

DOWNERS GROVE PARK DISTRICT

YOUTH BASKETBALL



Volunteer Coaches Manual

## 2024 Volunteer Coaches Manual

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**\* Game Rules will be sent in a separate document to all coaches. Game Rules are also available at [www.teamsideline.com/dgparks](http://www.teamsideline.com/dgparks) under “Downloads” \***

**\* Additional coaching aids (such as an equal playing time chart & practice ideas) can be requested by the coach and will be sent via email as well. Some practice ideas are available under “Downloads” at [www.teamsideline.com/dgparks](http://www.teamsideline.com/dgparks) \***

## General Information

Welcome to the Downers Grove Park District Youth Basketball leagues! Our leagues provide an opportunity for participants to learn the fundamentals of playing basketball through practices and weekend games. The league emphasizes proper techniques, knowledge of the rules, team strategy, participation and **fun!**

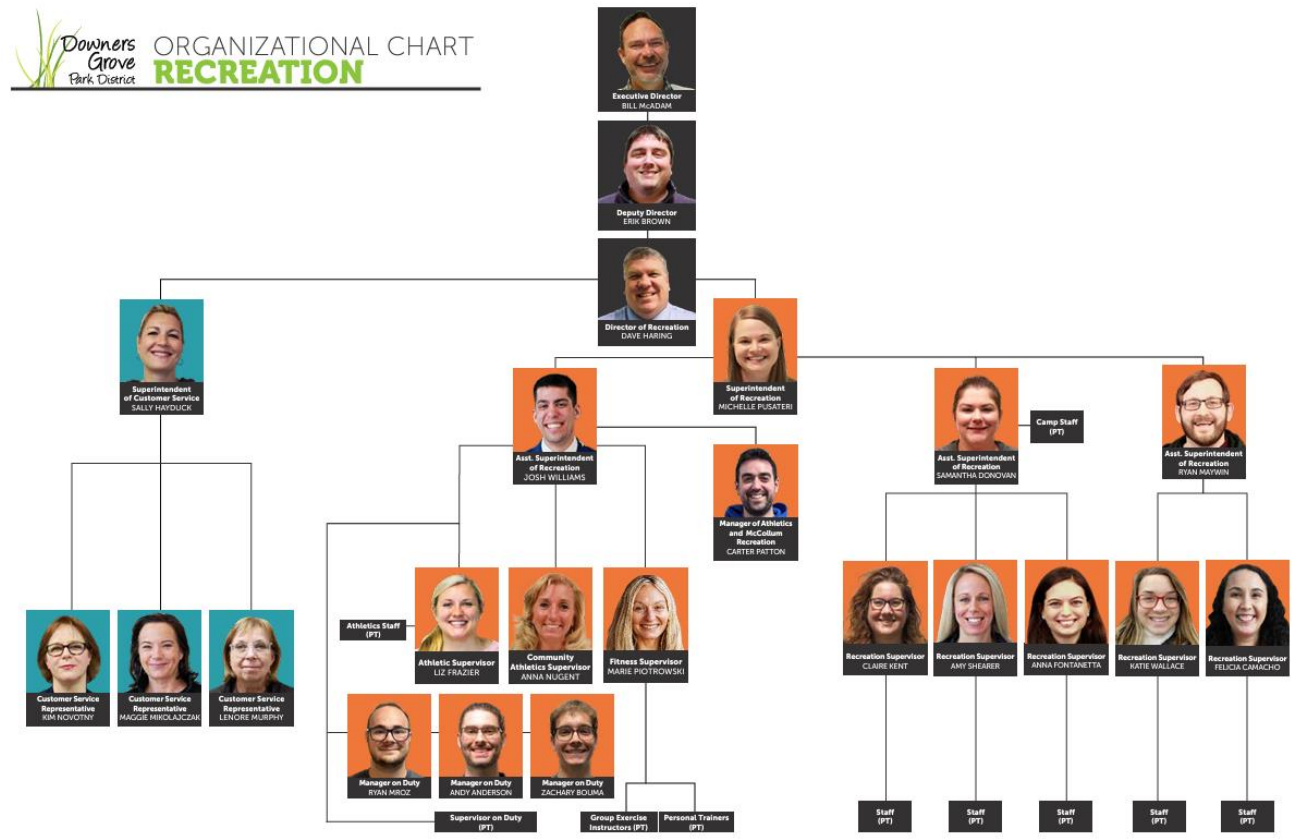
Thank you for volunteering to coach a Downers Grove Park District youth sports team! Whether you are a beginning or returning DGPD volunteer coach, we appreciate all of your time and energy.

Everyone in our youth leagues – coaches, referees, parents, and DGPD staff – should uphold the basic expectations included in the “Code of Conduct”. As adults, we are role models for young people in our community. It is our responsibility to create a safe and fun environment for our players.

## DGPD Athletics Contact Information

- Superintendent of Recreation: Michelle Pusateri, [mpusateri@dgparks.org](mailto:mpusateri@dgparks.org)
- Assistant Superintendent of Recreation: Josh Williams, CPRP, [jwilliams@dgparks.org](mailto:jwilliams@dgparks.org)
  - Youth Flag Football
- Athletic Supervisor: Liz Frazier, [efrazier@dgparks.org](mailto:efrazier@dgparks.org)
  - Youth Soccer, Youth Basketball
- DGPD Athletic Leagues Website: [www.teamsideline.com/dgparks](http://www.teamsideline.com/dgparks)
  - League schedules, standings, and rules

## DGPD Recreation Department Organizational Chart



## **DGPD Youth Sports Program Objectives**

Downers Grove Park District youth sports programs strive to achieve the following:

1. Programs will be designed to promote positive learning experiences that enhance physical, psychological, and social development.
2. Programs will emphasize fun, developing new skills, fair play, and sporting behavior.
3. Programs will be conducted with the safety of all participants in mind.
4. Programs will be designed to promote positive self-esteem and self-confidence of the participants.
5. Programs will be comprehensive in nature and offer a variety of levels that match available resources. If resources or facilities are limited, accommodating the needs and interest of the majority of the participants will take priority.

\* Youth sports programs can be competitive on both a team and individual level. However, it is the desire of the Downers Grove Park District to keep the intensity of the competition at a recreational level, which stresses fun, learning, and the concept that everyone plays. \*

## **DGPD Youth Sports Philosophy**

The DGPD recognizes that competition in and of itself is a part of life and if placed in the proper perspective something that an individual learns from. Competition should encourage participants to strive to be the best they can be. The DGPD youth sports leagues strongly support the concept that competition must always be channeled into positive and educational experiences, never into degrading or harmful behavior patterns.

Practice sessions should emphasize skills-building and be fun. In games, winning and losing will be de-emphasized whenever possible, with emphasis placed on participation, learning, and enjoyment. No one should ridicule or punish a player when correcting technique or behavior. We must remember that we are teaching skills, not recruiting or drafting players with superior skills.

In an effort to keep the recreational philosophy and to serve the greatest number of residents, athletic programs will be designed to encourage participation for the beginner and mid-level athlete. The overall focus should still remain on fun and learning. For certain participants, their skill level and competitive needs may exceed the capabilities of the DGPD program or resources and they may need to seek outside or private clubs and organizations.

## Principles for Coaches & Parents

### **General Youth Coaching Principles**

Coaching is an extremely important responsibility. A good coach always places the best interest of the player before winning. The players and their parents have placed you in a position of leadership, and you have a responsibility to give them your best effort. This athletic experience will play a significant factor in determining whether the players continue participating in sports in the future. If you follow the list of coaching principles, the players and their parents will be better served.

### **Ten Coaching Guidelines**

1. A coach should be enthusiastic without being intimidating. He/she should be sensitive to the player's feelings and genuinely enjoy spending time with them. He/she should be dedicated to serving children and understand sports provide physical and emotional growth for its participants.
2. A coach needs to realize he/she is a teacher, not a drill sergeant. He/she should help children learn and work to improve their skills. Personal gains are never a consideration. The job does not depend on winning. The best interest of the player transforms into the best interest of the game.
3. The safety and welfare of the players can never be compromised. A coach will consider these factors above all others.
4. A coach needs a tremendous amount of patience. Don't push players beyond their limits in regards to practice. Children have many daily pressures and the athletic experience should not be one of them. Playing sports is supposed to be fun.
5. A coach should care more about the players as people than athletes.
6. A coach should encourage his/her players to dream and set lofty goals. It is important to remain positive and refrain from making discouraging remarks. Negative comments are remembered far more often than positive affirmations.
7. A coach needs to remember the rules of the game are designed to protect the players, as well as to set a standard of competition. He/she should not circumvent or take advantage of the rules by teaching deliberate misconduct. A coach who puts his/her opponent's team at risk should not be involved with children.
8. A coach should be the first person to demonstrate good sportsmanship. He/she should take a low profile during the game and allow the kids to be the center of attention.
9. Parents and players place a lot of trust and confidence in the coach. The coach has an important role in molding the athletic experience of the child.
10. A coach can measure success by the respect he/she gets from his or her players, regardless of victories or defeat. Children who mature socially and physically while participating in sports are the best indications of good coaching.

## Code of Conduct

The purpose of the Code of Conduct is to establish common expectations of players, parents and coaches so that youth sports programs provide a constructive learning experience for players in a positive sports environment.

### Expectations of Coaches

1. Coaches should remember the purpose of the program is for players to have a constructive learning experience within an enjoyable team activity.
  - a. Help players develop an appreciation for the sport
  - b. Keep winning and losing in the proper perspective
2. Coaches will demonstrate good sportsmanship by being positive role models.
  - a. Be on time for meetings, practices and games
  - b. Show respect in language and behavior toward players, coaches, officials and parents
  - c. Be approachable for players and parents
3. Coaches will promote a healthy and safe environment for players.
  - a. Monitor the court for safety considerations
  - b. Monitor the condition of all equipment for safety considerations
  - c. Refrain from the use of substances that are illegal to players in the presence of players in the sports environment (tobacco, alcohol, drugs)
4. Coaches will teach and reinforce the fundamentals and basic skills of the sport.
5. Coaches should possess knowledge of game/league rules. Rules and other resources are available from the Park District.
6. Coaches will accept responsibility for the conduct of all players, assistant coaches, parents and fans connected with their teams.
7. Coaches will use the designated communication process when they have an issue with the program.
8. Coaches will know and support the consequences to players and parents if there are violations of the Code of Conduct and be consistent and fair in the application of the Code. Consequences can be found in league rules.
9. Coaches will communicate with players and parents regarding:
  - a. Player and parent expectations
  - b. Game/league rules
  - c. Communication process
  - d. Consequences for players and parents if there are violations of the Code of Conduct
  - e. Volunteer assistance with the program

### Expectations of Players

1. Players should remember the purpose of the program is for them to have a positive learning experience within an enjoyable team activity.
  - a. Develop an appreciation of the sport
  - b. Keep winning and losing in the proper perspective
2. Players will demonstrate good sportsmanship.
  - a. Be on time for meetings, practices and games
  - b. Show respect in language and behavior toward players, coaches, officials and parents
3. Players will personally strive to promote a healthy and safe environment for themselves and other players.
  - a. Check condition of all equipment for safety considerations
  - b. Monitor their own health to know the physical conditions required for playing safely
  - c. Refrain from the use of illegal substances (tobacco, alcohol, drugs)
4. Players will learn the fundamentals and develop and practice the basic skills of the sport.
5. Players will build their knowledge of the game/league rules.
6. Players will accept responsibility for their own behavior.
7. Players will know and support the Code of Conduct and understand the consequences of Code violations. Consequences can be found below.

### Expectations of Parents

1. Parents should remember the purpose of the program is for players to have a positive learning experience within an enjoyable team activity.
  - a. Keep winning and losing in the proper perspective
2. Parents will demonstrate good sportsmanship by being positive role models.
  - a. Ensure that players show up on time to practices and games
  - b. Ensure that players are wearing the proper clothing and have proper equipment for their sport
  - c. Show respect in language and behavior toward players, coaches, officials and other parents
  - d. Know basic game rules and reinforce them with children
3. Parents will promote a healthy and safe environment for players.
  - a. Refrain from the use of substances that are illegal to minors in the presence of minors in the sports environment (tobacco, alcohol, drugs)
  - b. Check the health of players to ensure their ability to play
4. Parents will provide volunteer assistance as specific needs are identified.
5. Parents will use the designated communication process when there is an issue with the program.
6. Parents will know and support the Code of Conduct and understand the consequences of Code violations. Consequences can be found below.

## Sanctions

The Downers Grove Park District has adopted a Zero Tolerance Policy for violators of the Code of Conduct. The grounds for disciplinary action include, but shall not be limited to the following:

### **Sanctions for Coaches, Players and Spectators:**

#### **Ejection/Suspension:**

- 1) Not following mandated playing time rules for all players
- 2) Failure to develop knowledge of, or follow the league rules
- 3) Failure to treat coaches, players, officials and spectators with respect
- 4) Leaving a field or facility before a parent has picked up all players
- 5) Failure to coach in accordance with the Coaches Code of Conduct
- 6) Foul or abusive language
- 7) Repeat Offensives
- 8) Threatening a coach, spectator, official or player
- 9) Continued use of abusive language and/or threatening behavior
- 10) Allowing foul language or threatening behavior by players
- 11) Use of alcohol, tobacco or drugs during a practice or game
- 12) Sexual behavior or use of sexual language
- 13) Theft or destruction of property
- 14) Negative references to the sex, age, color, religion, national origin or any disability
- 15) Inappropriate attire
- 16) Interference with game play except for instances of medical emergency

Each action has a consequence (based on severity); however, an ejection from the game will lead to an automatic one game suspension.

#### **Dismissal:**

- 1) Striking or bodily assault on another person
- 2) Continuing actions that originally led to the Ejection/Suspension level

The Park District reserves the right to suspend violators of the code of conduct from participation in other Park District programs through the duration of their suspension or term of dismissal.



### **Practice Information**

Practices are held weekly Mondays-Fridays at District 58 schools. School sites for practices are to be determined by the Park District. Because not every District 58 school is available for practices, some teams may practice at a neighboring school rather than the school attended by team members. Please note: A weekly practice will be scheduled for each team, but is not always guaranteed and is dependent on facility availability. Although it is not preferred, due to unforeseen circumstances there may be times two teams are scheduled in one gym space.

### **D58 Schools**

Belle Aire, El Sierra, Fairmount, Herrick, Highland, Hillcrest, Indian Trail,  
Kingsley, Lester, O’Neill, Pierce Downer, Puffer, Whittier

<b><u>School</u></b>	<b><u>Basketball Hoops</u></b>	<b><u>Notes/Specific Instructions</u></b>	<b><u>School Address</u></b>
Belle Aire	Adjustable 8-10 ft. hoops (with hand crank)	Enter through Door #4 (rear of school on north side)	3935 Belle Aire Lane Downers Grove, 60515
El Sierra	Adjustable 8-10 ft. hoops (with hand crank)	Enter through door #6 (rear of school on north side)	6835 Fairmount Ave Downers Grove, 60516
Fairmount	Adjustable 8-10 ft. hoops (with hand crank)	Enter through main entrance (door #1)	6036 Blodgett Ave Downers Grove, 60516
Herrick	Main Court – 10 ft. 6 side hoops – 10 ft.	Enter through main entrance (door #1)	4435 Middaugh Ave Downers Grove, 60515
Highland	Adjustable 8-9 ft. hoops (with hand crank)	Enter through main entrance (door #1)	3935 Highland Ave Downers Grove, 60515
Hillcrest	Adjustable 8-9 ft. hoops (with hand crank)	Enter at Door #2	1435 Jefferson Ave Downers Grove, 60516
Indian Trail	Adjustable 8-10 ft. hoops (with hand crank)	Enter through main entrance (door #1)	6235 Stonewall Ave Downers Grove, 60516
Kingsley	Adjustable 8-10 ft. hoops (with hand crank)	Enter through main entrance (door #1)	6509 Powell Street Downers Grove, 60516
Lester	Adjustable 8-10 ft. hoops (with hand crank)	Enter through main entrance (door #1)	236 Indianapolis Ave Downers Grove, 60515
O’Neill	Main Court – 10 ft. 4 side hoops – 10 ft.	Enter through main entrance (door #1)	635 59 <sup>th</sup> Street Downers Grove, 60516
Pierce Downer	Adjustable 8-10 ft. hoops (with hand crank)	Enter through main entrance (door #1)	1436 Grant Street Downers Grove, 60515
Puffer	Adjustable 8-10 ft. hoops (with hand crank)	Enter through Door #8 on the Belmont side	2220 Haddow Ave Downers Grove, 60515
Whittier	Adjustable 8-10 ft. hoops (with hand crank)	Enter through main entrance (door #1)	536 Hill Street Downers Grove, 60515

### District 58 Gym Use Rules

1. Please only enter the door designated for entry by the school.
2. **Doors will remain locked at all times** and under no circumstance should be unlocked or propped open. A custodian will be present to open the door for teams 10 minutes prior to practice, **please do not bang on the doors**. From that point forward, an adult must be present at the door to let any latecomers into the building. Once all players have entered the building the door should be closed behind them.
3. An adult (18 years of age or older) must be present at all times during school use.
4. All players should be escorted into the building and gym by parents.
5. All areas used by teams (including bathrooms) should be checked by coaches. Any mess, spills, etc. need to be cleaned prior to leaving the building.
6. Any accidental damage should be reported to the custodian and Park District immediately.
7. No smoking or alcoholic beverages are allowed in school buildings or on school property.
8. Proper gym shoes must be worn at all times by players and participants. Wear a separate pair of shoes or boots during snow/salt events.
9. Anyone not participating in practice must remain in gym or immediately outside the gym, roaming the school facilities will not be tolerated.
10. There should be no dunking or hanging on the rims.
11. Teams must return basketball hoop to the proper height (typically 10 ft.) that was originally set by the School District at the end of the night.

**\*\*Violation of the rules listed above may result in suspension or elimination of practice time at the assigned school**

### Game and Schedule Information

Schedules will be out at least one week prior to the start of games. When possible, schedules will be out two weeks prior to the start of games. Games are played on either Saturdays or Sundays based on your grade/league. When necessary, due to spacing issues, odd numbers of teams, or makeups, games could be played on weeknights as well.

<u>League(s)</u>	<u>Game Day</u>	<u>Location</u>	<u>Address</u>
KDG – 4 <sup>th</sup> Grade	Saturday	Recreation Center	4500 Belmont Rd, DG 60515
KDG (Winter only)	Saturday	Lincoln Center	935 Maple Ave, DG 60515
5 <sup>th</sup> – 8 <sup>th</sup> Grade	Sunday	Recreation Center	4500 Belmont Rd, DG 60515

### Uniforms/Jerseys

\*Each player must wear his or her league jersey to all games. Players are allowed to wear their own shorts and basketball shoes.

#### Kindergarten – 8<sup>th</sup> Grade Leagues

The league uniform consists of a reversible jersey. All players should have the uniform shown below. They can purchase a jersey using this website -

[https://shop.arelstores.com/downersgrove\\_parkdistrict/shop/home](https://shop.arelstores.com/downersgrove_parkdistrict/shop/home).

All jerseys should have been purchased by September 19<sup>th</sup> in order to receive them by the first game. If a player did not order by September 19<sup>th</sup>, please have them reach out to Liz Frazier ([efrazier@dgparks.org](mailto:efrazier@dgparks.org)) to see what can be done to have a jersey by the first game.



\*For Kindergarten-8<sup>th</sup> Grade leagues, the home team will always be listed first on the schedule and will wear the white side of the jersey.\*

## Team Formation

Each season new teams are formed and grouped together as specified below.

Teams are created according to the following criteria when registered by the registration deadline.

1. School attended
2. Grade
3. **Mutual** Friend Request\*
4. Balance of Gender
5. Roster Size
6. Date Registered^

*\*A non-mutual friend request or coach request will not be guaranteed.*

*^Only used if roster sizes grow too large*

In general, our goal is to keep players from the same school on the same team. Should enrollment numbers and roster maximums not accommodate this, schools may be split or combined to form a team. Team maximums are based on enrollment numbers at the time of the registration deadline. Returning players are not guaranteed the same team from season to season or year to year.

### Playing Rules- All Levels

<i>League</i>	<i>Parental Responsibility</i>
All Leagues	Parents must shoulder the responsibility and take initiative to make the program successful. Each parent should join in the total effort of honoring the program philosophies and expectations. There is opportunity for all to participate.

<i>League</i>	<i>Good Sportsmanship</i>
All Leagues	The use of profanity, obscene gestures, and/or taunting are strictly prohibited by any player, coach, official, spectator, parent, or family member on and off the court. Coaches and parents must make sure their conduct is proper in every respect and must make sure that their players and spectators do the same.

<i>League</i>	<i>Tobacco &amp; Alcohol Prohibited</i>
All Leagues	The use of tobacco and alcoholic beverages in any form are strictly prohibited within the confines of the facility.

<i>League</i>	<i>Jewelry</i>
All Leagues	<ul style="list-style-type: none"> <li>&gt; Jewelry includes but is not limited to earrings, bracelets, and necklaces.</li> <li>&gt; Players who cannot remove jewelry may cover them with bandages for games.</li> <li>&gt; Medical alert jewelry such as bracelets or necklaces are not considered jewelry but must be secured to the body.</li> <li>&gt; Officials can instruct a player to remove jewelry or the player will not be allowed to play.</li> </ul>

<i>League</i>	<i>Noisemakers Prohibited</i>
All Leagues	The use of artificial noisemakers such as cow bells, whistles, etc. during youth basketball games is prohibited.

<i>League</i>	<i>Spectator Areas</i>
All Leagues	All spectators must sit in the designated spectator areas. Spectators cannot sit on the basketball court sidelines, the score table, the player bench area, and spectators cannot block the entrances to the courts.

<i>League</i>	<i>Scoring, Standings &amp; Team Records</i>
All Leagues	Game scores will be kept throughout the game on scoreboards. No season standings or records will be kept.

<i>League</i>	<i>Officiating</i>
1 <sup>st</sup> – 8 <sup>th</sup> Grade Leagues	<ul style="list-style-type: none"> <li>&gt; Only the coach can request an explanation of a call or rule - requests must be made during timeouts only.</li> <li style="padding-left: 20px;">&gt; No one is allowed to argue judgement calls with officials.</li> <li style="padding-left: 20px;">&gt; Persons who choose to argue with officials shall be subject to a technical foul or possible ejection.</li> <li style="padding-left: 20px;">&gt; Each official has the authority to rule on any point not specifically covered in the DGPD or IHSA rules.</li> <li>&gt; Physical contact with an official is not permitted and will not be tolerated. Anyone making contact with an official will be immediately ejected and suspended from further participation in the DGPD basketball league.</li> <li>&gt; All technical fouls will result in an automatic two (2) points for the opposing team and possession of the ball.</li> </ul>

## Safety & First Aid Tips

### **Care for Common Minor Injuries**

It is the coach's job to maintain as safe an environment as possible. It is strongly recommended that coaches have certification in CPR and First Aid.

When an injury does occur:

1. Stay calm.
2. Administer basic first aid as soon as possible.
3. If injury is serious or the extent is unknown: CALL 911
4. Notify Parent
5. Notify Park District staff (on game days)

### **Treating Floor Burns, Strains, Minor Bumps and Bruises**

R – Rest, stop any activity causing pain.

I – Ice for 24-36 hours after the injury.

C – Compress with bandage if needed.

E – Elevate to avoid subsequent swelling.

### **Conditions Requiring Medical Attention**

- Significant swelling/dislocation of an extremity.
- Any obvious deformity.
- Severe pain.
- Inability to bear weight on a lower extremity.
- Lacerations with or without fractures.
- Significant swelling of a joint, i.e., elbow, knee.
- Loss of sensation in an extremity.

### **Conditions Mandating Only Experienced Medical Personnel Move the Athlete**

- Loss of consciousness.
- Neck or back injury with loss of sensation in arms or legs.
- Head injury with disorientation and/or visual changes.

### **Rehabilitation/Treatment for Chronic Injuries**

#### 1. Blisters

- Keep pressure off of new blisters.
- Where the skin is torn, use extreme care.
- Advise parents to keep area clean.

#### 2. Abrasions and contusions (scrapes and bruises)

- Keep them clean and dry.
- Expose them to the air when possible.

#### 3. Chronic knee pain, tendonitis, stress fractures, and ligament strains. Follow the doctor's directions

- Rest for 5-7 days and ice
- Stretch related muscles to strengthen them. Move gently.



## Acknowledgement of Receipt

### Downers Grove Park District 2024 Volunteer Coach Manual

**My signature below acknowledges that I have received the Downers Grove Park District's Volunteer Coach Manual. My signature also indicates my understanding that the information contained in the manual is considered to be official Downers Grove Park District policy.**

It is my responsibility to read the manual and familiarize myself with the information contained therein. I understand that I am expected to comply with the rules and procedures contained in this manual.

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Signature

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Date

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Printed Name