

# Orange Youth Sports Coach's Playbook



## Introduction

On behalf of the Orange Community School District and Orange Community Education & Recreation, we wish to express our appreciation of the continued support of our youth athletic programs and investment in the community's athletics future. Community support and involvement is vital to our program's sustainability and growth.

Orange Youth Sports (OYS) has served under the auspice of Orange Community Education and Recreation (OCER) since 2015. Following the transition from Orange Community Athletics Association (OCAA), OCER began integrating youth sports programming in 2013. Evolving into Orange Youth Sports in 2015, the division sought to offer larger and more diverse sports opportunities to the Orange School District and its surrounding communities, encompassing all levels of play for youth athletes beginning at the age of 3 through the age of 14 (8th Grade).

As our division progresses, it aims to provide a high-quality sports experience for its participants, preparing future students for success as Orange High School athletes and community citizens alike. To do this, it is important to maintain strong program guidelines, develop ethical practices among our participants and volunteers, and establish a developmentally-based curriculum that guides athletes to success.

National Alliance for Youth Sports (NAYS) <https://www.nays.org/nyscaonline/>, a nationally recognized leader in youth sports, has developed the National Standards for Youth Sports for community youth athletics to achieve these goals. Orange Youth Sports seeks to administer our program based on these standards, and earn the "Better Sports for Kids Quality Program Provider" designation.

This orientation guide has been developed to provide information about our alignment to the NAYS standards, but also to outline our approach to youth sports in our community. Our staff is dedicated and committed to achieving the satisfaction of our customers, athletes and the community. We are thankful for the involvement of Orange Community Education & Recreation, Orange High School Athletics and the Orange School District in helping us to accomplish our goals. Orange Youth Sports is led by Program Coordinator, Chris Switzer, NAYS Certified Youth Sports Administrator.

## Our Philosophy

Our main objective is to foster positive youth sports experiences. In order for children to truly benefit from these experiences, a positive approach must be embraced by everyone in the program, including program administrators, staff, instructors, coaches, parents and participants. The purpose of these programs are to provide a fun and accessible sports experience for all program participants. Youth sports participation helps develop self-esteem, promotes teamwork, and develops the mind and body. Therefore, Orange Youth Sports is committed to providing programs and services to boys and girls of all-skill levels in the community that will help them grow up to be safe, healthy, and positive members of their community. To ensure our philosophy is successful, we will follow these guidelines:

- **Everyone can participate:** *Registration is open to all boys and girls ages 3-14 (Grade 8), regardless of skill level or physical abilities. In regards to competitive travel teams, everyone is provided the opportunity to try-out.*
- **Everyone plays:** *Our goal is for kids to PLAY. Rules mandate that every player must have equal playing time; we do not favor competition over participation.*
- **Everyone will play safe:** *Making safety a top priority for coaches, instructors and participants helps to prevent and reduce the number of injuries incurred by participants.*
- **Everyone will receive positive coaching:** *Positive encouragement from coaches and instructors will provide a positive atmosphere and experience for participants to develop skills.*
- **Everyone will play fair:** *Participants will be placed on balanced teams, giving each team a chance to compete fairly.*

## Orange Youth Sports Goals

The purpose of youth sports is to provide opportunities for children to participate, have fun, develop skills and enjoy the thrill of competition in a positive, non-threatening environment. As a coach, you will set the standard for your team.

Below are a list of goals we would like each coach to achieve:

- **Foster a Positive Environment for Participants:** When you provide criticism, put something positive with it; match constructive criticism with positive reinforcement.
- **Make it Fun:** As a coach you must make it fun, but that does not mean there is no discipline or structure. Keep it fun while teaching the children that discipline is part of the game. These are children and this is a game, so keep it light, organized and above all FUN!
- **Develop Confidence in Every Player:** The best coaches develop players who believe they can achieve great things. Commend players for their effort and help them to realize that they are not going to succeed every time. If players are confident that their coach believes in them, they will play with more confidence and develop this valuable characteristic in life beyond the field of play.
- **The Three R's:** Teach your players The Three R's. RESPECT the game (including coaches and officials); RESPECT their teammates; and RESPECT the opponent. Without an opponent you have no game. Share this with parents and expect the same from them. They need to remember they are an example for their children. Yelling negatively at the official, the other team or their child does not show RESPECT. As the coach you are more of an example than their parents on the field. YOU MUST TEACH THIS BY EXAMPLE!

## Program Standards

### 1. Pre-K Programs for children 6 years old and under:

- a. Focus: Motor skill development, concentration on fundamentals with no offensive or defensive schematics and an introduction of team sports.
- b. Practice/Games: Limited to a maximum of one hour per day, two times a week.
- c. Scores/Standings: No scores or standings kept.
- d. Coaches: Permitted on the playing surface.
- e. Competitive/Tournament Play: Not recommended.

### 2. Clinic/Rec League Programs for children 7 and 8 years old:

- a. Focus: Skill development, concentration on fundamentals, basic concepts of rules and basic offensive or defensive schematics.
- b. Practice/Games: Limited to a maximum of one hour per day, three times a week.
- c. Scores/Standings: Encouraged not to keep.
- d. Coaches: Permitted on the playing surface.
- e. Competitive/Tournament Play: Not recommended.

### **3. Organizational Programs for children 9 and 10 years old:**

- a. Focus: Skill development, concentration on fundamentals, progressive introduction to simple offensive or defensive schematics and introduction of internal competition.
- b. Practice/Games: Limited to a maximum of one hour per day, three times a week.
- c. Scores/Standings: Kept but not emphasized.
- d. Coaches: Not permitted on the playing surface.
- e. Competitive/Tournament Play: Permitted but not emphasized.

### **4. Skill Enhancement Programs for children 11 years old and above:**

- a. Focus: Continue skill development, concentration on fundamentals with progressive introduction of offensive or defensive schematics and an introduction of more competitive play.
- b. Practice/Games: Limited to a maximum of 1.5 hours per day, three times a week.
- c. Scores/Standings: Kept but encouraged not to emphasize.
- d. Coaches: Not permitted on the playing surface.
- e. Competitive/Tournament Play: Permitted but not emphasized.

### **Participant Responsibilities**

Participation in youth sports can have a lasting effect on young athletes' lives. It is important that Orange Youth Sports fosters an environment that develops not only on field skills, but also builds character beyond the field of play. It is the goal of the department to provide the highest quality programs to ensure that a child's experience in youth sports is a positive one. It takes the cooperation of everyone, including the participant, to make this happen. Therefore Orange Youth Sports has established the following responsibilities for participants to adhere to to:

- Participants will show good sportsmanship before, during, and after activities and games.
- Participants should listen to their coaches and instructors, and be respectful of adults.
- Participants should take care of the equipment and facilities that are provided.
- Participants should refrain from actions that may put the safety of their peers at risk.
- Participants should not prioritize winning over sportsmanship and a positive experience.
- Participants will refrain from bullying.



### **National Alliance of Youth Sports, Youth Sport Participant Code of Ethics**

The National Alliance for Youth Sports (NAYS) educates, equips and empowers youth sports leaders, volunteers and parents so all children can enjoy the lifelong benefits of sports. NAYS, a nonprofit 501(c)(3) organization, partners with more than 3,000 community-based organizations and has trained more than four million adults since 1981. Sports participation is one of the greatest resources available for instilling valuable life skills in children. But only if it is safe and positive. NAYS develops training courses, membership tools, unique programs, guiding documents and many trusted resources to ensure quality youth sports experiences that are memorable for all the right reasons.

**I hereby pledge to be positive about my youth sports experiences and accept responsibility for my participation by following this Players' Code of Ethics pledge:**

- I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.
- I will attend every practice and game that I can, and will notify my coach if I cannot.
- I will expect to receive a fair and equal amount of playing time.
- I will do my very best to listen and learn from my coaches.
- I will treat my coaches, other players, officials and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly. I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun.
- I deserve to play in an environment that is free from drugs, tobacco and alcohol and expect adults to refrain from their use at all youth sports events.
- I will encourage my parents to be involved with my team in some capacity because it is important to me.
- I will do my very best in school.
- I will remember that sports participation is an opportunity to learn and have fun.

### **League Play**

League play is conducted in a variety of ways through Orange Youth Sports. Leagues are in collaboration with our neighboring communities and subject to the games schedules and rules set forth from a collaborative effort.

For programs Grades 3 and above, scores are kept and standings are tallied. Programs prior to this age do not keep official score, therefore they are not subject to standings.

### **Team Sizes**

Team sizes are established by the departments based upon standard roster sizes for each sport. Minimum sizes are done to reduce forfeited games and ensure players have reasonable breaks during play. Maximum sizes are set as well to ensure the ability to play a fair amount in each game and receive the proper amount of coaching. We will occasionally make exceptions to accommodate needs and circumstances that may arise as a result. The department will consult with the coaches if this is required.

### **Rosters**

Rosters for recreation teams are created by Orange Youth Sports staff. The rosters are designed to be fair and even. We will occasionally hold assessments and group practices prior to the season's start to gauge a player's abilities in effort to determine balanced teams. Assessments are NOT a required part of the program for participation. Team placement requests can be made at the time of registration. We limit the number to 2 (two) requests per participant. Requests may not be honored in the event "fair and even" teams cannot be met, or the requests may exceed the maximum number of players on each team.

Rosters will be completed following the completion of all of these guidelines. Rosters will be distributed to volunteer coaches only. Player rosters will include grade (or age), parent/guardian contact information (i.e adult name, phone and email), and special needs. Special needs are listed to ensure coaches are aware of any accommodations that need to be met to foster success on the field. The rosters will remain confidential, and the information is only to be handled by the coaches.

## **Confidentiality**

Along with rosters, coaches and instructors are given information on each child on the team. Information will include contact information and individual personal medical information. Please note that contact information is only to be used for communication about this program. The medical information or special needs of that child is only for your information to keep the child safe and help you to interact with that child. At the end of your season, please return all rosters to our program.

## **Team Schedule**

Team Schedules are decided by the commissioners of the league. Once the commissioner of the community creates the schedule and it's finalized, the commissioner will relay that schedule to us and we will get information out to coaches. It is the coaches responsibility to distribute that schedule to the players/parents on their team via email or in printed versions handed out at practice.

## **Extra Practices**

Practice times are initially set by Orange Youth Sports, based on availability of the facilities required for the sport. Initial practice times are listed during program registration. Coaches are welcome to schedule additional practices for their team that may be more convenient for the team once the season begins. To reserve a facility for such practices, coaches must contact the Orange Youth Sports Coordinator to check availability. All practices must be approved by the Orange School District, and if found to not be in compliance, practice times will return to the original listed times. Practices must be open to all players on the team.

## **Missing Games/Practices**

If coaches/instructors are ill and unable to attend a class, game or practice, he or she should inform the Youth Sports Department at 216-831-8601 ext 5548 / 5648 ASAP. If possible, please ask another parent to fill in for that game/practice. If an approved coach that is background checked cannot be found, the team may need to forfeit. If an employee of OCER is available, they may be able to supervise a substitute coach.

## **Appropriate Behavior for Youth Sports Participants**

We always reinforce being a great teammate and promote good sportsmanship. This can be by helping another player up, congratulating another player, and listening to coaches instructions. Coming in and bringing a positive and friendly attitude because we're all here to have fun and make new friends. In the event these standards are not met, and behavioral challenges arise, the following steps for discipline will be implemented:

### **If discipline is needed, please follow the procedures below:**

1. Call the child over and explain what the child is doing wrong. If possible, give an example of the correct behavior.
2. If the behavior continues, set the child in a five-minute time-out from participation in activities.
3. If the situation persists, fill out a behavior report and report the situation to Orange Youth Sports Staff.
4. In the case of repeated misbehavior or a serious offense, an additional discipline report must be filled out and turned into Orange Youth Sports Staff. The child's parents should be notified that a report has been written.
5. Any discipline beyond that will be determined by OCER and the coach on an individual basis.

## **Appropriate Behavioral Expectations & Guidelines:**

### **1. Pre-K (3-5 year olds):**

- a. Short attention span.
- b. May understand simple rules that are explained briefly and demonstrated.
- c. May or may not understand or remember: what lines mean on the field; what team they are on; what goal they are going for.
- d. Need praise often.
- e. Prefer "parallel play": will play on a team, but will not really engage with their teammates.
- f. Very individually oriented (me, mine, my).
- g. Development for boys and girls are quite similar.
- h. Physical coordination is limited. Eye-hand and eye-foot coordination is not developed.
- i. Love to run, jump, roll, hop, etc. Catching or throwing skills are not developed.
- j. Players may cry immediately when something is hurt. Some cry even when something is not hurt.
- k. Expect the need for bathroom breaks.
- l. Focus needs to be on fun.

### **2. K-2nd Grade (5-8 year olds):**

- a. Attention span is a bit longer than preschool players but still not at a "competitive" stage.
- b. Still very much always in motion.
- c. Give praises- children at this age are upset by negative comments.
- d. Still demonstrate lack of coordination.
- e. They will be able to follow 2 or 3 step instructions and are starting to play a "game".
- f. Beginning to pass the ball and recognize the importance of other team members.

### **3. 3rd-5th Grade (8-11 year olds):**

- a. Gross and small motor skills becoming more refined and reliable.
- b. Boys and girls begin to show different abilities.
- c. Ability to stay on task is lengthened.
- d. Greater diversity in playing ability and physical maturity.
- e. Beginning to develop tactics.
- f. Continued positive reinforcement needed.
- g. Explanations must be brief, concise, and mention "why".
- h. Peers are more of a factor.

### **4. 6th-8th Grade (11-14 year olds):**

- a. They begin to develop the abilities to sustain complex, coordinated skill sequences.
- b. Some of the players have reached puberty. Girls in general arrive earlier than boys.
- c. They spend more time with friends and less time with parents. Peer pressure is a factor.
- d. Players tend to be highly self-critical.
- e. Show them what can be done instead of telling them what not to do.
- f. Although they are more serious with their play, they are still mainly involved because it is fun.
- g. They are openly competitive.

## **Coach/Volunteer Responsibilities**

Read and review all league rules and paperwork pertaining to the season prior to the first scheduled day.

- Coaches/volunteers should arrive to practice at least 15 minutes early to set up and should not leave until every child has been picked up by a parent/guardian.
- Coaches/volunteers should communicate in a clear and timely manner. This includes passing on the game schedule, communicating when practices are and any changes to the schedules if they arrive.
- Coaches/volunteers should conduct parent/players meetings in the beginning of the season to introduce themselves and to set expectations for the season.
- Coaches/volunteers should distribute all materials provided by Orange Youth Sports in a timely manner.
- Return any paperwork distributed by the Recreation Department in a timely manner.
- Coaches/volunteers must explain discipline procedures for behavior that is detrimental to the team (missed practices, poor sportsmanship, failure to listen to rules, aggressive behavior, etc.)
- Coaches/volunteers should stress appropriate parental and player conduct during a game. Remind parents to be supportive and to set a positive example for the players.
- Coaches/volunteers inform parents about proper equipment: appropriate clothing, good fitting shoes and water.
- Coaches/volunteers should encourage parents to get involved at practice, keeping score, with snacks, etc.
- Coaches/volunteers should verify rosters, making sure all player information is correct; pass on any corrections to the Recreation Department.

## **Inappropriate Behavior by Coaches/Volunteers**

Coaches are expected to show enthusiasm, positive reinforcement and coaching the rules of the game. Coaches who are detrimental to the sport may be suspended for a limited time or permanently. Any discipline will be determined by the Orange Youth Sports Coordinator after reviewing the situation. Below are some issues that will lead to suspension:

1. Coaches/volunteers that reflect poorly on Orange Youth Sports/Orange School District.
2. Coaches/volunteers who do not abide by the rules and regulations of the league.
3. Coaches/volunteers who use profanity.
4. Coaches/volunteers who are argumentative or physical towards a player, parent or official. Any complaints about officials should be taken-up with Orange Youth Sports Staff and NOT with the officials before, during or after the game.
5. Coaches/volunteers who are under the influence of a controlled substance.
6. Coaches/volunteers who are removed from a game by an official will be suspended for up to the next two scheduled games their team plays. Officials do not need to issue a first warning before an ejection. An automatic ejection can occur, and a warning is a consideration, not a necessity.

## **Expected Behaviors/Responsibilities for Parents**

Please read over the tips from the link below. Please communicate these expected behaviors to parents prior to the start of the season: [Link to Tips for Parents](#)

## **Equipment**

Generally speaking, Orange Youth Sports will provide all coaches/instructors with:

1. A basic first aid kit
2. Rosters/emergency contact information
3. Forms for accidents/discipline
4. Team equipment such as bats, balls, bases, helmets, etc.
5. Shirts/hats/jerseys to distribute to participants on your team.

## **First Aid Kits**

Coaches/instructors will be provided with basic first aid supplies and ice packs that can be used if an injury occurs during practice or a game. Coaches/instructors are to check the kit prior to each practice or game to ensure all of the necessary supplies are available and/or reach out to the Orange Youth Sports staff if additional supplies are needed. Unused supplies must be returned at the end of the season or program.

## **Injury Prevention**

### **Stress the importance of warming up.**

Stretching is an important prevention technique that should become a habit for all athletes before starting an activity or sport. It's recommended that a mix of both static and dynamic stretching during warmups help loosen the muscles and prepare them for play. Toe touches and stretches, where you hold the position for a certain amount of time, are considered static, while jumping jacks and stretches, where the body continues to move during stretching, are considered dynamic.

### **7 Steps to a Warm-Up Routine**

To create a warm-up routine suitable for kids (or adults), consider a progression like this. However, note that you can customize your child's warm-up routine to suit their preferences and specific needs.

1. Start with slow and easy forward movements, selected from the list below.
2. Begin speeding up those same movements and adding some impact (such as jumping).
3. Add some angles or zig-zags.
4. Shift to a side-to-side movement pattern.
5. Include some dynamic stretches (stretching while in motion, such as walking lunges).
6. Perform static stretches after the muscles are warm.
7. Continue with skill games and drills related to your child's sport or activity.

### **Encourage healthy diets and rest.**

Athletes of all ages need to rest between practices, games and events. A lack of sleep and muscle fatigue predispose an athlete to injury. In fact, the most common injuries seen in young athletes are overuse injuries – too many sports and not enough rest. Along these same lines, parents should also plan an offseason for their athlete, giving him or her adequate time to recuperate before the next season. It's important for athletes to eat a well-balanced diet full of fruits, vegetables and lean proteins, and to maintain a regular eating schedule.

### **Emphasize hydration.**

Heat-related illness is a real concern for athletes, especially during hot and humid days. Parents should make sure their children have adequate water before, during and after play, and watch for any signs of a heat-related illness, including fatigue, nausea, vomiting, confusion or fainting.

### **Use the proper equipment.**

Protective equipment, like helmets, pads and shoes, are very important for injury prevention. Parents should talk with coaches before the season starts so that they have adequate time to properly outfit their child before practices begin.

## **Emphasize proper technique and guidelines.**

In every sport, there is a correct way and a wrong way of doing things. For example, football players should be taught the proper way to tackle an opponent to avoid a concussion, and baseball players should be taught the proper way to throw and follow the guidelines on how many throws to make in a day.

## **Nutrition**

Please see tips below to share with parents regarding game time nutrition:

### **Pre-Game snacks**

Grains, such as pasta or crackers, are best; choose whole-grain versions whenever possible. Choose fruit or low-fat protein options such as milk, turkey, or yogurt. But skip snacks with lots of sugar. Easy pre-game snack suggestions:

Whole-grain bread, crackers, tortillas, or pretzels

Cereal (as long as it's not high in sugar)

Enriched pasta or brown rice

Plain popcorn

Low-fat cheese, milk, yogurt, or pudding

Apples, bananas, pears, oranges

Carrots, sugar snap peas, cucumbers

### **Post Game Snacks**

If you're providing a team snack, find out if any children have allergies so you can avoid those dangerous foods. And resist the urge to one-up the last parent who brought in a snack. No one likes a post-game snack arms race, with bigger, junkier, more packaged items each week. Options:

Fresh fruit or applesauce

Fruit frozen into kabobs or pops

Dried fruit, including leathers or rolls made with 100% fruit

Granola bars, but watch out for high calorie, fat, and sugar content

Cookies (best choices are fig bars, oatmeal cookies, and animal crackers)

String cheese

Popcorn, pretzels, baked chips

Trail mix (with dried fruit instead of candy; beware nut allergies)

## **Basic First Aid Procedures**

Below are some common injuries that coaches may encounter along with some tips on how to handle:

### **Minor Cuts**

1. Examine the Injury

2. Clean the Wound

Wash your hands and apply a clean pair of disposable gloves. Clean the wound with lots of cool water. Make sure all dirt and debris are removed. Clean the area around the wound with mild soap and water, if available.

### 3. Stop the Bleeding

Cover the wound with gauze or a clean towel and press down with your palm. If the gauze soaks through, don't remove it. Put another layer of gauze on top. Keep up the pressure for a few minutes after the bleeding stops. Try to elevate the area where the wound is, such as the leg or arm.

### 4. Treat the Wound

If the wound is minor and unlikely to get dirty, let it heal in the open air. If the wound is likely to get dirty because it's on the hands or feet, put on a bandage.

### **Bruises**

Most bruises fade away within two weeks without treatment. Recommend that parents follow these steps to aid in the healing process:

- Rest and elevate the injured area to prevent swelling and relieve pain.
- Apply ice packs for the first 24 to 48 hours after injury. Wrap the ice pack in a towel and apply ice for no more than 15 minutes at a time. Repeat throughout the day.
- Apply a heating pad or warm compress to the injured area after two days. You can apply heat several times throughout the day.

### **Heat-Related Illnesses**

If children become dehydrated or overwhelmed in the heat, they are at risk for heat exhaustion and heat stroke. Here's how you can tell the difference.

*Heat exhaustion* occurs from excessive sweating, causing dehydration and for the core body temperature to rise. If this happens, move the child out of sunlight to a cool place, rehydrate with cool water, and use cold towels or ice packs to lower the child's body temperature.

*Heat stroke*: Sometimes called sun stroke, heat stroke is the most serious. It is when the body overheats to a point where it begins to shut down. If a child is confused or unresponsive, has a rapid pulse, or a temperature over 103 degrees, immediate medical treatment is needed.

### **Allergic Reactions/Insect Bites**

Please visit the following websites to learn more about what to do in the event of an allergic reaction (bee sting, food allergy, etc.):

About allergic reactions/symptoms: <https://www.epipen.com/en/what-is-anaphylaxis/what-causes-anaphylaxis>

How to administer emergency treatment: <https://www.epipen4schools.com/Members/Training/>

## **Seizures**

If a child, parent or spectator is having a seizure, he or she may cry out, fall, shake or jerk, and become unaware of what's going on around them. Here are things you can do to help someone who is having this type of seizure:

1. Ease the person to the floor.
2. Turn the person gently onto one side. This will help the person breathe.
3. Clear the area around the person of anything hard or sharp. This can prevent injury.
4. Put something soft and flat, like a folded jacket, under his or her head.
5. Remove eyeglasses.
6. Loosen ties or anything around the neck that may make it hard to breathe.
7. Time the seizure.
8. Call 911 if the seizure lasts longer than 5 minutes. Notify the parent and Youth Sports Coordinator immediately after the child is stabilized or treated.

## **Major Injuries**

In the case of a major injury, please call 9-1-1 and contact the child's parents and the Youth Sports Coordinator. Emergency contact numbers for each student are located on the detailed class roster.

For any major accident or incident in which a child goes to the hospital due to a concussion, broken bone, or ligament tear that occurs during a practice or game, an Incident Report must be completed. Please be detailed, complete and factual when completing the form. The Youth Sports Department must be informed of any accident immediately. The completed form needs to be turned in to the Orange Youth Sports Department the day the accident/incident occurs.

If the incident occurs on a weekend you must contact Orange Youth Sports staff immediately and fill out the Injury Accident Report given to you at the Coaches Meeting. You will be required to bring in the form the next office day and meet with Orange Youth Sports staff to go over the incident.

Children are permitted to return to the activity when a parent/guardian has brought back a note from a doctor stating that they are clear to return to their sports.

## **Accident/Injury Forms**

### **Link to Injury Accident Report:**

[https://drive.google.com/file/d/1dCce\\_noX8qYrpZJfTLOgiyQaRn1gfaBH/view?usp=sharing](https://drive.google.com/file/d/1dCce_noX8qYrpZJfTLOgiyQaRn1gfaBH/view?usp=sharing)

### **Link to Procedures for Completing Injury Accident Report:**

[https://drive.google.com/file/d/1dDNLJ4cDle62\\_9FqkC-vWYj\\_3jzlb9tK/view?usp=sharing](https://drive.google.com/file/d/1dDNLJ4cDle62_9FqkC-vWYj_3jzlb9tK/view?usp=sharing)

You should have on hand basic first aid supplies (OCER WILL PROVIDE A BASIC FIRST AID KIT) that can be used if an injury occurs during practice or a game. Should you need replacement supplies, please contact staff. If further attention is needed, contact EMS, parents and/or coordinator. Emergency contact numbers for each student are located on the detailed class roster.

## **Concussion Law/Training**

The State of Ohio has a concussion law related to youth sports. EVERYONE who is supervising, coaching or working with children will have to complete training on concussions. This is a law and is mandatory for all coaches. The training takes about 20 minutes to complete and is free, and the certification is good for 3 years. The directions for completing the training are listed below.

### **Steps to Completing Concussion Training:**

1. Visit <http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000> C
2. Click on "order now."
3. Fill out all the information needed to create a registration and select the sport you are coaching
4. Launch the course and answer the questions
5. When finished, close the course, go to the tab that says 'my certifications' and print out the cert that says that they have completed the program.
6. Once complete, coaches and instructors can print out the certification and either give a hard copy to OCER or e-mail it to [rtrhlin@orangecsd.org](mailto:rtrhlin@orangecsd.org).

## **Weather Emergencies**

Orange Youth Sports will make every effort to play all scheduled games and practices. However, for the safety of participants and the upkeep of the fields, there are times when practices and games will be cancelled. Orange Youth Sports will make the decision to cancel games based on the following conditions:

- Current status of the lightning detector
- Current weather status including rain and temperature
- The weather forecast for the immediate future
- Previous weather leading up to the event as it affects field conditions.

Please note that playing on wet fields can lead to destruction of the fields for future use. Playing games or practices on fields that have been cancelled will lead to a suspension of all other field permits.

Orange Youth Sports will make a decision about cancelling as soon as possible. Please note that at times these decisions will be last minute as we will make every attempt to play all scheduled practices and games.

Coaches will receive an e-mail or a text message when games are cancelled and it is the coach's responsibility to communicate the canceled practice or game to families. Whenever possible, make-up games will be scheduled.

### **Lightning Detector**

The Orange Campus has a Thor-guard lightning detector used for keeping children safe from a lightning strike. The lightning detector will sound with one long blast any time it detects lightning in the area. If it has gone off, the orange light will be flashing. There are 3 Thor-guards on campus: the top of the score booth by the stadium, on the roof of the high school by the outdoor pool and on top of the bathrooms by the Brady fields. The system will signal an all-clear with three short blasts. For any programs taking place outside - If at any time the lightning detector goes off on campus, you are to immediately move participants to the closest building or send everyone home. When the detector is going off, it is not safe to remain outside to wait it out.

## **Tornado Watch/Warning**

If your team or group is at the Pepper Pike Learning Center, Brady Middle School or Orange High School and you hear a tornado siren or see a watch/warning on your phone, take players into the hallway and away from glass. Have them line the hallway facing the wall, sit on their knees with their head down against the floor and put their hands on the back of their head to protect them from debris.

If you are out in a field, immediately find shelter inside a building or covered structure.

## **Emergency School Closing**

Anytime the Orange School District is closed – OCE&R is also closed. Please check the Orange Schools website or your local news for listings. In the event of a cancelled class, we will make every attempt to reschedule games/practices.

## **Important Orange School District Policies**

Please read and comply with the following policies listed below:

### **Anti Harrasment**

[Click Here for District Policy on Anti Harrasment](#)

Click on "POLICIES" in the upper right hand corner.

Type in "anti" in the search bar titled "search active policies."

Read through PO4362 and PO5517.

### **Child Abuse Prevention**

[Click Here for District Policy on Child Abuse](#)

Click on "POLICIES" in the upper right hand corner.

Type in "student abuse" in the search bar titled "search active policies."

Read through PO8462.

### **Bullying Prevention**

[Click Here for District Policy on Bullying](#)

Click on "POLICIES" in the upper right hand corner.

Type in "bullying" in the search bar titled "search active policies."

Read through PO5517.01.

### **Drug/Alcohol/Tobacco Prevention**

[Click Here for District Policy on Tobacco](#)

Click on "POLICIES" in the upper right hand corner.

Type in "tobacco" in the search bar titled "search active policies."

Read through PO5512 and PO7434.

[Click Here for District Policy on Drug & Alcohol Prevention](#)

Click on "POLICIES" in the upper right hand corner.

Type in "drug" in the search bar titled "search active policies."

Read through PO5530.

## **Inclusion/Children with Special Needs**

Orange Community Education & Recreation seeks to create and promote inclusion across all facilities, programs and classes that we offer. We welcome people of all ages and abilities to participate in any of our programs. Our goal is to ensure that all individuals have equitable access to the benefits of high-quality educational and recreational programs that foster social, emotional, physical and cognitive growth.

For those parents that would find it helpful, Orange Community Education & Recreation offers participants with special needs the opportunity to meet one-on-one (prior to participating in a program) to create an individualized Participant Accommodation Plan. The plan is not required to participate in any of our programs, however, it can help us identify what programs make a good fit and how we can help support the participant. Below, you will find a copy of our Participant Accommodation Plan, which provides some suggested strategies for modifying activities. For more information or assistance in working with children with special needs, please reach out to Kelly Borders at [kborders@orangecsd.org](mailto:kborders@orangecsd.org).

[Participant Accommodation Plan](#)

[Resource About Working with Athletes with Special Needs](#)

## **Background Checks**

Orange Community Education and Recreation and Orange City Schools make every effort to protect the children who participate in our programs, therefore, we require all volunteer coaches to undergo background checks. This background check ensures that the children who participate in Orange Youth Sport programs will be safe. The Orange School Athletics Department requires that all of their volunteer coaches receive a background check and we will also follow that protocol. In addition, the National Alliance for Youth Sports recommends background checks for all adults who are working with children. Background checks for coaches can be completed on the Orange City School Campus in about 15 minutes. Orange Youth Sports will pay for this to be done. To schedule an appointment, volunteers must call 216-831-8601 and ask to speak with Louise Faltisco. A current Driver's License and Social Security number is needed to complete this process. If volunteers have a documented BCI and FBI background check that has been completed within the past year, they can provide that documentation to us. Volunteer coaches are not allowed to supervise children until this background check has been completed.

## **Mandatory Coach Trainings:**

Please visit all 3 websites to complete training on the following topics: NAYS- Coaching Youth Sports, NAYS (Sport Specific Training), Youth Concussion Law, and Lindsay's Law.

### **1. NAYS Website (General Coach's Training):**

<https://www.nays.org/nyscaonline/login.cfm>

Click on "Online Training" under the red tab titled "Coach"

### **2. Concussion Training:**

<https://nfhslearn.com/courses?searchText=Concussion>

Click on "Concussion in Sports" elective course.

Print the certificate of completion at the end and return to the Youth Sports Office (e-mail or in person).

### **3. Lindsay's Law Training:**

Visit <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/lindsays-law/lindsays-law>

After scrolling down to the section titled "for coaches," click on "Required Video" (link is also below):

[https://www.youtube.com/watch?v=h3teQ3e\\_hoQ](https://www.youtube.com/watch?v=h3teQ3e_hoQ)



**Acknowledgement Statements:** Please read, sign and return to the Orange Youth Sports office prior to the start of the season.

### **1. NAYS Code of Ethics for Coaches**

I hereby pledge to live up to my certification as a NAYS Coach by following the NAYS Code of Ethics for Coaches:

- I will place the emotional and physical well being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I promise to review and practice basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will not cheat or engage in any form of unethical behavior that violates league rules.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for all of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.

### **2. Zero Tolerance Statement on Bullying, Child Abuse & Violence**

OCER does not tolerate bullying of any kind. Please remind children at the start of the program (and whenever necessary) that ALL of the children are there to have fun, and that bullying behavior will not be tolerated under ANY circumstances.

As a coach, you will need to encourage the children to create a team. If possible, encourage children to resolve their differences without involving their parents.

If discipline is needed, please follow the procedures below:

1. Call the child over and explain what the child is doing wrong. If possible, give an example of the correct behavior.
2. Set the child in a five-minute time-out from participation in activities.
3. If the situation persists, fill out a behavior report (located in the coaches folder) and report the situation to Orange Youth Sports Staff.
4. In the case of repeated misbehavior or a serious offense, a second behavior report must be filled out and turned into Orange Youth Sports Staff. The child's parents should be notified that a report has been written.
5. Any discipline beyond that will be determined by OCER and the coach on an individual basis.

### 3. Statement on Positive Sportsmanship

Sportsmanship is more than just being nice to others. There are a few main qualities that contribute to sportsmanlike behavior:

- a. Be supportive. If you're losing, it's best not to take your disappointment out on your teammates. Being a team player is essential during team sports, where support can mean everything. In a game, players are doing their best, and everyone wants to win. People are more productive and efficient with positive reinforcement, and a few words of encouragement or high-fives can sometimes be all someone needs to get their head back into the game.
- b. Have a positive attitude. Having a negative attitude about the game can bring down the whole team, making competition less fun for everyone. Childish or inappropriate behavior can dampen the spirit of the game and make players seem immature. Positivity is an important trait, especially when playing team sports.
- c. Be respectful. Whether you win or lose, it's essential to show respect to others. Avoid being passive-aggressive or insulting your peers over their gameplay. Even if you suspect someone of cheating, (which may not necessarily be the case), hurling harsh words at your opponents or teammates can damage your reputation, and the respect others have for you. Whining about calls or arguing with umpires also demonstrates unsportsmanlike conduct. Some people, however, consider trash talk part of the game and have a higher tolerance for it than others—but a general rule of thumb is that as long as it doesn't cross into personal boundaries, trash talk can be a fun way to amp up the spirit of the game.
- d. Be willing to learn. If you end up losing, rather than take it out on the opposition, try to learn from your mistakes. For instance, if you make a lot of forced errors during a tennis match, practice returning the balls that made you struggle the most. If you hit a lot of your backhands into the net instead of down the line winners, work on that technique to increase your chances of future success.
- e. Practice self-control. Games can get emotional, but players should always make a conscious effort to control their emotions and focus on the game. Damaging sporting equipment or playing surfaces is a surefire way to be a bad sport, and can also embarrass your teammates.

### 4. Lindsay's Law Acknowledgement

I have read and understand Lindsay's Law regarding Sudden Cardiac Arrest.

### 5. Orange School District Policies Acknowledgement

I have read and understand policies PO 4362, 5512, 5517, 5517.01, 5530, 7434, and 8462.

Coach Signature: \_\_\_\_\_

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

# Coach Evaluation

Please rate your overall experience with your child's coach this season. 1=highly unsatisfied, 5=highly satisfied

1. My coach created a positive experience this season.

1 2 3 4 5

2. My coach communicated effectively throughout the season.

1 2 3 4 5

3. My coach was engaged and showed knowledge about the sport.

1 2 3 4 5

4. My coach ensured that every player got equal playing time.

1 2 3 4 5

5. My coach was always on-time and ready to coach.

1 2 3 4 5

6. I would like to have this coach again in the future.

1 2 3 4 5

7. Please write any other comments about your experience below: