

PAULDING COUNTY PARKS & RECREATION DEPARTMENT'S
REQUIREMENTS/GUIDELINES FOR COACHING
YOUTH PROGRAMS

REQUIREMENTS

1. A volunteer Coach's Application and Criminal Background Check must be filled out. (This will be provided by PCPRD).
2. All coaches (head & 1st assistant) must be NYSCA (<https://www.nays.org/onlinepromo/onlinehome.html>) certified in applicable sport or must attend one of the upcoming clinics offered by the Recreation Department.
3. All volunteers must complete "Child Abuse Reporting Training" and are required by Georgia State law to report suspected child abuse.
4. All head and assistant coaches are to receive a copy of the "Heads Up" concussion information sheet for coaches and acknowledgement of receipt. (Sign and return "Heads Up" Parent/Athlete Concussion Information Sheet, included in this package)

BACKGROUND CHECKS

1. Anyone convicted of a crime in the past five (5) years could possibly be ineligible to act as a volunteer coach. The Director will determine the final decision.
2. Persons convicted of sexual misconduct are ineligible to coach for the Paulding County Parks & Recreation Department.

GUIDELINES

1. All coaches (head & assistant) must be approved by the Recreation Department and will be under the supervision of the Recreation Department during all practices and games, and must abide by the rules and guidelines set by the Recreation Department. All coaches and assistants are expected to conduct themselves in a proper manner at all times.
2. All spectators and parents must stay off the practice/game area.
3. All injuries must be reported to the gym/field supervisor or a Recreation Department Staff Member immediately.
4. Any coach mistreating a child (physically or verbally) will be dismissed. The Recreation Department Athletic Staff will handle this.
5. Coaches will not require his/her team to purchase any equipment or clothing. This should be handled through the Recreation Department.
6. The Recreation Department Staff observes you at practice and games. We see what is going on and what is being taught. We also see how your players respect you as a coach and a leader. Your team may go 0-8, but still your players may have learned more about the game than any other team in the league. We don't want a win at all cost coach in our leagues. **Remember**, teach fundamentals and win, but most of all, let your players have FUN!
7. If you or your assistant coach cannot be at ay practice or game, notify the Recreation Department and we will make the decision on canceling the practice/game or whether to have a staff person attend. Do not leave your team unattended at practices.
8. Coaches are not allowed to schedule any games with out of town teams without Recreation Department approval.
9. All participants will be "drafted" on to a team from a prepared list of all registered participants. There will be no draft where the children are present. Fast Pitch Softball is the only program that requires players to attend a skills evaluation.
10. Coaches should contact players about missing practices, changing practice sites, times, etc.

PAULDING COUNTY PARKS & RECREATION DEPARTMENT
VOLUNTEER COACHES APPLICATION

ALL VOLUNTEER COACHES ARE REQUIRED TO BE NYSCA CERTIFIED

PLEASE PRINT NEATLY:

NAME: _____ NYSCA # _____

HOME ADDRESS: _____

CITY: _____ ZIP CODE: _____

HOME TELEPHONE NO.: _____ BUSINESS PHONE NO.: _____

E-MAIL ADDRESS: _____

OCCUPATION: _____

NAME OF BUSINESS: _____

SPORT CIRCLE ONE: **BASKETBALL** **SOFTBALL**

FLAG FOOTBALL **BASEBALL**

PARK WISHING TO COACH AT: **BURNT HICKORY** **MT. TABOR** **TAYLOR FARM**

HEAD COACH OR ASSISTANT COACH _____

IF ASSISTANT COACH? WHO WILL BE THE HEAD COACH? _____

Will you have a child playing youth sports for Paulding County Recreation Department? YES _____ NO _____

Will you prefer to coach your own child: YES _____ NO _____

Which age group would you prefer to coach?

1st Choice: _____ 2nd Choice: _____

Have you played organized sports before: YES _____ NO _____

If yes, what sport and where: _____

Have you worked with 6-17 year olds before? YES _____ NO _____

If yes, where and in what capacity? _____

Will you be able to spend the four to six hours per week necessary to coach a youth team? YES _____ NO _____

In your own words, what should the objective of youth sports be? _____

List references who would know about your playing or coaching experiences:

Name Address Phone

1. _____

2. _____

3. _____

Have you ever been arrested for OR convicted of a crime? This includes both felonies and misdemeanors, but does not include minor traffic offenses such as speeding or running a stop sign. If you have been arrested for OR convicted of a crime, please list details below:

Charge Date Location Disposition

I, the undersigned, understand that as a youth coach with the Paulding County Parks and Recreation Department, I will be expected to follow all the rules and regulations as set forth by the Paulding County Parks and Recreation Department and that failure to comply with all rules can result with my termination as a volunteer coach. I also understand that even though I have specified the age group I would prefer to coach, if there are more coaches than teams for that age group, the Paulding County Recreation Department will make the decision regarding who the coaches will be.

Signature _____ Date _____

PAULDING COUNTY PARKS AND RECREATION

MANDATORY REPORTING OF CHILD ABUSE

SECTION 1.0 PURPOSE

To provide guidance to employees and volunteers regarding the reporting of suspected child abuse as mandated by Georgia State Law.

SECTION 2.0 INTRODUCTION

Employees and volunteers in a public organization providing recreational programs to children who have reasonable cause to believe that a child has been abused are required by Georgia state law to report or cause reports of that abuse be made to the proper authorities.

SECTION 3.0 HOW TO REPORT CHILD ABUSE

- A. If the child is in immediate danger:
 1. Call 911 immediately
 2. Once the sheriff's department has been contacted, notify your immediate supervisor.
 3. The immediate supervisor will notify the PCPRD Director or, in the absence of the Director, the appropriate Division Director.
 4. The employee, or volunteer, who made the initial observation will complete a written *Report of Suspected Child Abuse/Neglect* and submit to DFCS within 24 hours.

- B. If the abuse is not actively on-going and the child is not in immediate danger:
 1. Notify your immediate supervisor.
 2. The immediate supervisor will notify the PCPRD Director or, in the absence of the Director, the appropriate Division Director.
 3. The employee or volunteer who made the initial observation will contact the Department of Family and Children Services.
 - a. On Monday – Friday between the hours of 8:00 AM and 5:00 PM, contact the Paulding County DFCS Office at (770) 443-7810.
 - b. At all other times, contact the DFCS Child Protective Services (CPS) After-Hours Call Center at 1-855- GA CHILD (1-855-422-4453).
 4. The employee or volunteer who made the initial observation will complete a written *Report of Suspected Child Abuse* and submit to DFCS within 24 hours.

**SECTION 4.0
ABUSE**

WRITTEN REPORT OF SUSPECTED CHILD

Employees and volunteers who have reasonable cause to believe that a child has been abused shall complete the *Report of Suspected Child Abuse* (see attached form) for submittal to the Department of Family and Children Services within 24 hours of filing an oral report.

SECTION 5.0

TRAINING

All employees and volunteers who interact closely with children through their work, including but not limited to, camp directors and counselors, class instructors and youth sports volunteers should receive training, through orientation or on-line, on the signs of abuse and how to report it.

Such training will include:

- An overview of the Georgia state law on Mandatory Reporting of Child Abuse.
- Definitions and indicators of child abuse according to the Georgia Department of Human Resources.
- Procedures as outlined in this policy for reporting suspected child abuse.
- Directions on how to complete and submit the written *Report of Suspected Child Abuse*.

On-line training can be received, free of charge, from ProSolutions Training. The training course can be accessed through the following link:

<https://www.gocftrainingonline.com>

The Mandated Reporters course is sponsored by the Governor's Office for Children and Families.



July 31, 2012

FOR IMMEDIATE RELEASE

Linda L. Schmidt - lindaschmidt@prosolutionstraining.com

ProSolutions Training - 770-642-6939 or 800-939-9694

Governor Signs Amendment Expanding Mandated Reporter Laws

Free online course at ProSolutions Training provides training for mandated reporters

Children in Georgia will be better protected from child abuse in the future as a new expanded mandated reporter law specifies a wider range of people being required to report suspected child abuse. The mandated reporter law for Georgia expanded to include more individuals who are law-bound to report suspected abuse, as of July 1, 2012. The new amendment designates several categories of individuals as mandated reporters, who "having reasonable cause to believe that a child has been abused shall report or cause reports of that abuse to be made." All child service organization personnel (both employees and volunteers) are now mandated reporters.

The Governor's Office for Children and Families (GOCF) sponsors a free, online training course, provided through ProSolutions Training, that details the law and its recent changes, discusses warning signs that can indicate if a child is being abused or neglected, and explains your role in reporting suspected child abuse. The free online course can be accessed through this link: <https://www.gocftrainingonline.com/> -- or at Partners/Hosted Courses on the ProSolutions Training website, www.prosolutionstraining.com

Specifically, the expanded definition of "child service organization personnel" means people who are employed or volunteering at a business or organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children." Reproductive health care facility or pregnancy resource center personnel and volunteers were specifically added as mandated reporters. New language also explains that members of the clergy are required to report child abuse unless the information is shared in the "context of confession or other similar communications required to be kept confidential under church doctrine or practice."

The Mandated Reporters course is sponsored by the Governor's Office for Children and Families.



Governor's Office for Children and Families

ProSolutions Training is an online training company based in Atlanta, GA, with more than 20 years of experience in professional development, curriculum development and client training support in human services.

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ProSolutions Training
www.prosolutionstraining.com





Paulding County
Parks and Recreation Department
Report of Suspected Child Abuse

Within 24 hours of making an oral report, a mandated reporter shall complete and submit a written report to the Paulding County DFCS, 1387 Industrial Boulevard North, PO Box 168, Dallas, GA 30132-0168. Phone 770-443-7810
Please print or type

CHILD'S NAME	<input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	AGE OR BIRTH DATE
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CHILD'S ADDRESS

NAME OF PARENT OR GUARDIAN	ADDRESS	PHONE NUMBER
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WHERE IS CHILD STAYING PRESENTLY IF NOT AT HOME?	PHONE NUMBER
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NAME OF DFCS WORKER TO WHOM ORAL REPORT WAS MADE	DATE OF ORAL REPORT	DATE AND TIME OF SUSPECTED ABUSE
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NAME OF SUSPECTED PERPETRATOR, IF KNOWN	ADDRESS OR PHONE NUMBER	RELATIONSHIP TO CHILD
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NATURE AND EXTENT OF THE CHILD'S INJURIES, MALTREATMENT OR NEGLECT

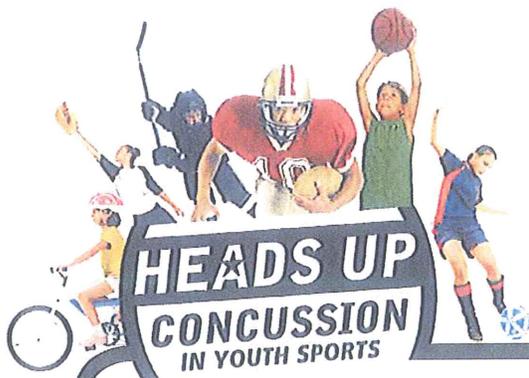
INFORMATION CONCERNING ANY PREVIOUS INJURIES, MALTREATMENT OR NEGLECT

LIST NAMES AND AGES OF SIBLINGS, IF KNOWN

DESCRIBE THE CIRCUMSTANCES IN WHICH THE INJURIES, MALTREATMENT OR NEGLECT CAME TO BE KNOWN TO THE REPORTER

WHAT ACTION, IF ANY, HAS BEEN TAKEN TO TREAT, PROVIDE SHELTER OR OTHERWISE ASSIST THE CHILD?

REPORTER'S NAME AND AGENCY	ADDRESS	PHONE NUMBER
REPORTER'S SIGNATURE	POSITION	DATE



A Fact Sheet for COACHES

To download the coaches fact sheet in Spanish, please visit www.cdc.gov/ConcussionInYouthSports

Para descargar la hoja informativa para los entrenadores en español, por favor visite

www.cdc.gov/ConcussionInYouthSports

THE FACTS

- A concussion is a **brain injury**.
- All concussions are **serious**.
- Concussions can occur **without** loss of consciousness.
- Concussions can occur **in any sport**.
- Recognition and proper management of concussions when they **first occur** can help prevent further injury or even death.

WHAT IS A CONCUSSION?

Concussion, a type of traumatic brain injury, is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move quickly back and forth—causing the brain to bounce around or twist within the skull.

This sudden movement of the brain can cause stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain.

HOW CAN I RECOGNIZE A POSSIBLE CONCUSSION?

To help spot a concussion, you should watch for and ask others to report the following two things:

1. A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head.
2. Any concussion signs or symptoms, such as a change in the athlete's behavior, thinking, or physical functioning.

Signs and symptoms of concussion generally show up soon after the injury. But the full effect of the injury may not be noticeable at first. For example, in the first few minutes the athlete might be slightly confused or appear a little bit dazed, but an hour later he or she can't recall coming to the practice or game.

You should repeatedly check for signs of concussion and also tell parents what to watch out for at home. Any worsening of concussion signs or symptoms indicates a medical emergency.

SIGNS AND SYMPTOMS¹

SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of 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 hit or fall
- Can't recall events after hit or fall

SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in 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
- Just "not feeling right" or "feeling down"

Adapted from Lovell et al. 2004

WHAT ARE CONCUSSION DANGER SIGNS?

In rare cases, a dangerous blood clot may form on the brain in an athlete with a concussion and crowd the brain against the skull. Call 9-1-1 or take the athlete to the emergency department right away if after a bump, blow, or jolt to the head or body the athlete exhibits one or more of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

WHY SHOULD I BE CONCERNED ABOUT CONCUSSIONS?

Most athletes with a concussion will recover quickly and fully. But for some athletes, signs and symptoms of concussion can last for days, weeks, or longer.

If an athlete has a concussion, his or her brain needs time to heal. A repeat concussion that occurs before the brain recovers from the first—usually within a short time period (hours, days, weeks)—can slow recovery or increase the chances for long-term problems. In rare cases, repeat concussions can result in brain swelling or permanent brain damage. It can even be fatal.^{2,3}

HOW CAN I HELP ATHLETES TO RETURN TO PLAY GRADUALLY?

An athlete should return to sports practices under the supervision of an appropriate health care professional. When available, be sure to work closely with your team's certified athletic trainer.

ACTION PLAN

WHAT SHOULD I DO WHEN A CONCUSSION IS SUSPECTED?

No matter whether the athlete is a key member of the team or the game is about to end, an athlete with a suspected concussion should be immediately removed from play. To help you know how to respond, follow the Heads Up four-step action plan:

1. REMOVE THE ATHLETE FROM

PLAY. Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, sit them out!

2. ENSURE THAT THE ATHLETE IS EVALUATED BY AN APPROPRIATE HEALTH CARE PROFESSIONAL.

Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals 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 immediately following the injury

- Any seizures immediately following the injury
- Number of previous concussions (if any)

3. INFORM THE ATHLETE'S PARENTS OR GUARDIANS.

Let them know about the possible concussion and give them the Heads Up fact sheet for parents. This fact sheet can help parents monitor the athlete for signs or symptoms that appear or get worse once the athlete is at home or returns to school.

4. KEEP THE ATHLETE OUT OF PLAY.

An athlete should be removed from play the day of the injury and until an appropriate health care professional says they are symptom-free and it's OK to return to play. After you remove an athlete with a suspected concussion from practice or play, the decision about return to practice or play is a medical decision.

REFERENCES

1. Lovell MR, Collins MW, Iverson GL, Johnston KM, Bradley JP. Grade 1 or "ding" concussions in high school athletes. *The American Journal of Sports Medicine* 2004; 32(1):47-54.
2. Institute of Medicine (US). Is soccer bad for children's heads? Summary of the IOM Workshop on Neuropsychological Consequences of Head Impact in Youth Soccer. Washington (DC): National Academies Press; 2002.
3. Centers for Disease Control and Prevention (CDC). Sports-related recurrent brain injuries-United States. *Morbidity and Mortality Weekly Report* 1997; 46(10):224-227. Available at: www.cdc.gov/mmwr/preview/mmwrhtml/00046702.htm.

*If you think your athlete has a concussion...
take him/her out of play and seek the advice of a health care professional
experienced in evaluating for concussion.*

For more information, visit www.cdc.gov/Concussion.

Below are five gradual steps that you and the health care professional 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: Athletes should not have any concussion symptoms. Athletes should only progress to the next step if they do not have any 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 weight lifting 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 (reduced time and/or reduced weight from your 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: Athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

STEP 5: Athlete may return to competition.

If an athlete's symptoms come back or she or he 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 more rest and no concussion symptoms, the athlete should begin at the previous step.

PREVENTION AND PREPARATION

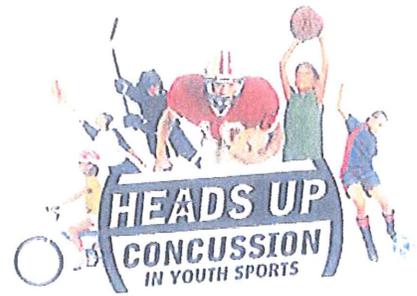
Insist that safety comes first. To help minimize the risks for concussion or other serious brain injuries:

- Ensure that athletes follow the rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Wearing a helmet is a must to reduce the risk of severe brain injury and skull fracture.
 - However, helmets are not designed to prevent concussions. There is no "concussion-proof" helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

Check with your league, school, or district about concussion policies. Concussion policy statements can be developed to include:

- The school or league's commitment to safety
- A brief description of concussion
- Information on when athletes can safely return to school and play.

Parents and athletes should sign the concussion policy statement at the beginning of the season.



Parent/Athlete Concussion Information Sheet

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports *one or more* symptoms of concussion listed below after a bump, blow, or jolt to

Did You Know?

- Most concussions occur *without* loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

the head or body, s/he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it’s OK to return to play.

SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of 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 hit or fall
- Can’t recall events *after* hit or fall

SYMPTOMS REPORTED BY ATHLETES

- Headache or “pressure” in 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
- Just not “feeling right” or “feeling down”

CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (*even a brief loss of consciousness should be taken seriously*)

WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. *They can even be fatal.*

It's better to miss one game than the whole season. For more information on concussions, visit: www.cdc.gov/Concussion.

Remember

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

Coach Signature

Coach Printed Name

Date