

# PHILIPPINE BASKETBALL ASSOC INC.

## **POLICIES AND PROCEDURES**

The Philippine Basketball Assoc Inc. (“PBA Chicago”) has developed the following policies and procedures with the goal of providing an inclusive and respectful sport and work environment for all involved in our community.

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**SECTION 1. BY-LAWS** - The by-laws is a separate document and can be obtained from one of the directors.

**SECTION 2. CODE OF CONDUCT** – PBA Chicago is committed to providing a sport environment in which all individuals are treated with respect and dignity. All individuals should be aware that there is an expectation, at all times, of appropriate behavior consistent with the values of PBA Chicago. Conduct that violates this policy may be subject to dismissal from this league.

#### **Responsibilities**

All individuals have a responsibility to:

1. Demonstrate respect to individuals regardless of body type, race, gender, ethnicity, etc.
2. Consistently demonstrate the spirit of sportsmanship, leadership, and ethical conduct.
3. Consistently treat individuals fairly and respectfully.
4. Refrain from any harassing, degrading, or malicious behaviors.
5. Comply at all times with the bylaws, regulations, and policies/procedures.

**SECTION 3. CONCUSSION PROTOCOL** – This protocol is to ensure that players with a suspected concussion are removed from the game and not allowed to participate until medically cleared to play.

#### **Step1** – Recognizing and removal from game

**a.** What is a concussion? A concussion is a traumatic brain injury caused by a blow to the head, face or neck or to another part of the body that causes the brain to move inside the skull and results in changes in brain functions. A concussion is a serious injury.

**b.** When should concussions be suspected? Any player who experience any concussion signs and symptoms following a blow to the head or another part of the body is considered to have a suspected concussion and must stop participation immediately. Symptoms of concussion typically appear immediately but may be delayed within the first 24-48 hours.

**c.** A suspected concussion can be recognized in three ways:

1. Reported signs and symptoms by a player
2. Visual/observable signs and symptoms from official

3. Peer-reported signs and symptoms, parents, and officials
4. If a player experiences a sudden onset of any of the “red flag” symptoms, 911 should be called immediately.

### **Signs and Symptoms**

Headache, nausea, dizziness, vomiting, visual problems, balance problems, numbness/tingling, feeling mentally foggy, difficulty concentrating, difficulty remembering, drowsiness, sensitive to light/noise, irritability, sadness, fatigue

### **Visual/observable Symptoms**

Lying down motionless on the floor, slow to get up after direct hit, disorientation and confusion, blank or vacant look, balance difficulties, facial injury

### **Red Flag Symptoms**

Neck pain or tenderness, double vision, weakness/burning in arms or legs, severe headache, seizure or convulsion, loss of consciousness, deteriorating conscious state, vomiting, focal neurological signs (paralysis, weakness)

### **Step2 – Removal from basketball**

- a. Who is responsible for removal from play? If a suspected concussion occurs, head coaches are to remove players with a suspected concussion immediately. However, all team officials (coaches, officials, directors) hold the responsibility to recognize the signs and symptoms of concussion and report the suspected concussion to the head coach and/or directors.
- b. Monitoring the player. Coaches and directors are responsible for ensuring the player with a suspected concussion is monitored until a parent/guardian, friend or family member is informed of the removal and incident. Players with a suspected concussion should not be left alone or drive a motor vehicle.
- c. Red Flag Symptoms. If there are any red flag symptoms or a neck injury is suspected, or in any situation where, the coach or official deem it's necessary, call 911 immediately.

### **Step3 – Reporting a suspected concussion and referring for medical assessment**

- a. Completion of the Suspected Concussion Report Form. Coaches or directors are responsible for completing the Suspected Concussion Report Form immediately after a concussion is suspected.
- b. Submission of the Suspected Concussion Report Form. Coaches or directors must provide copies of the Suspected Concussion Report Form to:
  1. The individual's parent/guardian to bring to their medical appointment
  2. PBA Chicago
  3. Or the facility
- c. Referring for medical assessment. Coaches and directors are also to recommend to the player's parent/guardian or family that they see a medical doctor or nurse practitioner.

### **Step4 – Return to basketball**

- a. The parents/guardians are responsible for ensuring that the player after seeking medical advise, is allowed to and cleared to play.
- b. The player must bring a doctor's note stating that he/she is allowed to return to play basketball.
- c. The directors will notify the coaches and officials that the player has been cleared to play.

**SECTION 4. EMERGENCY PROTOCOL** - Emergencies and accidents are a reality in basketball. Injuries will occur and some are serious enough to require an emergency treatment. Coaches are also responsible for recognizing

any existing medical conditions of their players. Medical conditions presented at time of registration will be listed on the rosters provided to all coaches. In the event of an emergency, coaches must use the following steps:

1. Assess the situation. Administer first aid only if qualified.
2. Have an adult stay with the injured person at all time.
3. If additional assistance is needed, Call 911
4. Meet the emergency vehicle if necessary.
5. If parents/guardians are not available, make contact and inform them of the circumstances.
6. Report the incident to one of the directors immediately.

**SECTION 5. FACILITY USAGE RULES** - The facilities and gymnasium is not owned by PBA Chicago. While visiting any of the facilities please observe the following expectations:

1. Parents are responsible for siblings attending games and/or practices and must keep them confined to the appropriate areas. Roaming hallways, jumping on tables, entering classrooms or any other actions that are inappropriate and disrespectful to the facility and staff are prohibited.
2. All fields and gymnasiums are alcohol, drug, and tobacco free zones – NO exceptions.
3. Coaches will hold players responsible for cleaning up the bench or sidelines after games and practices.
4. Spectators are responsible to pick up their trash, place it in the proper receptacles or take with them.
5. Parking lots are full of pedestrians PLEASE use caution when accessing the parking lots.

**SECTION 6. CHILD ABUSE IN YOUTH SPORTS** - Children participate in the PBA Chicago basketball programs to be with friends and learn many of the life skills that will help them become productive members of society. When adults involved in the youth sports experience lose perspective, potentially abusive situations may occur.

Our goal is to provide safe, fun and enjoyable program for our young athletes.

Any forms of abuse or maltreatment of children will not be tolerated. Appropriate action to protect participants from any form of abuse or maltreatment will be dealt with immediately when made aware of.

PBA Chicago will continue to take the steps needed to assure all participants are provided a fun and safe environment within a well-structured, positive setting, where good sportsmanship, respect and honoring the game is endorsed and expected by all who participate.

At times, adults are unaware that they are being abusive to the children participating in youth sports. Below is a list of common inappropriate behaviors taking place in youth sports programs nationwide (adapted from National Alliance for Youth Sports):

Benching less skilled athletes  
Wrapping athletes in plastic wrap to force weight loss to make a weight limit  
Cursing, yelling or using 'put-downs' that demean a child  
Using excessive physical training techniques to punish/discipline young athletes  
Name calling  
Not allowing a young athlete to take a break or to use the restroom when needed  
Depriving young athletes of water  
Throwing equipment at players  
Grabbing or shaking players  
Using racial slurs  
Using sexual put-downs  
Making cruel comments about body type  
Stereotyping athletes  
Paying attention to only the best players, casting aside the less talented  
Hurtful comments and/or participation denial to persons with disabilities  
Demanding unrealistic expectations, perfect performances, etc.

Inappropriate sexual contact between adult and child

Teaching and/or expecting players to taunt, cheat, intimidate, fight, or trash talk

**SECTION 7. CHILD SEXUAL ABUSE PROTOCOL** - As a youth-serving organization, PBA Chicago considers the safety and well-being of the youth in our programs a top priority. We prohibit abuse and strive to proactively address reports of this type of conduct, even if it means that someone will be embarrassed or upset. We want to hear about problems or concerns, and we will strive to act on them in a fair way in accordance with our policies.

We will report suspected abuse to the proper law enforcement agencies.

**Step1 – Screening volunteers**

1. A designated representative of PBA Chicago will interview each prospective coach/volunteer
2. Coaches and volunteers will be subject to a background check

**Step2 - Prohibited behavior**

- a. Use of degrading language or behavior. Coaches are also responsible for stopping disrespectful behavior between team members, including sexual harassment
- b. Threatening or intentionally inflicting physical injury upon anyone, especially a minor. Coaches are also responsible for stopping threatening behavior by players.
- c. Committing any sexual offense against a minor, or engaging in any sexual contact with a minor.
- d. Making any sexual advance, or engaging in other verbal, or physical conduct of a sexual nature with a minor.
- e. Non-related one-adult/one-child interaction except in an emergency where following this policy would be dangerous to the child. In an emergency situation, the coach or volunteer must contact a representative of PBA Chicago to inform him or her of this contact and the reason for it. If a child is receiving individual instruction, this activity must be in a public setting rather than behind closed doors.

**Step3 – Reporting of Suspected Child Sexual Abuse**

- a. A member of the Board of Directors or other official representative will be designated to receive reports of sexual abuse or other inappropriate conduct. This representative will promptly notify the proper law enforcement agencies.
- b. All coaches, volunteers, parents and program participants are directed to report any incident of abuse or suspected abuse that they witness or that is reported to them to the designated representative of PBA Chicago.  
*Note: This does not preclude individuals from reporting abuse or suspected abuse to the proper law enforcement authorities.*
- c. The designated representative will keep other PBA Chicago board members fully informed.
- d. Should a suspected incidence of abuse be reported, the coach/volunteer in question may be temporarily suspended from duties while an investigation takes place.
- e. PBA Chicago, when appropriate, shall communicate reports of child sexual abuse to the league members. The confidentiality of any who makes such a report will be protected.