



# 2026 TACKLE FOOTBALL MANUAL



CITY OF TALLAHASSEE PARKS, RECREATION & NEIGHBORHOOD AFFAIRS DEPARTMENT

**TALGOV.COM/PARKS** |     **COTPARKS** | **891-FUNN**

# **City of Tallahassee**

## **Parks, Recreation & Neighborhood Affairs**

**Ashley Edwards**

Director

Ashley.Edwards@Talgov.com

**Cindy Mead**

Manager - Operations

Cindy.Mead@Talgov.com

**Jonas Clingerman**

Supervisor, Youth Athletics

850-891-3837 office

Jonas.clingerman@Talgov.com

## **ATTENTION COACHES**

Pictures are an inevitable component of youth sports. Parents love them. Several different photography companies will approach you at the beginning of the season. It is important that you NOT try to sort through their brochures yourself. You should select a parent representative to take care of this selection process.

Tallahassee Parks, Recreation and Neighborhood Affairs Department does not endorse any company. As a coach you are considered a city representative and should not promote or endorse any vendor. The selection and subsequent purchase of pictures is each individual team's decision and responsibility. The city is in no way involved in this process.

Vendors must provide proof of licensure to be eligible to act as a legitimate vendor at City sponsored events. In addition, any employee of said company must provide appropriate identification and credentials reflecting such.

# Table of Contents

PURPOSE OF THE YOUTH TACKLE FOOTBALL PROGRAM .....	5
BILL OF RIGHTS FOR YOUNG ATHLETES .....	5
ROLE OF THE VOLUNTEER COACH .....	6
RESPONSIBILITIES OF THE VOLUNTEER COACH .....	6
CODE OF CONDUCT .....	7
Pee Wee League & Intermediate Leagues .....	8
PRACTICE LOCATIONS .....	8
Pee Wee Tackle Football League .....	8
Intermediate Tackle Football League .....	8
PEE WEE & INTERMEDIATE TACKLE FOOTBALL LEAGUES GENERAL INFORMATION .....	9
1. Equipment Letter .....	9
2. Proof of Age .....	9
3. Late Registrants .....	9
4. Equipment .....	9
COACHES .....	10
1 Recruiting .....	10
2 Crowd Control .....	10
3 Collecting Equipment .....	10
4 Conduct of Coaches .....	10
Playing Both Ways: .....	10
PLAYERS .....	10
1. Conduct of Players .....	10
2. Player Supervision .....	10
3. Helmet Care .....	11
4. Transporting Players .....	11
Miscellaneous .....	11
1. Chain Crew .....	11
2. Uniform and Equipment .....	11
3. Stopping of Games .....	11
4. Accident Reports .....	11
1. Coaching Boundaries .....	13
2. Captains Report .....	13
PREVENTING PROBLEMS .....	14
EMERGENCY PROCEDURES .....	14
INCLEMENT WEATHER & LIGHTNING SAFETY .....	16
MEDICAL ISSUES/CARE .....	16

Heat Related Emergencies .....	16
CONCUSSIONS .....	17

## **PURPOSE OF THE YOUTH TACKLE FOOTBALL PROGRAM**

We believe that through good leadership our program will ensure successful experiences for all participants. It should encompass all the benefits listed below:

1. Participation should develop and keep a healthy mind in a healthy body.  
Certain physical results are considered desirable and can be attained, subject to the differences in individual ability. These are: speed, strength, endurance, coordination, flexibility and agility.
2. Self-reliance and emotional stability can be developed through athletics.
  - A. Making decisions and accepting responsibilities.
  - B. Developing and exercising leadership.
3. Social growth is enhanced by athletics.
  - A. Appreciating what other people are really like.
  - B. Learning to get along with people - a living laboratory of democracy in action.
  - C. Learning to cooperate— "Teamwork".
  - D. Learning to compete— self-discipline, emotional balance.
  - E. Making new friends.
  - F. Learning respect for rights of others.
4. Sportsmanship is an immediate and long-range goal.
  - A. Being responsible to law (rules) and order.
  - B. Observing fairness and custom.
  - C. Treating others with consideration.
  - D. Recognizing and applauding fine play and sportsmanlike acts of opponents.
5. There are other goals and values:
  - A. To develop initiative, willingness to try new things
  - B. To encourage intelligent use of leisure.
  - C. To have a fun and satisfying experience.
  - D. To participate in a wide variety of activities.
  - E. To obtain recognition, respect in the community.
  - F. To promote mental alertness.

Together, these will help make our children become better all-around citizens.

## **BILL OF RIGHTS FOR YOUNG ATHLETES**

1. Right of the opportunity to participate in sports regardless of ability level.
2. Right to participate at a level that is compatible with each child's developmental level.
3. Right to have qualified adult leadership.
4. Right to participate in safe and healthy environments.
5. Right of each child to share in the leadership and decision making of the sport in which he/she is participating.
6. Right to play as a child and not as an adult.
7. Right to proper preparation for participation in the sport.
8. Right to an equal opportunity to strive for success.
9. Right to be treated with dignity by all involved.

10. Right to have fun through sport.<sup>1</sup>

## **ROLE OF THE VOLUNTEER COACH**

The Tallahassee Parks and Recreation and Neighborhood Affairs Department would like to thank you for accepting the responsibility of coaching one of our youth football teams. No program can be a success without good leadership.

The hours will be long, and you are serving without pay, but your job is most important. You will be building the moral fiber, mental health, and physical strength of young boys and girls who will be the citizens of tomorrow.

These athletes are at a most impressionable age and the training you give them, good or bad, will have a lasting effect on their young lives.

For some, playing on your team may be their only contact with organized sports. We know you will want them to remember it as a pleasurable and meaningful experience.

Without your help, this program would not be possible. For the players, parents, and the Tallahassee Parks and Recreation Department THANKS!

## **RESPONSIBILITIES OF THE VOLUNTEER COACH**

### Background Check

All head coaches and primary assistant coaches must complete a National Background Screening Consent/Release Form. Coaches must be cleared before coaching any Tallahassee Parks and Recreation program, this includes practices. Any team assistants or team parents are encouraged to complete a Tallahassee Parks and Recreation Volunteer Information Sheet.

### Parents Meeting

All coaches must have a preseason meeting with team parents to discuss the purpose and scope of the program, code of conduct, rules and regulations, and other necessary information.

### Player Supervision

In order to ensure the safety of all players, Tallahassee Parks and Recreation is asking each coach to stay with their players after practices and games until all players have been picked up. If the same parent(s) are consistently late, please let your park supervisor know. The park supervisor will talk to the parent(s) regarding the issue. If the issue continues, a player may be dismissed from the league. Under no circumstance shall a coach leave a player unattended.

### Parent/Spectator Control

A team is responsible for its parents and spectators. Officials may penalize a team for the behavior of its parents and spectators. Please read through the Code of Conduct and the definition and penalty for unsportsmanlike conduct.

### Reporting Injuries

During games, park supervisors are responsible for filling out the Accident Report Form for any injury that requires medical attention, or for any injury that may potentially require medical attention. During warm-ups or practices, coaches are responsible for filling out the Accident Report Form. A copy of the report should be turned into Tallahassee Parks and Recreation Department within 24 hours

---

<sup>1</sup> Youth Sports Guide for Coach and Parents AAHPER Publication, 1201 16<sup>th</sup> St., N.W. Washington, D.C. 20036

# CODE OF CONDUCT

## THIS COPY IS FOR YOUR REFERENCE – SIGNED COPY SUBMITTED

Tallahassee PRNA directs many youths athletic recreational programs. We are committed to creating opportunities and experiences that will foster the development of positive moral and ethical values, and we strive to promote good sportsmanship among all participants. As a volunteer coach, I hereby pledge to live up to the following code of conduct:

1. I will abstain from using any tobacco or alcohol products in or around the playing field, or the sports complex in which the field is located. I will also refrain from participating in any practice or game activity when it is apparent that I have consumed alcohol prior to arriving. \_\_\_\_ Initials
2. I will refrain from using abusive or profane language in or around the playing field or the sports complex in which the field is located. \_\_\_\_ Initials
3. I will refrain from permitting a player to participate in a practice or game when in doubt as to the player's health or physical condition, and I will abide by a doctor's decision in all matters relating to a player's health or physical condition. \_\_\_\_ Initials
4. I will provide equal opportunities for all players regardless of race, color, ethnicity, religion, age, or otherwise qualified characteristic. \_\_\_\_ Initials
5. I will refrain from accepting any gift, gratuity, or favor that might influence my judgment. I will refrain from offering any gift, gratuity, or favor with the intent of obtaining special privileges, and will not exploit any relationship with a player for personal gain or other advantage. \_\_\_\_ Initials
6. I will strive to promote good mental and physical health in all aspects of participation and refrain from any type of verbal or physical abuse of any players. I will make any criticism "constructive" in nature and reserve it for private moments. \_\_\_\_ Initials
7. I will consistently display and demand good sportsmanship in practice and in games, including but not limited to accepting decisions of the officials in a professional manner; refraining from criticizing opposing coaches, players, and spectators; refraining from "running up the score" and congratulating opposing teams following a game. \_\_\_\_ Initials
8. I will conduct myself in accordance with all rules, regulations, and determinations of the league or program in which I am volunteering. \_\_\_\_ Initials
9. I will hold a pre-season parents' meeting and maintain open communication with parents relating to all aspects of participation, including conduct of both spectators and players. \_\_\_\_ Initials
10. I will consistently act in the best interest of all players and the program in which I am volunteering, so as to provide a positive experience for all players and to promote a positive image of the program. \_\_\_\_ Initials

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Park

\_\_\_\_\_  
League (Age)

\_\_\_\_\_  
Team

# SCOPE OF YOUTH TACKLE FOOTBALL PROGRAM

## Pee Wee League & Intermediate Leagues

AGE: Pee Wee: 8-9 years old – 125 pounds  
Intermediate: 10-11 years old – 155 pounds

AGE DETERMINING DATE: September 1<sup>st</sup> of the league year.  
Any player that has reached 12 years old prior to September 1, of the league year, is **not** eligible for the Intermediate program.

PROOF OF AGE: All players must show proof of age at registration. Birth Certificates, baptismal, or school records may be used. Players will not be allowed to participate without this certification.

### FIRST GAME:

**SITE:** All games will be played at Messer North every Tuesday at 630p for pee wee, and Wednesday 630p for Intermediate- Junior league games.

## PRACTICE LOCATIONS

### Pee Wee Tackle Football League

<u>Registration Site</u>	<u>Practice Site</u>
JACK MCLEAN	Jack McLean
LAFAYETTE & WINTHROP	9 <sup>th</sup> & Terrace
LEVY PARK	Levy Park (upper field near Boy Scout house and Lee Park)
MERIDIAN PARK	Gilchrist Elementary
TOM BROWN	Tom Brown Park (across from pickle ball courts)
WALKER FORD	Walker Ford (lower field near pool)

### Intermediate Tackle Football League

<u>Registration Site</u>	<u>Practice Site</u>
JACK MCLEAN	Jack McLean
LAFAYETTE & WINTHROP	9 <sup>th</sup> & Terrace
LEVY PARK	Levy Park (lower level parallel to Gibbs Dr and Lee Park)
MERIDIAN	Gilchrist Elementary
TOM BROWN	Tom Brown Park (across from pickle ball courts and Dog park)
WALKER FORD	Walker Ford (upper field)

## PEE WEE & INTERMEDIATE TACKLE FOOTBALL LEAGUES GENERAL INFORMATION

1. **Equipment Letter.** Each player must have an equipment form filled out completely and signed by parents before he is allowed to participate. This places responsibility on the family if the borrowed equipment is not returned. Once equipment is returned at the end of the season, they will receive their equipment letter back.
2. **Proof of Age.** Birth Certificates, school records, hospital records, or other legally accepted proof will be used to verify a player's age. Players may not participate without proof of age. A school official must sign school records. A notary public is not acceptable. Using last year's roster to verify age is acceptable. **Equipment should not be issued to players prior to this verification.**
3. **Late Registrants.** Any new players failing to make the registration date should contact Parks, Recreation and Neighborhood Affairs (PRNA). Do not add players to your roster that are not assigned through the Tallahassee Parks and Recreation Administrative Office.
4. **Equipment** will be distributed Tuesday and Wednesday (**TBD**). **Teams will pick up** equipment from Myers Park. Equipment will be issued only for the number of players who appear on the roster. Players must come get equipment to be weighed.
5. Everyone must play in the regular game. In addition to the 22 starters (offense and defense), the remaining players must also play. These players must play **a minimum of 4 plays in the 1st or 2nd quarter and a minimum of 4 plays in the second half. The remaining 2 plays can be on either side of the ball and special teams. This means a participant must play in at least 10 plays per game.** The coach is responsible for making sure that all substitutes play in the regular game. We ask cooperation in this matter. We have inserted this rule to ensure all players get to play in the regular game. This is not a protest able rule; it is a player participation rule that all coaches must follow.

**NOTE:** The Tallahassee Parks, Recreation and Neighborhood Affairs cannot endorse or take responsibility for team activities beyond what is established as standard procedures in conducting this activity. Activities such as team pictures, trophies etc. are activities that parents must understand are their personal choice and ultimate responsibility if they choose to participate in them. Coaches are advised to refrain from organizing "outside" activities. Parents should be encouraged to undertake these activities; it must be understood that mandatory donations for these events from team members is prohibited. All donations are "optional" and cannot affect a participant's right to any benefits afforded any other player

## COACHES

- 1 **Recruiting.** Coaches may not recruit players for their own team but may ask players to register. Tallahassee Parks and Recreation will assign all players. Players who register after the deadline will be assigned by the athletic supervisor and the coach will be informed of new players added to team.
- 2 **Crowd Control.** Coaches should help with crowd control and calm any potential situation that may occur from their parents and fans. Parents should be told to report to the staff any parents or fans for your team who are displaying unsportsmanlike conduct.
- 3 **Collecting Equipment.** Players are responsible for turning in equipment after the last game of the season and if a player quits before the season is over the parent is required to turn in the equipment to Myers Park. Equipment must be turned in at that time and not at a team banquet or at some other time. Have the players bring or wear **shorts** under their uniform the last game or bring additional clothing to leave the complete uniform.
- 4 **Conduct of Coaches.** A coach who is removed from a game by an official will at a minimum be suspended the next scheduled game. If a coach is removed a second time, he will be suspended from coaching. NOTE: A coach may also be dismissed from the program for conduct determined to be unprofessional or detrimental to the physical and mental well-being of the players. In the event a coach is ejected from a game, it is the responsibility of the coach to submit in writing within 24 hours (or by next business day) his version of the incident leading up to the ejection. The program supervisor will also submit a written report relevant to the incident. After gathering all the necessary information, the Tallahassee Parks and Recreation will evaluate and rule on the incident as to whether further sanctions may be warranted.

## Playing Both Ways:

### Pee Wee:

If a team has 22 or more players in attendance for a game, **a player may not play both ways during a half (offense and defense)**. You must designate on the roster who will be on the offense and defense unit. However, players can swap units at halftime for the 2<sup>nd</sup> half of the game. If there are 21 or more players in attendance for a game, coaches can select 1 player to play both ways in the first half and 1 different player to play both ways in the second half. If there are 20 players in attendance for a game, coaches can select 2 players to play both ways in the first half and 2 different players to play both ways in the second half. If there are 19 players in attendance for a game, coaches can select 3 players to play both ways in the first half and 3 different players to play both ways in the second half. If there are 18 players in attendance for a game, coaches can select 4 players to play both ways in the first half and 4 different players to play both ways in the second half. If one of the designated both ways players leave the game for any reason (injury, unsportsmanlike, etc.) and cannot return to the game, another player may be selected to play both ways to fill their spot. They must notify the scorekeeper of the change.

If a team has less than 18 players in attendance for a game, they may have unlimited players playing both ways if all players get a minimum of 10 plays.

### Intermediate:

All players are eligible to play both ways at any time during the game if all players get a minimum of 10 plays.

## PLAYERS

- 1 **Conduct of Players.** A player who is removed from the game by an official will be suspended for the next scheduled game. Removal twice will result in suspension from the team.
- 2 **Player Supervision:** In order to ensure the safety of all players, Tallahassee Parks and Recreation is instructing each coach to stay with your players after practices and games until all have been picked up. If the same parents are consistently late, let your football supervisor know. The supervisor will talk

to the parents about this. If it continues, a player may be dismissed from the team. Under no circumstances will a coach leave a player unattended.

- 3. Helmet Care.** These helmets will be adjustable by the chin strap (new technology) and all coaches will be taught how to properly fit each player. **Players are not allowed to alter the helmet in anyway, if any player is caught altering the helmet, they will be responsible to replace at the present cost value.**
- 4. Transporting Players.** Coaches should not transport players in vehicles that exceed the legal limit for passenger use. This also includes players in the back of pickup trucks. This activity puts coaches in an extremely libelous situation and presents a safety concern involving the players.

## Miscellaneous

- 1. Chain Crew** -(3 person - 2 chain, 1 down marker). The visiting team furnishes the chain crew and will sit on the opposite side from the announcers stand. **Adults and youths over 16 are appreciated.**
- 2. Uniform and Equipment.** All uniforms and/or equipment not provided by the Tallahassee Parks and Recreation must be approved by the league. Coaches are not allowed to alter any part of the equipment without approval from league supervisor.
- 3. Stopping of Games.** No game will be stopped because you feel an opposing coach has broken a rule. Send for a recreation official. If we find out that an infraction has occurred, we will deal with it later. Never try to bring the parents into a possible rule's violation. Matters will get worse. No parent, fan or by stander may enter the field of play while the game is in progress. If, this happens the person will be removed from the facility and cannot return for the next game. If this should happen a second time a trespass warning will be issued for the remainder of the season, and possibly for a longer period, due to the nature of the act.
- 4. Accident Reports – All injuries that happen at practices and/or games MUST have an accident report completed. A copy of the report should be turned into TALLAHASSEE PARKS, RECREATION AND NEIGHBORHOOD AFFAIRS within 24 hours.**

## PEE WEE & INTERMEDIATE LEAGUES GAMEDAY RULES

All games will be officiated according to the latest edition of the National Federation of State High School Associations National Federation of State High School Associations Football Rules Book and Case Book, except as modified below.

### LEAGUE WIDE RULES (APPLY TO ALL DIVISIONS)

#### Field Dimensions

80 yards by 40 yards

#### Game Clock

4 quarters, 8 minutes each. Running clock initiated when up by 28 Points.  
Each team receives 2 timeouts per half. Halftime is 5 minutes long.  
Timeout structure: two 1-minute timeouts and one 30 second timeout per half

#### Scoring

Touchdown: 6 points  
Field Goal: 3 points  
Try: Run or pass: 1 point. Kick: 2 points.  
Safety: 2 points.

## **Player Numbering**

Numbering has no impact on formation legality or receiver eligibility.

## **Penalties**

5-yard penalties enforced as 4 yards.

10-yard penalties enforced as 8 yards.

15-yard penalties enforced as 12 yards.

## **LEAGUE SPECIFIC RULES**

### **Pee Wee Division (8-9 Years Old)**

#### **Kickoffs**

No traditional kickoff

Ball is placed 25 yards from the line of scrimmage.

#### **Kickoff Starting Spots**

Start of half and after touchdown or field goal: 32-yard line

After safety: 16-yard line.

#### **Defensive Linemen**

5 or 6 defensive linemen required.

#### **Defensive Formation**

Defensive linemen must be in a 3- or 4-point stance, hand on the ground.

No head-to-head alignment over the center

All other defenders must be at least 1 yard behind the heels of the defensive line

No defensive player may be moving toward the line of scrimmage at the snap

Violation results in an 8 yard live ball penalty

---

### **Intermediate Division (10-11 Years Old)**

#### **Kickoffs**

Standard NFHS rules apply. Normal kickoffs from the 40

After a safety, the kickoff comes from the 20 and can be punted instead of a traditional kickoff.

#### **Scrimmage Kicks**

Includes punts, extra points, and field goals

Must be declared on any down

Once declared, the ball must be kicked

Neither team may enter the neutral zone until the ball is kicked.

#### **Defensive Linemen**

4 to 6 defensive linemen allowed.

#### **Defensive Formation**

Defensive linemen must be in a 3- or 4-point stance, hand on the ground.

No head-to-head alignment over the center

All other defenders must be at least 1-yard behind the heels of the defensive line

No defensive player may be moving toward the line of scrimmage at the snap

Violation results in an 8-yard live ball penalty.

- 
1. **Size of Ball.** Football will be Pee Wee and Junior size only – Game balls will be provided by Tallahassee Parks, Recreation.
  2. **Practice** - Prior to the start of the season, practices are limited to four (4) 1.5-hour sessions per week. Once the season has begun, practices are reduced to three (3) 1.5-hour sessions per week. No Sunday practices. **Coaches must report practice days to league supervisor.**

**Players missing practice:** Players are expected to be at all practices. Coaches should keep an attendance sheet to track players missing practice. A player who has missed two or more practices in one week (without a valid reason) can be held out of a half of a game (unexcused absent only) or play last two minutes of 2<sup>nd</sup> and 4<sup>th</sup> quarters. If a player misses one practice (unexcused), the coach is only required to play him four (4) plays of the 1st or 2nd quarter. Coaches should treat all players the same, whether they are starters or not. The key to this rule is to talk to the parents when a player misses practice to determine its validity. Since this has been a problem with many coaches, this information (not a rule) is designed to help you deal more effectively with parents.
  1. **Coaching Boundaries.** Coaches and players must stay within,5 yards from the sideline and their 25-yard lines. These will be marked off and an infraction of this rule may result in a penalty. **Only five (5) coaches are allowed on the bench during games. (Head coach and four assistants).** **This will be strictly enforced.**
  2. **Captains Report.** Coaches should have team captain's report to officials 10 minutes before game time.
  6. **Equipment:**
    - A. No participant will be allowed to play unless he is properly equipped.
    - B. Coaches should report to Tallahassee Parks and Recreation, and we will contact parents to collect equipment.
    - C. Shoes must be always worn. Rubber cleats are allowed; NO METAL OR SCREW ON CLEATS ALLOWED.
    - D. Mouthpieces must be worn while playing at games and at practice. A player may not play without it and referees will not call a game unless all players wear mouthpieces. A penalty will be called if a player does not have a mouthpiece.
    - E. **Defacing Equipment - Any equipment issued by the Tallahassee Parks, Recreation and Neighborhood Affairs should not be altered or defaced in any way. There can be no type of tape, insignias or logos put on helmets. If a recreation official detects that this has been done, the player will not be allowed to play until it is removed.**
  7. **Players:**
    - A. Will not be allowed to change from one team to another.
    - B. The non-starting players will be designated on the regular offensive and defensive forms before game time. Note: Non-starters should be listed with an equal number on offense and defense, so enough substitutes are available on both sides of the ball.
    - C. The visiting team will sit on the opposite side of the field from the announcer's stand. They will also be responsible for supplying personnel to carry the chains, and down box (3 people).
  8. **Game Day Roster:**
    - A. All pee and intermediate teams must complete the tri-copy line-up sheet prior to the start of each game. The top "white form" must be given to the announcer at least 15 minutes before the start of the game. Failure to do so will result in a 10-yard delay of game penalty.
    - B. The "yellow copy" will be given to the opposing coach prior to the start of the game.
    - C. The "pink copy" will be the coach's copy.
    - D. All players on the official roster must also be listed on the tri-copy sheet in numerical order. Any player not participating that night who is on the official roster must have their name crossed out on the line-up sheet.
    - E. Place an "x" in the column if the player will be offense or defense in that half.
    - F. If applicable, list the players who will be playing both ways.

## PREVENTING PROBLEMS

**Develop Policies and Procedures:** *Clearly defined organizational policies and procedures help clarify the rights and responsibilities of parents and how they should behave within the confines of the youth sports environment. Without boundaries and guidelines for behavior it is difficult to hold individuals accountable for their actions later. Often, parents are out of control because no one has ever told them they are not supposed to be out of control!*

**Communication:** Communication is the key to so many things a youth sports administrator is responsible for and dealing with parents is no exception! Policies and procedures will have no effect unless all involved, including the parents, are made aware of them and understand them. This is where communicating with the parents is vital. Parents must be acknowledged for the important role they play.

**Parent Meeting:** A parents' meeting is a vital tool in developing a positive youth sports experience for children. It allows the coach to get to know the parents he/she will be dealing with during the season. A healthy two-way communication process should be encouraged and initiated at the parent meeting. Time should be left at the end of the meeting for questions from parents.

Topics to be discussed at this meeting should include:

- Structure of the league – who should parents contact with concerns or questions.
- Philosophy of the league – equal play, skill development, FUN, etc.
- Program specifics – rules, location, times, etc.
- Season specifics – duration, special events, etc.
- Equipment specifics – what is needed, what is optional, etc.
- Transportation guidelines
- Health & safety guidelines – inclement weather policies, etc.
- How parents can get involved
- The rights & responsibilities of the youth sports parent
- Parent's Code of Ethics

**Get to Know the Parents Informally:** Coaches should take time to get to know their players' parents and recognize that every family has different goals for their child's experience. Setting clear expectations for the team and season early on can help prevent misunderstandings down the line.

We ask that each coach introduce themselves to parents at the start of the season and make themselves available for questions or conversations as needed. Building an open and respectful line of communication helps create a more positive and supportive environment for everyone involved.

## EMERGENCY PROCEDURES

We want to emphasize the importance of conducting yourselves properly in dealing with medical emergencies at your facilities. Realizing we are not empowered or trained to "treat" victims, we still have the responsibility to render front line aid and supervise the situation. This may involve discussing the situation with the victim, coach, or parent, or to call in the Ambulance Service. Listed below are some guidelines to follow, which should always be coupled with good common sense.

**In the event of an accident or emergency:**

1. Try to determine the extent of the injury. If in doubt as to the seriousness of the accident, do not move the patient. Keep him comfortable and reassured and call an ambulance. If the situation calls for it, apply ice or keep the patient warm and comfortable.
2. Front line care of an accident would include use of ice, stoppage of bleeding, restoring breathing, and treatment for shock, heat exhaustion or stroke.
3. Be sure victim is as comfortable as possible. If it's cold, cover them. If it's hot, loosen equipment, etc. **USE GOOD COMMON SENSE!**
4. Call for additional support. Use other adults to secure necessary materials and never leave the patient alone with other players.
5. If an ambulance is called, be sure you have someone to direct it to the site. Assist paramedics in any way you can.
6. Always prepare an accident report that will be turned in to the supervisor who will then get the information to the Parks and Recreation Department.
7. Be sure you have access to a phone within a short period of time.
8. Submit a follow up report of the injured person. Call to find out the extent of the injury and how he is doing.

Above all, supervisors and coaches are to take charge during these incidents and must coordinate aid rendered.

Please advise all your coaches of the importance of being sure all aspects of an accident are handled properly and expeditiously.

## INCLEMENT WEATHER & LIGHTNING SAFETY

Tallahassee Parks and Recreation currently uses the AccuWeather Sky Guard System. This system provides staff with lighting advisories and warnings via text or email message based on a given park or facility location. Full-time athletic supervisors will receive an email and/or text with information regarding a potential storm. The athletic supervisors will alert park supervisors of one of two messages received: **Lightning Advisory** and **Lightning Warning**. During games onsite park supervisors will inform their coaches of any advisories or warnings. This system will be used to determine whether play should be suspended and able to resume activity.

**Lightning Advisory** = Lightning conditions exist within 15 miles of the park or facility location. Play may continue until a warning is received.

**Lightning Warning** = Lightning conditions exist within 8 miles of the park or facility location. All players, coaches and officials must clear the playing field. Anyone onsite at the park or facility location is encouraged to seek appropriate shelter. Play will resume when the warning expires.

During practices or when a park supervisor is not onsite, coaches will be responsible for determining whether play should be suspended. Please be aware of weather conditions. Use common sense and good judgment and make safety a priority! Lack of rainfall is not an adequate indicator for suspending play.

**If you see it (lightning), flee it! If you hear it (thunder), clear it!**

Ultimately, players, coaches and spectators are responsible for their safety. If participants feel they are in danger from inclement weather or impending lightning, they have the right to leave the park or facility location in order to seek shelter, without fear of repercussion or penalty.

## MEDICAL ISSUES/CARE

### Heat Related Emergencies

Heat related emergencies usually result from loss of fluids and electrolytes (salts) from heavy sweating. As a person continues to lose fluids through sweat, the blood volume is decreased. Blood flow to the skin increases, reducing blood flow to the vital organs. The circulatory system is affected; therefore, the person goes into mild shock. If treated immediately, heat cramps and heat exhaustion can usually be reversed with prompt care.

**Heat Cramps** – Loss of fluids and electrolytes can begin to produce painful spasms of skeletal muscles, generally in the legs and abdomen. Skin is moist. Body temperature is usually normal.

**Treatment** – Have person drink cool water and rest in a cool place.

**Heat Exhaustion** – Cool, moist, pale, clammy or ashen, headache, nausea, dizziness, weakness, exhaustion.

**Treatment** –Have person drink cool water and rest in a cool place.

**Heat Stroke** – Red, hot, dry. Body temperature continues to climb. Person may vomit and begin to show changes in level of consciousness. Sweating may stop because body fluid levels are low. When sweating stops, the body cannot cool itself effectively and body temperature rapidly rises. Soon the brain and other vital organs, such as the heart and kidneys begin to fail. Convulsions, coma and death will result.  
TREATMENT ON NEXT PAGE

### Treatment for Heat Stroke

- ❖ Check ABC's
- ❖ Call 911
- ❖ Remove person from the hot environment.
- ❖ Have the person lie down in a cool or shady area. Elevate the legs slightly.
- ❖ Loosen or remove clothing
- ❖ Apply cool, wet towels or sheets or cold packs to the body.
- ❖ Fan the person to help increase evaporation.
- ❖ If you only have ice or cold packs, place them on the person's wrists and ankles, in each armpit, and in the groin to cool the large blood vessels.
- ❖ Give small amounts of water to a fully conscious person.
- ❖ Do not apply rubbing (isopropyl) alcohol. The alcohol may cause poisoning through the skin or through inhalation.
- ❖ Monitor vital signs.

## **CONCUSSIONS**

After recent discussion of concussions, our program has adopted recommendations each coach will follow for the season. The following guidelines were established by the CDC.

3. Every coach will receive "A Fact Sheet for Coaches" provided by the CDC at the beginning of the season at a coaches meeting. We will also explain signs and symptoms a coach will look for at the coaches meeting.
4. Every coach will also receive a couple copies of "A Fact Sheet for Parents" that will be distributed to a parent of a child that shows signs and symptoms of a concussion.
5. Review the four steps in an action plan with each coach if they suspect a child has a concussion:
  - a. Remove athlete from play.
  - b. Ensure that the athlete is evaluated by an appropriate health care professional. Do not try to judge the seriousness of the injury yourself.
  - c. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
  - d. Keep the athlete out of play the day of the injury and until an appropriate health care professional says they are symptom-free and it OK to return to play. A player must bring a written clearance to the main office before the player can start back playing. League supervisor will notify the coach when a player is cleared to play.