



# Athletic Parent Book

*PAL Today...Leader for Life*  
[www.jaxpal.com](http://www.jaxpal.com)

<b>Winter Basketball \$60.00 (Ages 5-18)</b>	
Registration Dates	Early Registration October 2, 2023 – December 1, 2023
Late Registration (\$15.00 Late Fee Added)	December 2, 2023 – January 19, 2024
Season Dates	January 18, 2024 – March 9, 2024

<b>Summer Basketball \$60.00 (Ages 5-18)</b>	
Registration Dates	April 8, 2024 – May 30, 2024
Late Registration (\$15.00 Late Fee Added)	May 31, 2024 – June 21, 2024
Season Dates	June 17, 2024 – August 10, 2024

<b>Flag Football \$85.00 (Ages 5-18)</b>	
Fall Registration Dates	July 24, 2023 – September 4, 2023
Late Registration (\$90.00)	September 5, 2023 – October 6, 2023
Season Dates	October 24, 2023 – December 7, 2023
Registration Dates	January 8, 2024 – March 1, 2024
Late Registration (\$15.00 Late Fee Added)	March 2, 2024 – March 17, 2024
Season Dates	April 1, 2024 – May 18, 2024

<b>Tackle Football \$150.00 (Ages 5-12)</b>	
Registration Dates	February 4, 2024 – March 8, 2024
Late Registration (\$25.00 Late Fee Added)	March 9, 2024 – July 5, 2024
Season Dates	August 19, 2024 – October 29, 2024

<b>Cheerleading \$175.00 (Ages 5-12)</b>	
Registration Date	February 5, 2024 – March 5, 2024
Late Registration (\$50.00 Late Fee Added)	March 6, 2024 – June 28, 2024
Season Date	August 19, 2024 – December 2, 2024 (Includes Competitions)
<b>Uniforms costs are included</b> <b>Competitions uniforms are not included (Range \$400.00)</b>	

<b>Track &amp; Field \$150.00 (Ages 6-18)</b>	
Registration Dates	November 1, 2023 – March 24, 2024
Season Dates	March – August

<b>Boxing \$125.00 (Ages 8-18)</b>	
Season 2 Registration Dates (Fee \$100.00)	June 1, 2023 – September 8, 2023
Season 2 Dates	July 1, 2023 – December 14, 2023
Season 1 Registration Dates (Fee \$100.00)	December 21, 2023 – March 8, 2024
Season 1 Dates	January 8, 2024 – June 30, 2024

Please remember that all important dates, game schedules, practice schedules, standings and league information can be found at <https://www.jaxpalsports.org/>

## **PARENT INFORMATION**

### **Our Mission**

The Police Athletic League of Jacksonville enriches the lives of children by creating positive

relationships between law enforcement officers and the youth of our community through educational, athletic and leadership programs.

### **Program Goals and Philosophy**

The overall goal of JaxPAL is to provide a program for the KIDS of the community that is FUN and will INSPIRE youth members to learn and practice the ideals of sportsmanship, and physical fitness. JaxPAL will meet its overall goal through the following philosophy:

- Bringing area youth members closer together through a common interest in athletic competition,
- Providing supervised, organized, and safety-oriented learning environments,
- Providing the opportunity to practice and play free from pressure to win at all costs,
- Using only those volunteers whose goals support this philosophy.
- Parent involvement which includes support of the program and helping officers, coaches and participants.

### **Program Benefits**

Many programs are coached or chaperoned by committed volunteers who believe in the philosophy that to build a better future for Jacksonville, you have to start with the youth. Police officers and other responsible adults volunteer their time to lead the activities. The practices and events give children fun activities to participate in and keep them busy. At the same time, the officers and coaches serve as positive role models for the youth.

### **PARENT INFORMATION**

Consider volunteering your services to assist your coach, even if you are not experienced. It is imperative to have at least two adults participating with each team. If the coach cannot be at a game or practice, he/she should ask an assistant or a parent that has the proper credentials to take their place. **Remember, parents are not allowed on the floor or on the bench with kids during practices or games without being background screened and badged. Youth under the age of 18 are not allowed to get a badge but can sign up with JaxPAL to get Volunteer hours as a team manager. Each volunteer will be placed on a list of volunteers and will be allowed free entry to the games (adults need to have their badge).**

### **The Role of the parent**

Family involvement is a key part of the JaxPAL sports philosophy. For a program to be successful, parents need to understand their role, which includes the following:

- Be aware of JaxPAL's philosophy and supporting it by displaying their own behavior (showing respect for officials, coaches, opposing team and modeling the behavior they expect of their children).
- Attending practices, games and special events whenever possible.
- Being supportive of the coaches and their mission to provide a positive experience for their children.
- Being supportive of the child and praising the things they do well and encourage them on their improvements.
- Volunteering to help the team and the sports program.

## Refund Criteria

1. A refund may be issued without JaxPAL penalty (late-fees)/processing fees (this excludes fees charged by Sports Engine):
  - a) When a team/division is cancelled by the PAL Athletic department because of low enrollment or other unforeseen circumstances.
  - b) If a parent/guardian is not content with the team after one practice, they have the ability to transfer to another team, if there is space available, or they can receive a refund without penalty. If there is no space available a refund will be issued without penalty.
  - c) If a player is transferred to another team and the parent/guardian is still not satisfied.
  - d) If league is cancelled for unforeseen reason.
2. Eligible refunds will be issued minus a \$10.00 processing fee (late fees are non-refundable and are separate from the processing fee).
3. No refunds will be given after the season begins and/or once a child has participated in more than one practice or any time in one game.
4. If a child is unable to participate in the sport, for any reason, the refund must be requested prior to the first game to be eligible for a refund. Refunds will not be issued at any time during or after the season.
5. Some sports require the advance purchase of equipment specific to the registered youth. Under these circumstances, their refund will be reduced to cover the cost of the uniform, equipment, etc. If additional equipment/uniforms that are not covered in the registration fee and belong to JaxPAL are borrowed, they must be returned within 3 business days of the departure of the program. JaxPAL has the right to take further action to obtain said item(s) if not returned.

Please see the coordinator or Athletic Director for information about on what is or is not included in your registration fee.

### Unpaid Fees

1. Outstanding registrations fees must be paid before a child can participate in any program.
2. Payments where there are E-check failures and checks returned with non-sufficient funds must be paid within 15 business days after notification (Appendix B) via cash or money order.
3. A minimum fee of \$25 is required for all NSF items.
4. In the event the account balance remains unpaid, the child will be dismissed from the program.
5. Children with an outstanding balance will not be permitted to enroll in any PAL program until the unpaid balance has been paid.

### Game Admission

1. Admission to sporting events is non-refundable.
2. If a sporting event, whether inside or outside the facility, is cancelled due to inclement weather or any circumstance, the game will be rescheduled and admission for that game will be free for those holding tickets to the cancelled event.
3. If the game cannot be rescheduled, the admission will be forfeited.

Basketball: \$3.00 Adults, Children under 10 (Free), Playoffs: \$4.00 admission

Tackle Football: \$3.00 Adults, Children under 5 (free)

Flag Football: \$2.00 age 6 and up, under 5 (free)

### Equipment Return

1. If a child is withdrawn from a program by the parent or released by JaxPAL and has been issued equipment/uniforms to use for the program that is not covered by the registration fees, the equipment/uniforms must be returned within 3 business days of the departure of the program. JaxPAL has the right to take any further action to obtain said item(s) if not returned.

## Code of Conduct

### Parents

1. Teach and practice good sportsmanship at all games and practices. You are role models!
2. Know the rules of the sport.
3. Respect the game of Tackle Football, Flag Football, Basketball, Boxing, Cheerleading and Track programs.
4. Respect the officials. Respect the coaches, most are volunteers.
5. While the child is practicing or playing in a game, do not coach your child. Let players play and coaches coach, and support both positively.
6. Do not EVER criticize other players regardless of the circumstance.
7. Follow the "24 Hour Rule"; if you have a complaint resulting from a game (or practice) situation, speak with the coach on the following day.
8. If there is a serious problem, notify either the Coordinator of the designated sports program. If you are not satisfied of the resolution contact the JaxPAL Recreation Specialist.
9. Emphasize the FUN of the game and the team, putting forth effort at all times, not wins and losses.

## Players

1. Respect your teammates, coaches, referees and opponents at all times.
2. Give 100% effort at each practice and game.
3. Know the rules of the game of sport you are in and abide by them.
4. Support and encourage your teammates. Set a positive example.
5. Wear the required equipment at all games and practices, and keep your equipment well maintained.
6. Display good sportsmanship at all times on and off the field/court.
7. Don't be afraid to make a mistake; that is part of learning.
8. Learn from your coaches; practice hard; play smart; Have Fun!
9. Be modest in victory and gracious in defeat.

## Coaches

1. Respect the game, play fairly and follow its rules and regulations.
2. Show respect for authority to the officials of the game and of the league
3. Demonstrate good sportsmanship before, during and after games.
4. Honor the spirit and the letter of rules. Teach your children to avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.
5. Be courteous to opposing teams and treat all players and coaches with respect.
6. Be modest when successful and be gracious in defeat.
7. Respect the privilege of the use of public facilities.
8. Refrain from the use of drugs, tobacco, alcohol and abusive language during practices or at games.
9. Encourage good sportsmanship by demonstrating positive support for all players, coaches, fans and officials at games, practices and other sporting events.
10. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing and taunting; refusing to shake hands.
11. Advocate a sports environment for my child that is free of drugs, tobacco, alcohol and abusive language and gestures, and refrain from their use during youth sporting events.
12. I will never place the value of winning before the safety and welfare of any and/or all players.
13. I will never knowingly jeopardize the eligibility and participation of a student-athlete.
14. I will not engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official, JaxPAL staff or any other attendee.

## For All

1. Any conduct, including abusive language and/or gestures, racially insensitive remarks, attempts to intimidate, damage to property or belongings, is flagrantly rude, or cannot control their language or actions with any official, coach, volunteer, JaxPAL representative, JSO Police officer or any other conduct that reflects poorly on yourself or JaxPAL and is deemed to be unacceptable, will not be tolerated. The participant or spectator, he/she will be removed from the event. His or her child or children could also be removed from the event.
2. This rule applies to all players, parents, siblings and guests at all times when in or around games or practices as a member of the program.
3. During a tournament or game when you are away, you represent the City of Jacksonville and the Police Athletic League of Jacksonville, Inc. All parties/spectators for JaxPAL are required to; 1) Treat others in a courteous, respectful manner demonstrating ethical behaviors appropriate to a positive role model for youth. Obey all laws of the locality, state, and nation, including those related to use of illegal substances, or use of firearms. Any conduct such as shoplifting, destruction of property, consumption of drugs or alcohol, or any other improper activity or behavior will not be tolerated. This rule applies for the entire time when away for a game or tournament.
4. Recognize that verbal, sexual, physical abuse, and/or neglect of youth is unacceptable in any environment. Avoid the use of obscene, impolite, and/or discriminatory language at any JaxPAL activity or where youth are present. Observe a “The 24 Hour Rule” before presenting constructive criticism. Be respectful of youth and adult leaders, the lesson plan and the leadership. Allow leaders to lead.
5. Parents/Spectators may not; 1) Approach the bench/sidelines during a practice or game; 2) Enter into any playing area/court/field during practices or games; 3) approach a referee/umpire during any game; 4) Coach from sidelines
6. The Executive Director and Athletic Director will deal with unacceptable conduct at its sole discretion, imposing warnings, suspension or expulsion, as it deems appropriate.

**\*ANY SUSPENSION OR EXPULSION BASED ON VIOLATIONS OF THE CODE OF CONDUCT WILL NOT BE ACCOMPANIED BY A REFUND.**

JaxPAL is asking for your cooperation as a spectator.

We want everyone involved:

- To feel comfortable enjoying youth activities.
- To have fun.
- To learn in an environment that is positive & free of stress.
- During practices and games, all non-participant children are to remain with their parents at all times. They are not allowed on the field, floor or room during practices or games (i. e. dribbling on the floor during a game or throwing a football or running on field near game area). Small kids under age 7 have to be escorted to the restrooms with an adult. Parents cannot leave the facility during practices or games of kids ages 7 and under. After each game, the floor or field, are to remain clear from non-participants.

### **Policy Enforcement:**

- Individual may be given a warning for inappropriate behavior or violation of rules.
- If child, will be asked to return to parents. (Coordinator or officer should escort player back to parents)
- Individual may be asked to leave the game(s) and may be asked not to return for other youth Sports activities.
- Other sanctions as deemed necessary may be enforced

### **Game Day Conduct**

Any coach, player or other team official who is ejected from a game for any reason, or removes, his/her team from the court or field prior to the end of the game, or will be suspended as follows:

First Offense: Minimum Suspension – One Week (Football, Cheer, Track (1 meet), Flag, Basketball-one game, next game)

Second Offense: Minimum Suspension- Two Weeks (Football, Cheer, Track, Flag, Boxing, Basketball- one week if multiple games during the week)

Third Offense: Minimum Suspension- One Year (All sports)

Also any head coach who allows a coach to coach a game in their absence that has not been cleared or has a person sit on the bench during games or conduct practices without being cleared will face the same penalties listed above. \* Note: Suspensions are inclusive to all coaches, regardless of the event/game location. (Tackle Football has specific rules for suspensions. See league rules)

\*\* In the event a team clears the bench to confront the opposing team, the team and coach will automatically forfeit the current game, will be suspended for the next game and a forfeit applied. Upon review and investigation of the situation, the administration may take further action towards the team and/or coach. \*\*

During practices and games, all non-participant children are to remain with their parents at all times. They are not allowed on the field, floor or room during practices or games (i. e. dribbling on the floor during a game or throwing a football or running on field near game area). Small kids under age 7 have to be escorted to the restrooms with an adult. Parents cannot leave the facility during practices or games of kids ages 7 and under. After each game, the floor or field, are to remain clear from non-participants.

\*Any coach that plays a player knowingly that is not registered or is older than the division requires will automatically be removed from coaching at JaxPAL.

## **TEAM PARENTS**

Team parents assist the coach by:

- Helping with phone calls to team members to make sure they attend practices and are on time for games.
  - Help organize snacks for post-game with the other parents.
- If your team does not have a team parent, please volunteer.
- A parent can become a volunteer by registering with JaxPAL and completing the background screening process with the Department of Parks & Recreation.

**No parent or unauthorized person can participate in a volunteer/coach's role without a background check. NO EXCEPTIONS!**

**\*\*In case of any type of violence, that person will be immediately terminated from participation within the JaxPAL organization. You may also face the appropriate criminal charges\*\***

## **Social Media Policy**

Social media is an important part of communicating and interacting in today's society. Some social media programs include Facebook, YouTube, Reddit, Blogger, Twitter, Tumblr, LinkedIn, Instagram and any online forum, blog or network.

**JaxPAL** has no desire to limit personal creativity or freedom of expression, but volunteers are reminded that they are at all times linked to and are representatives of the organization. They are therefore reminded not to engage in libelous or hateful material in social media.

### **Regarding the Organization**

While employees/volunteers may reference **JaxPAL** in social media, they are reminded that confidential material of any kind is strictly prohibited and posting such information online or in social media outlets may result in dismissal from the organization. This includes, but is not limited to: co-volunteer's personal information, participants/family information, and any program information that is not public knowledge. With regard to whether or not material is confidential, follow one rule: If you are not sure, do not post it.

When referring to **JaxPAL**, always keep your tone professional, factual and respectful. **JaxPAL** will not tolerate any prejudice or discrimination (including age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity, national origin, citizenship, disability, or marital status or any other legally recognized protected basis under federal, state, or local laws, regulations or ordinances). In addition, **JaxPAL** will not tolerate any posts that use hateful, libelous, derogatory, obscene, threatening or abusive language when speaking about the organization, its directors, co-volunteers, families, competitors, vendors or sponsors. In any mention of **JaxPAL** please include the following statement at the end of the post: "This is the sole opinion of the writer and in no way reflects the thoughts, opinions or values of **JaxPAL**, its employees or volunteers."

## **Personal Content**

Volunteers writing about personal material unrelated to the organization should still remember that they represent the organization at all times and avoid posting anything on the internet that violates the organization's Mission, Vision or Value statements.

## **Team Pages**

**You cannot create a JaxPAL team page on Facebook, Twitter, Instagram or any online forum without permission from the JaxPAL Management team.**

## **Uniforms:**

Basketball:

- Uniforms are not provided by JaxPAL and are not covered in the registration fees.
- Teams must provide their own uniforms. It is required that all teams play in uniform, however, if a team does not have uniforms, JaxPAL will provide a uniform for that game only that must be returned immediately after the game. Parents are not required to buy expensive uniforms. They are only required to have on a matching shirt with a visible number. Only basketball shoes will be allowed on the gym floor. No jogging or street shoes will be permitted, regardless of sole composition.
- Coaches and parents may agree to purchase their own uniforms. Any uniform or item that a parent pays full price for BELONGS TO THE PARENT. They do not need to return the uniform to the coach/organization.
- Established teams registering with JaxPAL may use their own uniforms in games if pre-approved by JaxPAL.
- If established teams add participants registering with JaxPAL to their team, they will need to provide JaxPAL with all costs associated with uniform fees. JaxPAL will present this to any potential parents that may be added to your team. No additional costs may be charged to parents.

6U Basketball (ages 5-6):

- Participants will be issued a game day jersey that can be kept by the player at the end of the season.
- Only basketball shoes will be allowed on the gym floor. No jogging or street shoes will be permitted, regardless of sole composition.

Tackle Football:

- Helmets, shoulder pads, pants and pads for pants will be issued to each player and must be returned immediately after the last game of the season.
- Players may keep their gameday jersey. Must return gameday pants
- Players must have football cleats. No metal cleats allowed.
- Players must provide their own practice pants and practice jersey. A t-shirt that will fit over the shoulder pads will suffice.
- Socks are not included in the uniform and will be at the discretion of each coach.
- Any issued equipment. Must be returned at the end of the season or 24 hours after the player leaves or dismissed from the program.

Cheerleading:

- Uniforms cost are included with registration. Competition uniforms are not included. Due to yearly pricing variances, uniform packages and contents may change. All items are kept by participants. Please check with the Cheerleading Program

Coordinator for specifics for each season.

#### Flag Football:

- Participants will be issued a jersey for their game day uniform that can be kept by the player at the end of the season.
- Players must have football cleats. No metal cleats allowed.
- Participants must provide own mouthpiece

#### Track & Field

- Uniform is included with registration that can be kept by the player at the end of the season.

#### Boxing:

- Boxing package which includes gloves, hand tape and mouth pieces can be purchased by JaxPAL. A JaxPAL boxing uniform will be issued to competing Boxers on competition day. The shirt must be returned after the last match each day. from JaxPAL.

### **JaxPAL FUNDRAISING/SOLICITATION POLICIES**

Fundraising activities provide the necessary money for the year-round operation and is essential to the sustainability of the JaxPAL athletic programs. A fundraising request form must be completed and approved by the JaxPAL Executive Management Team before beginning any fundraiser. This form is to be used by staff, team moms/dads, and any other person(s) and organization(s) who would like to plan an organized fundraiser or third-party fundraiser on behalf of JaxPAL. Once approved, if fundraising involves purchase of any inventory, the fundraiser event form must be completed along with the inventory sign out sheet for parents, volunteers and staff if needed. All monies collected during each fundraiser must be turned in to the JaxPAL Finance Department.

#### **Fundraising/Solicitation Events**

Any coordinator, volunteer, coach, team mom/dad or any other person(s) or organizations associated with activities for the Police Athletic League of Jacksonville, Inc. (JaxPAL) must submit this fundraising/solicitation request form to the JaxPAL Executive Management Team for review and approval before beginning any fundraiser or third-party fundraiser.

1. The coordinator shall complete a Fundraising Request and submit to the Athletic Director no later than 3 weeks prior than the proposed event.
2. The Athletic Director will determine the initial viability of the fundraiser and forward the fundraising request form to the Development Department, then to the Executive Director.
3. The coordinator will be notified when the request has been approved or denied by the JaxPAL Executive Management Team and can then proceed with the fundraising event plans.

4. **Any and All funds** collected shall be submitted to the JaxPAL coordinator within 72 hours after the event; excluding weekends and holidays. Under no circumstances will funds be disbursed without turning in the Proposed Disbursement of funds raised.
5. All products to be ordered will follow the normal JaxPAL purchasing procedures including the submission of a purchase order by the program coordinator including all documentation supporting the disbursement. Inventory of any products must be kept.
6. Under no circumstances shall an order be placed with any vendor or business under the name of JaxPAL by anyone other than an employee of JaxPAL.

Additional:

- The JaxPAL accounting office will provide the sales tax exemption certificate directly to a vendor, if requested.
- Promotional materials of any nature that reference the Police Athletic League or any of its participants' teams must receive approval of the Executive Director, prior to distribution.
- Items displaying the PAL logo shall be manufactured only with the pre-approval of JaxPAL.
- The use of Jacksonville Police Athletic League, Inc.'s ("JaxPAL") name, logo, or trademark, or any effort to imply an affiliation with JaxPAL, is strictly prohibited without the written authorization of JaxPAL's executive management.

### **Gift Solicitation and Prospect Clearance Policy**

To preserve JaxPAL's credibility among its financial supporters, the Gift Solicitation and Prospect Clearance Policy will serve to govern all solicitations made on behalf of JaxPAL. In addition, the purpose of a Gift Solicitation and Prospect Clearance Policy is to optimize JaxPAL's fundraising efforts by ensuring that solicitations are made to donors that will ensure the most appropriate match of donor interests and JaxPAL's priorities, and maximize their giving to the organization.

1. All solicitations made on behalf of JaxPAL of charitable gifts of any sort (cash, securities, real or personal property, equipment or gifts-in-kind) by any means (mail, telephone, email, personal visit or other) are to be approved by and/or coordinated by the JaxPAL Executive Management Team.
2. Any staff or volunteer wishing to solicit any gift or undertaking any fundraising activities on behalf of JaxPAL (including third-party fundraising events) or other funded gifts from individuals, corporations and foundations must obtain clearance from the JaxPAL Executive Management Team.
3. Unsolicited and spontaneous gift offers may be responded to at once. In such an event, however, immediate notification regarding the same shall be made to the JaxPAL Executive Management Team.

Additional:

- The use of Jacksonville Police Athletic League, Inc.'s ("JaxPAL") name, logo, or trademark, or any effort to imply an affiliation with JaxPAL, is

strictly prohibited without the written authorization of JaxPAL's executive management.

- All marketing or fundraising collateral materials; flyers, forms, t-shirts, solicitation letters and other items which will include the JaxPAL logo and/or name or solicitation language must be reviewed by the JaxPAL Executive Management Team to ensure brand consistency.

## FREQUENTLY ASKED QUESTIONS

### 1. Can I move my child to another team?

Basketball and Flag Football participants are assigned to open slots. If you have played for a team previously or know a volunteer coach, you may request that coach, we will make every effort to honor your request. **THIS IS NOT GUARANTEED.** Slots are filled on first come, first serve basis. **No roster changes will be made after the first game.**

Tackle Football & Cheerleading – no roster changes will be made after certification.

### 2. Can my child play on more than one team?

Players can only play on one team/roster. Players are not allowed to sub, fill-in or take the place of another player.

### 3. Can my child play up or down a division?

In Basketball and Flag Football, if there are special circumstances, a player may move up one division if they are within a year of the minimum age of that division. **Players may not play down a division for any reason.** Tackle football and cheer participants must follow North Florida Youth Football Conference guidelines.

### 4. If my child plays for an organization that joins the JaxPAL league and splits into 2 or more teams, can my child play on more than one team for the same organization?

No, participants cannot play on more than one team when playing for JaxPAL.

### 5. Can our team or organization host an end of the year party at PAL?

No. Only the coordinator can request a party for the team/organization and be present during the event.

**All Parents: EMAIL IS THE BEST AND QUICKEST WAY TO CONTACT US!!**

## **First Aid**

### **A. Administering First Aid**

- Recreational basketball is a relatively safe sport to play. The purpose of this information is to help with on the court management. It is not intended to replace formal training, nor does it prescribe treatment.

**Head Injuries**—occur when the head hits head, body, ground, equipment, or the ball

#### **If Unconscious:**

- Check the airway, clear it if necessary
- If not breathing, begin CPR
- Send for help
- If breathing, don't do anything until help arrives except to stabilize the neck so it does not turn.
- When consciousness returns, proceed with the following.

#### **If Conscious:**

- Check alertness.
- Ask questions, first general then specific to determine mental condition.
- If the questions are answered correctly, they may leave the court/field provided they have had no numbness or tingling and can move all extremities. Have them slowly rise to their feet. If dizzy, faint, or unable to stand on their own, have them lie down again.
- Check for slurred speech, confusion, numbness, ringing or fullness in the ears or memory loss. If any of these occur, they need to be checked immediately by a medical professional.

#### **Face:**

- Stop nosebleeds with direct pressure or pressure right beneath the nose.
- Check for angulations of the nose, which may include a break.
- Check for loose teeth. Dental attention may be needed.

**Abdomen**—these occur as a blow from the ball or another body

- Allow the player with the “wind knocked out” to regain breathing on their own.
- If pain from a blow lasts more than five minutes, or if it worsens; if player can't straighten up or walk without pain; or if there is shoulder pain, further evaluation is needed.

#### **Fractures:**

- Fractures usually occur with a fall. When a fracture is suspected in the lower extremity, it should be splinted before the player is moved. The upper extremity fracture may be cared for on the sideline, until the player can be checked by a medical professional. Ice should be applied. Clues to a break include the dynamics of the fall, tenderness along a bone, or an obvious deformity.

## **Concussions:**

### **WHAT IS A CONCUSSION?**

- A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

### **WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?**

- Signs Observed by Parents or Guardians If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:
  - 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 behavior or personality changes
  - Can’t recall events prior to 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
- Does not “feel right” Can’t recall events after hit or fall

## HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from concussion.

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well-maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

## WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

- Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
- Keep your child out of play. Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
- Tell your child's coach about any recent concussion. Coaches should know if your child had a recent concussion in ANY sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

### A Fact Sheet for PARENTS

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

For more information and to order additional materials free-of-charge, visit:

[www.cdc.gov/ConcussionInYouthSports](http://www.cdc.gov/ConcussionInYouthSports) or  
[www.usafootball.com/health-safety/concussion-awareness](http://www.usafootball.com/health-safety/concussion-awareness)

For more detailed information on concussion and traumatic brain injury, visit:

[www.cdc.gov/injury](http://www.cdc.gov/injury)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES CENTERS FOR DISEASE CONTROL AND PREVENTION

### **Progressive Return to Activity Program:**

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 to 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.

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

**Step 2:** Continue with activities to increase an athletes' heart rate with body or head movement.

This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weight lifting (reduced time and/or reduced weight from the athlete's typical routine).

**Step 3:** Add heavy non-contact physical activity, such as spinning/running, high-intensity stationary biking, regular weight lifting routine, non-contact sport-specific drills (in three planes of movement).

**Step 4:** Athlete may return to practice and full contact in controlled practice.

**Step 5:** Athlete may return to football competition.

As a coach, you should pay careful attention to an athlete's symptoms, as well as the athlete's thinking and concentration skills at each stage of activity. Any symptoms should be reported to their health care provider. If an athlete's symptoms come back or he gets new symptom's as he becomes more active at any stage, this is a sign that the athlete is pushing himself to hard. An athlete should only move to the next level of activity if he does not experience any symptoms at each level. If an athlete's symptoms return, he should stop these activities and the athlete's health care provider should be contacted. After more rest and an OK form his health care provider, the athlete should return to the first level and he should then restart the program gradually.

### **Sprains and Strains**

Often sprains and strains in youth athletes are under treated.

While rest, ice, compression, and elevation are important in the initial treatment, range of motion, contrast baths, ice massage, and strengthening exercises may be part of the rehabilitation. Since ligaments are usually stronger than growth plates, some slow to heal sprains are really growth plate fractures.

Youth are just as susceptible to overuse as adults—that strain may be a stress fracture. So, it is best to treat the injury with R.I.C.E. on the court, but have the parents assume responsibility for further evaluation and treatment.

- Prevent further injury—do not allow weight bearing in getting off the court
- If there is any locking, grinding, or instability of the knee, it should be examined as soon as possible.
- The ankle is most often injured on the outside portion.
- Treatment for sprains, strains, and contusions (R.I.C.E.)
- Rest—no weight bearing
- Ice—use a layer of material between ice and skin
- Compression—wrap with an elastic bandage to minimize the swelling
- Elevate—the injured part
- The player may return to practice when he/she can run figure 8's without pain or limp and can hop without pain.

### **Heat Related Illness**

Can be caused by inadequate body water or dehydration. They include muscle cramps, heat exhaustion and heat stroke. Prevention is easy by practicing in the cooler parts of the day and having frequent enforced water breaks. This helps form the habit of drinking during exercise.

## **Heat Exhaustion**

- An emergency
- Pale, clammy skin
- Rapid and weak pulse
- Weak—unable to play
- May be dizzy or faint
- Treatment is to have them lie down in a cool place and drink cold fluids
- Notify parents to take home

## **Heat Stroke**

- An Emergency—as the body has lost the ability to lose heat
- Hot, dry, red skin
- May be dizzy, weak, and confused
- Pulse is rapid and strong
- May be unconscious
- Transport immediately for medical attention
- Remove heavy clothing, cool body with water, ice, wet towels
- Cool fluids if able to drink

## **Sudden Cardiac Arrest**

- Sudden cardiac arrest is not the same as a heart attack. It is the result of structural or electrical disorders in the heart that lead to a potentially lethal arrhythmia.
- Often, the first sign of a potential cardiac arrest is collapse during exercise. By having a properly trained staff and an AED (defibrillator) onsite, school and league administrators can greatly reduce tragic outcomes when SCA occurs.
- For more information, go to <http://usafootball.com/sudden-cardiac-arrest>

## **B. Incident Reporting**

- Any incident/injury that requires a coach's attention needs to be documented on a JaxPAL Incident Report form. This form needs to be completed in its entirety and sent to the Program Coordinator within 24 hours.

# **JaxPAL COVID -19 Guidelines**

JaxPAL will follow all CDC Guidelines during this pandemic. For more information regarding CDC guidelines go to:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

In the event that a participant has tested positive for COVID-19, they are to immediately isolate themselves away from the team for at least 5 days, and can return once they have received a negative test result. Any member of the team or any coach who was exposed is expected to monitor their condition. Testing is not required, rather at the discretion of the parent or coach.