



***FOOTBALL PARENT  
MANUAL***



# **WELCOME TO ANOTHER FUN SEASON OF GREEN WAVE FOOTBALL**

Welcome to the Winnetka Park District's Green Wave Football program. The staff is looking forward to improving your child's individual skills and using these skills to shape a cohesive team. We hope your child has a very successful season but most of all, we hope he has a good time learning and playing hard-nosed football.

This Parent Manual has been put together by our football staff in hopes of answering all your questions before, during and after the Central Suburban Youth Football League (CSYFL) season. The staff has carefully covered every aspect of our travel program including philosophy, policies, team information, conduct rules, equipment, communication procedures, and first aid. Please read through the manual carefully. Should any questions arise during the season that cannot be answered by referring to your manual or talking to your coach, please call Ed Bjes, Recreation Supervisor, at 847 501-6130.

The most important aspect of any program is the full commitment of the parents and team members, we appreciate your participation.

## **I. PHILOSOPHY**

### **A. PHILOSOPHY TOWARD YOUTH SPORTS**

The Winnetka Park District's philosophy toward youth sports adheres to the American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD) Bill of Rights for Young Athletes.

To elaborate on this Bill of Rights, the Park District feels that it is extremely important for our participants to have fun. The structure of youth athletic programs is to emphasize the fun of the sport in a safe and healthy environment.

The Park District is also concerned about the development of its participants. This development focuses on three key elements,

1. Physically, by learning sport skills, improving physical conditioning, developing good health habits and avoiding injuries.
2. Psychologically, by learning to control their emotions and to develop feelings of self worth.
3. Socially, by learning how to cooperate in a competitive context and by learning appropriate sportsmanship.

The Park District also attempts to give participants an appreciation of the sport in which they participate. We hope added knowledge will make them feel comfortable either viewing the sport, or participating in it as they mature. Through this philosophy, the Park District hopes to produce children who appreciate sports, who develop sports skills and who value the concept of sportsmanship. Another goal of this philosophy is to give our youth a feeling of self worth and a desire to improve themselves through sports.

## **COACHING COMMUNICATION POLICY**

### **FOOTBALL PROGRAM**

In a continuing effort to improve program efficiencies and effectiveness, parents are not to approach coaches with questions or complaints regarding playing time, individual position or game strategies during the game. Questions regarding the program should be directed to the Recreation Supervisor. This policy, as approved by the Park District Board, will be strictly enforced.

Failure to abide by this policy could result in the player's removal from the team.

The Winnetka Park District has hired football coaches to train, motivate, and most importantly, make all decisions regarding substitutions and to field the strongest team. **Playing time is not guaranteed.** Coaches will be able to answer any and all questions regarding all situations pertaining to their team.

## II. POLICIES

### A. PUNCTUALITY

Our staff will arrive fifteen (15) minutes before players arrive. It is the player's responsibility to arrive early if he has an equipment problem. These equipment "problems" will be dealt with before the start of practice only. A coach will be in as early as 5:15 p.m. to help fix equipment.

Players are expected to arrive five (5) minutes before the actual start of practice, The game times will dictate the arrival time required of the players at both home (Skokie Playfield) and away sites. It is very important to arrive at the time assigned by the staff.

### B. PLAYER PICKUP

It is each player's responsibility to arrange for transportation to and from every practice and game site. It is also the player's responsibility to be picked up immediately after each practice and game. The coaching staff has been instructed to stay at the game/practice site until all players are picked up. The coaching staff has been instructed by the Recreation Supervisor to keep records of those players who are continually picked up late. The Recreation Supervisor will contact those parents who neglect this rule and disciplinary action may be taken. Many of our staff members have other commitments outside of their coaching duties and the Park District expects the parents to respect these outside commitments by the prompt pick-up of their athletes.

## **C. AUTOMOBILE USE**

The Park District staff and volunteers have been advised not to drive program participants in their personal automobiles. Liability is a prime concern and does not extend to coverage in personal automobiles. The responsibility lies with the parents for transporting their athletes to and from sporting events.

## **D. DISCIPLINE**

One of the major lessons in sports is discipline. The staff has been instructed to maintain discipline and control at all times during practices and games. The Park District expects all players to treat all coaches with the utmost respect. They are expected to address their coach as "Coach" or "Mr." The staff will "write up" on an Incident Report Form those players who constantly disrupt their practice plans. Disruptive behavior will not be tolerated in any league. The staff has the Recreation Supervisor's support in cutting playing time for those players who cannot conduct themselves in a proper manner on the field. Coaches, in return, will demonstrate respect toward players and their parents at all times. By players, parents and coaches working together, this program will be an enjoyable learning experience for all.

## **III. TEAM, LEAGUE AND WEIGH-IN INFORMATION**

### **A. CENTRAL SUBURBAN YOUTH**

1. The travel teams will participate in the Central Suburban Youth Football League. This league encompasses the following communities:

Deerfield	Evanston
Glenview	Niles West
Skokie	Northbrook
Wilmette	Highland Park
Lake Forest	Park Ridge

The league is divided into two divisions prior to the start of the season. Playoff opponents are the teams in the opposite divisions who finish in the same position in the standings.

At weigh-in children must weigh-in in shorts and t-shirts with no shoes or other equipment on.

The age and weight of the player will dictate in which of the four divisions he will participate. **Final decision on all player placements will be up to the coaching staff.**

### **1. Flyweights**

- Fifth graders under 100 pounds. No exceptions.
- Sixth graders under 90 pounds. No exceptions.
- No strikers everyone can carry the ball.

### **2. Middleweights**

- Fifth graders over 100 pounds.
- Sixth graders over 90 pounds.
- 5<sup>th</sup> graders under 115 pounds can carry the ball.
- 6<sup>th</sup> graders under 115 pounds can carry the ball.

### **3. Lightweight**

- Seventh grade players up to 140 pounds
- Eighth grade players up to 130 pounds.
- Ball carriers (including receivers) must not weigh more than 115 pounds.

### **4. Heavyweights**

- Any seventh and eighth grade players.
- Players heavier than 150 pounds must play the line.

## **B. PRACTICES**

The first few weeks of football all teams will practice five days a week until school starts. Football will start on August 15<sup>th</sup>, 2011 and practice the first few weeks will be Monday-Friday. All teams will practice three times a week on Mondays, Tuesdays, and Thursdays during the season. Practice will run from 5:30pm – 7:30pm. There will also be walk-through practices on Saturday Mornings. Times TBD.

### C. PLAYER CONFLICTS

As this is a travel program, the staff expects total commitment to the team. Travel teams teach many lessons that will be applied later in life and one of these lessons is commitment. The only excused absences are sickness, religious or school-related programs. If other conflicts exist the player must state in writing the nature of the conflict and the date(s) the player will miss.

Scheduled games should not be missed except for sudden illness. Each parent should be aware before signing up for the program that all games are held on Sundays.

The coaches have been instructed to keep actual attendance records which will be used to dictate playing time.

### D. GAME DAYS/TIMES

Games are played on Sunday afternoons for the program.

## IV. EQUIPMENT

The Winnetka Park District does not supply its players with equipment. It is the sole responsibility of each player to purchase their own equipment. The equipment should be in the best of condition to keep within the highest standards in player safety. Equipment should be properly fitted by someone who is certified, players should not use old equipment without getting it looked at by an equipment outfitter from year to year. The players are responsible for the upkeep of all their equipment. The following is a list of equipment that each player must have in order to participate:

White Helmet (plastic clips)                      Mouth Guard (cannot be clear)

Shoulder Pads    Athletic Supporter (Cup)

Hip Pads, Thigh Pads, Tailbone Pad

**(Girdle equals hip, thigh, and tailbone pads)**

Practice Pants with Belt                              Knee Pads

**Cleats rubber and molded, no screw in cleats**

This is the required equipment as stated by the Illinois High School Association. The player must purchase all of the equipment. The player is also responsible for his practice jersey. Game jerseys are never to be worn during practice.

#### **V. WEATHER**

The Park District weather number is (847) 446-0080 after 4:00 p.m. Since football is played in all weather conditions, practices will only be canceled if lightning is in the area. Heavy rain or snow cancellations will be at the coach's discretion, and based on the field conditions.

#### **VI. FORMS**

1. At all games, the League has hired a certified trainer. This service is to ensure proper care of any injury sustained during a game.
2. If your child has any medical condition that may need special recognition from coaches or trainers, please supply the Park District and coach the form at the end of this document with contact information and first aid to be performed.

#### **VII. CHAIN OF COMMAND/EMERGENCY NUMBERS**

Who Do I Contact If There Is An Emergency Or Conflict?

Certain situations will arise during the season, which will warrant necessary contact of specific Park District personnel. The following chain of command has been devised to assist you in directing any emergencies, conflicts, questions, etc., to the right person(s) and in the proper sequence. Any general questions should be directed to your coach.

## **Chain of Command-Important Numbers**

- A. General information
  - 1. Coach
  - 2. Dan McCain - [danmccain@winpark.org](mailto:danmccain@winpark.org)
  - 3. Ed Bjes – (847) 501-6130 [ebjes@winpark.org](mailto:ebjes@winpark.org)
- B. Coach Conflicts
  - 1. Ed Bjes – (847) 501-6130 [ebjes@winpark.org](mailto:ebjes@winpark.org)
  - 2. Dan McCain - [danmccain@winpark.org](mailto:danmccain@winpark.org)
- C. Field Conditions/Concerns
  - 1. Dan McCain - [danmccain@winpark.org](mailto:danmccain@winpark.org)
  - 2. Ed Bjes – (847) 501-6130 [ebjes@winpark.org](mailto:ebjes@winpark.org)
- D. Inclement Weather Information
  - 1. Weather Hotline – (847) 446-0080
- E. Emergency Situations Only
  - 1. Ed Bjes – (847) 501-6130 [ebjes@winpark.org](mailto:ebjes@winpark.org)
  - 2. Coach

Note: Park District personnel can be contacted, Monday through Friday, between the hours of 9am and 5pm.

### **VIII. FIRST AID**

#### **A. SUPPLIES**

Each coach will be furnished with a first aid kit with ice packs. The ice packs are to be used for minor bumps and bruises, not for cooling down. Remember ice packs are not a substitute for regular ice. Any injuries, other than minor, will be treated as an emergency and 911 will be called.

#### **B. FIRST AID PROCEDURES**

If a player, parent, spectator or coach is injured or requires first aid at a practice or a game, an Accident Report Form must be completed at the time of the accident or as soon as the injured person has been properly attended. Should you or your player be asked to provide the necessary information for our records, your cooperation will be greatly appreciated.

# WINNETKA PARK DISTRICT – ATHLETIC PROGRAM

## PARTICIPANT RULES OF CONDUCT

### I. EQUAL ACCESS

No eligible participant shall, on the basis of race, sex, creed, national origin, or disability be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage or opportunity.

### II. BEHAVIOR

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make Park District programs safe and enjoyable for all participants. Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff.

Participants shall:

- A. Show respect to all participants and staff, and take direction from staff.
- B. Refrain from using abusive or foul language.
- C. Refrain from causing bodily harm to self, other participants, or staff.
- D. Show respect for equipment, supplies, and facilities.

### III. DISCIPLINE

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

## COACHES COMPLAINT PROCEDURE

The purpose of this procedure is to provide a mechanism for reporting, reviewing and reacting to concerns and complaints regarding the youth football coaches. The intent is to raise the standard of service to youth in sports through the enforcement of the "Coaches Code of Conduct."

The Code of Conduct defines the expectations for adults serving as coaches in youth sports and provides the tools to be used, when necessary, to check behavior and to respond with resolve to protect all children from the psychological, emotional, physical or social abuses that can be perpetrated against them by youth sport coaches.

Complaints may be made by anyone in the community (i.e., coaches, parents, players, spectators, umpires, Park District staff, etc.). All complaints shall be in writing and signed when filed with staff. Upon receipt of a complaint concerning a coach, staff will meet to review the complaint and determine the course of action to be taken and promptly notify the coach involved that a complaint has been lodged against him.

Any coach who does not attend the prearranged meeting with staff (without prior notice), will be terminated from coaching.

These meetings are not intended to judge a person's character but to determine whether there was or was not a violation of the Code of Ethics or Rules. The meeting will focus only on the facts of what happened to give rise to the complaint and to determine the seriousness of the violation if a violation in fact occurred.

The meeting will only address whether or not the coach violated the Code of Ethics or Rules. Therefore, only those who can provide direct testimony to the facts may speak. Character witnesses would not be appropriate at the hearing.

This is the final appeal step. The decision is final.

In the interest of time or severity of the offense, the Park District may waive the complaint procedure and take immediate action.

