

LINDENHURST PARK DISTRICT

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Recreation Department – Athletics Division



Youth Soccer

Fall/Spring 2021-2022

Volunteer Coach Handbook

## **Table of Contents**

<b>Welcome and Introduction</b>	<b>3</b>
Philosophy of Recreational Sports	3
Roster Procedure	4
<b>Coaching Information</b>	<b>4</b>
Coaching for the Lindenhurst Park District	4
Volunteer Information and Criminal Background Checks	4
Coaches' Code of Conduct/Expected Behaviors	5
Concerns with Other Coaches	7
Disciplinary Action for Coaches	7
<b>Working With Players</b>	<b>7</b>
<b>Working With Parents</b>	<b>8</b>
<b>Working With Referees</b>	<b>9</b>
<b>Safety Information</b>	<b>9</b>
Medical Conditions/Disabilities	9
First Aid	9
Accident/Incident Reporting	11
911 Procedures	12
Communicable Diseases	13
Blood borne Pathogens	13
Emergency Plan	14
Weather Cancellations	15
<b>Appendix</b>	
Accident/Incident Form	
In-House League Rules	
CDC Concussion Information	

# **Welcome to LPD Youth Athletics!**

The Lindenhurst Park District would like to extend our sincerest thank you to all volunteer coaches participating in the **Youth Soccer League**. Our goal is to ensure the youth of Lindenhurst and the surrounding communities who are part of the Lindenhurst Park District, have fun when they play sports. We encourage feedback from you regarding our programs and services. There are many ways to contact us to provide feedback or receive information.

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## **Philosophy of Recreational Youth Sports**

The Lindenhurst Park District (“LPD”) recreational youth sports programs are designed to allow all children an opportunity to have fun, participate, and learn fundamental sports skills. We want to provide sports experiences that are FIT (Fun – Inclusive – Teaching) for kids! Participants should learn sportsmanship, respect, teamwork, fair play, and self-confidence. The sports environment will be safe and well maintained. Prudent behavior by adults is mandatory. LPD also believes the safety and wellbeing of the youth participant is the highest priority.

## **There are seven essential components of the Lindenhurst Park District Recreational Youth Sports Philosophy:**

1. All children in our community who meet the basic program registration requirements have a right to participate in LPD youth sports programs.
2. LPD will offer programs at a reasonable cost, while providing quality facilities, quality equipment, and recognition to both volunteers and participants.
3. LPD Staff will recruit volunteers who have the ability to act as role models, mentors, and facilitators.
4. All participants in LPD youth sports programs shall be treated fairly, and without regard to race, color, disability, religion, sex, or national origin.
5. LPD youth sport practices and games should be an enjoyable, challenging, and learning experience for all participants.
6. Those people in coaching and leadership positions in LPD youth sports shall lead by example through the promotion of fair play and sportsmanship.
7. LPD programs should focus on the enjoyment of the sport and the development of the athlete – **not records**.

## **Roster Procedure**

Rosters are set prior to the coaching meeting. Each head coach is allowed to name one assistant coach prior to the meeting. The children of those coaches are guaranteed to be on the team. The remainder of the team is randomly assigned subject to the following parameters:

- No special team or coach requests are honored.
- No car pool or special teammate requests will be honored.
- Siblings will automatically be placed on the same team, unless requested otherwise.
- Requests to not have a particular coach will be honored when properly notified.

## **COACHING INFORMATION**

### **Coaching for the Lindenhurst Park District**

The Lindenhurst Park District will utilize the services of volunteer coaches for all of their recreational youth sport programs. These volunteers are absolutely essential in providing these programs, as we can only form as many teams as there are coaches available. Without the participation of the volunteer coaches, participation by our young athletes would not be possible.

In addition to the rewards inherent in coaching youth sports, the head coach and one assistant coach from each team will receive a LPD Coach shirt and a team photo plaque.

### **Volunteer Information and Criminal Background Checks**

Coaches are required to complete a Volunteer Information Form for each season they wish to coach. In addition each coach must submit to a Criminal Background Check once every two years. All information submitted on the Volunteer Information Form and Criminal Background Check will be treated as confidential by LPD and only be available to those full time staff members responsible for screening and selecting coaches.

## Coaches' Code of Conduct and Expected Behaviors

**I will place the emotional and physical wellbeing of my players ahead of a personal desire to win.**

- Using appropriate language in appropriate tones when interacting with players, league officials, game officials, parents, and spectators.
- Including all players in team activities without regard to race, religion, color, sex, sexual orientation, body type, national origin, ancestry, disability, ability, or any other legally protected classification.
- Treating all players, league officials, game officials, parents, and spectators with dignity and respect.
- Playing all players according to the equal participation rules established by the league and the spirit of those rules.
- Encouraging youth to participate in other sports and activities to promote all aspects of their development.
- Allowing reasonable absences from practice.

**I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.**

- Recognizing the differences of each child and treating each player as an individual while demonstrating concern for their individual needs and wellbeing.
- Encouraging all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.
- Recognizing some physical tasks, drills, and demands are not appropriate for all youth.
- Recognizing youth may vary greatly in physical, social, and emotional maturation and considering these factors when setting up completions and when interacting with youth.

**I will do my best to provide a safe playing situation for my players.**

- Maintaining a high level of awareness of potentially unsafe conditions.
- Protecting players from sexual molestation, assault, and physical or emotional abuse.
- Correcting or avoiding unsafe practice or playing conditions.
- Using appropriate safety equipment necessary to protect all players.
- Ensuring the players are provided with adequate adult supervision while under the coach's care.

**I will promise to review and practice the basic first aid principles needed to treat injuries of my players.**

- Keeping basic first aid supplies available in all practice and game situations
- Recognizing and administering proper first aid to an injured player.
- Demonstrating concern for an injured player, notifying parents and cooperating with medical authorities
- Protecting the players' wellbeing by removing them from activity when injured and not returning them to activity if they are compromised by injury.

**I will do my best to organize fun and challenging practices for all my players.**

- Establishing interesting, varied, productive practice plans aimed at improving all players' skills and individual abilities.
- Devoting appropriate time to the individual improvement of each player.
- Conducting practices of reasonable length and intensity appropriate for the age and conditioning of the players.

**I will lead by example in demonstrating fair play and sportsmanship to all my players.**

- Adopting the position, teaching, and demonstrating it is our basic moral code to treat others as we would like to be treated.
- Abiding by and supporting the rules of the game as well as the spirit of the rules.
- Providing an environment conducive to fair and equitable competition.
- Using the influential position of youth coach as an opportunity to promote, teach, and expect sportsmanship and fair play.

**I will provide a sports environment for my team free of drugs, tobacco, and alcohol, and I will refrain from their use at all LPD youth sports events.**

- Being alcohol and drug free at all team activities or in the presence of players.
- Refraining from the use of any type of tobacco products at all team activities or in the presence of your players.
- Refraining from providing any type of alcohol, drug, or tobacco products to any of your players.
- Encouraging parents to refrain from the public use of tobacco products or alcohol at team activities.

**I will be knowledgeable in the rules of each sport I coach, and I will teach these rules to my players.**

- Becoming knowledgeable, understanding and supportive of all applicable game rules, league rules, regulations, and policies.
- Teaching and requiring compliance of these rules among players.

**I will use those coaching techniques appropriate for each of the skills I teach.**

- Teaching techniques which reduce the risk of injury to both the coach's own players and their opponents.
- Discouraging illegal contact or intentional dangerous play and administering swift and equitable discipline to players involved in such activity.

**I will remember I am a youth sports coach and the game is for children and not adults.**

- Maintaining a positive, helpful, and supportive attitude.
- Exercising your authority/influence to control the behavior of the fans and spectators.
- Exhibiting gracious acceptance of defeat or victory.
- Accepting and adhering to all league rules and policies related to the participation of adults and youth.
- Fulfilling the expected role of a youth coach to adopt a "children first" philosophy.
- Allowing and encouraging the players to listen, learn, and play hard within the rules.
- Placing the emphasis on fun and participation.

- The Lindenhurst Park District is dedicated to raising the standard of service to youth in sports through the enforcement of this Code of Conduct in all LPD youth sport programs. The Code of Conduct defines the expectation for individuals serving as coaches in youth sports and provides the tools to be used by LPD, when necessary, to check behavior and to protect all children from the psychological, emotional, physical, or social abuses which can be perpetrated against them by youth sport coaches. LPD firmly believes the sports experience should be positive, safe, and a learning experience for youth. Volunteer coaches must be held accountable for their behavior when working with and around children.

### **Concerns with Other Coaches**

Any concerns with a coach's actions should be submitted in writing (e-mail is acceptable). Once the written complaint is received, LPD will initiate a review process, gather information and document eyewitness accounts of the event(s) which took place from everyone involved to determine if a violation of the letter or intent of the Coaches' Code of Conduct has occurred. This may include the site supervisor, game officials, other coaches, parents, and children. LPD will then determine the severity of the situation and whether or not the affected coach has violated the Code of Conduct and the expected behaviors listed under each canon of the code. LPD will then have the authority to determine the appropriate disciplinary action, if any, as listed below.

### **Disciplinary Action for Coaches**

Possible disciplinary actions for coaches include:

1. Warning to and/or apology from the coach
2. Probation
3. One game suspension
4. Multiple game suspension
5. Season suspension
6. Permanent expulsion

The specific response of the LPD Administration may include terms and conditions supplementing one or more of the listed disciplinary actions. When reviewing a concern and deciding what actions are the most appropriate in a given situation, LPD will take into consideration various extenuating circumstances.

## **WORKING WITH PLAYERS**

### **Player Guidelines**

Participation in youth sports programs can have a lasting and meaningful effect on children's lives. Therefore, it is the goal of the Lindenhurst Park District to provide the highest quality of athletic programs to ensure a child's experience with sports is a positive one. It takes the cooperation of everyone involved, including the participant, to make this happen. Therefore, LPD has established the following responsibilities for participants to adhere to:

- Players will listen to their coaches and be respectful of others.
- Players will take care of the facilities, equipment, and uniforms.

- Players are encouraged to eat the right foods and drink plenty of water before and after practices and games.
- Players will avoid all types of taunting and belittling remarks to their teammates or opponents.
- Players will show good sportsmanship at all times, win or lose
- Players will not make sports a priority over schoolwork or family.
- Players will refrain from horseplay and all other dangerous activities.
- Players will participate for the love of the game and competition and not to win at all costs.

Coaches should work with individual players who are having challenges with the guidelines to ensure a positive experience for everyone. Coaches may wish to visit with a parent confidentially with any concerns over a child's behavior. The Athletic Program Manager is available to offer support and suggestions to finding solutions to these types of issues.

## **WORKING WITH PARENTS**

In order for a program to be truly successful, it takes the cooperation of everyone involved; players, coaches, officials, league administrators, and especially parents. Parents have the following responsibilities and expectations when their child is participating in an LPD youth athletic program.

### **Parents have a responsibility to their children.**

To make sure your child gets the most out of his or her playing experience, parents should show their unwavering support, including positive reinforcement of your child's performance and effort. This is absolutely essential, especially at an early age, to ensure their healthy development. Parents should also be positive role models, including, but not limited to, showing proper sportsmanship at all times and refraining from negativity of any kind.

### **Parents have a responsibility to the coaches.**

Coaches volunteer their personal time to spend it with their child. They need you to be supportive of their decisions and not undermine their efforts. If you wish to address an issue with a coach, do so in a respectful manner. Make certain it is done at the right time and place and not in front of the children. Parents are expected to be respectful of the coaches and staff's time by being punctual of game and practice start and end times. It is highly recommended for parents to stay and support their children and assist the coach if requested.

### **Parents have a responsibility for safety and security of the league.**

In order to maintain the safety and security of all league participants, it is essential for parents to report abusive behavior or dangerous situations which need to be addressed to the LPD Athletic Program Manager. This is the only way these programs can achieve their intended goals.

### **Parents have responsibility to other parents.**

Personal gain should not be derived from your child's performance. Competition and taunting between parents is never acceptable, and no parent should ever feel embarrassed or disappointed by their team or child's performance. Good plays should always be cheered, and disappointments should always be consoled, no matter whose team it affects.



**Parents have a responsibility to themselves.**

It is your responsibility to enjoy watching your child and other children participate and learn. The joy and pride associated with watching children participate in sports should be experienced to the fullest, because a lifetime of memories are being created before your eyes.

**Physical/verbal threats, or the endangerment of another individual, whether child, spectator, coach, game official, facility staff, or league official, or to otherwise spoil the experience of participation in youth sports for the children will not be tolerated and actions will be taken against those who do so.**

**WORKING WITH REFEREES**

**Refereeing Guidelines**

All referees are important to make sure the games your players are participating in are done so in a safe and controlled environment for everyone involved. Therefore, it is the goal of the Lindenhurst Park District to provide referees who can maintain safe play on the field and monitor the sidelines to adhere to the safety of all. It takes the cooperation of everyone involved, including the referees, to make this happen. Therefore, LPD has established the following responsibilities for referees to adhere to:

- Referees will make calls loud and clear to be understood by all.
- Stand by the call made, if there is more than one Ref at the field they may come together to make the right call.
- Allow the Referees to make the call on the field, don't let players or coaches tell the Ref what the call should be.
- Hand signals will be used to indicate for: throw-ins, free kicks, corner kick and start or game/quarter.
- Referees are expected to arrive in uniform when they show up at the field. This includes: black shorts/pants, socks, shoes, whistle, score card, pen, a coin, and a way to keep time.
- Standings will only be kept for 6<sup>th</sup>-8<sup>th</sup> Boys and Girls.
- Some rules may be modified for our league, based on the grade level, to allow for more consistent game play.

**SAFETY INFORMATION**

**Medical Conditions / Disabilities**

We ask all parents to please notify LPD if your child has a pre-existing condition (i.e. allergies, medications, physical impairments, etc.) so we can pass this information on to the coaches. This is essential in order to help ensure the safety of the participants. Inclusion services through the Special Recreation Services of Northern Lake County (SRSNLC) are available upon request for those with disabilities who wish to participate and meet the qualifications established by SRSNLC.

**First Aid**

A basic first aid kit will be provided to each team's head coach at the beginning of the season. Each coach will be responsible for maintaining the supplies in the kit they are issued. Please let the Athletic Program Manager know if you need additional supplies.

IF POSSIBLE, WHEN USING A CHEMICAL TYPE OF ICE/COLD PACK, THE PACK SHOULD BE PLACED INSIDE A ZIPLOCK BAG. This will help reduce the possibility of the contents of the pack coming into contact with the skin should the bag be ruptured.

If in doubt of the extent of an injury:

- Do not attempt to diagnose the extent of the injury if you are unsure of its seriousness.
- Call (911). Be prepared to give emergency services your precise location. The coaches' primary responsibilities are to attend to the injured person(s) and to supervise the other players. If after attending to the primary responsibilities another adult is available, then arrange for someone to meet paramedics at an easily designated location.
- Contact family/parents/guardian and inform them of the situation. Ask them to remain by the phone until emergency services contacts them.
- Contact the Athletic Program Manager.
- An adult may be needed to ride with the injured person(s) in the ambulance in the event a parent/guardian/emergency contact is not available. The parent/guardian/emergency will need to meet the coach at the hospital.
- Complete an accident report and forward it to the Athletic Program Manager within 24 hours of the incident occurring (or by the next business day).

Here are some common situations which may be encountered and the treatment to be given:

***Heavy Cuts***

- Cover the bleeding area with gauze and apply pressure
- Never remove the old gauze
- If necessary, add more gauze
- Elevate the cut above the heart

***Nose Bleeds***

- Place the gauze or paper towel under the nose and tilt the head forward
- Place ice packs on the bridge of the nose if the bleeding continues

***Heat Exhaustion***

- The person will be very sweaty, clammy, disoriented, and feel light headed.
- Remove the person from the sun and contact the parent/guardian/emergency contact
- Call 911 if needed

***Heat Stroke (very serious)***

- The person may be unconscious, feel very hot to the touch, and/or look red
- Call 911 immediately

***Splinters and Foreign Objects***

- Do not attempt to remove, contact the parent/guardian/emergency contact

***Poison Ivy***

- Immediately after exposure, wash with soap and water.
- Seek medical aid

***Bee Stings***

- Use ice packs to reduce swelling and apply a bee sting patch

***Sprains and Twists***

- Apply ice to the injured area and elevate it if possible

First aid supplies should be checked at the beginning and end of each practice or game. First aid kits located in common park areas will be checked on a monthly basis.

## **Injury Procedures**

### **Accident Reports**

If any first aid is applied from the chart below, the coach involved must fill out an accident/incident report the day of the accident. The report must be completely filled out and given to the Athletic Program Manager by the end of the day. Be as detailed as possible while filling out the report.

Remember, these reports are Attorney/Client privileged documents; parents do not receive copies of these reports.

If you are ever not certain if a report is warranted, err on the side of caution and complete an Accident/Incident report!

### **Incident Reports**

Incidents use the same form as the Accident Reports, but it will be completed with different information. Incidents could be damage to park property or any incident not relating to a personal injury.

### **Accident/Incident Report**

- anytime 911 is called
- head injuries
- dizziness, confusion present
- falls from a height
- injuries requiring controlling bleeding
- bloody noses
- burns
- any allergic reactions
- broken bones
- extensive bruising or swelling
- any injury of unknown origin
- any extenuating circumstances

→ Report only the facts!

### **See Appendix J for Injury Forms**

Accident/Incident Forms will also be included with your first aid kit. Anytime an injury occurs to a participant that necessitates the use of any item from the first aid kit or if medical services are requested, an accident/incident form must be completed by the coach.

### **Minor Injuries: (i.e. scratch or bruise)**

- Administer necessary first aid and notify the child's parents.
- If the injury is questionable, notify the parents and inform them of the situation - allow the parents to decide what medical attention is needed beyond normal first aid
- Never admit fault; never discuss an accident with unauthorized persons

### **Major Injuries: (i.e. broken bone)**

- Call 911 if necessary
- Communicate with the child's parents or emergency contact person immediately to notify them of the situation, and keep them abreast of treatment requirements
- Notify the Athletic Program Manager
- Keep victim in position best for the injury
- Clear the area near the injured person. Only move the injured person if absolutely necessary. If you are alone at the site, remain with injured person.
- Apply first aid if necessary or advisable
- Staff should remove other program participants from accident area and keep them busy
- If a child is transported to the hospital, be sure someone accompanies the child
- Never admit fault; never discuss an accident with unauthorized persons
- Complete an Accident Report Immediately after the accident. Give this form to the Athletic Program Manager immediately. **Do not give this form to the parents.**

### **Severe Injuries: (i.e. Head or Neck injury/Loss of Consciousness)**

- Call 911 if necessary
- Communicate with the child's parents or emergency contact person immediately to notify them of the situation, and keep the abreast of treatment requirements
- Notify the Athletic Program Manager
- Restrict movement of injured person
- Clear the area near the injured person. Only move the injured person if absolutely necessary. If you are alone at the site, remain with injured person.
- Never admit fault; never discuss an accident with unauthorized persons
- Complete an Accident Report Immediately after the accident. Give this form to the Athletic Program Manager immediately. **Do not give this form to the parents.**

### **Safety Tips**

- Always have first aid supplies available at the program site and easily accessible
- Do not assume certain injuries (especially blows to head and torso, and possible strains/sprains) are not serious. Internal injuries may exist.
- Inform parent/guardian of injuries which may require additional attention, e.g. sliver removal, additional cleaning, antiseptics, head injuries, etc.
- Know what to do and be prepared! An emergency can happen at any time!

### **911 Procedures**

When you call 911, be prepared to supply the following information:

- **WHERE** the emergency situation is, with cross streets if possible.
- **PHONE NUMBER** you are calling from.
- **WHAT HAPPENED** – Heart attack, auto accident, fall, etc.
- **HOW MANY** persons need help.
- **WHAT** is being done for the victim(s)

## **Communicable Diseases**

### ***General Precautions and Procedures***

- Disposable gloves must be worn when blood and/or body fluids are present. Gloves are available in all first aid kits. Care should be taken to avoid any bodily contact with blood or other bodily fluids of other persons. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.
- Soiled surfaces and recreational materials or any kind (including balls, exercise mats, toys, and other equipment) should be promptly cleaned with a disinfectant, and not used until this is done. When cleaning up, disposable towels or tissues should be used whenever possible. After use they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.
- Coaches should avoid placing their hands in trash or waste containers in order to “pack down” the trash and should otherwise handle trash with care.
- All cuts and open wounds should be covered following basic first aid procedures. Protective coverings, Band-Aids, bandages, etc. should be worn by all staff, volunteers, and participants with open wounds. Staff and volunteers are responsible for providing protective coverings to participants who have open lesions.
- Sharing of personal items should be avoided. Whenever possible, disposable items such as cups and utensils should be provided and are not to be shared by others.
- Documentation of incidences of contact with blood or other bodily fluids should be made whether or not an individual is known to have a communicable disease.
- The Lindenhurst Park District (“District”) is committed to conducting its recreation programs in a safe manner and holds the safety of participants in high regard. The District continually strives to reduce risks of injury and insists all participants follow safety rules and instructions designed to protect the participant's safety. However, participants and parents / guardians of minors (collectively, “You”) registering for this program / activity must recognize there is an inherent risk of injury when choosing to participate in recreational activities / programs, including hazardous recreational activities. You are solely responsible for determining if you or your minor child/ward are physically fit and/or skilled for the activities contemplated by this agreement. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity, especially in light of the physical requirements related to the particular activity for which You are registering exposure to communicable disease and all other circumstances inherent to indoor and outdoor recreational activities / programs exist.

Always Remember – Wash Your Hands!

- If an outbreak occurs at any level we will notify the affected coaches and parents a positive case was discovered in a player at your level
- You will be asked to have your player tested
- A player must have a negative test in order to return to practices/games

### **Blood borne Pathogens**

Blood borne Pathogens are diseases which can be passed on through blood and blood products (such as semen, vaginal secretions, vomit, feces, and urine). The most common blood borne

pathogens are hepatitis and Human Immunodeficiency Virus (HIV). The law protects people who are hepatitis and HIV infected; they cannot be banned from programs or employment.

Precautions:

- Assume all patients to be infected and take precautions when handling blood and body fluids.
- Dispose of towels or tissues used for cleanup in its own garbage bag and treat the area and towels/tissues with a 10% bleach solution or an equivalent cleaner.
- Clean up dried blood with a bleach solution as well (hepatitis can live in dried blood for seven days).
- Protect your mucous membranes (eyes, nose, and mouth) and any open wounds on the skin from blood or body fluids. To protect your mucous membranes, use face shield or goggles if available, or position your body so fluids cannot be projected towards your face (such as by a patient with a bloody nose or mouth coughing or sneezing). To protect open wounds, use latex gloves and keep any open wounds covered, such as with a bandage, when at work.
- Never push garbage down with your bare hand, in case there is a needle or other sharp object in the trash.
- Use a micro shield if administering CPR.
- Complete the 'Exposure Control Report' on the last page of the *Injury/Illness Report* (F1) if gloves were not used or exposure may have occurred (exposure means fluids could have entered the mucous membranes or an open wound)

Always remember – Wear your personal protective equipment!

### **Emergency Plan**

In event of any of these situations, follow these guidelines. These guidelines are intended to give direction but are not to be considered the only possible path of choice.

- **Tornado:**

The Athletic Program Manager will be aware of incoming severe weather, and will keep open communication with Coaches for the plan.

- Seek shelter immediately in the lowest level of available structures near interior walls and hallways, the northeast corner of a structure is preferred. Avoid using large rooms such as gyms or auditoriums or rooms with large glass exposures.
  - Severe thunderstorms -- frequent lightning, heavy rains and strong winds.
  - Hail -- bullets of ice from dark cloudy sky.
  - Roaring noise -- like ten jet planes or one hundred railroad trains.
  - Funnel -- a dark spinning "rope" or column from the sky to the ground.
  - If a tornado (a funnel cloud) is sighted, move at a 90 degree angle away from it.
- If the National Weather service issues a severe thunderstorm warning or tornado watch, the Emergency Warning System will produce a voice message alert. If the immediate area were covered by a tornado warning, the siren and a voice message would be activated.

### **Weather Cancellations**

The Athletic Program Manager is responsible for determining if GAMES should be canceled up until ½ hour before the scheduled start time. Cancellations of practices or games at school sites will correspond to school closing information. Game cancellation information will be posted on the web at [www.lindenhurstparks.org](http://www.lindenhurstparks.org) and also emailed to coaches. Coaches and participants will be responsible for utilizing these two resources to get cancellation information. WITHIN ½ HOUR OF THE START TIME, the ON-SITE SUPERVISOR will be responsible for determining whether play should start or continue. The Athletic Program Manager, or their designate, will reserve the right to instruct the game officials or head coaches to suspend or resume play based on what is best for the safety of the participants and the best interests of the league and LPD. The Athletic Program Manager will only cancel practices if the fields are deemed unplayable. The coaches are responsible for canceling their own practice if the weather becomes unplayable before or during the practice.

If thunder is audible or lightning is visible all practices and games will come to an immediate halt. All players, coaches, staff and spectators must clear the fields and take shelter. Activities are able to resume 30 minutes after the last thunder or lightning has been observed.