



*Woodridge*  
**PARK DISTRICT**

**Winter**  
**Youth Volleyball League**  
***Coach Packet***

*Coach Meeting: Monday, January 5 @ 6:30pm in Room C @ ARC.*

Athletic Supervisor:

**Nick Bacarella**

*Office: 630.353.3418*

*Cell: 630.888.9541*

[nbacarella@woodridgeparks.org](mailto:nbacarella@woodridgeparks.org)

**WOODRIDGE PARK DISTRICT • SPORTS LEAGUE ETHICS CODE**  
**RULES OF CONDUCT AND STANDARDS OF LEADERSHIP FOR COACHES**

Remember your primary goals are to build character and self-esteem and promote teamwork and leadership while teaching the fundamental rules and having fun. Everything you say and do should be consistent with the six core ethical values comprising good character: trustworthiness, respect, responsibility, fairness, caring and citizenship.

**Trustworthiness**

1. Always act so as to encourage and justify trust. Teach your players the meaning and importance of trustworthiness.
2. Be honest and demand honesty. Do not engage in or permit dishonesty by lying, deception or omission.
3. Teach and model the importance of integrity by doing the right thing and making the right call even when the cost is high. Admit your mistakes openly and honestly as a demonstration of integrity.
4. Keep commitments. Do what you say you will do when you said you would do it to impress on your players the values of promise keeping and reliability. If you are unable to keep a commitment, apologize to those who were depending on you.

**Respect**

5. Treat players, referees/umpires/officials and parents with respect, courtesy and consideration. Avoid and prevent put-downs, insults, name-calling, yelling and other verbal or nonverbal conduct likely to offend, hurt or simply set a bad example.
6. Do not challenge a judgment call of a referee/official/umpire nor confront a referee/official/umpire about a call after a game. If you think a referee/official/umpire misunderstands a rule, seek to educate not humiliate the referee/official/umpire or contact the appropriate person in charge of the league.
7. Assure that your team always treats opponents, teammates and others with respect and courtesy. Promote politeness and use of please, thank you and excuse me.
8. Seek to control the conduct of the parents, spectators and players to prevent negative cheers, name-calling or insults inconsistent with a positive atmosphere of character development.
9. Assure that your player's experience is one of fun and enjoyment. Correct and instruct players in constructive ways. Be generous with your praise when it is deserved. Tell players when they have done something well.
10. Don't demean, ridicule or embarrass players for mistakes or yell at a player or the team for any reason.
11. Be on time. Remember players and parents are relying on you to start and end according to schedule.
12. Treat all players as individuals recognizing and appreciating their diversity in skills, gender, ethnicity and race. Never permit statements or acts of prejudice.
13. Listen to your players. Respect their opinions and answer their questions without being defensive or arbitrary.

**Responsibility**

14. Be a positive model for your players in all matters, including a demonstration of sportsmanship at all times.
15. Always exercise and demand self-control. Do not lose your temper. Don't throw things, scream, or otherwise demonstrate uncontrolled anger.
16. Teach and model self-discipline and a sense of duty to meet obligations even when it is difficult or unpleasant.
17. Teach and model the idea of pursuing excellence measured by doing one's best, not by winning. Teach players to win and lose with grace, that character is measured by how you played the game and that they can always hold their heads up high when they have done their best.
18. Inform yourself about sound coaching principles and strive to improve your own performance as a coach and a mentor of character. Attend coaching and referee clinics when you can and use books and videotapes available to you.
19. Learn all the official rules of the sport you are coaching as well as policies and regulations. Assure that your players know and understand the rules.
20. Teach and model accountability by accepting responsibility for your choices of both action and inaction.

**Fairness**

21. Teach and model fair play. Make sure your team plays honestly.
22. Teach and model fair-mindedness by being open to ideas, suggestions and opinions of others. Make all decisions fairly and treat all players with impartiality.
23. Be reasonable in your performance expectations and demands on the time and energy of your players and their parents.

**Caring**

24. Teach and model kindness and compassion for others. Teach and demand teamwork and discourage selfishness.

**Citizenship**

25. Teach and model the importance of obeying laws and rules as an obligation of citizenship. Teach how unfair it is for some people to play by the rules while others don't.
26. Teach and model the respect for the environment and the obligation to contribute to the greater good.

**VOLUNTEER'S COPY**

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Coach Signature \_\_\_\_\_ Coaches Name (Print): \_\_\_\_\_ Date \_\_\_\_\_

**ATHLETIC SUPERVISOR'S COPY**





# VOLUNTEER CHECKLIST & RULES

**Volunteers are essential to the success of our programs. Enhance your life while giving back to the community through service opportunities. VOLUNTEERS DO MAKE A DIFFERENCE!**

## **VOLUNTEER RESPONSIBILITY CHECKLIST**

Duties and Responsibilities

1. Insure safety of participants
2. Assist staff with a positive and enthusiastic attitude
3. Interact in a positive way with participants
4. Assist and/or supervise the implementation of activities
5. Notify staff of participant in need of first aid immediately
6. Report all accidents or incidents to staff as soon as possible
7. Display professional behavior at all times while on the job

## **GENERAL SAFETY RULES**

1. Smoking is allowed only in approved areas
2. Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs is prohibited on Park District property
3. Your immediate supervisor must be notified of any permanent or temporary impairment that may reduce your ability to perform your volunteer tasks in a safe manner
4. Any potentially unsafe conditions or acts shall be reported immediately to your supervisor
5. All accidents, near misses, injuries, and property damage shall be reported immediately to your supervisor, regardless of the severity of the injury or damage
6. Failure to report an accident or known hazardous condition may cause for dismissal of duties
7. All volunteers shall follow recommended work procedures outlined for their volunteer duty
8. Volunteers must never attempt to catch a falling object
9. If your work creates a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended and report hazard to your supervisor
10. All volunteers must know department rules and location specifics regarding first aid, evacuation routes, and fire department notification

## **BEHAVIOR POLICY**

Volunteers are expected to treat District patrons and employees honestly, fairly and courteously. Volunteers shall exhibit appropriate behavior at all times. The Park District developed the following guidelines to help make programs safe and enjoyable for all participants.

# **VOLUNTEER'S COPY**

**VOLUNTEERS/PARTICIPANTS/PARENTS/GUARDIANS/SPECTATORS SHALL:**

1. Show respect to all participants, staff, referees, volunteers and spectators and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, other volunteers, participants, parents, spectators, referees and staff.
4. Respect all equipment, supplies, facilities and property.
5. Not possess any weapons.

**NON-DISCRIMINATION & ANTI-HARASSMENT POLICY**

The Woodridge Park District is committed to a work environment in which all individuals are treated with respect and dignity. It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer and vendor of the Park District as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees, volunteers, and elected officials.

**Statement of Admissions**

When an accident occurs, no matter how insignificant it may seem to be, it is of the utmost importance never to admit to guilt or negligence of any kind until there is a formal investigation of the matter by your supervisors and the causes of the incident have been determined. You are required to contact your immediate supervisor and not to render speculation on the causes of the incident.

**WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK**

As a volunteer, I recognize and acknowledge that there are certain risks of physical injury to volunteers in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that I may sustain as a result of my volunteer services. I further agree to waive and relinquish all claims I may have (or accrue to me) as a result of my volunteer services against the Woodridge Park District, including its officers, officials, agents, volunteers and employees (hereinafter collectively referred as "Parties").

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that I may or which may accrue to me and arising out of, connected with, or in any way associated with my volunteer services.

I have read and fully understand the above information. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

The District is required by state statute to ask if you have ever been convicted of or found to be a child sex offender?     Yes     No

VOLUNTEER'S NAME (PRINT):
PLEASE CHECK: <input type="checkbox"/> MINOR <input type="checkbox"/> ADULT
ADDRESS:
EMAIL:
VOLUNTEER'S SIGNATURE:

<b>IF A MINOR (UNDER THE AGE OF 18) PARENT/LEGAL GUARDIAN</b>
SIGNATURE:
DATE:

**PARTICIPATION WILL BE DENIED IF THE SIGNATURE OF VOLUNTEER AND DATE ARE NOT ON THIS WAIVER**

For additional volunteer details, please review the comprehensive volunteer manual at  
**WWW.WOODRIDGEPARKS.ORG/VOLUNTEER**

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## **Coach Code of Conduct & Volunteer Checklist/Rules**

The Woodridge Park District, believes in holding all of its members accountable to a strict code of conduct/behavior policy when playing, watching, or coaching any activity. The Woodridge Park District, your team parents and players will all hold you accountable to this. Make sure to review these documents and sign/return the second copy to me.

## **Signed Parent's Promise**

Prior to the first game, you must get one team parent/guardian from each player to sign the Parent's Promise form. This form can be found within your packet. Once completed, please take a picture and email it to me.

## **Background Check Required!**

Each coach will need a completed background check on file as they expire yearly. If you are due for your background check, you will receive an email with the details of how to complete this. Once you receive this email, make sure to complete this ASAP! Respond to that same email if you have any questions.

## **Coach Expectations**

As a coach you are looked upon as a teacher, leader, role model and parental figure by the players on your team. Do not underestimate the influence (positive and negative) you can have upon a child. In coaching young players, **winning or losing should be the least important thing for both you and the players.** Soon enough, children will be exposed to the competitive nature of sports. **Your goal should be to teach the children about the actual sport and instill upon them a love for the game.** If your players enjoy themselves and want to play again next season, you should consider yourself a SUCCESSFUL coach.

## **Teach Good Sportsmanship**

Good sportsmanship should not only be taught to the players on your team but also to the team parents. Teaching good sportsmanship starts with you as the coach. Players and parents feed off your energy on the sideline. If you are erratic with the referee or the other team, the players and parents will follow suit. If you are cool, collected and cheering on your team, everyone else will do the same! During your practices and game, stress these details:

- Say "good game" and high five the other team at the end of the game
- Treat the referee with respect by respecting their call and saying "yes sir/ma'am"
- Cheer for your own team and not yell at the opposing players or coaches

## **Behavior with referees**

When a referee makes a call, **respect his/her decision.** This is recreation, Park District volleyball, not High School, not college, not the pros! **Treat the referee(s) with respect.** There is a huge shortage of referees because of the behavior they receive from coaches and parents. They are going to make mistakes and miss calls, LET IT GO! Use that situation and turn it into a learning experience for your players. Control the controllable. You can't control what the referee is going to call or not call – but you can control how your team responds the next play.

## **League Rules**

As the coach you are responsible for knowing the rules and discussing them with your team. League rules will be discussed at the Coach Meeting. A copy of the league rules will be available on the Woodridge Park District, Team Sideline website under the "Downloads" tab. If you have questions or concerns about a rule, please contact me.

## **Team Roster**

At the Coach Meeting you will receive all of the information below. **You have until Thursday, January 8 to contact your team.** When contacting your team, go over the following information:

- Name(s) and contact information of coaching staff
- Team number, color and last name of the head coach. This information will be used for the game schedule.
- Discuss the time and date of your Parent Meeting & Practice Schedule
- Confirm their contact information
- Ask if there are any allergies or medical conditions you should be aware of

## **Parent Meeting**

Prior to the first game, schedule a team parent meeting. Parent Meetings are vital to a successful season as it makes you more approachable as a coach and the parents can feel more connected to the team. **This is also a perfect time to collect all of the signatures for the “Signed Parent’s Promise.”** Here are some details to go over:

- Introduce yourself to the parents and let the parents introduce themselves to the team
- Set up a group chat with the team
- Explain your values of a coach and your goals for the season
- This is a great time to ask for more help!
- Discuss the behavior you expect out of them as a sport parent.
- Many teams start a snack rotation for the players after their game. (This is not required!) But this a good opportunity to discuss it and any dietary restrictions or allergies that the players may have. If you do this, snacks **MUST** be given in the hallway of the gym!

## **Practice Information**

- **Practices will start the week of January 12 and go through March 6**
  - Teams will practice for 1 hour, once a week, either at the ARC or Jefferson Junior High.
  - If your team practices at Jefferson Junior High, you will use Door #19 on the north side of the building to enter the school.
- **Teams will be able to hold an additional practice on Sunday, January 11 at the ARC. Start times will be between 9am-2pm.**
  - Sign-ups for those practice timeslots will be held at end of the coach meeting.
- There will be some dates that the gym will not be available for practice. These dates will be listed on your practice schedule.
  - Email me at least 1 week in advance, if you would like to schedule an alternative practice day/time.

## **Game Day Information**

- **Games will be held on Sundays, starting January 18 and ending March 8.**
  - This includes an 8-game regular season with no playoffs.
  - Start times will range from 11am until 2pm.
- The game schedule will be posted on the Woodridge Park District, Team Sideline website by the coach meeting.
  - Here are 2 different ways to access the game schedule:
    - <https://www.teamsideline.com/sites/woodridgeparks/schedules>
    - Go to the Woodridge Park District website and click on the tab under the advertisement banner labeled “League Schedules & Stats”. Then, click the “Schedules” tab at the top of the page.
- Games will be located at the Athletic Recreation Center
- If there is a cancellation due to inclement weather, games will be rescheduled to either an earlier timeslot, an alternative day or at the end of the season.

## **Weather Cancellations**

- In the case of severe weather, cancellations will be posted on the Woodridge Park District Rainout Line.
  - <https://www.woodridgeparks.org/rainout-line/>
  - This can also be accessed by clicking the “Rainout line” link at the bottom of my email signature.
- You can manage your text and/or email subscriptions by selecting the activity, facility categories, and establishing the length of time you want to receive notifications.
- If you receive a cancellation notification, please relay the message to your team to ensure everyone is notified.

## **Last Game of Season – Player Medals**

For the last game on Sunday, March 8, Program Rooms B & C are reserved for you to pass out medals to the players on your team. The room will also have tables and chairs if you would like to hand out any end of season snacks. Just make sure to pick up after yourselves.

## **Uniforms**

I will notify you when the team shirts are ready for pick-up. In order to get the shirts in time for the first game, this order was made prior to the teams being finalized. Therefore, when you pass out your shirts, compare the sizes to your players. If you need a smaller/larger size, contact me and I will see if we have an extra from a previous season.

## **Injuries**

If there is an injury during a practice or a game, you will need to fill out an Accident Report. Copies of these are included within your packet. This report will need to be completed and turned in within 24 hours of the injury. You can take a picture of the report and email it to me. I may need to have another discussion with you about this injury.

**If a player needs to be transported to the hospital or an ambulance is called, call me immediately, then fill out the form.**

When filling out the form, use facts and not opinions as you are not diagnosing the injury but describing it. If it is a small cut or if someone needs an ice pack and the player can participate again with no issues, then no form is needed. If it is a possible concussion, a form should be filled out no matter what!

## **Picture Day**

**Picture Day is scheduled for Sunday, January 25 located at the ARC in the Program Rooms.** I will email the schedule once it has been confirmed along with details of how to view and purchase your order.

## **Links for Coaching Tips & Helpful Resources**

### **General Youth Sport Resources**

- [Brian McBride: Advice to Youth Sport Coaches](#)
- [Youth Sports As A Development Zone: Jim Thompson At TEDxFargo](#)
- [Your Everyday Impact As A Youth Sports Coach Lasts Forever](#)
- [25 Years of Coaching Doesn't Mean You Know It All](#)
- [Key Life-Lessons And Character-Development Aspects Of Youth Sports](#)
- [AJ Hinch On Coaching Your Own Child](#)

### **Drills and Practice Plan Help:**

- [Team Snap](#)
- [USA Volleyball](#)
- [YouTube](#)

### **Behavior with officials**

- [Controlling Your Emotions When Dealing With Officials](#)

### **Coaches and your team parents**

- [Parent/Guardian Meeting Agenda For Coaches](#)
- [3 Must-Use Strategies For Coaches To Gain Support From Parents](#)
- [3 Steps To Take With Over-Exuberant Parents](#)

### **Resources for how to coach your players**

- [Bullying: Common Questions And Answers](#)
- [When Speaking To Young Kids In Sports, Crouch Down To Their Level](#)
- [How To Handle The Pouting Athlete With Attitude Problems](#)
- [How Coaches Can Help Less Skilled Players Who Would Otherwise Be Cut](#)
- [How Coaches Can Help Athletes See The Big Picture In Difficult Moments](#)
- [Coaches Can Measure Success Based On How Many Kids Want To Play Next Year](#)
- [How Coaches Can Stay Positive Even When They're Frustrated](#)
- [Mike Nealy: How Losing Creates Teachable Moments For Youth Athletes](#)
- [Losing Badly \(And Well\) - Finding Success When Outmatched](#)

<b>1</b>	<b>Agency name</b> Woodridge Park District	<b>Today's date</b>
<b>2</b>	<b>Date of incident (mm/dd/yyyy)</b>	<b>Time of incident (hh/mm a.m./p.m.)</b>
<b>3</b>	<b>Name of person completing report</b>	<b>Title of person completing report</b>
<b>4</b>	<b>Business phone number</b>	<b>Business email</b>
<b>5</b>	<b>How did the incident occur? (Provide a brief, factual description; do not speculate on fault, etc.)</b>	
<b>6</b>	<b>Name of the location (park, pool, community center; Ex. Smith Pool, Johnson Community Center) or nearest intersection where the incident occurred.</b>	
<b>7</b>	<b>Is there an address for this location?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, please provide the following:	
Street address _____		
City _____ State _____ Zip code _____		
<b>8</b>	<b>Location (Specify the exact type of location/facility where injury occurred. Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.)</b>	
<b>9</b>	<b>Primary location (Specify exact location. Ex. lap pool, cart storage, classroom, pavilion)</b>	

**BODILY INJURY**

**If an employee was injured, please submit the form for an Employee Injury (Form 04) type of incident.**

<b>10</b>	<b>Was a person injured? (Ex. patron, citizen, participant, volunteer)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
<b>11</b>	<b>If yes, please provide the following information:</b>	
Last name _____ First name _____		
Address _____		
City _____ State _____ Zip code _____		
Home phone # _____ Work phone # _____ Cell phone # _____		
Age _____ Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		
<b>12</b>	<b>Is injured person an agency volunteer?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
<b>13</b>	<b>Describe the injury (affected body part and type of injury; Ex. contusion, bruise, laceration, sprain, break, etc.)</b>	
<b>14</b>	<b>Did injured person make any statements?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
If yes, what did injured person say? _____		

15 Was first aid administered?  Yes  No  Unknown

Name and position of person who administered first aid \_\_\_\_\_

What first aid was given? \_\_\_\_\_

Did first aid involve AED and/or CPR?  Yes  No  Unknown

If yes, please submit a PDRMA post-AED form.

Were paramedic services offered?

Called and refused (at scene by patron)  Yes      Offered and called  Yes

Offered and refused  Yes      Offered, refused, called by agency anyway  Yes

Unable to respond and called  Yes

Were police called?  Yes      If yes, please provide the following information.

Name of police department \_\_\_\_\_

Name of officer \_\_\_\_\_

Do you expect this person to submit a claim?  Yes  No  Unknown

**PROPERTY DAMAGE**

16 Was property damaged as a result of this accident/incident?  Yes  No  Unknown

17 If yes, how was the person involved in the accident/incident?

Owner of property adjacent to park district

Vehicle owner

Patron

Other

18 Last name (or business name) \_\_\_\_\_ First name (not necessary if business name) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_ Phone number \_\_\_\_\_

Describe the property damage \_\_\_\_\_

\_\_\_\_\_

**WITNESS INFORMATION**

19 If there was a witness(es) to the accident/incident, please provide the following information:

Last name \_\_\_\_\_ First name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_ Phone number \_\_\_\_\_

20 Did witness make any statements?  Yes  No  Unknown

If yes, what did witness say? \_\_\_\_\_

\_\_\_\_\_

21 Where was witness when the accident/incident occurred? \_\_\_\_\_

\_\_\_\_\_



## **Sport Parent Code of Conduct**

The Woodridge Park District (WPD), believes in holding all of its members (coaches, participants, parents, guardians, etc.) accountable to a strict code of conduct/behavior policy when playing, watching, or coaching any activity. This is a key principle to making sports, especially youth sports, a safe, fun, and positive environment.

- I pledge to conduct myself in a manner that will reflect positively on the WPD to show respect for all involved in the game including coaches, players, opponents, opposing fans and officials.
- I pledge to encourage in a positive manner the efforts of players and will refrain from yelling out instruction to my child or his/her teammates for I understand that this is the coach's responsibility and such instructions may conflict with their teachings. I understand that games are chaotic times for players to deal with fast-paced action and need the flexibility without ridicule to learn how to respectfully respond to game situations, opponents, teammates and coaches.
- I understand that mistakes are inevitable part of any game and that players need to learn from their own mistakes and I pledge to encourage their pursuit in advancing their skills and knowledge of the game and to not criticize their mistakes.
- I pledge to refrain from using alcohol and illegal substances during any practice or game whether on WPD property or elsewhere.
- I pledge to educate myself on the rules of the sport, so that I have a better understanding of the game and calls made by the official(s).
- I pledge to not use inappropriate language, profanity, obscene gestures, offensive remarks of a sexual nature, trash talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- I pledge to refrain from confronting opponents, opponents' fans, coaches, or officials in a manner that would escalate any situation to a verbal or physical confrontation and I understand that it is in everyone's best interest to remain silent.
- I understand that it is a best practice to take a timeout (24 hours) prior to dealing with a coach about any player issues I have. I will not confront the coach in public, rather I will talk to the coach while calm and rational and will do so in a private manner. Public confrontation is embarrassing to the player and entire program and may result in myself being suspended from watching my child/player and/or result in my child/player being suspended from play for the team.