. BE SAFE**

The mission of the Elk Grove Park District is to provide safe and innovative parks and recreational opportunities. As a volunteer, you contribute to this mission by ensuring the safety of participants. Generally, it is a good idea to have a first aid kit and a cell phone with you at all times to treat minor injuries at a practice or game. However, despite the best planning by you and the Park District, accidents can happen. Knowing how to handle them will keep everyone safe. Serious incidents include any that require treatment by paramedics or similar emergency services.

**In the event of an injury or accident:**

1. Deal with the immediate crisis
  - a. Administer first aid if necessary
  - b. Call 9-1-1 if necessary
2. Contact an injured player's parents
3. Cease or redirect the activity
4. Complete the Accident/Incident Report Form 01 for any injured players, coaches, spectators, officials, etc.
  - a. Form provided in the packet; also available from staff
  - b. Enter facts only

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- c. Document information from witnesses
  - d. Who? What? When? Where? Why? How?
  - e. Names and addresses of witnesses
  - 5. Submit the completed Accident/Incident Report Form 01 to Park District staff
- For minor incidents submit by the next morning at the latest
    - Deliver form to the Pavilion front desk from 9:00 am - 6:00 pm (M-F)
    - Fax to Pavilion: (847) 437-8043
    - Scan and email to Safety Coordinator: [ahealy@elkgroveparks.org](mailto:ahealy@elkgroveparks.org)
  - For serious incidents
    - Call Safety Coordinator Cell: (847)456-1972
    - Deliver the original form to the Pavilion or email to [ahealy@elkgroveparks.org](mailto:ahealy@elkgroveparks.org) or FAX 847-228-3508
    - Call Athletics Manager or Supervisor Desk: (847)228-3522 or (847)228-3523

### Heat-related Illness

Athletes are subject to heat-related illness.. Refer to the chart below for symptoms and treatment of heat-related illnesses. However, the best treatment is prevention; make sure that participants drink water or electrolyte-enriched sport drinks and provide them plenty of breaks in cool, shaded areas.

Heat-related Illness	Signs & Symptoms	How to Care for Illness
<b>Heat Cramps</b> Often first sign of heat stress	Painful muscle spasms that occur in the legs and abdomen	Victim rests in a cool place. Give cool water/ sport drink. Victim gently stretches muscle & massages area.
<b>Heat Exhaustion</b>	Cool moist, pale, or flushed skin: headache: nausea: dizziness: weakness, or exhaustion	Move victim to a cool place. Loosen tight clothing. Apply cool, wet cloths to the skin. Fan the victim. If conscious, give small amounts of cool water to drink. Call for an ambulance if victim does not improve or refuses water, vomits, or starts to lose consciousness
<b>Heat Stroke</b> Most severe heat illness	Red, hot, dry skin: changes in consciousness: rapid weak pulse, and rapid shallow breathing	Call 9-1-1 and provide care as listed under Heat Exhaustion

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**Concussions data compiled from Center for Disease Control**

- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.
- A concussion is a brain injury and all are serious.
- Most concussions occur without loss of consciousness.

**How Can I Recognize a Possible Concussion?**

Signs Observed by Coaching Staff

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of 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 hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure in head"
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- confusion
- Does not "feel right" or "feeling do"

**What Should I do If a Concussion Occurs?**

If you suspect that an athlete has a concussion, implement your 4-step action plan:

1. **Remove the athlete from play.** Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, keep the athlete out of play.
2. **Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion.** Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:
  - a. Cause of the injury and force of the hit or blow to the head or body
  - b. Any loss of consciousness (passed out/knocked out) and if so, for how long
  - c. Any memory loss immediately following the injury
  - d. Any seizures immediately following the injury
  - e. Number of previous concussions (if any)

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3. **Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.** Make sure they know that the athlete should be seen by a health care professional experienced in evaluating for concussion.
4. **Keep the athlete out of play the day of the injury and until a healthcare professional, experienced in evaluating for concussion, says they are symptom free and it's OK to return to play.** A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.

**Injury Prevention:** Safety is everyone's responsibility. Volunteers can prevent or control risk of injury to themselves by using the following Injury Prevention Techniques.

- Wear appropriate footwear for the job.
- 30-second Site Survey: Before entering a new location or starting an activity: Pause before you approach, Observe your surroundings, Observe the conditions or traffic in or around the site, Protect yourself, Consider the unknown.
- 3 Points of Contact: Avoid slipping or falling from vehicles or equipment. When entering or disembarking, always keep a firm grip with two hands and one foot or two feet and one hand on the equipment.
- Proper Lifting Techniques: Prevent Back Injuries. Use safe lifting techniques and/or wheeled equipment. Move close to the object to be lifted, Bend your knees and squat, Grasp the load with both arms and slowly stand up with it, pushing up with the leg muscles.
- Stretching: Prevent muscle tension or injuries. Practice simple reversal of posture and stretching exercises to increase flexibility and range of motion, improve circulation and relieve stress.

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Another safety concern, especially for outdoor sports, is severe weather. The most severe conditions to note in our geographic area include tornadoes and lightning. For all threatening weather, however, outdoor activities should cease and patrons and staff should seek shelter, even if a warning signal has not been sounded. As a coach, the following conditions require immediate action on your part.

### **Tornado WATCH**

This means that conditions are favorable for a tornado to develop. Listen to the radio for changes in conditions and be prepared to act appropriately.

#### **Under Tornado WATCH conditions, it is generally recommended that:**

- Special events be postponed if the probability of a warning is high
- Outdoor programs be discontinued if lightning is observed from any distance
- Dismissal of programs involving children occurs only when a parent has arrived, otherwise, children should be protected until the threatening period is over
- Indoor activities continue as normal. Contact all facilities and the program coordinator as necessary
- A response team member continuously monitors a television or radio for current weather updates
- A response team member serves as a “spotter” in the direction of the approaching threatening weather

### **Tornado WARNING**

This means that a tornado has been sighted. If one is issued for your area, you should seek shelter immediately!

In the event of a Tornado WARNING from the weather service, or if real conditions have been observed, the following are pertinent recommendations:

- Make sure you are aware of the shelter for the facility near your location. Shelters are different for each facility.
- Coaches are responsible for getting participants to a safe place. If outside, stay away from metal or tall structures, seek low areas (ditch,) get in a crouch position, covering head with hands, 15 feet separating individuals.
- Assist visiting teams; they may not be aware of the closest safe locations.
- Notify facility managers, supervisors and program leaders of present conditions.
- Follow the specific security plans for each individual facility.
- Turn off electronic equipment (computers, TVs, etc.)
- Locate immediate need supplies (flashlights, etc.)

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### Severe Weather

Storms with damaging winds, deadly lighting, and large hail pose a legitimate threat for personal injury and property damage. Volunteers are expected to be leaders to stop play and initiate evacuation. Storms arise quickly so there is NEVER “time for one more play”.

In 2021, The Elk Grove Park District and Village installed the Perry Weather warning system throughout the community to alert citizens that dangerous weather is imminent. This completely wireless, cloud-based emergency alert and lighting warning system is constantly operational and integrated with the most reliable lightning detection network to provide round-the-clock weather risk monitoring and warning.

Warnings for lightning within 8 miles will use the audio and visual cues:

When the horn sounds a solid, 15-second tone and the strobe light flashes, the weather alert remains active.	Seek Shelter* <b>When the warning sounds, EVERYONE - players, parents, officials, coaches - must leave the field and wait in their vehicles.</b> Do not touch anything metal, do not use electronic devices.
When the horn sounds 3 short blasts and the strobe light is off, the alert has been cleared.	Resume Activities Always use common sense. Better safe than sorry.

### \*Shelter

SEEK: Large, permanent building with doors and windows closed, Fully enclosed metal vehicle (car, van, or pickup truck)

AVOID: Wet areas, Tall objects (trees, poles), Riding mowers, golf carts, Metal objects (bleachers, fences), Small shelters with exposed openings (gazebos, bus shelters),  
Contact with electrical cords or equipment.

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## **6. RESPECT YOUR FACILITIES**

Without proper facilities, there would be no place for our children to participate in youth sports. The Parks & Planning Department of the Elk Grove Park District does its best to maintain our facilities to the highest degree; however, the Park District relies on you to help keep them clean. Be sure to clean up after your team is done practicing or playing. Teach your athletes to respect the facilities and to clean up after themselves.

Before each outdoor season, the Elk Grove Park District will issue laminated cards detailing which Park District staff members to contact in the event that you notice unsafe or vandalized spots at any field or facility. Please report any observations of this nature as soon as possible.

## **7. REPRESENT THE PARK DISTRICT**

Your Athletic League is a program of the Elk Grove Park District, which means that you, as a volunteer, are volunteering for the Park District. We hold you to the same standards to which we hold our employees and expect that you will uphold the ethical values, mission, and vision of our organization.

Our mission statement is:

**To provide safe and innovative parks and recreational opportunities.**

Our vision statement is:

**Go beyond the expected!**

Our ethical values are:

**Trustworthiness:** Accountable – stand behind your work and word

**Respect:** Understanding that others have opinions and ideas

**Responsibility:** Follow through

**Fairness:** “The Golden Rule” – Treat others as you would like to be treated

**Caring:** Going out of your way to make a difference

**Citizenship:** Stand up for what is right

These six values are also the six pillars of the Character Counts initiative. We expect you to enforce and demonstrate the pillars of Character Counts with your players and their parents at all times.



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## **8. KNOW YOUR VOLUNTEER BENEFITS**

Your players, their parents, the Athletic Advisory board members and the Park District all appreciate the time and effort you put into volunteering. Aside from the intrinsic benefits of helping children develop positive life skills, there are also medical and liability benefits that come from volunteering.

### **Medical Coverage**

The Elk Grove Park District carries limited supplemental medical accident coverage for volunteers who sustain injuries in the course of their duties. Your insurance covers the injury first, and then our insurance covers excess charges up to \$5,000. There are several criteria that must be met in order to qualify for coverage through the Park District:

- Waiver and Accident Release form completed and submitted
- Background Check form completed and submitted.
  - *This form must be submitted before you may begin coaching!*
- Accident/Incident Report Form 01 completed at the time of the incident
- Medical treatment must have been received within one year of the incident

### **Liability Coverage**

The Volunteer Protection Act can insulate a volunteer from some liability and/or punitive damages if the volunteer acts within the scope of their volunteer responsibilities. The volunteer is not covered if there is evidence of misconduct that may include, but is not limited to: being under the influence of alcohol or drugs, operating a motor vehicle, flagrant indifference to the civil rights or safety of the individual harmed, etc.

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## **9. COMPLETE ALL PAPERWORK**

The following paperwork must all be completed accurately and submitted on time:

- Volunteer Waiver & Release form
  - Complete and submit to Park District representative at your coaches meeting
- Criminal Background Check Release form This form must be submitted before you may begin coaching!
  - “Department” = sport (basketball/softball/football, etc.)
  - “Position” = Volunteer coach/assistant coach
  - Complete and submit to Park District representative at your coaches meeting
- Character Counts Code of Conduct
  - Sign and submit “Coaches” form to Park District representative at your coaches meeting
  - Collect “Participants” and “Parents” forms at your team meeting
- Accident/Incident Report Form 01
  - Complete this form to document any accidents or incidents
  - Use only facts, no opinion, on this form
  - Refer to Safety section for submission procedures

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## **10. BACKGROUND CHECKS**

It is the responsibility of each Athletic League to provide the Park District with a completed background check form for every volunteer and coach who will directly interact with children throughout the season. A list of volunteers and coaches must be submitted along with the completed background check forms at least 14 days prior to the first practice to allow for processing. The Park District is responsible for submitting background checks to the Illinois State Police and funding the processing fees. All volunteers and coaches working in direct contact with children must complete a form.

The Leagues will adhere to the same guidelines as the Park District: 70 ILCS 8-23.

If misdemeanor charges not listed under 70 ILCS 8-23 exist, the volunteer will receive a copy of the results. The volunteer will be asked to sign an acknowledgement form and will be allowed to continue to coach. The Athletic Advisory Board President will not be notified.

If a felony conviction exists, via a “name search only,” the volunteer must immediately step down from his current position. Future positions with all leagues would be forfeited. The Athletic Advisory Board President will be notified without explanation from the Park District due to confidentiality. However, if the volunteer does attempt to coach in other leagues, the respective presidents of the leagues will be contacted by the Park District.

If the volunteer feels that the results of the name search are inaccurate, the volunteer may submit fingerprints to the Illinois State Police for positive identification. However, the volunteer may not coach until the Illinois State Police reviews the results and concludes that the results of the name search are inaccurate.

## **11. BE THE BEST COACH POSSIBLE!**

Above all else, the Elk Grove Park District expects you to put your best foot forward and be the best coach that you can. Take the time to do things the right way. Take pride in how you run your team. Utilize the six pillars of Character Counts to pursue victory with honor.

For additional coaching resources, visit the Josephson Institute Center for Sports Ethics at <http://josephsoninstitute.org/sports/>.

ELK GROVE PARK DISTRICT  
Volunteer Expectations

12. APPENDIX OF FORMS



1000 Wellington Ave  
Elk Grove Village IL 60007  
847-437-9494  
[www.elkgroveparks.org](http://www.elkgroveparks.org)



ELK GROVE PARK DISTRICT ATHLETIC LEAGUES  
CHARACTER COUNTS! Sm  
CODE OF CONDUCT

**Trustworthiness, Respect, Responsibility, Fairness, Citizenship, Caring**

**COACHES**

- Treat players, parents, coaches, and referees with the utmost respect at all times.
- Be a positive role model. Be gracious in victory and accept defeat with dignity; display emotional maturity.
- Use positive encouragement to increase confidence and build self-esteem in your players and foster a respect and appreciation for the sport. Stress the importance of the team play over personal statistics and recognition. Encourage players to develop good practice and game habits in an effort to continually improve their skills.
- Let your words and actions demonstrate a high regard for loyalty to your league and players.
- Foster the development of good character by teaching, enforcing, advocating, and modeling high standards of ethics and sportsmanship.
- Familiarize yourself with the rules of your sport and teach those rules to your players.
- Organize fun yet challenging practices.
- Always put the safety and well being of your players above the desire to win. Care more about your players than winning the game.
- Teach players to interrupt the cycle of bullying, especially cyber bullying.
- Be a trusted adult for the player if he/she needs to talk to you.
- Respect the facilities. Without them there would not be a place to play.

I have read and understand the above Character Counts Code of Conduct and will abide by it at all times. I understand that coaching is a privilege and that I may lose this privilege if I violate the conduct requirements above.

Coach Signature\_\_\_\_\_

Date\_\_\_\_\_



## ELK GROVE PARK DISTRICT ATHLETIC LEAGUES CHARACTER COUNTS! Sm CODE OF CONDUCT

### **Trustworthiness, Respect, Responsibility, Fairness, Citizenship, Caring**

#### **PARENTS**

- Treat players, other parents, coaches, and referees with the utmost respect at all times.
- Do not force your children to play sports, but support their desire to play their chosen sport. Children are involved in organized sports for THEIR enjoyment. Always make it FUN.
- Be a positive role model. Be gracious in victory and accept defeat with dignity; display emotional maturity.
- Use positive encouragement to increase confidence and build self-esteem in your children and foster a respect and appreciation for the sport. Stress the importance of the team play over personal statistics and recognition. Encourage your children to develop good practice and game habits in an effort to continually improve their skills.
- Foster the development of good character by teaching, enforcing, advocating, and modeling high standards of ethics and sportsmanship.
- Encourage your children to learn the rules of their sport and abide by them at all times.
- Don't be a blind eye to bullying. Talk to your child about having the courage to interrupt the cycle of bullying or cyberbullying. Support your child, listen to him/her, and discuss together how this should be handled. Ask if he/she reported it to another trusted adult. Make sure the incident is handled to respect your child's confidentiality and safety. Ask what is being done at school or this organization to address bullying and harassment. You may want to notify the school's guidance counselor as well. Volunteer to help.
- Recognize the effort put in by volunteer coaches. Communicate with and support them in any way that you can.
- Be responsible for guests you bring.
- Respect the facilities. Without them, there would not be a place to play.

I have read and understand the above Character Counts Code of Conduct and understand that it is my responsibility to provide positive support, care, and encouragement for my child. I also understand that violation of this code of conduct could result in my being forbidden from attending games or practices.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



# ELK GROVE PARK DISTRICT ATHLETIC LEAGUES

## CHARACTER COUNTS! Sm

### CODE OF CONDUCT

**Trustworthiness, Respect, Responsibility, Fairness, Citizenship, Caring**

#### **PLAYERS/PARTICIPANTS**

- Treat players, parents, coaches, and referees with the utmost respect at all times.
- Play for the FUN enjoyment of the sport.
- Exhibit the qualities of good sportsmanship at all times. Be gracious in victory and dignified in defeat. Respect the sport that you are playing.
- Develop good practice and game habits in an effort to enhance your skills and maximize your abilities. Be on time and prepared for all practices and games.
- Think and play as a member of a team and encourage other players to put team success above personal statistics and recognition.
- Demonstrate a concern for others. Never intentionally injure any other player. Promote a positive team environment through positive encouragement of your teammates. Help your teammates become better players by sharing your knowledge and assisting them in improving their skills.
- Have the courage to interrupt the cycle of bullying and cyberbullying. Contact a trusted adult if you experience or witness bullying or cyberbullying. If you want to be anonymous when you report it, you can be. Be an upstander, not a bystander.
- Learn and abide by the rules of your sport at all times.
- Respect the facilities. Without them there would not be a place to play.

I will practice the above Character Counts Code of Conduct and always display good citizenship by respecting my teammates, coaches, officials, and opposing players. I also understand that violation of this code of conduct could result in my being forbidden from attending games or practices.

Player Signature \_\_\_\_\_ Date \_\_\_\_\_

# A FACT SHEET FOR Youth Sports Parents



This sheet has information to help protect your children or teens from concussion, or other serious brain injury.

## What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—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. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

## How Can I Help Keep My Children or Teens Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
  - Work with their coach to teach ways to lower the chances of getting a concussion.
  - Emphasize the importance of reporting concussions and taking time to recover from one.
  - Ensure that they follow their coach's rules for safety and the rules of the sport.
  - Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. There is no "concussion-proof" helmet. Even with a helmet, it is important for children and teens to avoid hits to the head.

## How Can I Spot a Possible Concussion?

Children and teens who show or report one or more of the signs and symptoms listed below—or 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.

### Signs Observed by Parents

- 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"

**Talk with your children and teens about concussion.** Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious, or worry that if they report a concussion they will lose their position on the team or look weak. Remind them that *it's better to miss one game than the whole season.*

**GOOD TEAMMATES KNOW:  
IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.**



[cdc.gov/HEADSUP](https://cdc.gov/HEADSUP)



## CONCUSSIONS AFFECT EACH CHILD AND TEEN DIFFERENTLY.

While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' healthcare provider if their concussion symptoms do not go away or if they get worse after they return to their regular activities.



**Plan ahead.** What do you want your child or teen to know about concussion?

### What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1, or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

**Children and teens** who continue to play while having concussion symptoms or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious and can affect a child or teen for a lifetime. It can even be fatal.



### What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's healthcare provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

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. You may not know how serious the concussion is at first, and some symptoms may not show up for hours or days. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.



## CONCUSSION IN YOUTH SPORTS

### SIGNS AND SYMPTOMS

#### SIGNS OBSERVED BY PARENTS OR GUARDIANS

*If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:*

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

#### SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in the head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

### WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. **Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
2. **Keep your child out of play.** Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
3. **Tell your child's coach about any recent concussion.** Coaches should know if your child had a recent concussion. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

### IMPORTANT PHONE NUMBERS

FILL IN THE NAME AND NUMBER OF YOUR LOCAL HOSPITAL(S) BELOW:

Hospital Name: \_\_\_\_\_

Hospital Phone: \_\_\_\_\_

Hospital Name: \_\_\_\_\_

Hospital Phone: \_\_\_\_\_

**For immediate attention, CALL 911**

***It's better to miss one game than the whole season.***

For more information and to order additional materials **free-of-charge**, visit:

**[www.cdc.gov/ConcussionInYouthSports](http://www.cdc.gov/ConcussionInYouthSports)**

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION



**CDC**