

# Glencoe Park District Travel Basketball Parent's Manual 2011-2012



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## **WELCOME**

Welcome to the Glencoe Park District Youth Travel Basketball Program. Our coaching staff is looking forward to improving your child's individual and team skills and having a great season. We trust that your child will have a very successful season, but most of all, we hope he/she has a great time learning, meeting new people and playing competitive basketball.

This Parent Manual has been created in hopes of answering all your questions before, during and after the North Suburban Basketball League season. 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 this manual in its entirety. If you have any questions after reviewing the manual or should any questions arise during the season, please call me at 847-835-7559 or e-mail at [kowens@glencoeParkDistrict.com](mailto:kowens@glencoeParkDistrict.com).

The most important aspect of any travel program is the full commitment of the parents, team members and coaches. We appreciate your participation and support. Best of luck this season!

Sincerely,

Kraig Owens  
Athletic Program Manager  
Glencoe Park District

## I. PHILOSOPHY

### A. Bill of Rights for Young Athletes

1. Right to participate in sports
2. Right to participate at a level commensurate with each child's maturity and ability
3. Right to have qualified adult leadership
4. Right to play as a child and not as an adult
5. Right of children to share in the leadership and decision-making of their sport participation
6. Right to participate in safe and healthy environments
7. Right to proper preparation for participation in sports
8. Right to an equal opportunity to strive for success
9. Right to be treated with dignity
10. Right to have fun in sports

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 places a strong emphasis on skill development. Skill development focuses on three key elements.

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

The Park District also strives to instill in the 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 and build a desire to improve themselves through sports.

### B. Player Code of Ethics

1. I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice.
2. I will attend every practice and game that is reasonably possible and notify my coach if I cannot.
3. I will expect to receive a fair amount of playing time.

4. I will treat my coaches with respect regardless of race, sex, creed or abilities and I will expect to be treated accordingly.
5. I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun.
6. I will encourage my parent to be involved with my team in some capacity because it's important to me.
7. I will do my very best in school.
8. I will remember that sports are an opportunity to learn and have fun.

#### C. General Conduct Rules for Parents

One of the perceived problems with athletics is inappropriate parental complaints and overzealous actions toward the players, coaches and referees during the playing of the game. Your job as a parent is to root for your child and your child's team. Athletics provides an opportunity for our children to learn about good sportsmanship in a team sport environment. Children learn sportsmanship by example; you are your child's best example.

1. Glencoe Park District staff will be happy to answer any questions you may have before or after practice. **Please refrain from approaching the staff during practices and games.**
2. Parents must stay off the court at all times during games. If spectator seating is full, please do not encroach the players' area that extends between the two benches and baselines.
3. Any coach, official or league representative has the authority to ask any parent to leave the playing area (gym) for any unsportsmanlike activity.
4. Please do not berate an official from the stands. This act encourages unsportsmanlike behavior and will not be tolerated.
5. Yell, scream and make as much noise as you wish to **encourage** your child and the Glencoe team.

#### D. Parent Code of Ethics

1. I will encourage good sportsmanship by demonstrating positive support for all players at every game, practice and other sporting events.
2. I will place the emotional and physical well-being of my child ahead of any personal desire to win.
3. I will insist that my child play in a safe and healthy environment.

4. I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
5. I will not approach coaches directly before, during or immediately after a game or discuss playing time, strategy or positions.
6. I will remember that the game is for children and not for adults.
7. I will do my best to make youth sports fun for my child.
8. I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
9. I will promise to help my child enjoy the youth sports experience by reinforcing coaching philosophies and being a respectful fan.
10. I will require that my child's coach be trained in the responsibilities required to be a youth sports coach.

If there is a report of a player or spectator not abiding by to the Code of Ethics, the following procedure will be followed:

The Athletic Program Manager will take the complaint in writing and may render any of the following:

- Contact witnesses and the spectator who the complaint concerns
- Take no further action taken
- Take other appropriate actions

The first offense for disrupting an athletic game or event or others' enjoyment of the game, will result in a warning to the parent and possible suspension of attendance for one game. A second offense will lead to suspension of the parent from attending his/her child's games or event for the remainder of the season. If the parent continues to attend the child's games after a second warning or continues as a disturbance in any way, the parent and his/her child will be removed from the team roster/program for the remainder of the season.

The Park District has hired Travel Basketball coaches to train, motivate and most importantly, make all decisions regarding substitutions, individual positions, game strategies and to field the strongest team.

## **II. POLICIES**

### **A. Punctuality**

1. Glencoe Park District staff will arrive ten minutes before players arrive.
2. Players are expected to arrive five minutes before the actual start of practice. The game times will dictate the arrival time required of the players at both home (Takiff

Center) and away playing courts. It is very important to arrive at the time assigned by the coach for each game.

B. Player Pick-Up

1. It is each parent's responsibility to arrange transportation for his/her child to and from every practice and game site. It is also your family's responsibility to pick your player up immediately after each practice and game. The coaching staff has been instructed to stay at the game/practice gymnasium until all players are picked up and to keep records of those players who are continually picked up late. Parents who disregard this rule will be contacted by the Athletic Program Manager. Many of our staff members have other commitments outside of their coaching duties; the Park District ask parents to respect these outside commitments by promptly picking up their athlete.

C. Automobile Use

1. It is against Park District policy for staff and volunteers to drive program participants in their personal automobiles. The responsibility lies with the parents to form car pools to transport their athletes to and from practices and games.

### III. TEAM INFORMATION

A. League Requirements

As a member of the North Suburban Basketball League, travel teams will play neighboring programs primarily on Saturday and Sunday afternoons. Neighboring programs include, but not limited to:

Deerfield	Long Grove
Winnetka	Waukegan
Lincolnshire	Highland Park
Wilmette	Arlington Heights
Buffalo Grove	Mt. Prospect

B. Number of Practices

Travel basketball teams will practice twice a week. Practice schedule is determined based on gym availability, coaches and players schedules. Practices will meet for either one hour or one and a half hours.

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, school-related or religious

programs. If other conflicts exist, the parents must notify the coach the nature of the conflict and the date(s) the player will miss. Absences might reduce the amount of playing time in the players next game.

Coaches have been instructed to keep attendance records, which will be a factor in determining playing time (See Playing Time).

#### D. Playing Time

As this is a competitive program, the travel coaches are expected to place the best team on the court for each game. Thus, the **Park District does not guarantee a minimum amount of playing time. Coaches will have the freedom to field the strongest team of players that have demonstrated a willingness to play hard, show the most improvement and be committed and attend practice.**

### IV. EQUIPMENT

The Park District supplies jerseys and shorts to all of its players. Players need to wear their jerseys and shorts at every game.

### V. WEATHER

The Park District Weather Hotline number is (847) 835-7970. In case of a severe snowstorm, please call this number to check cancellation of practices/games.

### VI. CHAIN OF COMMUNICATION/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 communication has been devised to assist you in directing any emergencies, conflicts, questions etc., to the right person(s) and in the proper sequence. General questions should be directed to your coach.

#### Chain of Command – Important Numbers

##### A. General Information

1. Coach
2. Kraig Owens Athletic Program Manager (847) 835-7559
3. Youth Basketball Steering Committee Travel Commissioner

##### A. Coach Conflicts

1. Coach involved in conflict

2. Kraig Owens Athletic Program Manager (847) 835-7559
  3. Youth Basketball Steering Committee Travel Commissioner
  4. Cheryl DeClerck Director of Recreation (847) 835-7535
- B. Weather Conditions
1. Weather Hotline (847) 835-7970
  2. Coach
  3. Kraig Owens Athletic Program Manager (847) 835-7559
  4. Cheryl DeClerck Director of Recreation (847) 835-7535
- C. Emergency Situations Only
1. Kraig Owens Athletic Program Manager (847) 894-4928
  2. Youth Basketball Steering Committee Travel Commissioner
  3. Cheryl DeClerck Director of Recreation (847) 613-5159

## **VII. FIRST AID**

### **A. Supplies**

Each team is issued a first aid kit and ice packs. Any injury, 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 by a coach at the time of the accident or as soon as possible after attending to the injured person.

## **GLENCOE 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 provide a safe and enjoyable experience 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, coaches 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 and 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.

### **IV. PARTICIPANT AND PARENT DISCIPLINE PROCEDURE**

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

- A. Program leaders should assess the severity of the action and take immediate corrective steps. These may include, but are not limited to:
  - 1. Verbal warning
  - 2. A supervised time-out from the practice/game. The type of time-out may vary according to the incident (observation: from sidelines of activity; exclusion: away from the group but within view of activity).
- B. Conduct reports should be submitted to the Athletic Program Manager.
- C. The Coach or Program Manager contacts parent.
- D. Communication between staff (program leaders, supervisory and special recreation) and parent should be ongoing regarding any further incidences of inappropriate behavior. Documentation is recommended.
- E. If inappropriate behavior persists, removal from program may be necessary. Options may include but are not limited to:
  - 1. Transfer to another program where inappropriate behavior may be less prone to occur.
  - 2. Suspension from program for a designated time period.
  - 3. Removal from program.
- E. Appeals by the participant and/or participant's parent/guardian may be directed to the Park District Director of Recreation Cheryl DeClerck, and Executive Director Don Van Arsdale, Executive Director.