

Name: ANSWER SHEET

Cont. Training Exercise: Instructor Tips

Below are 2 extreme but real situations that Instructors may encounter while running their programs. Describe the plan of action you would take to deal with this situation and a solution for Instructors to prevent this situation from happening in the future.

Situation 1: At the end of Lax-Tastic class you realize that Susie May is missing. The last time you remember seeing her was 10 minutes ago during the Numbers game. You see parents starting to arrive.

Plan of Action:

DO NOT PANIC. PANICKING WILL AFFECT YOUR JUDGEMENT AND CREATE FURTHER CHAOS TO AN ALREADY POTENTIALLY DANGEROUS SITUATION. ASK OTHER PARTICIPANTS IF THEY KNOW WHERE THE STUDENT IS OR NOTICED WHERE SHE WENT.

IF WORKING WITH ANOTHER INSTRUCTOR, ONE OF YOU HANDLE CLEAN UP AND DISMISSAL WHILE THE OTHER INSTRUCTOR DOES A "SWEEP" OF THE FACILITY. CHECK BATHROOMS, CLASSROOMS, BEHIND BLEACHERS, EQUIPMENT CLOSETS, ETC.

CHECK WITH FRONT OFFICE. INFORM THEM OF THE SITUATION AND ALL THE DETAILS PERTAINING TO THE MISSING CHILD. THEY SHOULD MAKE AN ANNOUNCEMENT IN THE BUILDING.

IF WORKING ALONE, HAVE THE CLASS SIT IN A STRAIGHT LINE WHERE DISMISSAL TAKES PLACE AND HAVE A VOLUNTEER STUDENT CHECK THE BATHROOM. HAVE ANOTHER STUDENT VOLUNTEER GO ASK AN ADULT IN THE BUILDING TO COME BACK TO THE CLASS SPACE TO ASSIST WITH THE REST OF THE STUDENTS, WHILE YOU CHECK WITH SCHOOL OFFICE OR AFTER SCHOOL COORDINATOR.

HAVE THE SCHOOL OFFICE CALL HOME TO SEE IF THE STUDENT LEFT THE BUILDING AND WALKED HOME. ALSO CALL PARENT OR GUARDIAN TO CHECK WITH THEM AND INFORM THEM OF THE SITUATION. IF CHILD IS NOT LOCATED MAKE DECISION WITH SCHOOL OFFICE TO NOTIFY 911 OF A MISSING CHILD.

Solution:

1. Keep supervision ratios within OTA limits
2. Conduct regular head counts
3. Bathroom breaks should be with buddy system or group/class system

4. No bathroom or water breaks during the last 15 minutes of a class
5. When moving as a group around the facility there should always be an instructor at the front and at the back until the group has reached the location.

Situation 2: During a Pro-Flaggers class Jon and Bobby start to get rough with each other. You separate them in different stations, but during a scrimmage at the end of class they end up fighting. Jon hits Bobby, who then comes running towards you with a bloody nose that looks like it could be broken.

Plan of Action:

JON MUST SIT OUT IN PENALTY BOX FOR REMAINDER OF CLASS.

ADDRESS THE BLOODY NOSE AND GET IT CLEANED UP. DETERMINE IF ICE PACKS, TOWELS, ETC. NEED TO BE USED. MAKE SURE STUDENT ALSO GETS A DRINK OF WATER; THIS OFTEN HAS A CALMING EFFECT.

DETERMINE HOW MUCH TIME IS LEFT IN THE CLASS AND WHETHER A SCHOOL NURSE IS PRESENT IN THE BUILDING. YOU CAN ALSO CHECK IN WITH THE AFTER SCHOOL COORDINATOR AS A RESOURCE ON THE PROPER PROTOCOL TO FOLLOW. DETERMINE WHETHER THE PARENT OF THE BLOODY NOSE STUDENT NEEDS TO BE CALLED IN ORDER TO TAKE STUDENT TO GET MEDICAL ATTENTION.

IF THE INCIDENT WILL WAIT TILL DISMISSAL TO BE ADDRESSED, CONFRONT BOTH STUDENTS WITH THE CONSEQUENCES AND MAKE SURE APOLOGIES AND HANDSHAKES ARE GIVEN.

AT DISMISSAL, HAVE A CONVERSATION WITH BOTH SETS OF PARENTS.

FILL OUT INCIDENT REPORT AND INFORM PROGRAM DIRECTOR IMMEDIATELY. WAIT FOR DIRECTIONS ON HOW TO PROCEED.

Solution:

1. Make sure rules are stated EVERY class
2. Keep close eye on competitive level
3. Get to know your participants, this can often uncover whether or not any students have existing problems with each other that you should be monitoring.
4. Keep things high energy, moving along, and silly
5. Make sure you create teams and recognize skill, size, and behavior when doing so