

WOODINVILLE JUNIOR FOOTBALL

EMERGENCY PLAN

and

General Safety Policy



Updated: April 2012

INTRODUCTION

The purpose of this safety plan is to provide coaches, referees and volunteers with a basic plan to help ensure a safe and successful season. All Greater Eastside Junior Football Association (GEJFA) approved volunteers are expected to abide by these guidelines.

If you have any safety related comments, questions, or concerns, please do not hesitate to contact any of the board members listed on the WJFA web site at <http://www.wjfa.org>.

EMERGENCY PLAN

CALL 911!

People often question whether an injury/illness is serious enough to warrant calling 911.

Hits to the head, momentary loss of consciousness, fainting, asthma related illness, bee sting with allergic reaction, possible broken bone, injuries to the eye, groin, chest, overheated, dehydration, etc., could have serious and even fatal consequences.

No one will second-guess your decision to **call 911**
(They will, however, second-guess your decision not to call 911)

When calling 911, be prepared with the following:

- provide your name
- location (see below)
- telephone number
- number of individuals injured
- condition of injured
- first aid treatment provided
- other info as requested
- BE THE LAST TO HANG UP

Designate an individual to “flag down” EMS and direct them to the scene

- Meet in the Parking lot or other obvious location

If the parent is not present designate a person to call them and notify them as soon as possible

Let the 911 operator know where you are

Give specific directions - tell them where the injured person is located (e.g. on the Turf field at the south end of the High school)

Woodinville High School

19819 136th Ave NE

Woodinville, WA 98072

Cross street and field access from: NE 195th St

Leota Junior High School

19301 168th Ave NE

Woodinville, WA 98072

Cross street and field access from: NE 195th St

Timbercrest Junior High School

19115 215th Way NE

Woodinville, WA 98077

Cross street: NE 189th St

Field access from behind the south end of the buildings

SAFETY PLAN

As a coach, not only are you charged with the responsibility of teaching our young people the fundamentals of football, but you are also in a position to be a positive role model and mentor for our children that they will carry with them for the rest of their lives. We want to make sure that your experience is safe and problem free.

GENERAL FIRST AID

FIRST AID

- It is **mandatory** that a first aid kit is readily available at all games / practices. Inspect your first aid kit before each practice / game and ensure that you immediately replace any used items. Your kit should have 2-4 ice packs, Band-Aids, spray-on sterilities, and wraps.
- Managers and coaches receive updated training information for first aid, by trained professionals, provided by WFJA.
- It is **mandatory** for at least one member of the coaching staff of each team to have First Aid / CPR training. All other volunteers are highly encouraged attend training as well.

MEDICAL RELEASE FORMS

- It is **mandatory** that the medical release forms are available at all practices / games. In the event an emergency medical attention is required, and you are not able to reach the parents / guardians of the child, that form will be necessary to expedite medical treatment.

CELL PHONES

- Ensure you have a fully charged cell phone immediately available at all practices / games. Many fields do not have public phones available.

BASIC INJURY RESPONSES

- Look/feel for signs of injury (blood, swelling, black & blue skin, deformity of joint, etc.)
- Avoid the *“buck up and be tough”* response to injury/illness claims. It just may be more serious than you think.
- Practice the **ABCDE** of first aid when responding to potentially serious injury (**A**irway, **B**reathing, **C**ompression/**C**irculation/**C**PR, **D**iscussion (*listen*), and **E**nvironment). Also, take immediate steps to stop any bleeding.
- Avoid moving/transporting patient after a potentially serious injury. Only trained and equipped medical personnel should move/transport the patient. Only move if the patient’s safety is compromised.
- Review the Concussion Information Sheet.

STAY CALM

- In the event of a medical or other emergency (such as an earthquake) stay calm and controlled. The kids will be looking to you for leadership and direction. If you panic, they will panic. If you stay controlled, they will follow your lead with greater ease. Be reassuring.

NEVER ADMINISTER MEDICATIONS

- Some players may have certain health conditions that require them to keep certain medications immediately on hand, i.e., asthma, diabetes, etc. **Do not administer any medications.** If it is imperative that the child receive medication, but are unable to administer or they forgot to bring their medication with them, **call 911.** Never let a child take any medication that does not specifically belong to them. This includes over the counter medication, i.e. Tylenol, Advil, another player’s asthma inhaler, etc. This also includes food or beverages (except water).

NOTIFY PARENTS/GUARDIANS

- Even if injury or illness appears minor and does not require immediate medical attention, always make sure the parents are made aware of what occurred as soon as possible.

INJURY REPORTING PROCEDURES

WHAT TO REPORT

- Any incident that causes a player, manager, coach, umpire, volunteer, fan/observer, or an uninvolved party in which they suffer an *injury/illness* that appears to be directly related to WJFA activities and requires first aid and/or medical treatment. This includes even passive treatments such as evaluation and diagnosis of the extent of the injury and periods of rest.
- You are encouraged to let us know about “near misses” that might spark ideas for preventing such incidents from occurring in the future.

WHEN TO REPORT

- All such incidents described above *must* be reported to the WJFA Player Agent or a WJFA Board Member within 48 hours of the incident. **However, if an injury/illness appears serious or life threatening please make contact as soon as possible, but only after calling for emergency assistance, i.e., 911, etc.**

HOW TO REPORT

Contact the WJFA Player Agent or a WJFA Board Member and provide the following information:

- The name and phone number of the individual injured/ill
- Date, time and location of the incident
- Detailed description of the incident
- Preliminary estimate of the extent of injuries/illness
- Name and phone number of the person reporting the incident
- Name and phone number of all witnesses

BASIC RISK MANAGEMENT PRECAUTIONS

EQUIPMENT

- Only helmets, shoulder pads, thigh pads, knee pads, pants (game and/or practice) and jerseys supplied by WJFA are allowed to worn. No player may substitute personally owned equipment for any of the above unless specifically approved by WJFA.

- No necklaces, wrist bands, wrist bracelets or rings may be worn. No helmet visors other than clear are allowed.
- Ancillary equipment including shoes, gloves, elbow pads, etc. must be approved by a team Manager/Coach.
- Inspect your team's equipment regularly. This includes helmets, shoulder pads, etc. Do not allow the integrity of the equipment to be compromised by allowing extra holes to be drilled or pads to be cut. As well as creating a risk of injury, this often invalidates the equipment warranty.
- Immediately take defective equipment out of use and forward it to the league's equipment manager.
- All players must wear mouth guards. Inspect them regularly. Highly chewed mouth guards are not effective and must be replaced.

SAFE FIELD USE

- *Managers, Coaches and Referees* are encouraged to inspect fields before practices and games to determine if the field is safe for play. Look for holes and other objects (glass, rocks, etc.) that could be a hazard. This includes fields in which your team is visiting.
- Do not hold practices or games during dusk or after dark unless you are utilizing fields that are lighted.
- Stop activity if experiencing hazardous weather (extreme heat, heavy rain, lightning, etc.)
- Have a team parent inspect bleachers for safety and ensure that the back and side rails are sturdy.

REQUIRED TRAINING

- Managers and coaches are required to attend at training sessions. A list of the required training is provided to you by the WJFA Board.

HYDRATION

- It is imperative that managers and coaches ensure that their players are kept as hydrated and cool as possible. Even during cool temperatures, an athlete can dehydrate quickly. On those extremely hot days, we recommend that the managers and coaches keep wet hand towels in an ice chest that the players can use to cool themselves down. Because of all the gear they wear, this is particularly important.
- Do not hesitate to call 911 for any heat related illness.

PARENT MEETING

It is highly recommended that you hold a parent meeting as soon as possible after the season begins to not only go over snack schedules, game schedules, photo day, etc., but to stress the importance of them taking a huge role in promoting safety. Such topics should include, but are not limited to:

- Though you will have the medical release forms, make sure to ask the parents to confirm whether their child has any allergies (bee stings, peanut, etc.) or illnesses that you need to be aware of. Ensure this information is only shared with those who need to know.

- Parents should never leave their child at a practice or game without ensuring that an *authorized league volunteer* is on hand. The parents should not simply rely on the presence of another parent or child.
- Coaches are not allowed to leave a practice or game until all of their players have been picked up by parents. Please be on time.
- Make sure that a child has the authorization of their parent to leave practice/game alone or with someone else.
- Any parent who volunteers to assist the team in any capacity that allows for ongoing contact with kids is required to successfully complete the GEJFA volunteer background check to become an authorized league volunteer.
- Ensure that you have the parent/guardian phone numbers with you during practices and games.
- Review the "*Parent Code of Conduct*" that is attached.

Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents, and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns to soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged

recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often underreport symptoms of injuries. And concussions are no different. As a result, managers, coaches, parents and players are the key for athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new "Zackery Lystedt Law" in Washington now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

"a youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time."

AND

"... may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider."

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And, when in doubt, the athlete sits out.

Adapted from the Northshore School District Concussion Information form required for sports participation

WJFA PARENT CODE OF CONDUCT

Preamble:

Interscholastic and youth sports programs play an important role in promoting the physical, social and emotional development of children. It is therefore essential for parents, coaches and officials to encourage youth athletes to embrace the values of good sportsmanship. Moreover, adults involved in youth sports events should be models of good sportsmanship and must lead by example by demonstrating fairness, respect and self-control.

I therefore pledge to be responsible for my words and actions while attending, coaching, officiating or participating in a youth sports event and shall conform my behavior to the following code of conduct:

1. I (and my guests) will not engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
2. I will not encourage my child, or any other person, to engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
3. I (and my guests) will not engage in any behavior which would endanger the health, safety or wellbeing of any coach, parent, player, participant, official or any other attendee.
4. I will not encourage my child, or any other person, to engage in any behavior which would endanger the health, safety or wellbeing of any coach, parent, player, participant, official or any other attendee.
5. I (and my guests) will not use drugs or alcohol while at a youth sports event and will not attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.
6. I will not permit my child, or encourage any other person, to use drugs or alcohol at a youth sports event and will not permit my child, or encourage any other person, to attend, coach, officiate or participate in a youth sports event while under the influence of drugs or alcohol.
7. I (and my guests) will not engage in the use of profanity.
8. I will not encourage my child, or any other person, to engage in the use of profanity.
9. I (and my guests) will treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.
10. I will encourage my child to treat any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation or ability.

11. I (and my guests) will not engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.
12. I will not encourage my child, or any other person, to engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee.
13. I (and my guests) will not initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.
14. I will not encourage my child, or any other person, to initiate a fight or scuffle with any coach, parent, player, participant, official or any other attendee.

I hereby agree that if I fail to conform my conduct to the foregoing while attending, coaching, officiating or participating in a youth sports event I will be subject to disciplinary action, including but not limited to the following in any order or combination:

1. Verbal warning by WJFA league official, manager/coach, and/or board member.
2. Suspension or immediate ejection from an event.
3. Written warning.
4. Season suspension or multiple season suspension issued by a school board or youth sports organization.
5. Parental game suspension with written documentation of incident kept on file by WJFA.

Parent Name: _____

Signature: _____

Date: _____

Adapted from the Rutgers University Youth Sports Parent Code of Conduct