



LEMONT PARK DISTRICT
Flag Football
Rec League

Coaches Manual

Dear Coach,

Thank you so much for agreeing to volunteer your time in coaching this recreational league. Volunteers like yourself make this program possible. Within this manual, you will find some resources to assist you in being a volunteer coach.

Please read this document in its entirety and be sure to sign off on the last page.

Lemont Park District Mission, Vision, and Values

Mission - The Mission of the Lemont Park District is to provide the very best parks and recreation experiences to the community while being safe and fiscally responsible.

Vision - The Lemont Park District strives to be collaborative, proactive and progressive in serving our community.

Values -

- ***Valued Community***
- ***Accountability & Fiscal Responsibility***
- ***Lasting Partnerships***
- ***Ultimate Guest Services***
- ***Exceptional Communication***
- ***Safety First***

Player/Parent Expectations – See Player and Parents Manual. Parents/Guardians all confirm receipt and review of the Player and Parent Manual prior to starting the program.

LEAGUE RULES

THIS LEAGUE FOLLOWS ALL GUIDELINES OF THE NFL FLAG FOOTBALL PROGRAM AS SET FOR IN THE NFL FLAG FOOTBALL OFFICIAL PLAYING RULES MANUAL. THIS WILL BE DISTRIBUTED SIMULTANEOUSLY WITH THE PARENT AND PLAYER MANUAL.

Behavior Management Policy

Behavior

All participants are expected to always exhibit appropriate behavior. The following guidelines have been developed to help make programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by staff.

The agency insists that all participants comply with a basic behavior code. All participants shall:

1. Show respect to all participants, staff, and volunteers. Participants should follow program rules and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, other participants, or staff.
4. Show respect for equipment, supplies, and facilities.

The following infractions will constitute utilization of the discipline procedures.

1. Harming ones' self, such as, but not limited to:
 - a) Leaving grounds without permission.
 - b) Leaving designated group without permission.
 - c) Climbing on objects that are not recommended by staff.
 - d) Physical damage to self.
 - e) Possession, use or transfer of alcohol, illegal drugs, tobacco or tobacco products.
2. Harming others such as, but not limited to:
 - a) Fighting
 - b) Throwing objects at or near others.
 - c) Bringing or using weapons, i.e., knives, glass, sharp objects, etc.
 - d) Hitting, kicking or biting others.
 - e) Extreme verbal abuse.
 - f) Profanity.
 - g) Showing disrespect to other participants and staff.
 - h) Other aggressive behavior including any verbal or physical bullying.
3. Damage to Property
 - a) Vandalism.
 - b) Tantrums resulting in damage to property.
 - c) Breaking, damaging or destroying property.
4. Theft
 - a) Taking any item that does not belong to the child.

Discipline

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to everyone's situation. The park district reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

Safety Procedures

Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home. Attempts should be made to utilize these in the program. Also, the inclusion coordinator from the Special Recreation Association (SRA) should be contacted for guidance. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

If the participant exhibits inappropriate actions, the following guidelines should be followed:

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:

Verbal Warnings: Verbal warnings will be given for actions. More than one verbal warning may be given depending on severity of action.

- **Time-Outs:** A supervised time-out from the program. The parent/guardian will be notified by the Program Manager and written documentation will be provided. The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on an incident report and given to the full-time supervisor.
- **Written Documentation:** Written documentation will be sent home to a parent or guardian, or the participant if he or she is an adult, to be signed and returned. The parent/participant will also be called by the Program Manager.
- **Program Suspension:** The participant will be suspended from the program for up to three days. The suspension will be in effect the first day following the offense. The parent/participant will be notified by the Program Manager and written documentation will be provided. When determining the timeframes of suspension, staff should consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.

- **Program Dismissal:** Depending on the situation and the severity of the offense, the participant may be permanently dismissed from the program following any offense.
2. Communication between staff and parent should be ongoing regarding any further incidences of inappropriate behavior. Some other options may be discussed with the parent/guardian including:
 - Transfer to another program where inappropriate behavior may be less prone to occur.
 - Limited/reduced timeframe that participant is allowed to attend the program.
 3. Appeals by the participant and/or participant's parent/guardian should be directed to the Executive Director or the Director of Recreation.

When to Contact the Police:

- If a participant makes a direct threat of hurting himself, 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.

EMERGENCY PROCEDURES

Procedures for Serious Injury

- Remain calm.
- Assess the situation.
- Call an ambulance immediately.
- Call the parents immediately.
- DO NOT MOVE the child - apply ice or bandages.
- Fill out an Accident Report & then notify Program Manager
- Keep all other players away from the injured person.
- Follow up - Call parents to see how the child is doing
- If a trip to the hospital is needed by ambulance and the parents cannot be contacted, a COACH must accompany the child to the hospital. Call Program Manager immediately. If unable to reach them, please call the park district and they will be able to get in touch with Program Manager or put you in touch with the next person in the chain of command.

Procedures for non-serious injury

- Remain calm and assess the situation.
- Apply Ice and/or Bandage if necessary.
- Contact Parents.
- Fill out an Accident Report & then notify Program Manager
- Follow up - Call parents to see how the child is doing.

Fall Season

I have received, read, understand, and agree to abide by the standards set forth by the Lemont Park District Rec Flag Football League.

Date

Flag Football Division

Coach Name/Print

Coach Signature