



## RYSI Coaches Awareness and Safety Packet

RYSI Coaches,

Thank you for your commitment to our program but more importantly to our kids. Without volunteers like you we would not be able to put together such a large and successful sports program as we have been able to for the past 8 years.

As we continue to expand our bounds and grow as a program, both in the number of sports offered and participants, we continue to rely on coaches like you to provide our kids with the learning, safety and fun that they receive through our organization's seven programs. In order to further protect and strengthen these core experiences for our kids we need you, the coaches, to take steps with us as a program. This packet we have provided you includes Ridge Youth Sports coaching requirements, a listing of necessary certifications, and coaching and safety policies. Please take the time to go through this packet and make yourself familiar with the included coaching policies and procedures. Providing you with this packet will help educate our coaches on the on the style and type of coaching that RYSI believes will provide the safest and most influential environment for our children.

Please take the time to read through the included information and policies, and complete the required certifications. Upon completion of reading through this packet and all its contents, as an additional requirement, please provide an electronic signature on our website. Further details in packet.

Thank you for your time and efforts!

Sincerely,

Ridge Youth Sports Inc.



# Awareness Packet

RYSI Mission and Philosophy

Harassment, Intimidation and Bullying



## **RYSI Mission**

Ridge Youth Sports, Inc. (RYSI) is a community based, child-focused organization, which provides instructional & competitive programs for the benefit & enjoyment of the children that participate. The program focuses on life & athletic skill development, personal growth & fun. The goal of this organization is to instill life-long enjoyment and understanding of sports. The foundation of Ridge Youth Sports is based on the seven principles of Fair Play.

## **Philosophy**

### **Fair Play**

1. Make it Fun
2. Limit Standing Around
3. Everyone Plays
4. Teach Every Position to Every Participant
5. Emphasize the Fundamentals
6. Incorporate a Progression of Skill Development for Every Participant
7. Yell Encouragement, Whisper Constructive Criticism



## **Policy against Harassment, Intimidation or Bullying**

Ridge Youth Sports, Inc. prohibits and will not tolerate acts of harassment, intimidation and bullying (including cyber-bullying).

“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place in relation to any program function or team; and that
4. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a player or damaging the player’s property, or placing a player in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any player or group of players; or
6. Creates a hostile environment for the player by interfering with a player’s participation or by severely or pervasively causing physical or emotional harm to the player.

Notification of any alleged harassment, intimidation or bullying shall be made to the affiliated Coach or Trustee for Program Management or Board Member. The procedure for remediation will be as follows:

1. If the Coach of the alleged victim is notified, the Coach is obligated to report the allegation to the Trustee responsible for Program Management or Board Member.
2. The Trustee Responsible for Program Management or Board Member will gather all pertinent information in a fair, respectful and confidential manner regarding the alleged harassment, intimidation or bullying and review with both the accuser and the accused.
3. The Trustee Responsible for Program Management or Board Member will evaluate and offer an opinion to the RYSI Executive Board for a Vote – this could result in penalties, up to and including expulsion, or suspension from the program for the coach depending upon the infraction.
4. Upon a vote from the RYSI Executive Board, the accused will be notified of the Board’s position and the appropriate action will be followed.



# **Safety Packet**

Child Physical/Sexual Abuse Policy

Inclement Weather/Lightning Policy

Concussion Policy

CDC Online Concussion Course

Injury Report



## Child Physical / Sexual Abuse

- **Notification:** Notification of any alleged abuse shall be made to the affiliated Program Manager. In the event that the Program Manager is the alleged abuser/molester, the report should be made to the Chairman of Ridge Youth Sports.
- **Information Gathering:** Upon receipt of a disclosure of child/sexual abuse or of a policy violation the Program Manager shall gather all pertinent facts in a fair, respectful, and confidential manner and review with both the accuser and accused. All such disclosures must be brought to the attention of the Board of Directors Child Physical / Sexual Abuse Committee made up of the Chairman, Vice-Chairman and Program Manager. The Program Manager must immediately report to the authorities when there is reasonable cause to believe that physical abuse or sexual abuse has occurred. At this point, the Program Manager will not investigate, as this is the role of the law enforcement authorities. The findings of the Program Manager will be reported to the Board of Directors Child Physical / Sexual Abuse Committee and all proceedings will be confidential. If the alleged abuser or policy violator admits to the conduct, the Board Committee can employ the most appropriate punishment. If the alleged abuser or policy violator denies the conduct, the Board Committee can conduct further investigations (except when reasonable cause of physical or sexual abuse exists that should be reported to the authorities) deemed necessary prior to rendering any appropriate punishment or exoneration. The alleged violations will range from inappropriate, but not illegal behavior to clear cut child/sexual abuse and the punishment must be tailored to the violation.
- **Suspension/Termination:** Less egregious conduct on the part of the volunteer will result in a written reprimand. If more than one (1) written reprimands are received in a two (2) year time period, this will result in termination of the volunteer. Slightly more egregious conduct will result in both a written reprimand and suspension. Upon the second suspension in a two (2) year time period, the volunteer will be terminated.
- **Termination:** All volunteers are subject to immediate termination based on the disqualification criteria, including but not limited to Volunteer Screening, Criminal Background Check and violation of the Code of Conduct. Further, the Board Committee may terminate any volunteer that is found to have committed any child physical or sexual abuse.



## **Child Physical / Sexual Abuse (continued)**

- **Duty to Disclose/Immunity/Confidentiality:** All volunteers may be required by state law to report suspected cases of child/sexual abuse. Any person(s) who makes or participates in the making of a good-faith report of abuse/neglect, participates in the investigation, or in judicial proceedings shall in so doing be provided with complete and absolute immunity from civil liability. The identity of the Volunteer reporting a case of suspected child/sexual abuse should not be revealed. All records and reports concerning investigations and their outcome are protected by various confidentiality laws. Unauthorized disclosure of such records is a possible criminal offense which could subject the violator to fines and/or imprisonment.
- **Appeals:** Candidate(s) disqualified due to an unsatisfactory Referral or Criminal Background Check and/or other reason(s) will be given the right to appeal upon written notification to the Conduct Official. The Board will appoint three (3) board members to hear the appeal and they will decide whether or not to uphold or overturn the decision of the Conduct Official. As a compromise, the appeal committee may decide to reassign a candidate to a more appropriate position or to place the candidate under a probationary period. The results of all criminal background checks and appeals will be kept confidential.



### **Lightning Safety Facts:**

- All thunderstorms produce lightning and are dangerous.
- Lightning often strikes as far as 10 miles away from any rainfall. Many deaths from lightning occur ahead of the storm because people try and wait to the last minute before seeking shelter.
- You are in danger from lightning if you can hear thunder. If you can hear thunder, lightning is close enough that it could strike your location at any moment. Even when the sky looks blue and clear, be cautious. At least 10% of lightning occurs without visible clouds in the sky. The average distance from one lightning flash to the next in the same thunderstorm is approximately 2 to 3 miles. Therefore, if you are within 2 to 3 miles of a lightning flash, it is conceivable that the next lightning flash could be at your location.
- Look for dark cloud bases and increasing wind. Every flash of lightning is dangerous, even the first. Head to safety before that first flash. If you hear thunder, head to safety!

Each RYSI Board member and/or coach should read and become familiar with this Lightning Safety policy, as well as the full contents of the Coaches Safety and Awareness Packet. This will help everyone understand the dangers and precautions included in lightning awareness.

It is the policy of Ridge Youth Sports that the following requirements and procedures be followed with regard to ensuring the safety of everyone attending or participating in a Ridge Youth Sports game in the event of lightning:

### **Lightning Safety Procedure:**

1. Keep an eye on the sky. Look for darkening skies, flashes of lightning, or increasing wind, which may be signs of an approaching thunderstorm.
2. Listen for the sound of thunder. If you can hear thunder, go to a safe shelter immediately. If you "See it, Flee it" and if you "Hear it, Clear it"
3. Postpone activities promptly. Don't wait for rain. Many people take shelter from the rain, but most people struck by lightning are not in the rain!
4. Go quickly inside a completely enclosed building. An open garage, baseball dugout or picnic shelter does not provide safety. If no enclosed building is convenient, get inside a hard-topped all-metal vehicle.
5. Stay away from tall or individual trees, lone objects (eg, light or flag poles), metal objects (eg, metal fences or bleachers), standing pools of water, and open fields. Avoid being the tallest object in a field. Do not take shelter under a single tall tree.
6. Be the lowest point. Lightning hits the tallest object. If you are above tree line, you ARE the highest object around. Quickly get below tree line and get into a grove of small trees. Don't be the second tallest object during a lightning storm! Crouch down if you are in an exposed area.





## **Lightning Safety (cont.)**

7. If there is no safe shelter within a reasonable distance, crouch in a thick grove of small trees surrounded by taller trees or in a dry ditch. Crouching with only your feet touching the ground and keeping your feet close together, wrap your arms around your knees and lower your head to minimize your body's surface area. Do not lie flat!
8. If you feel your hair stand on end or your skin tingle or hear crackling noises, immediately crouch (as in Rule 8) to minimize your body surface area.
9. Avoid leaning against vehicles. Get off bicycles and motorcycles.
10. Avoid metal! Drop metal backpacks, stay away from clothes lines, fences, exposed sheds and electrically conductive elevated objects. Don't hold on to metal items such as golf clubs, fishing rods, tennis rackets or tools. Large metal objects can conduct lightning. Small metal objects can cause burns.
11. Move away from a group of people. Stay several yards away from other people. Don't share a bleacher bench or huddle in a group.

### **Decision to Postpone and Resume Game:**

- Allow 30 minutes to pass after the last sound of thunder or flash of lightning before resuming any athletic activity.
- No consideration will be given to completing the game when making the decision to postpone or resume the game. The only factor that will be considered is the presence/absence of lightning/thunder/threatening skies.
- The safety of any team or player ultimately rests with that coach. Whenever possible, any onsite RYSI Board or Staff Member will advise the coach supervising the activity as to the danger and proximity of the lightning threat. However, the responsibility still remains with supervising coaches to remove their teams or individuals from a field or event site as there may be too many children for the one RYSI Board Member to supervise.

### **What to do if someone is struck by lightning:**

- Call 9-1-1 or your local ambulance service for help.
- Get medical attention as quickly as possible.
- People struck by lightning carry no electrical charge that can shock other people. You can examine them without risk.
- Give first aid. If the victim has stopped breathing, begin rescue breathing. If the heart has stopped beating, a trained person should give CPR or should administer the use of an AED. If the person has a pulse and is breathing, address any other injuries.
- Check for burns in two places. The injured person has received an electric shock and may be burned. Being struck by lightning can also cause nervous system damage, broken bones, and loss of hearing or eyesight.



## Concussion Policy

A concussion is a traumatic brain injury caused by a direct blow to the head or body. In order to ensure the safety of our athletes, it is imperative that athletes, parents and coaches are educated about the nature and treatment of sports related concussions and other head injuries. Allowing an athlete to return to play before recovering from a concussion increases the chance of a more serious brain injury.

Prevention of a sports-related concussion and head injuries is an important part of the RYSI program. RYSI will offer baseline impact testing to all athletes before the start of the season. Link to testing: <https://www.impacttestonline.com/sportstest/index.cfm?id=883>

Any athlete who exhibits the signs and symptoms of a sports related concussion or other head injury during practice or competition shall be immediately removed from play and may not return to play unless they are cleared in writing by a physician. Emergency medical assistance shall be contacted when symptoms get worse or when, loss of consciousness, direct neck pain associated with the injury, or any other sign determined to need emergency medical attention is present. The coach shall contact the parent and inform them of the suspected sports related concussion or other head injury. An RYSI injury report shall be completed and reviewed by the Safety Director.

Any athlete suspected of sustaining a concussion or other head injury shall be required to have a medical examination conducted by their physician or licensed health care provider. The physician or licensed health care provider should be trained in the management of concussions and will determine the presence or absence of a concussion or head injury.

The physician or licensed health care provider must provide to RYSI a written medical release/clearance for the athlete indicating when the athlete is able to return to the activity. The medical release/clearance must state that the athlete can return to full contact sports with no restrictions. The medical release clearance must be reviewed by the Head Coach. RYSI athletes will play in the next game or competition as determined by the Head Coach and program director for each sport.

This policy shall be reviewed annually and approved by the RYSI executive board to ensure that it reflects the most current information available on the prevention, risk and treatment of sports-related concussions and other head injuries.



## **CDC Heads Up: Concussion in Youth Sports**

*Heads Up: Concussion in Youth Sports* is a free, online course available to coaches, parents, and others helping to keep athletes safe from concussion. It features interviews with leading experts, dynamic graphics and interactive exercises, and compelling storytelling to help you recognize a concussion and know how to respond if you think that your athlete might have a concussion.

[http://www.cdc.gov/concussion/headsup/online\\_training.html](http://www.cdc.gov/concussion/headsup/online_training.html)

Once you complete the training and quiz, you can print out a certificate, please send RYSI a copy of this certificate.

This course will help you:

- Understand a concussion and the potential consequences of this injury,
- Recognize concussion signs and symptoms and how to respond,
- Learn about steps for returning to activity (play and school) after a concussion, and
- Focus on prevention and preparedness to help keep athletes safe season-to-season.

**We can help athletes stay active and healthy by knowing the facts about concussion and when it is safe for athletes to return to play.**

Bernards Township requires that all coaches take a concussion course if they completed their Rutgers SAFETY Training prior to July 2011. The Updated Rutgers Training courses include information and training on how to recognize, protect and recover from concussions.

**Bernards Township only requires that a concussion test be taken once and is good for a life time.**

**Please take the time to complete the online certification and once you are finished please print the certificate and mail/email to the RYSI offices. We will hold the certificate for you and we will hold for all other times to coaches.**



**INJURY REPORT FORM**

Complete in Duplicate (one for parent/one for RYSI)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Sport: \_\_\_\_\_  
mm/dd/yyyy

Team/CoachName: \_\_\_\_\_

Person Completing this form: \_\_\_\_\_

Player'sName: \_\_\_\_\_ Grade: \_\_\_\_\_

Type of Injury and Location on Body: (for example, sprained ankle) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did the injury occur?: \_\_\_\_\_  
\_\_\_\_\_

Was any treatment administered? YES NO  
If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

End result: ( ) player sat out ( ) EMT's called ( ) transport to hospital ( ) other

Please describe: \_\_\_\_\_  
Follow up: \_\_\_\_\_

Coach's Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Contact Info: \_\_\_\_\_

**This form should be completed by a registered RYSI coach for any injury which requires attention from the coach or medical staff.** The form should be completed at the event so as to contain accurate and pertinent information. Once completed, the form should be delivered to the RYSI office, or all info can be scanned or email to [ridgeyouthsports@gmail.com](mailto:ridgeyouthsports@gmail.com).



## Checklists and Certifications

Rutgers S.A.F.E.T.Y. Training

NCSI Background Check

Code of Conduct

AED/CPR Training

“To Do” Checklist

### **RUTGERS SAFETY TRAINING**

All coaches in Bernards Township must be RUTGERS certified to coach. This is the one training



that RYSI does not pay for. It is one three hour course and is good for a lifetime.

Please visit <http://youthsports.rutgers.edu/> to see the course schedule.

Please register for a session if you are not certified yet. Or forward to those who you know will be coaching and need this certification.

*Once completed please email/mail a copy of your certification card to our office.*

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## **NCSI BACKGROUND SCREENING**

Ridge Youth Sports is proud to announce a working partnership with National Center for Safety Initiatives through which we will engage in a comprehensive background screening program.

Ridge Youth Sports has taken important steps to ensure the highest level of safety within our programs - for the youth participants and also for you, who make the programs a success. One of these steps is the implementation of a standardized approach to background screening for our coaches through the National Center for Safety Initiatives. This includes a comprehensive background screening using the Center's Check it Twice™ product and a simple "Red Light/Green Light" clearance report issued in accordance with the Recommended Guidelines® published by the National Council of Youth Sports. This is part of a national movement towards the standardization of safety programs for youth-serving organizations in this country.

To register, simply go to <http://www.ncsisafe.com> and click on "**Background Check Self Registration**" on the left side of the webpage.

### **Complete three easy steps:**

Step 1: Enter Self Registration Number: **41832291**

Step 2: Enter Your Information as Requested

Step 3: Provide Legal Authorization and Certification

*This background check is only valid for 2 years; please complete the background check if it will expire before or during the season. If you re submit a background check before your actual expiration date you will not lose that time, those days will roll over.*

## **CODE OF CONDUCT**



## **Coaching Ethics and Conduct**

The primary goal of coaches should be the development of boys and girls to be better citizens. The participants must be taught sportsmanship and fair play, and these teachings should always govern their behavior while at practice and at games. Coaches shall be responsible for the conduct of all participants, members of the coaching staff and spectators. This includes the time periods before, during, and after league games and other events. Improper conduct or violation of the Mission, Philosophy or Coaching Ethics and Conduct of Ridge Youth Sports may result in penalties, expulsion, or suspension from the program as described below. All compliance infractions will be reviewed by the Executive Board for appropriate actions.

- The coach is responsible to teach participants the importance of developing a competitive spirit and an understanding of sportsmanship.
  - The coach will strive to make every program activity serve as a training ground for life, and as a basis for good mental and physical health.
  - The coach will be responsible for building the confidence of the participants and teach the fundamentals of the sport they are coaching.
  - The coach will emphasize that good athletes are good students, and both are physically and mentally alert.
  - The coach will emphasize that winning a game or competition is the result of teamwork.
  - The coach will fairly evaluate and play all the participants through the course of a practice or game, and subject to specific program rules.
  - The coach will not show favoritism towards a family member and/or a participant, nor will the coach have an alternate agenda when evaluating, playing or instructing a participant.
  - The coach will not criticize the officials, the opposing team, the coaches, fans or parents, through language or gesture.
  - The coach will not criticize participants in front of spectators.
  - The coach will accept the decisions of officials.
  - The coach shall not use abusive or profane language before anyone connected with any program activity.
  - The coach will refrain from “showing-up” an opponent during games or competitions.
  - The coach will set an example in personal conduct at all times.
  - The coach will treat each player, opposing coach, parent, administrator and board member with respect and dignity.
  - The coach will encourage open communication with all participants, parents and fans.
  - The coach will be a good role model.
  - The coach will follow all league, competition, and program rules.
  - The coach will follow the direction of the RYSI Board and not deviate for any reason.
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- The coach will be responsible for the positive promotion of the program.



- The coach will learn the strengths and weakness of his/her participants so they might be placed into situations where they have a maximum opportunity to achieve success.
- The coach will protect the health and safety of his/her participants by insisting that all of the activities under his/her control be conducted for their psychological and physiological welfare, rather than interests of adults.
- The coach shall not be under the influence of alcohol or dangerous drugs.
- The coach will abstain from possession and drinking of alcoholic beverages or any illegal substance at practice and game fields, and at competitions.
- The coach will not smoke or use any form of tobacco while on the field of play during games, scrimmages, practices or competitions.
- The coach will be responsible to read, understand, and obey all RYSI coaches' requirements including but not limited to the RYSI Coaches Safety and Awareness packet.

I agree and will be compliant with Ridge Youth Sports' Code of Conduct.

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Coach

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If there is a compliance infraction of the above Code of Conduct (Coaching Ethics and Conduct), the procedure for remediation will be as follows:

- A. The coach will be contacted by the Trustee for Program Management.
- B. The Trustee Responsible for Program Management will schedule a time to meet with the coach to discuss the infraction. The meeting will take place as soon as possible after the infraction is incurred.
- C. The Trustee Responsible for Program Management will evaluate and offer an opinion to the RYSI Boards Committee for a vote – this could result in penalties, expulsion, or suspension from the program for the coach depending upon the infraction.
- D. Upon a vote from the RYSI Executive Board, the coach will be notified of the Board's position and the appropriate action will be followed.

**AED/CPR Training**





Ridge Youth Sports provides safety training courses for our coaches which are run through Corporate Medical Emergency Training, LLC. Classes are paid for and set up throughout the year for our coaches for every sport. The training provides you with a certification in AED, CPR, and Basic First Aid. The certification lasts for 2 years and will need to be renewed prior to its expiration to continue to coach.

Space is limited. Please email us at [ridgeyouthsports@gmail.com](mailto:ridgeyouthsports@gmail.com) to reserve your spot in the next class.

Time confirmations, location and further details will be emailed to you once you have registered for a class.

### **Coaches Checklist**

- ❑ **Complete Online Registration**
  - Create profile on the RYSI website, [www.ridgeyouthsports.com](http://www.ridgeyouthsports.com).
  - Complete the RYSI Volunteer page.
  
- ❑ **Rutgers Safety Clinic**
  - This is a requirement to coach in Bernards Township.
  - This is the one training the RYSI does not pay for, but the training is valid for a lifetime once you complete the 3 hour course.
  - To find the clinic schedules and register visit [youthsports.rutgers.edu](http://youthsports.rutgers.edu)
  - **Once the course is completed mail/email a copy of your certification card to our office, address below.** (You do not have to resend a copy of your card if you have done so in previous years.)
  
- ❑ **Background Check**
  - To register, simply go to <http://www.ncsisafe.com> and click on **"Background Check Self Registration"** on the left side of the webpage. Complete three easy steps:
  - Step 1: Enter Self Registration Number: **41832291**
  - Step 2: Enter Your Information as Requested
  - Step 3: Provide Legal Authorization and Certification
  - **The background check is only Valid for 2 Years so be sure to be up to date.**
  
- ❑ **Code of Conduct**
  - Read and Sign the Code of Conduct via our online Volunteer Agreement
  - Be sure to understand the repercussions of failing to meet the stipulations.
  - **You will sign that you have read and understood the Code of Conduct during the Volunteer registration process.**
  
- ❑ **CDC's Heads Up Concussion Training**



- This online concussion testing is required by Bernards Township coaches if your Rutgers Certification took place prior to 2011.
  - The training takes 30 minutes.
  - It is only required to be done once, so if you have completed it in the past then you do not need to re do it.
  - Please follow the link below, complete the course and email RYSI a copy of your completed certificate; <http://www.cdc.gov/concussion/headsup/training/>
- **AED/CPR Training**
- The AED/CPR training is valid for 2 years and will need to be renewed before the start of the season.
  - Please email [ridgeyouthsports@gmail.com](mailto:ridgeyouthsports@gmail.com) to reserve your spot in the class. Space is limited per class.
- **RYSI Coaching Packet**
- Please read and understand the policies and procedures included in the RYSI Coaching Packet.
  - This provides our coaches with the knowledge to ensure proper safety and awareness procedures are implemented at all times.

RYSI Office is located at 65 South Maple Ave (2<sup>nd</sup> Floor) Basking Ridge NJ, 07920



Thank you for taking time to coach and read through our RYSI Coaching Awareness and Safety Packet. We are very excited to have you as a coach with us this season and look forward to a great and safe season.

In order to ensure total completion of all certifications necessary for you as a Ridge Youth Sports Coach please refer to the attached "Checklist" (previous page) as well as go to our website to sign the "Coaches Registration" to notify us that you want to coach but also have read and understand all contents of this Coaches Awareness and Safety Packet.

If you have any questions please email us at [ridgeyouthsports@gmail.com](mailto:ridgeyouthsports@gmail.com)

Thank you again for your hard work and dedication.

Ridge Youth Sports Inc.