



Coaches Handbook

Introduction

This handbook is the governing document for all Saco Parks and Recreation sports programming. It has been created by the Saco Parks and Recreation Director & Asst. Director of Recreation Youth Programs & Facilities and will be reviewed and revised annually. Revisions are based largely on recommendations made by coaches and the Saco Recreation Advisory Board upon review of the effectiveness of current procedures.

All coaches in any Saco Parks & Recreation program are to required read this handbook carefully and abide by the contents including annual revisions.

Philosophy

All Saco Parks & Recreation programs are meant to be an introduction to sports for our participants. The emphasis in our programing should be education, sportsmanship and above all fun. Participants should be empowered to do their best while learning.

Inclement Weather/Cancellations

Saco Parks and Recreation Asst. Director of Recreation Youth, Adult Sports and Facilities will make the determination of canceling practices and/or games due to inclement weather. In the event of cancellation, the designated programmer for each program will email all involved with the update. As soon as determined, cancellations will also be posted on the Saco Parks and Recreation Website, www.sacorec.com.

Coach Expectations

Saco Parks & Recreation has set forth the following Expectations and Responsibilities for our Coaches to follow:

Coach Expectation

- Every Coach is required to fill out a Coaches Handbook Acknowledgement form and return it to the designated programmer before the start date of the program they wish to Coach in. The form is located at the end of this packet.
- **Two and two rule:** Two adults and two kids. NEVER be alone with a child. If a child's parent is late picking them up, ask another parent to stay with you until they arrive.
- Appropriate coach/instructor attire must be worn for the activity. Dress like the professional you are. Saco Parks & Recreation will provide you with a coach or volunteer shirt.
- It is expected that all Coaches will be free from drugs, tobacco, and alcohol, and will refrain from their use at all youth events and program
- Coaches are allowed to coach their own child.

Coach Duties and Responsibilities

Coaches must understand they have an incredible influence, both good or bad, on kids. The emphasis of the Saco Parks & Recreation Department is fun, skill development, and good sportsmanship. The Coach is expected to provide an atmosphere in which everyone is treated in a fair and equitable manner. The Coach must be aware of all safety issues and hazards associated with the program and devote full effort in providing an atmosphere where participants are physically and emotionally safe.

Coach Code of Ethics

I hereby pledge to live up to the National Youth Sports Coaches Association-Codes of Ethics:

- 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 will promise to review and practice the 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 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 acknowledge 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 each 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.

Coach/instructor/Volunteer/Parent Communication

Coaches shall not communicate with players/participants under 18 by social media, text messages, or other forms of electronic communications. All parent/guardian communication should be done via phone, email, text, or in person.

Safety/Injury

The Coach must be cognizant of safety issues and hazards associated with sports and communicate these concerns to participants, and provide an atmosphere where participants are physically and emotionally safe.

The Coach will treat minor injuries if qualified. Any major or life threatening injury or accident that may occur on the playing field or at the facility, during scheduled game/practice/event times will be handled as follows:

911 will be called immediately.

Parent/Guardian will be

contacted.

Based on the professional decision of the EMT unit, the participant may be transported to the closest medical facility for immediate care.

If medical transportation is required, the charges incurred (if applicable) will be billed to the parents/guardians and/or parents/guardians' insurance policy. It is prohibited to transport a participant in a personal vehicle (unless a parent is transporting).

General Illness

In an effort to keep everyone as healthy as possible:

- If a child has been sick with a fever please do not let them return to practice/game/program until they have been fever free for 24 hours.
- If a child stayed home from school for the day due to illness, please do not let them attend practice/game/program that day.

Facility and Equipment Safety**Hydration**

Coaches are responsible for providing breaks to drink water during practices and games.

First Aid

Each Coach is responsible for reading the Registration forms to check for medical concerns and for keeping the information with them and private.

Each Coach is responsible for knowing basic first aid and safety procedures. Coaches without this knowledge should seek assistance in obtaining a basic manual to read or review. (SPR will provide links to basic training videos\hand outs)

First aid kits are located at each facility we use.

Accidents/Injury must be reported within 24 hours to the Program Coordinator using the Accident/Injury report which will be supplied by Saco Parks and Recreation & available at www.sacorec.com

Policy and Procedure on Concussion and Head Injury

Saco Parks & Recreation has instituted the following policy with the intent to reduce the potentially serious health risks associated with sports related concussions and head injuries.

POLICY: It is policy of Saco Parks & Recreation to educate coaches of the signs, symptoms or behaviors consistent with sports induced concussions and the requirement that participants, under the age of 18, suspected of a concussion or head injury are required to be removed from the activity, must seek medical attention and then follow the proper procedures for return to play.

DEFINITION: A concussion is a type of traumatic brain injury that is caused by a blow to the head or body that jars or shakes the brain inside the skull. It is important to note that an athlete does not have to lose consciousness to have suffered a concussion.

PROCEDURE:

1. Distribution of Policy

Coaches and assistant coaches associated with sport/activity should become familiar with and have access to a copy of Saco Parks & Recreation and Head Injury Policy.

Coaches and assistant coaches are required to complete the NFHS Learn | Interscholastic Education, Made Easy [Concussion in Sports Course](#) Concussion training prior to holding any practices or games. This online course will be sent to each coach individually and can be completed at the Coaches convenience and Certification must be provided on an annual basis to the Asst Director of Recreation Youth, Adult Sports and facilities.

2. Suspected Concussion Procedures

SPR Concussion & Head injury policy:

Any participant exhibiting the signs, symptoms or behaviors associated with a concussion or head injury:

- (1) must be immediately removed from the activity**
- (2) may not again participate in any activity until cleared by an appropriate health care professional. REMEMBER: WHEN IN DOUBT SIT THEM OUT!**

Coaches must be aware any athlete who experience one or more of the signs or symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or "feeling down"

The injured participant may not be cleared for practice or competition the same day that the sign, symptom or behavior associated with a concussion or head injury was observed.

The injured participant's parent or guardian should be immediately notified of the suspected concussion or head injury so that they can be evaluated by an appropriate health-care professional.

An Accident/Injury Report must be completed and submitted to the Saco Parks & Recreation Asst. Director within 24 hours following the incident. Completed forms can be found at www.sacorec.com and may be submitted via email to sbrown@sacomaine.org

The parent or guardian of a participant who is suspected of a concussion or head injury must submit written medical clearance from an appropriate health-care professional to a SPR Staff member prior to returning to any activity. Players will not be allowed to participate until this document is produced.

Youth Abuse Prevention Policy & Procedures

Saco Parks & Recreation considers the safety and well-being of the youth in our programs a top priority. We prohibit abuse and aim to proactively address reports of this type of conduct. We want to hear about problems or concerns, and we will act on them in a fair way in accordance with our policies. Suspected abuse will be reported to the proper law enforcement agencies.

Prohibited Behavior -

Use of degrading language or behavior. Coaches are also responsible for stopping disrespectful behavior between team members, including sexual harassment.

Threatening or intentionally inflicting physical injury upon anyone, especially a minor. Coaches are also responsible for stopping threatening behavior by players.

Committing any sexual offense against a minor or engaging in any sexual contact with a minor.

Making any sexual advance, or engaging in other verbal, or physical conduct of a sexual nature with a minor.

Non-related one-adult/one-child interaction except in an emergency where following this policy would be dangerous to the child. In an emergency situation, the coach or volunteer must contact a representative to inform them of this contact and the reason for it.

Reporting of Suspected Child Sexual Abuse – The Asst. Director of Recreation Youth, Adult Sports and Facilities is the designated contact for all Coaches to receive reports of sexual abuse or other inappropriate conduct. They will promptly notify the proper law enforcement agencies.

All coaches, volunteers, parents and program participants are directed to report any incident of abuse or suspected abuse that they witness or that is reported to them to the Asst. Director of Recreation Youth, Adult Sports and Facilities. Note: This does not preclude individuals from reporting abuse or suspected abuse to the proper law enforcement authorities.

Should a suspected incidence of abuse be reported, the Coach/volunteer in question may be temporarily suspended from duties while an investigation takes place. Saco Parks & Recreation, when appropriate, shall communicate reports of child sexual abuse to the proper authorities. The confidentiality of individuals making reports will be protected.

Coaches Handbook Acknowledgement

All Volunteer Coaches are required to return this acknowledgement to the Asst. Director of Recreation Youth, Adult Sports and Facilities prior to the start of the sporting season. Additionally, Coaches are required to provide copies of certifications for concussion trainings:

Concussion Training; completed: _____

By my signature below, I acknowledge that I have read, understood and agreed to the policies and procedures outlined by Saco Parks & Recreation in this Coaches Handbook. Those policies and procedures include:

- Coach Expectations
- Coach/Instructor/Volunteer/Parent Communication
- Concussion/Safety Policy
- Child Abuse Policy
- NYSCA Coach Code of Ethics

Coaches Name: _____ Date _____

Coaches Signature: _____ Date _____

SPR Programmer: _____ Date _____

HRC Use Only:

Ensure the following documentation is on file and documented appropriately for each Coach

- ☐ Concussion
- ☐ Coach Handbook Acknowledgement

By (SPR staff): _____ *Date:* _____