



Woodridge
PARK DISTRICT

Spring Girls Softball:
T-Ball/Coach Pitch League
Coach Packet

Coach Meeting: Tuesday, March 18 @ 6:45pm in Room B @ ARC

Athletic Supervisor:

Keith Blomberg, CPRP

Office: 630.353.3418

Cell: 847.946.1443

kblomberg@woodridgeparks.org

WOODRIDGE PARK DISTRICT • SPORTS LEAGUE ETHICS CODE

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 players 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

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

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Coch Signature _____ Coaches Name (Print): _____ Date _____

ATHLETIC SUPERVISOR'S COPY Page 3 of 16



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:

IF A MINOR (UNDER THE AGE OF 18) PARENT/LEGAL GUARDIAN
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

VOLUNTEER'S COPY



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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.

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. If you received this email, make sure to complete this ASAP! Respond to that same email if you have any questions.

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.

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. If you are erratic with the umpires 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!

League Rules & Supervising/Umpiring Games

For this division, the coaches will act as the umpires for the game. As the coach you are responsible for knowing the rules and discussing them with your team. If you have questions or concerns about a rule, please contact me. A copy of the rules can be found on the Woodridge Park District, Team Sideline website within the Downloads tab.

Team Roster

You have until Thursday, March 27 to contact your team. When contacting your team, go over the following information:

- Practice Schedule
- Confirm their contact information
- Give them the contact information of the coaching staff
- Ask if there are any allergies or medical conditions you should be aware of
- Discuss the time and date of your Parent Meeting
- Required equipment they must provide:

Fielding Mitt	Softball Bat*	Fielding Mask – <i>not required but will prepare them for next level</i>
Game Pants	Batting Helmet with mask*	Cleats (No metal spikes)
*The Park District will provide each team with limited equipment for players to share		

Equipment & Uniforms

Each team will receive 1-2 equipment bags. The equipment bag(s) will include, practice balls, some bats & batting helmets, first aid kit and a softball bin key (in first aid kit). Each team will receive a new box of a dozen “softie” softballs to use during games and practices. I will notify you when uniforms are available to be picked up.

Parents Meeting

Before your 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. 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
 - This will make it much easier to communicate with everyone, especially if there is a last-minute cancellation
- Explain your values of a coach and your goals for the season
- This is a great time to ask for more help coaching the team!
- Discuss the behavior you expect out of them as a sport parent.

Practice Information

Practices will start the week of March 31. Head Coaches will need to email me their top 3 choices for their practice schedule by Wednesday, March 12. Teams will practice for 1.25 hours, once a week at either Orchard Field 1, Janes NE Field or Jefferson SE Field. If lights are needed at your field, send me a text (847.946.1443). If I do not respond within 5 minutes, give me a call and we will get the lights turned on for you.

Extra Practices

We will have extra practice slots on the weekend of March 29-30, April 5-6 and April 12-13. Sign up for these extra timeslots at the coach meeting. If you are looking to schedule an extra practice during the week, please email me the date, time and location. I then will be able to verify our field availability and confirm your request.

Picture Day

Scheduled for Sunday, May 4th at the ARC in the Program Rooms. Pictures will be taken between the times of 2PM and 4PM. The schedule will be emailed closer to the date. At season’s end, each team will receive:

- 2 Coach Plaques (1 for the Head Coach and 1 for an Assistant Coach)
- A Coach & Child Photo
- 1 Team photo for each member of the team

Practice Cancellations

Coaches will be responsible for cancelling their own practices. I will try to keep you updated on current field conditions but I cannot guarantee I will always be available to check your field. Be considerate with our fields and use the outfield if the infield dirt is unplayable.

If there is space, practices may be moved inside of the ARC on the Turf or gym. Although, this is not a guarantee. If practice is moved inside, we will provide your team with throw down bases and softie training softballs. These softballs must be used. If practice is held in the gym, then players must wear gym shoes and leave their bats at home as batting practice is not allowed in the gym.

Game Cancellations

For game days, either myself or the Darien T-Ball Supervisor (Michelle Quillin) will be in contact with you for game day cancellations. Michelle's cell number is 773.633.7810.

If there is space and your game is scheduled at Woodridge, it may be moved inside of the ARC on the Turf. Although, this is not a guarantee. If this is moved inside, we will provide you with throw down bases to create your own field.

Game Day Information

- **Season will start Saturday, April 19 and conclude Saturday, June 15 (*weather pending*)**
- Games days will be Saturdays. Times are still TBA but you can plan for Saturday mornings.
 - Games may be rescheduled during the week due to inclement weather.
- This league will co-op with Darien Youth Club (DYC), therefore some games will be played in Darien.
- I will notify you when the game schedule has been released.

Field Setup & Take Down

Each Head Coach will receive a bin key for the storage boxes at each field. You will be responsible for set-up/take down for practices. On game days, we will have field set up for you. If you are the last scheduled game for the day, you will be responsible for putting away the equipment. When putting away the equipment, make sure to insert the base plugs and neatly put all the equipment back in the bin and lock it. Base plugs should either be in the storage bin or in one of the dugouts. Do not leave these out! Keep me informed if any equipment needs to be replaced.

Follow the guidelines below to set up the field:

When measuring out the bases, use the wheel in the storage bin and measure from the back tip of home plate.

If the inserts for the bases get buried and you cannot find them, let me know! That way our staff can located them the next day.

- **1st & 3rd base:** 60ft
- **2nd base:** a little less than 85ft
- **Pitcher Rubber:** 35ft

Injuries & Accident Reports

If an injury occurs during practice or a game, complete the "PDRMA Accident/Incident Report" and submit the hard copy to me within 24 hours. The form can be found in this packet. If you are unsure how to complete certain aspects of the form, leave it blank. That way I can follow up with you and complete the rest.

If a player requires hospital transport or an ambulance is called, contact me immediately before filling out the form.

Report only facts, not opinions, as you are describing the injury, not diagnosing it. Minor injuries like small cuts or brief ice pack use do not require a form, but all potential concussions must be reported.

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:

- [MOJO Youth Sports](#)
- [Team Snap](#)
- [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](#)

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

BODILY INJURY

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

10	Was a person injured? (<i>Ex. patron, citizen, participant, volunteer</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
11	If yes, please provide the following information:	
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		
12	Is injured person an agency volunteer?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
13	Describe the injury (affected body part and type of injury; <i>Ex. contusion, bruise, laceration, sprain, break, etc.</i>)	
14	Did injured person make any statements?	<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 ☐ No ☐ Unknown

Offered and refused ☐ Yes ☐ No ☐ Unknown

Unable to respond and called ☐ Yes ☐ No ☐ Unknown

Were police called? ☐ Yes ☐ No ☐ Unknown

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 ☐ Patron ☐
Vehicle owner ☐ 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? _____



Youth League Parent's Promise

By signing this document, you agree to abide by the Sport Parent Code of Conduct. Failure to comply with this code of conduct, will result in disciplinary actions being taken to resolve the issue. Actions may include but are not limited to verbal and/or written warnings, ejections and/or suspensions. Incidents will be handled how staff deems appropriate based on the severity of the incident.

League/Sport	Team Name/Number	Name of Head Coach	
Child's Name	Parent/Guardian Name (Printed)	Parent/Guardian Name (Signature)	Date
Child's Name	Parent/Guardian Name (Printed)	Parent/Guardian Name (Signature)	Date
Child's Name	Parent/Guardian Name (Printed)	Parent/Guardian Name (Signature)	Date
Child's Name	Parent/Guardian Name (Printed)	Parent/Guardian Name (Signature)	Date
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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.