



# Killington Parks & Recreation Volunteer and Coach Manual

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## Message from the Director

Dear Volunteer:

On behalf of the Town of Killington Parks and Recreation Department we would like to welcome you as a volunteer. The Parks and Recreation Department has a long and rich tradition in utilizing committed volunteers like you. The opportunities to assist us in the delivery of Parks and Recreation programs are numerous, so we hope you find something that is rewarding. The commitment you have made represents your willingness to help grow our community for years to come.

As a volunteer you play a very important role in helping us provide and maintain programs that enrich the quality of life for our community. Please take the time to read through the manual and if you have any questions don't hesitate to ask.

Thank you once again for your generous donation of time, energy, and experience that continues to grow our Parks and Recreation Department.

Sincerely,  
Sarah Newell  
Director

## Volunteer Opportunities

### Youth Sports

- Baseball, Grades 1 through 6 – Head coach, assistant coach
- Basketball, Grades 3 through 6 – Head coach, assistant coach
- Soccer, Grades Pre K through 6 – Head coach, assistant coach
- Street Hockey, Grades 1 through 3 – Head coach, assistant coach
- Swim Team – Stroke and turn judges, food and refreshments, timers, advisory committee

### Adult Sports

- Open gym – winter pickleball, soccer, basketball, or other depending on interest
- Pickleballs – summer league coordinator

### Special Events

- Fourth of July – Food service, parking cars, set up and break down, parade, advisory committee
- Chili Cookoff – Food service, set up and break down, judging
- School Dances – Chaperones

### Boards and Committees

- Recreation Commission – committee member, chair person

## General Volunteer Information

### How to become a Volunteer

1. All volunteers must notify the Rec. Dept. if interested in volunteering (coaches, officials, special events etc.) and complete a [volunteer application and background check screening](#) (if applicable).
2. Volunteers complete the [Service Statement and Agreement](#).
3. Background checks are required for all volunteers who may be providing unsupervised care or services to vulnerable populations (youths ages 17 and under, adults with disabilities and elderly).
4. Volunteers must be 16 years of age to work as a volunteer unless working with an adult (Children cannot run children's programs).

### Responsibilities of Volunteers

1. Have appropriate forms on file with the Parks and Recreation Department. (Application, background check if needed, etc.)
2. Attend any meetings/training that is required for the purpose of your assignment.
3. Follow all Department Policies and Procedures
4. Be on time as scheduled. Contact the Parks and Recreation Department if unable to uphold your responsibility.

### Supervision and Security - Policies and Procedures

1. Working conditions will be the same for volunteers as for staff.
2. Remember you are working in the Public Eye. You are representing the Town of Killington Parks and Recreation Department. Treat all people with courtesy. If people have questions or concerns write them down. Get name and Telephone numbers so the Program Director can call them back.
3. Volunteers should wear appropriate clothing (attire appropriate for the job you will be doing).
4. Be safety conscious. Always think safety first. Survey the area or site for potential hazards; make sure equipment is in good working order. Let supervisors know of any problems that you find.

### Facility Usage

The Killington Parks and Recreation Department use many different facilities in conducting their programs. Every effort must be made to assure that each facility is left in a better condition than when you arrived.

### School Gym

Opening procedures for the Killington Elementary School. If you are the first person to open a gym or the last one to leave, the following procedure should take place.

- OPENING.
  - Unlock door and disarm alarm system. System armed (red light) System disarmed (green light).
  - Turn on all lights in gym and bathrooms.
  - Unlock crash bars on outside doors

- Sweep, shovel and put down salt on walkways (SAFETY)
- Dust mop the gym floor
- Set up chairs and score table (if game is going to be played)
- CLOSING
  - Pick up chairs and score table
  - Pick up all trash
  - Make sure all equipment is put away neatly in the appropriate area.
  - Dust mop the gym floor
  - Check Bathrooms, making sure no water is left running, toilets are flushed and trash is picked up
  - Lock the crash bars on the outside doors
  - Make sure all doors are locked (push on them and see if they open, if they do then they are either unlocked or not shut tightly)
  - Turn out all lights – gym and bathrooms
  - Set the alarm code – System should go from unarmed (Green light) to armed (red light). Same code as entering.
  - EXIT

#### Outdoor Facilities/Athletic fields

- Each athletic field will have a locked storage area with equipment needed to make general repairs and store extra equipment and tools.
- Inspect the playing area and equipment to make sure they are in safe working condition.
- Any area that cannot be fixed report to the Killington Parks and Recreation office the next day if in the evening or on Monday if on weekend.
- Make sure all equipment and tools are picked up at the end and locked in the storage area.

## Coaches Handbook

### Objectives

- To teach, promote and develop proper technique
- To develop body and character
- To instill good sportsmanship
- To teach motor skills
- To teach teamworking skills
- To have Fun

### Guidelines and Responsibilities

- Must submit & pass background checks.
- Handle or direct problems to the Recreation Director. Complete an incident report.
- Be on time for all practices & and games. Last to leave the field.
- Instruct players and parents in the proper procedure concerning their attitudes toward and discussions with referees and opponents. (Go over the “Player Code of Conduct and Parent Code of Conduct” at the first practice with team and parents.
- Always set a good example and maintain a standard of conduct for all members of the team. (See Coaches’ Code of Conduct)

- Maintain team equipment (ball, pinnies, cones, whistles, first aid kit). It is also important to keep equipment in one designated area and to teach the players the procedures for getting and returning equipment. This will help keep your practice space organized and will help you keep track of equipment.
- Every player must have a ball to use at every practice.
- Prepare activities in which players can engage immediately upon arrival. They can play with a ball by themselves, engage in practice with a coach, play 1 v 1 with a teammate, or get in a group and begin to play. By the time everyone arrives, they are all playing, and you can sit back and watch for a few minutes. They come to play; let them.
- Ensure that playing fields, school and town facilities are treated with respect and cleaned up after practice and games. Do not let children hang on nets.
- Notify team members of game or practice cancellations promptly.
- Coaches are not allowed on the field during games. (Exception: if no referee is present. If this occurs, there will be NO coaching while refereeing on the field).
- Let the kids play. Coaching techniques should be done during practice. Correcting errors should be done quietly when the child is substituted, during breaks or at the next practice.
- The communication chain of command is coach to Recreation Director. If you cannot reach the Rec Director, you may go directly to the Town Manager.
- Unsportsmanlike behaviors by players, coaches, or spectators will not be tolerated. Disregard for the Code of Conduct (verbal or physical abuse of players or referees, loud and profane language etc.) shall be grounds for review by the Recreation Commission for possible dismissal.
- Any parent, player or spectator has the right to contact the Recreation Director to report any such incident. At the discretion of the Recreation Director written notification must be done for Recreation Commission review. Upon review will be made and notification to the party by the Recreation Director.
- Do not let parents take additional kids home in your car without the permission of the child's parent.

## Requirements to Work with Children

To protect Killington Parks & Recreation program participants, a criminal background check is mandatory for all potential employees and volunteers. It's the town policy to select people who are of good character and who have the skills and other qualifications necessary to fulfill primary consideration on all KPR staffing decisions. Please do the following in order:

- Ensure that you've created an account on Killington Rec.com. Click the link below that'll direct you to account registration. [KillingtonRec.com](http://KillingtonRec.com).
- Visit [my.scouting.org](http://my.scouting.org) and create a free account. Take the **Youth Protection Training Course**, which should take 45 minutes to 1 hour to complete. Once completed, print out a copy of the certification and email it to the Recreation Director at [RecDirector@KillingtonTown.com](mailto:RecDirector@KillingtonTown.com).
- Complete [Mandated Report Training](#). Once completed, email the recreation director at [RecDirector@KillingtonTown.com](mailto:RecDirector@KillingtonTown.com). If you'd like more information on mandated reporting, click [here](#).
- CPR & first aid certification
- Complete the [CDC Concussion Training](#)

- There may be a coach or employee additional training if necessary

## Safety & Emergency Procedures

The very fact that it is a basic principle to provide an opportunity for most young children to receive these benefits, multiplies the exposure to accidental injury. Having accepted this large group of partly developed fledglings, we must also accept the moral responsibility for their safety. This obligation rests with every adult member of the league organization as well as with inactive parents who have entrusted their children to us.

### Key terms:

- Accident – sudden, undesirable, and unplanned occurrence often resulting in bodily injury, disability and or property damage.
- Accident Cause – an unsafe condition, situation or act that may result directly in or contribute to the occurrence of an accident.
- Corrective Action – is the positive steps or measures taken to eliminate, or at least minimize, accident cause.
- Hazard – A condition or a situation that could cause an accident.
- Injury – The physical harm or damage often resulting from an accident.
- Insurance Claim – Refers to the right of a parent, as in the case of accident insurance to have eligible medical expenses resulting from an accidental injury connected with a game or scheduled practice paid by the appropriate insurance company.
- Type of Accident – A phrase used to describe an unintentional, sudden incident that can be identified so effective counter measures may be taken. (Examples are struck by, tripped, fell, collision with, caught between)
- An Unsafe Act – Refers to unintentional human failure or lack of skill that can lead to an accident. It is one of the two general accident causes, the other being an unsafe condition.
- To minimize accidents, particularly during the initial learning period, instruction in the basic skills should be approached gradually. This applies particularly to fundamentals such as running, ball handling and sliding which produce most accidents.
- A second basic factor very important to the safe development, the understanding and practice of teamwork and good sportsmanship.
- Carry out the duty of basic protection.
- Exchange information on methods that have proven most effective in prevention of accidents.
- Review the causes of accidents that have occurred since the previous meetings to forestall similar mishaps elsewhere in the district.
- Great care must be taken to avoid the possibility of neglecting proper care of injuries to avoid having an accident charged against them.
- Procurement and upkeep of playing equipment & protective equipment will be upheld.
- A first aid kit will be kept properly equipped along with an approved emergency action plan.
- No discussion of measures to control to human element in accident-prevention would be complete without going into the problem of horseplay. This includes any type of youthful high jinks that could even remotely be the cause of an accident. Even a mild form of such childish behavior could distract one another may result in an accident.

- In the effort to prevent accidents, one must deal with the unpredictable actions of many small athletes. One most of most widely accepted ways to counteract the unsafe acts, which are so often a part of such uncertain behavior, is to inquire into the reasons behind such acts and take suitable counter measures.

### Basic First Aid For all Cuts

- Put on protective rubber gloves
- Apply gauze pads and/or bandage
- Keep pressure on cut (add pads if necessary)
- Elevate cut area if possible - Not the head
- Lie victim down and keep him/her calm
- Notify parent. If bleeding does not stop, worsens, or other symptoms develop, call 911.

### Emergency Telephone Numbers

Killington Ambulance / Fire	802-422-3473 or 911
Killington Police	802-422-3200 or 911

### Emergency Telephone Procedures

If possible – we encourage all volunteers to have access to a cellphone

In reporting an accident:

Give your name, identify that you are a volunteer with the department and location

Number of victim(s) and their age(s)

Type of injury

Exact location of where you are

Don't hang up until they tell you to

### Location of Telephones at schools/facilities

#### Johnson Recreation Center

Local Telephone located inside pool house

(NO money needed)

#### Sherburne Elementary School

Local Telephone located in Physical Educations office

(NO money needed)

### Recreation Staff Telephone Number

Sarah Newell, Director Parks and Recreation - 802-417-1625 (Cell)

Recreation Office - 802-422-3241 x4 Monday - Friday 9:30 am – 1:30 PM pm, Summer Hours 8am-5pm

### Accident Report

Fill out accident reports and notify Recreation Department of accident!!

In the event a person needed to be transported to the hospital – please contact a Recreation Staff member within 8 hours, regardless of if it is a weekend day.

## Inclement Weather Policy

### Snowstorms/Rain

Games: the Recreation Department cancels games due to weather conditions.

Practices: the Recreation Department does not cancel practices. It is at the parent's discretion whether they send their child. If in doubt, contact your coach. COACHES: if you cancel practice, please notify each player on your team and the Recreation Department [recdirector@killingtontown.com](mailto:recdirector@killingtontown.com). If you have not reached each player, you must go to the gym or field to make sure no one is left stranded.

### Lightning Procedure

- Anytime lightning is visible, then all players, coaches, fans and umpires should Take Shelter Immediately!
- The umpire or supervisor should instruct all players, coaches, fans that a danger is present and they should seek shelter immediately. Recommended places for shelter are buildings with active electrical circuits and hard top vehicles.
- Wait at least **30 minutes** after the lightning flash before resuming activities.
- Danger Zones - talking on phones or touching any metal objects inside or outside of buildings and structures.
- If you have any tingling or static electricity leave area immediately.
- If anyone is struck by lightning (players, coaches, fans or umpires) CALL 911 IMMEDIATELY.

### Bloodborne Pathogens

Blood borne pathogens are microorganisms that are present in human blood and can infect and cause disease in persons who are exposed to blood containing these pathogens. Pathogens which can infect and cause disease in persons may be present in human blood, human mucous membranes, the fluid from mucous membranes and fecal matter. Some infections which can be spread by these bloodborne pathogens are AIDS, Hepatitis, TB, Pertussis, (whooping cough), flus, and colds.

Most employees of the Killington Parks and Recreation Department are certified in First Aid and CPR. The primary purposes of such training are to:

- Help recognize and understand potential dangers in emergency situations: and
- Act as citizen responders by assisting First Aid Team Members (e.g. by calling 911, bringing uncontaminated equipment to the scene).

Administering First Aid can put you at risk of exposure to contagious diseases caused by bloodborne pathogens. If you see any member, fellow volunteer or participant of the Killington Parks and Recreation Department program who has injured him/herself, please observe the following steps to protect yourself.

- DO NOT TOUCH THE VICTIM
- Assess the situation: Does the victim need help? Can the victim help himself or herself?
- If the victim can help himself or herself, instruct them to administer that helps them and you fill out an Accident Report. (Example: Victim cut there finger and can easily place a band-aid upon the cut themselves. Let them do it.
- If the victim needs help and can easily move them, instruct them to walk to the nearest First Aid Member or Station area.

- If the victim needs help and cannot walk get a First Aid Member /First Responder or call 911 if needed.
- If you must move the victim for a safety issue, make sure you put on protective rubber gloves before touching them.

## Equipment Required for Volunteering

### Basketball Referees:

- Athletic Sneakers
- Hair tie (if necessary)

### Baseball Umpires

- Facemask (provided)
- Chest Protector (provided)
- Shin protection (provided)
- Baseball Gove
- Any additional personal protective equipment

### Soccer Referee

- Cleats

Accident / Incident Report  
Town of Killington  
Parks and Recreation Department

To be filled out immediately and submitted to the Recreation Office

Type of Report:     Incident Report     Close Call     Discrimination/Harassment

Name of Injured/Affected Party: \_\_\_\_\_ Age: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Person to Contact in Case of Emergency: \_\_\_\_\_

Contact's Home Phone: \_\_\_\_\_ Contact's Work Phone \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM Place: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nature and Extent of Alleged Injury: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

First Aid Administered: \_\_\_\_\_

\_\_\_\_\_

By Whom? \_\_\_\_\_ Emergency Services Called? \_\_\_\_\_

Removed to Home or Hospital? \_\_\_\_\_ By Whom? \_\_\_\_\_

Witnesses or persons involved in Incident: (Name, address, and phone number)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Person Reporting:**

Where you a witness to the situation?  Yes  No    Were you part of the situation?  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Office Use Only:**

Date Report Received: \_\_\_\_\_ By Whom? \_\_\_\_\_

Follow-up to Injured Party: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_