



Youth Sports

Coach Manual

Contacts

Jessica Sampson, Athletic Coordinator jessica@sistersrecreation.com 541-549-2091(o)

Julia Conrad, Program Supervisor julia@sistersrecreation.com 541-549-2091(o)

There are 4 Roles in Sports

- **The Athlete:** Participant in a sport, exercise, or game. Can demonstrate good sportsmanship, follows instruction, and participates with a positive attitude. This is done while respecting coaches, officials, other athletes, and their parents.
- **The Spectator:** Plays a supporting role at games and practices. Cheers on athletes and the team, shows good sportsmanship to athletes, coaches, and officials.
- **The Coach:** Teaches character and skills by motivating players with a positive approach. Makes the best judgment call on each player's participation while respecting athletes, officials, and parents.
- **The Official:** Makes sure the rules of the game are being followed. Enforces rules and judgment calls to protect all players. Ensures that respect for all is abided by.

There are only four roles in every athletic event. Before, during, and after you must realize you can only be one of these.

You can only be one!

SPRD Mission Statement

The Sisters Park & Recreation District will provide Sisters Country with exceptional recreation opportunities that enhance the livability of our community.

Sisters School District Athletic Mission

To teach, compete with honor and dignity, serve community, and pursue excellence

Coaching to do list:

- Attend the Coaches Orientation Meeting.
- Complete the following: [volunteer application](#), [criminal background check](#), sign Code of Conduct Bullying Policy and Coach's Agreement
- Complete the safe Mandatory Reporting Training (**REQUIRED once**):
 - Watch the [Mandatory Reporting video](#) and return your completed questionnaire (*25 minutes*).
 - https://www.oregon.gov/DHS/abuse/pages/mandatory_report.aspx
- Complete a Concussion Training course or provide a current one (**REQUIRED every year**): <https://nfhslearn.com/courses/61151/concussion-in-sports>
- Complete the Heat Illness Prevention course (**REQUIRED every two years**): <https://nfhslearn.com/courses/heat-illness-prevention-2>
- Complete the 3D Coaching Essentials course (**REQUIRED once**):
 1. Go to www.3dinstitute.com/essentials
 2. Click the yellow "Add to Cart" button
 3. Before you click the "Proceed to checkout" button:
 - Validate that you have the right "Pre-Paid" version of the course in your cart (\$0.00)
 - Add additional companion resources to the cart (optional)
 4. Click "Proceed to checkout"
 5. Fill out your information and apply this Pre-Paid Registration Code: SPRD-ZPV7
 6. Click "Place Order"
 7. Roll over "My Account" on the menu and select "My Courses" from the dropdown
 8. Select the name of the course you enrolled in and begin your 3D journey!
- **STRONGLY RECOMMENDED:** CPR First Aid Certification, and Blood Borne Pathogens Certification.
- Schedule a parent meeting.
- Communicate with parents. Examples include practice times and location, game schedule, coaches and districts philosophy, and other necessary information.

- Set up a coaching app that you will use for communication with parents. Remind and Team Snap are commonly used apps that parents will most likely be familiar with.
- Have fun!!!!

Football Coaches

- Complete the Blocking and Defeating Blocks, Shoulder Tackling & Equipment Fitting training (**REQUIRED every two years**): <https://nfhslearn.com/courses/61136/blocking-and-defeating-blocks-shoulder-tackling-equipment-fitting>

General Information

Participation:

Coaches are required to keep playing time of players as fair and equal as possible. Players, who consistently miss practice and/or have any discipline problems, may have their game time reduced. It is expected that coaches communicate with all players prior to any disciplinary action.

Equipment and Uniforms:

- Team uniforms or t-shirts will be provided for all participants.
- Basketball jerseys will be loaned out on a contractual basis. If a student fails to return the gear, then the family will be billed for the value of the gear.
- Athletes will be able to keep soccer and football jerseys.
- Only participants with proper equipment will be able to participate.
- Each coach will be provided with all necessary equipment to use only during the appropriate season. **This equipment will be loaned out on a contractual basis and must be returned one week after the season ends.**

Game Transportation:

Sisters Park & Recreation District K-8th athletic programs do not provide transportation. Please plan accordingly.

League Standings and Scoring:

League standings will not be kept with any youth sports program. Score will be kept along with fouls, penalties, time-outs and game time unless otherwise stated in league rules. Please keep in mind that the intent of youth sports programs is to develop playing and social skills. Our focus is on the effort of each athlete and the overall team, not winning.

Coaching Responsibilities:

As a volunteer with SPRD, you are a representative of the district. It is expected that you follow all expectations set forth and that you always present yourself and the district in a positive and professional manner. Failure to do so could result in the termination of your volunteer position.

Logging Volunteer Hours:

You will be provided with a volunteer hours log. Please make sure to document all your volunteer hours during the season. This log will be collected by the Program Supervisor at the end of the season.

Negligence:

As a youth leader or coach, you are responsible for the care and well-being of those participating under your guidance. Recent court decisions have added to the definition of negligence such as “failure to warn” and “failure to instruct”. Not teaching youth baseball players how to slide into a pegged base is a common example of how failure to adequately instruct could lead to ankle injury and successful lawsuit. The first question in such a case would be, “did the coach

instruct the players how to slide into a pegged base?" The second questions would be, "did the coach let athletes know they were playing on a field with pegged bases?" See the Program Supervisor for common safety concerns for the sport you are coaching.

Safety:

- Participant Safety – During program hours, it is the responsibility of the designated coach to remind participants of their own safety, and to be aware of situations that might be a potential safety threat.
- Facility Safety – Coaches are responsible for alerting Sisters Park & Recreation District of any unsafe equipment or facility issues.
- A coach must be present when the first participant arrives and until last participant departs.
- Coaches should never in any circumstance drive an athlete in their own vehicle.
- Coaches should always avoid being left along with one player. If a player is the last to be pick up, remain in plane site of others member of the general public if possible.

Concussions:

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, jolt to the head, or by a blow from another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If a player on your team reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms of a concussion may include:

- "Seeing stars" and feeling dazed, dizzy, or lightheaded
- Memory loss, such as trouble remembering things that happened right before and after the injury
- Nausea or vomiting
- Headaches
- Blurred vision and sensitivity to light
- Slurred speech or saying things that don't make sense
- Difficulty concentrating, thinking, or making decisions
- Difficulty with coordination or balance (such as being unable to catch a ball or other easy tasks)
- Feeling anxious or irritable for no apparent reason
- Feeling overly tired

How can a coach help their athlete prevent a concussion?

Every sport is different, but there are steps your athletes can take to protect themselves from concussion.

- Ensure that they follow your rules for safety and the rules of the sports.
- Always encourage them to practice good sportsmanship.
- Make sure they wear the right protective equipment for their activity (helmets, padding, shin guards, eye and mouth guards). Protective equipment should fit properly be well maintained and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

What should a Coach do if their athlete has a concussion?

- Talk with the parents and have them seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for their child to return to sports. Listen to the parents and their concerns about concussion or head injuries.
- Keep the athlete out of play. Concussions take time to heal. Don't let your athlete return to play until a health care professional trained in the evaluation and management of concussions has checked out the athlete and has received written clearance to return. Children, who return to play too soon, while the brain is still healing, risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
- Keep information about any recent concussion in ANY sport or activity. You may know about a concussion your athlete received in another sport or activity unless you are told by the parents.

Mandatory Reporter:

As a coach, you are required to report any abuse or neglect an individual may be reasonably suspected to be undergoing. Whether you are on duty coaching your team or off duty, you are expected to report any abuse or neglect immediately. There is a wide range what is considered abuse or neglect. Common examples can include, but are not limited to, physical abuse which may be apparent with bruises or cuts, emotional abuse, financial abuse, sexual abuse, or neglect from lack of care. To ensure you are aware of your capacity as a mandatory reporter, it is expected you will have watched the following video and answer SPRDs questionnaire. If you have a suspected case of child abuse or neglect, call the executive director immediately to determine next steps.

Accident/Incident Reports:

Accident forms are to be filled out whenever there is an accident during one of Sisters Park & Recreation District's programs. This includes any type of injury, both major and minor. Make sure that each section is filled out completely with as much detail as possible. Accident reports should be turned into the recreation coordinator within 24 hours of the accident. If you have to call the fire department or 911, you must contact the executive director immediately to notify them of the incident.

Alcohol and Smoking:

Coaches are not allowed to drink alcoholic beverages or smoke while working at a SPRD facility or with a SPRD program. We also do not allow references to use drugs, alcohol or tobacco while in the role of coach. Please remember you are setting an example for our community's youth. If at any time a coach is arrested or cited for illegal use of drugs or alcohol they will be removed as a coach until all investigations are completed, at which time and based on outcome a decision will be made to reinstate or permanently remove this person from their coaching position.

Awards and End of Season Parties:

End of season parties are strongly encouraged by SPRD but are the responsibility of each individual team coach. SPRD will provide participation certificates if requested by coaches.

Guidance and Discipline

It is sometimes necessary to deal with disruptive behavior as a coach. Here are some helpful tools to use that will provide youth with some guidelines. It is important to note that most discipline problems can be eliminated through creative leading.

- Create the right team culture: nothing is more important in creating the right team culture than caring about your players, caring based on kindness but also firmness.
- Develop team rules: describe specific behaviors (talking while others talking, etc.), state rules in positive terms, specific & clear, should serve players highlighting what is expected of players.
- Create team routines: players are more likely to misbehave when they don't know what to do...transition from one activity to another, etc. Outlining for the team what practice will look like at the beginning of every practice can be a helpful tool to prepare players.
- Conduct exciting practices: players who are bored will make their own entertainment! If enjoying practice, they are far less inclined to misbehave-replace drills with games, thought out practice plans, teach skills using progressions, consider the intensity of the practice. Need ideas? Talk to the recreation coordinator. Catch them doing good: by recognizing and rewarding appropriate behavior, you reinforce these behaviors and reinforced behaviors are more likely to occur. So, look less for mistakes and look a lot harder for good performance and appropriate behavior!

Keep the following in mind:

- Reward performance, not the outcome
- Reward for effort, not actual outcome
- Reward little successes on the way toward reaching larger goals
- Reward the learning and performance of life skills as well as sport skills!

Under no circumstances should a player be made to do excessive physical activity or experience any excessive physical form of consequence. Thus, the following may be considered corporeal punishment and are against the law (excessive amount of running laps, pushups, sprints, withholding water/snack, etc.).

Some tips to remember:

- Remain calm
- Think beyond your reactions or actions
- Discipline the behavior, not the child (Does the consequence match the poor behavior?)
- Be consistent with the consequences
- Keep reprimands private
- Document your conversations
- Communicate any concerns with recreation coordinator within 24 hours

If there is a chronic discipline problem:

1. Discuss it with the child on their level (eye-to-eye and verbally).
2. Give a warning. Explain the consequences of their actions if they persist.
3. Discuss the problem with the parent. Ask the parent for recommendations to solve the problem.
4. If the problem is serious and persists, discuss it with the executive director and a meeting may be scheduled with all involved parties.

Finally, a child may be suspended from the program. Suspending a child will be the last resort. This decision will ultimately be made by the executive director after a full evaluation of the situation.

Parent Interactions

Coaching is an exciting and rewarding experience. However, you may experience difficulty with a parent at some time. The most crucial element in working with parents is ongoing communication. Work a weekly email or phone tree that keeps people in the loop for communication. Some typical complaints by parents may include more playing time for their child or questioning your judgment during the season. Remember that as a parent we often question the judgment of coaches, because we are simply looking out for our child. Here are some tips to use when working with parents.

- Have a parent meeting prior to the season beginning to discuss your plans for the season.
 - Review the Parent Handout in detail
- Have all practice locations and times printed up so you can pass it out to all parents.
- Be appreciative of their interest and concern.
- Listen to all their ideas and feelings and encourage their involvement.
- Handle any confrontation on a one-on-one level, not in a crowd.
- Resist unfair pressure. You are the coach and it's your responsibility to follow all of SPRD policies.
- Be fair. If you treat participants equally you will gain the respect of parents.
- Obey the 48-hour policy.
- Do not give out your cell phone or email address to parents. All communication should be in person or through a team management app.

A Word About Winning

To create the most valuable experience for young athletes, adults should help them understand that there is more to benefit from sports than just a winning and losing record. If children leave your team enjoying their relationship with you and their teammates, feeling better about themselves, having improved their skills, and looking forward to future participation, you have accomplished something far more important than a winning record or a league championship.

Policy on Harassment, Intimidation and Bullying

The Sisters Park & Recreation District is committed to a safe environment free from harassment, intimidation or bullying for all participants, employees, volunteers, and patrons. Harassment, intimidation or bullying means any intentional written, verbal, or physical act; when such act:

- physically harms a participant or damages the participant’s property; or
- has the effect of substantially interfering with an individual’s participation; or
- is severe, persistent, or pervasive such that it creates an intimidating or threatening learning/recreational environment; or
- has the effect of substantially disrupting the orderly operation of the program and/or the district?

Harassment, intimidation, or bullying can take many forms including slurs, rumors, jokes, innuendo, demeaning comments, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and mediate the impact on victims. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes a violation of this policy.

Any violation of this policy should be immediately brought to the attention of the coach and recreation coordinator. If not resolved by the coach or recreation coordinator to the satisfaction of the complainant a formal written complaint to the executive director should result. If the executive director fails to resolve the issue to the satisfaction of the complainant, the matter must be referred to the board of directors. This will normally result in a meeting that includes the complainant, the executive director, and one or two board members.

The district will investigate all complaints and, if warranted, will develop an approved conduct plan for the perpetrator. The perpetrator will be required to agree to the conduct plan as evidenced by signature. A minor child will be required to have a parent or guardian participate in this process.

The district reserves the right to immediately remove any perpetrator from participation in district activities and programs without recourse if the safety and well-being of others is at issue.

Signature:

Print:

Date:

I hereby pledge to live up to my certification as a coach and will uphold to the
SPRD coach's code of conduct.

1. I will place the emotional and physical well-being of my students ahead of my personal desires.
2. I will treat each student as an individual, remembering the large range of emotional and physical development for the same age group.
3. I will do my best to provide a safe situation for my students.
4. I will promise to complete all required training for coaching.
5. I will always organize practices/classes that are fun and challenging for all my students.
6. I will refrain from ever using inappropriate physical contact with a child or student.
7. I will lead by example in demonstrating fair play and sportsmanship to all my students.
8. 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.
9. I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
10. I will use those coaching techniques appropriate for each of the skills that I teach.
11. I will remember that I am a youth teacher, and that the program is for children and not adults.

Signature:

Print:

Date:

Youth Sports Program -Parent Handout

Get Involved: Youth sports cannot exist without the support and involvement of parents and community members. If you would like to act as a coach, team parent, official, or other supporting member, please contact the SPRD Program Supervisor. We would love to include you in our program!

Role of Parents in Youth Sports: Parents are vital to the success of any youth sports program. Your role is to become familiar with our program expectations and to understand the importance of your roles as a youth sports parent. Be sure to get your child to practice and games on time. Ensure you meet the coach and lend your support to them by offering to help with various aspects of the team. You should cheer for good efforts by all players and give praise often. Show respect for the officials, administrators, and coaches by always showing good sportsmanship.

Role of Coach in Youth Sports: The youth coach has a very important and serious role. They are looked upon as a mentor, authority figure, and expert in the sport played by your child. The coach is an extension of the district and should support the philosophy and goals of the program. The coach's role is to teach sport specific skills, teach the concept of teamwork, and encourage all players to participate fully and have fun.

Program Goals: The youth sports programs offer an opportunity for kids in our community to learn and enhance skills, interact with other youth, and have fun!

Providing Positive Reinforcement: Children thrive under positive reinforcement. The best thing parents can do to ensure a fun and enjoyable sports experience is to praise their child's efforts, point out the positive, and keep criticism to a minimum. The attitude displayed by you will go a long way towards how your child feels about their participation in youth sports.

Role Modeling: All parents are role models to their children, and they generally learn to act by watching adults (in particular, parents). By showing support for the coach, the program, the officials, and by displaying a positive attitude, your child will learn to act the same way. The attitude shown by parents at games towards their child, the opposing team, the officials, and the coach influence the child's values and behavior in sports.

Expected Parent Behavior: Parents are always expected to abide by the highest standards of sportsmanship. Cheering for and encouraging players to do their best and making encouraging comments to players is desired and acceptable. A negative comment about players, coaches, officials or administrators is not acceptable and will not be tolerated under any circumstance. If this occurs the following actions will take place:

- *1st Offense:* Warning
- *2nd Offense:* One to two-week suspension from all Sisters Park & Recreation activities (depends on the severity).
- *3rd Offense:* Season suspension or possible year suspension from **ALL** Sisters Park & Recreation District activities (depends on the severity).

Communication Policy: If you have a concern regarding your child, the coach, or our program you must wait 48 hours before contacting the executive director to discuss this concern. You are not to confront your coach during or after any game or practice.

Substance Abuse: Drugs and alcoholic beverages are not permitted at any youth practices, games, or on school property. Any player or coach found guilty of substance abuse will be dismissed from the program. Parents/spectators who consume drugs or alcohol prior to attending youth games will not be allowed on the premises. You will be asked to leave, and the proper authorities will be notified. Coaches, players, and parents are asked to refrain from smoking at youth practices or games.



PLAYER CODE OF CONDUCT

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

I hereby pledge to be positive about my youth sports experience and accept responsibility for my participation by following this Players' Code of Conduct.

- Have fun!
- Be a good sport (win or lose); Be honest, fair and always show good sportsmanship to all coaches, players, officials, parents and fans by demonstrating good sportsmanship at every game and practice.
- Learn the value of commitment to the team. I will attend every practice and game that I can, and will notify my coach if I cannot.
- Put personal goals aside for the betterment of the team. Genuinely care about the success of your teammates.
- Show courtesy and respect to teammates, opponents and coaches.
- Realize that athletic contests, including practice sessions, are educational experiences and opportunities.
- I will not engage in unsportsmanlike conduct.
- I will not engage in disrespectful behavior.
- I will treat everyone, including coaches, parents, players and officials, with respect, regardless of race, creed, color, nationality or gender.

By registering here, I hereby give my pledge that I will follow the above Code of Conduct.

Player signature

Date



PARENT CODE OF CONDUCT

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

- I will encourage good citizenship and sportsmanship by demonstrating positive support for all participants, instructors, players, coaches, and officials at every game, practice, or other youth sports or enrichment event.
- I will not disrespect or undermine the direction of the coaches, instructors, referees, or SPRD staff. If I disagree I will schedule a face-to-face meeting to share concerns in a respectful manner.
- I will place the emotional and physical well-being of my child ahead of my personal desires.
- I will insist that my child play and learn in a safe and healthy environment.
- I will support instructors, coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol, and will refrain from their use at all events.
- I will ask my child to treat all instructors, participants, coaches, fans, and officials with respect, regardless of race, sex, creed, or ability.
- I will remember that the games and practices are for youth, not for adults.
- I will do my best to make sports fun and educational for my child.
- I promise to help my child enjoy the youth sports by doing whatever I can, such as being a respectful fan or volunteer assistant.
- I will become familiar with the Sisters Park & Recreation District's policy on harassment, intimidation and bullying. I will discuss harassment, intimidation and bullying with my child and will support and insist on a zero-tolerance policy with regard to enforcement.

Parent name: _____

Parent signature: _____

Date: _____

Players name: _____

Please return this form to your child's coach.



PATRON ACCIDENT/INCIDENT REPORT

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

PATRON INFORMATION:

Patron name: _____ Under 18yrs: _____ Over 18yrs: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____

Attending: alone friends/family (minors) friends/family (with adult) program: _____

INCIDENT:

Date (MM/DD/YY): _____ Time: _____ AM/PM

Location: _____

Type: Accident / Injury Incident Other

How many patrons were involved? 1 2 3 4 5 More than 5

What happened? (Facts only. If injury occurred, specific details about injury.):

WITNESSES:

Name: _____ Phone: _____

Name: _____ Phone: _____

ACTIONS TAKEN BY STAFF:

Description of first aid given or other actions taken by staff:

Gloves/PPE Used Yes No If no, why not? _____

TYPE OF INCIDENT:

Blood/Bodily Fluid Respiratory Problem Impact to Head/Neck Impact to Body

Other: _____

PATRON RELEASED:

After report completed To Parent/Guardian Returned to program Transported by 9-1-1 EMS

MORE INFORMATION ON THE BACK OF FORM

REFUSAL OF CARE (Only 18 years or older):

Signature of patron refusing care: _____

Staff witness: _____

Reason for refusal: _____

ADDITIONAL FACTUAL INFORMATION:

OFFICE USE ONLY (Additional Follow-up):

SIGNATURES:	
_____ Parent/guardian (please print)	_____ Parent/guardian (signature)
_____ Patron (please print)	_____ Patron (signature)
_____ Report taker (please print)	_____ Report taker (signature)
_____ Supervisor (please print)	_____ Supervisor (signature)

FORM SENT TO:

Date sent to Supervisor: _____ Date sent to Executive Director: _____



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PATRON ABUSE REPORT

Date: _____

Time: _____

PATRON INFORMATION:

Patron name: _____ DOB: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____

PARENT(S)/GUARDIAN(S) INFORMATION:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____

ALLEGED PERPETRATOR(S) INFORMATION:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____

NATURE OF CONCERN:

Brief description of incident and/concern? (Facts only. If injury occurred, specific details about injury.):

POTENTIAL WITNESSES:

Name: _____ Phone: () _____

Name: _____ Phone: () _____

ACTIONS TAKEN BY STAFF:

Called Child Welfare (541.693.2700): Called Deschutes County Sheriff's Department (541.388.655):

Called Senior Services (541.541.2206):

Person talked to: _____

Brief description of phone call: _____

MORE INFORMATION ON BACK OF FORM



VOLUNTEER HOURS LOG

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Total hours _____

Volunteer signature: _____

Date: _____

Email or drop of completed hours log to program supervisor at the end of the season.