

DUNKIRK WARRIORS



COACHES HANDBOOK

DUNKIRK  COACHING HANDBOOK
REV#01

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DUNKIRK WARRIORS

Boys and Girls Club

P.O. Box 1168, Dunkirk, Maryland 20754

www.Dunkirkwarriors.org

Dear Coaches:

The Dunkirk Warriors Boys and Girls Club is an outstanding part of the Dunkirk community and is an organization intended to meet the athletic needs and interests of the youth in our community. Our club is intended to develop young athletes through wholesome competition.

This handbook has been prepared for use by all coaches in the Dunkirk Warriors organization. It clearly defines the policies and procedures relating to this organization. It has been written to ensure uniformity in the conduct of all sports and to serve as a basis for periodic re-evaluation of the total program.

By agreeing to coach, you have accepted responsibility to familiarize yourself with the contents of this manual and to comply with all policies and procedures set forth. You are obligated to uphold them, regardless of personal feelings or differences of opinion. In the event that a policy proves undesirable or outmoded, it can be revisited or eliminated through careful review and shared dialogue.

The Athletic Director shall distribute this handbook to all coaches at the onset of each individual sport's season. The coaches, in turn, will be expected to know all of the duties, responsibilities, rules and regulations pertaining to their sport and conduct their programs accordingly.

It is my desire, as I am sure it is yours, to do the very best job possible for our youth and community. Toward this end, your continued input is vital and encouraged. If you have any suggestions as to how we can improve not only this handbook, but our program, please feel free to discuss your concerns with me. It is also my desire to not only make your job as a coach enjoyable, but also rewarding. You can forward any communication, comments or complaints to: martinkcall@comcast.net.

Thank you for agreeing to become a valued part of the Dunkirk Warriors organization. I wish you a great season!

Sincerely,

Martin O'Callaghan
President
Dunkirk Warriors Boys & Girls Club

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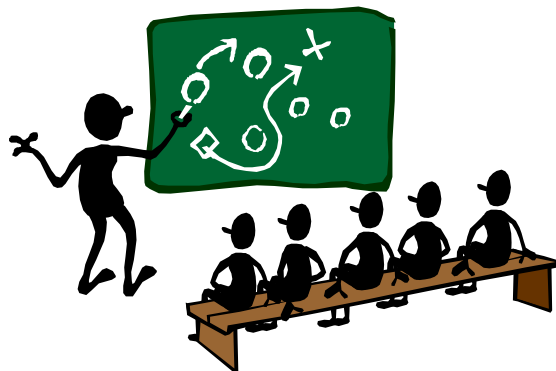
Boys and Girls Club

Dunkirk Warriors Mission Statement

The Dunkirk Warriors Boys & Girls Club is a non-profit organization dedicated to serving the youth in the community by fostering in them the principles of fair play, good sportsmanship, competitive spirit, tolerance and friendship. The purpose of the organization is to achieve these goals by offering opportunity, participation and competition to all of the youth of our community.

In accordance with the club's mission statement, the Coach's vision statement is as follows:

- **To promote participation and interest in sports in order to enhance the development of young athletes**
- **To maintain a safe and productive youth sports program for the benefit of our young athletes**
- **To teach the fundamentals of sports and teamwork in a manner that emphasizes sportsmanship, moral conduct and athletic achievement above winning among our players, coaches, officials and spectators**
- **To demonstrate positive social values and principles with all club participants by adhering to established Codes of Conduct and fostering personal responsibility**
- **To train, prepare and support our volunteer coaches to more effectively and consistently achieve the objectives of the club**
- **To ensure each child receives fair and consistent coaching, without prejudice, nepotism, racism or favoritism**



"Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." – Andrew Carnegie

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HOW TO APPLY FOR A COACHING POSITION

To be considered for a Coaching position, you must submit a completed application form and background consent form by the applicable deadline date listed on our website www.dunkirkwarriors.org . Please note that there may be different deadline dates for senior and junior coaching positions.

To be considered, your application must be timely hand delivered to the Athletic Director or mailed to:

Dunkirk Warriors
P.O. Box 1168
Dunkirk, MD 20754

Or emailed

Applications not received or date-stamped by the U.S. Postal Service on or before the application deadline date are untimely and will not be considered for the coaching positions being considered at that time. No exceptions.

The Athletic Director and Sports Coordinator shall encourage potential coaches to apply. To assist in this endeavor, the Athletic Director should e-mail all coaches from the previous year and any other individuals who are known to have an interest in coaching informing them of the applicable application requirements and deadlines.

JOB DESCRIPTION FOR COACHES

All individuals chosen to be coaches for the Dunkirk Warriors Boys & Girls Club, Inc. are responsible to the Athletic Director. In fulfilling this responsibility, coaches are expected to:

1. Assume complete responsibility for the conduct of themselves and their team.
2. Establish positive relationships with coaches, athletes, parents and community members.
3. Supervise the use, issuance, return, cleaning, inventory and storage of equipment, uniforms and supplies. (Equipment requiring return to DW must be completed no later than one week of the last game. Equipment Hand-Out/Return Forms will be issued for completion.)
4. Submit equipment and supply requests to the Sports Coordinator. You are not authorized to take equipment out of the storage shed without pre-approval from the Athletic Director or Sports Coordinator.

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5. Make recommendations for use and improvement of club and facilities.
6. Attend meetings called by the Athletic Director, Sports Coordinator, or Board of Directors for Dunkirk Warriors.
7. Attend league and coaches' association meetings and training.
8. Support and uphold the values of the Dunkirk Warriors.
9. Administer first aid as required and report all serious injuries to the Athletic Director.
10. Timely report scores and results of contests to the appropriate governing organization.
11. Avoid cell phone use during practices and games except in emergency situations.
12. Notify the Sports Coordinator of any cancelled games, scrimmages or practices and any unusual events or incidents.
13. Schedule and conduct practices on a regular basis.
14. Supervise team members after practices/games until all have left the playing area with a parent or guardian.
15. Secure the facility and equipment used, including cleaning up all trash left behind, before leaving the practice/game fields.
16. Make decisions regarding his/her particular team in keeping with established policies and procedures. However, when the decisions are of a broader scope and affect other coaches and teams or when the problem clearly falls within the jurisdiction of the Athletic Director, action should be reserved for the Athletic Director to review and discuss the matter more fully.
17. Choose a Team Mom/Dad to assist with the administrative duties for the team and identify this contact to your team and parents.
19. Distribute, explain and collect from team parents the signed Parent's Code of Ethics and Field Use Agreements.
20. Plan and host an end of season team party. Distribute trophies to players (only to those who have turned in equipment if necessary). **It will be your responsibility to collect sufficient funds from parents for any remaining costs associated with the team party.*

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SPECIFIC COACHING REQUIREMENTS FOR ALL COACHES, ALL SPORT

1. All head coaches must be 21 years of age or older before August 1st of the season. Waiver may be given with approval.
2. Background checks are required for all individuals who will have physical contact with the athletes, and are processed by Calvert County Parks and Recreation or Anne Arundel Parks and Recreation. Coaches should be certified prior to participating in any practices/games/scrimmages.
3. Coaches are encouraged to attend any League sponsored coaching clinics to update them in the rules of the game, league rules, coaching fundamental techniques, player safety, care of injuries, and leadership. (If a cost is associated with any clinic, prior approval from the Athletic Director will be necessary for reimbursement).

COACHING REQUIREMENTS SPECIFIC TO FOOTBALL COACHES

1. It is required by the SMYAC that all coaches be certified by the **National Alliance for Youth Sports NYSCA (NAYS)**.
2. Coaches' fees for NYSCA (www.nays.org) are the responsibility of the coach.
3. All Head Coaches are required to attend the Dunkirk Warriors kick-off meeting prior to the first practice.

COACHING DUTIES AND RESPONSIBILITIES

IN-SEASON RESPONSIBILITIES

Parent’s Code of Ethics and Field Use Agreement– Each coach is responsible for seeing that the Code of Ethics and Field Use Agreement are fully explained (not just merely distributed) and properly signed by each athlete’s parent(s). Athletes should not be allowed to practice with the team until a signed copy of the Parent’s Code of Ethics and Field Use Agreement are returned.

Supervision of Team – It is the responsibility of each coach to supervise his/her squad members. This responsibility begins when practice/game/scrimmage starts and ends when the last athlete has departed the practice/game/scrimmage.

Rosters – Each coach should have a completed roster of their team, along with contact information for communication with parents.

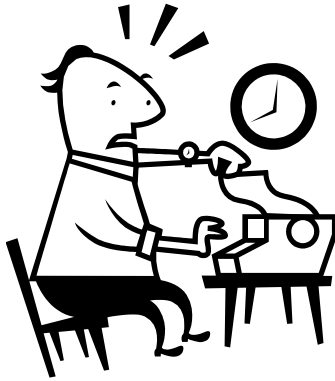
Equipment – Each coach should be aware of and monitor club issued equipment.

General –

- Be present at the time you schedule your team to be present
- Organize each practice scheduled
- Keep accurate participation records
- Plan an end-of-season team party

POST-SEASON RESPONSIBILITIES

Equipment Return – As a coach, you are responsible for coordinating and overseeing the return of any club issued equipment. It is your responsibility to make sure it is returned in a prompt fashion at the conclusion of the last game of the season. (It is suggested that you ask athletes to bring a change of clothes to the last game where athletes are using club issued equipment in order that you may collect this equipment then).



SELECTION OF HEAD COACHES

The Coaches Review Board (CRB) is a four person board consisting of Sports Coordinator, President, Vice President & Athletes Director. The CRB meets at the direction of the Athletic Director to handle coaching and parental complaints and disciplinary actions. The CRB is also responsible for selecting coaches.

Coaches for the Dunkirk Warriors are selected on the basis of their ability to work with young athletes and not solely on the basis of their technical sports knowledge. Coaches are required to abide by the regulations and overall philosophy of the Dunkirk Warriors. Selection will be based on experience, philosophy, past coaching performance, level of commitment, and end of season coaching evaluations.

The Athletic Director will compile all official applications, coaching evaluations, other reference materials and submit all documents to the CRB.

The Athletic Director shall schedule the CRB's coaches' selection meeting at least five days after the application deadline. This meeting shall be attended by the Sports Coordinator, Athletic Director, members of the CRB. In addition, members of the Board of Directors shall be advised of the CRB meeting time and place, and are encouraged to attend.

At the selection meeting, the CRB will review all documents presented, and consider statements from those attending the meeting. Thereafter, selections will be approved by a majority vote of the CRB. If there are no objections the approved coaches will be notified via e-mail from the Athletic Director.¹

In the event no suitable applicants apply for a coaching position or an additional team is added, it is incumbent upon the Sports Coordinator to recruit or solicit coaches for his/her sports. A new coach may also be selected from the remaining applicants. The CRB still must approve all selections.

¹ Individuals who are not selected as coaches will also be notified via e-mail by the Athletic Director in the event the individual would like to protest the decision.

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*Note if the applicant for the head coach position is one of the four positions in the CRB he will bow out of the Coaches Review Board in order to provide a fair and responsible selection.



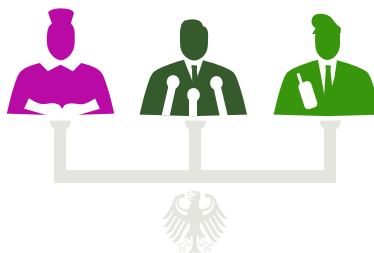
SELECTION OF ASSISTANT COACHES

Assistant coaches are selected by the Head Coach for that team/squad and are subject to the approval of the CRB. All criteria stated in the selection of the Head Coach apply to any Assistant Coach as well, including the background check. Head coaches must report their selections for their first two assistant coaches to the Athletic Director. If an application has not yet been submitted, the Athletic Director will notify the Head Coach.

When there is going to be a Senior/Junior division, the Senior Coach has the preferential choice to choose the top players to represent the Dunkirk Warriors. Should a player of a Head/Assistant Coach at the Junior level be considered for the Senior division, the Senior Coach may solicit the Head/Assistant from the Junior team to join the Senior team without penalty.

After notification, the Head Coach will be responsible for ensuring the assistant's application(s) is submitted prior to the start of practice for the season. Any additional coaches should submit their applications and background screen release to the Athletic Director or Sports Coordinator, or mail to the Dunkirk Warriors post office box.

APPEALING A COACHING SELECTION



Objections to the coaching selections by applicants may be protested in written form and mailed to the Dunkirk Warriors (P.O. Box 1168, Dunkirk, MD 20754). Letters should include sport, division and reason for protest. All protests will be handled

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through the CRB. Protests must be received within 7 calendar days of the coach selections being announced.

ADDITIONAL ASSISTANT COACHING SELECTION - FOOTBALL

In the case of football where teams are divided into Senior/A and Junior/B divisions, the Head Coach may add an additional two Assistant Coaches (for a total of four Assistant Coaches) once the split has occurred.

The Dunkirk Warriors will only issue a total of four coach's shirts.

Any coach that received a coach's shirt in the previous year (two-year increments) will not be eligible to receive another coach's shirt. Additional coach's shirts may be purchased at the coach's expense.

SPLITTING TEAMS – FOOTBALL

The Board of Directors shall determine the number of teams which will be formed at the various age/weight groups.

The Head Coach is not permitted to have more than two assistant coaches on their roster prior to splitting of the teams.

When there is going to be a Senior/Junior division at a particular weight class, the Senior Coach has the preferential choice to choose the top players to represent the Dunkirk Warriors. Should a player of a Head/Assistant Coach at the Junior level be considered for the Senior division, the Senior Coach may solicit the Head/Assistant from the Junior team to join the Senior team without penalty.

The Head Coaches of the splitting teams will meet no later than 10 days after the first practice and will select their teams based on a ranking method of ability and position specific ability or a mutually agreed upon method in the case of Senior/A and Junior/B team divisions.

During the process of splitting teams, a Board Member that is not affiliated with either team must be present to monitor the process. It is the objective of all coaches to have teams of equal ability and experience. Head Coaches are responsible for scheduling the split meeting with the Board of Directors within 48 hours of it taking place. Coaches can find Board members at www.dunkirkwarrior.org , or at the back of this handbook.

Upon completion of splitting teams, the following is required:

- Coaches must provide rosters to players/parents within 48 hours of splitting the teams. No players will be added to a split team's roster without approval by the Board of Directors.
- Coaches and parents have one week after receiving their rosters to protest (in writing) the split to the Board of Directors. (The Board will not entertain oral or late complaints). In the case of a protest, the Board of Directors will attempt to resolve the

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dispute to serve the best interests of the players. The goal will be to make the Dunkirk Warrior teams as equal as possible in talent and coaching.

- Protests must be resolved within 72 hours after being received.

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"A good coach will make his players see what they can be rather than what they are." -Ara Parashegian

PRINCIPLES OF COACHING

Coaches in our organization assume a very important position in the lives of our youth. The purpose of this manual is to emphasize that role as a coach while teaching the fundamentals of sports and good sportsmanship in lieu of individual coaching goals and achievements.

As a coach, you have the unique opportunity to work with the students in an activity that many times has a profound and lasting impact on the lives of the athletes. Coaches are viewed as role models and can directly influence the decisions made by athletes, and personal rapport can be quickly established. Through this close association, coaches, if they choose, can achieve a unique seldom attained relationship with a young athlete – a personal relationship with a young athlete who willingly and eagerly seeks your guidance and advice.

All of our Dunkirk Warrior coaches should be mindful of this role and conduct themselves accordingly.

COACHES BEHAVIOR AND SANCTIONS

Required Standards of Behavior for Dunkirk Warrior Coaches

- 1) Coaches will adhere to the Dunkirk Warriors Coaches Code of Conduct
- 2) Coaches will not use tobacco, alcohol or illegal narcotics in front of players/cheerleaders during practices, games or team sponsored events or are present during practices, games, team-sponsored events under the influence of alcohol or illegal narcotics.

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- 3) Coaches will ensure players and their parents understand the Parents Code of Ethics, and will address any of their improper behavior at games or practices with that parent(s) (including disrespecting the referee, the “opposing” parents, coaches, or players).
- 4) Coaches will not argue with referees and agree that official decisions made by the referees will be accepted without rancor or anger, no matter how unfair they may seem.
- 5) Coaches will not grab a player’s helmet or facemask in an aggressive manner to position or discipline the player.
- 6) Coaches will agree not to leave practices or games until all players have been picked up by a parent, guardian, authorized adult, or have made arrangements with another coach / league administrator.
- 7) Coaches will not use excessive drills or running as punishment or disciplinary actions for players.
- 8) Coaches will ensure that players are properly hydrated during practice. Physical activity for more than 30 minutes without giving a water break is unacceptable.
- 9) Coaches will agree not to verbally abuse a referee, coach, player, parent, or administrative official during all practices and games (including but not limited to vulgar, improper, foul, demeaning, or abusive language). The use of body language which may be considered intimidating toward the referee, coach, player, parent, or administrative official during all practices and games is also a violation. The Dunkirk Warriors Coaches Review Board will have the final say on actions or language deemed vulgar, improper, foul, demeaning, or abusive.
- 10) Coaches will not touch a player, parent, coach, referee, administrative official, or spectator in such a manner that is deemed as threatening/intimidating.
- 11) Coaches will not at any time push, shove, punch, kick, fight or be guilty of physical contact as an Aggressor upon any official, player, cheerleader, coach or spectator.

Disciplinary Actions for Coaches

The Coaches Review Board will determine the appropriate sanctions for any breach of the Required Standards of Behavior for Dunkirk Warrior Coaches.

Sanctions which may be applied by the CRB, include but are not limited to the following:

- A. A verbal notification explaining the Code of Conduct or Guidelines’ violation, and warning the coach not to violate the same Code of Conduct regardless of infraction.

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B. A written letter of warning from the CRB explaining the violation, and noting further violations of the Coach's Codes of Conduct may result in suspension, or separation as a coach in our league.

C. Game(s) and/or practice suspension (the length of which will be set by the Coaches Review Board – up to and including separation from the league as a coach).

EJECTIONS AND SUSPENSIONS

1. Game Ejections:

A. Any coach, player, parent, spectator or anyone else who is ejected (removed) from a game or practice is automatically suspended from attending and/or participating in the next scheduled game or practices for a week. This rule is not subject to protest or review.

B. A second offense by the same person during the same season and/or during the following season will result in immediate suspension for the remainder of the then current year.

While on suspension, the coach, player, parent or other(s) may not attend any practices or games in which any Dunkirk Warrior participates. If caught attending practice or game the coach, parent or player will be suspended for the remainder of the year, including playoffs if applicable.

Sanctions due to ejections of suspensions cannot be appealed.

COMPLAINTS, ALLEGATIONS, GRIEVANCES

Improper conduct should be reported to the Athletic Director within 72 hours of the incident or event, followed by a written complaint to the Athletic Director.

The Athletic Director will investigate the complaining/allegation/grievance and determine if a formal hearing or further actions are required. The investigation will include:

- A description of the incident
- A description of the incident by the person(s) whose conduct is being questioned
- Description of the incident by others who were involved in the incident
- Description of the incident by any other witnesses
- A list of those contacted during the investigation

HEARING PROCESS

In the event a hearing is to take place, the following is a guideline of how the hearing will run:

- The Athletic Director will present the charges to the Coaches Review Board.

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- The Coaches Review Board may request to hear from both sides and/or witnesses in an orderly manner.
- The Coaches Review Board (by majority vote) shall then dismiss the charges or impose any disciplinary action(s) it deems adequate and appropriate, and/or specified in Code of Conduct.

If the accused does not appear at the hearing, the Coaches Review Board will render their decision and the accused person(s) will be notified of the result.

Appeals to any disciplinary action as a result of the hearing are to be submitted in writing to the Dunkirk Warriors within one week of notification from the Coaches Review Board. An appeal of any disciplinary action shall heard by the Board of Directors. A super majority (75 percent) of the Board of Directors is required to alter the decision reached by the Coaches Review Board.



FIRST AID PROCEDURES

1. First aid is the immediate and temporary care given to an injured or ill athlete until the services of a physician or emergency medical technician can be obtained. To this end and in order to protect athletes from further injury, the following steps should be followed:

1. **STOP** play immediately at the first indication of possible injury or illness
 2. **LOOK** for obvious signs of injury or illness
 3. **LISTEN** to the athlete's description of the complaint
 4. **APPLY** appropriate first aid techniques according to your training
2. Coaches are expected to have a fully stocked first aid kit with them during all practices/games/scrimmages.
 3. Ice or cold packs are first aid treatments for almost all injuries and should be available at all practices/games/scrimmages.
 4. Drinking water should be available at all practices/games/scrimmages.
 5. Assess each situation individually and be prepared to call an ambulance if the injury or illness is severe.

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6. In the event of any serious injury, promptly notify the Athletic Director of this incident. In addition, the injured child should not be allowed to return to activities with the Dunkirk Warriors until written physician consent has been received.

INFECTION CONTROL

The Dunkirk Warriors Boys and Girls Club recognizes the importance of providing an environment that enhances the health and safety of coaches and athletes. In order to reduce the risk of exposure to communicable diseases the following universal precautions should be taken. When properly implemented, universal procedures will reduce the risk of transmission of diseases such as cold, flu, and hepatitis, which are transmitted through contact with the body fluids (blood, mucus, saliva) of others.

It shall be the coaches' responsibility to become familiar with and use universal precautions when rendering first aid and attending to the needs of injured athletes.

Prior to participation, athletes must cover any open wound. In the event an athlete begins to bleed he/she should be removed from play and cannot return until the bleeding has stopped and the wound is covered.

Universal Precautions – General Procedures

1. Avoid contact with body fluids
2. Encourage athletes to clean their own injury or secretions whenever possible
3. Use a protective barrier (e.g. disposable gloves, paper towels, gauze, tissue) when making contact with body fluids during care, treatment and cleaning procedures.
4. Use disposable items to handle body fluids.
5. Dispose of all contaminated materials in plastic bags.
6. Plastic bags should be disposed of in trash containers.

MRSA

What is MRSA?

Methicillin-associated Staphylococcus aureus (MS) is a strain of S. Aureus that is resistant to methicillin, an antibiotic in the same class as penicillin. MRSA is traditionally seen in people recently hospitalized or who have been treated at a health care facility.

What is CA-MRSA?

Community associated MRSA (CAMRSA) infections are considered to be community-associated because they occur in people who have not been hospitalized nor had a medical procedure within the past year.

CA-MRSA infections have been documented among athletes, prisoners, military recruits, day care attendees, injection drug users and others who live in crowded settings or routinely share contaminated items.

What does a CA-MRSA skin infection look like?

A skin infection with CA-MRSA can begin as a reddened area on the skin, or resemble a pimple that can develop into a skin abscess or boil causing fever, pus, swelling or pain.

CA-MRSA skin infections can be treated by a health care professional by incising, draining, and locally caring for the wound. Antibiotics may be administered as necessary. These infections can progress to a more serious and difficult-to-treat stage if not treated properly and promptly.

It is also possible for a pre-existing cut, burn, or other irritated area on the skin to develop an infection with CA-MRSA if the area is not kept clean and dry.

How is CA-MRSA spread?

CA-MRSA is spread through person-to-person contact or contact with contaminated items such as towels, uniforms and athletic equipment. Poor hygiene practices help to facilitate the spread of the bacteria.

How can CA-MRSA skin infections be prevented on MY team?

Both the National Collegiate Athletic Association (NCAA) and the Centers for Disease Control and Prevention (CDC) have identified CA-MRSA as a potential problem among athletes. The NCAA recommends practicing good personal hygiene and avoiding contact with infected areas to prevent the transmission of CA-MRSA,

1. Establish routine cleaning schedules for shared equipment, such as towels, uniforms, helmets, athletic equipment and mats.
2. If a player has a wound that cannot be covered adequately, consider excluding the player from practice or competition until the wound can be covered or has completely healed.

HEAD INJURIES

One of the most dangerous injuries that a coach must properly recognize is a head injury. Serious head injuries should be considered a medical emergency since they can be life-threatening. *Early recognition and proper intervention are critical and a conservative approach must always be taken.* **If there is the slightest question or doubt that a head injury is anything but a minor bump to the head, it should be treated as a Concussion and the athlete should be removed from all further competition/practice, and should that child should not be allowed to return to activities with the Warriors until written physician consent has been received.**

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Management of Head Injuries

CONCUSSION / SUDDEN CARDIAC AWARENESS

CONCUSSION	SUDDEN CARDIAC ARREST
<p>What is a concussion? A concussion is a type of traumatic brain injury causing an immediate and, usually, short-lived change in mental status or an alteration of normal consciousness resulting from a bump, blow, jolt, shaking or spinning of the head and body.</p> <p>Warning signs of a concussion–For immediate Attention Call 911</p> <p>Signs observed by a parent/guardian:</p> <ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignment or position • Forget sports plays • Is unsure of game, score or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows behavior or personality changes • Can't recall events prior to hit or fall • Can't recall events after hit or fall <p>Signs reported by the athlete</p> <ul style="list-style-type: none"> • Headache or "pressure" in the 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 • Does not "feel right" <p>What Should You Do If You Think a Concussion Has Occurred?</p> <ol style="list-style-type: none"> 1. Seek medical attention right away. A health care professional will be able to decide the severity of the concussion, and when it is safe to return to play. 2. Keep your child out of the game until medically cleared. Concussions take time to heal. Do not let your child to return to play until a health care professional says it's OK. 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.. 3. Inform all coaches about any recent concussions. Coaches should know if your child has a recent concussion. You child's coach may not know about a concussion your child received in another sport or activity unless you tell them. 4. Help your child son return to the school safely after a concussion. As your child's symptoms decrease, the extra help or support can be removed gradually. Children and youth returning to school after a concussion may need to: <ul style="list-style-type: none"> • Take rest breaks as needed • Spend fewer hours at activities • If in doubt.... SIT IT OUT!. 	<p>What is Sudden Cardiac Arrest? Sudden Cardiac Arrest (SCA) is a condition in which the heart suddenly and unexpectedly stops beating.</p> <p>Sudden Cardiac Arrest:</p> <ul style="list-style-type: none"> • Occurs suddenly and often without warning • Is a malfunction in the heart's electrical system • Causes the person to lose consciousness (passes out) and have no pulse • May cause death within minutes if not treated immediately <p>Warning Signs of Sudden Cardiac Arrest – For Immediate Attention Call 911 Although SCA happens unexpectedly, some people may have signs and symptoms, such as:</p> <ul style="list-style-type: none"> • Fainting or seizures during exercise • Unexplained shortness of breath • Dizziness • Extreme fatigue • Chest pains • Racing heart <p>Any of these symptoms/warning signs that occur while exercising may necessitate further evaluations from your physician before returning to practice or games.</p> <p>Treatment for Sudden Cardiac Arrest</p> <ol style="list-style-type: none"> 1. Call 911 2. Begin C.P.R. 3. Use an Automated External Defibrillator (A.E.D) <p>Removal from play/Return to play Any athlete who shows signs and symptoms of SCA should be removed from play. The symptoms can happen before, during or after activity. Play includes all athletic activity.</p> <p>Before returning to play, the athlete should be evaluated. Clearance to return to play should be submitted in writing. The evaluation must be performed by a licensed physician, certified registered nurse practitioner or cardiologist (heart doctor). The licensed physician or certified registered nurse practitioner may consult any other licensed or certified medical professional.</p> <p>What are the risks of practicing or playing after experiencing these symptoms?</p> <ul style="list-style-type: none"> • There are risks associated with continuing to practice or play after experiencing these symptoms. • When the heart stops, oxygenated blood stops flowing to the brain and other vital organs. • Death or permanent brain damage can occur in just a few minutes • Most people who experience SCA die from it.

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Frequently Observed Features of Concussions

1. Vacant stare (befuddled facial expression)
2. Delayed verbal and motor responses (slow to answer questions or follow instructions)
3. Confusion and inability to focus attention (easily distracted and unable to follow through with normal activities)
4. Disorientation (walking in the wrong direction, unaware of time, date and place)
5. Slurred or incoherent speech (making disjointed or incomprehensible statements)
6. Gross observable un-coordinated movement (stumbling, inability to walk tandem/straight line)
7. Emotions out of proportion to circumstances (distracted, crying for no apparent reason)
8. Memory deficits (exhibited by the athlete repeatedly asking the same questions that has already been answered, or inability to memorize and recall 3 of 3 words or 3 of 3 objects in 5 minutes)
9. Any period of loss of consciousness (paralytic coma, unresponsiveness to arousal)

Sideline Evaluation

Mental Status Testing –

- Orientation: Time, place, person and situation (circumstances of injury)
- Concentration: Count backward, repeat a set of numbers in reverse order, recite months of the year in reverse order
- Memory: Names of teams members, Recall of 3 words and 3 objects at 0 and 5 minutes, Recent news events, Details of the game/practice

Exertional Provocative Testing –

- 40 yard sprint
- 5 push-ups
- 5 sit-ups
- 5 knee-bends

Neurological Testing –

- Strength
- Coordination and agility
- Sensation

Any appearance of associated symptoms is abnormal, e.g. headache, dizziness, nausea, unsteadiness, photophobia, blurred or double vision, emotional ability, or mental status changes.

ELECTRICAL STORMS

In the event of thunderstorms, coaches must take immediate action to provide for the safety of their athletes. *If lightning is observed anywhere in the sky, all activity must stop immediately.* All team members must be escorted off the playing area to shelter.

Once the storm has passed, activity can resume only if the sky is clear of dark clouds and no lightening has been observed anywhere in the sky for a minimum of twenty (20) minutes. Coaches must exercise good judgment; it should be on the conservative side.

HEAT ALERT

During the early fall and late spring, hot and humid weather could create a condition that would subject athletes to heat stress problems. Most times serious problems can be prevented by following simple precautions. Heat related illness includes:

Heat Cramps – cramps or spasms of active muscles caused by intense, prolonged exercise in heat and depletion of water and electrolytes due to sweating.

Heat Fatigue – feelings of weakness and tiredness caused by depletion of water and electrolytes due to seating.

Heat Exhaustion – extreme weakness, exhaustion, headache, dizziness, profuse sweating, and sometimes unconsciousness. This medical emergency is caused by extreme depletion of water and electrolytes.

Heat Stroke – an acute medical emergency caused by a breakdown of the body's temperature regulatory mechanism that blocks one's ability to perspire. If left untreated, this results in a dangerously high body temperature, disorientation, seizures, possible unconsciousness or coma.

Practices and precautions should:

- Provide for the gradual acclimatization to heat through a graduated conditioning program, which can produce 80-920 percent acclimatization after 7-10 days
- Provide water breaks, scheduled for a minimum of 10 minutes for every half hour of strenuous exercise in heat, during which water, preferably iced water, is available in unlimited quantities. **Water should never be withheld from athletes.**

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- Coaches should reduce the amount of required clothing and equipment during hot and humid weather since cooling by evaporation of perspiration is directly related to the amount of exposed skin.
- If applicable, schedule practices during the cooler time of the day.
- Be on the alert for signs of trouble and obvious weight loss, and,
- Encourage athletes to eat a well-balanced diet to ensure that the electrolytes lost through perspiration are replaced.

During periods of high temperature and humidity, it may be necessary to alter game/practice routines and, under extreme conditions, cancellation or delay may be necessary. On days when the possibility for heat stress is likely, the Athletic Director can/will provide guidance and assist in determination of delayed practice/game, or cancellation.

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COACHING TIPS

PRACTICE

Practices should be fun, with a mix of conditioning, agility drills, fundamental skills and team play. A sure fire way for kids to lose interest is to have them stand a round longer than 2 minutes. Young players need basic techniques reinforced through repetition.

WARM-UPS

A good routing will set the tone for the entire practice and should include exercises that raise the heart rate and stretch both small and large muscle groups. Examples are light jog, jumping jacks, push-ups, crunches, stretching.

STRETCHING

Stretching is important for all athletes. It is suggested you do team stretching in the early part of practice and also at the end of practice. Make sure these stretching movements are performed slowly without bouncing. These movements should be held for 5-10 counts. Examples are slow arm circles, seated split leg stretch, hamstring stretch.

DRILLS

Excessive drills are not to be used as a form of punishment or a disciplinary action.

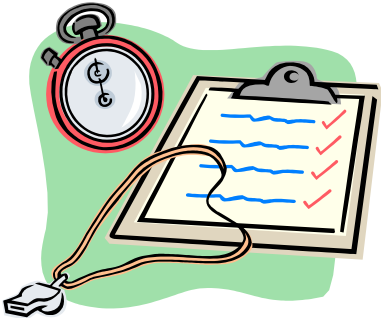
Only drills sanctioned by NAYS (SPELL OUT) are to be used at practices. Drills such as Bull in the Ring, Snake in the Pit are not authorized and could result in league reprimand.

PLAYS

Some of the most successful teams in youth sports use a minimal amount of plays. It is more important to run a few good plays well than several plays poorly....execution is the key. Keep your plays simple at first, remembering the fundamentals (passing, blocking, scooping, catching, throwing, etc.), you can always add plays later.

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FUNDRAISING

Any coach wishing to embark upon a fundraising program, although not discouraged, the coach must discuss his/her intentions with the Ways and Means Coordinator. These fundraising events may need to be approved by the Board of Directors.

POSITION	NAME	CONTACT INFO
President	Martin O'Callaghan	Martinkcall@comcast.net
Vice President	Billy Crammer	
Athletic Director		
Secretary	Jessica O'Callaghan	
Treasurer	Janet Link	treasurer@dunkirkwarriors.com
Web Master	Laura Nicholson	
Cheerleading Coordinator	Hannah Philpot	cheerleading@dunkirkwarriors.com
Football Coordinator	Mike Cloud	
Girls Lacrosse Coordinator	Shawn Salta	
Boys Lacrosse Coordinator	Sam Albaugh	
Ways & Means (Fundraising)		

Dunkirk Warriors Boys & Girls Club Contacts

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COACHES CODE OF CONDUCT

Coaches are expected to attend all DW coaches meetings and all required CCP&R/AAP&R coaches meetings. All Coaches are expected to be knowledgeable in the CCP&R or AAP&R rules, DW Operating Code, and Coaches Code of Conduct, in order to uphold them.

I/My assistants will always wear DW Coaches shirt to games, competitions, and DW sponsored events.

I am expected to maintain the highest level of sportsmanship at all times to provide a positive role model for all players. I will treat all players, coaches, parents, and volunteers with fairness and respect whether they are a part of DW or any other organization.

I will teach my players the rules of the sport and the proper techniques and fundamentals regardless of talent level to ensure that my players progressively learn how to play and participate safely.

I will have a fair and open competition for every position on the team and I will not base my decision on favoritism, racism, or nepotism.

I will always lead by example by not losing my temper, demean, harass, curse, or disrespect any player, parent, coach, or referee. I will NEVER taunt or celebrate inappropriately.

I will communicate timely with my parents via email, home phone, cell phone and dissemination of literature to advise of practice schedule, game schedules, schedule changes, and DW events, etc. *I will also respond to DW emails/correspondence/phone calls in a timely fashion.*

I will give any additional team rules for my team, in writing, to the BOD. I will immediately notify the BOD of any issue concerning disciplinary problems with a player, coach, or parents.

I will actively participate in all league activities; including fundraising, field clean up and field set up/ break down.

I will return all equipment issued to me in good condition and understand that I may be held financially responsible if it should be lost or destroyed as a result of my negligence.

By reading and signing this document all Coaches for the Dunkirk Warriors will agree to abide by the coaches code of conduct. I agree that I have read and understand the coach's handbook. I understand that any violation of this code or sanctions may result in my suspension or dismissal as a coach in this organization.

Coaches Signature

Date

Printed Name

Team