



CODE OF CONDUCT – COACH

Youth coaches provide an invaluable service to both the Park District and the community we serve. However, coaches must recognize and appreciate that it is a “privilege” and not a “right” to serve in any volunteer capacity for the Park District. As a volunteer coach, you are an ambassador and a reflection of the Bartlett Park District. Coaches are expected to work together as a team to develop, promote and maintain our quality recreational programs. Coaches are required to attend the Positive Coaching Alliance workshop, embrace the message and strive to coach with this philosophy in mind.

As a coach, you are expected to demonstrate high standards of personal and professional integrity, honesty, responsibility, and fortitude in the performance of your coaching responsibilities. With this in mind, this Code of Conduct has been developed to reinforce and communicate our expectations, and that of our community. By agreeing to abide by the rules and expectations, you will be accepting the responsibility, privilege and personal rewards associated with serving as a volunteer youth coach for the Bartlett Park District.

By participating as a youth sports volunteer I will act responsibly and do my best to assure that:

1. I provide equal playing time for every child, and assure fair and consistent position rotation.
2. I properly educate players the importance of teamwork, effort, having fun, and playing fair while properly instructing age appropriate fundamentals and skills.
3. I provide players with the best education, instruction and organization possible by attending required meetings, clinics and certifications.
4. I am familiar with the PCA and the philosophy of the youth sports program. I strive to uphold the philosophy and communicate it to my players and their parents.
5. I cooperate with the park district staff in the enforcement of rules and regulations, and I will report irregularities that violate sound competitive practices.
6. I provide a healthy and safe environment for my players, which are in accordance with my leagues safety procedures. I will provide safe instruction and use of playing equipment.

I understand that violation of the following will result in immediate termination of my privilege to coach youth sports.

1. I will never coach under the influence of drugs or alcohol.
2. I will never smoke or use any kind of tobacco while I am coaching.
3. I will never initiate or participate in any form of verbal or physical assault on any staff, volunteer, parent or child.

I understand that violations of any of the above will jeopardize my privilege to coach youth sports for the Bartlett Park District.

The Bartlett Park District reserves the right to take appropriate disciplinary action involving any coach in violation of the code of conduct. With my signature, which I voluntarily affix to this contract, I acknowledge that I have read and understand the PCA Double Goal Coach Job Description and Code of Conduct and will do my best to fulfill the promises made herein.

Coach Name

Signed

Date



VOLUNTEER WAIVER & RELEASE

6-27-12

IMPORTANT INFORMATION

The Bartlett Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of volunteers in high regard. The Bartlett Park District continually strives to reduce such risks and asks that all volunteers follow safety rules and instructions that are designed to protect the volunteer's safety. However, volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any activity or program.

Please recognize that the Bartlett Park District carries only limited medical accident coverage for volunteers; therefore, it is strongly urged that all volunteers review their own health insurance policy for coverage. Additionally, each volunteer is solely responsible for determining if he/she is physically fit and/or properly skilled for any volunteer activity. It is always advisable, especially if the volunteer is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when providing volunteer services. Understandably, not all hazards and dangers can be foreseen. Volunteers must understand that depending upon the volunteer services, certain risks, dangers and injuries due to acts of God, inclement weather, slip and falls, inadequate or defective equipment, failure in supervision or instruction, premises defects, horseplay, carelessness, lack of skill or technique, and all other circumstances inherent to the particular volunteer services exist. In this regard, it must be recognized that it is impossible for the Bartlett Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in consideration for providing volunteer services, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you may sustain as a result of participating in any and all activities connected with and associated with your volunteer services (including transportation services/vehicle operations, when provided).

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 Bartlett 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 have 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 important information, warning of risk, assumption of risk and waiver and release of all claims. If submitting this form on-line, via e-mail or fax, my on-line e-mail or fax signature shall substitute for and have the same legal effect as an original form signature.

Volunteer Name: _____ Signature: _____ Date: _____

Signature of Parent/Guardian (if volunteer is a minor): _____ Date: _____

PARTICIPATION WILL BE DENIED-If the signature of the volunteer or parent/guardian and date are not on this waiver.



BETTER ATHLETES
BETTER PEOPLE

Double-Goal Coach® Job Description

TO: **All Coaches**

DATE: _____

FROM: **Bartlett Park District**

RE: **What We Expect of You**

As coaches, you determine the kind of experience our athletes have with sports. We are committed to the principles of Positive Coaching Alliance (PCA). We expect you to be a Double-Goal Coach, who strives to win (one goal), while pursuing the more-important goal of teaching life lessons through sports. PCA's Double-Goal Coach Job Description includes:

Model and teach your players to Honor the Game.

- Teach ROOTS – respect for Rules, Opponents, Officials, Teammates, and one's Self.
- Hold a parent meeting and distribute PCA's Parent/Guardian Letter to help parents Honor the Game.
- Appoint a parent to be "Culture Keeper" for the team.
- Drill Honoring the Game in practice.
- Seize teachable moments to talk with players about Honoring the Game.

Help players pursue mastery of their sport, not just scoreboard wins.

- Teach players the ELM Tree of Mastery (Effort, Learning, and bouncing back from Mistakes).
- Use a "Team Mistake Ritual" (like "Flushing Mistakes") to help players quickly rebound from mistakes.
- Reward effort, not just good outcomes. Recognize players even for "unsuccessful" effort.
- Encourage players to set "Effort Goals" tied to how hard they try.

Fill your players' Emotional Tanks.

- Use encouragement and positive reinforcement as your primary method of motivating.
- Achieve the "Magic Ratio" of five positive reinforcements to each criticism or correction.
- Use the "Buddy System" to teach players to fill each others' Emotional Tanks.
- Learn to give "Kid-Friendly Criticism," such as criticizing in private, asking permission, using the Criticism Sandwich, and avoiding criticism in non-teachable moments.

Have conversations with your players at every practice and game.

- Review Honoring the Game, the ELM Tree and the Emotional Tank throughout the season.
- Ask questions and encourage players to speak and contribute during team meetings.
- Use PCA's *Talking Points* e-mail series to guide discussions with your players.

Your adopting these philosophies and actions will contribute to a positive, character-building youth sports experience for all the children our organization serves. Thank you for all your time and effort!

For more PCA Tools for Coaches, visit: www.positivecoach.org/our-tools
To sign up for PCA's free *Talking Points* series of e-mails for coaches to discuss with their players, visit
www.positivecoach.org/our-tools/talking-points
www.positivecoach.org