



# Oak Ridge Youth Association



# Coach Training

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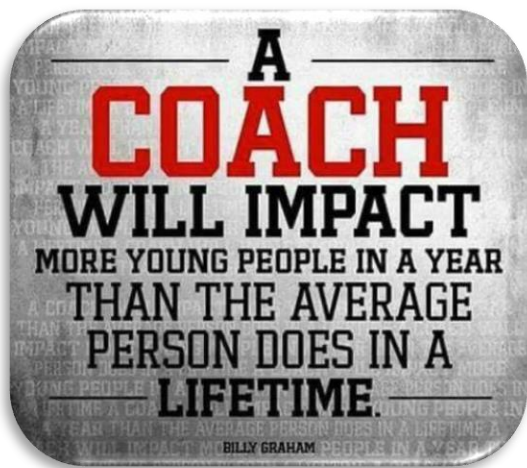
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*Revised - March 26, 2021*

## CHAPTER 1 - INTRODUCTION

The Oak Ridge Youth Association (ORYA) is dedicated to the safety and well-being of all the players and families of the Oak Ridge area. ORYA coaches, all of which are volunteers, are the foundation of youth sports in Oak Ridge. Those who are trained and educated on the many different aspects involved with coaching kids are best prepared to provide participants with a fun-filled, safe, and rewarding experience. Therefore, this training program is designed to provide the youth sports coach with the tools and knowledge necessary to provide positive encouragement, teaching, and role-modeling to the youth. The local youth participate in our sports programs to have fun playing with their friends in the community. There are many other options for players who want a more competitive experience, whereas the recreational sports offered include first-time players joining at every age division yearly.



The ORYA expects all coaches to respect the sport, the players, the opponents, the referees, and the parents. Go about your teachings in a thorough, positive, yet humble manner. Players should come out of their experience as better players, better people, and better citizens. Please take the responsibility of instructing our youth with a great deal of care and joy. All coaching related matters fall under the purview of the ORYA Director of Coaching (DOC) through the ORYA Board of Directors. The ORYA relies on the volunteer coaches to do much of the groundwork with the youth.

Therefore, the following policy and procedure is designed to ensure all future coaches are thoroughly vetted before becoming involved with youth sports.

### COACH RECRUITMENT POLICY & PROCEDURE

- I. **The Coach Recruitment process shall include the following:**
  - a. ***Volunteer Application*** - Every coach and volunteer working with youth must complete our organization's written application that sets forth appropriate background information, requires disclosure of any prior claims or allegations of sexual abuse or other inappropriate conduct, and provide the names of at least 3 individuals as references.
  - b. ***Screening*** - The DOC will interview each prospective coach/volunteer.
  - c. ***Background Check*** - All current and potential coaches will be subject to a background check, including appropriate inquiries regarding any previous record. Background checks updated every 5 years for each coach.
  - d. ***Criminal Activity*** - Any coach who is charged with a crime, other than a minor traffic offense, shall notify the DOC within 10 days of indictment.

## CHAPTER 2-BASIC PHYSICAL SAFETY/EMERGENCY ACTION

ORYA takes the safety and security of our athletes, coaches, parents, and officials seriously and will ensure all considerations are made to provide a safe athletic environment. Although sports injuries are inevitable, the risk can be mitigated with proper training, preparation, and awareness. Young athletes are more prone to sports injuries than adults due to ongoing growth spurts, slower reaction times, and still-developing hand-eye coordination.

### **The following statistics are from the National SAFE KIDS Campaign:**

- More than 3.5 million children ages 14 and younger get hurt annually playing sports or participating in recreational activities.
- Although death from a sports injury is rare, the leading cause of death from a sports-related injury is a brain injury.
- Sports activities contribute to approximately 21 percent of all traumatic brain injuries among American children.
- More than 775,000 children, ages 14 and younger, are treated in hospital emergency rooms for sports-related injuries each year (Stanford, 2021).

To minimize injury risk, effective youth sports coaches must be students and teachers of basic and advanced sport skills and have the knowledge and passion to enhance healthy athletic development and performance in all kids. Most youth sport injuries are minor and heal well. However, there are also life-changing injuries (e.g., ACL disruption or concussion) occurring frequently in the “mainstream” youth sports such as lacrosse, football, gymnastics, soccer, baseball, and others. Occasionally there are catastrophic injuries like neck fractures and head injuries that are almost always related to serious rule infractions. These injuries are the reason that all the rules must be learned, followed, and strictly enforced.



### **Coaches should encourage athletes to:**

- Stretch & ensure muscles are properly warmed up before exercise
- Eat a proper diet
- Stay hydrated and get plenty of sleep
- Use the right protective equipment & gear for the sport
- Follow all the rules of the sport & ensure teammates do as well

It is also a good idea for athletes to mix up their athletic activities, so they use a variety of muscles and prevent overuse from excessive, repetitive movements. For example, if soccer is the primary sport, encourage young athletes to play pickup basketball or tennis on the side. Ensuring athletes are participating in a variety of sports, play, and physical activity will benefit them in all physical and mental activities.

Although coaches should refrain from recommending specific medical treatment or the use of specific medical professionals, you may be asked to provide information on how the athlete can treat or recover from the injury.

### **Some pain management & recovery techniques you could recommend are:**

- Compression braces to support the injured joint (ankle, knee, wrist, or elbow) and reduce swelling
- Over-the-counter medications
- Physical therapy involving specific exercises to increase range of motion, strengthen muscles and ease pain
- RICE therapy, the time-honored remedy that stands for rest, ice, compression, and elevation



All ORYA coaches are required to complete the HEADS-UP concussion training provided free to you through the Center for Disease Control (CDC). To complete this training, visit the website, <https://www.cdc.gov/headsup/youthsports/coach.html>. Once completed, please save the certificate as a PDF, and email it to [brad@orya.org](mailto:brad@orya.org).



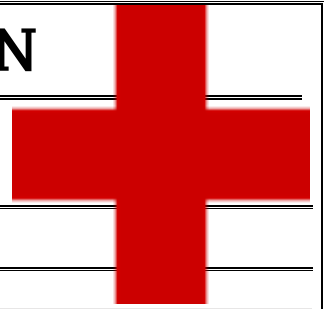
## **EMERGENCY ACTION PROCEDURES**

There may come a time when your role as a coach will call on you to be a leader in emergent situation. As a coach, you are the reporter, first responder, and leader during any emergency action. You must ensure the proper authorities are called and can find your location. You must also take all available steps to assist the injured parties, to your abilities, and to see that the remaining players, parents, and people are safe. The primary mission of the ORYA is the safety and well-being of all the families involved with youth sports.

Provided in the next 2 pages is the ORYA Emergency Action Plan. This is to assist you in the organization or response and information sharing with authorities in the event an emergency action is required. Print this, complete it for each team you coach, and always keep a copy with you during ORYA events involving your team. In the Appendix you will find a cheat sheet for administering basic first aid. Print this and always keep it with you when performing duties as a coach.



# EMERGENCY ACTION PLAN



TEAM NAME - SPORT

Head Coach

Phone

Assistant  
Coach

Phone

Assistant  
Coach

Phone

DOC

Brad Stewart

Phone

336-314-5755

## EMS PROTOCOL

## SCENE CONTROL

When you call EMS, provide the following information:

- Your name & title/position
- Current address
- Telephone number
- Number of individuals injured & their relative ages
- Condition of injured
- First aid or treatment given
- Specific directions to find your location
- Any other information requested

- Limit scene to first responders & medical professionals
- Move bystanders away from area
- Take control and keep calm
- When first responders arrive, update them

## FACILITY ADDRESSES:

**Oak Ridge Elementary School**

2050 Oak Ridge Rd. Oak Ridge, NC

**Oak Ridge CrossFit**

8309 Linville Rd. Oak Ridge, NC

**Oak Ridge Town Park**

6231 Lisa Dr. Oak Ridge, NC

**Oak Ridge Military Academy**

2317 Oak Ridge Rd. Oak Ridge, NC

## Emergency Task Assignments

Immediate care of the injured or ill participant

Emergency equipment retrieval

Call EMS

Unlock and open doors for EMS

Flag down EMS and direct to scene

## Person(s) Assigned



# TEAM ROSTER EMERGENCY CONTACT INFORMATION



Athlete	Emergency #	Emergency Contact	Special Condition
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
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25			



## CHAPTER 3 - PHYSICAL & SEXUAL ABUSE AWARENESS

As a youth-serving organization, the ORYA considers the safety and well-being of the youth in our programs a top priority. We prohibit abuse and strive to proactively address reports of this type of conduct, even if it means that someone will be embarrassed or upset. We want to hear about problems or concerns, and we will strive to act on them in a fair way in accordance with our policies.



### **ABUSE POLICY & PROCEDURES**

#### **I. Prohibited Behavior**

- a. Use of degrading language or behavior. Coaches are also responsible for stopping disrespectful behavior between team members, including sexual harassment.
- b. Threatening or intentionally inflicting physical injury upon anyone, especially a minor. Coaches are also responsible for stopping threatening behavior by players.
- c. Committing any sexual offense against a minor or engaging in any sexual contact with a minor.
- d. Making any sexual advance or engaging in sexual verbal/physical conduct with a minor.
- e. 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 of the organization to inform him or her of this contact and the reason for it. If a child is receiving individual instruction or working with a private coach, this activity must be in a public setting rather than behind closed doors.

#### **II. An Abuse Prevention Orientation shall be conducted annually.**

- a. The DOC will review this policy with coaches, volunteers, & parents each year.
- b. The KidPower/Positive Coaching Alliance video, "*Protecting Youth Athletes from Sexual Abuse: Key Actions for Parents & Coaches*" will be shown and the companion information sheet, "*Protecting Youth Athletes from Sexual Abuse: Key Actions for Parents and Coaches*" will be distributed to every coach, volunteer and parent (KidPower, 2021).

#### **III. Reporting of Suspected Child Sexual Abuse**

- a. The DOC will be designated to receive reports of sexual abuse or other inappropriate conduct.
- b. All coaches, volunteers, parents, & program participants are shall report to the DOC, any incident of abuse/suspected abuse witnessed or reported.
- c. The DOC will keep Board members fully informed on the status of the incident.
- d. Should a suspected incidence of abuse be reported, the coach/volunteer in question may be temporarily suspended from duties during the investigation.
- e. The Board of Directors, when appropriate, shall communicate reports of child sexual abuse to the league members. The confidentiality of any who makes such a report will be protected.

**\*\*ALL SUSPECTED ABUSE SHALL BE REPORTED TO LAW ENFORCEMENT. \*\***

## CHAPTER 4 - SPORTSMANSHIP, ROLE MODELING, & BEHAVIOR

The responsibilities of being a youth sports coach encompass everything from teaching the fundamentals of sport such as skill development, fair competition, and sportsmanship to be a positive, reliable, enthusiastic role model for the players, parents, and community.

Youth sports bring together a wide variety of personalities including coaches, parents, and players. We have seen that it is not just coaches who lose control of their emotions. It happens with players far too often, too, who not only display poor sportsmanship but behave inappropriately and disrespect officials. Ultimately, the behavior of your players is a direct reflection on you. It is your job to teach good sportsmanship, stress it at all times and address any displays of poor sportsmanship the moment you see them.

The "role model" approach makes sense because youth leaguers are not born with preconceived attitudes about sportsmanship and respect, but instead, like all other children, learn from what they see and experience. These athletes react not only to media reports of foul play in professional sports but also to the verbal and nonverbal cues passed on to them by their parents and coaches-the most influential adults in their athletic lives.



While adults watch their children as they play organized sports, the children also watch the adults. Sportsmanship and mutual respect indeed teach children citizenship, but they do much more than that. Adherence to sportsmanship and mutual respect can also help prevent many avoidable injuries (Abrams, 2012).

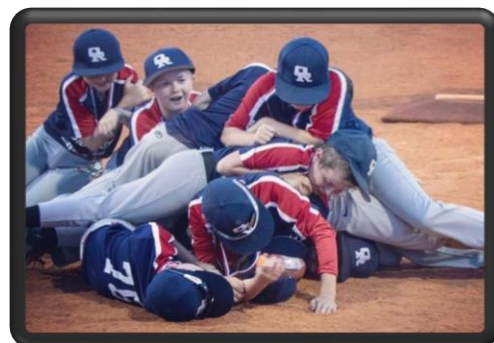
**Here is a list of ways you can become not only the fundamentals coach but also their role model and mentor.**

1. Dress appropriately, be prepared and show up on time and expect the same from your players
2. Have a positive attitude and be enthusiastic. Encourage kids both involved in the action and on the bench to cheer, support and demonstrate team unity and spirit. Excitement is contagious and it starts with you.
3. Support the responsibilities and decisions of the referee. If you disagree with a call, remain calm and ask a direct question about a specific moment in the game, when the time is appropriate. Kids are easily influenced and watch your every move so think about how to act when facing adversity because they will copy you.
4. Do not tolerate bad behavior such as poor sportsmanship, negative body language, poor commitment, and flat effort levels. Address these issues immediately while being observant to the cause. If you need to put a kid on the bench, even the "best, most talented kid," for bad behaviors, go for it.



5. Make sure all children shake hands with the opposition players and coaches after each and every game regardless of the score. No exceptions.
6. Teach responsibility and accountability by making sure each child knows the consequence of showing a lack of effort or simply not wanting to play. Don't do everything for them and make them think for themselves, encouraging the parents to be on board too.
7. Listen when a child is trying to communicate something with you. This can look different so look for verbal and non-verbal signs.
8. Teach resilience by not letting children sulk because they lost or because they got injured. Work with them and support them by highlighting the positive aspects of the game and what they achieved.
9. Be aware of the children who lack self-confidence and how each player responds to stress, loud noises, and high stimulation.
10. Emphasize the importance of academics first and foremost particularly as the kids reach older age groups.

A study found that a child's number one reason to play sports is to have fun, not win (Trautner, 2016). It can be hard to shift your focus to other non-measurable aspects of sport such as sportsmanship, being a role model, social interaction and reaching even the smallest goals like a kid remembering to bring his drink bottle to practice without his mom reminding him. This is particularly true if you are new to youth sports coaching. But it is your responsibility as a youth sports coach to look beyond the scoreboard. Here are some ways to do that:



### **Practice:**

- Ensure that every drill you perform at practice involves minimal “sitting out time.” Educate and explain the purpose and how to perform something for a couple of minutes ONLY then have the kids perform it.
- Organize team-based practice drills as well as individual development stations, but don't spend too long on one drill. Keep it interesting.
- Organize creative and unique drills at practice. Why not let the kids choose an activity for 5-10 minutes instead of just “running laps?”
- Incorporate music into practice such as during warm-up, cool down and stretches.

### **Social fun:**

- Team bonding activities such as team dinners and even grilling/BBQs in the park organized with the help of the parents.
- As a team, volunteer for local projects or events, giving back to the community.

### **Team bonding:**

- Encourage a sense of team at every chance.
- Create nicknames for teammates to instill a sense of belonging and camaraderie. Ask what the kids get called at home or at school and have some fun creating a “team language”.
- Set team goals with a neat reward at the end if you reach it such as icy poles at training or a “team party”.



# OAK RIDGE YOUTH ASSOCIATION

## COACH CODE OF ETHICS



### I hereby pledge to:

- Place the emotional & physical wellbeing of my players ahead of a personal desire to win.
- Treat each player as an individual, remembering the large range of emotional & physical development for the same age group.
- Do my best to provide a safe playing situation & environment.
- Promise to review & practice basic first aid principles needed to treat injuries of my players.
- Do my best to organize fun & challenging practices.
- Lead by example in demonstrating fair play & sportsmanship.
- Not cheat or engage in any form of unethical behavior that violates league rules.
- Provide a sports environment for my team that is free of drugs, tobacco, & alcohol, & refrain from their use at all youth sports events.
- Be knowledgeable in the rules of each sport I coach & teach these rules to my players.
- Use those coaching techniques appropriate for all the skills I teach.
- Remember I am a youth sports coach, & the game is for children's fun.

**Coach's Name**

**Date**

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# 8 AREAS TO EXAMINE WHEN A PLAYER IS INJURED



- PULSE
- RESPIRATION
- TEMPERATURE AND SKIN
- SKIN COLOR
- PUPIL SIZE
- MOVEMENT ABILITY
- PAIN REACTION
- LEVEL OF CONSCIOUSNESS

## ★ Pulse

Normal Range: 60-80 beats per minute in children;  
80-100 beats per minute in adults

- A rapid, weak pulse indicates SHOCK
- Absence of a pulse indicates CARDIAC ARREST

*Please note that athletes may have slower pulses than the typical population because of the effects of training.*

## ★ Respiration

Normal: 12-20 breaths per minute in children;  
13-17 breaths per minute in adults

- Shallow breathing indicates shock
- Irregular or gasping indicates there is an air obstruction
- Frothy blood from the mouth indicates a chest injury

## ★ Temperature and Skin Reaction

Normal Temperature: 98.6 F

- Temperature changes are caused by disease or trauma

Skin

- Infection: Hot, dry skin
- Shock: Cool, clammy skin

## ★ Skin Color

Red

Lack of Oxygen

Heat Stroke

High Blood Pressure

White

Shock

Heart Disease

Blue

Air not being carried adequately

Airway Obstruction

## ★ Pupil Size

Injuries can alter the size of pupils:

- Dilated Pupils: May indicate an unconscious athlete
- Unequal Pupils: May indicate neurological problems

*However, some people naturally have unequal pupils. If so, it should be noted during a pre-season screening.*

## ★ Movement Ability

Inability to move a muscle part may indicate a serious Central Nervous System (CNS) injury.

## ★ Pain Reaction

Pain or lack of pain can assist the athletic trainer in making a judgment:

- Immovable body part with severe pain, numbness or tingling indicates a CNS injury
- Injury that is extremely painful, but not sensitive to touch may indicate a lack of circulation

## ★ Level of Consciousness

Is the injured individual alert and aware? Use the AVPU scale:

**A**lert: Evaluate the level of alertness

**V**erbal: Is the person able to respond verbally?

**P**ain: What is the response to pain?

**U**nresponsive: The patient does not respond to eye, voice, motor or pain stimulus





BETTER ATHLETES  
BETTER PEOPLE



## Protecting Youth Athletes from Sexual Abuse Key Actions for Parents and Coaches

Child predators tend to avoid children who have vocal adults looking out for them. This document and accompanying video, at [www.kidpower.org/youth-sports/](http://www.kidpower.org/youth-sports/), provide practical ways to protect your children from sexual abuse.

You can't identify child predators by how they look. The key is to pay attention to behavior.

### Common warning signs of sexual abuse by coaches:

- Giving individual players special gifts
- Spending extra time (by phone/email/text/in person) with individuals outside of official practices/games
- Telling players to keep secrets such as not sharing their conversations or activities with their parents

### What can you do as a parent?

- Ask your organization's leadership for its policy on protecting athletes from abuse. If it doesn't have one, share this information sheet with them and tell them about the Youth Sports Child Abuse Prevention policy at <http://www.kidpower.org/youth-sports/child-abuse-prevention/>.
- A major key to child protection is "No secrets." Tell your children that any problems, favors, gifts, or touch should never be a secret.
- Give your children language to use if someone is making them feel uncomfortable. Teach them to say, "Please stop! This makes me feel uncomfortable."
- Encourage kids to tell you any time someone's behavior makes them feel unsafe. Even if you feel concerned about what a child has told you, act calm and ask open-ended questions like, "Tell me more about this."
- Tell your children you want them to tell you any time they have a safety problem even if it's uncomfortable to talk about, even if someone might get upset. Assure them you will do everything you can to keep them safe.
- If your child is receiving individual instruction or working with a private coach, make sure you can drop in any time, that your child knows personal safety skills, and that activities happen in public settings.
- If something makes you uncomfortable, address the coach calmly and respectfully. If you don't get a satisfactory response, take your concerns to organizational leadership, or perhaps the police if appropriate.
- Listen to your gut feelings. If anything seems wrong, even if you can't prove anything, have the courage to ask questions and to be persistent until you are satisfied. Potential abusers look for youth who do not have strong advocates, so your speaking up can help protect your child!

### What can you do as a coach?

- Recognize that you are part of a network of people committed to protecting kids in youth sports!
- Give this sheet to all your parents. Tell them that you want them to approach you immediately if they are ever concerned about anything during the season.
- Avoid being alone with an athlete, except in the case of an emergency.

### Other Resources

- Learn more about child protection and teaching kids personal safety skills from Kidpower ([www.kidpower.org](http://www.kidpower.org)).
- Learn more about how youth sports can increase kids' emotional safety from PCA ([www.positivecoach.org](http://www.positivecoach.org)).
- To make an official report or for information, contact a children's advocacy center such as The National Children's Alliance at [www.nca-online.org](http://www.nca-online.org) or call 1-800-239-9950.
- For coach and volunteer background checks, visit [www.KidSafePlus.com](http://www.KidSafePlus.com)

Thank you to Malachite Strategies, Green Bay Packers and [SportsSignup](http://SportsSignup.com) Online Sports Management Solutions for support of this project.