

WJFL



WASHINGTON JUNIOR FOOTBALL LEAGUE

Fun, Fundamentals, Sportsmanship

wjfl.org

Coaches Manual

(June 2014)

Washington Junior Football League Inc.

Fun, Fundamentals, Sportsmanship

Welcome

Dear Coach,

Welcome to Washington Junior Football League Inc. We are very excited about the coming season and having you as an important part of our organization. This coach's manual is being provided to assist you in your endeavor as a youth league football coach to inform you of the philosophy and mission of WJFL Inc., to inform you of your duties and responsibilities as a coach, and to assist you and the league in providing a safe environment for the participants and yourself.

Please read this manual completely and carefully. For accountability reasons anyone who helps in any capacity as a head coach or assistant must read this manual and sign the agreement statement provided at the end of this manual. Please return the agreement statement to a member of the Board of Directors. If you know of someone who is helping and has not been to the mandatory coach's meeting and does not have a copy of this manual please contact a board member to receive the training and manual.

Individuals that do not attend the mandatory coaches training, achieve required USA Football coaches certifications as defined in this manual, or do not read and sign Coach's Manual Agreement Statement Acknowledgement are not allowed to participate as coaches in WJFL Inc.

Congratulations on becoming a WJFL Inc. coach. I am sure you will find this a fun and rewarding experience. If you have any questions concerning this manual or you need help in coaching in anyway this season please contact a member of the Board of Directors.

LEAGUE CONTACTS

President	Mike Newbanks	(314) 795-1727
Vice President	Brian Ruether	(636) 667-4815
Secretary	Shane Nunn	(636) 221-9809
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Philosophy of Washington Junior Football League

To teach and develop the physical skills and knowledge necessary to play the game of football, to develop social skills which promote acceptable standards of behavior and positive relationships with others, and to develop attitudes and appreciations that will encourage participation in and enjoyment of football and team sports in the future.

Our basic philosophy is to provide the participants a safe, fun, and fundamentally sound football experience. We want to instill a love for football in the participants so they will continue to participate through grade school and high school.

Football is not a game for every child, but it is up to that child to make up his mind, it is not up to us to decide for him if he should continue to participate.

In all your decisions concerning the child please think about how it will affect the child, not how it will make the team stronger or weaker. Winning games at this level is not the most important objective. Giving kids a positive football experience is!

Remember that everything you do not only reflects back on you but also on your team, this organization, and our community. You as a coach will have the single biggest influence on the kids on your team. You are in a make or break position. In order for our organization to continue to grow we must maintain a positive presence in our community. We are like other organizations or businesses – if we allow a negative image to spread through the community, our organization and the kids we serve will suffer. Try to anticipate problems so that you can deal with them in a positive manner. Always maintain good community relations!

Responsibilities of the Coach

Provide an Enjoyable Experience

Football should be fun! Even if nothing else is accomplished, make certain your players have fun. Take the fun out of football and you will take the kids out of football. Inject humor and variety into your practices, make games non-threatening, fun experiences for your players. Such an approach will increase your players' desire to participate in the future which is our number one goal.

Provide a Safe Experience

You are responsible for planning and teaching activities in such a way that the progression between activities minimizes risk. You must ensure that the field on which your team practices and plays, and the equipment used are free of hazards and safe for participation. Finally, you need to protect yourself from any legal liability issues that might arise from your involvement as a coach.

Provide Opportunities for all Participants to Play

All participants must play all games. There are numerous opportunities for you to play everyone. The amount of playing time should be based not only on skill but also on practice attendance, effort and attitude. The challenge and joy of sport is experienced through striving to win, not through winning itself. Players who aren't allowed off the bench are denied the opportunity to strive to win. Coaches who allow all of their players to participate and develop skills will come out on top with a reputation as a coach with the proper perspective. **Athletes First, Winning Second!**

Teach Basic Football Skills

As a coach you must be able to teach your players the fundamental skills and strategies necessary for success in football, for many of us this means we have to continuously look for opportunities to learn more about teaching the game of football. There are many books and DVD's available to us. In addition the local high school staffs are open to helping us as a group and individually to become better football coaches. Both high schools welcome WJFL coaches to any of their practices and camps in addition we try to work in conjunction with the high schools to put on an annual youth league coaches clinic in which basic philosophies and skills are demonstrated and discussed. A local coach's organization also brings in guest speakers several times a year to discuss techniques – when WJFL is invited to these sessions you will be informed via email. Local young men who may be participating in football or recently finished their high school careers make excellent helpers. They bring enthusiasm and a fresh knowledge of techniques. Word of caution – when using young men as helpers they sometimes need their enthusiasm tempered and a close eye kept on their language, etc. **It is up to us as individuals to acquire as much football knowledge as possible to make this a strong fundamental program.** Help for drills and strategies can be acquired from veteran WJFL coaches.

Demonstrate Character and Integrity

Youngsters learn by listening to what adults say. They learn even more by watching the behavior of certain important individuals. As a coach, you are likely to be a significant figure in the lives of your players. Having good character means modeling appropriate behaviors for sport and life. What you say and what you do must match. Challenge, support, encourage and reward every child and your players will be more likely to accept your coaching methods. Be in control before, during and after all games and practices. Don't be afraid to admit that you were wrong. Let your words and actions show your players that every individual matters and you will be teaching them a valuable lesson about respecting and supporting individual differences.

Officials – The officials hired by WJFL are not always certified and they are not perfect, just as we coaches and the players are not perfect. Coaches are expected to show respect toward the officials at all times without berating them during a game in front of the team. If you need to address the officials please do so at half-time or before or after the game in a respectful manner. The officials of course will not call or see every infraction, their main goal is to make sure the game remains safe for the participants and that both teams are not given an unfair advantage. How you react to the officials will have a great influence on the way your players and parents behave toward them. Therefore please set a positive example. Indicate your respect for them before, during and after the game. Don't make nasty remarks, shout, or use disrespectful words or gestures. Your players will see what you do and they will get the message from your actions. Please do not blame the officials for the failure of your team.

Communicate

Communication is the most important skill you will need to be a successful football coach. Not only will you have to communicate with your players but also with parents, fans, officials and opposing coaches.

Parents – A player's parents need to be assured that their child is under the direction of a coach who is both knowledgeable about football and concerned about the youngster's well-being. A pre-season parent orientation meeting in which you describe your background, methods, and philosophy of coaching is an excellent way to relieve their worries. If parents contact you with a concern during the season, listen to them closely and try to offer positive responses. If you need to communicate with parents, catch them after a practice, give them a phone call, or send a note through email. Keep them informed as soon as possible about practice schedules, games, rain outs, work requirements, picture day, etc.

Fans – Controlling the unacceptable behavior of fans is a role and responsibility of all WJFL coaches. Fans should never be allowed to berate or degrade players, consume alcohol during a game or demonstrate any other unacceptable behavior. If a fan is out of line please discretely as possible ask them to refrain from the behavior, if they choose not to, ask them to leave the area of the football field, if they again choose not to leave contact a WJFL board member or if an opposing town the local board or coach. If they are not compliant the local police should be called to have them removed. Look for the help of other WJFL coaches, officials and opposing coaches when trying to correct such behavior.

Opposing Coaches – Remember the players, not the coaches are competing. You have a lot in common with the opposing coach. Make an effort to visit with the coach before the game. During the game don't get into a personal feud with the opposing coach, make sure to congratulate the opposition after each game. By getting along well with the opposing coach, you will show your players that competition involves cooperation and respect with the opponent.

Philosophy Conclusion

Every football coach I know is a competitive person. We would expect that we will all coach our players to be the best they can be and to coach them to win when in competition. It is our role as coach and in conjunction with our philosophy to make the proper decisions that keep us from focusing solely on winning as our goal. We as adults, leaders, coaches and teachers must make sure our focus is on fun and participation so that the players grow to love the game of football and continue to participate.

Board of Directors

Washington Junior Football League is governed by an appointed board or directors and the voting membership. The board will consist of 9 members:

President – serves a 3 year term and must have a minimum of 5 years seniority in the league.

Vice-President – serves a 3 year term and must have a minimum of 5 years seniority in the league.

Secretary – serves a 3 year term and must have a minimum of 5 years seniority in the league.

Treasurer – serves a 3 year term and must have a minimum of 5 years seniority in the league.

5 – Members at Large – serve a 3 year term.

To join the board a person must be sponsored by a board member and voted on by the board members.

Sign-ups

- Usually done the first 2 Wednesdays in May. All coach help is needed to make this an efficient process.
- Participants are measured for height/weight and equipment sizes and league information is shared with the parents.
- Late sign-ups are taken at equipment dispersal and camp and through our website at wjfl.org.

Sign-up Fees

- Sign-up fees will be set by the WJFL board and approved by the league membership.

Equipment

- WJFL provides all equipment except shoes.
- Equipment supplied includes: Helmet, Shoulder Pads, Pants, Pant Pads, Mouthpiece, Jersey.
- Blocking Dummies, Pads, Sleds, Footballs, First Aide Kit, Coaching Box are supplied by WJFL.
- The budget should allow for annual reconditioning of helmets.
- Equipment is stored in the off season at Lakeview concession stand. Keys are limited and can be acquired through a board member.
- Collection of equipment will take place during a specified date in November. Head coaches are responsible for all equipment collection.

Equipment Dispersal

- Equipment is usually given out to participants a week before the camp. At that time they are measured for jersey size.
- Dispersal takes place at the Lakeview concession stand.

Equipment Responsibility

- All equipment is the property of WJFL. Each participant of WJFL is responsible for the condition and safety of the equipment issued to them. It is the head coach's responsibility to convey and monitor this responsibility to the players and parents. Players should not sit on their helmets or throw or abuse WJFL equipment in any way. Players and their guardians are responsible for all equipment issued to them. In the event equipment is lost or damaged the head coach must contact the league equipment manager to replace the needed equipment and arrange for financial replacement from the parent/guardian.

Proper Fitting of Equipment

- Safe proper fitting equipment is essential for a safe football experience. All WJFL coaches must receive training and educate themselves on the proper fitting of equipment. The procedures for fitting equipment can be found in the Appendix of this manual and at the USA Football website.

Safety

- The safety of participants of WJFL is the number one priority of our league and coaches. All coaches must familiarize themselves with the most current methods of safety concerning skills, equipment, heat & hydration, warm-up/stretching, concussion recognition and prevention. The Appendix of this manual contains handouts with information concerning these topics.
- **A coach associated with WJFL must never instruct a participant to strike another player with his helmet or to use his helmet in any way to strike a blow. The very first thing a coach should do at the very first practice is to read the safety warning on the back of the helmet out loud to the members of the team. This should be followed up with instruction on proper tackling methods. It is recommended that this instruction be video taped to document the proper coaching methods of tackling.**
- **Anytime a head, neck or back injury is suspected the player should not be moved until qualified medical personnel have assessed the injury and determined proper procedure.**
- Be aware of medical conditions of your players. Take time to look over the sign-up sheets for your entire team and be aware of anyone who may have any medical condition you need to keep an eye on or is taking medication that you should be aware of. Consult with the parents if you have concerns.
- **Always keep the sign-up sheets with you during the practices and games. They contain the emergency release form for medical attention and emergency phone numbers you may need.**
- **The WJFL Emergency Action Plan which is provided to all head coaches should be with the coaching staff at all practices and games. All members of the coaching staff should be familiar with the EAP and its implementation.**
- It is wise to do research or get training in the proper treatment and response to athletic injuries, CPR and emergency first aid.

- **Facilities Inspection** – It is important to examine regularly the field on which your players practice and play. Remove hazards, report conditions you cannot remedy and request maintenance as necessary. If unsafe conditions exist, either make adaptations to avoid risk to your players' safety or stop the practice or game until safe conditions have been restored.

Physical Conditioning

- While it is important that we work on the physical conditioning of our participants they are not as developed physically as high school athletes and therefore do not possess as much stamina. Each kid works at his own level of fitness. Be aware of that level and do not push players beyond it. Make them understand why you are conditioning and how it fits into participating in football. Try not to make practice all drudgery and conditioning, it turns the kids off quickly. Work up to harder workouts.
- Make sure plenty of water and ice for emergencies is always available during practices and games. **There is no such thing as drinking too much water.** Encourage all players to bring their own water source to practice and games and not to drink out of the squirt bottles or place their mouths on the spouts of the water jugs or bottles. We have had cases of players spreading strep throat and mononucleosis through shared water sources.
- Please refer to the Appendix of this manual and the WJFL Emergency Action Plan for more information of heat illness prevention and treatment.

Sportsmanship

- All coaches and participants of WJFL are expected to model exemplary sportsmanship at all times. Remember you are representing our town, our league and our community. Any deviations from the sportsmanship standards set by the WJFL board will be brought before the Sportsmanship committee for review. **Unacceptable sportsmanship can result in suspension of or termination of WJFL coaching privileges.**

Discipline

- WJFL follows a league wide discipline policy outlined in the parent letter given to parents at sign-up. This letter can be found in the Appendix of this manual.
 - First Offense:** Participant is immediately told by a member of the coaching staff how and why his behavior is inappropriate, the behavior is then explained to him.
 - Second Offense:** The procedure for the first offense is repeated plus the parent or legal guardian is notified by either a personal meeting or phone call.
 - Third Offense:** The child is immediately removed from WJFL Inc. all equipment belonging to WJFL Inc. is immediately returned, no refund of the sign-up fee is given. Parent or guardian is notified of dismissal by both a personal meeting or phone call and in writing.
 - Extreme Misbehavior:** In a case a coach and the WJFL Board of Directors judges to be extreme misbehavior we will immediately follow the process outlined for the third offense.

- The WJFL board requires documentation of any disciplinary action taken by a coach.

Number of Teams/Team Size

- WJFL strives for maximum participation. Optimum team size in grades 5 & 6 is 18-22/team. Optimum team size for grades 7 & 8 is 20-30/team.
- The number of teams at each grade level is determined by the WJFL board. Consideration for disbanding a team may include: coach experience, coach conduct and performance, number of players returning, feedback from parents, or any other factor the board may deem appropriate.

Coach Conduct

- A WJFL coach must never make physical conduct with a child in the duties of their coaching during discipline. A coach will not degrade the child, use public embarrassment, physically assault the child such as grabbing the face mask or slapping the helmet or engage in excessive physical activity.
- Never leave a child waiting on their parent/guardian by themselves. Never take a child anywhere by yourself. Always have another adult accompany you.

Attendance

- If players are not practicing they will have a greater risk of injury and they put extra pressure on the team and coaching staff. Keep a daily record of who is at practice, who is missing and who may be at practice but is sitting out. If you have a player that is consistently missing practice communicate to the parents how this will affect their playing time. **If a player quits in mid season it is the head coach's responsibility to acquire the equipment from the player.**

Playing Time

- All players must be provided ample playing time at each game based on their attendance and effort at practice. All players must play each half and should include playing time on offense or defense.

Practice/Practice Fields

- Practice may begin the last Monday in July.
- Teams are allowed to practice up to 3 times a week. It is suggested practices do not last longer than 2 hours.
- Coaches must be prepared for practice. Good practices are preplanned and well organized. Be efficient with your time with small group work and little standing around. Do not use a lot of your time conditioning. You have much to teach in the fundamentals of the game. Concentrate on the basics of the game. "Coaches coach, coaches who don't know what to do run."
- Practice fields are assigned based on coaching seniority.
- Practice field locations are:
 - o Lakeview Baseball/Softball Field #3 & #4.
 - o Louis Street
 - o McLaughlin Field
 - o Washington West (With permission from the Washington School District)
 - o 14th Street (With permission from the Washington School District)
 - o Knights of Columbus (With permission)
 - o International (With permission from the City of Washington)
- Teams are not allowed to practice on the Lakeview Football Fields.

Performance Goals

- Team goals should be emphasized more often at this age than individual goals. Youth league coaches, players, and parents who set unrealistic individual goals, expose themselves to failure. This in turn sets up the entire team and program for failure as well. The emphasis of team goals at this age will help to avert the selfish individual syndrome that we see much too often in games that are team sports. **Kids at the youth league level should have some measure of success each day at practice, as well as in the games they play.**

Coaching

- If a qualified adult would like to become a WJFL coach he/she must contact a WJFL board member to obtain the proper sign-up forms, undergo a child abuse background check and complete all mandatory coaches training as outlined by the board. Coaching assignments will be decided by the board.

Coach Training/Certification

- A coaches training program is in effect and is mandatory for all WJFL coaches regardless if they are head coaches, assistant coaches or just “helpers” and regardless of previous coaching experience. This training program has multiple components.
 - o Coaching Clinic/Workshop put on by WJFL board.
 - o Member in good standing, Level 2 certification through USA Football plus Heads-Up Tackling certified.
 - o Must undergo a child abuse/neglect background screening.
 - o Must read the WJFL coaches’ manual and sign the agreement statement.
 - o Must read and sign the WJFL Coaches Code of Conduct agreement.
 - o Participate in the WJFL mentor program when required.

Coaching Seniority

- Coaching seniority is determined by the board and is defined by the number of consecutive years a coach has been active with WJFL. In determining coaching bids, practice fields, etc. only the head coach’s seniority is considered. If coaches have the same total years experience consideration for number of years as a head coach may be given to break ties.

Coaches Shirts/Hats

- Coach’s shirts and hats are available for purchase through the league website.
- Coaches are expected to wear their league shirts when representing WJFL at league events/functions.

League and Team Apparel

- WJFL shirts, hats and apparel are available for purchase through the league website.
- Team apparel must be purchased through the league website using the board approved vendor.
- Head coaches must provide the board with a team logo and a list of any items they would like available for purchase on the website.

Protests/Grievances

- A protest or grievance must be filed in writing with-in 48 hours of the occurrence with a board member. The board will rule on the grievance before the next game. Board members involved with the grievance will be excused from the ruling process for that event. Any protest/grievance concerning a 4-Rivers YFL contest or policy must be filed with the WJFL board and presented to the 4-Rivers YFL membership for a ruling.

Player Eligibility

- Participation in the 4-Rivers YFL will include all eligible children in grades 3-8 who live within the boundaries established by their communities. Official boundaries are those of the public school district. Boundaries do not apply to districts not having a 4-Rivers YFL entry. To make an exception to the boundary requirements written permission must be given by July 1st by the town administrator of the resident player to participate in a program not in his school district. Players who attend school within a district, but do not reside in the district will have eligibility within both districts without obtaining permission from league officials.

Budget

- An annual budget is approved by the WJFL Board members and submitted to the league membership at the annual planning meeting. This budget should include:
 - o Equipment purchases, repairs and reconditioning.
 - o Payment of game officials
 - o Concessions
 - o Liability insurance
 - o City of Washington user fees
 - o Incorporation Fees
 - o IRS 501C3 Fees
 - o Board Insurance
 - o Field improvements
 - o Capital improvements

Meetings

- In order to administer the league with membership input WJFL will conduct the following meetings:
 - o **Board** – monthly during the months of February – November
 - o **Planning** – includes all membership and occurs during the month of February.
 - o **Mandatory Coach Training** – includes all membership and occurs during the month of June.
 - o **Draft Night Meeting** – held prior to the start of the annual draft in order to share last minute information, collect data and finalize decisions before the start of the season.
 - o **End of Year** – review meeting that includes all membership and occurs during the month of November.
 - o **Work Days** – Work days will be arranged by the board as needed. These days may include preseason work to get the field and concession stand ready. End of the year workday to clean out the storage shed, clean up the game field, practice fields, concession stand, etc.

Camp

- An annual preseason camp is held to evaluate and instruct the participants. The camp is held in July and is administered by the WJFL coaches. The camp will be 3 days for grades 5 & 7 and 2 days for grades 6 & 8.

Draft

- On the final evening of the preseason camp the coaches will meet following the camp to draft in the fairest manner possible for all teams for the coming year. **The official WJFL draft policy can be found in Appendix A at the end of this manual.**

Schedule

- A game schedule is provided to all WJFL teams by the Four Rivers Junior Football League. The schedule will consist of a minimum number of regular season games plus any playoff games the team will qualify for. All WJFL teams/coaches are expected to fulfill this schedule commitment.

Night Games

- When necessary SFRHS and WHS will allow use of their game fields for night games and playoff games. The President should contact the athletic director of the school to obtain permission and schedule games.

End of Year Survey

- The WJFL conducts an end of the year survey to gain input and feedback from our families. All head coaches are expected to distribute and/or make the survey available to their teams prior to the last game of the year.

Fundraising

- Fundraising is an important aspect of keeping the sign-up fee as low as possible and providing our families with the best possible football experience. Fundraising consists of:
 - o Concession Stand – all coaches and participants are expected to work and patronize the WJFL concession stand on game days and the jamboree.
 - o Cash Raffle – all participants must sell 4 - \$10 cash raffle tickets which are given to them at sign-up night.
 - o Washington Town & Country Fair Beer Garden – all coaches are expected to help work the beer garden Friday night at the Fair.
 - o Sale of advertising and sponsorship to local and corporate businesses.
 - o Golf Tournament
 - o Team Apparel Sales
 - o Any other raffles or events deemed appropriate by the WJFL board.

Game Day Workers

- When a team is assigned to concession duty they also must provide scoreboard operators for both fields.
- A chain gang of 3 members is provided by the team designated as the home team.
- Failure to provide workers or fulfill duties on game day may result in penalties against the team and/or coach.

Concessions

- Our concession stand is an important financial asset to our league. The revenue generated helps to pay for the referees and cover user fees.
- The concession stand is manned by WJFL coaches, volunteers and employees. Failure to fulfill your shift obligation will result in a loss of a first round draft pick for teams in the 5th, 6th & 7th grade divisions. Failure to fulfill your shift obligation for an 8th grade team will result in a \$100 fine and loss of playoff position.
- A WJFL board member will serve as a sight chairman for the day. Their duties will include overseeing the operation of the concessions and monitoring the administration of the games including sportsmanship of the fans.
- Concession workers may be hired by the WJFL board to work the concession stand. Teams assigned concession duty will still provide grillers and scoreboard operators.

Officials

- Game officials in the Four Rivers YFL are provided by the home team. The WJFL Board will be responsible for scheduling game officials through the local officials association.
- Although it does not occur often sometimes officials do not show up for scheduled games. If this occurs coaches from teams not playing are expected to help out by officiating where needed. It is assumed that most coaches have a basic command of the rules in order to administer a game to where it is safe and fair for all participants.

Game Fields

- WJFL plays home games at the 2 football fields (North & South) at Lakeview Park. These fields are for game use only and cannot be used for practice. The Washington Parks Dept. is in charge of maintenance and striping of the fields.
- The WJFL board and membership also assume responsibilities of field maintenance and improvements on an annual and as needed basis.

Show-Me State Games

- WJFL sponsors teams at all grade levels in the Show-Me State Games held in Columbia during the month of July or other designated time with the following criteria:
 - o Coaching staff will be made up of all coaches at each grade level. The coaching staff of the team that finished with a higher seed in the post season 4-Rivers YFL tournament will make up the head coach of the Show-Me team. Coaching responsibilities of the other teams will be assigned by the head coach or mutually agreed upon by the head coaches of the teams at that level.
 - o The team will be made up of players who have participated in the previous season of WJFL. The team will be selected by the grade level coaching staff mentioned above. Team membership is by invitation only.
 - o Funding is separate from regular season participation. A fee will be charged to cover the cost of the entry fee, and any equipment needed. Hotel accommodations are the responsibility of the participants.

League Affiliation

- WJFL is a member of the Four Rivers Youth Football League. The YFL holds 3 meetings annually to schedule and administer a league schedule. All WJFL coaches are expected to know and abide by the Four Rivers YFL Constitution and By-Laws found on the WJFL website.

Photo ID Cards

- State issued photo ID cards are mandatory for all participants in WJFL. These ID's can be obtained at the local license bureau.

Website

- As a courtesy to participants and parents and as a resource to our membership WJFL maintains an informational website at wjfl.net

Pictures

- WJFL contracts with a professional photographer for exclusive rights to WJFL team and individual pictures. All WJFL coaches and teams are expected to adhere to the photography schedule and cooperate with the contracted photographer and WJFL Board Members.

Insurance

- To use City of Washington facilities WJFL must carry \$2,000,000 in liability insurance that covers participants and visitors to City of Washington facilities. This does not cover injuries occurred during the participation in WJFL.
- The WJFL board is insured as a legal entity of WJFL Inc.

Incorporation

- WJFL is incorporated according to the laws of the State of Missouri. It is the responsibility of the league President and Secretary to maintain this status.

Tax Exempt Status

- WJFL is registered with the IRS as a 501C3 tax exempt non-profit organization. It is the responsibility of the league President and Secretary to maintain this status.

Removal of Coach

- If the board considers a coach's performance, conduct or methodology to be unacceptable according to the standards and principals of WJFL that coach may be removed by the board.

Appendix

- Draft Order Policy**
- Parent Note Given To All Parents At Sign-up**
- Proper Fitting of Equipment**
- Safety Standards/Injury Prevention**
- Injury Report Form**
- Coach Code of Conduct**
- Parent Code of Conduct**
- Player Code of Conduct**
- Manual Agreement Statement**
(Must be returned to the league President)

***** Resources available at wjfl.org*****

- 4-Rivers Constitution and By-Laws**
- WJFL Constitution and By-Laws**
- WJFL Emergency Action Plan**

WJFL Draft Order Policy

5th Grade

Only 2 players can be protected. They must be a legal dependent of the coaches.

Initial draft order will be determined by draw out of the hat.

First 3 rounds everyone picks. Order of first 3 rounds:

Round 1	1	2	3
Round 2	3	2	1
Round 3	1	2	3

There will then be a make-up round for the teams that do not have the same number of players. The order of the make-up round is continuous with the established order. The team with the most players sits out the make-up round.

Round 4	3	2	1
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There will then be another make-up round for the teams that do not have the same number of players. The order of the make-up round is continuous with the established order. At the end of this make-up round all teams should have the same number of players. The draft will then continue with Round 5 to the finish using the established order.

Round 5	1	2	3
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6th & 8th Grades with established rosters

Previous record based on the 4 Rivers YFL playoff seeding determines order. Lowest seeded team from the previous year picks first, etc.

Round 1	1	2	3
Round 2	3	2	1

There will then be a make-up round for the teams that have the lower number of players staying with the sequence of the original picking order. The team with the most players sits out the make-up round.

Round 3	1	2	3
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There will then be another make-up round for the teams that have the lower number of players staying with the sequence of the original picking order.

Round 4	3	2	1
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There will then be another make-up round for the teams that have the lower number of players staying with the sequence of the original picking order.

This pattern will continue until all numbers are equal or as close to equal as possible.

7th Grade

6 players from the previous 6th grade team must be protected. Players who played in 5th grade but sat out 6th grade are not eligible for protection.

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the previous year picks first, etc.

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Round 5	1	2	3
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Players not coming to camp

Players that do not show up to any night of preseason camp will be thrown into a hat and drawn blindly from the hat. The order of draw from the hat will be the continued established order.

If there is a known established player that does not come to camp there has to be a unanimous vote of the teams to include him in the normal draft. If there is one dissenting vote the player will be placed in the blind draw out of the hat.

Other Draft Notes

- The board will rule on draft order concerning coaches who have multiple birth children.
- All discrepancies will be ruled on by the board.
- Any variations from the Draft Policy of WJFL must be approved by the board.
- Late sign-ups after the draft are assigned to teams based on the established draft order. The league president and treasurer distribute all late sign-ups. A team cannot decline a late sign-up.
- No players below high school age are allowed in the room on draft night.

Redraft of existing teams

- If there occurs an influx of new sign-ups at the 6th or 8th grade level that bring the number of participants per team to a level the board deems undesirable the board may consider the expansion of the age division and a redraft of the current teams/players.
- The redraft will occur under the mandate and procedure deemed appropriate by the board.

Washington Junior Football League Inc.
“Fun, Fundamentals, Sportsmanship”

Dear Parents,

We are happy to have your child as a participant in Washington Junior Football League Inc. and we are looking forward to several months of working together with you, your child and the other parents and players. The purpose of WJFL is:

To teach and develop the physical skills and knowledge necessary to play the game of football, to develop social skills which promote acceptable standards of behavior and positive relationships with others, and to develop attitudes and appreciations that will encourage participation in and enjoyment of football and team sports in the future.

Winning at all costs is not our purpose, teaching and experiencing the fun associated with football and team sports is!

In order for us to make this a positive experience for your child, we are asking for your help on several issues:

Fund-raisers

Our intent is to always keep sign-up fees at a reasonable rate in order to allow all children the opportunity to play. To do this we have to rely on several fund-raisers in addition to the sign-up fee. This year we will be conducting a **cash raffle**. Each player is expected to sell a minimum of 4 \$10 tickets that were given to you at sign-up. If you can sell more your help is greatly appreciated. More tickets can be obtained from your son/daughter's coach or by calling the number listed at the end of this letter. The winning tickets will be drawn on **Saturday, September 13**.

Tickets must be turned in at equipment pick-up time on Wed. July 16 and Thurs. July 17.
No one will be issued their equipment until tickets are turned in.

A **concession stand** will be open at all home games. Please patronize our concessions as the profits go to purchase new equipment and to pay for game officials.

Parent Help

During the course of the season we will need parent help in a variety of areas. Please be available if your son/daughter's coach asks you to cook/grill for the concession stand, run the down and distance chains and/or work the gate, etc.

Practice

The practice schedule of each team is determined by that team's coach. For your child to play in games he/she must be present at practice to receive the proper coaching in order to make this not only a positive experience but a safe experience. Please try to have your child attend practice as often as possible.

Note: We as coaches of WJFL Inc. reserve the right to withhold your child as a participant in a competitive game according to our discretion as to the amount of and importance of practice time missed.

Our season will require a great amount of hard work on the part of your child. We hope that you will encourage your child to work hard, keep with it and make the sacrifices necessary to be a functioning member of his/her team. We feel your child will learn many skills of social interaction, sacrifice and perseverance through his/her participation in WJFL Inc.

Communication

Our season will only be a successful and positive experience for you and your child if an open line of communication is available between the coaches, players and parents. The coaches should hold a parent meeting during which they will communicate their expectations of your child. If at any time you have a problem with your child's coach we ask that you talk calmly and rationally with the coach before approaching a league official concerning any issue.

Discipline

We expect your help in solving any discipline problem that may arise with your child. Due to the potential for injury in football any lack of attention or effort or a disruption in our coaching and supervision due to improper behavior by a child will increase not only that child's but his teammates' chance for injury.

We reserve the right to dismiss any participant from WJFL Inc. due to constant or serious discipline problems. Our Discipline Policy is outlined below.

Discipline Policy of WJFL Inc.

First Offense: Participant is immediately told by a member of the coaching staff how and why his behavior is inappropriate; the proper behavior is then explained to him.

Second Offense: Procedure for first offense is repeated plus parent or guardian is notified.

Third Offense: Child is immediately removed from WJFL Inc. all equipment belonging to WJFL is immediately returned, no refund of sign-up fee is given. Parent or guardian is notified of dismissal by both a phone call and in writing.

Extreme Misbehavior: In a case we judge to be extreme misbehavior we will immediately follow the process outlined for the third offense.

Equipment

All equipment issued to your child is the property of WJFL Inc. Your child is expected to treat it with the respect he would his own property. With the exception of the jersey, your child is not permitted to wear any equipment at any time, but during WJFL Inc. practices and games.

Any equipment lost, stolen, damaged or destroyed while in your child's possession must be replaced by that child's legal guardian. The cost of damage or destruction occurring during a WJFL Inc. practice or game will be assumed by WJFL providing the participant notifies us when damage occurs.

The return of all equipment is the responsibility of the participant's legal guardian. Failure to return equipment will result in the financial replacement of the equipment or further action if necessary.

The following is a 2013 price list of normal youth size equipment. If your child requires larger equipment the price may be higher.

Helmet.....	\$70
Cheek pads in helmet.....	\$10/pair
Chin strap for helmet.....	\$12
Shoulder Pads.....	\$50
Pants.....	\$20
Pant pads (set of 7).....	\$15
Jersey.....	<u>\$22</u>
Total Replacement Cost	\$199

Final Notes:

All WJFL games and Four Rivers YFL schedules and results can be viewed at our website at:

wjfl.org

All WJFL Inc. practices and games are alcohol free events. Please abstain from any alcohol consumption during these events.

All associated with WJFL Inc. are extremely excited about the coming season. Your help, cooperation and participation are greatly appreciated. If I can be of any help to you please contact me or any member of WJFL Inc.

Thank You

Mike Newbanks, President
Washington Junior Football League Inc.
P. O. Box 112
Washington, MO 63090
314-795-1727
mnewbanks@wjfl.org

Proper Fitting of Equipment

(USA Football Website has video on how to properly fit equipment)

Helmet

1. Putting on the helmet

Hold the helmet with thumbs in the ear holes of the shell and fingers pointing toward the helmet top. Spread out the ear holes of the helmet and bring the helmet down toward the head at a slight angle with the jaw pads first touching at the temples. Roll the helmet back slightly and bring down straight into position.

2. Check for proper fit

Place hands with fingers interlocked on top of helmet and press down. Pressure should be on the crown of the head not on the brow. Put on chin strap. The helmet should fit comfortably and snug. Check for twisting. The sweatband of the helmet should sit approximately 1 to 1 ½ inches above the eye brows. The skin on the forehead should move with the sweatband. If the helmet slides easily try a smaller size. If a player complains about pressure on the forehead have them remove their helmet and look at the mark left on their forehead. If the mark is white the helmet is too tight and forcing the blood away from the skin. If the mark is red it is a nice snug fit.

3. Check Jaw Pads

Jaw pads should feel firm against the face. If they are too loose or too tight change to the appropriate size.

3. Check hardware, chin strap, and shell

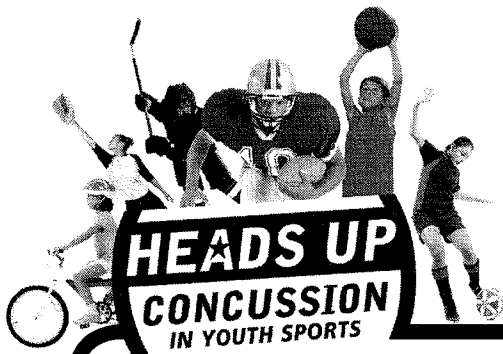
Before the first practice the coaching staff should check all helmet hardware, tightening all screws with a Phillips screwdriver. The chin strap should be checked for proper fitting and safe hardware. The shell of the helmet should be inspected for any cracks or damage. The pads of the helmet should be inspected for excess wear and tear.

Shoulder Pads

Shoulder pads should fit so that the underneath pad covers the bony process of the shoulder joint and can be laced and strapped snugly. Consideration for backs and receivers would be to see if they can raise their hands above their heads to catch a pass with their shoulder pads on. Shoulder pads should not move when the athlete is running.

Pants

Pants should fit snug so they do not slide down the waist and the thigh. Knee pads should fall in place over the knee caps. The pants and pant pads should not move during activity.



A Fact Sheet for COACHES

To download the coaches fact sheet in Spanish, please visit www.cdc.gov/ConcussionInYouthSports

Para descargar la hoja informativa para los entrenadores en español, por favor visite

www.cdc.gov/ConcussionInYouthSports

THE FACTS

- * A concussion is a **brain injury**.
- * All concussions are **serious**.
- * Concussions can occur **without** loss of consciousness.
- * Concussions can occur **in any sport**.
- * Recognition and proper management of concussions when they **first occur** can help prevent further injury or even death.

WHAT IS A CONCUSSION?

Concussion, a type of traumatic brain injury, is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move quickly back and forth—causing the brain to bounce around or twist within the skull.

This sudden movement of the brain can cause stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain.

HOW CAN I RECOGNIZE A POSSIBLE CONCUSSION?

To help spot a concussion, you should watch for and ask others to report the following two things:

1. A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head.
2. Any concussion signs or symptoms, such as a change in the athlete's behavior, thinking, or physical functioning.

Signs and symptoms of concussion generally show up soon after the injury. But the full effect of the injury may not be noticeable at first. For example, in the first few minutes the athlete might be slightly confused or appear a little bit dazed, but an hour later he or she can't recall coming to the practice or game.

You should repeatedly check for signs of concussion and also tell parents what to watch out for at home. Any worsening of concussion signs or symptoms indicates a medical emergency.

It's better to miss one game than the whole season.

SIGNS AND SYMPTOMS¹

SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just "not feeling right" or "feeling down"

Adapted from Lovell et al. 2004

WHAT ARE CONCUSSION DANGER SIGNS?

In rare cases, a dangerous blood clot may form on the brain in an athlete with a concussion and crowd the brain against the skull. Call 9-1-1 or take the athlete to the emergency department right away if after a bump, blow, or jolt to the head or body the athlete exhibits one or more of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

WHY SHOULD I BE CONCERNED ABOUT CONCUSSIONS?

Most athletes with a concussion will recover quickly and fully. But for some athletes, signs and symptoms of concussion can last for days, weeks, or longer.

If an athlete has a concussion, his or her brain needs time to heal. A repeat concussion that occurs before the brain recovers from the first—usually within a short time period (hours, days, weeks)—can slow recovery or increase the chances for long-term problems. In rare cases, repeat concussions can result in brain swelling or permanent brain damage. It can even be fatal.^{2,3}

HOW CAN I HELP ATHLETES TO RETURN TO PLAY GRADUALLY?

An athlete should return to sports practices under the supervision of an appropriate health care professional. When available, be sure to work closely with your team's certified athletic trainer.

Below are five gradual steps that you and the health care professional should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.

BASELINE: Athletes should not have any concussion symptoms. Athletes should only progress to the next step if they do not have any symptoms at the current step.

STEP 1: Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

STEP 2: Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (reduced time and/or reduced weight from your typical routine).

STEP 3: Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

STEP 4: Athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

STEP 5: Athlete may return to competition.

If an athlete's symptoms come back or she or he gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him or herself too hard.

The athlete should stop these activities and the athlete's health care provider should be contacted. After more rest and no concussion symptoms, the athlete should begin at the previous step.

PREVENTION AND PREPARATION

Insist that safety comes first. To help minimize the risks for concussion or other serious brain injuries:

- Ensure that athletes follow the rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Wearing a helmet is a must to reduce the risk of severe brain injury and skull fracture.
 - However, helmets are not designed to prevent concussions. There is no "concussion-proof" helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

Check with your league, school, or district about concussion policies. Concussion policy statements can be developed to include:

- The school or league's commitment to safety
- A brief description of concussion
- Information on when athletes can safely return to school and play.

Parents and athletes should sign the concussion policy statement at the beginning of the season.

ACTION PLAN

WHAT SHOULD I DO WHEN A CONCUSSION IS SUSPECTED?

No matter whether the athlete is a key member of the team or the game is about to end, an athlete with a suspected concussion should be immediately removed from play. To help you know how to respond, follow the Heads Up four-step action plan:

1. REMOVE THE ATHLETE FROM

PLAY. Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, sit them out!

2. ENSURE THAT THE ATHLETE IS EVALUATED BY AN APPROPRIATE HEALTH CARE PROFESSIONAL.

Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body
- Any loss of consciousness (passed out/ knocked out) and if so, for how long
- Any memory loss immediately following the injury

- Any seizures immediately following the injury
- Number of previous concussions (if any)

3. INFORM THE ATHLETE'S PARENTS OR GUARDIANS.

Let them know about the possible concussion and give them the Heads Up fact sheet for parents. This fact sheet can help parents monitor the athlete for signs or symptoms that appear or get worse once the athlete is at home or returns to school.

4. KEEP THE ATHLETE OUT OF PLAY.

An athlete should be removed from play the day of the injury and until an appropriate health care professional says they are symptom-free and it's OK to return to play. After you remove an athlete with a suspected concussion from practice or play, the decision about return to practice or play is a medical decision.

REFERENCES

1. Lovell MR, Collins MW, Iverson GL, Johnston KM, Bradley JP. Grade 1 or "ding" concussions in high school athletes. *The American Journal of Sports Medicine* 2004; 32(1):47-54.
2. Institute of Medicine (US). Is soccer bad for children's heads? Summary of the IOM Workshop on Neuropsychological Consequences of Head Impact in Youth Soccer. Washington (DC): National Academies Press; 2002.
3. Centers for Disease Control and Prevention (CDC). Sports-related recurrent brain injuries-United States. *Morbidity and Mortality Weekly Report* 1997; 46(10):224-227. Available at: www.cdc.gov/mmwr/preview/mmwrhtml/00046702.htm.

*If you think your athlete has a concussion...
take him/her out of play and seek the advice of a health care professional
experienced in evaluating for concussion.*

For more information, visit www.cdc.gov/Concussion.

HEAT RELATED ILLNESS AND PREVENTION (easy advice)

- Any day 85 deg or above w/ 50-60% humidity (avg “humid day” in Washington) is an at-risk day to pay extra attention to the heat. This is usually an average day through August

Heat Cramps – Common cramping of mostly large muscles. Stop the activity, rest, drink and gently stretch. Athlete can return to that practice when improved.

Heat Exhaustion – Athlete w/ continued dizziness w/ vomiting (This is not the 1-2 vomit after a sprint or similar). These kids will feel bad, maybe a headache and mild blurry vision, but act normal. Stop the activity, rest, aggressive cooling w/ pad removal, pour cold water or cold towel to head, neck, under arms. DONE for the day, but if improving w/ cooling and rest, no MD visit required

Heat Stroke – MEDICAL EMERGENCY. Vomiting, confused, often dry skin, possible loss of balance. Immediately call 911. Strip the athlete to their shorts in the shade. Cool w/ cold towels or water. Fan them aggressively and keep them wet (most efficient combo to cool them) until EMS arrives. DONE with football until medically cleared by their MD to return.

As with a hit that knocks a kid out, if a kid passes out b/c of heat, they are DONE for the day. Unconscious b/c of a hit **requires** primary MD visit for clearance to return.

PREVENTION TIPS

- Urine should be clear to pale yellow by the next practice
- For every pound lost in practice, athlete needs 20 ounces of rehydration. During hot periods, encourage players to weigh before practice and the next morning.
- Sport drinks in combo w/ water are the best for rehydration during activity. Gatorade is the best of the common ones b/c it has the least amount of sugar
- Drink breaks every 15-20 min
- Start practice w/out shoulder pads and helmets on excessive heat days
- 90 deg and up, strongly consider shorts/shoulder pads/helmets for the entire practice
- Start practices as late as possible
- Cool players w/ cold towels or cold water to head/neck during breaks
- Watch your heavier (overweight) players even more closely
- Make sure they are not wearing too much clothing (such as long sleeve Under Armour) on hot days. I recommend old cut-off short sleeve T-shirt under the pads

DO NOT UNDERESTIMATE THE DANGER OF HEAT ILLNESS

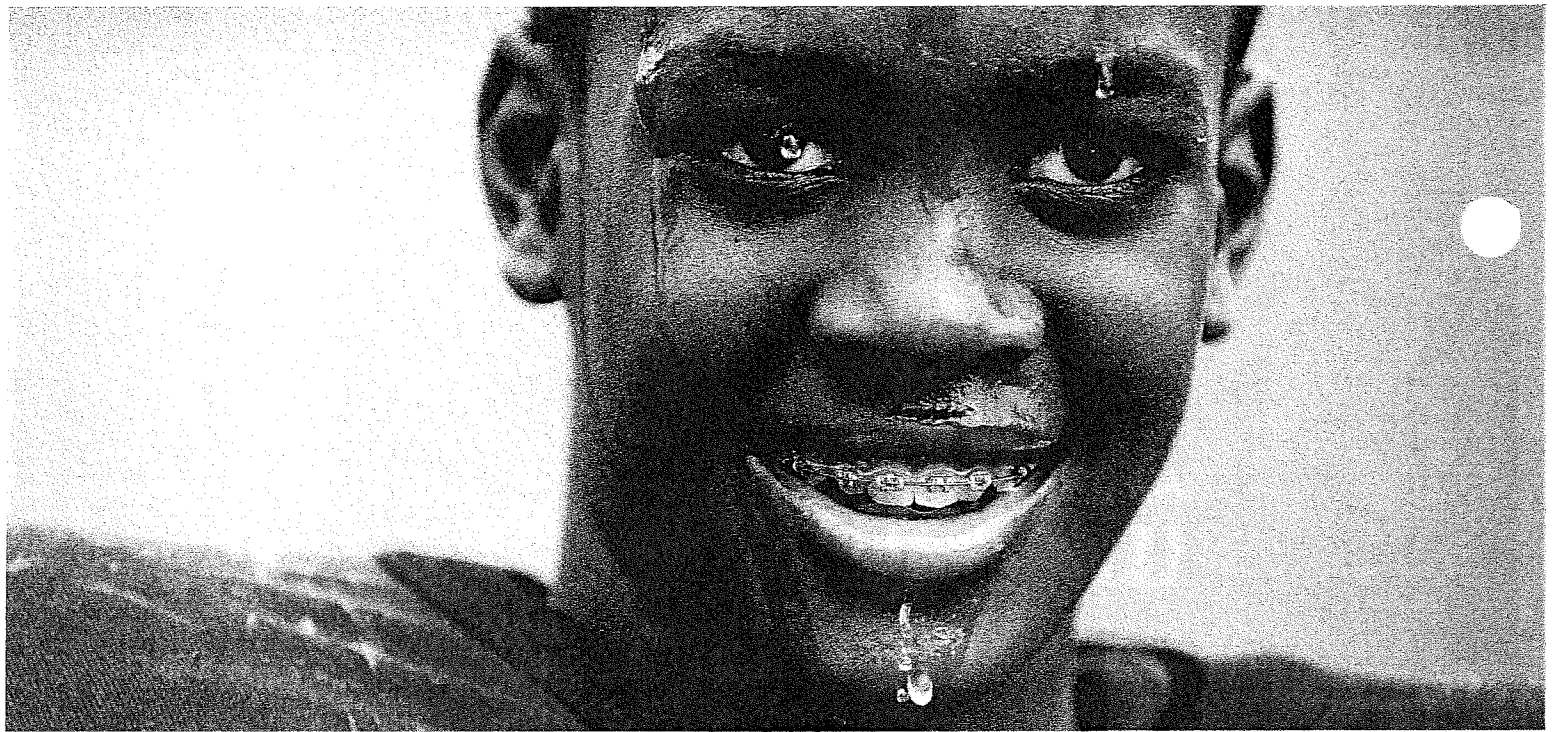
Use common sense and the necessary preventative actions, the kids will be hot, but healthy.



HEAT & HYDRATION

The beginning of football season all around the country is characterized by hot, August practices and hard work in equipment. But the environment, equipment, and intensity can place athletes at risk of heat illness. Heat illnesses represent conditions resulting from heat stress, which can be imposed by a number of factors, but usually result from the environment or the body creating this heat load itself. Heat illnesses can range from minor to severe, and in particular, ***exertional heat stroke is a life-threatening emergency***. Athletes may not realize when they are reaching their limits and continue to push hard at practice. It is important for you as a coach to be able to modify practices to reduce the risk and learn to recognize and manage heat illnesses.

When you take the field, you want to be sure you have done everything you can to protect your athletes from heat illnesses.



How does the body handle heat?

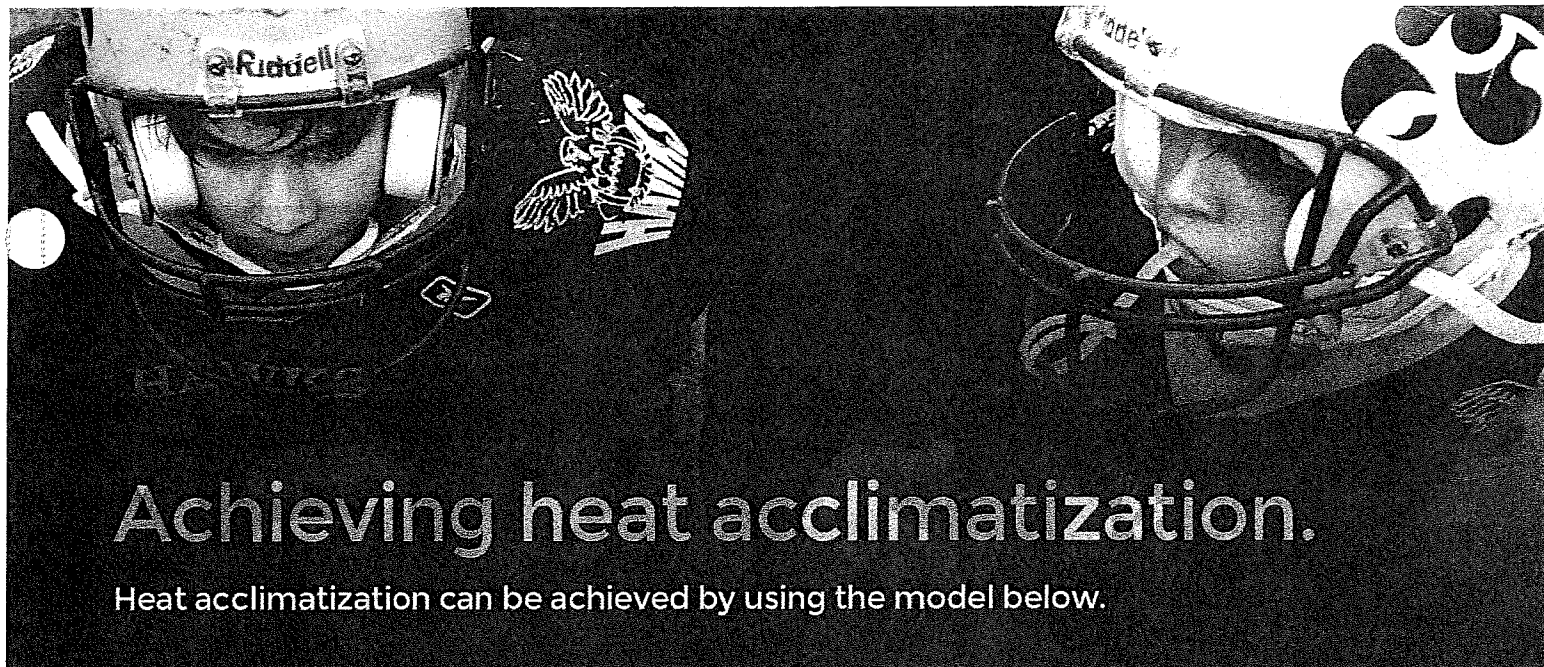
High body temperature decreases exercise performance and is a major risk factor for developing a heat illness. During exercise, working muscles produce heat, which is stored in the body until it can be released into the environment. The environment can add heat to the body through high air temperature and radiant heat from the sun. So the body has to keep itself from storing too much heat while continuing to exercise. Sweating is the body's best way to get rid of heat, via evaporation. As sweat evaporates from the skin, heat is transferred away from the body into the environment. However, as relative humidity increases, the body's ability for sweat to evaporate from the skin decreases, resulting in greater heat storage, load, and potential for exertional heat illnesses.

How do I protect my athletes?

The best way to protect your athletes is to modify the risk factors that are responsible for causing heat illness. These risk factors can be classified into two categories: extrinsic (factors outside the athlete's control) and intrinsic (factors unique to the specific athlete). Extrinsic risk factors can be modified by changing practice times, taking off equipment, or providing more breaks. Not participating with an illness, maintaining proper hydration, and becoming heat acclimatized are all options to decrease intrinsic risk.

What is heat acclimatization and how can my team do it?

Heat illness is most common during the first 5 days of practice. An easy way to protect athletes during this time is heat acclimatization. Heat acclimatization takes an average of 10-14 days to get the full benefits, but still provides important protective benefits while it's occurring. Heat acclimatization is a series of adaptations that helps the body prepare for exercise in the heat. These changes help the body maintain lower temperature and heart rate, enhance sweating, and store more water. The lower heart rate and body temperature means that athletes can exercise longer and at a higher intensity, which lowers the risk for heat illness.



Achieving heat acclimatization.

Heat acclimatization can be achieved by using the model below.

The following are important for understanding the table:

- Practice is defined as time on the football field (including warm-up, stretching, break time, cool down, and any conditioning time), and it should never exceed 3 hours.
- During the first 5 days, practices should be limited to 2 hours.
- A walkthrough is defined as time dedicated to reviewing plays and field positions, and should not exceed 1 hour.
- Heat acclimatization days should be continuous if possible, meaning few days off. However, if your practice schedule is only a few days a week, then remember that the days between your practices (the days off) do not count towards acclimatization days. It will take longer to acclimatize in situations like this.

AREA OF PRACTICE MODIFICATION	PRACTICES 1-5		PRACTICES 6-14
	Days 1-2	Days 3-5	
# of Practices Permitted Per Day	1		2, only every other day
Equipment	Helmets only	Helmets & Shoulder Pads	Full Equipment
Maximum Duration of Single Practice Session	2 hours	3 hours	3 hours (a total maximum of 5 hours on double session days)
Permitted Walk Through Time (not included as practice time)	1 hour (but must be separated from practice for 3 continuous hours)		
Contact	No Contact	Contact only with blocking sleds/dummies	Full, 100% live contact drills

How do I modify my practice for environmental conditions?

Environmental conditions provide important information about how hard the practice could be on the body. Modifying the length of practice, intensity of practice, the number and lengths of breaks during practice keeps athletes safer when conditions are stressful. Wet bulb globe temperature (WBGT) is the best way to determine how stressful the environment is. WBGT is calculated by taking into account air temperature, humidity, and radiant energy from the sun. If WBGT is not available, the next best thing is heat index, which is a combination of air temperature and humidity. The following guidelines are an example of practice modifications based on the environmental conditions.

WBGT	ACTIVITY GUIDELINES	REST BREAK GUIDELINES
Under 82.0°F	Normal Activities	Provide at least three separate rests breaks each hour with a minimum duration of 3 minutes each during the workout.
82.0-86.9°F	Use discretion for intense or prolonged exercise; watch at-risk players carefully.	Provide at least three separate rest breaks each hour with a minimum duration of 4 minutes each.
87.0-89.9°F	Maximum practice time is 2 hours. Players are restricted to helmet, shoulder pads, and shorts during practice, and all protective equipment must be removed during conditioning activities. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts.	Provide at least four separate rest breaks each hour with a minimum duration of 4 minutes each.
90.0 - 92.0°F	Maximum practice time is 1 hour. No protective equipment may be worn during practice, and there may be no conditioning activities.	There must be 20 minutes of rest breaks distributed throughout the hour of practice.
Over 92.1°F	No outdoor workouts. Delay practice until a cooler WBGT level is reached.	

A NOTE ABOUT THE TABLE

These guidelines were created in Georgia and use a few assumptions: athletes will follow/have followed a heat acclimatization protocol, there will be appropriate access to fluid and rest breaks during exercise, and athletes who are from Georgia are used to higher temperatures. For these reasons, the activity guidelines should be altered based on the region of the country you play in.

What types of fluid should I use for hydrating?

Water is the least expensive and most accessible fluid during exercise. Sports drinks contain electrolytes, sugar, and water, which give athletes important nutrients during exercise. While water is appropriate during all types of exercise, sports drinks are recommended for use during intense exercise that is greater than 60 minutes or during intense exercise in the heat. Also, kids like the taste of sports drink, so it may lead them to hydrate more than if water is the only available fluid.

When should athletes hydrate?

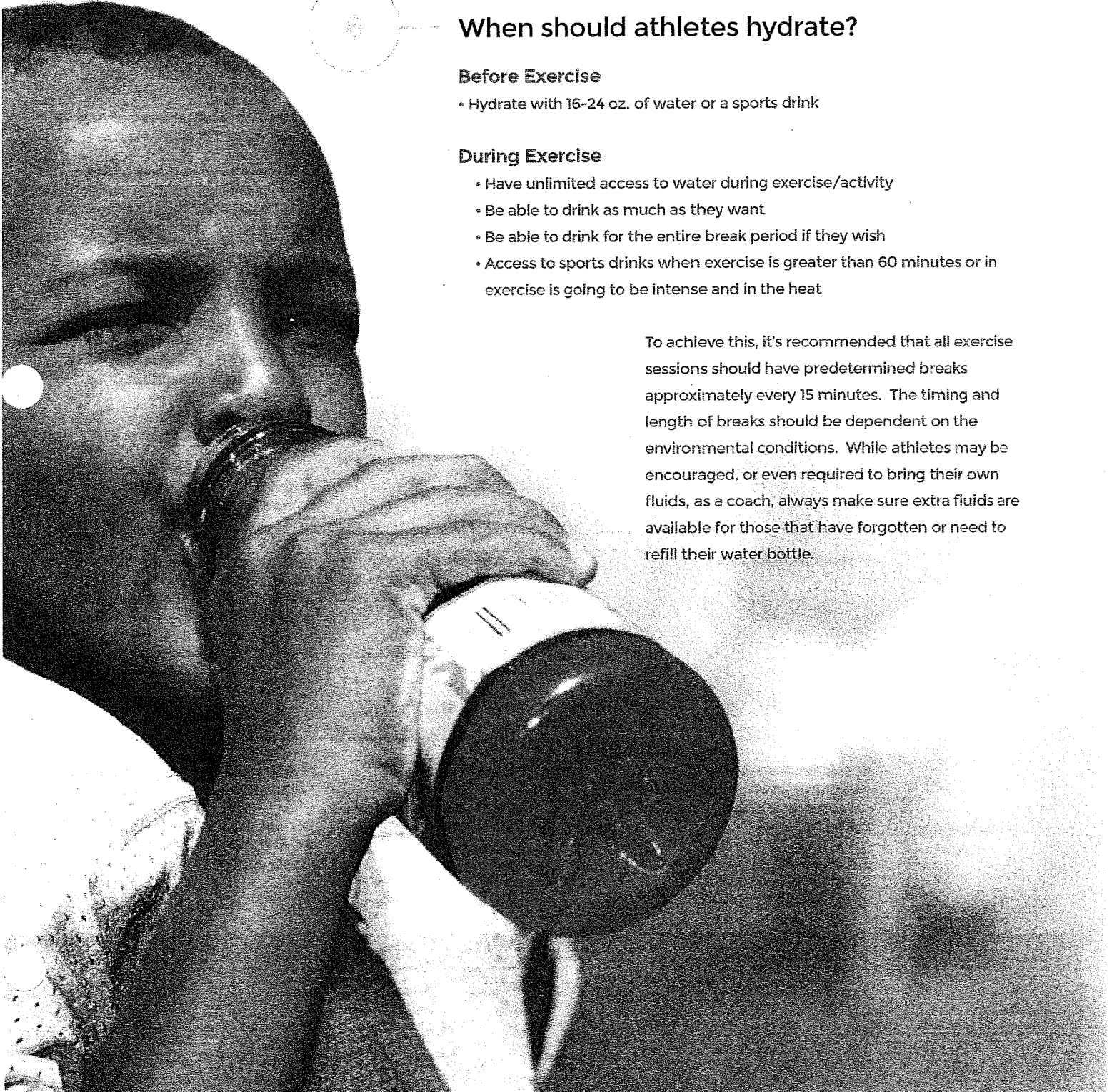
Before Exercise

- Hydrate with 16-24 oz. of water or a sports drink

During Exercise

- Have unlimited access to water during exercise/activity
- Be able to drink as much as they want
- Be able to drink for the entire break period if they wish
- Access to sports drinks when exercise is greater than 60 minutes or in exercise is going to be intense and in the heat

To achieve this, it's recommended that all exercise sessions should have predetermined breaks approximately every 15 minutes. The timing and length of breaks should be dependent on the environmental conditions. While athletes may be encouraged, or even required to bring their own fluids, as a coach, always make sure extra fluids are available for those that have forgotten or need to refill their water bottle.



How do I recognize the various exertional heat illnesses and what can I, as a coach, do to treat my athletes?

HEAT SYNCOPE

HEAT CRAMPS

HEAT EXHAUSTION

RECOGNITION

Refers to a fainting or lightheadedness episode

Painful, localized muscle cramps and may feel like they are "wandering" throughout the cramping muscle

Usually visible and the muscle will feel hard

The inability to continue exercise in the heat from either weakness or exhaustion

May feel hot, tired, sweating a lot, weak, dizzy and don't feel able to continue exercise

CAUSES

Lack of heat acclimatization and poor fitness

Blood pools in the lower extremities reducing the heart's ability to provide enough circulation

Combination of fatigue, dehydration and electrolyte losses through sweat

Lack of heat acclimatization and poor fitness

Caused by either excessive fluid losses or electrolyte losses

Dehydration causes less blood to be available for the working muscles and the skin to give off heat

TREATMENT

Lay the athlete on the ground and raise their legs about 12 inches

This helps blood go back to the heart to normalize blood pressure

Rehydration with water and sport drinks

Some light stretching or massage with ice on the cramping muscle

Remove the athlete from activity and put them in a shaded/cool area

Lay the athletes on the ground and raise their legs about 12 inches

Replenish lost fluids

Moderate cooling methods such as ice towels, misting fans, or cold water immersion

PREVENTION

Heat acclimatization

Arrive to practice well hydrated and having consumed some salt with the last meal

Minimize fluid losses during exercise and replace lost fluids post exercise

Heat acclimatization

Heat acclimatization

Arriving to practice/competition well hydrated

Minimizing fluid losses during activity and replace fluid losses after exercise

RETURN TO PLAY

The athlete should feel better within a few minutes, and full recovery is usually quick (within hours)

Return to activity once the athlete feel better and is adequately hydrated

Once cramps resolve

Without replacing lost fluids, risk of additional cramps is high

Should not return to activity on the same day

Complete recovery usually takes 24-48 hours and must focus on rehydration and rest

Important: If an athlete needs to go to the hospital, have him cool off first and transport him second. Rapid cooling on-site while waiting for transport to the hospital is the key to survival of an exertional heat stroke without medical staff.

EXERTIONAL HEAT STROKE

(EHS)

1

What is exertional heat stroke?

Exertional heat stroke occurs when the body reaches temperatures above 104°F and there is obvious central nervous system (CNS) dysfunction. CNS dysfunction can include any of the following: dizziness, collapse, confusion, irrational behavior, hysteria, aggressiveness, combativeness, disorientation, seizures, and coma. **It is a medical emergency.**

2

What is the cause of EHS?

When the body is unable to give off heat fast enough, heat is stored and core body temperature continues to rise.

3

How do I treat someone suspected of EHS?

If EHS is suspected in an athlete, immediate action is imperative in order to maximize the chance of survival.

EMS (9-1-1) should be called immediately. Aggressive cooling of the entire body should be done to lower the athlete's core body temperature as fast as possible. Whole-body cold-water immersion is the best treatment for EHS because it cools the body the fastest. If this is unavailable then any attempts to cool the body through continual dousing of water (shower, running a hose over the entire body while covering the body with iced towels) should be done before EMS arrives to take the athlete to the hospital.

4

4. How do I prevent EHS?

There are multiple ways in which you can help prevent the occurrence of EHS:

- Having your athletes undergo a period of heat acclimatization
- Encouraging athletes to come to practice hydrated
- Allowing athletes unlimited access to hydration during activity
- Modifying practice when environmental conditions become extreme (allowing additional rest/hydration breaks, reducing the intensity of practice, reducing the time of practice, and reducing the equipment worn during practice)
- Practicing at an intensity that is appropriate for the fitness level
- Encourage your athletes to speak up when they do not feel well- create a culture where this is considered smart.

For more information, visit
www.usafootball.com/heads-up or www.ksi.uconn.edu



Washington Junior Football League Injury Report

TEAM: COLOR _____ GRADE LEVEL _____

SUPERVISING COACH: _____

INCIDENT DATE: _____ TIME: _____

INJURED PARTY INFORMATION

NAME: _____ PARENT'S NAME: _____

ADDRESS: _____

TELEPHONE: HOME: _____ WORK: _____

WHERE DID INJURY OCCUR?: _____

DESCRIBE WHAT OCCURRED: _____

DESCRIBE INJURY: _____

INDICATE IF ANY EMERGENCY SERVICE OR MEDICAL TREATMENT FOLLOWED:

WHERE: _____ WHEN: _____

PREPARER'S SIGNATURE: _____ DATE: _____

PREPARER'S PHONE NUMBER: _____

PREPARER PLEASE COPY THIS FORM AND RETURN THE ORIGINAL TO THE LEAGUE PRESIDENT.



COACH'S CODE OF CONDUCT 2014

As a Team Coach, you (through your actions and words) set the example for your players, parents/guardians, and spectators. You will set the tone and lead by example. Read the players, and parents Code of Conduct. Understand what is being asked of all participants in your sport. Actively promote these Codes.

The primary goal of coaches should be the development of players to be better citizens. The players 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 players, members of the coaching staff and spectators. This includes the time periods before, during, and after league games and other events.

All coaches shall abide by a Code of Conduct, which includes the following provisions. If any of these provisions are violated, WJFL shall have the authority to impose **Disciplinary action.

Coaches shall agree to abide by the following:

1. Coaches must place the well-being and safety of each player above all other considerations, including the development of performance
2. Emphasize that athletes strive to be good students, both physically and mentally alert.
3. Strive to make every football activity serve as a training ground for life, and a basis for good mental and physical health.
4. Emphasize that winning is the result of good "teamwork."
5. Ensure that each player is correctly dressed with the necessary safety equipment (helmet, mouthpiece, pads, etc.) before being allowed to play or practice.
6. Get treatment for an injured player immediately. Co-operate fully with medical personnel in the best interest of the player.
7. Never physically or mentally push children beyond their abilities. The game is of minor consideration when compared to the child's future health and well-being.
8. Remove from a game or practice any participant when in doubt about his/her health, whether or not as a result of injury, until competent medical advice is available.
9. Encourage and guide players to accept responsibility for their own behavior and performance.
10. Do not encourage "sweating down" tactics in order for a player to make the ball carrying weight.
11. Do not recommend or distribute any medication, controlled or over the counter, except as specifically prescribed by participant's physician, with written parental permission.
12. Do not encourage unsportsmanlike conduct.
13. Do not use abusive or profane language at any time.
14. Do not criticize players. Any constructive criticism must be handled at an appropriate time or in the presence of team/squad members if others might benefit.
15. Do not criticize an opposing team, its players, coaches, or fans by word of mouth or by gesture.
16. Never condone unacceptable behavior.
17. Agree to take part in a USA Football course organized by WJFL.
18. Agree to a background screening of your application with regards to your suitability to work with children.
19. Do not smoke and/or use smokeless tobacco at any time on the fields or during any WJFL function.
20. Do not possess or drink alcoholic beverages, or possess or use any illegal substance on either the game or practice fields or during any other WJFL function.
21. Accept the decisions of the game officials on the field as being fair and called to the best ability of said officials. The officials are in charge of all games; their decisions are final. Always be prompt, courteous, and direct when dealing with the League Officials, opposition Coaches, and Referees. Read the 4 Rivers YFL Official Rules for the current season and assist your players and parents in understanding them.
22. Together with team officials and or WJFL Board, be jointly responsible for the conduct and control of team fans and spectators. Any spectator that becomes a nuisance or is out of control will be asked to leave.
23. The head coach will be responsible for all assistant coaches, teen coaches, and any helpers on your sideline. This includes the time periods before, during, and after league games, practices and other events.
24. Uphold all rules and regulations, Washington Junior Football League, Four Rivers, and all applicable Missouri State High School Association.

Coaches Signature _____

Date _____

Print Name: _____

Washington Junior Football League
"Fun, Fundamentals, Sportsmanship"
wjfl.org

Parent/Guardian Code of Conduct
(Must be returned when player receives his equipment)

I do hereby agree to abide by the Washington Junior Football League Code of Conduct as well as to the discretionary authority given all authorized coaches and board members in the program. Failure to follow the code or coaches instruction will be deemed grounds for disciplinary actions and or dismissal from the program.

Washington Junior Football League takes pride in providing a positive environment for our players, parents and spectators. As a WJFL parent/guardian/spectator we agree to the following:

1. Encourage members of both teams.
2. Keep all comments positive.
3. Only players and coaches allowed on the field.
4. Leave coaching to the coaches. Only express encouragement, not "coach" advice.
5. Be supportive with your comments about the coaches. Do not talk behind the coaches back, criticize or question the coach's judgment. If you have an issue please schedule an appropriate time to talk to the coach.
6. Do not approach the coach during a game, half time or immediately after a game when emotions are high and objectivity is low. It is best to schedule a more appropriate time.
7. Criticizing the officials, coaches and opponents will not be tolerated at all. No abusive language or cursing is tolerated.
8. Do not beg or suggest calls to the referees.
9. You are responsible for all family members and friends attending the games to watch your child.
10. No open alcoholic beverages on the fields or parking areas.
11. Help make this a positive and fun experience for all.
12. Report any violations to your head coach or a board member as soon as possible.
13. Get involved in WJFL. The success of this league is shared by all of us.

Policy Enforcement

1. Individuals will be given one warning for inappropriate activity.
2. Individuals that continue to violate this code will be asked to leave the fields and your child can be removed from the game until the parent/guardian/spectator is compliant.
3. Other sanctions as deemed necessary by the WJFL board may be enforced, including permanent ban.

THIS MUST BE SIGNED AS A CONDITION OF YOUR CHILD'S PARTICIPATION

Parent/Guardian Signature: _____ Date: _____

Name of child participant: _____

Washington Junior Football League

"Fun, Fundamentals, Sportsmanship"

wjfl.org

Player Code of Conduct

(Must be returned when player receives his equipment)

I do hereby agree to abide by the Washington Junior Football League Player Code of Conduct as well as to the discretionary authority given all authorized coaches and board members in the program. Failure to follow the code or coaches instruction will be deemed grounds for disciplinary actions and or dismissal from the program.

Washington Junior Football League takes pride in providing a positive environment for our players, parents and spectators. As a WJFL player I agree to the following:

1. I will respect all coaches at all times, calling them Coach or Mr. (last name).
2. I will respect and obey my parents/guardians.
3. I will respect referees and opponent players and coaches at all times.
4. I will have sportsmanship as my number one priority in all games and practices.
5. If I have an unsportsmanlike event, it will result in my immediate removal from the game and possible suspension from further games.
6. I will not use profanity.
7. I will encourage my teammates in a positive way, regardless of circumstances.
8. I will attend all scheduled practices and games. If unable to do so, I will contact my coach beforehand.
9. If I have an unexcused absence, or a number of excused absences it will result in the loss of playing time.
10. I will respect, protect and maintain my equipment.
11. I will return all equipment at year's end or immediately upon dismissal from the team. Failure to do so will result in collection costs and or replacement costs to my guardian and me.
12. If I have a disagreement with a coach I will approach him in a respectful manner at the appropriate time to discuss the matter.
13. I will conduct myself in a way that presents a positive image of Washington Junior Football League, my team and I on and off the field.

Policy Enforcement

Violations of the WJFL Player Code of Conduct will be handled in accordance with the WJFL Discipline Policy outlined in the Parent Note given at sign-ups.

Player Signature: _____ Date: _____



Coach's Manual

Agreement Statement, Acknowledgement

After reading the contents of the WJFL coaching manual all coaches are required to sign the statement below and return to the league President. Failure to sign this statement will keep you from participating in WJFL as a coach or assistant. If you have any questions concerning the contents of the coach's manual please contact the league President or a board member.

I hereby agree to abide by the items listed in the WJFL Coach's Manual and follow the direction of the WJFL Board of Directors. As a coach, I agree to uphold the WJFL rules, standards and principles. I will foster among the players of the teams I coach the ideals of teamwork, good sportsmanship, citizenship, and character, with the beneficial opportunities toward becoming positive examples for others and the community.

I certify that I have made no misrepresentation of myself to the Board and I have not withheld information in my statements and answers to questions. I hereby authorize WJFL Inc. to verify any representations made by me, either orally or in writing. I understand that if I am accepted as a coach, my position is conditional upon the WJFL Board of Directors finding no inappropriate information regarding my background. I hereby release WJFL Inc. and any individual who provides or obtains information pursuant to this authorization, from any and all liability or damages of any kind that may result to me on account of compliance, or attempts to comply, with this authorization. If appointed as a coach, I understand that the rules and policy and procedures of WJFL Inc., as well as the rules and regulations of the Four Rivers YFL bind me. I also understand that this form is the property of WJFL Inc. and will become part of a personnel file created in my name, if I am appointed.

I understand and agree that, should I be appointed to be a coach with WJFL Inc., I serve at the discretion of the WJFL Inc. Board of Directors. I also understand and agree that my coaching privileges can be terminated at any time by the WJFL Inc. Board of Directors, with or without cause, and with no requirement for explanation, either written or oral, from the WJFL Inc. Board of Directors.

I accept and support the coaches' responsibilities established by the WJFL Inc. Board of Directors and Four Rivers JFL and I will abide by these guidelines as long as I participate within WJFL Inc. and Four Rivers JFL.

The undersigned acknowledges, agrees, accepts and shall abide by the roles and responsibilities set forth in the WJFL Inc. Coach's Manual and by the WJFL Inc. Board of Directors.

Coach's Name (Print): _____

Signature of Coach: _____

Date: _____