

MEDFORD PARKS AND RECREATION DEPARTMENT

Volunteer Opportunity

Youth Sport Coaching Year Round

Volunteer coaches are the Department's "eyes and ears". For the duration of the season, you will represent the Department by way of interactions with participants and parents.

Indoor Youth Soccer

Winter: Late Jan – Mid March
Summer: Mid July – Late Aug

Spring: Late April – Early June
Fall: Late Sept – Mid Nov

NFL Flag Football

Spring: Mid March – Early June

Jr. Giants Baseball

Summer: Early June – Mid Aug

Volunteer will be asked to perform the following:

- ◆ Attend training sessions
- ◆ Conduct scheduled practices and games
- ◆ Report injuries as instructed by the Department

Desirable Qualifications:

- ◆ Follow written and verbal instruction
- ◆ Work with minimal supervision
- ◆ Relate to participants and parents in a positive manner
- ◆ Follow the Code of Ethics and Expected Behaviors and other criteria as outlined in the Volunteer Coach Handbook

Equipment:

- ◆ Volunteer to provide and carry a charged cell phone at practices and games
- ◆ Sport equipment will be provided by the Department

Special Requirements:

Volunteers need to complete the Volunteer Application and pass a City of Medford background check, attend all trainings and turn in signature form attached to the Volunteer Coach Handbook.

Volunteers must follow all safety guidelines as demonstrated by City and outlined in Illness and Injury Prevention Plan and be willing to submit to training if necessary. If volunteer cannot perform any duties they need to notify staff prior to event. This will not disqualify them from volunteering, only from getting an injury.

Forms:

- ◆ Volunteer Application

Primary Contact: parks@cityofmedford.org

Phone: 541-774-2400

Note: This is a general guideline to assist interested parties in reviewing available volunteer opportunities. To discuss specifics of the opportunity and what you and/or your organization can offer call or email the primary contact.

MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

Confirmation of Receipt

TO: Volunteer coaches
FROM: Rich Rosenthal, Recreation Superintendent
SUBJECT: Volunteer coach handbook and policy manual

Volunteers are covered under the City's worker's comp policy in the event of an injury when "on duty" as a coach.

- Volunteers are not exempt from liability litigation.

As a steward of a youth team, be cautious.

- Create a safe playing environment.
- Don't find yourself alone with a participant who isn't your child.

I received, reviewed and understand the content of the Medford Parks and Recreation Volunteer Coach Handbook and Policy Manual.

Print name: _____

Signature: _____

Date: _____

Sports League: _____

Please submit this form to the league coordinator. Thank you!



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WWW.PLAYMEDFORD.COM | PARKS@CITYOFMEDFORD.COM



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MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

Dear Coach,

Thank you for serving as a volunteer coach on behalf of the Medford Parks and Recreation Department! Without the volunteers like you, youth sports programs could not be offered at affordable rates.

Our volunteer coaches are the Department's "eyes and ears" in the City's wide array of youth sports programs. For the duration of the season, you represent the Department in your interactions with both participants and parents. Consequently, it is our job to prepare you for circumstances and considerations that may arise along the way.

This guide is compiled to answer commonly asked questions about the important task of coaching and organizing youth teams. It contains information vital to the smooth and safe operation of the community recreation program, so please take the time to review each page.

MPRD embraces the National Youth Sports Coaches Association approach to volunteer coach training. Many elements of this guide are adapted from the NYSCA model. For more about NYSCA, visit www.nays.org.

Thanks again for your efforts this season and for making a positive difference in the lives of children and families in our community!

Best regards,



Rich Rosenthal
Recreation Superintendent
541-774-2483
richard.rosenthal@cityofmedford.org



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Youth Sports Program Philosophy

Medford Parks and Recreation's primary youth sports program objectives are to:

1. Provide high-quality structured programs for the lowest possible fee.
2. Create an enjoyable learning environment where each child feels a sense of belonging and achievement, regardless of ability.
3. Provide safe equipment and facilities.
4. Emphasize age-appropriate fundamental skills, sporting behavior, equal play and teamwork.
5. Train, inform and support volunteer coaches using best practices.

The Concept of Winning

MPRD does not keep track of scores in U12 recreational sports leagues although we recognize that kids know what the score is! Success should never be measured by winning in youth recreational leagues. There are many competitive leagues available should parents and children wish to participate in a more competitive, serious environment.

Important Phone Numbers

Medford Parks and Recreation/Santo Community Center	541-774-2400
Police Non-Emergency	541-245-9940
Child Abuse Hotline	541-858-3197

Code of Ethics and Expected Behaviors

1. Place the emotional well-being of my players ahead of a personal desire to win.
 - Use appropriate language in appropriate tones when interacting with players, officials, parents and spectators.
 - Treat everyone with respect.
 - Provide equitable playing time regardless of the score or game situation.
2. Treat each player as an individual, remembering the wide range of emotional and physical development within an age group.
 - Encourage all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.
 - Set up practices that embrace the physical, social and maturity levels of all players.
3. Provide a safe playing environment.
 - Be vigilant of potential hazards posed by weather, facility or equipment.
4. Demonstrate care and concern for injured players.
 - Have a basic First Aid kit available at all practices and games.
 - Report injuries as instructed to MPRD.
5. Plan and organize practices that are fun and challenging for all participants.
 - Conduct practices of reasonable length and appropriate intensity.
6. Lead by example in demonstrating fair play and sportsmanship.
 - Exhibit gracious behavior regardless of circumstance.
 - Abide by rules and procedures.
7. Provide a practice and game environment free from the influence of drugs, alcohol and tobacco.
8. Be knowledgeable of the rules of the sport and teach the rules to participants.
 - Understand and be supportive of applicable game rules, regulations and policies.
 - Teach and require compliance of the rules.
 - Make an effort to improve as a coach and be more knowledgeable.
9. Use coaching techniques that are appropriate for skill development.
 - Use techniques that do not enhance a risk of injury.
 - Discourage illegal contact or dangerous play.
 - Administer swift and equitable discipline to participants who engage in dangerous behavior.
10. Remember that you are a youth sports coach and that the game is for children, not adults.
 - Maintain a positive, helpful and supportive attitude.
 - Emphasize fun and equitable participation.
 - Encourage participants to do their best.

Nine Notable Attributes of Great Coaches

1. Be enthusiastic without being intimidating. Be sensitive to the children's feelings and genuinely enjoy spending time with them. Be dedicated to serving children and understand that youth sports provide physical and emotional growth for participants.
2. Be a teacher, not a drill sergeant. Help children to learn and work to improve skills. The best interest of the child and the team is always a priority.
3. The safety and welfare of the children should never be compromised. A coach will consider these factors above all others.
4. A coach needs a tremendous amount of patience. Don't push children beyond limits in practices and games. Children have many daily pressures and the youth sports experience should not be one of them. After all, playing sports is meant to be fun.
5. Care more about the players as people than as athletes. The youth sports program is a means to an end, not an end to itself.
6. Encourage players to dream and set lofty goals. It is important to remain positive and refrain from discouraging remarks. Negative comments are remembered far more often than positive affirmations.
8. Take a low profile during the game and allow the kids to be the center of attention.
9. A coach can measure success by the respect he/she gets from the players and parents. Children who mature socially and progress physically during the sport season are the best indication of good coaching.

Remember: Children play, referees officiate, parents cheer and coaches TEACH!

Tips for Running Quality Practices

Before Practice Starts

- Plan every practice in advance. It's always better to plan for too much rather than not having enough activities to fill practice time.
- Inform assistants of their duties before the practice begins in order to avoid wasting practice time.
- Make sure necessary equipment is available and in safe condition.
- Prepare name tags for each participant to help you, parents and participants learn and remember everyone's first name.

At the First Team Meeting

- Be the first to arrive.
- Welcome arrivals individually then introduce yourself to parents in a group setting, with kids sitting with their parent(s).
- Tell parents a little about yourself, what you do for a living, etc.
- Recruit at least one parent to assist you during practices and games.
- Tell the parents the practice plan before each practice and what to expect.
- Distribute league informational materials.
- Explain the basic rules to kids and parents.

At Every Practice

- Begin practice with the arrival of the first participant. This often means you will be working 1-on-1 with that child, and you may be surprised how many participants begin arriving early as a result.
- Use the same sequence for warm-up at each practice. This helps the team organize itself, and late arrivals will be able to determine where the group is in the sequence.
- Choose warm-up exercises that reflect the sport and pertinent skill sets.
- Avoid having the most skilled players pairing up during drills. This limits the ability for less-skilled players to improve through observation of a peer. Encourage "superstars" to pass the ball to lesser skilled players.
- Provide as many repetitions of the basic skills as possible and organize fun activities reinforcing those skills.
- Minimize lecture and listening time. Participants progress faster through repetition of skills.
- Organize and demonstrate activities that reinforce simple skills.
- Divide the team into two or more groups to minimize "standing around" time.
- Factor in short water breaks.

Effective Communication

- Communicate at the kids' level – literally – eye level.
- If the activity takes more than 15 seconds to explain, it's too complicated.
- Demonstrate skills and drills while FACING the participants.
- Use parents, if necessary, to help demonstrate.
- Ask kids which games and activities they liked best at the end of practice.
- Have fun!

Coaching is Teaching

One of the most important elements of being a good coach is being able to teach – to present information clearly and correctly in a manner that youngsters can easily understand.

Analyze how well participants are practicing skills and provide verbal feedback in a positive and calm demeanor. Whenever necessary, stop practice to clarify the execution of a skill in a positive manner.

When providing feedback, first point out what was done correctly, then point out specific errors and explain ways to correct them. Be sure to conclude with a positive comment.

Being harsh or critical is not fun for children and it does not create an optimal, fun learning environment.

Children With Disabilities

Children with disabilities may be included on any Medford Parks and Recreation sports team roster. The Americans with Disabilities Act (ADA) stipulates that all kids have the right to participate in programs and services, and the City has the responsibility of providing reasonable accommodations and/or adaptations for the participants in order to participate.

A coach's responsibility in assisting with ADA compliance is to help participants accept the differences of children with disabilities and to be supportive and respectful of the need for accommodation.

Teaching and Reinforcing Proper Sporting Behavior

Youth sports coaches must model good sporting behavior ("sportsmanship") at all times. Here are some tips:

- Take time to point out examples of both good and poor sporting behavior by professional or college athletes and discuss their behavior with the team.
- Point out displays of good sportsmanship when you observe them.
- Teach athletes to be responsible for their own behavior.
- Support officials and referees in their efforts to control games.
- Emphasize fair play, civility and common decency toward opponents and officials.
- Control problems early and let players know there are consequences for unacceptable behavior.
- Define winning as doing your best at all times.
- Be gracious to other coaches and players.

Young people need models, not critics. – John Wooden

Accidents and Injuries

Collisions or contact with other participants, equipment or fixed objects are common in youth sports. While many accidents or injuries can be defined as minor, it is important to be prepared for the worst-case scenario.

Regardless of the scenario, a parent/guardian should always be present to help determine the appropriate course of action. Defer medical decisions, transport options and administering First Aid to the parent/guardian. In general, emphasize to parents that it's always best to err on the side of caution. Remember, there is no charge to call 9-1-1 for the Fire Department to assess an injury.

If a participant is injured:

- Determine if medical attention is required. If serious, call 9-1-1 and notify City staff as soon as feasible.
- Do not lift the injured person.

If the injury is not serious:

- Supply items from City-issued First Aid kit.
- Band-Aids and ice packs are the most common items needed.
- Do not dispense pills.

Always have a fully stocked First Aid kit readily available. Replenish supplies as necessary – contact MPRD. A fully stocked First Aid kit contains:

- Adhesive gauze pads (Band-Aids)
- Disposable gloves
- Rolled gauze
- Ice packs
- Antiseptic wipes
- Accident report forms
- A pen

The City of Medford does not provide liability insurance or medical reimbursement coverage to participants in City recreation programs. If a parent/guardian inquires about filing a medical claim, please have them contact the Recreation Superintendent.

It isn't what you do, but how you do it. – John Wooden

Accident/Injury Report Form

If you supplied a First Aid item or stopped practice due to an injury, fill out the Accident Report Form. After the injury is handled, submit this REQUIRED form as soon as possible to the Santo Community Center front desk or via email or fax (541-774-2560).

Blank accident report forms are available at the Santo Community Center.

MEDFORD PARKS AND RECREATION DIVISION

ACCIDENT REPORT FORM

Name _____ Home Address _____
 Sex: M ___ F ___ Age: ___ Telephone Number: _____
 Time of Accident: Hour: a.m. ___ p.m. ___ Date: _____
 Place of Accident: _____

<input type="checkbox"/> Nature of Injury: <table border="0" style="width: 100%;"> <tr> <td>Abrasion _____</td> <td>Fracture _____</td> </tr> <tr> <td>Asphyxiation _____</td> <td>Laceration _____</td> </tr> <tr> <td>Bite _____</td> <td>Poisoning _____</td> </tr> <tr> <td>Bruise _____</td> <td>Puncture _____</td> </tr> <tr> <td>Burn _____</td> <td>Scald _____</td> </tr> <tr> <td>Concussion _____</td> <td>Scratches _____</td> </tr> <tr> <td>Cut _____</td> <td>Shock _____</td> </tr> <tr> <td>Dislocation _____</td> <td>Sprain _____</td> </tr> <tr> <td colspan="2">Other _____</td> </tr> </table>	Abrasion _____	Fracture _____	Asphyxiation _____	Laceration _____	Bite _____	Poisoning _____	Bruise _____	Puncture _____	Burn _____	Scald _____	Concussion _____	Scratches _____	Cut _____	Shock _____	Dislocation _____	Sprain _____	Other _____		<input type="checkbox"/> Part of Body Injured: <table border="0" style="width: 100%;"> <tr> <td>Abdomen _____</td> <td>Foot _____</td> </tr> <tr> <td>Ankle _____</td> <td>Hand _____</td> </tr> <tr> <td>Arm _____</td> <td>Head _____</td> </tr> <tr> <td>Back _____</td> <td>Knee _____</td> </tr> <tr> <td>Chest _____</td> <td>Leg _____</td> </tr> <tr> <td>Ear _____</td> <td>Mouth _____</td> </tr> <tr> <td>Elbow _____</td> <td>Nose _____</td> </tr> <tr> <td>Eye _____</td> <td>Scalp _____</td> </tr> <tr> <td>Finger _____</td> <td>Wrist _____</td> </tr> <tr> <td colspan="2">Other _____</td> </tr> </table>	Abdomen _____	Foot _____	Ankle _____	Hand _____	Arm _____	Head _____	Back _____	Knee _____	Chest _____	Leg _____	Ear _____	Mouth _____	Elbow _____	Nose _____	Eye _____	Scalp _____	Finger _____	Wrist _____	Other _____	
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Description of Accident: How did it happen? What was participant doing? Where was participant? Was it caused by another person? List specifically any unsafe acts, unsafe equipment, or existing conditions.

Supervisor in charge (enter name) _____
 Present at time of accident? Yes ___ No ___

IMMEDIATE ACTION TAKEN

First Aid Treatment YES ___ NO ___ If First Aid was given, what was done? _____
 Sent Home ___ Sent to Physician ___ Sent to Hospital ___

Was parent or other individual notified? NO ___ YES ___ WHEN _____
 Name of individual notified _____

Witnesses:
 1. Name _____ Address _____
 2. Name _____ Address _____

Additional information on location/area of accident _____

Other comments _____

SUPERVISOR'S SIGNATURE _____

Return all parts to Parks and Recreation Department Original and Yellow to City Attorney - Pink P & R files PRK204

Injury Analysis

Skin Cuts

What to do:

- Notify parent/guardian
- Have parent administer First Aid
- Stop bleeding
- Clean and cover wound
- Blood-soaked clothing must be covered or removed before child can return to play
- Follow Blood Spill Protocol

Sprains and Strains

Signs/symptoms:

- Localized pain
- Limited range of motion
- Swelling and possible skin discoloration

What to do:

- Notify parent/guardian
- Provide ice pack
- Ice and elevate injured area

Dislocations and Fractures

Signs/symptoms:

- Acute pain
- Deformity
- Loss of function

What to do:

- Call 9-1-1 without delay
- Notify parent/guardian
- Do not lift or move the participant

Heat Cramps

Signs/symptoms:

- Sudden, painful muscle contractions caused by loss of body fluids through sweating or an acute blow

What to do:

- Notify parent
- Provide water
- Have parent gently stretch and massage affected muscle area

Heat Exhaustion

Signs/symptoms:

- Weakness, dizziness, profuse sweating or rapid pulse

What to do:

- Call 9-1-1
- Notify parent/guardian
- Have participant rest in shade with legs elevated
- Provide water

Heat Stroke

Signs/symptoms:

- High body temperature
- Red, hot but dry skin
- Rapid pulse, difficulty breathing, convulsions, collapsing

What to do:

- Call 9-1-1 without delay
- Notify parent/guardian
- Have participant rest in shade
- Remove layers of clothing
- Cool the body; apply ice to lower body

Blood Spill Protocol

1. If blood is visible (on the body or on the ground), wear latex or vinyl gloves prior to taking further action.
2. Stop practice or activity immediately and keep people away from the contaminated area.
3. Notify the parent/guardian and City staff.
4. Locate the Blood Spill Kit.
5. In the event of a blood spill, notify MPRD staff ASAP.
6. Do not allow play to resume until area is decontaminated.
7. Dispose of gloves and towels in a separate biohazard bag, if available. Discard the bag in a trash container.
8. Fill out Accident Report Form as soon as feasible.

If you inadvertently come into direct contact with a participant's blood, take immediate action:

- Wash skin with soap and water.
- Flush eye, mouth, mucous membrane with water (if applicable).
- Notify MPRD site supervisor or program manager of the exposure.

Concussion Awareness and Protocol

Oregon state law requires leagues to provide training on how to recognize concussion symptoms and to notify coaches how to seek proper medical treatment for a participant suspected to have a concussion.

What is a Concussion?

- A concussion is a brain injury.
- All concussions are serious.
- It can happen in any sport, without the loss of consciousness.

Concussions are caused by:

- A blow to the head or body that makes the brain move rapidly inside the skull.
- A fall, or a collision with another player or obstacle.

What to watch for:

- A forceful blow to the head or body that results in the rapid movement of the head.
- Any change in the participant's behavior, thinking or physical functioning.

Signs that a participant has suffered a concussion. The person:

- Appears dazed and confused.

- Forgets sports plays.
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness.
- Can't recall events before or after hit/fall.
- Shows behavior and personality changes.

Signs and symptoms reported by a participant:

- Headache or pressure in head.
- Nausea or vomiting.
- Dizziness or balance problems.
- Blurry vision.
- Sensitivity to light and noise.
- Feeling sluggish, foggy and groggy.
- Confusion, concentration or memory problems.

Concussion Response/Action Plan

Signs and symptoms can last from several minutes to days, weeks and months. If there is suspicion of a concussion:

- Remove athlete from play.
- Inform and educate parent/guardian.
- Recommend the participant be evaluated right away by a healthcare professional.
- Submit an Accident Report Form; notify program manager.
- Do not allow participation if signs and symptoms are evident.
- Follow-up with parents in the days (and possibly weeks) following the injury. During recovery, exercising or activities that involve concentration may cause concussion symptoms to reappear or worsen.

AED - Automatic External Defibrillator

In the event of a suspected participant or spectator heart attack, take immediate action:

- Call 9-1-1.
- Locate AED.
 - Santo Community Center front desk – cabinet mounted on wall
 - U.S. Cellular Community Park – equipment storage room wall cabinet
- Open AED and follow audio and visual instructions.

Miscellaneous Department Policies and Procedures

Air Quality Standards

In the event of smoky conditions, the Department utilizes airnow.gov to make programming decisions. These decisions are typically made three hours prior to the first scheduled game.

- If air quality reaches the “Unhealthy for Sensitive Groups” category, outdoor youth programs and special events will be canceled or moved indoors.
- If air quality reaches the “Very Unhealthy/Hazardous Groups” category, all outdoor programs and services will be canceled or moved indoors.
- Recreation Supervisors are responsible for notifying coaches of postponements.

Smoking and Tobacco Products

Smoking and the use of tobacco products is prohibited in all City of Medford parks and facilities.

- The lone exception is the northeast corner of the USCCP softball/baseball complex parking lot.
- Vapor cigarettes are prohibited under this policy.
- The Medford Parks and Recreation Commission approves park use regulations. Those wishing to comment on the policy should direct their comments to the Commission, which meets monthly.

Duty to Report Child Abuse

Oregon State Law (ORS 419B) requires any employee of the Parks and Recreation Department to report to local law enforcement agencies when there is reasonable cause to believe that a child has been abused or that any person with whom the employee comes into contact has abused a child.

If an employee has reasonable cause to believe that *any* child has suffered abuse or if any person which the employee comes into contact with has abused a child, the employee shall immediately report the abuse in a manner required under ORS 419B.015. The employee shall also immediately notify their supervisor of the abuse report. This requirement will apply regardless of where the abuse occurred or where the employee learned of the abuse.

Abuse as defined under ORS 419B includes:

- Any assault as defined in ORS chapter 163 of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury.
- Any mental injury to a child which shall include only observable and substantial impairment of the child’s mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child.
- Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest, as those acts are described in ORS chapter 163.
- Sexual abuse as described in ORS chapter 163.
- Sexual exploitation.
- Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, shelter, or medical care that is likely to endanger the health or welfare of the child.
- Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child’s health or welfare.

To report suspected child abuse, contact the Medford Police Department.

Inclement Weather

Postponements or cancellations due to inclement weather and air temperature are generally announced via phone, email or web site posting within three hours of the first scheduled start time.

Additionally, the site supervisor may take appropriate precautions, including delaying, suspending or canceling games.

Sports do not build character. They reveal it. – John Wooden