

Hillsboro Youth Sports Development Program **COACHING MANUAL**



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MISSION AND OBJECTIVES

Mission Statement

Active play is a vital component of a healthy lifestyle. Hillsboro Parks & Recreation is committed to providing opportunities for the emotional, social & physical literacy of the youth in the City of Hillsboro & Hillsboro School District through youth athletics. We want to teach the youth of our community the lifelong love of playing sports.

What We Believe

Hillsboro Parks & Recreation fundamentally believes Youth Sport Development Programs should:

1. Encourage multi-sport play
2. Make youth sports easy to access for all
3. Support busy families by keeping time commitments in each sport low
4. Keep kids playing close to home
5. Provide a path for every player to participate
6. Represent all of the community in regards to ethnicity and income
7. Provide financial assistance to those who might not otherwise be able to participate
8. Provide opportunities for kids to be active and have fun in a safe environment
9. Teach the values of sportsmanship and teamwork through youth athletics
10. Help kids develop physical literacy and sport specific skills as well as learn the rules of the sport
11. Provide comprehensive training for coaches in both social and emotional skills as well as sport specific skills
12. Support coaches and equip them with the tools and resources needed to feel confident in coaching
13. Provide sports programming aligned with industry best practices
14. Provide guidance and support to partner organizations
15. Connect families with their community

ESSENTIAL COACHING RESPONSIBILITIES

Essential Coaching Responsibilities

- ❑ Follow Hillsboro Parks & Recreation Sportsmanship Expectations and other policies regarding safety and behavior
- ❑ Model appropriate behavior toward player, coaches, officials and spectators
- ❑ Supervise players before, during and after practices and games.
- ❑ Be at all practices and games on time and stay until all players have left or have a parent/guardian present
- ❑ Conduct practices which place emphasis on the importance of sportsmanship, teamwork, skill development, learning rules and athlete improvement.
- ❑ Provide a supportive environment during practices and games
- ❑ Communicate with Hillsboro Parks & Recreation regarding scheduling changes, behavior issues, and injury incidents.
- ❑ Effectively communicate with parents regarding team information, schedule, and expectations
- ❑ Attend all coaching related trainings provided by Hillsboro Parks & Recreation and complete required certifications.
- ❑ Help promote Hillsboro Parks & Recreation programs and events

TRAINING & RESOURCES

Training & Resources

Hillsboro Parks & Recreation fundamentally believes a Youth Sport Development Program should provide comprehensive training for coaches in both social and emotional skills as well as the rules of the sport. We believe it is important to support our coaches and equip them with the tools and resources needed to feel confident in coaching.

Coach Training & Requirements:

- Coaching Application
- Preseason Coaches Orientation, including Social & Emotional Skills Training
- Background Check
- How to Coach Kids Certification
- Concussion Training

Coaching Resources:

- Coaching Manual
- True Coach Life Lessons Curriculum
- The Aspen Institute resources on Social & Emotional Skills
- Heads Up Concussion Fact Sheet
- Example Practice Plans
- Example Skills & Drills
- Parent Communication Resources
- In-Season Support

BACKGROUND CHECKS

Background Check Policy

All youth sport coaches and assistant coaches must successfully complete a background check. Background checks are an annual requirement. Background checks are free of cost to volunteer coaches.

Instructions and Information

- A valid email address is required to process an electronic background check.
- The City of Hillsboro contracts with Open Online, an electronic background check company.
- Unique links are sent to each volunteer coach, via email from the following address: CustomerSupport@openonline.com. Links are typically sent out the last working day of the week.
- If the background check is not completed after 5 days, the link associated with the unique background check expires.
- If you are unable to locate the background check after it is expected to be sent, check your email junk folder.
- If the background check link expires, it is resent once. If the second link expires, the volunteer is ineligible to serve until it is completed.
- It takes 2-10 business days to process a background check.
- Volunteers are not notified of their passing background check results. If their background check is incomplete, we have questions, or they are not eligible to serve due to their criminal history, the volunteer is contacted.

Questions?

Questions about background check process or results can be directed to: Omar.Ucun@hillsboro-oregon.gov, or you may contact our Human Resources Department at 503-681-6455.

CONCUSSION POLICY

Concussion Statement

Concussions are a risk while playing any youth sport. Hillsboro Parks & Recreation takes the risks of concussion very seriously. All coaches are trained in recognizing concussions and taking the appropriate steps should a concussion occur.

Concussion Training

All youth sport coaches must complete concussion training annually. To complete this training free course for Hillsboro Parks & Recreation, go to www.cdc.gov/headsup/youthsports/training. Coaches are provided a HEADS Up Fact Sheet for Coaches.

Parent Education

All parents must receive a pre-season HEADS UP Fact Sheet for Parents. **Parents are required to sign the Parent Sign Off Form stating they received this flyer before their child can participate in practice or games.** Additional information for parents and athletes on concussions is available at www.cdc.gov/headsup/youthsports/parents.

Injury Incident

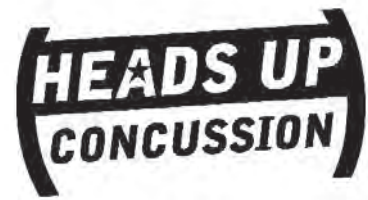
In the event of a head injury during practice or play:

- Coaches will treat all head injuries, whether in practice or during a game, as if they are concussions.
- For serious head injury, 911 will be called.
- Players will be removed from the field of play immediately and not allowed to return the rest of the day.
- Parents or guardians will be called immediately to inform them of the head injury.
- An Incident Report- Potential Liability Form will be completed by coach and returned to the youth sports coordinator.

Return to Play

Following a possible concussion incident, a player is not allowed to return to practice or games until written clearance to do so from a qualified medical professional is received.

A Fact Sheet for YOUTH SPORTS COACHES



One of the main jobs of a youth sports coach is keeping athletes safe. This sheet has information to help you protect athletes from concussion or other serious brain injury, learn how to spot a concussion, and know what to do if a concussion occurs.

What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep Athletes Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. As a youth sports coach, your actions create the culture for safety and can help lower an athlete's chance of getting a concussion or other serious injury. Aggressive and/or unsportsmanlike behavior among athletes can increase their chances of getting a concussion or other serious injury. Here are some ways you can help keep your athletes safe:

Talk with athletes about the importance of reporting a concussion:

- Talk with athletes about any concerns they might have about reporting their concussion symptoms. Make sure to tell them that safety comes first and you expect them to tell you and their parent(s) if they think they have a concussion.

Create a culture of safety at games and practices:

- Teach athletes ways to lower the chances of getting a concussion.
- Enforce the rules of the sport for fair play, safety, and sportsmanship.
- Ensure athletes avoid unsafe actions such as:
 - › Striking another athlete in the head;
 - › Using their head or helmet to contact another athlete;



Plan ahead. How can you help encourage concussion reporting among your athletes?

› Athletes May Try to Hide Concussion Symptoms

Among a group of almost 800 high school athletes:

69% reported playing with concussion symptoms.

40% of these athletes said that their coach was not aware that they had a possible concussion.¹

Athletes may be less likely to tell their coach or athletic trainer about a possible concussion during a championship game or other important event.²

- › Making illegal contacts or checking, tackling, or colliding with an unprotected opponent; and/or
- › Trying to injure or put another athlete at risk for injury.
- Tell athletes that you expect good sportsmanship at all times, both on and off the playing field.

Keep up-to-date on concussion information:

- Review your state, league, and/or organization's concussion guidelines and protocols.
- Take a training course on concussion. CDC offers concussion training at no cost at www.cdc.gov/HEADSUP.
- Download CDC's *HEADSUP* app or a list of concussion signs and symptoms that you can keep on hand.

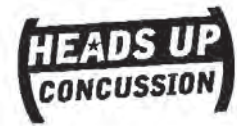
To learn more, go to www.cdc.gov/HEADSUP



Centers for Disease
Control and Prevention
National Center for Injury
Prevention and Control

The Way You Talk and Think About Concussion Affects Athletes.

Make sure to tell athletes that safety comes first and you expect them to tell you and their parent(s) if they think they have a concussion.



Check out the equipment and sports facilities:

- Make sure all athletes wear a helmet that fits well and is in good condition when appropriate for the sport or activity. There is no "concussion-proof" helmet, so it is important to enforce safety rules that protect athletes from hits to the head and when a helmet falls off during a play.
- Work with the game or event administrator to remove tripping hazards and ensure that equipment, such as goalposts, have padding that is in good condition.

Keep emergency contact information handy:

- Bring emergency contact information for parents and health care providers to each game and practice in case an athlete needs to be taken to an emergency department right away for a concussion or other serious injury.
- If first responders are called to care for an injured athlete, provide them with details about how the injury happened and how the athlete was acting after the injury.

How Can I Spot a Possible Concussion?

Athletes who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

Signs Observed by Coaches or Parents

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



Plan ahead. How can you help athletes lower their chance of getting a concussion?

Some athletes may not report a concussion because they don't think a concussion is serious.

They may also worry about:

- ▶ **Losing their position on the team or during the game.**
- ▶ **Jeopardizing their future sports career.**
- ▶ **Looking weak.**
- ▶ **Letting their teammates or the team down.**
- ▶ **What their coach or teammates might think of them.^{3,4,5}**

Symptoms Reported by Athletes

- Headache or "pressure" in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not "feeling right," or "feeling down".

NOTE: Concussion signs and symptoms often show up soon after the injury, but it can be hard to tell how serious the concussion is at first. Some symptoms may not be noticed or may not show up for hours or days.

Enforce Safe Play. You Set the Tone for Safety.

As many as 25 percent of the concussions reported among high school athletes result from aggressive or illegal play.⁶



What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or ensure an athlete is taken to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up.
- A headache that gets worse and does not go away.
- Slurred speech, weakness, numbness, or decreased coordination.
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching).
- Unusual behavior, increased confusion, restlessness, or agitation.
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously.

What Should I Do If I Think an Athlete Has a Possible Concussion?

As a coach, if you think an athlete may have a concussion, you should:

Remove the athlete from play.

When in doubt, sit them out!

Keep an athlete with a possible concussion out of play on the same day of the injury and until cleared by a health care provider.

Do not try to judge the severity of the injury yourself. Only a health care provider should assess an athlete for a possible concussion. After you remove an athlete with a possible concussion from practice or play, the decision about return to practice or play is a medical decision that should be made by a health care provider. As a coach, recording the following



Plan ahead. What should you do if you think an athlete has a concussion?

Concussions Affect Each Athlete Differently.

While most athletes with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with an athlete's parents if you notice their concussion symptoms come back after they return to play.

information can help a health care provider in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body.
- Any loss of consciousness (passed out/knocked out) and if so, for how long.
- Any memory loss right after the injury.
- Any seizures right after the injury.
- Number of previous concussions (if any).

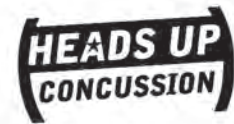
Inform the athlete's parent(s) about the possible concussion.

Let them know about the possible concussion and give them the **HEADS UP** fact sheet for parents. This fact sheet can help parents watch the athlete for concussion signs or symptoms that may show up or get worse once the athlete is at home or returns to school.

Ask for written instructions from the athlete's health care provider on return to play.

These instructions should include information about when they can return to play and what steps you should take to help them safely return to play.

Work with the athlete's health care provider and follow the five gradual steps for return to play. An athlete's return to school and sports should be a gradual process that is carefully managed and monitored by a health care provider.



Plan ahead. How can you help an athlete safely return to play after a concussion?

Why Should I Remove an Athlete With a Possible Concussion from Play?

The brain needs time to heal after a concussion. An athlete who continues to play with concussion has a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious and can affect an athlete for a lifetime. It can even be fatal.

What Steps Can I Take to Help an Athlete Return to Play?

An athlete's return to school and sports should be a gradual process that is approved and carefully managed and monitored by a health care provider. When available, be sure to also work closely with your team's certified athletic trainer.

Below are five gradual steps that you, along with a health care provider, should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.

BASELINE: Athlete is back to their regular school activities, is no longer experiencing symptoms from the injury when doing normal activities, and has a green light from their health care provider to begin the return to play process.

An athlete should only move to the next step if they do not have any new symptoms at the current step.

STEP 1: Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weightlifting at this point.

STEP 2: Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (less time and/or less weight than a typical routine).

STEP 3: Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

STEP 4: An athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

STEP 5: An athlete may return to competition.

REMEMBER: It is important for you and the athlete's parent(s) to watch for concussion symptoms after each day's return to play progression activity. If an athlete's concussion symptoms come back, or he or she gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him- or herself too hard. The athlete should stop these activities, and the athlete's health care provider should be contacted. After the okay from the athlete's health care provider, the athlete can begin at the previous step.



To learn more, go to www.cdc.gov/HEADSUP

You can also download the CDC **HEADS UP** app to get concussion information at your fingertips. Just scan the QR code pictured at left with your smartphone.

¹ Rivara FP, Schiff MA, Chisman SP, Chung SK, Ellenbogen RG, Herring SA. (2014). The effect of coach education on reporting of concussions among high school athletes after passage of a concussion law. *Amer J Sports Med*, 42(5):1197-1203.

² Bramley H, Patrick K, Lehman E, Silvis M. (2012). High school soccer players with concussion education are more likely to notify their coach of a suspected concussion. (2012). *Clin Pediatr (Phila)*, 2012 April, 51(4):332-335.

³ Kerr ZY, Register-Mihalik JK, Marshall SW, Everson KR, Mihalik JR, Guskiewicz KM (2014). Disclosure and non-disclosure of concussion and concussion symptoms in athletes: Review and application of the socio-ecological framework. *Brain Inj*. 2014;28(8):1009-21.

⁴ Register-Mihalik JK, Guskiewicz KM, McLeod TC, Linman LA, Mueller FO, Marshall SW. (2013a). Knowledge, attitude, and concussion-reporting behaviors among high school athletes: A preliminary study. *J Athl Train*, July 12, 2013.

⁵ Chisman, S. P., Quitiquit, C., Rivara, F. P. (2013). Qualitative Study of Barriers to Concussive Symptom Reporting in High School Athletics. *J Adolesc Health*, March, 2013, 52(3): 330-335.

⁶ Collins CL, Fields SK, Comstock RD. (2008). When the rules of the game are broken: What proportion of high school sports-related injuries are related to illegal activity? *Inj Prev*, 14(1):34-38.

The information provided in this fact sheet or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to your physician or other healthcare provider.

SPORTSMANSHIP EXPECTATIONS

Sportsmanship Expectations

Players, coaches, parents and spectators are expected to provide positive support and encouragement for all players, coaches, fans and officials in the youth sports program by following this sportsmanship pledge:

- I will treat all players, coaches, spectators and officials with respect regardless of race, sex, creed or ability and I will expect to be treated accordingly.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, spectators and officials at every game and practice.
- I will place the emotional and physical well-being of others ahead of a personal desire to win.
- I will insist on a safe and healthy sports environment that is free of drugs, tobacco and alcohol, and will refrain from their use at all youth sports events.
- I will respect the decisions made by coaches and officials in order to encourage a positive and enjoyable experience for all.
- I will not use offensive language or become angered by those around me.
- I will remember that sports participation is an opportunity for athletes to learn and have fun!
- I will remember that the game is for youth - not for adults.

The penalty for any player, coach, parent, spectator or team disregarding any of the above listed Sportsmanship Expectations may include ejection from the game, suspension, forfeit of the game and/or dismissal from the league as determined by the Parks and Recreation Department.

A signature on the Parent Sign Off Form indicating agreement to provide positive support, care and encouragement for the child participating in youth sports by following the above Parent Sportsmanship Expectations is required prior to participating in games.

SEASON PLANNING

Season Planning

In a 10 week season, there are about 12 practices to plan. Practices early on in the season will start with developing fundamental skills needed before games begin. As the season progresses you will continue to practice fundamental skills while building on them by adding new layers of skill.

Tips for Season Planning:

- Pencil out your season in advance
- Start with basic fundamental skills
- Build on these skills as the season progresses, adding in new layers or challenges to those skills.
- Each game set a goal, or an area of focus that relates to what your team has recently practiced. Make sure goals are skill and effort related, not score-related. Having an effort related goal means players can be successful even if they don't perform perfectly. This rewards working hard, not the outcome.
- An example season plan is provided. Coaches may follow the provided plan, or create their own with the templates.

Designing Practices

Each practice is 60-75 minutes and can generally be broken down into three main parts: warm up, skill development, and review.

Tips for Designing Practices:

- Allow sufficient time to warm up. Use specific drills as warm-ups to incorporate basketball skills.
- Pre-practice or review skills/drills before practice.
- Be sure to incorporate 1-2 water breaks per hour practice
- Focus on a main skill each practice and use about 3-4 drills to teach and reinforce the skill.
- Keep practice moving quickly. Limit one activity or drill to 5-15 minutes to keep players engaged. Avoid drills with excessive standing in line. The more touches each player can get on the ball the better.
- End each practice with a review of skills learned. Ask questions pertaining to the skill of the day, highlighting specific information. Use this time as a chance to reiterate key points from practice.
- Example practice plans are provided. Coaches may follow the provided plans or create their own with the templates.

COACHING TIPS

Coaching Young Players

Here are practical tips for coaching young players to help make your season successful.

How To:

- Learn the kiddos' names and call them by their names often!
- Be POSITIVE and ENCOURAGING! Whatever you do- make it **FUN!**
- Give praise and positive feedback often! (Even if the serve wasn't successful, you can complement something. (ie: "Hey, I know the serve didn't go in, but I really like how you kept your elbow high!")
- Use the same verbal coaching cues repetitively. This helps young players remember easily.
- Keep practice moving quickly, avoid a lot of downtime or standing in long lines.
- Pick 1-2 areas of focus per practice/game. You only have one hour for your practice. Pick one topic (two at the most!) to introduce and repeat over and over again.
- Work on the same skills in different games/drills! **REPETITION** is key! This keeps things interesting for young players.
- Create a team cheer and do it often! Young kids love having adults who are willing to be silly with them. Bring them in multiple times during practice to do their cheer.
- End each practice by asking each kiddo about one thing they learned or worked on that day. This encourages them to actively think about what they are doing, which helps things stick!
- When you are talking to younger athletes, get onto their level by taking a knee, so you can (literally and figuratively) see eye-to-eye. Then make the most of the 30-60 seconds you've got their attention! Six 30-second conversations with your players at a practice are much better than two 5-minute conversations!

PARENT COMMUNICATION

Communicating with Parents

Coaches are the face of the league for parents and good communication is key to a successful season. Here are practical tips for communicating with parents:

Top Tips for Engaging with Parents:

- Send a pre-season welcome email
- Be clear about playing time and participation. Let parents know that every child will get an equal amount of playing time at both practices and games.
- Hold a Parent Meeting the first practice, enlisting their support during the season.
- Share materials with all parents to help them understand how their child can best develop through sports.
- Enlist parents as “culture keepers” to promote positive cheering on the sideline.
- Provide sufficient notice on scheduling of practices, games, schedule changes, etc.
- Send weekly schedule reminders, including practice and game goals and how parents can reinforce your messages from home.

Welcome Email:

- Introduce self
- Introduce team players
- Send team schedule
- Let parents know there will be a parent meeting the first practice
- Tell parents what you are excited for this season and valuable lessons you hope to teach the players on the team this year
- Let parents know ways they can help
 - Scorekeeper at games
 - Sign up to be a team parent to help run a station at practices
 - Help facilitate a team celebration at the end of the season
 - Enlist parents as “culture keepers” to promote positive cheering on the sidelines

Weekly Reminder Email:

- Schedule reminder with time and gym locations for the week
- Overview of what skills will be practiced this week
- Team goal for the game
- Conversation starters with kids reinforcing team messages