



Home of the Panthers

PITTSVILLE SCHOOL DISTRICT

5459 Elementary Avenue, Suite 2
Pittsville, WI 54466

Coaches' Handbook

FALL SPORTS

Football
B/G Cross Country
Volleyball
FB Cheer
Dance

WINTER SPORTS

B/G Basketball
Wrestling
Dance

SPRING SPORTS

Baseball
Softball
B/G Track

... be a sport !!

B.O.E. Approved: August 12, 2024

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EQUAL EMPLOYMENT OPPORTUNITY (Policy 511)

School Board Policy 511: The School District of Pittsville is committed to equal employment opportunity in its personnel practices. Hiring and administration shall be conducted so as not to illegally discriminate against any applicant or employee on the basis of age, race, sex, religion, sexual orientation, disability, citizenship, marital status, pregnancy, national origin, creed, color, political affiliation, ancestry, arrest or conviction record, military service, use or nonuse of a lawful product off school premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other reason prohibited by applicable law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities. Employees desiring a reasonable accommodation should make such a request to their immediate supervisor, the District Administrator, or the District Administrator's designee.

Complaints regarding the interpretation or application of this policy shall be referred to the District Compliance Officer and processed in accordance with established procedures. The Board encourages the informal resolution of complaints. Notice of this policy shall be given in accordance with state and federal laws.

The following individual is designated to serve as the District's Compliance Officer: *Danielle Wilke, Director of Student Services/Title IX Coordinator. 5459 Elementary Avenue, Suite 2, Pittsville, WI 54466. 715-884-5233 wilkedan@pittsville.k12.wi.us*

Updated July 8, 2024

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 Cheer, Dance

WINTER SPORTS

Boys – Basketball, Wrestling
Girls – Basketball
Other – Dance

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. Coaches will hold a team meeting prior to the first contest to explain the team rules, and answer any questions concerning their sport.
3. Turn in a roster to the athletic office immediately after the organizational meeting so the A.D. can check on eligibility.
4. 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.
5. All coaches should cover the athletic code with their teams at the beginning of the season, and also emphasize it throughout the season.
6. 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.
7. All athletes are to be considered ineligible until the athletic eligibility is verified by the Activities Director.

HEAD COACH POSITION DESCRIPTION

REPORTS TO: Activities Director, who provides overall objectives and an annual final evaluation.

GENERAL SUMMARY: 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.

QUALIFICATIONS:

- A. Professional Preparation: Employment as a teacher with coaching preparation either through experience or college preparation.
- B. Background Experience: Possess an appropriate knowledge of the sport, suitable for the position of head coach.
- C. Possess alternatives to the above qualifications, as the Board may find appropriate and acceptable.

DUTIES AND RESPONSIBILITIES:

- A. Assist in the coordination of all programs in your sport, including junior varsity, junior high, and youth programs.
- B. Keep updated of new knowledge, innovative ideas, and techniques by attendance at clinics, workshops, and study in his or her field.
- C. Plan and administer staff responsibilities, staff plans, seasonal plans, and scouting duties if applicable.
- D. Keep updated with new knowledge, innovative ideas, and techniques by attending clinics, workshops, and study in his/her field.
- E. Maintain liaison and active participation with other community activities, such as the youth organization for that sport.
- F. Assist in the ongoing review of the coaching staff. Recommends continued assignment of assistant coaching staff.
- G. Assist in the recruitment of coaching staff and ensures the paperwork for volunteer coaches in on file.
- H. During Season
 - 1. Implement "Athletic Standards" as outlined in the WIAA Handbook.
 - 2. Issue school equipment in an organized and efficient manner.
 - 3. Assist Activities Director in proper registration of all athletes.
 - 4. Provide information related to transportation, officials, and game management to the Activities Director.
 - 5. Complete officials ranking forms on the WIAA website in a timely manner.
 - 6. Assume responsibility for constant care of equipment and facilities being used.
 - 7. Follow carefully budgeting procedures for purchase orders.
 - 8. Assume supervisory control over all phases of teams in his or her program.
 - 9. Organize and schedule practice sessions on a regular basis with the idea of developing the athlete's greatest potential.
 - 10. Apply discipline in a firm and positive manner as outlined in the Athletic Handbook.
 - 11. See the building regulations are understood and enforced.
 - 12. Emphasize safety precautions and be aware of best training and injury procedures. Consult with athletic training staff to make appropriate decisions regarding the diagnosis of and return to action after an injury to a student-athlete.
 - 13. Conduct himself/herself and his/her teams in an ethical manner during practice and contest.
 - 14. Instruct players concerning rules and rule changes, new knowledge, and innovative ideas and techniques.
 - 15. Report a summary of all contests and provide any publicity information that would aid programs and athletes.
- G. End of Season
 - 1. Arrange for the systematic return of all school equipment and hold the athletes responsible for all equipment not returned.
 - 2. Arrange for the issuance of letters and special awards in a timely manner.
 - 3. Arrange for cleaning, sorting, and inventory of all equipment.
 - 4. Be concerned with the care and maintenance of his or her facility by making recommendations concerning additions and improvements.
 - 5. Recommend concerning equipment needed to be purchased or repaired.
 - 6. Maintain records of team and individual accomplishments.

Approved by the Board of Education May 8, 2023

ASSISTANT COACH POSITION DESCRIPTION

REPORTS TO: Head Coach and Activities Director

GENERAL SUMMARY: 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.

QUALIFICATIONS:

- A. Professional Preparation: Employment as a teacher with coaching preparation either through experience or college preparation.
- B. Background Experience: Possess working knowledge of the sport, suitable for the position of assistant coach.
- C. Possess alternatives to the above qualifications, as the Board may find appropriate and acceptable.

DUTIES AND RESPONSIBILITIES:

- A. Have an understanding knowledge of rules and regulations regarding his or her sport as presented in the WIAA Handbook.
- B. Keep updated of new knowledge, innovative ideas, and techniques by attendance at clinics, workshops, and study in his or her field.
- C. Assist head coach in carrying out his or her responsibilities.
- D. During Season:
 - 1. Assist head coach in proper registration of all athletes.
 - 2. Assist head coach in making a systematic issuance of school equipment.
 - 3. Assist in implementing "Athletic Standards" as outlined in the Athletic Handbook and Pittsville School District Policies.
 - 4. Assume responsibility for constant care for equipment and facilities being used.
 - 5. To be in regular attendance at practice sessions and contests.
 - 6. Apply discipline in a firm and positive manner.
 - 7. Emphasize safety precautions and be aware of best training and injury procedures. Consult with athletic training staff to make appropriate decisions regarding the diagnosis of and return to action after an injury to a student-athlete.
 - 8. Conduct himself or herself in an ethical manner during practice and contest.
 - 9. Instruct players concerning rules and rule changes, new knowledge, and innovative ideas and techniques.
- E. End of Season
 - 1. Assist in the return and inventory of school equipment.
 - 2. Recommend athletes for letter awards in a timely manner.
 - 3. Recommend facility maintenance and improvements.
 - 4. Recommend equipment to be purchased.

Approved by the Board of Education May 8, 2023

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 in the administrative 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. Holiday practices are prohibited unless approved by the Activities Director.
- C. Wednesday evening practices must be finished no later than 5:30 p.m.
- D. It is the coach's responsibility to make sure that no athlete who had an unexcused absence from school is allowed to practice or compete on that day.
- 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 Activities Director.
 - Must meet 6 days on / 1 day off rule.
 - Sunday practices are optional (coach may require non-attendance notice).
 - Holiday practices are to be approved in advance.
 - Holiday break practices or open gyms must be scheduled with the A.D.
 - 3. Due to liability concerns, all significant injuries should be reported to the Activities Director.
 - 4. Summer Schedule
 - Head coaches should inform the Activities Director of the summer activities scheduled for his or her sport. When developing the summer schedule, head coaches should be mindful of the schedules of other sports and keep in mind the best interests of our student-athletes.
 - 5. All athletes must be supervised by coaches requesting facility use and remain in facility until all athletes have departed the building.
 - 6. No loitering by students in the lobby while coach is supervising the facility.
 - 7. 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 Activities Director. Lost keys should be reported to the A.D. immediately.

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 should be indicated during the annual budgeting process by the head coach to the activities director.
- C. Coaches will be permitted, according to district policy, to attend State competitions even if their respective teams are not competing. All requests and arrangements will be coordinated through the activities 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 according to size, skill, etc.
- 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.

CONTEST LIMITATIONS

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

| <u>Sport</u> | <u>Maximum Contests</u> |
|---------------|---|
| Baseball | 26 |
| Basketball | 24 |
| Cross Country | 11 |
| Football | 9 |
| Softball | 26 |
| Track | 20 |
| Volleyball | 15 (7) parentheses means multi-team games |
| Wrestling | 14 |

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. Head Coach confers with Activities 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 Activities Director 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.

SPORTSMANSHIP – MUSIC POLICY

The WIAA requires that any music played publicly at a WIAA athletic event be approved by the school's administration.

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 Activities Director to review the evaluation after the season. All evaluations will be kept on file with the Activities Director.

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 Activities 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 Activities 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. The head coach or an assistant coach should communicate early departure times to the appropriate building staff one day in advance of the athletic contest.
- 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 Activities 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 inform a member of the coaching staff, via text message, email, or written note, prior to transporting their child. In no case will an athlete be allowed to ride home with another student. A parent may complete the proper paperwork prior to the contest to allow their child to be transported to or from the contest by another non-student adult.
- 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. 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.
- B. 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 CHEER AND DANCE GUIDELINES

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.

Cheer and dance team members may perform 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. At the conclusion 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, parents, and team personnel of all details concerning the awards presentation.

- C. No athletic funds will be expended for any awards banquets, except for the school awards presented. (Varsity Letters and varsity pins)

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

Each sport will have an Emergency Action Plan in place. The EAP should be submitted to the Activities Director prior to the beginning of the season. Head coaches should also keep a copy of the EAP handy.

Always remind your players of the inherent risk associated with your sport. This reduces your liability in case of lawsuit.

Procedures during Practice or Games

- A. Coach should clear the area. Summon certified athletic trainer, EMT, or medical professional if available. Proceed to following steps if none of these options are available.
- 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 Aspirus. PHS may have a certified trainer available at practices. The trainer may also see injured athletes by appointment during the day.
- B. PHS has athletic training services for athletic contests whenever possible.

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 coaches may desire to sponsor a fundraiser to create moneys for a particular need. All athletic fundraisers should be approved in advance by the Activities Director.

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: _____ |
|-----------------------|

| |
|--------------------------------|
| 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:

Head Coach's Signature

Date

Athletic Director's Signature

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.

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.