



SOCCER LEAGUE COACHES HANDBOOK



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Bartlett Park District

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Dear Coaches,

Thank you for volunteering to coach at the Bartlett Park District. Your time and effort are invaluable and the reason we can provide such an excellent experience for so many kids!

The information in this handbook will give you an excellent start to your season and will hopefully answer many of your questions, especially if you are new to coaching. Please read this handbook carefully. If you have further questions, you can follow up with the Park District for clarification or ask questions at the coaches' meeting.

Thanks again, have a great season, and have fun.

CONTACT INFORMATION

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For more soccer information, including game schedules and all-season specific documents, please visit us online at www.teamsideline.com/bartlettparkdistrict

MISSION STATEMENT

"The Bartlett Park District offers a recreational soccer program that exists to provide opportunities for all youth to develop a love for soccer and acquire soccer skills, teach good sportsmanship, promote a spirit of cooperation and friendship through equal participation for all players, in a positive environment."

COACHING AND TEAM FORMATION

With between 400-600 participants each soccer season, we rely on approximately 100-150 volunteer coaches. A head coach can request an assistant and a team coordinator, and those players are assigned to the team. The Park District will attempt to recruit and appoint 3 volunteers to each team, including a head, an assistant, and a team coordinator. The rest of the team is randomly assigned using computer software, balancing gender and age where possible. We cannot guarantee that each team will be balanced in terms of ability. Still, the nature of recreational soccer is that you take the team you are assigned, focus on fun and learning, and enjoy your season, no matter what the results.

New teams are formed in the fall season, and those players returning to play spring soccer are assigned to the same team, with new players making up the remainder of the team.

Unfortunately, we cannot honor volunteer requests beyond the 3 assigned due to the league's size and nature. We also **do not** honor parents' requests for coaches, friendships, carpools, practice locations, etc.

VOLUNTEER ROLES

The following responsibilities are suggestions of how the 3 volunteers can work together. The ideal situation is that the coaches can focus on coaching and not get bogged down in administration, which the Team Coordinator can handle. However, depending on your relationship, and experience the 3 volunteers can work together and decide who does what. Every team does it differently!

HEAD COACH

The head coach is responsible for:

- Selecting practice day/s, time/s, and location and communicating that to the team.
- Communicating information to the team about practices and games.
- Planning and leading the practices.
- Coaching the games.
- Communicating with parents about their child and the team.
- Handling concerns with the team, opposing coaches, referees, parents, etc.

ASSISTANT COACH

The assistant coach is responsible for:

- Assisting the head coach in practices and on game days.
- Standing in when the head coach is absent or unavailable.
- Helping the head coach perform his/her duties.

TEAM COORDINATOR

The team coordinator is responsible for:

- Collecting Parent Code of Conduct and Emergency Treatment Release Forms.
- Organizing and handing out uniforms.
- Handing out picture packets.
- Organizing tournament registration and collection of money (3rd-8th Grade teams only).
- Communicating on behalf of the team (reminders, field/weather updates, game reschedules, etc.).
- Planning an end-of-season party, collecting money for coach gifts, and purchasing gifts.
- Being a point of contact for the team for non-coaching-related issues (field directions, uniform and equipment questions, etc.).
- Picking up pictures and trophies at the end of the season.
- Planning and distributing a game day snack schedule (typically only for younger teams)

ROSTERS

Coaches will receive their team rosters at the Coaches Meeting. They are not available before. **Coaches are not allowed to trade players**, and anyone found doing so will jeopardize their coaching position.

Please contact everyone on your roster before the deadline (the Park District will provide this date at the coaches' meeting). Reaching players before the deadline eliminates many phone calls for the Park District as parents call in a panic that they haven't been contacted. Please do not rely on email as your only means of initial communication. We cannot guarantee that the email addresses on the roster are accurate and up to date. Please follow up with a phone call if you don't receive a response. Make your own email distribution list to add other emails, work emails, both parents, etc., and then use that list for the season.

If you cannot reach a family and it appears that the contact information is incorrect, please contact the Park District. We can look for and provide you with other phone numbers/e-mails.

If you contact a family and get no response (after trying multiple numbers/e-mails), please let the Park District know. A player who does not return calls/e-mails and does not show up at all needs to be reported.

If a parent indicates their child might not play, please let the Park District know so we can follow up immediately. Do not imply they will be refunded. Players only receive a refund if there is a player on the waitlist to replace them. There is also an administrative charge. The best-case scenario for everyone is if we can replace dropping players with waitlisted players, and the sooner we can do this, the better.

LEAGUE SPECIFIC INFORMATION

	Kindergarten Co-Ed	1st Grade Co-Ed	2nd Grade Co-Ed	3rd/4th Grade Boys/Girls	5th/6th Grade Boys/Girls	7th/8th Grade Boys/Girls
# of Rostered Players	8	9	9	11-12	13-14	16-18
# of Players on Field	4v4 (no GK)	5v5 (4 + GK)	5v5 (4 + GK)	7v7 (6 + GK)	9v9 (8 + GK)	11v11 (10 + GK)
Approx. Field Size Goal Size	30'x25' 6'x4' Bownet	40'x30' 9'x4.5'	40'x30' 9'x4.5'	60'x45' 12'x6'	80'x60' 18'x6'	110'x70' 24'x 8'
Suggested Team Formation	1-2-1	GK-2-2 Or GK-1-2-1	GK-2-2 Or GK-1-2-1	GK-2-3-1	GK-3-3-2	GK-4-4-2
Duration of Game	4 x 10 min. quarters	4 x 12 min. quarters	4 x 12 min. quarters	2 x 30 min. halves	2 x 30 min. halves	2 x 35 min. halves
Ball Size	Size 3	Size 3	Size 3	Size 4	Size 4	Size 5
Referee	No Official Referee	One	One	One	One	Two

Our leagues are structured based on National (USSF) and State (NISL/IWSL) Soccer Guidelines to promote the best learning environment for players. Soccer is traditionally a 11v11 game played on a large field, but we play small-sided games, with fewer players, on a smaller field. Why?

1. We want our players to touch the soccer ball more often and become more skillful – to improve individual technical development.
2. We want our players to make more, less complicated decisions during the game – to improve tactical development.
3. We want our players to be more physically efficient in the field space they are playing in - reduced field size.
4. We want our players to have more individual teaching time with their coaches. Fewer players on the field and fewer players on the team will guarantee this - need to feel worthy and need to feel important.
5. We want our players to have more involved playing time in the game - more opportunity to solve problems that only the game presents.
6. We want our players to have more opportunities to play on both sides of the ball - more exposure to attacking and defending situations.
7. We want our young soccer players to have more opportunities to score goals - pure excitement!

The Park District tries to limit the number of substitutes a team will have by creating teams of small rosters (typically 4 substitutes except for U14 where there is a higher risk of injury plus sometimes less commitment from players). This ensures maximum playing time and, therefore, a good workout for everyone at the game!

LEAGUE NAMES

Each division is named after a college, professional, or international league/tournament. We encourage coaches to learn more about the league, team, and players to educate, motivate and inspire their own players. There are many soccer websites where you can learn all you need to know. The official websites are listed below for your reference. There is always soccer on TV between league play, tournaments, college games, and the Olympics. You would be surprised how much you can learn from watching!

KINDERGARTEN

WORLD CUP

BIGGEST INTERNATIONAL TOURNAMENT

www.fifa.com/worldcup

1ST GRADE

ENGLISH PREMIER LEAGUE

ENGLISH PROFESSIONAL LEAGUE

www.premierleague.com

2ND GRADE

MAJOR LEAGUE SOCCER

US PROFESSIONAL LEAGUE

www.mlssoccer.com**3RD/4TH GRADE BOYS**

SERIE A

ITALIAN PROFESSIONAL LEAGUE

www.legaseriea.it**5TH/6TH GRADE BOYS**

LA LIGA

SPANISH PROFESSIONAL LEAGUE

<https://www.laliga.es/en>**7TH/8TH GRADE BOYS**

BUNDESLIGA

GERMAN PROFESSIONAL LEAGUE

www.bundesliga.de**ALL GIRLS GRADES**

DIVISION I COLLEGE

US WOMEN'S COLLEGE SOCCER

www.ncaa.com/sports/soccer-women/d1**WHO PLAYS WHO?**

Kindergarten, 1st, and 2nd graders always play in-house (against other Bartlett teams). Typically there are between 4-10 teams in each division, and everyone plays 8 games total.

3rd/4th Grade depending on the number of teams varies between in-house and inter-village.

5th/6th Grade and 7th/8th Grade boys and girls always play inter-village.

The Intervillage (IV) Soccer Program comprises six park districts; Carol Stream, Streamwood, Hanover Park, Bloomingdale, Bartlett, and Hoffman Estates, and one Recreation Department; Elgin, each who enter varying numbers of teams in several divisions. Each District plays by the same rules.

The intervillage league does require teams to "travel" to the away games. Each team is guaranteed 8 games total, 4 home and 4 away.

ADMINISTRATION

Specific administrative tasks need to be prioritized at the start of the season. These include the following documents:

- ***Coaches Code of Conduct, Volunteer Statement of Admission, and Volunteer Waiver***
 - All coaches (head and assistant) must read and sign a code of conduct, volunteer statement of admission, and volunteer waiver. The code of conduct outlines our expectations of you as a coach. This will be discussed in detail at the coaches' meeting. The Volunteer Statement of Admission provides you with information on how to handle a "newsworthy" event if such an event was to arise. The Volunteer Waiver is a release of all claims and assumptions of risk.
 - These forms can be downloaded online, completed, and returned at the coaches' meeting, by email, or dropped off at the Bartlett Community Center.
- ***Volunteer Criminal Background Check***
 - All coaches (head and assistant) are required to complete and sign a Criminal Background Check. This is a requirement, and the form must be submitted before your first practice/meeting with your team.
 - Background checks are valid for 2 years. You will be required to complete one if you are new to coaching here or if yours has expired. You may have one on file from coaching another youth sport here at the Park District, but other non-park district sport background checks (e.g., football or baseball) are not valid.
 - This form is not available online and will be emailed to you before the coaches' meeting.
 - This form can be returned: at the coaches' meeting, by email, or dropped off at the Bartlett Community Center.
- ***Parent Code Of Conduct***
 - All parents must print, read and sign a code of conduct and the Disciplinary Action Guidelines for Parents & Spectators. The code of conduct outlines our expectations of parents with children in our youth sports leagues. The Disciplinary Action explains the consequences of inappropriate behavior.
 - Do not turn these forms in. Collect them and keep them with you at all times throughout the season.
- ***Emergency Treatment Release***
 - All parents are required to print, complete and submit an Emergency Treatment Release. This form provides you with emergency contact information. It is a release if a parent cannot be reached and a child needs emergency medical care.
 - Do not turn these forms in. Collect them and keep them with you at all times throughout the season.

There are other online documents that I would encourage you to review, including Concussion Facts, Picture Day schedule, etc. The Teamsideline page is updated throughout the season, so check back often.

EQUIPMENT BAGS

Coaches are provided with an equipment bag that contains; 2 soccer balls, cones, pinnies, a pump, a first aid kit, goalkeeper gloves, and a keeper jersey (except Kindergarten teams). This is available for pick up at the coaches' meeting and must be returned after the season. **Coaches cannot keep bags from Fall to Spring**, even if they coach both seasons. The equipment must be inventoried, pinnies and keeper jerseys washed, and then the bags are re-stocked and re-issued each season. We expect to lose equipment due to wear and tear, but the value of the equipment bag and its contents is approximately \$125, so please take good care of it. Please do not write your team name on the soccer balls. Not returning it, or returning it late, means we have less equipment for the following season. Please drop it off at the Community Center at your earliest convenience after the season.

FIELDS

Practice fields are not assigned to teams/coaches, so pick a convenient location for you and your team. You don't need to be on an actual soccer field to practice. You can choose any open space that is big enough for your team. Goals are also not a necessity. It is beneficial to shoot on goal, but don't make it the sole reason you pick a location. Please also choose a space that is appropriate for your team. For example, a kindergarten team should not be practicing in the goalmouth of a 11v11 field. Fields are on a first-come, first-served basis, so be flexible, share and work with other teams and coaches. You can view all the parks that the District has to offer by clicking the link below.

[Locations – Bartlett Park District \(bartlettparks.org\)](http://bartlettparks.org)

Every season some fields are "rested," and practice is not allowed on these. The resting fields will be listed online on the Team Sideline-field update news icon. Apple Orchard Fields #8 and #9 are game fields only, and practice is never allowed on them.

Most fields are available on most weeknights for practice, but occasionally a weeknight game might be scheduled. The games always have priority.

Some fields are permitted to other sports (lacrosse and softball, for example), and those sports have priority on those fields. These fields cannot be "shared." For instance, soccer teams cannot practice in the outfield of a permitted softball field. Safety always comes first!

These fields will also be listed on the Team Sideline-field update news icon.

Game field locations/directions can be found online with the game schedules by clicking the link "Online Schedules and Scores."

GOAL SAFETY

On August 2, 2011, Governor Pat Quinn signed the Movable Soccer Goal Safety Act or Zach's Law (HB 1130), which immediately took effect. The act was named in honor of Zach Tran, a boy who died in 2003 after an unanchored soccer goal tipped over and fell on him.

The District has policies and procedures to ensure soccer goals will be routinely inspected and are well anchored, and are not at risk of tipping over. It is vital that as users of the soccer goals, everyone is pro-active. Therefore, please be sure to advise your players, parents, fellow coaches, etc. of the following:

- Soccer goals are not to be moved by anyone except by a Bartlett Park District employee.
- Coaches should discourage players from climbing on goalposts, swinging on the crossbars, or climbing on the nets. All pose a potential tipping hazard and injury risk.
- Coaches should take a minute to ensure the goal is securely anchored before beginning practice/game.
- If any Movable Soccer Goal is not secured correctly (or is unsafe in any other way), contact your park district liaison stating the goal's location. Do not use that goal until a Bartlett Park District employee secures it properly. The goal should be placed in a non-use position by laying it forward onto its upright posts and crossbar.

Goal safety is already part of the referee's pre-game checklist. If the goals are not secure and cannot be appropriately anchored by a Bartlett Park District employee for the game, then the game should not be played.

UNIFORM INFORMATION

Uniforms are purchased from "Challenger Teamwear," a soccer-specific uniform company based in Kansas. The uniform cost is included in the registration fee. The uniforms add an excellent, professional look to our leagues, and the kids love them. Kindergarten, 1st, and 2nd Grade players are required to purchase a new uniform each season (Fall and Spring) due to the significant player changes to the teams in the spring season. 3rd grade + keep their uniform and wear the same one in both Fall and Spring as typically, these teams have more returning players.

FALL - Each team receives a set of uniforms, sized appropriately. It is recommended to hand them out to players at your first meeting/practice. Give the smallest sizes to the smallest players and the biggest sizes to the biggest players. We suggest lining your players up from shortest to tallest.

SPRING - 3rd Grade + returning players from the Fall should wear their Fall uniforms. Each team will receive uniforms for those players added to their team in the spring. The team roster will show who ordered what size and uniforms should be handed out at your first meeting/practice. *Returning players can re-order items they lost or grew out of but at an additional cost.*

UNIFORM EXCHANGES - If a player receives a uniform that does not fit and there's no one to exchange with on your team, please instruct parents to review the online document regarding exchanges and contact THE Recreation Manager immediately.

Replacements can be ordered if necessary, but it will take at least one week. You are not responsible for resolving uniform issues. All uniform issues need to be addressed before the first game, if possible, but definitely by Picture Day, so don't delay handing them out.

REFEREES

Our referees are certified through the United States Soccer Federation (USSF) and renew their certification annually. Certification requires attending a two-day class and passing a written exam. The majority of our referees are experienced players: recreational, travel, high school, college, and they all know the game. We have a zero-tolerance policy as far as referee abuse. We ask that you respect the referees, let them do their job, and not shout or criticize from the sidelines. Concerns should be reported to the Recreation Manager, who will handle them accordingly. Remember, it might be your son or daughter out there officiating one day.

GAME SCHEDULES

Game schedules are posted online for all divisions.

To view the house league schedules, please visit www.teamsideline.com/bartlettparkdistrict

The game schedule is located under the game schedule tab.

Intervillage schedules are posted on www.quickscores.com/intervillagesoccer

Scores are not posted, and we do not keep standings in any division.

Schedules will be updated throughout the season with any changes, rainouts, reschedules, etc. Please continue to check and consider what is posted online to be the most accurate and up-to-date.

We try to avoid game conflicts for head coaches coaching more than one team so they can be at all games. We cannot guarantee it 100%, especially when there are "away" games that we cannot control. We also cannot work around every game for assistants and team coordinators.

TELEPHONE HOTLINE AND ONLINE UPDATES – WEATHER & FIELDS

Hotline: (630) 540-4892

Online: www.bartlettparks.org click on "Programs" followed by "Field Conditions" under Athletics
www.teamsideline.com/bartlettparkdistrict on the home page

Call the hotline and/or visit the website for information on field closures and canceled games due to weather. When the Park District closes fields, **ALL** community sports groups are made aware of the closure. We expect but can't guarantee that everyone adheres. Official field closure means **ALL** practices, at all locations, regardless of whether it's a Park District soccer field, are canceled.

Coaches are responsible for contacting their team based on the Park District updates. If fields are open but you choose to cancel, that is at your discretion. Make your team aware of the hotline/online, but don't assume they see it. It's usually best to follow up with an email too.

Coaches should try to "make up" practices missed due to bad weather, but it is not always possible.

The Park District is responsible for canceling games due to weather, but coaches must contact their team to confirm. In the event of severe weather, please monitor the online updates regularly. Coaches are not permitted to cancel games without the approval of the Park District.

The Park District will always try to reschedule games canceled due to the weather.

THORGUARD

The Bartlett Park District has the Thor Guard Lightning Prediction System installed at Koehler Field Complex and Apple Orchard Community Center to help protect participants, spectators, and staff from the potential danger of lightning strikes.

Thor-Guard is a lightning prediction system. The system consists of sensors that measure electrostatic charges at ground level and in the atmosphere. These electrostatic charges, invisible to the naked eye, build up in the atmosphere before lightning occurrences. When conditions indicate that a lightning occurrence is probable, a signal is sent to two-alarm horns and strobe lights located at the Apple Orchard Golf Course Clubhouse and the Bartlett Aquatic Center. Apple Orchard Community Park, both east and west sides, is included within the range.

When specific parameters indicate that the likelihood of a lightning strike within the area is high, the Thor Guard system will activate a horn with a single fifteen-second blast, as well as a strobe light. At this time, all practices and games will immediately cease, and players, participants, and staff will be required to clear the fields and stands. Practices and games will not be allowed to continue until an all-clear signal is sounded, indicated by a series of three short blasts from the horn.

If lightning is seen, but the Thor Guard Lightning Prediction System has not sounded then practices, and games should cease immediately, regardless of how far away you might consider the lightning to be. In this case, the rule is: wait 20 minutes to see if the conditions improve. There must be a 20 minute period free of lighting before play can resume. Example: Lighting strikes, the clock starts, 15 minutes later lighting strikes again, then the clock is reset, and you wait another 20 minutes, and so on, before play can resume.

For those fields that do not have Thor Guard, we rely on coaches/parents/staff to be aware of conditions and cease play immediately when lightning is spotted. Again, in this case, the rule is: wait 20 minutes to see if the conditions improve. There must be a 20 minute period free of lighting before play can resume. Example: Lighting strikes, the clock starts, 15 minutes later lighting strikes again, then the clock is reset, and you wait another 20 minutes, and so on, before play can resume.

Officials are responsible for making decisions during games – not the coaches.

Safety is our number one priority!

PROCEDURES & GUIDELINES FOR CANCELING ATHLETIC PROGRAMS

The Bartlett Park District is committed to providing high-quality, safe playing surfaces for its athletic programs. With this in mind, the District has established the following guidelines for when games and/or practices should be canceled due to unsafe conditions and the procedures that should be followed when deciding and notifying participants about the cancellations.

Guidelines

If any of the following conditions exist on the field, a decision will be made regarding games or practices:

1. When a footstep leaves an impression in the turf or if the grass is removed easily with a cleat
2. Standing puddles of water on the field
3. Footing is unsure and slippery

4. The ground is waterlogged and squishy
5. Grass can be dislodged from the ground easily
6. Unsafe facility conditions: glass, exposed stones, rocks, etc.
7. The use proves to be destructive or detrimental to the quality of turf
8. Frozen field
9. Lightning ThorGuard System on alert
10. Periods of forecasted severe weather warning

Procedures

The following procedures will be used to determine if fields are playable:

Weekday Practices and Games: The Recreation Manager for the Park District, or their designate, will check each field to determine if the fields are playable. The Recreation Manager will then contact the appropriate staff and officials. Telephone hotlines and websites will be updated at this time. The Park District aims to make field determinations by approximately 2pm.

Weekend Games: In the event of excessive rain that could affect the games for the weekend, the Recreation Manager for the Park District, or their designate, will check each field to determine if fields are playable. Telephone hotlines and websites will be updated at this time. Final decisions regarding games will be made by approximately 7:30am during the weekend.

PICTURE DAY

Picture Day is scheduled each season, and each team is assigned a specific time. The schedule will be posted online. Coaches' will receive their picture envelopes at the coaches' meeting, which should be handed out about one week before the date of pictures. If you hand them out, earlier parents may lose them! Players should wear their full uniform (jersey, shorts, and socks) and tennis shoes. Cleats are **not** allowed in the gym and Oak room, and players should **not** bring soccer balls. Instruct players to arrive 15 minutes before your scheduled time. Pictures will be handed out at the end of the season, along with participation medals. Players are not required to purchase pictures, but everyone should be encouraged to participate in the team picture.

Pictures are scheduled back to back for head coaches and assistant coaches coaching more than one team. If you cannot make the picture time you have been scheduled, please let us know as soon as possible to reschedule the time. **An alternative date will not be available.**

PARTICIPATION AWARDS

At the end of the season, Kindergarten - 6th graders will receive a participation award. These will be available for pick up before your last game, and you will receive an email instructing you where and when you can pick them up. Typically coaches hand out the pictures and medals together at the final game or at the end-of-season party. Please make every effort to get all the players their pictures and participation award. Worst case – drop them at the Community Center, and we can arrange pick up from here.

COACHING RESOURCES

Challenger Sports has created a website that provides a comprehensive collection of streaming video, pdf, and on-screen information for nearly every part of the game. Includes warm-ups, individual skills, fun games for younger players, team practices, small-sided games, tactics and formations, nutrition, fitness, team management, player information, club support, and much more. All Bartlett Park District coaches will receive an access code to the website so you can browse, select and plan individual practices for the whole season.

- Go to www.TheChallengerWay.com
- Click on sign up and enter your personal details
- For "Promo Code," enter the code provided to you by Bartlett Park District (this will zero out the cost)
- Once you created an account, you can log in and view all the coaching materials
- This is exclusive to Bartlett Park District so, please don't share the Promo Code with anyone
- If you have registered previously and your subscription expired, follow the above steps.

The Park District also has a small collection of coach decks and books that are available. Bartlett Library also has a good selection of soccer coaching resources too.

Other good web-sites to browse are:

www.footy4kids.co.uk
www.sportsy.com

www.soccerhelp.com

www.expertfootball.com

Plus, if you have a tablet or smartphone, there are some excellent apps out there as well.

TIPS FOR GETTING STARTED WITH YOUR SOCCER TEAM

While there is no one magic formula for success with your new soccer team, these tips should make the process a little smoother for the players, their families, and you, as a coach. The most important thing for you to remember is to make soccer FUN for your players. This will guarantee that your players will come away with a good experience after the season is over.

In general, there are five keys to being an effective coach:

1. Always be prepared – know what you want to accomplish and how you will do it in all practice and game situations.
2. However, be flexible – if what you are doing is not working, do something else.
3. Kind words go a long way – be positive!
4. Keep the energy level high – it's contagious.
5. Keep your eyes open and get to know your team. They are a group of individuals with specific learning and communication styles.

Pre-season steps:

1. Choose a practice time and location. It does not need to be a lined field – any open space will work. One of the benefits of coaching is that you have the ability to choose a location and time that is convenient for you. Many open area parks are not routinely utilized for soccer practices – be creative and find one – don't squeeze in with five other teams to use one tired goal mouth.
2. Schedule a pre-season parent's meeting (this could be before your first practice or at a separate time). Call or email all the parents to say "hello" and inform them of the date of the meeting. Direct them to the website to print the necessary forms to complete before the first meeting.

Things to cover at this meeting are:

1. Introduce yourself & assistant coach – tell them a few things about yourselves, your athletic history, your family, your coaching philosophy, etc.
2. If you don't have one already, solicit a team coordinator.
3. Hand out uniforms and discuss equipment that players must have (ball, shinguards, and cleats).
4. Discuss schedules for practices and games.
5. Encourage parents to check the website for schedules, weather, updates, etc.
6. Discuss practice policies – why attendance and timeliness are essential.
7. Set up a phone tree and/or email list.
8. Have the parents complete the necessary paperwork.
9. Review the Parent's Code of Conduct – have parents sign it!
10. Discuss your expectations for the season, i.e., practices and games are fun, everyone plays, what age-appropriate skills can be taught at specific age levels.

Plan your practices:

Plan your practices. Don't try and "wing" it – do your homework, and practices will be much more fun and valuable. Spending 15-20 minutes planning your practice will pay off. Have REALISTIC expectations of what children can learn at different ages and don't expect too much too soon.

Practices should follow a logical, consistent pattern. A suggested sequence of activities would be:

1. Scrimmage – "let the game teach the game"
2. Warm-up activity
3. Skill Introduction – demonstrate – try – demonstrate – try
4. Game/activity to reinforce skill
5. Scrimmage – "let the game teach the game"
6. Wrap Up

Plan for more activities than you think you will need. If an activity does not seem to be working, move to the next exercise.

Try to keep your instruction to a minimum. Learning will be reinforced naturally as the player masters a skill. A few comments between activities are all that most children will absorb. Again, remember to keep your directions age-appropriate. **Remember to keep it positive!**

Plan your game day:

1. Make sure that parents know to arrive early. 20-30 minutes ahead of the scheduled game time.
2. Determine which responsibilities will be taken by the head coach and asst. coach.
3. Plan your line-up, but be flexible. Be sure to incorporate substitutions.
4. Keep sideline direction to a minimum. Coaching is done 95% during practice sessions. Let the players play and don't commentate – "pass, dribble, go, go, go, shoot!"
5. Focus on small victories – "nice pass," "great run" rather than goals.
6. After the game, conclude with a few positive feedback points and things to think about for the next practice or game.

DISCIPLINARY ACTION GUIDELINES FOR VOLUNTEERS

Bartlett Park District strives to instill sportsmanship in all its players; it also expects good sportsmanship and appropriate conduct from its volunteers. Unfortunately, there are times when inappropriate behavior occurs. With this in mind, we have established the following guidelines for volunteers. For these guidelines, inappropriate behavior is defined as conduct contrary to the program's philosophy and goals and the Bartlett Park District. If inappropriate behavior occurs, the following procedures will be followed:

Reporting of Inappropriate Behavior:

The Park District may receive reports of inappropriate behavior in many ways. A few examples are as follows:

- 1) A full-time or designated part-time employee of the Bartlett Park District may personally observe actions taken by a volunteer.
- 2) The Park District may receive written correspondence describing actions taken by a volunteer.
- 3) A complaint may be received from an official about a volunteer's conduct during a game.
- 4) A parent whose child is involved in a program may file a written or verbal complaint about a volunteer's actions.

Informing the Volunteer of the Situation:

The following steps will be taken to inform the volunteer of any reports of inappropriate behavior:

- 1) The volunteer in question will be notified by phone about the situation and informed about the steps that will be taken.
- 2) If deemed appropriate, the volunteer will also receive a written notice from the Bartlett Park District. This notice will include the alleged actions that occurred, the date and time of the actions, and why the actions will not be tolerated.
- 3) The volunteer will further be informed that he/she will be given one week to respond to the complaint. If he/she chooses not to respond, he/she will receive the appropriate disciplinary action.
- 4) If the volunteer chooses to respond to the complaint, the volunteer will meet with the Recreation Manager responsible for the program and the Superintendent of Recreation.
- 5) Following this meeting, it will be determined whether the volunteer should receive disciplinary action and which disciplinary action level will be imposed.
- 6) The volunteer will then be notified in writing of the decision.

Levels of Discipline:

The Park District will follow a progressive form of discipline as outlined below if deemed appropriate. However, the Park District is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with the volunteer's dismissal.

Probation: The grounds for the disciplinary action, "Probation," may include, but shall not be limited to the following:

- 1) Not following mandated playing time rules for all players.
- 2) The use of profanity or vulgar language while conducting or attending practices or games.
- 3) Failing to conduct at least one team practice every two weeks.
- 4) Conducting more practices than the allotted amount as designated in the rules.
- 5) Being ejected from a game while coaching.
- 6) Failure to develop knowledge of or follow the rules.
- 7) Failure to treat coaches, players, fans, and officials with respect.
- 8) Leaving a field or facility before all players have been picked up.
- 9) Failure to coach in accordance with Coaches Code of Conduct.
- 10) Causing a game to be forfeited by an official due to conduct.
- 11) Any other actions, which, in the professional opinion of the Bartlett Park District, should result in probation.

Suspension: The grounds for the disciplinary action, "Suspension," may include, but shall not be limited to the following: (The length of the suspension will be determined by the severity of the action)

- 1) Continuing actions that initially led to the probation of a volunteer.
- 2) Intentionally threatening a fan, player, coach, or official.
- 3) Being ejected from two games while coaching any park district-related team within one year.
- 4) Attending a practice or game under the influence of alcohol or drugs.
- 5) Any other actions, which, in the professional opinion of the Bartlett Park District, should result in suspension.

Dismissal: The grounds for the disciplinary action, "Dismissal," may include, but shall not be limited to the following:

- 1) If, while suspended, a volunteer performs any actions which can result in either probation or suspension.
- 2) Intentionally striking, pushing, or laying hands on a fan, player, coach, or official in a harmful manner.
- 3) Any other actions, which, in the professional opinion of the Bartlett Park District, should result in dismissal.

DISCIPLINARY ACTION GUIDELINES FOR PARENTS/SPECTATORS

Bartlett Park District strives to instill sportsmanship in its players: it also expects good sportsmanship and appropriate conduct from the parents/spectators. Unfortunately, there are times when inappropriate behavior occurs. With this in mind, we have established the following guidelines for parents/spectators. For these guidelines, inappropriate behavior is defined as conduct contrary to the program's philosophy and goals and the Bartlett Park District. If inappropriate behavior occurs, the following procedures will be followed:

Reporting of Inappropriate Behavior:

The Park District may receive reports of inappropriate behavior in many ways. A few examples are as follows:

- 1) A full-time or designated part-time employee of the Bartlett Park District may personally observe actions taken by a parent and file a written complaint.
- 2) The Park District may receive a signed, written complaint from a parent describing inappropriate behavior by another parent.
- 3) A written complaint may be received from an official about a parent's conduct during a game.
- 4) A coach involved in a program may file a written complaint about a parent's action.

Informing the Parent/Spectator of the Situation:

The following steps will be taken to inform the parent/spectator of any reports of inappropriate behavior:

- 1) The parent/spectator in question will be notified by phone and in writing about the situation and informed about the nature of the complaint regarding their conduct. This notice will include the alleged actions that occurred, the date and time of the actions, and why the actions will not be tolerated.
- 2) The parent/spectator will further be informed that he/she will be given one week to respond to the complaint. If he/she chooses not to respond, he/she will receive the appropriate disciplinary action.
- 3) If the parent decides to respond to the complaint, the parent will meet with the Recreation Manager responsible for the program and the Superintendent of Recreation.
- 4) Following the meeting, it will be determined whether the volunteer should receive disciplinary action and which disciplinary action level will be imposed.
- 5) The parent/spectator will then be notified in writing of the decision.

Levels of Discipline:

The Park District will follow a progressive form of discipline as outlined below if deemed appropriate. However, the Park District is not required to do and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with the parent's removal.

Probation: The term "Probation" refers to a notice being given to the Parent that their behavior was inappropriate and that future breaches of the Parent's Code of Conduct might result in suspension or dismissal. The grounds for the disciplinary action, "Probation," may include, but shall not be limited to the following:

- 1) The use of profanity or vulgar language while attending practices or games.
- 2) Failure to treat coaches, players, fans, and officials with respect.
- 3) Failure to adhere to the Parent Code of Conduct.
- 4) Causing a game to be forfeited by an official due to conduct.
- 5) Any other actions, which, in the professional opinion of the Bartlett Park District, should result in probation.

Suspension: The term "Suspension" refers to the temporary banning of a parent from a specific number of games or practices. The grounds for the disciplinary action, "Suspension," may include, but shall not be limited to the following: (The length of the suspension will be determined by the severity of the action.)

- 1) Continuing actions that initially led to the probation of parent.
- 2) Intentionally threatening a fan, player, coach or official.
- 3) Attending a practice or game under the influence of alcohol or drugs.
- 4) Any other actions, which, in the professional opinion of the Bartlett Park District, should result in suspension.

Dismissal: The term "Dismissal" refers to the banning of a parent from practices and games for the remainder of the season. The grounds for the disciplinary action, "Dismissal," may include, but shall not be limited to the following:

- 1) Intentionally striking, pushing or laying hands on a fan, player, coach or official in a harmful manner.
- 2) Any other actions, which, in the professional opinion of the Bartlett Park District, should result in dismissal.