



**YOUTH ATHLETICS PROGRAM  
PARENT/PLAYER MANUAL  
Updated: May 2017**

**NORTHBROOK PARK DISTRICT  
YOUTH ATHLETICS PROGRAM**

Dear Parents and Players:

Welcome to the Northbrook Park District Youth Athletics Program. This manual is designed to answer questions you may have about your child's experience. Please review the manual carefully.

We have organized the House League Program with the development of young athletes as our first priority and winning as a secondary priority. We encourage you to participate in your children's activities and help make their team sports experience a positive one.

We appreciate your support of the Northbrook Park District programs.

Sincerely,

Katelynn Putkonen  
Soccer

Ethan Williams  
Flag Football

Ian Booker  
Basketball

Leisure Services Supervisors  
Northbrook Park District

**NORTHBROOK PARK DISTRICT**  
Division of Leisure Services

**Program Philosophy**

The Northbrook Park District provides a house league program with an emphasis on the development of the child as an individual and an athlete. We provide a fun and safe environment in which children can learn respect, sportsmanship and the game. Parents can play a very important role in the experience by de-emphasizing the concept of winning. Parents should encourage children when they master a new skill, demonstrate good sportsmanship or act as team players.

**Parent Responsibilities**

1. Remain in the spectator area at all times.
2. Refrain from coaching your child during athletic contests or giving the coach suggestions.
3. Be positive in supporting your child and the team at all times.
4. Demonstrate praise and interest regardless of the score or team record.
5. Control your emotions; do not make derogatory comments to officials, coaches or other parents.

**Player Responsibilities**

The Northbrook Park District insists that all patrons and groups comply with a basic behavior code. Additional rules may be developed for specific programs and athletic leagues as deemed necessary by staff. The Park District reserves the right to dismiss a participant whose behavior is harmful to other participants.

Participants shall follow all rules and:

1. Show respect to all staff and participants.
2. Show respect for equipment, supplies and facilities.
3. Encourage teammates to listen to the coach.
4. Respect officials' decisions.

**Coaches**

Our coaches are volunteers who donate their time and energy to help young athletes. Volunteer coaches are always in demand. Sports knowledge is helpful but not a prerequisite. If you are interested in becoming a coach, contact the Village Green Office at 847-291-2980. We ask that parents support coaches throughout the season and understand that many coaches are learning along with the children.

## **Coaching Program**

The Northbrook Park District offers a wide variety of resources to assist volunteer coaches. It is the goal of the District to ensure each coach is successful. Coaches are provided the following resources:

- Pre-season coaching clinic
- Sport-specific coaching manual
- Sample practice plans
- Access to the park district's library of coaching books
- Links to online material, video and coaching websites

## **Code of Conduct**

### **1) Equal Access**

No participant shall, based on race, sex, creed, national origin or disability, be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage or opportunity.

### **2) Participation**

The Park District reserves the right to terminate the participation of an individual in any Park District program, event or facility for disruptive behavior or if the continued participation of the individual is not in the best interests of other participants.

### **3) Behavior Management and Discipline**

In order to provide a safe and enjoyable recreation experience for all participants, the Northbrook Park District has adopted procedures to use for discipline. Our goal is to have fair, positive and consistent procedures to follow in cases of inappropriate behavior. We will review the philosophy and procedures as needed or on an annual basis. Participants are defined as all individuals involved in a program or event, including players, coaches, assistants, volunteers, spectators and sponsors.

## **Behavior Philosophy**

Participants are expected to exhibit appropriate behavior at all times. Additional rules may be developed for specific programs and facilities as deemed necessary by staff and/or coaches.

The following code of participant conduct is required in all programs and facilities:

- Show respect to all staff, volunteers and other participants.
- Show respect for equipment, supplies and facilities.
- Participate cooperatively and positively, following the rules and guidelines established for the program.

The Northbrook Park District reserves the right to dismiss participants whose behavior is harmful to other participants.

## **Zero Tolerance Policy**

The Northbrook Park District has a zero tolerance policy for parents, spectators, coaches, officials and staff who are under the influence of or using drugs/alcohol during athletic events.

## **Discipline Philosophy**

A positive, progressive approach to discipline will be used. Coaches periodically will review rules with participants during the program. If inappropriate behavior occurs, a prompt resolution will be sought according to the situation. The Northbrook Park District reserves the right to dismiss participants whose behavior endangers their safety or the safety of others or who exhibits behaviors that negatively impact the program or facility.

## **Special Accommodations**

Upon registration or entry into a program, the parent/guardian will be asked to provide information regarding special accommodations that are needed. If an accommodation is behavior-related, the parent/guardian will be asked for information about behavior modification programs in place at school or home, so we can try to use them in the program. Also, the inclusion coordinator from the North Suburban Special Recreation Association (NSSRA) may be contacted for guidance. Documentation will be maintained about any problem behaviors, special accommodations and behavior modification programs.

## **Inappropriate Behaviors**

Inappropriate behaviors that may be subject to discipline include but are not limited to:

- a) Use of profanity
- b) Use of drugs, alcohol, tobacco products, fireworks, firearms, knives or other weapons
- c) Threats of causing physical harm to other participants, spectators, staff or volunteers
- d) Verbal abuse or disrespectful attitude toward other participants, spectators, staff or volunteers
- e) Leaving the program or event in an unsupervised manner without permission
- f) Theft or destruction of Northbrook Park District or personal property
- g) Inappropriate sexual behavior or language
- h) Negative references to the sex, age, race, religion, national origin or disability of a participant
- i) Public display of affection
- j) Inappropriate dress
- k) Not listening or following directions
- l) Any other behavior considered inappropriate by staff or volunteers

## **Discipline Procedures**

If a participant exhibits inappropriate behavior, coaches and staff should determine the severity of the behavior and take immediate steps to correct the situation. These steps may include but are not limited to:

- Verbal warning: A Participant Conduct Report is completed and given to the Leisure Services Supervisor.
- Supervised time-out: One minute per year of age is generally considered a good length for time-outs. The type of time-out may vary according to the situation, such as observation (from sidelines of activity), exclusion (away from the group but within view of the activity) and seclusion (away from view of activity, with staff member present).
- Suspension from the program: When determining the length of suspension, staff should consider the severity of the action, the length of the program or activity, any past behavior issues with the individual and willingness to improve inappropriate behavior.

### **Dismissal from the program or activity:**

1. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. The Northbrook Park District reserves the right to dismiss participants whose behavior endangers their own safety as well as the safety of others.
2. If a participant receives a time-out or suspension, the supervisor of the program should contact the parent/guardian and explain the observed inappropriate action and resulting discipline. Documentation is mandatory in the form of a Participant Conduct Report.
3. Communication between staff and parent/guardian should be ongoing regarding any further incidents of inappropriate behavior. Options that may be discussed with the parent/guardian include:
  - Transfer to another program where inappropriate behavior may be less prone to occur
  - Limited or reduced time that participant is allowed to attend the program
4. Appeals by the participant and/or parent/guardian will be through the Division Director with the decision of the Executive Director being final.

### **Contacting the Local Authorities:**

Here are some examples of situations that may lead to contacting the local police:

- If participants make a direct threat to hurt themselves or others, call the parent/guardian immediately. If a parent/guardian is not available, call the police.
- If a participant becomes overly aggressive and violent, call the police.
- If an individual is suspected of theft and an investigation is warranted, document the situation and file a report with the police.

### **Severe Weather Protocol**

Strike Guard, a lightning ***detection*** system will sound when actual lightning strikes have been detected within a 5-mile radius of the transmitters which are located at Sportsman's Country Club and Village Green Center. Strike Guard monitors cloud and cloud-to-ground lightning within a 5 mile radius and the technology prevents false alarms. It is imperative that warnings are adhered to immediately since the system has actually detected lightning in the area. The alert of one long (15-second) siren will sound and a strobe will flash on the unit when lightning has been detected. Seek shelter immediately.

**The siren will sound a waivering noise for 15-seconds and the strobe will go off after the Strike Guard system determines conditions are safe. Activities may resume only after the all clear siren and strobe turns off.**

#### **Strike Guard-West**

##### **Horn and strobe light locations**

**Sportsman's Country Club:** horn/strobe light located on the clubhouse, on the pumphouse near 17<sup>th</sup> hole, #5 green/#11 tee on the 18-hole course, and the #4 tee on the east-9 course

**West Park:** horn/strobe light located on the Sports Center roof (NE corner)

**Wood Oaks:** horn/strobe light located on the south end of the tennis building in the middle of the park

## Strike Guard-East

### Horn and strobe light locations

**Village Green Park:** horn/strobe light located on top of the Village Green Center, strobe light on the scoreboard at the ball field, and a strobe light on a light post next to the playground

**Techny Prairie Park and Fields:** horn/strobe light located on the electrical cabinet next to Techny Prairie Center, horn/strobe light located on the warming shelter building by the sled hill, strobe light on the batting cage control building, and a strobe light on a pole on the golf course behind Tee Box #2

**Meadowhill Park:** horn/strobe light located on top of the Chalet next to the Velodrome, strobe light at Meadowhill Aquatic Center, and strobe light at ballfield #2 in Meadowhill Park.

Be vigilant in monitoring threatening weather and always err on the side of caution. Seek shelter immediately if:

- You hear one long siren.
- You hear thunder (regardless of siren).
- You see lightning (regardless of siren).

Avoid open areas, water, tall trees, metal fences, overhead wires, power lines, elevated ground, golf carts, mowers, cellular phones and radios.

### 30/30 Lightning Safety Rule:

Go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after hearing the last clap of thunder.

The Northbrook Park District strives to provide a safe environment for participation in all activities.

## **Team Formation**

Teams are formed by school; children should register according to the school they attend. Reciprocal friendship requests are allowed. If a school has an abundance of registrants, multiple teams will be formed. If there are too few registrants from a school, children will be grouped with those from other schools to form a complete team. Age levels may be combined if the minimum for the division is not met.

In order to provide children with the most positive youth athletic experience, leagues are conducted for boys and girls separately when possible. Players cannot be switched after teams are formed.

## **Americans with Disabilities Act**

The Northbrook Park District complies with the Americans with Disabilities Act (ADA), which prohibits discrimination based on any disability. The ADA requires that recreation programs offered by the Northbrook Park District be available in the most integrated setting appropriate for the individual. Questions regarding the ADA may be directed to Elsa Fischer, Director of Leisure Services, at 847-291-2960.

## **Schedules**

Schedules are emailed out before each season begins. Coaches do not control the game schedules; they are computer generated. Please support your coaches and thank them for their time and effort. Due to the high demand for fields and gym space, games cannot be rescheduled.



## **Photographs**

Each season, team photos are taken. Coaches will announce times and locations, and parents will receive picture packets. There are several packages available with team and individual pictures. You are not required to buy pictures. If you have a conflict with your photo time or do not have the picture day forms, contact Visual Image Photography at 847-515-2425.

**Please arrive 15 minutes before your scheduled photo time.**

## **Lost and Found**

Any items that are left at the field or gym will be taken to the Village Green Center at 1810 Walters Avenue. Please check with your coach and teammates first then call 847-291-2980 if the item is still missing.

## **Medals/Trophies**

The Park District provides medals for all participants at the end of the season. Some teams also may choose to purchase trophies, at the discretion of the coach. The Park District has no jurisdiction over this practice.

## **Photography Policy**

The Park District takes photos and video of participants in classes, during special events and in the parks. These photographs/videos are used to promote the services, programs and facilities of the District. All photos and videos taken are for Park District use and become the sole property of the District.

## **Program Evaluations**

We value your opinion and suggestions about our programs. In order to make positive changes, we need quality feedback from participants. Please take a few moments to complete the evaluation you receive at the end of a program. We thank you for your help.

## **Questions?**

If you have questions or concerns about the Youth Athletics League Program, call the Village Green office at 847-291-2980.

## Parents' Code of Ethics Pledge

**I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports.**

- I will encourage good sportsmanship by demonstrating positive support for all players at every game, practice or other sports event.
- I will place the emotional and physical well-being of my child ahead of any personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
- I will demand a sports environment free of alcohol, tobacco and drugs and agree to refrain from their use at all youth sports events.
- I will remember that the game is for children and not for adults.
- I will do my best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans and officials with respect, regardless of race, sex, creed or ability.
- I will promise to help my child enjoy the youth sports experience within my personal constraints by assisting with coaching, being a respectful fan, and providing transportation or whatever I am capable of doing.

Parents: The Park District wants children to receive the best possible opportunity to enjoy this recreational experience. Parents must remember the proper perspective about the purpose of the activity. Please remember that coaches are volunteers; sometimes we expect more from them than they can give. Parents are expected to follow the Code of Ethics guidelines. If they do not, the only people hurt are the children. This is their activity; help ensure that it is a positive experience for all.

## **Players' Code of Ethics Pledge**

**I hereby pledge to maintain a positive attitude and be responsible for my participation in youth sports by following this Code of Ethics:**

- I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice.
- I will attend every practice and game that is reasonably possible and notify my coach if I cannot.
- I will expect to receive a fair and equal amount of playing time if practices are attended.
- I will do my best to listen to and learn from my coaches.
- I will treat my coaches with respect, regardless of race, sex, creed or abilities, and I will expect to be treated accordingly.
- I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun.
- I deserve to play in an environment free of alcohol, tobacco and drugs and expect adults to respect that wish.
- I will encourage my parents to be involved with my team in some capacity, because it is important to me.
- I will do my best in school.
- I will remember that sports are an opportunity to learn and have fun.

Players: Thank you for being a part of a Northbrook Athletics Program. We are here to serve you. Along with the opportunity to participate comes responsibility. Players are expected to follow this Code of Ethics Pledge. Your effort and time are required for this to be a positive experience. Remember, we are here to provide opportunities; you have the ability to control the outcome.