

Table of Contents

Agenda 102025	2
VA 8_18_25 meeting minutes	4
VC 9_8_25 working meeting	6
VD 9_22_2025 meeting minutes	8
VF 10_6_25 working meeting	10
VI Staff Reports October	12
vIXA FY25 Levy Memo	18
vIXA1 Levy Proposal 2025-2026	19
vIXB Parent Memo	20
vIXB1 Parent_Code_of_Conduct_Policy	21



**Meeting of the
HAMPSHIRE TOWNSHIP PARK DISTRICT
Board of Commissioners
October 20, 2025
6:30 p.m.
390 South Ave.**

AGENDA

I. Call to Order

II. Pledge of Allegiance

III. Approval of Agenda

IV. Citizens to be Heard

The public is invited to make an issue-oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the Park District Staff, President or Board of Commissioners will not be allowed at this time, nor will any comment from the Board.

V. Consent Agenda

- A. Approval of August 18, 2025 Meeting Minutes (tabled from last meeting)
- B. Approval of August 18, 2025 Executive Session Meeting Minutes
- C. Approval of September 8, 2025 Working Meeting Minutes (tabled from last meeting)
- D. Approval of September 22, 2025 Meeting Minutes
- E. Approval of September 22, 2025 Executive Session Meeting Minutes
- F. Approval of October 6, 2025 Meeting Minutes
- G. Approval of October 6, 2025 Executive Session Meeting Minutes – not to release
- H. Approval of payables paid between meetings from 9/23/25 to 10/17/25 in the amount of \$33,164.07
- I. Approval of Transfer of Funds within Heartland Bank, from Money Market #9632 to Checking Account #0235 for \$100,000.00 on August 21, 2025
- J. Approval of Transfer of Funds within Heartland Bank, from Money Market #9632 to Checking Account #0235 for \$100,000.00 on September 5, 2025
- K. Approval of Transfer of Funds within Heartland Bank, from Money Market #0219 to Checking Account #0235 for \$100,000.00 on September 11, 2025
- L. Approval of Transfer of Funds within Heartland Bank, from Money Market #0219 to Checking Account #0235 for \$100,000.00 on September 25, 2025
- M. Approval of Transfer of Funds within Heartland Bank, from Money Market #0219 to Checking Account #0235 for \$100,000.00 on October 16, 2025

VI. Staff Reports

VII. Commissioner and Staff Comments

VIII. Old Business

IX. New Business

- A. FY25 Levy
- B. Parent Code of Conduct

X. Executive Session

- A. Appointment, employment, compensation, discipline, performance or dismissal of specific employees, specific individuals who serve as independent contractors

In compliance with the Americans with Disabilities Act, if you need assistance or special accommodations in order to participate in the meeting, please contact the Hampshire Township Park District Administration Office at (847) 683-2690 a minimum of 72 hours in advance of the scheduled meeting. Every effort will be made to allow for meeting participation.

in a park, recreational, or educational setting, or specific volunteers, pursuant to 5 ILCS 120/2 Sec. 2(c)(1) of the Open Meetings Act.

XI. Adjournment – Next meeting – November 3, 2025

In compliance with the Americans with Disabilities Act, if you need assistance or special accommodations in order to participate in the meeting, please contact the Hampshire Township Park District Administration Office at (847) 683-2690 a minimum of 72 hours in advance of the scheduled meeting. Every effort will be made to allow for meeting participation.



**Hampshire Township Park District
Board of Commissioners
Meeting Minutes
August 18, 2025**

I. Call to Order

Nate Looman called the working meeting to order at 6:30 pm.

II. Pledge of Allegiance

Commissioners Present: Tamara Chiu, Jamie Herrmann, Jen Reid, Nate Looman

Commissioners Absent: Meagan Tiffany

Staff Present: Laura Schraw- Executive Director, Patti Prill

III. Approval of Agenda

Commissioner Reid made a motion to approve the agenda as presented. Seconded by Commissioner Herrmann. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

IV. Citizens to be Heard: none.

V. Motion to approve the consent agenda by Commissioner Reid. Seconded by Commissioner Herrmann. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

VI. Staff Reports.

VII. Commissioner and Staff Comments.

VIII. Old Business: none

IX. New Business

- A. Information Security Incident Response Plan. ED Schraw presented a response plan from PDRMA for cyber incidents. This is part of the Essentials in Risk Management Form tasks. Motion to approve the Information Security Incident Response Plan by Commissioner Reid. Seconded by Commissioner Chiu. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

X. Executive Session. Motion by Commissioner Chiu to go into Executive Session. Seconded by Commissioner Reid.

VII. Adjournment – Next meeting – September 8, 2025

Meeting adjourned at 7:30 pm.

Commissioner Reid made a motion to adjourn the meeting. Seconded by Commissioner Chiu.
Motion passed Ayes 4, 0 Nays, 0 Abstain.



**Hampshire Township Park District
Board of Commissioners
Working Meeting Minutes
September 8, 2025**

I. Call to Order

Nate Looman called the working meeting to order at 6:30 pm.

II. Pledge of Allegiance

Commissioners Present: Tamara Chiu, Meagan Tiffany, Jen Reid, Nate Looman

Commissioners Absent: Jamie Herrmann

Staff Present: Laura Schraw- Executive Director, Patti Prill

III. Approval of Agenda

Commissioner Reid made a motion to approve the agenda with the correction of capitol to capital. Seconded by Commissioner Chiu. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

IV. Citizens to be Heard:

V. Agenda

A. Kelley Road Park: There will be some updates to the drainage system from Marney drive which makes it a drainage way. This is supposed to be a fix to the drainage system on Marney, but moves the drainage across the trail. ED Schraw is looking into how and why this was approved before she signs anything.

B. 2026 Meeting Schedule: The 2026 schedule was shared with the board. One change was suggested to the December 21, 2026 meeting because that would fall over Winter break. We will change the December 21st meeting to December 14th.

C. IAPD Conference: ED Schraw asked the board if anyone would like to attend this year. Commissioner Looman suggested asking the staff who would like to attend instead of board members.

D. Capital Projects: Speer financial suggested ED Schraw look into costs to fix up the old public works building. She is looking into those costs. The next big project is the

parking lot at Rackow Park. It is supposed to be done in November 2025. ED Schraw is looking into the developer of the land near there to work with them on that project. This project is being put on hold for right now. Another big project is replacing some of the big equipment at Schmidt Park.

VI. Executive Session

None at this time.

VII. Adjournment – Next meeting – September 22, 2025

Meeting adjourned at 7 pm.

Commissioner Reid made a motion to adjourn the meeting. Seconded by Commissioner Chiu. Motion passed Ayes 4, 0 Nays, 0 Abstain.



**Hampshire Township Park District
Board of Commissioners
Meeting Minutes
September 22, 2025**

Call to Order:

At 6:39 p.m. Vice President Herrmann called the meeting to order.

Commissioners Present: Jamie Herrmann, Tamara Chiu, Meagan Tiffany, Jennifer Reid

Commissioners Absent: Nathan Looman

Staff Present: Laura Schraw- Executive Director

Commissioner Reid made a motion to approve the agenda with the change of removing the approval of the meeting minutes from August 18 and September 8 . Seconded by Commissioner Chiu. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

Citizens to be Heard: None

Consent Agenda

Commissioner Reid made a motion to approve the consent agenda item. Seconded by Commissioner Chui. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

- A. Approval of payables paid between meetings from 8/14/2025 to 9/19/2025 in the amount of \$86,677.38.

Staff Reports: Commissioners were able to review the reports prior to the meeting.

Commissioner and Staff Comments: Commissioner Chiu asked a clarifying question about ETC staffing.

Commissioner and Staff Comments

None at this time.

Old Business

None at this time.

New Business

- A. 2026 Meeting Schedule

Commissioner Reid made a motion to approve the 2026 Meeting Schedule. Seconded by Commissioner Tiffany. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

Executive Session

A. At 6:50 pm Commissioner Reid made a motion to move into Executive Session for the discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Seconded by Commissioner Chiu. Motion passed 4 Ayes, 0 Nays, 0 Abstain

At 7:03 pm Commissioner Chiu made a motion to go back into open session. Seconded by Commissioner Tiffany. Motion passed 4 Ayes, 0 Nays, 0 Abstain

Commissioner Reid made a motion to approve the draft of ED Schraw's performance review. Seconded by Commissioner Chiu. Motion passed 4 Ayes, 0 Nays, 0 Abstain.

Adjournment: At 7:04 p.m. Commissioner Reid made a motion to adjourn the meeting. Seconded by Commissioner Tiffany. Motion passed with 4 Ayes, 0 Nays, 0 Abstain.

Next meeting - October 6, 2025.



**Hampshire Township Park District
Board of Commissioners
Working Meeting Minutes
October 6, 2025**

I. Call to Order

Nate Looman called the working meeting to order at 6:30 pm.

II. Pledge of Allegiance

Commissioners Present: Tamara Chiu, Meagan Tiffany, Jen Reid, Nate Looman, Jamie Herrmann

Commissioners Absent: none

Staff Present: Laura Schraw- Executive Director, Patti Prill

III. Approval of Agenda

Commissioner Reid made a motion to approve the agenda. Seconded by Commissioner Chiu. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

IV. Citizens to be Heard: None

V. Commissioner and staff comments

Commissioner Looman brought up that the Prosila boys would be reaching out in regards to their Eagle Scout Project that they want to complete.

VI. Agenda

A. Parent Code of Conduct: During the Essentials of Risk Management Review with PDRMA, it was found that we need a Parent Code of Conduct online. This is being worked on for review and then approval for the next meeting.

B. Processing Fees: ED Schraw has looked into the processing fee costs we incur with credit card fees. We are found to be paying \$46,000 in processing fees. We are approaching what Huntley is paying. Most of the surrounding areas absorb these processing fees, with the exception of Huntley and Harvard. Harvard currently is and

Huntley will begin charging a percentage of the cost as a processing/convenience fee. ED Schraw will look into what will help the PD the most. Possibly adding a 3.5% processing fee and a zero to 1% cost increase so that we can balance the fees the PD is incurring each year.

VII. Executive Session

A. At 6:57 pm Commissioner Chiu made a motion to move into Executive Session for the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. (5 ILCS 120/2 from Ch. 102 par. 42 c.5.). Seconded by Commissioner Herrmann. Motion passed 5 ayes, 0 nays, 0 abstain.

B. Appointment, employment, compensation, discipline, performance or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers, pursuant to 5 ILCS 120/2 Sec. 2(c)(1) of the Open Meetings Act.

At 7:26 pm Commissioner Reid made a motion to go back into open session. Seconded by Commissioner Herrmann. Motion passed 5 Ayes, 0 Nays, 0 Abstain

VIII. Adjournment – Next meeting – October 20, 2025

The meeting adjourned at 7:27 pm.

Commissioner Tiffany made a motion to adjourn the meeting. Seconded by Commissioner Reid. Motion passed Ayes 5, 0 Nays, 0 Abstain.



Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: October 20, 2025
Agenda Item: VI.A.
Subject: Staff Reports – October

Director's Report

- Met with the new Village Manager about various projects for the Park District.
- Continuing with monthly meetings to plan the 150th Anniversary events for 2026. The casket is planned to be dug up on Monday, November 10th, 2026, so that items can be photographed, logged and displayed for the 2026 year. A new casket will be buried in 2026 at the end of the year long celebration.
- Meeting with Crown Development on the park land that is due to the Park District.
- Working on various items from PDRMA for both our SMART Goals and our Essentials of Risk Management Review.
- IDNR requested that the old forms be submitted along with the new Amplifund system, so the totals are being calculated and forms hand written for submittal to the state. Fillable forms have been requested but not provided.
- Submitted an Affidavit for Tax Exempt Use for the property on State Street.
- HR Matters.
- Interviews will be held at the end of the month for the HR Manager.
- Meeting with Aaron Gold regarding financing options for a bond for capital projects and our future debt repayment and the amount the budget can sustain.

Finance/HR

Financial

- Payroll & Payroll Tax Reports
- Quarterly Reporting
- Payables
- Daily Deposits
- IMRF Reporting
- Monthly Invoice to NWLL
- Foundation Deposits
- Meeting with PDRMA on ACA reporting
- Levy
- Attended meeting with Aaron Gold along with Director
- Scheduled a meeting with Card Connect about rates
- Met with BambooHR to talk about payroll implementation
- PDRMA Trainings
- Looking to move disposal records in two locations

Human Resources

- Posted and facilitated hiring process for 3 job openings
- Created step-by-step guides for employees to help navigate BambooHR and PDRMA
- Reviewed and updated Mandated Reporter policies to meet PDRMA requirements
- Facilitated new employee meetings
- Completed reference checks for all new hires

- Onboarded new employees
- IMRF offboarding reported
- Completed phone screenings with applicants
- Met with HR consultant several times
- Facilitated interactive process for accommodation requests
- Created and proposed CPR schedule for 2026 to Hampshire Fire Department
- Held annual mandatory all staff meeting
- Attended a ETC staff meeting
- Created and sent offer letters
- Updated benefit balances into BambooHR
- Entered BambooHR data for new employees into MSI, TimeClock Plus, IMRF, PlanSource, IDES
- Reported terminations to IMRF & Plan Source & TimeClock Plus & MSI
- Background Checks

Recreation

Special Events and Programs

- Walkin' Hampshire
 - October 4th saw a good crowd at Rackow Park to take advantage of a beautiful fall morning.
 - November celebrates the one year anniversary of Walkin' Hampshire and will be celebrated on November 8th at Seyller Park with special prizes.
- Kitten Yoga with Project Hope Animal Rescue
 - Re-scheduled from 10/17 to 11/18 due to low enrollment.
- Medicare 101 classes
 - Offered on 10/7 for free again. No attendance.
 - There is one more session scheduled for November 12th, after that we can evaluate the program and determine if there are any changes that can be made that will lead to more success.
- Active Adult 55+ Wednesdays
 - Began 10/15 with Bunco and a couple participants.
 - The hope is that over time we can build a decent group of players.
 - Chair Volleyball will debut on October 22nd.
- Halfpipe Hangout at Seyller Skate Park-
 - October 3rd drew a good crowd of people of all different ages. The event went pretty well and people who attended had fun.
 - Last minute food truck cancellation but Hart's Garage came to the rescue with their Walkin' Smash.
- Trunk or Treat
 - Another great crowd this year. Long line as always. Next year the event time needs to be extended by an hour due to the high attendance.
 - 56 trunks. Lion's Club served 2,000 hotdogs. Food Pantry collected \$150 plus food collections.
 - The haunted bus continues to be hit for the kids.
- Haunted Trail
 - Visited the woods initially to report what needed to be cleared out after a year. The trail had to be mowed and 1 tree remains down across the trail. The tree will

- be removed the week of the event. Event staff walked woods after it was cleared to discuss scenes for this year.
 - Ordered prop/decor items
 - Staff constructing items to be used on trail.
 - 80 tickets have been sold.
 - 30+ volunteer actors are confirmed.
 - Advertising yard signs have been placed around.
 - Saturday night will feature food from Hart's Garage
- Paint Nights-
 - Halloween Paint Night was well attended with 13 painters.
 - Holiday Paint Night scheduled for 11/21. Will feature painting on canvas, wood or ornaments.
- Irish Dance- Classes began with 5 students. Next session will run winter/spring with plans to have students perform at St. Patrick's Day 5K.
- Reindeer Dash- Advertised for 12/6
- Hampshire's 150th Celebration-
 - Attended monthly committee meeting.
 - 150th Anniversary apparel store is open and created a store flyer to launch at Trunk or Treat
 - Organizing Hampshire-Opoly sponsors as they have started to come in and assign game spots.
- Electronic Community Sign- created sign content for Park District and Chamber.
- Dog Plaque Memorial Plaque Program- advertise program opening and attended ribbon cutting ceremony
- Attended PRDMA Certificate of Insurance Webinar
- Attended Mandatory Staff Meeting
- Website updates
- Facebook events and posts
- Constant Contact newsletters

Athletics

- *Fall Soccer*
 - Replaced each net on the soccer goals at Bruce Ream.
 - Communicated with coaches about cancellations and rescheduling.
 - Continuously working with other park districts for reschedules and conflict dates for future soccer games.
 - Managing Referee schedules.
 - Turf repair and line maintenance.
 - Repaired loose bolts on Soccer goal frame.
 - Completed field safety inspections.
- *Fall Flag Football*
 - Turf management and line maintenance.
 - Added a 2nd field on the softball field outfield to help with practice times and losing light for later practices.
 - Completed field safety inspections.
- *Jr. Whips Basketball*
 - 93 Total participants for boys and girls.
 - Created a program in Rectrac for multiple types of payments.
 - Selected coaches for each grade level.
 - Drafted and distributed Acceptance letters for each player that was chosen to be on the Jr. Whips.

- Created a new registration form and sent it to parents to sign up their player.
- Designed new Girl's jerseys and shooting shirts because the cut is different from the boys.
- Collected all roster information and ordered uniforms/shooting shirts for boys and girls. Players will receive a reversible jersey with their last name and their choice of number on it. They will also get a shooting shirt with their number on it. We hope to have the order in a few weeks.
- Signed up all 10 teams for the DYTBL and created teams on Sportsengine.
- Registered the Girl's teams for the Huntley Tournament.
- Registered the Girl's 5th-8th grade teams for the Sycamore Tournament.
- Coordinated practice times with Jr. Whip coaches.
- Reserved gym space at Big Timber Elementary for all 5 girls teams to practice.
- Attending a game scheduling meeting with the DYTBL in order to plan 100+ home games that will need to be played across the two programs and grade levels.
- Fielding phone calls and emails about our tournaments and when they will happen.
- Receiving interest from other programs to join other tournaments.
- Practices will start the week of 10/20 for the girls. The boys will start in November in an attempt to avoid overlapping with football, but also working around middle school basketball.
- Coaches shirts and hats were designed. We are collecting coaches shirt sizes and will be ordering those soon.
- Contacted the HMS about their gym usage and made sure that our program will be able to play during the week there.
- *Fall Basketball Camp*
 - Worked with Coach De La Mar and Okon at HHS to host a 8 day Basketball camp.
 - Created the new program in rectrac.
 - Designed and distributed promotional flyers to past participants and to D300 to be placed in the virtual announcements.
 - Assisted in registering participants for the camp.
 - Communicated with the Coaches about the enrollment and adjusted the program to flow well with the number of participants signed up.
 - Communicated with parents about time changes.
 - Met with coaches the night of the first camp to assure smooth transitions.
 - Took an on site registration for the camp.
 - 16 total players signed up for the camp. We will be hosting 2 camps yearly with the coaches and hope to increase interest in the spring when there are less overlapping sports.
- *Volleyball*
 - 103 program participants. A new fall volleyball season record.
 - Found volunteer coaches. Needed to recruit NHS students to coach a team.
 - Planned and communicated practice schedules at GDW to accommodate coaches schedules.
 - Worked with Dundee Park District to schedule games.
 - Managing site supervision schedule and filling in when needed.
 - Inspected nets and volleyballs.
 - Ordered and distributed uniforms to the teams at their practice.
- *Winter Rec Basketball*
 - Opened registration for the 2025-26 Recreation Basketball league.

- Reserved space at GDW for practices and games.
 - Took inventory of current jerseys on hand.
 - Currently looking for volunteer coaches for each grade level.
 - Planned assessment night and player draft for 3rd-8th grade.
 - Working with Dundee Park District and Huntley Park District for potential cross over games.
 - Contacted the Windy City Bulls organization in order to secure an end of season day at the NOW arena. We hope to lock down March 7th this year.
- *Athletic Misc.*
 - Contacted and met with Director of School safety Joe Przybyla.
 - Worked with GovDeals to clear out the small shed at Bruce Ream park and get items posted for auction on their website.

ETC

- Finished Safety Manual and distributed updated binders to all schools
- Conducted our ETC Team Meeting
- Registration totals are as follows:

HES	85 Registered	No Waitlist
GDW	56 Registered	No Waitlist
BTE	52 Registered	No Waitlist

- Our Team has been organizing crafts for our upcoming inside days

Adventure Club

- 10/10 Had 12 children in attendance (Randall Oaks Zoo). It was a cool and drizzly day but they made the best of it.
- 10/13 Kid Empire: CANCELED only 1 registered
- 10/31 Costumes & Halloween Fun 8 - 12 PM \$25.00 (We currently have 6 registered we do need minimum of 10)
- November 24 & 25 - TBA (Working on this now)
- December 22 & 23 -TBA

Parks

- Recap on items completed this season so far.
- Canopies taken down and stored for winter at Seyller baseball field, LPP, Rackow two canopies.
- Begin leaf chopping in parks as the leaves fall
- Picked up liner for ice rink along with replacement brackets
- Yearly seasonal mower service.
- Final cut at Kelly Road and State Street.
- Begin winter prep for closing all bathrooms ,removal of drinking fountain, disconnect all bubblers.
- Helped with repair to lightning detection system at ream.

Early Childhood

Little People Playtime

- We completed a fire drill with the Hampshire Fire Department these are performed monthly
- Hampshire Fire Department came to visit the preschool on 10/1 to talk to the children about fire safety and came one 10/3 and met with all the groups aged 2 and older, the children were able to dress the fire fighter and do "Stop, Drop & Roll"
- We have still been receiving interest in the 3 year old preschool program.
- We are trying our own in school only Trunk-or-Treat to all the children to trick or treat when we hold our second annual Halloween Parade
- Daycare is struggling with staffing and we are working as hard as possible to find more qualified and good staff members
- Daycare we hired a new Daycare Director and she will start on 10/20/25
- All Preschool classes will be heading to Goebbert's pumpkin patch on 10/22 & 10/23
- Owls Pre-Kindergarten class will be going to Goebberts on 10/21 for a fun filled day
- Goebberts pumpkin farm donated pumpkins for our younger children to take home along with a LARGE pumpkin for each class to be able to carve and or decorate.
- We did a dine and share at Neon Cow and had a great turn out
- We also just completed a fundraiser with Affy Tapples also AMAZING turn out!
- We had a sink installed in our 3's Preschool classroom-this will be a great help in the classroom!
- We are moving forward in some great directions and wanting to keep growing and developing our amazing programs!!!



Memorandum

To: Hampshire Park District Board of Commissioners
From: Patti Prill, Finance/HR Director
Date: October 20, 2025
Agenda Item: IX.A.
Subject: FY25 Levy

Background

The proposed FY25 Levy notice is attached and has been reviewed by Aaron Gold with Speer Financial.

Recommendation

Request a motion to publish the required notice in the newspaper and also a motion to hold the required public hearing on November 18, 2025 at 6:15pm at the Community Room at 390 South Ave.

NOTICE OF PROPOSED PROPERTY TAX
INCREASE FOR THE
HAMPSHIRE TOWNSHIP PARK DISTRICT

- I. A public hearing to approve a proposed property tax increase for the Hampshire Township Park District will be held on Monday, November 17, 2025 at 6:15 p.m. at the Hampshire Township Park District Community Room 390 South Avenue, Hampshire, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Laura Schraw, P.O. Box 953, Hampshire, IL 60140-0953, (847) 683-2690, Ext 200.

- II. The Corporate and Special Purpose property taxes extended or abated for 2024 were \$758,951.25.

The proposed Corporate and Special Purpose property taxes to be levied for 2025 are \$886,000.00. This represents a 16.740% increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2024 were \$43,004.61.

The estimated property taxes to be levied for debt service for 2025 is \$42,574.66. This represents a 0.10% decrease over the previous year.

- IV. The total property taxes extended for 2024 were \$804,526.76.

The estimated total property taxes to be levied for 2025 are \$928,574.66. This represents a 15.419% increase over the previous year.

Laura Schraw
Executive Director



Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: October 20, 2025
Agenda Item: IX.B.
Subject: Parent Code of Conduct Memo

Background

The Park District is currently going through our Essentials of Risk Management review with PDRMA and they have recommended that the Board approves a Parent Code of Conduct Policy. Once approved, this will then be posted on our website.

Recommendation

Motion and a second to approve the attached Parent Code of Conduct.



Parent Code of Conduct Policy

The Hampshire Township Park District has adopted a Parents Code of Conduct. Parents/guardians should review and familiarize themselves with this Code whenever they register their child/ward for any recreation program or activity. This Code is intended to remind parents/guardians of the importance of serving as a positive role model, encourage courteous and respectful behavior towards others, and promote being involved in their child's recreational activities.

Code of Conduct

The goal of the Hampshire Township Park District is to provide an enjoyable, exciting and satisfying recreational experience for children.

Our rules and regulations are intended to encourage participation and enjoyment by all. Developmental sports and recreational activities are intended to provide “successful” and “positive” experiences through fundamental skill development, social skill development, and fun — which ultimately provide the tools for a winning focus and positive experience.

To parents and guardians of participants, we direct you to refrain from harassing, berating, insulting, or engaging in any inappropriate conduct toward staff, volunteers, and when applicable, coaches, participants, parents, guests, officials, and others IN ANY WAY. Rude and inappropriate behavior will only have a negative impact on your child's, as well as other children's overall experience. However, we urge you to discuss any concerns you may have regarding your child/ward, the program or activity with the appropriate staff, coach or league supervisor in a **courteous, constructive, and respectful manner**. Let's work together to provide a positive experience for each and every participant.

To this end, the Hampshire Township Park District asks parents/guardians of participants to follow the following guidelines:

- Encourage good sportsmanship and appropriate behavior by demonstrating mature and respectful behavior and serving as a positive role model for your child.
- Place the emotional and physical well-being of your child ahead of any personal desire.
- Reinforce to your child that they must play and conduct themselves in a safe and respectful manner.

- Support staff, volunteers, coaches and officials working with your child in order to encourage a positive and enjoyable experience for all.
- Remember that our activities and programs are for youth — not for adults.
- Do your very best to make youth programs and activities fun for your child.
- Encourage your child to treat other children, staff, volunteers, coaches, officials, and others with respect regardless of race, sex, creed, disability, religion, sexual orientation or ability.
- Refrain from any behavior, or comments, which are profane, insulting, harassing, sexist, racist, abusive, disrespectful or otherwise offensive without hostility or violence.
- Inform the Hampshire Township Park District of any special need, impairment or ailment that may affect the safety of your child or others.
- Always communicate and deal with conflict in a polite, courteous and constructive manner.

Please understand that violation of this Code or any inappropriate behavior may result in revocation of your privileges, and in rare cases, may compromise your child's ability to participate in any recreational program or activity.