

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 (www.nays.org) certified in applicable sport.
3. All volunteers must complete the Mandated Reporters training course and are required by Georgia State law to report suspected child abuse. The website to the course is: www.prosolutionstraining.com. The course name is "Mandated Reporters: Critical Links in Protecting Children in Georgia".
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, include in the package)

Background Checks

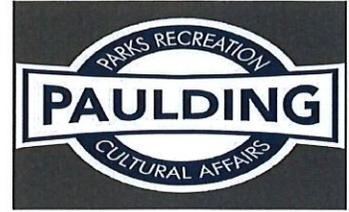
1. Anyone convicted of a crime in the past five (5) years could possibly be ineligible to act as a volunteer coach. Anyone convicted of a felony in the past 10 year will be declined. The Director will determine the final decision.
2. Persons convicted of sexual misconduct are ineligible to coach for 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 practices and games. We see what is going on and what is being taught. We also see how your parents 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 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 any 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.
10. Coaches should contact players about missing practices, changing practice sites, times, etc.

PAULDING COUNTY PARKS, RECREATION AND CULTURAL AFFAIRS

VOLUNTEER COACHES APPLICATION



NAME: _____

HOME ADDRESS: _____

CITY: _____ ZIP CODE: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

SPORT(CIRCLE ONE): BASKETBALL BASEBALL SOFTBALL

VOLLEYBALL ADAPTIVE BASEBALL

PARK: BURNT HICKORY MOUNT TABOR TAYLOR FARM

HEAD COACH OR ASSISTANT: _____

IF ASSISTANT WHO WILL BE THE HEAD COACH: _____

AGE GROUP: _____

LIST OF REFERENCES:

NAME: PHONE NUMBER: ADDRESS:

Have you ever ben arrested or convicted of a crime? This includes both felonies and misdemeanors, but does not include minor traffic violations. If you have been arrested or convicted of a crime please list the details below.

I understand that as a youth coach with the Paulding County Parks, Recreation and Cultural Affairs Department, I will be expected to follow the rules and regulations set forth by the Department. Failure to comply with all rules can result in termination as a volunteer coach.

Signature: _____ Date: _____



PAULDING COUNTY SHERIFF'S OFFICE

SHERIFF GARY GULLEDGE

247 Industrial Way North
Dallas, Georgia 30132

Office (770) 443-3010
Jail (770) 443-3030
Fax (770) 443-3014

CONSENT

I hereby authorize Paulding County Sheriff's Office to run any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia for personal and/or requesting organization review.

Full Legal Name (print): _____
First Middle Last Date of Birth

Maiden Name: _____ Social Security Number: _____

Driver's License: _____ Race: Black White Sex: _____
State Number

Address: _____

This authorization is valid for 30 days from date of signature.

Signature of Requestor Listed Above: _____ Date: _____

Notary (not valid without notary seal, signature, and date) _____ Date: _____

Organization's Name: Parks & Recreation Department - Michael Justus

Organization's Telephone Number: 770-445-8065

Purpose of consent (check **ONE**):

- Non-Criminal Justice Employment and Licensing (Purpose code 'E')
- Employment with mentally disabled (Purpose code 'M')
- Employment with elder care (Purpose code 'N')
- Employment with children (Purpose code 'W')

DO NOT WRITE BELOW THIS LINE OFFICIAL USE ONLY

The inquiry resulted in the following (check all that apply):

- No Criminal Record Available
- Criminal Record (attached/released)
- No NCIC/GCIC Warrant
- Possible NCIC/GCIC Warrant (list wanting agency)

Agency Designee Signature and Title _____ Date _____



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

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.goeftrainingonline.com>

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



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?
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REPORTER'S NAME AND AGENCY	ADDRESS	PHONE NUMBER
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REPORTER'S SIGNATURE	POSITION	DATE
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A Fact Sheet for COACHES

HEADS UP CONCUSSION

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;
 - › 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.

[INSERT YOUR LOGO]



- 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 HEADS UP app or a list of concussion signs and symptoms that you can keep on hand.

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.

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.

WHAT ARE SOME MORE SERIOUS DANGER SIGNS TO LOOK 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.

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.

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 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.

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.

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.^{1,2,3}

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.

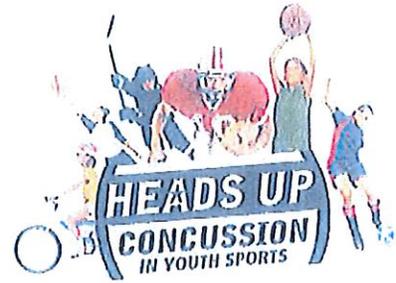


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Content Source: CDC's HEADS UP campaign. Customizable HEADS UP fact sheets were made possible through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

JOIN THE CONVERSATION AT www.facebook.com/CDCHEADSUP

TO LEARN MORE GO TO [cdc.gov/HEADSUP](https://www.cdc.gov/HEADSUP)



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