

LINDENHURST PARK DISTRICT

Recreation Department – Athletics Division



Youth T-Ball – Summer 2025

Volunteer Coach Handbook

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Welcome to Lindenhurst Park District Youth Athletics!

The Lindenhurst Park District would like to extend our sincerest thank you to all volunteer coaches participating in the **summer 2025 Co-Ed Youth T-Ball League**. Our goal is to ensure the youth of Lindenhurst and the surrounding communities 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 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. The safety and wellbeing of the youth participant is the highest priority.

7 essential components of 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. Children of coaches are guaranteed to be on their team. The remainder of the team is randomly assigned subject to the following parameters:

- 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**

Lindenhurst Park District will utilize the services of volunteer coaches for all recreational youth leagues. Volunteers are essential in providing these programs, as we can only form as many teams as there are coaches available. Without participation of 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 and only be available to those 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 abuse of any kind.
- Correcting or avoiding unsafe practice or playing conditions.
- Using appropriate safety equipment necessary to protect all players.
- Ensuring players are provided with adequate adult supervision while under the coach's care.

I 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, 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 leagues. The Code of Conduct defines the expectation for individuals serving as coaches in youth sports and provides the tools to be used by the district, when necessary, to check behavior and to protect all children from the psychological, emotional, physical, or social abuse which can be perpetrated against them by youth sport coaches. LPD firmly believes the league 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 via e-mail. Once the written complaint is received, the district will initiate a review process, gather information and document any eyewitness accounts of the event(s) which took place to determine if a violation of the Coaches’ Code of Conduct has occurred. This may include the site supervisor, game officials, other coaches, parents, and players, and spectators. LPD will then determine the severity. 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 Lindenhurst Park District 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, the district 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 speak with a parent confidentially with any concerns over a player's behavior. The Athletic Program Manager is available to offer support and suggestions to finding solutions to these types of issues.

WORKING WITH 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 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 everyone's time by being punctual to games and practices. 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 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 a player'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, staff, or league official, or to otherwise spoil the experience of participation in youth sports for players will not be tolerated and action will be taken against those who do so.

SAFETY INFORMATION

Medical Conditions / Disabilities

We ask all parents to please notify the district 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 Warren Special Recreation Association (WSRA) are available upon request for those with disabilities who wish to participate and meet the qualifications established by WSRA.

First Aid

A basic first aid kit will be available in the equipment box located at the field. Coaches are to inform the Athletic Program Manager if supplies are running low.

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.

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
- DO NOT remove gauze that has been soaked through
- 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 or unsure

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 treatment

Sprains and Twists

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

If you are unsure about the extent of an injury or the seriousness of an injury, always trust your instinct. Call 911, inform parents/guardians, Contact the Athletic Program Manager and complete an Accident Report.

- If a parent or guardian is not present, the coach must accompany the child in the ambulance. The parent/guardian/emergency contact will need to meet the coach at the hospital.

Major Injuries: (i.e. broken bone)

- Call 911 if necessary
- Inform the child's parents or emergency contact immediately
- 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
- Remove other program participants from accident area and keep them busy
- If a child is transported to the hospital in an ambulance, a parent/guardian or coach must ride with them.
- Never admit fault; never discuss an accident with unauthorized persons
- Complete an Accident/Incident Report immediately. Give this form to the Athletic Program Manager. **This is an attorney/client privileged document; do not give this form to anyone but Park District staff.**

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

- Call 911
- Inform the child's parents or emergency contact immediately
- 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/Incident Report immediately. Give this form to the Athletic Program Manager immediately. **This is an attorney/client privileged document; do not give this form to anyone but Park District staff.**

Accident/Incident Reports

- Anytime first aid is given, the coach involved must fill out an accident/incident report (same day). The report must be given to the Athletic Program Manager by the end of the day or within 24 hours.
- Be as detailed as possible while filling out the report using only factual data. Do not use words such as: "I think..." "He must have..." etc.
- Accident/Incident 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; "when in doubt, fill it out!"
- All incidents must be reported using the same form. Incidents are accidents without injury, things that happen that are out of the ordinary or involve property damage.
- Accident/Incident Reports will be located in the equipment box with the first aid kit.
- Accident/Incident Report is needed in the following circumstances:

anytime 911 is called
head injuries
dizziness, confusion present
falls from a height
injuries requiring first aid
bloody noses
burns
allergic reactions
broken bones
bruising or swelling
any injury of unknown origin
any extenuating circumstances
property damage
seizure

Safety Tips

- 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 all injuries.
- Know what to do and be prepared; an emergency can happen at any time!

911 Procedures

When you call 911, be prepared with the following information:

- **WHERE** the emergency situation is, with cross streets if possible.
- **PHONE NUMBER** you are calling from.
- **WHAT HAPPENED** – head injury, heat stroke, fall, etc.
- **HOW MANY** people need help.
- **WHAT** is being done for the victim(s)
- Assign someone to meet paramedics and escort them to the scene.
- Contact the Athletic Program Manager immediately anytime 911 is called.

Communicable Diseases and Blood Borne Pathogens

Communicable Diseases and Blood Borne Pathogens are diseases which can be passed on through blood and bodily fluids (such as semen, vaginal secretions, vomit, feces, and urine).

Precautions and Procedures

- Assume everyone is infected and take precautions when handling blood and body fluids.
- Personal Protective Equipment such as disposable gloves must be worn when blood and/or body fluids are present. Gloves are available in all first aid kits. Even when gloves are used, hands must be washed with soap and water immediately after gloves are removed.
- 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.
- Protect your mucous membranes (eyes, nose, and mouth) and any open wounds from blood and body fluids by using face shield/goggles, using disposable gloves, and by keeping any open wounds covered with a bandage. Use a micro shield if administering CPR.
- Never push garbage down with your bare hand in case there is a needle or other sharp object in the trash.
- Complete the Accident/Incident Report if Personal Protective Equipment was not used or there has been potential exposure to blood or other bodily fluids through the mucous membranes.
- Soiled surfaces and recreational materials/equipment of any kind should be promptly cleaned with a disinfectant. Use disposable towels to clean up and dispose of in plastic bags.
- Do not share or allow sharing of personal items such as water bottles, utensils, etc.

Emergency Plans

In event of a weather emergency, follow the guidelines below.

Lightning/Thunder

Lightning and thunder can develop quickly and without notice. Abide by the following guidelines.

- 30 minute Rule - When lightning is seen or thunder is audible practices/games will be paused or cancelled until 30 minutes has passed since the last audible thunder or visual of lightening.
- If a storm is developing nearby, games/practices may be stopped before the first lightning flash.
- Seek shelter immediately.
- A vehicle with a solid metal roof and metal sides is a reasonable choice of shelter. Tents, canopies, convertibles, cars with fiberglass or plastic shells, and open framed vehicles are not appropriate lightning shelters.

Tornado & Storm Warning/Watch

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

Watch – the conditions are right for a tornado or storm to develop.

- 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.

Warning – a tornado or storm is in the area.

- 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. If a tornado (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, activities will be cancelled or postponed.

Weather Cancellations

Games

- The Athletic Program Manager is responsible for determining if GAMES should be canceled up until ½ hour before the scheduled start time.
- Game cancelation information will be emailed to coaches. Coaches and participants will be responsible for utilizing these two resources to get cancelation information.
- WITHIN ½ HOUR OF THE START TIME, Head Coaches and/or Referees 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.

Practices

- 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.

Volunteer Coach Handbook Acknowledgment Form

I have read and fully understand the conditions and policies outlined in the Lindenhurst Park District Volunteer Coach Handbook.

I will comply with the previously mentioned conditions and policies and understand if I do not, my ability to volunteer with the Lindenhurst Park District may be in jeopardy.

Volunteer Signature

Date

Print Name