



COACH HANDBOOK

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ABOUT NCPRD YOUTH PROGRAMS

PROGRAM DESCRIPTION

NCPRD youth sports programs are administered by the North Clackamas Parks & Recreation District (NCPRD). The goal of these programs is to provide a fun learning experience for all participants.

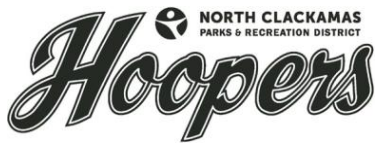
PROGRAM OBJECTIVES

- Enhance physical and mental fitness through playing youth sports.
- Teach life lessons while building-up youth that impact sports positively by focusing on improving oneself, their teammates and the game as a whole.
- Promote good sportsmanship and fair play.
- Provide every player the opportunity to play and practice as equally as any other player regardless of his or her size, age, and ability.
- Focus on continuous improvement, not on winning or losing.

NCPRD youth programs are not just about the honorable pursuit of victory, but more importantly the goal is learning valuable life lessons. Coaches, parents, and athletes are expected to promote a positive, character-building youth sports experience.

COACHES INFORMATION

NCPRD has a Coaches Information & Resources page located on our website - NCPRDSports.com. This page is intended to be a tool for league coaches. The page will have important dates and information, rules of play, and other resources for our youth volunteer coaches. Please visit this page frequently as new and updated information will be provided as it is available during the season.



IMPORTANT DATES AND INFORMATION

The NCPRD Hoopers Basketball league emphasizes age-appropriate skill development and fundamental techniques while encouraging teamwork and sportsmanship in a fun, learning environment.

HOW WE OPERATE

School-based Teams: Teams are organized based on grade and school. Schools may be combined to make full teams. At the high school level, athletes can request a coach or another athlete.

Athlete Focused: Every athlete is unique. Hoopers is designed to help athletes take ownership over their development and improvement in a supportive environment. All athletes have equal opportunity to play regardless of skill level.

Volunteer Coaches: Hoopers relies on the dedication of volunteer coaches (two coaches per team). Volunteers must pass a background check, complete concussion testing, and attend a pre-season meeting. Coaches are provided example practice plans and grade-related goals. For additional support, coaches can attend an optional clinic.

Gender Diverse Athletes

Hoopers Basketball welcomes athletes to participate in the division consistent with their gender identity.

Equipment

NCPRD Staff will be present for all practices and games. Staff provide 5 basketballs, 10 cones for practices. Coaches are responsible for collecting and returning equipment at the end of practice. For games, staff provide two balls for each teams warm up. Balls will be collected after half time of the game.

Equal Play Time

All players should play approximately equal amounts of time, unless they are injured or sick, being disciplined, or ejected for improper conduct. Blank equal play time charts are included in the Resources section of your Coach Handbook. Questions about equal play time should be directed to your Coach Coordinator.

Uniforms

Teams will receive uniforms on 11/22 for 2nd Grade and 2/5 for Kindergarten and 1st Grade. Coaches hand out uniforms prior to games. Players are issued the uniform size they selected during registration. If a uniform does not fit, try to exchange jerseys amongst the team first. If a different size uniform is needed, contact the NCPRD Sports Office by email at sports@ncprd.com or 503-794-3877.

Pictures

Pictures are facilitated by Catch Me If You Can Photography. Coaches are responsible for signing up for their teams' picture time and communicating it to their team. A sign up link will be sent to coaches. Pictures are scheduled for Early Winter week of Dec. 8 and Late Winter the week of Feb. 9.

Game Day Volunteers

On game days, coaches must check-in with the NCPRD Site Monitor prior to designate a parent volunteer to run the clock decided by team as follows:

- Away team (dark uniform) - parent volunteer runs the clock.

Parent Meeting

NCPRD strongly recommends coaches hold a parent meeting, ideally at the start of the first scheduled practice. This gives you the opportunity to inform parents of your rules and expectations as well those of the NCPRD league and to meet and open the lines of communication for the season. The parent meeting is also a great time to recruit an assistant coach, if needed, or a team manager to assist with team communications, snacks, awards or parties.

Coach Coordinators

If you have any questions, feel free to contact the Coach Coordinator for your teams' grade level. You can find all of our Coordinators' contact information on page 4.



Early Winter Season Timeline

Schedule Subject to Change.

| | |
|-----------------------------|---|
| Week of November 10 | Grades 3, 4 & High School Divisions: Practices begin |
| Tuesday, November 11 | Practices held only at Concord Community Center |
| November 15 & 22 | 2nd Grade: First Practice & Second Practice |
| Nov. 23 – 30 | Grades 2, 3, 4 & High School Divisions: No practices/games |
| Week of December 1 | Grades 2, 3, 4 & High School Divisions: Practices resume |
| | Uniform Distribution. More information is coming soon! |
| Saturday, December 6 | Grades 2, 3, 4: First Games |
| Sunday, December 7 | High School Division: First Games |
| Week of December 8 | Team Pictures. More information is coming soon! |
| December Game Dates: | Saturdays – 12/6, 12/13, 12/20, Sundays – 12/7, 12/14, 12/21 |
| Dec. 22 – Jan. 4 | Grades 2, 3, 4 & High School Divisions: No practices/games |
| Week of January 5 | Grades 2, 3, 4 & High School Divisions: Practices resume |
| January Game Dates | Saturdays – 1/10, 1/17, 1/24, Sundays – 1/11, 1/18, 1/25 |
| Monday, January 19 | Practices held only at Concord Community Center |

Late Winter Season Timeline

| | |
|-------------------------------------|---|
| Week of January 25 | Kindergarten, 1st, 5th, 6th, 7th/8th Grade Divisions: Practices begin |
| Week of February 1 | Uniform Distribution |
| Saturday, February 7 | 5th, 6th, 7th/8th Grade Divisions: First games |
| February / March Game Dates: | Saturdays – 2/7-3/14, Sundays – 2/15-3/15 |
| Sunday, February 8 | Kindergarten & 1st Grade Divisions: No practices/games |
| Week of February 9 | Team Pictures |
| Monday, January 16 | Practices held only at Concord Community Center |



CONTACT INFORMATION

NCPRD Sports Office

3811 SE Concord Road
Milwaukie, OR 97267

(P) 503-794-3877
(F) 503-794-3878

sports@ncprd.com
www.NCPRDsports.com

YOUTH SPORTS Coach Coordinators

Kindergarten, 1st & 2nd

George Klein

gklein@ncprd.com

3rd, 4th, 5th, 6th

Darius Coleman

dcoleman@ncprd.com

7th / 8th & High School

Stepen Persad

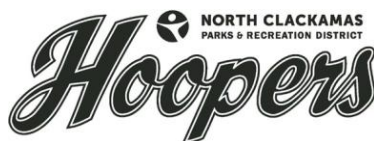
spersad@ncprd.com

Recreation Shift Coordinator

John Reese

503-475-8953

jreese@ncprd.com



TIPS FOR COACHING SUCCESS

Every coach is excited and cannot wait to get on the court and start coaching their team. Below, you will find some tips to keep it fun and avoid issues throughout the season.

MEETINGS

- At the start of your first practice, you should hold your "Parent Meeting". You can include your players or have your assistant run your players through some drills as you speak to the parents. Be sure you lay out all of your rules and expectations as well as NCPRD league rules and expectations. This can be done in 5 to 10 minutes and will help open the lines of communication between coaches and parents.
- Hold a brief team meeting with players before each practice. Outline your expectations for the practice and take a minute or so to check in with the kids to see how they are all doing on that day. For the first practice, this would be a good time for all of the kids to introduce themselves and maybe ask them to share something about themselves to help everyone get to know each other.

PRACTICE PREP

- Have a "**Season Plan**" for your team. This will help you plan each practice. You can create your plan before your first practice or wait until after your first practice so that you can pinpoint specific areas your team needs improvement.
- Be prepared to physically demonstrate each drill to your players. If you can't physically do it then you will need to clearly explain to your players how to perform the drill.
- Be certain to teach the rules of the game along with teaching the kids your language when it comes to the game. A good example of this would be to teach the kids where to go if you want them to be in the "Key". Coaches use many different words to describe areas of the court so teach your players the meaning of the words you use.

PRACTICE RECOMMENDATIONS

- Keep the amount of time you spend on a drill short. If you have drills that last for 25-30 minutes you will lose the attention of your kids and your practices will be unproductive. Try to keep drills to 10-15 min max.
- Avoid drills that create long lines. The most effective way to keep kids engaged is to keep them moving. Any drills that have players standing around and waiting for more than 30-60 seconds will cause kids to get bored and lose focus.
- As a rule of thumb, the younger the kids, the more fun the drill is, the more you will get out of your team as a whole. Use games like Around the World or Knockout to teach shooting as opposed to spending 5-10 minutes doing Form Shooting. For dribbling, you can use relay races or games like Dribble Knockout as opposed to stationary dribbling.
- Be ready to remove a skill or drill from your list if you try it and it doesn't relate to the group of kids you are working with or if it turns out to be disastrous. Some things look better on paper than in real life. It never hurts to try a new drill; however if it doesn't work, remove it from your drill list.

COACH EXPECTATIONS

North Clackamas Parks and Recreation District (NCPRD) relies on the dedication of volunteers in order to provide quality youth sports programming at an affordable price. NCPRD truly appreciates the commitment required to coach - we couldn't do it without you!

NCPRD recommends and will certify two coaches per team. Below are the requirements to be a certified volunteer coach for a NCPRD youth program along with NCPRD policies and guidelines for coaches to follow.

1. VOLUNTEER COACH REQUIREMENTS

- Head coaches must be 18 years of age or older; Assistant Coaches may be 16 years of age or older.
- Assistant coaches under the age of 18 must have an adult (21 years or older) present during all practices and matches if the head coach is not present.
- Coaches age 18 and older must pass a mandatory background check.
- Per the Oregon Health Authority, this volunteer position is subject to the mandatory COVID-19 vaccine requirement and proof of vaccination or have an approved acceptance
- Attend all mandatory NCPRD coach meetings/trainings for the program.
- Coaches must complete an online Heads Up or comparable concussion training and provide NCPRD Sports with certificate of completion.
- Completed at time of registration:
 - 1) Coach Contract; 2) Supplemental Coach Contract forms
- Coaches will be issued a Coach ID card that must be worn at all practices and games.

2. COACHING POLICIES

- Coaches are expected to conduct themselves in a professional, law-abiding manner.
- Coaches are expected to be on-time and prepared for all practices and games.
- Coaches should be respectful of all players, parents, referees, staff and facilities.
- Coaches must provide their contact information to their teams. This should be done when initially contacting families or at your parent meeting.
- Coaches may only have players listed on their roster participate in their practices and games.
- Coaches may not participate as a player in practices or games even if the team is short players.
- Coaches may not add players to their team. All programs registrations must be processed through NCPRD Sports Office before a player can participate with a team.
- Teams may only practice at their assigned time and location. Coaches may not add any additional practices, scrimmages or games to their schedule.
- Coaches are not allowed to register their team for non-NCPRD tournaments or events.
- Coaches must remain at the facility until all players have been picked up from practices and games.
- Coaches that are coaching more than one team will be responsible to ensure they have a certified assistant coach to run a practice or game in the case of overlapping times.
- Coaches are expected to understand and adhere to the rules of the program and NCPRD's expectations for a volunteer coach.
- Coaches are required to have at least one certified coach present for all practices and games.
- Coaches may have parents assist but not participate in drills or scrimmages during practices.
- Only registered, certified coaches may sit with players on the team bench during games and the maximum is 2 per team.

3. COACHES MEETINGS/TRAININGS

Head Coaches are required to attend all mandatory coaches meetings and trainings. Coaches meetings will cover any or all of the following items: review of coach expectations, rules of play, issuing of coach ID cards, concussion awareness, *Parent Handout Materials* and collection of the *Coach Contract*.

- Additional coach meetings or trainings may be required depending on the program.
- Visit the Coaches Information page for the program on our website frequently during the season for updates and new information about the program, meeting and training dates and coach resources.

4. ROSTERS

When coaches receive their roster, they will be given a deadline date for contacting players families. Coaches should make every effort to contact all of the team's families before the deadline as the players and parents are excited to hear from their coach.

When contacting the families of players, coaches should:

- Provide them with their contact information and preferred method of contact.
- Confirm the parent/guardian's contact information is correct and their preferred method of contact.
- Communicate the team's parent meeting date, time and location; weekly practice schedule including day(s) of the week, start/end time and location.
- Communicate NCPRD's drop off and pick up policy for all participants.
- If unable to contact a family by phone or email after a few attempts, please contact the NCPRD Sports Office or Coach Coordinator right away so we can help and confirm their participation.

******In the event a rostered player does not show up or misses more than 2 consecutive practices without the coach's knowledge, please attempt to contact them to see why. Additionally, please contact the NCPRD Sports Office or Coach Coordinator to inform them of the situation.

5. PARENT MEETING

NCPRD strongly recommends coaches hold a parent meeting, ideally just prior to the first scheduled practice. This gives parents and coaches the opportunity to meet and open the lines of communication for the season. The parent meeting is also a great time to recruit an assistant coach, if needed, or a team manager to assist with team communications, snacks, awards or parties.

Suggested items to cover at the parent meeting:

- Creation of a phone list/tree, or group text, and sharing of personal contact information.
- Share coaching style, experience and expectations for players and parents for the season.
- Distribute *Parent Handout Materials* (provided by NCPRD Sports).
- Discuss drop off and pick up for participants and facility use rules, specifically addressing practice arrival times (drop off no more than 10 minutes prior to practice start time. NOTE: Some facilities will not allow a 10-minute early arrival by anyone except an NCPRD Program Staff Member.)

6. UNIFORMS

Each player will receive a uniform jersey or t-shirt. This will be each player's uniform to keep.

- If a coach or team wishes to purchase additional uniform pieces it shall be optional and not a requirement for players or families to do so.
- All High School aged players are required to have a jersey to play in games.
- If a coach or team wishes to screen print on the back of the uniform, NCPRD Sports strongly recommends using the team's name or player nicknames for the safety of the participants.
- Uniforms will be delivered to the coach for distribution to players in time for the first game.
- Coaches will be given information on the uniform size ordered by each player. Give each player the size they ordered to start, have all players try on their uniform to ensure proper fit before leaving. This way all sizing issues can be identified right away.
- Whenever possible, it's best to swap sizes among the team to resolve any fitting issues. If uniform size issues cannot be resolved, coaches should return the uniform(s) that do not fit to NCPRD Program Staff.
- After uniforms have been distributed, if a uniform does not fit coaches should instruct the parent/guardian to attend a Uniform Exchange. At the exchange, the current uniform will be exchanged for a new uniform.

7. TEAM PRACTICES

League teams will have set practice schedules according to NCPRD's facility use permits with the North Clackamas School District (NCSD). All participants are expected to follow NCSD Facility Use Code of Conduct (Appendix A) when using their facilities.

- Coaches and/or players may not arrive early or stay late to "get in" extra practice time. Arrival time should be no more than 10 minutes prior to practice start time. Please note: Some facilities will not allow a 10 minute early arrival due to approved entry time.
- Coaches should be respectful of other teams and staff and finish practices on time. If a team meeting is needed, plan for it to occur within your allotted practice time or hold it in a location which does not interrupt the next practice from starting on-time or a staff member from closing.
- Only currently enrolled players shall participate in practices.
- Siblings are allowed at practices and games, however cannot participate and must be supervised.
- No tape or marking materials may be applied to gym floors without the NCPRD Sports Office approval.
- Coaches should have a backup plan in the event they are running late or cannot make a practice. In such situations, coaches should immediately communicate with their Coach Coordinator and/or NCPRD Sports Office so appropriate action can be taken.
- If there is a valid need to cancel or request a practice to be rescheduled, coaches shall communicate this to their Coach Coordinator right away so schedules can be adjusted accordingly.
- Coaches may not schedule scrimmages against other teams during practice sessions without advanced NCPRD Sports approval.
- Coaches may not have player vs. parent scrimmages during scheduled practice times.
- Scheduling of additional practices, scrimmages or games by coaches outside of those scheduled by NCPRD are prohibited.

8. GAME SCHEDULES

Game schedules will be available on the NCPRD Sports website. Schedules are subject to change throughout the season, please check game schedules frequently for the most current locations and times.

9. TEAM PICTURES

Professional team and individual photos are offered for participants to purchase as memorabilia for the season.

- Coaches are responsible for signing up their team for team pictures. Instructions for sign up will be given to coaches early in the season.
- Coaches should communicate the team's picture date and time to all player families.
- Coaches are responsible for organizing the players as requested by the photographer and the supervision of their players on picture day.
- Pictures purchased by the players will be delivered to the coaches. Coaches are responsible for handing them out to the families as soon as possible.
- Coaches and parents should contact the photographer directly with any order issues or questions.

10. LEAGUE COMMUNICATIONS

Coaches are responsible for ensuring that NCPRD Sports has their current contact information, including email and phone number, and for ensuring that our general email address (sports@NCPRD.com) and our registration sites (no-reply@teamsideline.com) is added to their email address book to ensure all messages are received.

11. SCHOOL CLOSURES AND CANCELLATIONS

NCPRD Sports will provide a master schedule of planned facility use dates for the season adjusting the practice schedule for North Clackamas School District (NCSD) school holidays, scheduled closures and gym no use dates.

There are facility cancellations due to school events, inclement weather or other unforeseen circumstances. **NCPRD Sports will notify coaches as soon as we are made aware of the cancellation. Please be aware, however, that we do not always get advanced notification.**

In the event that NCSD closes a school for any reason, all NCPRD scheduled activities and events at that NCSD facility are cancelled as well.

Official cancellation notices will be communicated as identified on the following page.

Advanced notice of facility cancellations will be communicated to the coaches as soon as possible. Coaches will be responsible for communicating these advanced notice schedule changes to the players and their families. If a last-minute cancellation occurs NCPRD Sports will:

- Attempt to contact coaches by phone, text or email.

- Send out an email to all teams and participants affected.
- Post the cancellation on the ncprdsports.com website.

If coaches arrive at the facility and the scheduled practice or game has unexpectedly been cancelled, coaches are required to stay at the facility to inform all team members of the cancellation as they arrive. They must also remain until all players have been picked up.

Because of limited space and availability, make-up practices or games may not be possible. Teams may be asked to double-up to accommodate make-up practices.

12. CODE OF ETHICS

The ethics and sportsmanship of the coaches, parents, players, officials and others associated with the game should be exemplary. Everyone participating should conduct themselves so that he/she is a credit to the sport. Therefore, NCRPD asks for coach cooperation in following, encouraging and upholding this Code of Ethics.

I hereby pledge to provide positive support and encouragement for youth sports by following this Code of Ethics:

- I will treat all players, fans, coaches, officials and opponents with respect and dignity and I will insist players treat other players, coaches, fans and officials with respect.
- I will not physically or verbally abuse any player, fan, opponent, coach or official under any circumstances.
- I will not use profanity regardless of the situation.
- I will encourage good sportsmanship by demonstrating positive support for all coaches, players, fans, opponents and officials.
- I will place the emotional and physical well-being of all children before any personal desire to win.
- I will do my very best to make youth sports fun for every player.
- I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all youth sports events.
- I will do my best to ensure players are on time and ready for all practices and games.
- I will do my part to maintain clean and safe facilities for youth sports.
- I will respect the rights and property of others.
- I will be responsible for proper supervision of siblings at all times, if attending practices and games.
- I understand that violating this Code of Ethics during the season may have consequences resulting in removal from the premises or other penalties including removal from coaching responsibilities.

13. GENERAL SAFETY

Safety of participants is top priority. NCPRD asks all parents/guardians to escort their child/player into the facility and wait with them until a team coach arrives.

In order to ensure participant safety, coaches are expected to do the following:

- Remain present until all participants are picked up.
- Call 9-1-1 in the case of emergencies. Coaches and NCPRD site monitors will have contacts for non-emergency situations.
- Always be on the lookout for unsafe conditions. If conditions poses an imminent safety risk and cannot be resolved, coaches should take reasonable action to keep participants safe, including stopping activities if necessary and moving players to a safe area.
- Report any and all safety issues or concerns to the NCPRD Sports Office.
- Be responsible and considerate when dealing with families personal contact information.

A FACT SHEET FOR Youth Sports Coaches



Below is information to help youth sports coaches protect athletes from concussion or other serious brain injury, and to help coaches know what to do if a concussion occurs.

What is a concussion?

A concussion is a type of traumatic brain injury 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 brain cells.

What is a subconcussive head impact?

A subconcussive head impact is a bump, blow, or jolt to the head that *does not* cause symptoms. This differs from concussions, which *do* cause symptoms. A collision while playing sports is one way a person can get a subconcussive head impact. Studies are ongoing to learn about subconcussive head impacts and how these impacts may or may not affect the brain of young athletes.

How can I keep athletes safe?

As a youth sports coach, your actions can help lower an athlete's chances of getting a concussion or other serious injury. Aggressive or unsportsmanlike behavior among athletes can increase their chances of getting a concussion or other serious injury.³ Here are some ways you can help:

Talk with athletes about concussion:

- Set time aside throughout the season to talk about concussion.
- Ask athletes about any concerns they have about reporting concussion symptoms.
- Remind athletes that safety comes first and that you expect them to tell you and their parent(s) if they think they have experienced a bump, blow, or jolt to their head and "don't feel right."

Focus on safety at games and practices:

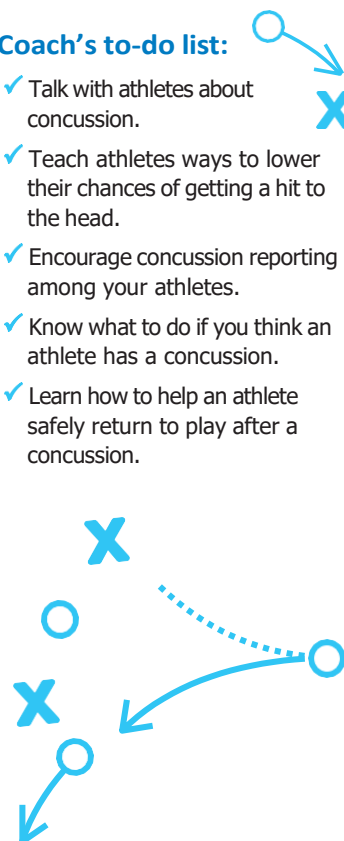
- Teach athletes ways to lower the chances of getting a hit to the head.
- Enforce rules that limit or remove the risk of head impacts.
- Tell athletes that good sportsmanship is expected at all times, both on and off the field.
- Bring emergency contact information for parents and healthcare providers to each game and practice in case an athlete needs to be seen right away for a concussion or other serious injury.

Multiple concussions

Athletes who have ever had a concussion have a higher chance of getting another concussion. A repeat concussion can lead to more severe symptoms and longer recovery.^{1,2}

Coach's to-do list:

- ✓ Talk with athletes about concussion.
- ✓ Teach athletes ways to lower their chances of getting a hit to the head.
- ✓ Encourage concussion reporting among your athletes.
- ✓ Know what to do if you think an athlete has a concussion.
- ✓ Learn how to help an athlete safely return to play after a concussion.



Make sure athletes do not perform these unsafe actions:

- Use their head or helmet to contact another athlete.
- Make illegal contact or check, tackle, or collide with an unprotected opponent.
- Try to injure another athlete.

Stay up to date on concussion information:

- Review your state, league, and organization's concussion plans and rules.
- Take a training course on concussion. The Centers for Disease Control and Prevention (CDC) offers free concussion training at [cdc.gov/HEADSUP](https://www.cdc.gov/HEADSUP).
- Download CDC's HEADS UP app or another resource that provides a list of concussion signs and symptoms.

Check equipment and sports facilities:

- Make sure all athletes wear a helmet that is appropriate for the sport or activity; ensure that the helmet fits well and is in good condition.
- Work with the game or event manager to fix any concerns, such as tripping hazards or goal posts without proper padding.

One study found that nearly 70% of athletes continued to play with concussion symptoms.⁴



How can I spot a possible concussion?

Athletes who show or report one or more of the signs and symptoms listed below—or who 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. 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 show up for hours or days.

Signs coaches or parents may observe:

- Seems confused
- Forgets an instruction or is unsure of the game, position, score, or opponent
- Moves clumsily
- Answers questions slowly or repeats questions
- Can't remember events before or after the hit, bump, or fall
- Loses consciousness (even for a moment)
- Has behavior or personality changes

Signs of a more serious brain injury

In rare cases, a concussion can cause dangerous bleeding in the brain, which puts pressure on the skull. Call 9-1-1 if an athlete develops one or more of these danger signs after a bump, blow, or jolt to the head or body:

- A headache that gets worse and does not go away
- Significant nausea or repeated vomiting
- Unusual behavior, increased confusion, restlessness, or agitation
- Drowsiness or inability to wake up
- Slurred speech, weakness, numbness, or decreased coordination
- Convulsions or seizures (shaking or twitching)
- Loss of consciousness (passing out)

Symptoms athletes may report:

- Headache
- Nausea or vomiting
- Dizziness or balance problems
- Bothered by light or noise
- Feeling foggy or groggy
- Trouble concentrating or problems with short- or long-term memory
- Does not “feel right”

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 losing playing time during a game,
- Putting their future sports career at risk,
- Looking weak,
- Letting down their teammates or the team, and/or
- What their coach or teammates think of them.⁵⁻⁷

What should I do if 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! Record and provide details on the following information to help the healthcare provider or first responders assess 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) and for how long
- Any memory loss right after the injury
- Any seizures right after the injury
- Number of previous concussions (if any)

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

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess an athlete for a possible concussion and decide when it is safe for the athlete to return to play.

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

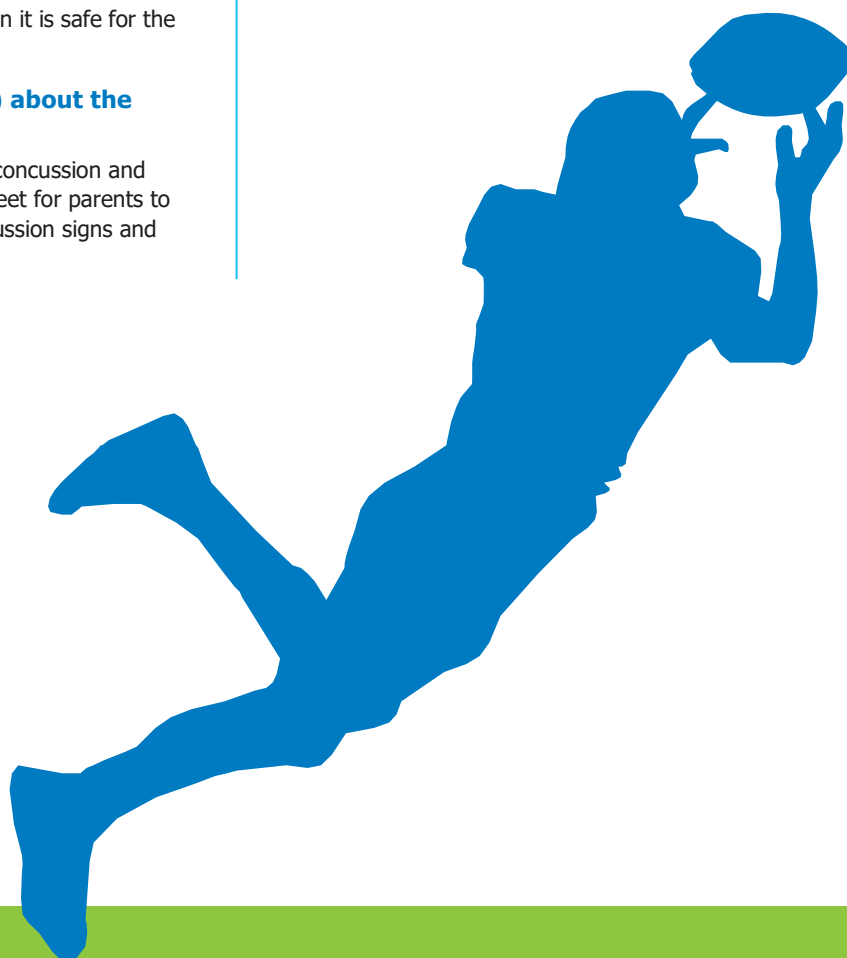
Let parents know about the possible concussion and give them the CDC HEADS UP fact sheet for parents to help them watch the athlete for concussion signs and symptoms at home.

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

This should include information about when the athlete can return to play and steps you should take to help the athlete safely return to play. Athletes who continue to play while having concussion symptoms have a greater chance of getting another concussion. A repeat concussion that occurs before the brain has fully healed can be very serious and can increase the chance for long-term problems. It can even be fatal.

Offer support during recovery.

An athlete may feel frustrated, sad, angry, or lonely while recovering from a concussion. Talk with them about it, and allow an athlete recovering from a concussion to stay in touch with their teammates, such as cheering on their team at practices and competitions.



What steps should 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 healthcare provider. When available, be sure to also work closely with your team's certified athletic trainer.

There are six gradual steps to help an athlete safely return to play. These steps should not be done in one day, but instead over days, weeks, or months. **An athlete should move to the next step only if they do not have any new symptoms at the current step.**

Step 1: Return to non-sports activities, such as school, with a greenlight from the healthcare provider to begin the return-to-play process

Step 2: Light aerobic exercise

- Goal: Increase the athlete's heart rate
- Activities: Slow to medium walking or light stationary cycling

Step 3: Sport-specific exercise

- Goal: Add movement
- Activities: Running or skating drills; no activities with risk for contact

Step 4: Non-contact training drills

- Goal: Increase exercise, coordination, and thinking
- Activities: Harder training drills and progressive resistance training

Step 5: Full-contact practice

- Goal: Restore confidence and have coaching staff assess functional skills
- Activities: Normal training activities

Step 6: Return to regular sports activity

Remember: It is important for you and the athlete's parent(s) to watch for concussion symptoms after each day's activities, particularly after each increase in activity. If an athlete's concussion symptoms come back, or if he or she gets new symptoms when becoming more active at any step, this is a sign that the athlete is working too hard. The athlete should stop these activities, and the athlete's parent should contact the healthcare provider. After the athlete's healthcare provider says it is okay, the athlete can begin at the step before the symptoms started.



1. Chrisman SPD, Lowry S, Herring SA, et al. Concussion incidence, duration, and return to school and sport in 5- to 14-year-old American football athletes. *J Pediatr*. 2019;207:176-184. doi:10.1016/j.jpeds.2018.11.003.

2. Guskiewicz KM, McCrea M, Marshall SW, et al. Cumulative effects associated with recurrent concussion in collegiate football players: the NCAA Concussion Study. *JAMA*. 2003;290(19):2549-2555.

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

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

5. Kerr ZY, Register-Mihalik JK, Marshall SW, Evenson KR, Mihalik JP, Guskiewicz KM. Disclosure and non-disclosure of concussion and concussion symptoms in athletes: review and application of the socio-ecological framework. *Brain Inj*. 2014;28(8):1009-1021.

6. Register-Mihalik JK, Guskiewicz KM, McLeod TC, Linnan LA, Mueller FO, Marshall SW. Knowledge, attitude, and concussion-reporting behaviors among high school athletes: a preliminary study. *J Athl Train*. 2013;48(5):645-653.

7. Chrisman SP, Quitiquit C, Rivara FP. Qualitative study of barriers to concussive symptom reporting in high school athletics. *J Adolesc Health*. 2013;52(3):330-335.

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 a physician or other healthcare provider.

Revised August 2019

To learn more,
go to cdc.gov/HEADSUP



NORTH CLACKAMAS SCHOOL DISTRICT

Facility Use Code of Conduct

The North Clackamas School District retains the right to deny or limit access to persons or organizations who do not work in the spirit of collaboration, violate policy, or fail to pay.

PROHIBITED ACTIVITIES

Groups are responsible for providing clear and accurate descriptions of events and intended activities on the provided [Field](#) or [Facility](#) use application. Any activities not appropriate for minor children are prohibited on North Clackamas School District facilities. All visitors must follow District policy for conduct on District property. ([See Policy KGB](#))

Actions that are prohibited on district grounds include, but are not limited to the following...

No one on District grounds, including parking lots, shall:

- Impede any District program or any other activity taking place on District property which has been authorized by the District.
- Possess, consume, sell, give, or deliver unlawful drugs, drug paraphernalia, alcoholic beverages*, marijuana, tobacco products, or inhalant delivery systems.
**This prohibits the use of alcoholic beverages for ANY reason, including; cooking or religious practices.*
- Bring, possess, conceal, or use weapons, firearms, or explosives.
- Use skateboards, rollerblades, scooters, or similar devices.
- Fly, launch, or operate aircraft, including drones.

Activities that are prohibited during the course of facility use agreements include, but are not limited to:

- The use or placement of inflatables such as bounce houses, inflatable slides, or inflatable body suits.
- Gambling
- The use of devices that emit flames such as matches, candles, Sterno (or Sterno type products) or fireworks.
- Operation of potentially hazardous equipment.
- Grilling or BBQing within 50 feet of a building structure.
- Other high-risk activities as designated by the Director of Community Services and Risk Manager.

Activities deemed to be of a dangerous nature must have prior approval of the Director of Community Services and District Risk Manager.

Uses of facilities are restricted to user. Facility Use permits are non-transferrable. **Subletting to other groups is strictly prohibited.** This includes misrepresenting the user or group conducting activities, exchanging times with another group, or any other transfer of use that is not arranged through the Community Services department.

ANIMALS

Working Service Animals are allowed in facilities and on District grounds. Under ADA, service animals must be harnessed, leashed or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal or other effective controls. Community members should not bring pets to District facilities. Any requests to bring non-service animals to District facilities during community use (for educational events, entertainment or other purposes) must be submitted in writing to the Director of Community Services. ([See Policy ING-AR](#))

SUPERVISION

All groups using school facilities must provide a supervisor on site, who shall be responsible for the group members, visitors, and their actions during the time the facility is being used. The supervisor must be at least 21 years of age. For activities involving minor children (under age 18), the supervisor is responsible to stay until the last minor child has been picked up . **Children must be supervised at all times (this includes siblings or young visitors that accompany participants).**

DAMAGE TO PROPERTY

Facilities need to be left in the same condition they were provided. Groups are responsible for damage, vandalism, or loss to the space during their reserved time. Applicants are responsible for removing trash accumulated during the event. Failure to remove trash may result in additional charges. Groups will be charged fees related to removal of garbage, cleaning, or damages to property.

FOOD

No food or drinks are allowed in gymnasiums (exception for bottled water). Food is allowed in cafeterias. The use of the kitchen facilities for food preparation requires a District food service employee to be present for which a fee will be charged.

PARKING

All facility users are to use the school parking lots and avoid parking on adjacent streets in order to allow for emergency vehicles and neighborhood traffic. In addition, no parking in fire lanes or blocking other emergency access points. Care should be taken for children and other pedestrians in the parking area and all rules for prohibited activities extend to the parking lots. Applicants may be required to provide written plans of how they intend to address potential parking problems.

IMPROVEMENTS OR MODIFICATION TO SCHOOL BUILDING OR FIELDS

Grass removal, lining and chalking of fields, addition of top soil, removal of weeds, or chemical applications require written approval. Applicants must submit written plans to the Director of Community Services who will review the plans in consultation with appropriate Facility Operations Department staff and the building principal. Any capital improvements must follow the [District Capital Improvement request](#) process.

INCLEMENT WEATHER

If the school District closes operations of buildings and grounds due to inclement weather or any unsafe condition in school buildings or on school grounds, community use of District buildings will also be cancelled and fees will be refunded. We recommend you register for FlashAlerts, which provides school closure information via text, email, or via app: <http://www.flashalert.net/>. A complete list of District communication options can be found [here](#) .

VISITOR CONDUCT

Disruptive visitors may be asked to leave District facilities. Visitors that have engaged in physical violence, harassment, loud, or disruptive speech or behavior, violation of a posted rule, board policy, facility use regulations, or illegal conduct may be asked to leave by designated District personnel. A direction to leave revokes any previous license to entry. ([See Policy KK](#))



GAME DAY INFORMATION

BE PREPARED

Coaches please take the time to plan ahead for game days. This will help ensure games run smoothly and stay on schedule for the day. When planning for games, remember the following:

- Coaches must check-in with the NCPRD Site Monitor prior to or during practice to:
 - Away team - designate a parent volunteer to run the clock.
- Coaches should have line ups ready in advance.
- Coaches should designate a different Team Captain for each game.
- Don't forget your ID Badges – you must be wearing it to sit on the bench for the game.

PRACTICE / GAME STRUCTURE

Short practice (20 minutes) followed by a game of 4-minute segments with subs after each segment; practice time and game play to be completed within 1-hour. The 20-minute practice will start at your assigned scheduled time.

PRE-GAME TALK

With 1-2 minutes left in practice, NCPRD Staff and Coaches will meet at center court for introductions and rules review and the home team will be given the pre-game sportsmanship statement to read before the game.

SPORTSMANSHIP STATEMENT READING

After the pre-game talk, teams will line up facing the spectators. The home team will read the sportsmanship statement reading. The game will begin immediately following the reading of the pre-game statement.

Teams are issued 5 different colored wristbands to be used to identify defensive assignments.(i.e. Blue guards blue, green guards green, etc.). No switching labels when a period is in progress.

KINDERGARTEN & FIRST GRADE GAME PLAY

Six to eight, 4-minute periods running game clock. Practice time and game play to be completed within 1-hour

- Substitutions are after each four-minute segment, except injury.

SECOND GRADE GAME PLAY

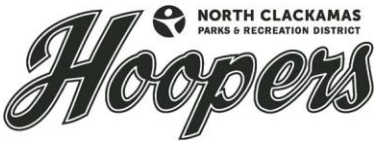
Eight, 4-minute periods running game clock. Practice time and game play to be completed within 1-hour

- Substitutions are after each four-minute segment, except injury.

One Coach acts as a Coach / Ref and is on the court during the game.

OTHER INFORMATION

- Please clear the bench as soon as possible following the game. Post-game talks with players or snack distribution should be done outside of the gym and not on the court.
- Remind all parents that siblings must be supervised and should be watching the game, not playing in the gym or other areas of the school.



PRACTICE PLAN

Primary Focus _____

| PRACTICE DRILLS | TIME |
|-----------------|------|
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Notes _____

EQUAL PLAYING TIME CHARTS

| 10 Player Rotation | QTR | 1st | | 2 nd | | 3rd | | 4th | | Play |
|--------------------|-----|-----|---|-----------------|---|-----|---|-----|---|-------|
| Name | SEG | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Time |
| | | X | | X | | X | | X | | 10.0% |
| | | X | | X | | X | | X | | 10.0% |
| | | X | | X | | X | | X | | 10.0% |
| | | X | | X | | X | | X | | 10.0% |
| | | X | | X | | X | | X | | 10.0% |
| | | | X | | X | | X | | X | 10.0% |
| | | | X | | X | | X | | X | 10.0% |
| | | | X | | X | | X | | X | 10.0% |
| | | | X | | X | | X | | X | 10.0% |
| | | | X | | X | | X | | X | 10.0% |

100.0%

| 1st OT | | 2nd OT | |
|--------|----|--------|----|
| 9 | 10 | 11 | 12 |
| X | | X | |
| X | | X | |
| X | | X | |
| X | | X | |
| X | | X | |
| | X | | X |
| | X | | X |
| | X | | X |
| | X | | X |
| | X | | X |

| 9 Player Rotation | QTR | 1st | | 2 nd | | 3rd | | 4th | | Play |
|-------------------|-----|-----|---|-----------------|---|-----|---|-----|---|-------|
| Name | SEG | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Time |
| | | X | X | | X | | X | | X | 12.5% |
| | | X | | X | X | | X | | X | 12.5% |
| | | X | | X | | X | X | | X | 12.5% |
| | | X | | X | | X | | X | X | 12.5% |
| | | X | | X | | X | | X | | 10.0% |
| | | | X | X | | X | | X | | 10.0% |
| | | | X | | X | X | | X | | 10.0% |
| | | | X | | X | | X | X | | 10.0% |
| | | | X | | X | | X | | X | 10.0% |

100.0%

| 1st OT | | 2nd OT | |
|--------|----|--------|----|
| 9 | 10 | 11 | 12 |
| X | | X | |
| | X | X | |
| | X | | X |
| | X | | X |
| | X | | X |
| X | X | | X |
| X | | X | X |
| X | | X | |
| X | | X | |

| 8 Player Rotation | QTR | 1st | | 2nd | | 3rd | | 4th | | Play |
|-------------------|-----|-----|---|-----|---|-----|---|-----|---|-------|
| Name | SEG | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Time |
| | | X | X | | X | X | | X | | 12.5% |
| | | X | X | | X | | X | X | | 12.5% |
| | | X | | X | X | | X | X | | 12.5% |
| | | X | | X | X | | X | | X | 12.5% |
| | | X | | X | | X | X | | X | 12.5% |
| | | | X | X | | X | X | | X | 12.5% |
| | | | X | X | | X | | X | X | 12.5% |
| | | | X | | X | X | | X | X | 12.5% |

| 1st OT | | 2nd OT | |
|--------|----|--------|----|
| 9 | 10 | 11 | 12 |
| X | X | | X |
| X | X | | X |
| X | | X | X |
| X | | X | X |
| X | | X | |
| | X | X | |
| | X | X | |
| | X | | X |

100.0%

| 7 Player Rotation | QTR | 1st | | 2nd | | 3rd | | 4th | | Play |
|-------------------|-----|-----|---|-----|---|-----|---|-----|---|-------|
| Name | SEG | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Time |
| | | X | X | X | | X | X | | X | 15.0% |
| | | X | X | | X | X | X | | X | 15.0% |
| | | X | X | | X | X | | X | X | 15.0% |
| | | X | | X | X | X | | X | X | 15.0% |
| | | X | | X | X | | X | X | X | 15.0% |
| | | | X | X | X | | X | X | | 12.5% |
| | | | X | X | | X | X | X | | 12.5% |

| 1st OT | | 2nd OT | |
|--------|----|--------|----|
| 9 | 10 | 11 | 12 |
| X | X | | X |
| X | | X | X |
| X | | X | X |
| | X | X | X |
| | X | X | |
| X | X | X | |
| X | X | | X |

100.0%

| 6 Player Rotation | QTR | 1st | | 2nd | | 3rd | | 4th | | Play |
|-------------------|-----|-----|---|-----|---|-----|---|-----|---|-------|
| Name | SEG | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Time |
| | | X | X | X | X | X | | X | X | 17.5% |
| | | X | X | X | X | | X | X | X | 17.5% |
| | | X | X | X | | X | X | X | X | 17.5% |
| | | X | X | | X | X | X | X | X | 17.5% |
| | | X | | X | X | X | X | X | | 15.0% |
| | | | X | X | X | X | X | | X | 15.0% |

| 1st OT | | 2nd OT | |
|--------|----|--------|----|
| 9 | 10 | 11 | 12 |
| X | X | X | |
| X | X | | X |
| X | | X | X |
| | X | X | X |
| X | X | X | X |
| X | X | X | X |

100.0%