

A Safety Awareness Plan

2023

League Version



Woodlawn Little League

City: Alexandria **State:** VA

LEAGUE ID #: 3460903

2023 Qualified Safety Plan Requirements

1. League Safety Officer on file with Little League Headquarters:
Mark Hannan
2. Woodlawn Little League will distribute a paper copy of this Safety Plan to all Managers/Coaches, League volunteers, and the District Administrator.
3. Emergency Phone Number: **911**

Local Police Non-Emergency: 703-360-8400

Local Fire Non-Emergency: 703-780-0110

League President: Trey Hodgkins, 240-507-3148

League Player Agent: Mike Torres, 571-242-3509

League Safety Officer: Mark Hannan, 202-422-1958

League Maintenance: [Fairfax County Parks Dept.]

This list will be posted in the concession stand and dugout areas.

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4. Woodlawn Little League will use the Official Little League online volunteer background investigation form to screen all of our volunteers.
5. Little League will require at least one Manager/Coach from each team to attend **Fundamentals Training** each year. Every Manager/Coach will attend this training at least once every 3 years.

Next Fundamentals Training Date: March 11, 2022

Fundamentals Training Site: Washington Farm United Methodist Church

Training will be conducted by: Trey Hodgkins

6. Woodlawn Little League will require at least one Manager/Coach from each team to attend **First Aid Training** each year.

Next First Aid Training Date: March 11, 2022

First Aid Training Site: Washington Farm United Methodist Church

Additionally, all managers, coaches, and umpires will complete the CDC's "Heads Up Coaches" concussion awareness training online at <https://headsup.cdc.gov> prior to the start of the season. Proof of completion must be forwarded to the League Safety Officer at markhannan2@gmail.com prior to the start of the season.

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7. **Field Inspections/Corrections:** All fields will conform to Rules 1.04 through 1.08 of the Official Regulations and Playing Rules.

WLL will request an on-site inspection by the District 9 Safety Director of all fields utilized during the season.

The League Safety Officer is responsible for participating in the on-site inspection and recording of any hazards observed during the process. These hazards will be reported to the WLL Board of Directors for corrective action. If the work is to be longer term or ongoing, the Safety Officer will submit a plan of actions to the District 9 Safety Director.

The Safety Officer will advise the Chief Umpire to instruct all umpires and managers to “walk the field” prior to all scheduled games to ensure that no hazards exist or have developed.

Any safety or potential safety hazards not immediately fixed shall be reported to the Safety Officer. These hazards will be reported to the WLL Board of Directors so as to authorize any corrective action necessary. The Safety Officer will ensure that corrective actions are undertaken.

All problems arising during the season will be noted by the Safety Officer and, where appropriate, reported to the District 9 Safety Director.

WLL fields are reserved for the exclusive use of WLL unless the Board of Directors affirmatively decides to allow use of the fields by another group or team, but only if that is consistent with the goals of WLL (to the extent permitted by the Fairfax County Park Authority (FCPA)).

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WLL has no authority to make corrections or alterations to the fields, except as deemed necessary by the FCPA.

The practice fields beyond the WLL fields are designated by the FCPA and include school athletic fields and athletic fields in parks. WLL does not have authority at the Fairfax County fields to make corrections or alterations. However, the Safety Officer will report in writing any safety hazards to FCPA for correction. A copy of any request like this shall be forwarded to the WLL Board.

8. Woodlawn Little League has completed and updated our **2023 Facility Survey** *and attached it to this plan.*

9. Concession Stand Safety

a. Menu shall be posted & approved by the Safety Officer and the League President.

b. Our Concession Safety Procedures will be conspicuously posted in the concession stand.

c. A copy of the Woodlawn Little League Concession Stand Safety Procedures is attached.

10. *The League Safety Officer will inspect all equipment during the pre-season and will inspect new equipment to ensure it complies with Little League Rules and this safety plan.*

All equipment used by WLL will comply with Rules 1.09 through 1.17 of the Official Regulations and Playing Rules.

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The Safety Officer will instruct the Chief Umpire and each manager to ensure that all equipment is serviceable and in compliance with the Rules prior to each game.

If unsafe or non-compliant equipment is observed, the umpire is to remove it from the game and the manager shall be warned never to use it during a game again, at the risk of game forfeiture.

If the unsafe equipment is observed again, the Umpire will advise the Safety Officer of the violation and "Warning." The Safety Officer will prepare a report of "Warnings Issued During the Season" to the WLL Board of Directors. Warning to a manager may result in additional training or dismissal.

11. Implement Prompt Accident Reporting

All safety guidelines published in the Little League Baseball Rules and Regulations shall be followed. The Safety Officer will ensure that all aspects of the Safety Plan are followed during the year.

Each team is responsible for reporting any incident to the Safety Officer. The manager, coach, and parents should handle all emergencies appropriately. All injuries and hazards shall be reported to the Safety Officer within 48 hours.

The Safety Officer is responsible for informing the District 9 Safety Director of reported incidents and their outcome. The Safety Officer is responsible for completing any necessary insurance forms and filing such forms with Little League.

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Safety Officer's Responsibility Regarding Incident Reports: Within 48 hours of receiving an incident report, the Safety Officer will contact the injured party's parent(s) or guardian(s) and:

- a. verify the information received;
- b. obtain any other necessary information;
- c. check on the status of the injured party; and
- d. if medical or dental treatment was received, will advise the parent or guardian of WLL's insurance coverage and instruct that person how to file a claim.

If the extent of the injuries are more than minor, the Safety Officer will periodically check on the injured party to:

- a. determine the status of any injuries; and
- b. determine if any assistance is needed as to the submission of insurance forms.

Please see attached copy of Accident Reporting Form.

12. Each Team will be issued an updated **First Aid Kit** and be required to have it available at every practice and game.

A larger First Aid Kit will be maintained in the storage shed located near Fields 1, 2, and 3.

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13. Woodlawn Little League will require ALL TEAMS to enforce **ALL Little League Rules**, including providing Proper Equipment for catchers. These rules include, but are not limited to:

- a. No on-deck batters.
- b. Coaches will not warm up pitchers.
- c. Bases will disengage on all fields.
- d. Any player “shagging” balls anywhere near a coach or player who is handling a bat will wear a catcher’s helmet.

14. Initial registration data has been uploaded. Final Woodlawn Little League Manager/Coach and Player rosters will be uploaded via the Little League Data Center following the close of registration and conduct of the league’s draft.

15. The league will distribute copies of the attached CDC concussion awareness flyers to all parents, coaches, and umpires prior to the start of the season.

Woodlawn Little League Lightning Policy

1. Lightning poses a serious threat during the regular and tournament seasons. In the United States, lightning activity picks up during the spring and peaks during the summer. Having a plan and knowing what to do when lightning approaches is important for player and fan safety.
2. Annually, about 25 million cloud-to-ground lightning strikes occur in the United States. From 1971 to 2000, lightning killed an average of 73 people each year in the United States and injured hundreds more.
3. Managers and coaches should monitor the weather on game day. If inclement weather is expected, it is recommended to use a lightning tracking smartphone app or the lightning detector located in the concessions storage area.
4. According to the National Oceanographic and Atmospheric Administration, lightning can strike up to 10 miles from a thunderstorm, which is about the distance that the sound of thunder can travel and be heard. All thunderstorms produce lightning, and each lightning strike is a potential killer.
5. Any observed lightning or thunder will halt play or practice immediately. Even if no lightning is seen or no thunder heard, a lightning strike detected within 10 miles of the playing field will halt play or practice immediately.
6. Prior to the start of a game, any official—manager, coach, umpire, or board member—who sees a lightning bolt or hears thunder may implement these procedures. After the game begins, technically only the umpire may suspend the game, but umpires are directed to halt the game immediately when lightning is reported.
7. **When a lightning delay is declared, all players and other minor children must evacuate the playing field and seek shelter in hard-topped automobiles. Dugouts and storage sheds are not safe haven from lightning strikes.**
8. **Adults are strongly encouraged to seek shelter as well. Any adult who remains outside at a Woodlawn-permitted facility during a lightning delay does so at his or her own risk.**
9. **Children will remain in their vehicles for 30 minutes after the last observed lightning strike. The 30-minute clock resets with every observed lightning strike.**
10. If the lightning activity continues long enough to prevent the continuation of the game, the umpire will declare the game suspended and play will resume from that point at the next scheduled meeting of those two teams.
11. If there is no scheduled future game between those two teams, managers may coordinate with the board of directors to schedule a date to resume play.

Facility and Field Inspection Checklist

Facility Name:

Inspector:

Date:

Time:

- ☐ Holes, damage, rough or uneven spots
- ☐ Slippery areas, long grass
- ☐ Glass, rocks, other debris & foreign objects
- ☐ Damage to screens, fences edges or sharp fencing
- ☐ Unsafe conditions around backstop, pitcher's mound
- ☐ Warning track condition
- ☐ Dugouts condition before and after games
- ☐ Ensure telephones are available
- ☐ Areas around bleachers free of debris
- ☐ General garbage clean-up
- ☐ Who is in charge of emptying garbage cans?
- ☐ Condition of restrooms and restroom supplies
- ☐ Concession stand inspection

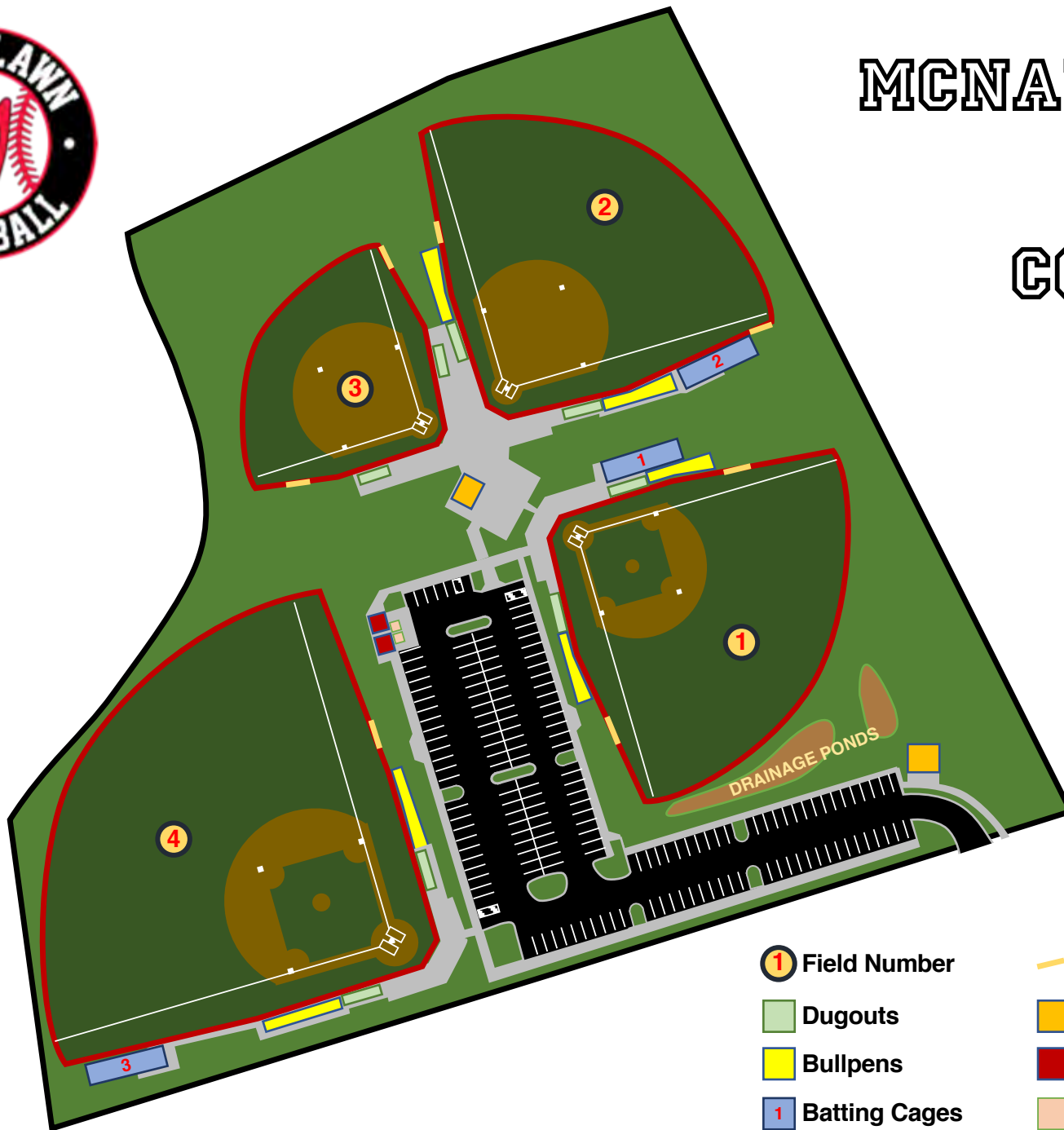
NOTES/HAZARDS:

Signature:

Date:



MCNAUGHTON FIELD COMPLEX



① Field Number

■ Dugouts

■ Bullpens

■ Batting Cages

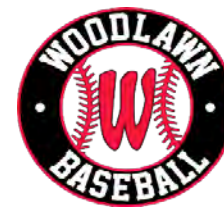
— Vehicle Access to Fields

■ Storage

■ Water/Electric Service

■ Dumpsters

Woodlawn Little League Accident Tracking Form



Date of Accident:

Location of Accident: (Check One)

- McNaughton Fields ☐
- Mount Vernon Manor ☐
- Mount Vernon High School ☐
- Other School Field ☐

(Specify):

Other League Field ☐

(Specify):

Type of Activity: (Check One)

Game: ☐

Practice: ☐

Other: ☐

(Specify):

Details on Injured Person:

Player ☐

Manager/Coach ☐

Umpire ☐

Volunteer ☐

Spectator ☐

Male/Female: ☐

Name:

Address:

City:

State: ZIP:

Phone:

Email:

Parent/Guardian Name:

Did Injury Require Medical Attention?:

YES ☐

NO ☐

Details on Medical Provider:

Details on Type/Severity of Injuries:

How Did it Happen?

How Did You Respond?

Safety Officer Notified On:

Phone: ☐

Email: ☐

In person: ☐

President Notified On:

Phone: ☐

Email: ☐

In person: ☐

Details of League Follow-Up:

Woodlawn Little League Concession Stand Safety Procedures

- (A) The League shall notify the Director of the Fairfax County Department of Health of the original date of the operation of the concession stand at least ten days prior to beginning operation. Such notification shall include a menu of the food items to be served.
- (B) Fairfax County Youth Athletic Concessions permit shall be posted in a conspicuous place for public view.
- (C) There shall be at least one person present at the site of the concession stand who is responsible for ensuring safe food handling is practiced by food handlers, and who is in possession of a valid Food Safety Workshop Certificate.
- (D) Potentially hazardous foods that require preparation before service shall be prepared and/or cooked on site at the concession stand. "Potentially hazardous food" means a food that requires time or temperature control for safety to limit pathogenic microorganism growth or toxin formation.
- (E) Potentially hazardous food prepared in a private home may not be used or offered for human consumption at the concession stand.
- (F) Disposable gloves shall be provided and used at all times when handling food. Bare hand contact with ready-to-eat foods is prohibited. This includes any food that is in a form that is edible without washing, cooking, or additional preparation by the concession stand or consumer and that is reasonably expected to be consumed in that form.
- (G) All food shall be obtained from sources that comply with law or are otherwise acceptable to the Director of the Fairfax County Department of Health based on a determination of conformity, principles, practices, and generally recognized standards that protect public health.
- (H) Food thermometers shall be available at the stand and used to monitor temperatures of potentially hazardous foods if potentially hazardous foods are prepared or served.
- (I) Hand washing facilities shall be provided and easily accessible for use by food handlers.
- (J) Food handlers shall frequently, thoroughly wash their hands and the exposed portions of their arms with soap and water before handling food, and as often as necessary to keep them clean.
- (K) Persons with acute respiratory infections such as colds or flu; persons with symptoms of vomiting, diarrhea or jaundice; or persons with communicable diseases involving organisms that can be transmitted by food, such as *S. typhi*, *Shigella*, Hepatitis A, Norovirus or E-coli, shall not handle food and must be excluded from food preparation and service.

- (L) Eating, and the use of tobacco products, is prohibited in the food preparation area.
- (M) Adequate hot and cold holding equipment must be provided to maintain the temperatures of potentially hazardous foods at either 41° F or below, or 135° F or above, unless time is used as a public health control as specified in Section 3501.19 of the 2005 FDA Food Code.
- (N) Tableware, such as plastic forks, knives, spoons, and paper or foam plates, if provided to the consumer, shall be single-service and disposable.
- (O) Until the league constructs a permanent concessions facility, drinking water shall be bottled only. Hoses shall not be used for drinking water.
- (P) Food shall be stored off the ground.
- (Q) Non-potentially hazardous baked good items (such as cookies, brownies, and cupcakes) may be prepared in the homes of volunteers provided a clearly visible sign is posted stating: "Consumer Notice - Baked Good items were prepared in a kitchen that is not subject to inspection by the Health Department".
- (R) Whenever propane or charcoal grills are in operation, a functional Class B fire extinguisher shall be kept where it can be reached quickly in case of fire. No one under the age of 18 will operate a gas or charcoal grill at any time.

Woodlawn Little League

COVID-19 Protocols for Softball and Baseball

January 2023

The Woodlawn Little League (WLL) COVID-19 guidelines and protocols comprise the mandatory requirements, guidance and best practices and are based on guidance and mandatory requirements issued by the [Centers for Disease Control](#), [the Commonwealth of Virginia](#), [Fairfax County](#), the [Fairfax County Health Department](#), the [Fairfax County Parks Authority](#) and [Little League International](#). These guidelines and protocols are subject to change based on updates and revisions.

As with all aspects of recreational sports, participants assume a measure of risk and injury. Participation in the 2023 WLL Spring Season is voluntary and at the discretion of the players parents/guardians. WLL will require a participation waiver for each player to be maintained by the League.

WLL Parents, Players, and Volunteers are responsible for enforcing these protocols together. Parents are asked to review this policy with players before team functions to make sure that their child or children follow both the policy and its intended purposes. Together we can make this work and enjoy Little League softball and baseball.

THE COMMONWEALTH OF VIRGINIA HAS POSTED BEST PRACTICES FOR THE RESUMPTION OF RECREATIONAL SPORTS PLAY:

- All eligible participants should be vaccinated against COVID-19. Vaccination is the most effective way to reduce risk of transmission of COVID-19.
- All participants and spectators should maintain at least 6 feet of physical distance to the extent possible. Exercise and activities like cheering and shouting increase respiration and can increase the risk of transmitting COVID-19 and may benefit from additional distancing (e.g. 10 feet). Sports that can be modified to increase the distance between participants in practice or in play are encouraged.
- Disinfect shared items between each use, to the extent practicable.
- Wash cloth masks after each use.
- Conduct daily screening of coaches, staff, officials and players prior to each practice and game. Screenings include following [CDC Guidelines for Screening Children](#) and asking adults the following screening questions, while observing relevant and applicable privacy and confidentiality:
 - Are you currently experiencing a fever of 100.4 degrees Fahrenheit or higher or have a sense of having a fever?

- Do you have a new cough that cannot be attributed to another health condition?
- Do you have a new shortness of breath that cannot be attributed to another health condition?
- Do you have new chills that cannot be attributed to another health condition?
- Do you have a new sore throat that cannot be attributed to another health condition?
- Do you have new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise)?

TO COMPLY WITH THESE REQUIREMENTS, WOODLAWN LITTLE LEAGUE WILL IMPLEMENT THE FOLLOWING PRACTICES AND PROTOCOLS TO BE USED THROUGHOUT MCNAUGHTON FIELDS PARK FOR ALL ACTIVITIES:

- Post signage at the entrance to the park and at each field to remind players, participants, and spectators of their responsibility to exercise safe practices to prevent the spread of COVID-19.
- Rigorously clean and disinfect all high-touch surfaces of all fields and field preparation equipment at McNaughton Fields Park at the conclusion of each game or practice.
- Space the timing of practices and games to permit drop-off and pick-up while maintaining social distance.

FOR ALL PRACTICES, GAMES AND ACTIVITIES, THE FOLLOWING PROTOCOLS WILL BE IMPLEMENTED:

- Prohibit the sharing of any foods or beverages between players and the use of any chewing gum or sunflower seeds. Players are also prohibited from spitting.
- Require players to have their own equipment, including glove, helmet, bat, and other protective gear. Any player that is not able to secure their own gear will be provided equipment upon request.
- Limit dugout use to accessing the field and as a station for on-deck and “in-the-hole” batters.

FOR ALL GAMES, THE FOLLOWING PROTOCOLS WILL BE FOLLOWED:

- Scorekeeping shall be conducted using GameChanger instead of in a scorebook. If a scoreboard controller is used, it should be disinfected after each use.
- If an equipment inspection is needed, players shall line up their equipment at their designated site along the fencing and umpires should conduct a visual inspection.
- On-field warm-up should be limited as much as is reasonably possible and to no more than 30 minutes.
- Foul balls should be retrieved by players or coaches, not spectators.
- Pre-game meetings between managers and umpires should be conducted while observing social distancing requirements and participants should wear a face mask.

Stop Germs! Stay Healthy! Wash Your Hands

WHEN?

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

HOW?

- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- **Rinse** hands well under clean, running water.
- **Dry** hands using a clean towel or air dry them.



For more details on handwashing, visit CDC's Handwashing Website at www.cdc.gov/handwashing



HEADS UP CONCUSSION ACTION PLAN



IF YOU SUSPECT THAT AN ATHLETE HAS A CONCUSSION, YOU SHOULD TAKE THE FOLLOWING STEPS:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a healthcare professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury. An athlete should only return to play with permission from a health care professional, who is experienced in evaluating for concussion.

▶ **“IT’S BETTER TO
MISS
ONE GAME THAN
THE
WHOLE SEASON.”**

CONCUSSION SIGNS AND SYMPTOMS

Athletes who experience one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.


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 is “feeling down”

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



JOIN THE CONVERSATION  www.facebook.com/CDCHeadsUp

TO LEARN MORE GO TO >> WWW.CDC.GOV/CONCUSSION

A Fact Sheet for COACHES



One of the main jobs of a youth sports coach is keeping athletes safe. This sheet has information to help you protect athletes from concussion or other serious brain injury, learn how to spot a concussion, and know what to do if a concussion occurs.

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

HOW CAN I HELP KEEP ATHLETES SAFE?

- Can't recall events prior to hit or fall

Sports are a great way for children and teens to stay healthy and can help them do well in school. As a youth sports coach, your actions create the culture for safety and can help lower an athlete's chance of getting a concussion or other serious injury. Aggressive and/or unsportsmanlike behavior among athletes can increase their chances of getting a concussion or other serious injury. Here are some ways you can help keep your athletes safe:

Talk with athletes about the importance of reporting a concussion:

- Talk with athletes about any concerns they might have about reporting their concussion symptoms. Make sure to tell them that safety comes first and you expect them to tell you and their parent(s) if they think they have a concussion.

Create a culture of safety at games and practices:

- Teach athletes ways to lower the chances of getting a concussion.
- Enforce the rules of the sport for fair play, safety, and sportsmanship.
- Ensure athletes avoid unsafe actions such as:
 - › Striking another athlete in the head;
 - › Using their head or helmet to contact another athlete;



- › Making illegal contacts or checking, tackling, or colliding with an unprotected opponent; and/or
- › Trying to injure or put another athlete at risk for injury.
- Tell athletes that you expect good sportsmanship at all times, both on and off the playing field.

Keep up-to-date on concussion information:

- Review your state, league, and/or organization's concussion guidelines and protocols.
- Take a training course on concussion. CDC offers concussion training at no cost at www.cdc.gov/HEADSUP.
- Download CDC's HEADS UP app or a list of concussion signs and symptoms that you can keep on hand.

Check out the equipment and sports facilities:

- Make sure all athletes wear a helmet that fits well and is in good condition when appropriate for the sport or activity. There is no "concussion-proof" helmet, so it is important to enforce safety rules that protect athletes from hits to the head and when a helmet falls off during a play.
- Work with the game or event administrator to remove tripping hazards and ensure that equipment, such as goalposts, have padding that is in good condition.

Keep emergency contact information handy:

- Bring emergency contact information for parents and health care providers to each game and practice in case an athlete needs to be taken to an emergency department right away for a concussion or other serious injury.
- If first responders are called to care for an injured athlete, provide them with details about how the injury happened and how the athlete was acting after the injury.

HOW CAN I SPOT A POSSIBLE CONCUSSION?

Athletes who show or report one or more of the signs and symptoms listed below—or simply say they just “don’t feel right” after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

SIGNS OBSERVED BY COACHES OR PARENTS:

- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignment or position, or is unsure of the 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 or after a hit or fall.

SYMPTOMS REPORTED BY ATHLETES:

- Headache or “pressure” in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not “feeling right”, or “feeling down”.

NOTE: Concussion signs and symptoms often show up soon after the injury, but it can be hard to tell how serious the concussion is at first. Some symptoms may not be noticed or may not show up for hours or days.

WHAT ARE SOME MORE SERIOUS DANGER SIGNS TO LOOK FOR?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or ensure an athlete is taken to the emergency department right away if, after

a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other.
- Drowsiness or inability to wake up.
- A headache that gets worse and does not go away.
- Slurred speech, weakness, numbness, or decreased coordination.
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching).
- Unusual behavior, increased confusion, restlessness, or agitation.
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously.

CONCUSSIONS AFFECT EACH ATHLETE DIFFERENTLY.

While most athletes with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with an athlete’s parents if you notice their concussion symptoms come back after they return to play.

WHAT SHOULD I DO IF I THINK AN ATHLETE HAS A POSSIBLE CONCUSSION?

As a coach, if you think an athlete may have a concussion, you should:

REMOVE THE ATHLETE FROM PLAY.
When in doubt, sit them out!

KEEP AN ATHLETE WITH A POSSIBLE CONCUSSION OUT OF PLAY ON THE SAME DAY OF THE INJURY AND UNTIL CLEARED BY A HEALTH CARE PROVIDER.

Do not try to judge the severity of the injury yourself. Only a health care provider should assess an athlete for a possible concussion. After you remove an athlete with a possible concussion from practice or play, the decision about return to practice or play is a medical decision that should be made by a health care provider. As a coach, recording the following information can help a health care provider 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 right after the injury.
- Any seizures right after the injury.
- Number of previous concussions (if any).

INFORM THE ATHLETE'S PARENT(S) ABOUT THE POSSIBLE CONCUSSION.

Let them know about the possible concussion and give them the HEADS UP fact sheet for parents. This fact sheet can help parents watch the athlete for concussion signs or symptoms that may show up or get worse once the athlete is at home or returns to school.

ASK FOR WRITTEN INSTRUCTIONS FROM THE ATHLETE'S HEALTH CARE PROVIDER ON RETURN TO PLAY.

These instructions should include information about when they can return to play and what steps you should take to help them safely return to play.

WHY SHOULD I REMOVE AN ATHLETE WITH A POSSIBLE CONCUSSION FROM PLAY?

The brain needs time to heal after a concussion. An athlete who continues to play with concussion has a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious and can affect an athlete for a lifetime. It can even be fatal.

SOME ATHLETES MAY NOT REPORT A CONCUSSION BECAUSE THEY DON'T THINK A CONCUSSION IS SERIOUS.

They may also worry about:

- Losing their position on the team or during the game.
- Jeopardizing their future sports career.
- Looking weak.

- Letting their teammates or the team down.
- What their coach or teammates might think of them.

WHAT STEPS CAN I TAKE TO HELP AN ATHLETE RETURN TO PLAY?

An athlete's return to school and sports should be a gradual process that is approved and carefully managed and monitored by a health care provider. When available, be sure to also work closely with your team's certified athletic trainer.

Below are five gradual steps that you, along with a health care provider, 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:

Athlete is back to their regular school activities, is no longer experiencing symptoms from the injury when doing normal activities, and has a green light from their health care provider to begin the return to play process.

An athlete should only move to the next step if they do not have any new 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 weightlifting 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



CONCUSSION FACT SHEET FOR PARENTS



WHAT IS A CONCUSSION?

A concussion is a type of traumatic 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.

stationary biking, moderate-intensity weightlifting (less time and/or less weight than a 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:

An athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

STEP 5:

An athlete may return to competition.

REMEMBER:

It is important for you and the athlete's parent(s) to watch for concussion symptoms after each day's return to play progression activity. If an athlete's concussion symptoms come back, or he or she 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 the okay from the athlete's health care provider, the athlete can begin at the previous step.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?



If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion:

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 is “feeling down”



SIGNS OBSERVED BY PARENTS/ GUARDIANS:

- 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

