Rochelle Park Athletic Association

Coaching Enrollment Guide

Overview

If you are reading this and thinking about becoming a youth sports coach with Rochelle Park Athletic Association (RPAA), **we appreciate your consideration**. Whether you're a seasoned player, a dedicated parent, or simply someone who loves working with kids, **we welcome your participation** to help deliver great sports experiences for our community.

Good youth sports coaches are crucial because they act as mentors and educators whose influence significantly shapes a child's **physical health, psychological well-being, and character development**, far beyond just teaching the rules of the game. This isn't just about teaching skills; it's about **mentoring, inspiring, and building character** in the young athletes of our community.

In supporting our youth athletes, it is critically important that we have **standards and requirements for coaching** because they address the two most essential aspects of a child's experience: **safety and quality of instruction**. These minimum standards protect children from harm and ensure they receive a **positive, beneficial experience that promotes long-term development.**

This guide covers the requirements to become a certified coach with RPAA. These details are meant to **proactively answer any questions and familiarize coaches** who may be interested in participation.

In the spirit of safety and protecting our youth athletes, we highly recommend prospective coaches to watch the following video: https://melvideos.info/files/Protecting-Children-v5.mp4

If you have questions or concerns, please reach out to rochelleparkaa@gmail.com. We are here to partner and support you in completing these requirements and answering any questions or concerns.

1. Background Check

All coaches are required to pass a background check. For each applicable sport, once our coaching roster is established, details for prospective coaches will be sent to the Township of Rochelle Park to initiate respective background checks.

If you have already completed a background check with the Township of Rochelle Park, they will review and determine if your background check is still valid. If a background check is required, an email will be sent. Participants must complete the applicable form details and submit the form to proceed with the background check. When submitting the form, there is also an option to receive a copy of the results.

2. Rutgers SAFETY Clinic

Rutgers SAFETY (Sports Awareness for Educating Today's Youth) Clinic is a three-hour program that informs coaches on the psychological, legal, and medical/first aid aspects of coaching as well as general coaching concepts and training/conditioning youth athletes.

When you complete a Rutgers SAFETY Course, you obtain a lifetime certification as a coach. Course fees are approximately $40 and can be used in capacities beyond Rochelle Park Recreation with most youth sports in New Jersey.

- **Purpose:** To help volunteer coaches minimize injury risk, improve their coaching skills, and gain partial civil immunity under New Jersey law.
- **Topics include:**
    - General coaching concepts
    - Legal aspects of coaching
    - Medical and first aid aspects
    - Psychological aspects of coaching
- **Certification:** The certificate is provided upon completion and is permanent and applicable across youth programs and participants receive:
    - The Coaches' Reference Manual 6th Ed (PDF)
    - The Rutgers SAFETY Clinic Certification Card
    - Permanent registration with the Rutgers Youth Sports Research Council.
- **Legal Protection:** Completing the clinic helps satisfy the requirements of New Jersey's "Little League Law" (2A:62A-6 et. seq.), which provides partial civil immunity to coaches who have completed a safety orientation and training skills program.

Course options include in-person and virtual (via Zoom) workshops. Dates and times are available on the course selection page as hosted by the Rutgers University Youth Sports Research Council (YSRC).

Course Selection Page: https://live-ru-ysrc.pantheonsite.io/courses/

Reimbursement Process
After successfully completing the Rutgers SAFETY course, you are eligible to submit a reimbursement request for the cost of the course.

Step 1: Request and Complete the Form

To: <rochelleparkaa@gmail.com>
Email Subject: RPAA Reimbursement Form

This email is to request the RPAA Reimbursement Form. I have successfully completed my Rutgers SAFETY Course on [Insert Course Completion Date].

Please send through the reimbursement form and associated instructions at your earliest convenience.

Once the reimbursement form is received, ensure that all applicable details are completed and ensure you have your document proofs ready for the next step.

Step 2: Send Your Proofs

To: <rochelleparkaa@gmail.com>
Email Subject: Rutgers SAFETY Course Reimbursement
Attachments:

- Rutgers SAFETY Certification Card
- Rutgers SAFETY Course Payment Receipt
- Completed RPAA Reimbursement Form

This email is to request reimbursement for my Rutgers SAFETY Course completed on [Insert Course Completion Date]. I have attached the proof of certification, payment receipt, and a completed RPAA Reimbursement Form

Please confirm receipt and advise if there are any missing details.

Step 3: Reimbursement

A member of the RPAA will reach out to confirm that your reimbursement request has been received. If all details have been successfully provided, the RPAA will discuss payment method for reimbursement.

3. Concussion Training

CDC's HEADS UP to Youth Sports Coaches: Online Concussion Training has been developed by the Centers for Disease Control and Prevention (CDC and is designed specifically for youth sports coaches. This training covers concussion basics, what to do when an athlete shows signs and symptoms of concussion, and will explore how coaches can contribute to concussion prevention and safety.

- **Estimated Time:** Around 45 minutes. Some sources suggest closer to 40 minutes, with the final quiz taking about 10 minutes, so plan for roughly that duration.
- **Format:** The training is entirely online and includes a quiz.
- **Cost:** The course is free to complete.
- **Completion:** Upon passing the final quiz, you will receive a certificate of completion.

Course Overview:
https://www.cdc.gov/heads-up/training/youth-sports.html#cdc_generic_section_2-more-info-for-coaches

HeadsUp FAQs
https://www.train.org/a/resources/6122/content/

Direct Course Link:
https://www.train.org/cdctrain/course/1089818/details

Guidelines for Completion
Upon accessing the course page, create an account by clicking on the link in the top-right corner. After successfully logging into your account, complete the course following the instructions provided on the page. Once you have successfully completed the course, you will be able to access your certificate and identify the certificate expiration date.

4. SafeSport (Recommended)

SafeSport Certification is a training program for adults involved in sports, especially those in contact with minors, that educates them on recognizing, preventing, and reporting misconduct, abuse, and harassment.

Created by the U.S. Center for SafeSport, the certification involves an initial "Core" online course and annual, shorter refresher courses to help create a safer environment for athletes.

- **Purpose:** To raise awareness and provide the knowledge to identify, prevent, and respond to various forms of misconduct, including sexual, emotional, and physical abuse, bullying, hazing, and harassment.
- **Core Training:** The initial "Core SafeSport Training" is an online module covering sexual misconduct awareness, mandatory reporting, and emotional and physical misconduct. It is approximately 90 minutes long.
- **Refresher Courses:** After completing the core training, individuals must take annual refresher courses to maintain their certification. These are shorter and review the key concepts.
- **Cost:** $20

SafeSport Training Courses: https://uscenterforsafesport.org/courses/

Training Inquiry Form: https://uscenterforsafesport.org/training-purchase-form/