



*Home of the Panther Pride*

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**PITTSVILLE SCHOOL DISTRICT**

5459 Elementary Avenue, Suite 2  
Pittsville, WI 54466

# Coaches' Handbook

**FALL SPORTS**

Football  
B/G Cross Country  
Volleyball  
FB Cheerleading  
Pom Pon

**WINTER SPORTS**

B/G Basketball  
Wrestling  
Pom Pon

**SPRING SPORTS**

Baseball  
Softball  
B/G Track

*... be a sport !!*

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## **PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY**

It is the policy of the Pittsville School District, pursuant to state and federal laws and regulations, that no person may be denied admission to any public school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular (which would include all Career and Technical Education opportunities), extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, homelessness status, any physical, mental, emotional, or learning disability or any other legally-protected status or classification as required by S. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The District encourages informal resolutions of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Pittsville School District.

Any questions concerning this policy should be directed to:

**Rodney Figueroa, District Administrator**  
**School District of Pittsville, 5459 Elementary Avenue, Suite 2**  
**Pittsville, Wisconsin 54466 (715) 884-6694**

### **PITTSVILLE LOYALTY**

*We're loyal to you Pittsville High*  
*We'll always be true to Pittsville High*  
*We'll bet you to stand*  
*You're the best in the land*  
*You're a strong and mighty band in the fight*  
*U-rah rah*

*Whether we win or we lose*  
*Good sportsmanship is what we choose*  
*We'll show no regrets whatever*  
*Our school we'll stick together*  
*For you Pittsville High*

## **PHILOSOPHY**

The purpose of the Pittsville High School Coaches' Handbook is to assist, coordinate, and facilitate the efforts of all members of the Pittsville athletic coaching staff toward the objectives of the athletic program. The following are indicated as major objectives in the PHS athletic program:

1. Interscholastic athletics shall be an integral part of the total school educational program. Athletics shall strive to provide educational experiences not otherwise provided in the curriculum.
2. Athletic opportunities shall be available to all students and should primarily benefit the students who participate directly in them.
3. Athletic participants shall be provided maximum participation opportunities at the entry levels of competition.
4. Athletic opportunities shall provide for the development of attitudes, cooperation, and responsible individual/team play.
5. Athletic opportunities shall provide opportunities to develop, exemplify, and observe good sportsmanship and character.
6. Athletics shall develop an awareness and realization in students that participation is a privilege with accompanying responsibilities.

## **SEASONAL LISTING OF ATHLETIC ACTIVITIES**

### FALL SPORTS

Boys – Cross Country, Football  
Girls – Cross Country, Volleyball  
Other – Football Cheerleading, Pom Pons

### WINTER SPORTS

Boys – Basketball, Wrestling  
Girls – Basketball  
Other – Pom Pons

### SPRING SPORTS

Boys – Baseball, Track  
Girls – Softball, Track

## **GENERAL INFORMATION FOR COACHES**

Coaches will be responsible for the following procedures as they relate to eligibility:

1. Making sure that no athlete practices unless he/she all necessary paperwork on file.
2. Hand out and collect medical cards. The coach must carry these cards to all practices and games. At the end of the season, the coach must turn in these cards to the athletic office.
3. Coaches will hold a team meeting prior to the first contest to explain the team rules, and answer any questions concerning their sport.
4. Turn in a roster to the athletic office immediately after the organizational meeting so the A.D. can check on eligibility.
5. One week prior to the first game, the coach must submit a roster of eligible players for game program purposes. **COACHES WILL REPORT ANY ROSTER CHANGES TO THE ATHLETIC DIRECTOR THAT OCCUR DURING THE SEASON.** This is vital.
6. All coaches must cover the athletic code with their teams at the beginning of the season, and also emphasize it throughout the season.
7. Supervisors who coach opposite sex athletes/students are not to enter locker rooms at any time unannounced or until it is clear that it is appropriate to enter the area.
8. All athletes are to be considered ineligible until the athletic eligibility is verified by the Athletic Director.

## **HEAD COACH POSITION DESCRIPTION SCHOOL DISTRICT OF PITTSVILLE**

**REPORTS TO:** The Athletic Director, who provides overall objectives and an annual final evaluation to the principal.

### **General Statement of Responsibility**

The head coach for each sport has the responsibility of carrying on the sport in the best interest of the school district by adhering to the policies and regulations of the School Board, as well as the practices and procedures of the School Administration. Further, each head coach should have a working knowledge of individual building practices, the Pittsville School System rules, and the WIAA State Association rules. The head coach will display/model high character at all times to students/athletes.

### **Qualifications**

- A. Professional Preparation. Coaching preparation either through experience or college preparation.
- B. Background Experience. Possess working knowledge of all aspects of the sport.
- C. Possess alternatives to the above qualifications, as the Board may find appropriate and acceptable.

### **Responsible To**

- A. Athletic Director

### **Functions**

- 1. Assist in the coordination of all programs in your sport. The Head Coach should be the leader of that sport in Pittsville.
- 2. Plans and administers staff responsibilities, staff plans, seasonal plans, and scouting duties if applicable.
- 3. Maintains liaison and active participation with other community activities.
- 4. Assists in the ongoing review of the coaching staff. Recommends continued assignment of assistant coaching staff.
- 5. Assists in the recruitment of coaching staff and ensure the paperwork for volunteer coaches is on file.
- 6. During Season
  - a. Implement "Athletic Standards" as outlined in the WIAA Handbook.
  - b. Ensure the eligibility of student athletes with Athletic Director prior to athlete practicing or competing in contests.
  - c. Provide supervision of students during events, practices, and in the locker room.
  - d. Provide information for transportation, officials, and game management.
  - e. Assume responsibility for constant care of equipment and facilities being used.
  - f. Follow carefully budgeting procedures for purchase orders.
  - g. Assume supervisory control over all phases of teams in his or her program.
  - h. Organize and schedule practice sessions on a regular basis with the idea of developing the athlete's greatest potential.
  - i. Supplies the Athletic Director with a schedule of facility use.
  - j. Apply discipline in a firm and positive manner as outlined in the Athletic Handbook.
  - k. See the building regulations are understood and enforced.
  - l. Emphasize safety precautions and be aware of best training and injury procedures.
  - m. Conduct himself/herself and his/her teams in an ethical manner during practice and contest.
  - n. Report a summary of all contests and provide any publicity information that would aid programs and athletes.
- 7. Follows athletic policies concerning injuries, medical attention, and emergencies.
- 8. Completes paperwork on all disabling athletic injuries on proper forms and submits them to the trainer or athletic office within 24 hours.

9. Directs student managers, assistants, and statisticians.
10. Examines locker rooms before and after practices and games, checking on general cleanliness.
11. Secures all doors, lights, and locks before leaving building if custodians are not on duty.
12. Presents information to the news media concerning schedules, tournaments, and results.

#### **End of Season Obligations**

- a. Arrange for the systematic return of all school equipment and hold the athletes responsible for all equipment not returned.
- b. Arrange for cleaning, sorting, and inventory of all equipment within two weeks after conclusion of the season.
- c. Be concerned with the care and maintenance of his or her facility by making recommendations concerning additions and improvements.
- d. Recommendations concerning equipment needed to be purchased or repaired.
- e. Maintain records of team and individual accomplishments, award letters to letter winners and other awards such as MVP, Team Captain, etc. in a timely manner.
- f. These reports should be completed within a 2-week period after your season is over. The report needs to include the following:
  - 1) A brief summary of the season and suggestions for improving your program.
  - 2) Complete inventory of all equipment and supplies.
  - 3) Names of squad members – indicate letter winners, captains, managers, MVP.
  - 4) Schedule played with results of games, meets, or matches.
  - 5) Special honors received by team members.
  - 6) New records set.

#### **Other things that need to be done:**

1. Complete Self-Evaluation Form and meet with Athletic Director and Principal
2. Organize trophy case and update awards.
3. Make sure all medical cards are turned in.
4. Comply with WIAA requirements for ranking officials.

## **ASSISTANT COACH POSITION DESCRIPTION SCHOOL DISTRICT OF PITTSVILLE**

### **General Statement of Responsibility**

The assistant coach for each sport has the responsibility of carrying on the sport in the best interest of the school district by adhering to the policies and regulations of the School Board, as well as the practices and procedures of the School Administration. Further, each assistant coach should have a working knowledge of individual building practices, the Pittsville School System rules, and the WIAA State Association rules. The assistant coach will display/model high character at all times to students/athletes.

### **Qualifications**

- A. Professional Preparation. Coaching preparation either through experience or college preparation.
- B. Background Experience. Possess working knowledge of all aspects of the sport.
- C. Possess alternatives to the above qualifications, as the Board may find appropriate and acceptable.

### **Responsible To**

- A. Head Coach

### **Functions**

1. Have an understanding knowledge of rules and regulations regarding his or her sport as presented in the WIAA Handbook.
2. Keep updated of new knowledge, innovative ideas, and techniques by attendance at clinics, workshops, and reading in his field.
3. Assist head coach in carrying out his or her responsibilities.
4. During season:
  - a. Assist head coach in proper registration of all athletes.
  - b. Assist head coach in making a systematic issuance of school equipment.
  - c. Assist in implementing "Athletic Standards" as outlined in the Athletic Handbook and Pittsville School District Policies.
  - d. Assume responsibilities for constant care of equipment and facilities being used.
  - e. To be in regular attendance at practice sessions and contests.
  - f. Apply discipline in a firm and positive manner.
  - g. Emphasize safety precautions and be aware of best training and injury procedures.
  - h. Conduct himself or herself in an ethical manner during practice and contest.
  - i. Instruct players concerning rules and rule changes, new knowledge, and innovative ideas and techniques.
5. End of Season
  - a. Assist in the return and inventory of school equipment.
  - b. Recommend athletes for letter awards in a timely manner.
  - c. Recommend facility maintenance and improvements.
  - d. Recommend equipment to be purchased.

## VOLUNTEER COACHES

Due to liability concerns, any individual who would like to help coach as a volunteer must fill out the District's volunteer form which is available at the front office. These individuals, if they are not a licensed Wisconsin teacher, must also have proof of WIAA ASEP training before they can start their second year of coaching with the district. Volunteer coaches are under the direct supervision of the Head Coach at the level they are assisting. Under no circumstances will a team be allowed to be coached with only a volunteer coach. There must be at least one contracted coach supervising a team at all times. Volunteer coaches must follow all assistant coaching guidelines in this handbook, and all WIAA, and Pittsville School District policies and procedures. Failure to do so will result in their dismissal as a volunteer coach. The volunteer coach will display/model high character at all times to students/athletes.

## PRACTICE POLICIES

- A. All coaches must be at all practices unless exempted in advance by the A.D. or Head Coach in the case of an assistant coach being absent.
- B. A team should not practice longer than 3 hours (excluding preseason). Vacation period practices must be approved by the A.D. prior to the vacation period. Holiday practices are prohibited unless approved by the H.S. Principal.
- C. Wednesday evening practices must be finished no later than 7:00 p.m. No Sunday practices will be allowed without prior approval from the Athletic Director.
- D. It is the coach's responsibility to make sure that no athlete who missed any school is allowed to practice or compete on that day. Exemptions to this rule include: doctor's appointments, court appointments, or funerals.
- E. Coaches should be the first to arrive and last to leave the practice sessions. **At no time are athletes to practice without coaches' supervision.**
- F. Any additional practices or open gym time must be arranged as to meet the following criteria:
  1. Follow all WIAA guidelines.
  2. Weekly practice schedule will be established with the Athletic Director.
    - Must meet 6 days on / 1 day off rule.
    - Sunday practices are optional (coach may require non-attendance notice).
    - Practice on school days is limited to 3 hours, which includes weight lifting with prior approval of Athletic Director.
    - Holiday practices are to be approved in advance.
    - Holiday break practices or open gyms must be scheduled with the A.D. Every attempt should be made to schedule from 8:00 a.m. to 3:30 p.m.
  3. Due to liability concerns, all injuries should be reported to the High School office.
  4. Open gym and weight room must be scheduled with the principal one day prior to open gym to allow all interested parties to participate.
    - Open gym must be announced via P.A. when school is in session. During vacation, the announcement may be posted on a sign on the gym door one day prior to open gym.
    - All rules of the practice schedule apply for open gym.
  5. Summer Schedule
    - A summer schedule will be posted by the Athletic Director one week after the school year ending. Coaches must arrange their schedule through the Athletic Director.
  6. All athletes must be supervised by coaches requesting facility use and remain in facility until all athletes have departed the building.
  7. No loitering by students in the lobby while coach is supervising the facility.
  8. During the season, facilities are not restricted for the physical treatment of athletes. Any concerns about following WIAA guidelines should be addressed to the Athletic Director.
  9. During all sports seasons, students/athletes will be dismissed for religious activities as needed prior to the conclusion of practice.

All head coaches and assistant coaches will be issued keys by the building principal. Lost keys should be reported to the A.D. immediately. All keys may be asked to be turned in to the building principal at the end of the season.



## CLINICS AND WORKSHOPS

The procedures that have been established for attendance at coaching clinics and workshops are as follows:

- A. All coaches are encouraged to attend clinics and workshops relative to their respective areas of coaching responsibility.
- B. Requests for clinic attendance must be presented in writing by the head coach to the athletic director before the clinic.
- C. Coaches will be permitted, according to district policy, to attend State meets even if their respective teams are not competing. All requests and arrangements will be coordinated through the athletic director.

## COACHES MUST KNOW THESE LEGAL DUTIES

### Nine Legal Duties of a Coach

- 1. Properly plan the activity.
- 2. Provide proper instruction.
- 3. Provide safe physical environment.
- 4. Provide adequate and proper equipment.
- 5. Match your athletes.
- 6. Evaluate athletes for injury or incapacity.
- 7. Supervise the activity closely.
- 8. Warn of inherent risks.
- 9. Provide appropriate emergency assistance.

## SCHEDULING OF EVENTS

Responsibility of Scheduling:

The A.D. is responsible for scheduling all non-conference athletic contests for each team within the athletic program.

- A. The A.D. shall consult the head coach to discuss teams to be scheduled.
- B. In some cases, the A.D. may assign scheduling responsibilities to the head coach but retain the power of approval before issuing any game contracts.
- C. The head coach is responsible for the scheduling of scrimmages.

## CONTEST LIMITATIONS

The following are maximums permitted per sport, per team, per season.

<u>Sport</u>	<u>Maximum Contests</u>
Baseball	26
Basketball	22
Cross Country	11
Football	9
Softball	26
Track	20
Volleyball	15 (7) parentheses means multi-team games
Wrestling	14 (7) parentheses means multi-team games

### Invitational/Tournament Considerations:

It will be the policy of the athletic department to host invitationals or tournaments whenever possible. The reasons are:

- A. Promote the sport.
- B. Bring large numbers of teams and spectators into our school.
- C. Income to be derived.
- D. Expose athletes to extensive competition.
- E. Establish traditions.

## **POSTPONING CONTESTS**

If a game must be postponed due to weather or any other factor not conducive to good game conditions, the following practices should be followed:

- A. Principal confers with Athletic Director.
- B. Factors considered in the decision are:
  - 1. Playing conditions of the field.
  - 2. Safe travel of the team.
  - 3. Safe travel for the opponents.
  - 4. Safe travel for the students and fans.
  - 5. Safe travel for the game workers.
  - 6. Damage to equipment/facilities.
  - 7. Safety of the spectators.

After considering factors, it will be up to the Athletic Director or principal to play the game or postpone the game. The A.D. will reschedule the contest. The head coach may be asked to assist in rescheduling contests.

The above rules do not apply to spring sports. The head coaches shall make decisions to postpone games as per instructions by the Athletic Director. Proper notification must be given to Hahn Transportation, Athletic Director's office, officials, visiting schools, maintenance office, etc. The decision to postpone an afternoon game or meet must be made in time to give notification to visiting schools no later than 2:00 p.m.

## **SPORTSMANSHIP – MUSIC POLICY**

The WIAA requires that any music played publicly at a WIAA athletic event be approved by the school's administration. If music will be played at an event, a copy must be submitted to the A.D. at least 3 days prior to the event to allow time for screening by the music committee.

## **VARSITY AWARD CRITERIA**

### **Minimum Requirements for Earning a Varsity Letter**

The criteria for earning an athletic letter will be set by the coaches of each sport. These criteria should be communicated to the athletes and parents in writing at the beginning of the season and followed consistently. Managers and statisticians may also earn a letter at the head coach's discretion.

## **EVALUATION OF COACHES**

Head Coaches will fill out a self-evaluation on themselves and meet with the Principal and Athletic Director to review the evaluation after the season. All evaluations will be kept on file with the Principal and the Superintendent.

## **MISCELLANEOUS ATHLETIC POLICIES**

### **Criteria for Deleting a Sport**

The following criteria will be considered in depth prior to the dropping of a sport:

- A. Student interest. Student interest declines to an unsatisfactory level.
- B. Coaches. It becomes impossible to secure competent coaches.
- C. Facilities. Adequate facilities do not exist, or are too inferior to compete interscholastically.
- D. Funding. Adequate funding is no longer feasible, particularly in view of participation numbers.
- E. Scheduling. Scheduling of contests becomes increasingly difficult.

### **Criteria for Adding a Sport**

The following criteria will be considered prior to the addition of any sports:

- A. Student Interest. There should be an indication of strong student interest.
- B. Facilities. Adequate facilities must exist. It must be possible to coordinate use of facilities so as not to conflict with existing programs.
- C. Coaches. It must be possible to secure competent coaches.

- D. Funding. Adequate funding must be available so that the sport can be supported. Funding should not be diverted from existing programs to create new programs.
- E. Scheduling. The potential for scheduling competition on a league or regional level will be a priority.
- F. Equal Opportunity. Priority will be given to those sports that best equalize opportunities for boys and girls and meets legal standards.

All requests to add a sport will be made through the Athletic Director's office. Sports cannot be added without the School Board's approval and funding.

### **Medication Policy**

No medication, prescription or over-the counter (OTC), may be self-administered (except for asthma inhalers) by students. Coaches or staff members may not administer medications to students without the proper parent/physician release forms, documentation, and training. Please see the Athletic Director with questions regarding medication administration.

### **Release from Class**

- A. All athletic contests should be scheduled so that students miss a minimum number of classes for travel to away games.
- B. Any early departure for a contest must be approved by the A.D.
- C. It is the responsibility of the athlete to see their teachers in advance if they are to miss a class due to athletic participation.

### **TRANSPORTATION POLICIES**

The Athletic Director shall be responsible for making transportation arrangements for athletic teams. In some cases, the head coach may be asked to arrange transportation for trips involving smaller team sizes.

- A. Prior to the first away trip, the A.D. should contact Hahn Transportation at 715-884-6489 to verify departure time.
- B. Remember, while in transit, the bus driver is in charge. The head coach is responsible for the athletes' behavior on the bus.
- C. All students must ride the bus to and from the contest. Parents will only be permitted to transport their child from the game if they sign a release form provided by the athlete's coach. In no case will an athlete be allowed to ride home with another student.
- D. Any exceptions to riding to or from a game must be approved by the Principal or A.D.

### **Procedures Relative to the Use of School Buses**

- A. Emergency Medical Cards should be stocked in the first aid kit on all away trips.
- B. The coach is responsible to make sure the bus stays clean. It may be a good idea to have team captain(s) help enforce this rule.
- C. The coach shall make sure that the locker rooms of the host school are left in a clean and orderly condition. Report any incidents to the A.D. ASAP.

### **Procedures Relative to the Use of School Vans**

- A. The use of school vans must be approved and scheduled through the District Office. Written request will be filed at least one week before the requested date of use. Because of various liabilities to the district, no individual will be allowed to ride the school van unless in a supervisory role or as a team member. Every effort will be made to store equipment and to transport athletic personnel on the bus.

### **Use of Private Vehicles**

The use of private vehicles for the transportation of athletes may occur only under the conditions stipulated in Board policy. It states: "No employee of this district shall transport any other employee or student unless the person providing transportation shall first establish to the satisfaction of the principal or person in charge of the building in which the person is employed or maintains an office, that the person has the following limits of liability and medical payments coverage insuring the driver of the vehicle to be provided by the owner:

Bodily Injury Liability:	\$100,000	per person
	\$300,000	per accident
Medical Payments Coverage:	\$5,000	per person
Property Damage Coverage:	\$100,000	per occurrence

The superintendent may prescribe regulations to ensure these limits are complied with.” Private vehicles used for school business may be reimbursed at the current school rate. It is the coach’s responsibility to file the appropriate forms for reimbursement at the conclusion of the sport season in question.

## **FOOTBALL CHEERLEADING AND POM PON GUIDELINES**

Beginning in the 2001 fall school year, when cheering at regularly scheduled away games or contests, cheerleaders will be accompanied by a coach or advisor for supervision purposes and will travel only by bus or vehicle approved by the school administration.

Cheerleaders and Pom Pons may cheer at regional, sectional, and state team tournaments when allowed by W.I.A.A. guidelines. Travel to and from these games will be made on the school bus with a supervisor present.

“There will be no cheerleaders cheering at individual sport state meets such as track, cross country or wrestling.”

## **AWARDS BANQUETS**

### **Responsibilities:**

The head coach of each sport shall be responsible for coordinating the awards format of his/her program at the end of each season. The coach may choose to work with a booster club or a group of selected parents in planning the type of awards ceremony.

- A. **One month** prior to the end of the season, the head coach shall inform the A.D. as to the date of the banquet and schedule the space necessary with the Administrative office.
- B. It is the responsibility of the head coach to inform the coaches and team personnel of all details concerning the awards presentation. They should also extend a written invitation to parents.
- C. No athletic funds will be expended for any awards banquets, except for the school awards presented. (Varsity Letters and varsity pins)
- D. Award Banquets are not to be scheduled on Sundays.

### **Guidelines for Awards Banquets:**

- A. Keep comments about the season brief and positive.
- B. Make sure every player is introduced by name.
- C. Comments about each player should be brief and positive. Keep most comments for seniors.
- D. Thank everyone who helped with your season.
- E. Unexcused absent players – no commentaries please.
- F. Make sure to double-check your awards before the banquet.
- G. EVERY SEASON IS A SUCCESS.

## **ATHLETIC – EMERGENCY PLAN**

*Procedures to follow when handling emergency athletic injuries and accidents: Keep this in a handy place.*

*Always remind your players of the inherent risk associated with your sport. A risk sheet should be posted in the locker room, and players should be reminded often throughout the season. This reduces your liability in case of lawsuit.*

*Remember to always carry the emergency cards with you to each practice and game! You will need this signed card if an emergency injury occurs.*

### **Procedures during Practice or Games**

- A. Coach should clear the area. Summon certified athletic trainer if available. Proceed to following steps if no certified trainer or doctor is on site.
- B. Does player respond to verbal communication?

- C. If not, check for breathing – look for chest movement, air movement, or feel for air from nose or mouth.
- D. If not breathing – open airway, get breathing started, stop any profuse bleeding.
- E. Have assistant coach call **911** for emergency help. (See emergency card for information.)
- F. If player is breathing and responsive:
  - 1) Always assume spinal injuries.
  - 2) Question how injury happened.
  - 3) Question what is wrong.
  - 4) Watch for skin color.
  - 5) Check for numbness, burning, or tingling.
  - 6) Remember P R I C E
    - Protect the injured area.
    - Rest the injured area.
    - Ice the injury 20-30 minutes 3 times per day.
    - Compression, use wrap to limit swelling.
    - Elevate the injured area above the heart.
- G. After player is calm and injured area is treated, move off the field/court and into locker room.
- H. Call parents.
- I. Re-examine after shower.
- J. If in doubt, get to hospital for confirmation.
- K. Fill out accident form and turn into A.D.
- L. Follow-up with player that evening. It shows that you care for the injured athlete.
- M. Injured athletes will not be allowed to return to practice or competition without proper documentation.

### **Roles and Responsibilities**

- A. Person responsible in emergency situations is the head coach, unless a certified trainer or doctor assumes that responsibility.
- B. First Aid Kit must be available at all practices and games. This is the responsibility of the head coach.
- C. The head coach or appointed assistant is responsible for having the first aid kit stocked at all times.
- D. An appointed assistant or trained manager is responsible for calling the ambulance and giving the proper information.
- E. The head coach is responsible for filling out an accident report and submitting it to the A.D. **This is vital for possible legal purposes.**

### **Athletic Training Services**

- A. PHS has athletic training services through Marshfield Sports Medicine. PHS will have a certified trainer available at various practices. The trainer will also see injured athletes by appointment during the day.
- B. PHS has athletic training services for some athletic contests.

### **SIDELINE/COURTSIDE/MATSIDE SUPPLIES**

**Policy:** The below listed supplies should be made readily available at all athletic events.

**Purpose:** To provide supplies for acute care to athletes on the field or in the gym.

**Procedure:** See Athletic Trainer

- 1. General event supplies should be well maintained and protected from environmental conditions.
- 2. Suggested general supplies: ice, elastic wraps, individual water containers, well-stocked first aid kit and any blood clean up supplies necessary.
- 3. First Aid Kit Supplies: tape, pre-wrap, skin lubricant, tape cutters, roll gauze, tape adherent, elastic wraps, nail clippers, assorted band-aids, gloves (for blood), emergency cards, finger and wrist splints, assorted foam pads, penlight, cold pack (or ice/baggies), any special items.

## **DRUG POLICY**

The PHS athletic staff and coaches are not allowed to dispense food supplements or performance enhancing products to any PHS athletes. Also, the staff will not supply or encourage the use of any performance enhancing drugs or food supplements. Natural substances in unnatural amounts can have short or long term health effects.

## **FUNDRAISING**

The athletic department realizes that in tight money times coaches may desire to sponsor a fundraiser to create moneys for a particular need. The procedures for having a fundraiser are listed below.

1. All team fundraisers must be approved in advance by the Athletic Director, Building Principal, and District Office.
2. Prior to the fundraising project, the coach in charge must file the proper fundraising form with the athletic office (see attached form).
3. Athletic Director will then forward the initially approved project to the principal for final approval.

Limitations on fundraisers have been established so that local businesses and community members are not continually being solicited by high school teams.

No two similar fundraising projects will be approved during the same sport season. The fundraising project that gets approved first and is placed on the calendar will have precedence.

## PERMISSION FOR FUNDRAISING OR SOLICIATION OF DONATIONS

**DIRECTIONS:** All out-of-school fundraising activities for school groups/ organizations and requests for financial assistance from outside organizations or individuals require prior approval. In order to secure this approval, this form must be completed in full.

DATE OF REQUEST: _____	ORGANIZATION MAKING REQUEST: _____
ACTIVITY SUPERVISOR: _____	
DATE(S) OF PROJECT: _____	
IMPLEMENTATION: _____	

PURPOSE FOR FUNDRAISING: _____
--------------------------------

ITEM / PROJECT: _____
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COST PER ITEM / SERVICE: _____
PROJECTED NET INCOME: _____

*PLEASE ATTACH A COPY OF ANY CORRESPONDENCE YOU USE FOR STUDENTS,  
PARENTS, OR THE COMMUNITY REGARDING THE FUNDRAISER.*

PRINCIPAL, ELEMENTARY SUPERVISORY: _____
APPROVED: <input type="checkbox"/> DISAPPROVED: <input type="checkbox"/>
COMMENTS: _____
DISTRICT ADMINISTRATOR: _____
APPROVED: <input type="checkbox"/> DISAPPROVED: <input type="checkbox"/>
COMMENTS: _____
COPIES TO: <input type="checkbox"/> District Administrator <input type="checkbox"/> Activity Supervisor <input type="checkbox"/> Supervisor

**DO NOT PROCEED UNLESS THIS FORM IS APPROVED**

**ATHLETIC INJURY REPORT**  
**Pittsville Athletic Department**

This report will be made out on the date the injury occurred by the Head Coach. This report will be submitted to the Athletic Office no later than the day following the injury.

ATHLETE'S NAME: \_\_\_\_\_ SPORT: \_\_\_\_\_

ATHLETE'S GRADE: \_\_\_\_\_ DATE INJURED: \_\_\_\_\_

1. Date report submitted. \_\_\_\_\_
2. Were parents notified of injury? \_\_\_\_\_
3. Specify area of injury. \_\_\_\_\_
4. Head Coach's description of injury, how it happened.  
\_\_\_\_\_  
\_\_\_\_\_

5. Injury occurred in : Practice  Game
6. Was athlete advised to see a physician? Yes  No
7. Was the athlete taken to a hospital? Yes  No
8. Was the athlete given a release date by the physician giving permission to practice?  
Yes  No   
Not known at this time

Release Date: \_\_\_\_\_

9. Head Coach's Signature: \_\_\_\_\_

**Head Coach should submit one copy of this form to the athletic office and keep one for his/her personal file.**



# Pittsville High School Head Coach Self-Evaluation Form

Please fill out this form and return a copy to the Athletic Director and Principal at least 24 hours before your scheduled post-season meeting.

**Coach:** \_\_\_\_\_

**Sport:** \_\_\_\_\_

**1 – Good**

**2 – Needs Improvement**

**3 – Unsatisfactory**

**4 – Not observed**

## ADMINISTRATIVE RESPONSIBILITIES:

- \_\_\_\_\_ Cooperates with athletic office regarding preseason paperwork (rosters & compliance lists) prior to first practice.
- \_\_\_\_\_ Communicates with assistant coaches in regards to roles, duties, and expectations.
- \_\_\_\_\_ Cooperates with requests for information from the athletic office on time.
- \_\_\_\_\_ Abides by all relevant Board of Education policies, administrative, WIAA and conference guidelines.
- \_\_\_\_\_ Attends WIAA rules interpretation and conference all-conference meetings.
- \_\_\_\_\_ Cooperates with team booster club to enhance the athletes' experience as team members.
- \_\_\_\_\_ Recommends scheduling and officiating requests to the AD.
- \_\_\_\_\_ Follows proper budget and purchase order procedures.
- \_\_\_\_\_ Maintains and updates team and individual records.
- \_\_\_\_\_ Supervises practice area and locker room when athletes are present.
- \_\_\_\_\_ Publicizes team and individual accomplishments to the media and school.
- \_\_\_\_\_ Demonstrates care of school facilities and equipment.
- \_\_\_\_\_ Prepares a detailed inventory of team equipment and updates it after each season.
- \_\_\_\_\_ Submits end-of-season list of award winners.

## RELATIONSHIPS:

- \_\_\_\_\_ Demonstrates enthusiasm for working with high school athletes.
- \_\_\_\_\_ Communicates effectively with athletes and parents.
- \_\_\_\_\_ Establishes and maintains good rapport with faculty, administration, and coaching staff.
- \_\_\_\_\_ Promotes all school activities and encourages students to participate in a variety of activities.
- \_\_\_\_\_ Maintains cooperative relations with the media regarding team information, statistics, and interviews.
- \_\_\_\_\_ Keeps commitments and is punctual.
- \_\_\_\_\_ Shows an interest in the athletes' academic experiences.
- \_\_\_\_\_ Cooperates with the athletic trainer in regards to athletes' physical well-being.
- \_\_\_\_\_ Works with coaches at levels below high school to develop athletes.

## COACHING PERFORMANCE:

- \_\_\_\_\_ Conducts self in a professional and sportsmanlike manner at all times.
- \_\_\_\_\_ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- \_\_\_\_\_ Develops a well-organized practice schedule with specific objectives for each practice.
- \_\_\_\_\_ Uses personnel and strategies effectively in games.
- \_\_\_\_\_ Praises athletes for positive performances.
- \_\_\_\_\_ Offers constructive criticism for poor performances.
- \_\_\_\_\_ Maintains effective individual and team discipline at practice and in games.
- \_\_\_\_\_ Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- \_\_\_\_\_ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
- \_\_\_\_\_ Learns new strategies and trends in the sport by attending clinics and reading coaching publications.

**Assess the team's performance this season.**

**Assess your assistant coaches performance this season.**

**What are your goals for the team next season?**

**What are your personal goals as a head coach next season?**

**What suggestions or recommendations do you have for the Activities Department that could help you achieve your team and personal goals?**

**HEAD COACH'S COMMENTS:**

**ATHLETIC DIRECTOR'S COMMENTS:**

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**Head Coach's Signature**

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**Date**

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**Athletic Director's Signature**

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**Date**

The coach's signature indicates he/she has read this evaluation. The coach has twenty days to respond to any portion of this evaluation to which he/she does not agree.

# STUDENT INSURANCE INFORMATION

I, \_\_\_\_\_, Father/Mother/Guardian Name of \_\_\_\_\_,  
*Parent/Legal Guardian Name* *Student Name*

hereby state that my son/daughter is adequately covered against all accidents by the insurance which I carry.

\_\_\_\_\_  
*Name of Insurance Company* *Policy Number*

I also understand that I must report accidents or injuries to my insurance company in order that they can properly process any claims.

Our family doctor is \_\_\_\_\_. In case of any injury I hereby authorize the coach to use his judgment in referring my son/daughter to our family doctor or to any doctor available.

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

# EMERGENCY MEDICAL CARD

Name of Student Athlete: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address of Student: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_ Telephone (Home): \_\_\_\_\_

Telephone (Cell): \_\_\_\_\_ Telephone (Work): \_\_\_\_\_

Name of Desired Hospital for Treatment: \_\_\_\_\_

Hospital Telephone: \_\_\_\_\_ Family Doctor: \_\_\_\_\_

PLEASE LIST BELOW ANY SPECIAL MEDICAL PROBLEMS OR HANDICAPS YOUR SON/DAUGHTER HAS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I, as a parent/guardian of the above boy/girl, give my permission to the attending physician, trainer, medical personnel, or coach to give first aid care to my son/daughter should he/she require such assistance or emergency aid.*

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Date*

## **WHEN TO ACTIVATE THE EMS/EMT PROCEDURE**

1. WHEN THERE IS LOSS OF CONSCIOUSNESS OR IF CEREBRAL STATUS DEGENERATES INTO A POST-MILD CONCUSSIVE STATE.
2. MAJOR BONE FRACTURES, INCLUDING BUT NOT LIMITED TO THE FOLLOWING: VERTEBRATE, FEMURE, TIBIA, FIBULA, HUMERUS, RADIUS, ULNA, PELVIS, OR RIB.
3. DISLOCATION OF MAJOR JOINT, INCLUDING BUT NOT LIMITED TO THE FOLLOWING: SHOULDER, ELBOW, METACARPAL-PHALANGEAL, HIP, KNEE, OR ANKLE.
4. COMPROMISED NEURO-VASCULAR STATUS.
5. HEAT STROKE.
6. CARDIAC ARREST OR CEREBRAL VASCULAR ACCIDENT.
7. IF CPR IS ADMINISTERED.
8. UNCONTROLLABLE BLEEDING.
9. IF EMS/EMT IS SUMMONED OR REQUESTED AT THE DISCRETION OF PARENTS OR SCHOOL OFFICIALS.
10. **ANY TIME THERE IS DOUBT WHETHER OR NOT TO CALL EMS/EMT, CALL!!!**

## **EMS/EMT PROCEDURES**

### **A. Coach #1 Duties**

- 1) Check all vital signs.
- 2) Keep helmet on or remove facemask by cutting the straps gently.
- 3) Stabilize the head and neck while evaluating the condition. Evaluate only if you are trained in the procedure.
  - a) Tingling or numbness
  - b) Loss of movement or reflexes
  - c) Loss of strength
  - d) Pain over the spinal area
  - e) Loss of consciousness
  - f) Pupil size and headache
  - g) Memory difficulty or disorientation
  - h) Sick to stomach
- 4) Wait for emergency personnel and continue to monitor vital signs.

### **B. Coach #2 Duties**

- 1) Go to locker room and phone 911. Make sure to have a key.
- 2) Use emergency information sequence posted near the phone.
- 3) Phone parents/guardians and get the athlete's emergency medical authorization form and medical history form.
- 4) Return to field and assist Coach #1 and #3.

### **C. Coach #3 / Manager or Designated Athlete Duties**

- 1) Wait for EMS at the gate/driveway and direct them to injured party.

### **D. General Information to all Coaches**

- 1) Get the other players away from the injured person.
- 2) Assist with EMS/EMT only at their request.
- 3) One coach should go with the ambulance or go to the hospital in a separate vehicle whenever possible.
- 4) Complete an injury report as soon as possible and submit it to the Athletic Director.

## **EMERGENCY INFORMATION SEQUENCE**

1. REMAIN CALM.
2. DIAL 9 TO ACCESS OUTSIDE LINES, THEN DIAL **911**.
3. “THIS IS COACH \_\_\_\_\_ . WE NEED AN AMBULANCE AT . . .
  - PITTSVILLE ELEMENTARY SCHOOL, 5459 ELEMENTARY AVENUE
  - PITTSVILLE HIGH SCHOOL, 5407 FIRST AVENUE
4. SPECIFICALLY DESCRIBE THE LOCATION.  
EXAMPLE: THE INJURED ATHLETE IS AT THE PRACTICE FOOTBALL FIELD, WEST OF PITTSVILLE ELEMENTARY SCHOOL.
5. THE INJURY IS  

---

  
GIVE DESCRIPTION OF THE INJURY.
6. WAIT FOR INSTRUCTIONS OR QUESTIONS FROM THE EMS/EMT.
7. RETURN TO THE AREA TO ASSIST THE OTHER COACHES.