

Garnet Valley School District



COACHES' HANDBOOK

**Garnet Valley School District
Manual of Athletic Expectations**

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Appendix B (Internet Links): Websites & Forms

[GVSD Physical Exam Information \(includes forms and Family ID info\)](#)

[P.I.A.A. Coach/Spectator Decorum Rule](#)

[P.I.A.A Website](#)

[P.I.A.A. District 1 Website](#)

[Garnet Valley School District Website](#)

[Garnet Valley School District Calendar](#)

Appendix C (Internet Link): [GVSD Student & Parent Handbook](#)

Appendix D (Internet Link): [GVSD Booster Club Guidelines](#)

Appendix E (Internet Links): College Athletics Resources

The links in this section are provided to give some preliminary information about N.C.A.A. and N.A.I.A. policies. It is not complete or comprehensive and you should check with the Athletic Director and the GVHS Counseling Department if you have questions. Just click on any heading to get the website for this information.

The NCAA web site is <http://www.ncaa.org>.

[N.C.A.A Eligibility Center](#)

[N.C.A.A Guide for the College Bound Athlete \(17-18\)](#)

[N.C.A.A Becoming a Student-Athlete \(17-18\)](#)

[N.C.A.A Eligibility Standards \(17-18\)](#)

[NCAA Eligibility Center Registration Checklist](#)

[N.C.A.A. SAT/ACT Test Codes](#)

[N.C.A.A Letter of Intent Home Page](#)

[N.C.A.A / N.A.I.A. Recruiting Definitions](#)

[NCAA Division I & II Coaches Off Campus Recruiting Guide/Calendars](#)

The NAIA web site is: <http://www.playnaia.org/>.

[About the N.A.I.A.](#)

[N.A.I.A. Eligibility Overview](#)

[N.A.I.A. Frequently Asked Questions](#)

[Registering with NAIA](#)

[SAT/ACT Codes for NAIA](#)

[NAIA Scholarship Opportunities](#)

Section 1 GVSD Athletics Overview

Section 1.01 Garnet Valley School District - Athletic Mission

It is the mission of the Garnet Valley School District to provide a stimulating learning environment, which provides quality educational opportunities for all students. The Garnet Valley School District interscholastic athletic program is an extension of the classroom and an essential component of the educational experience that will challenge each involved student to achieve his or her personal best, pursue competitive excellence, and to be a contributing team member and responsible citizen by providing varied opportunities, quality facilities, resources and staff in partnership with parents and a developing community rich in tradition.

Section 1.02 Garnet Valley School District - Educational Outcomes of the Interscholastic Athletic Program

- (a) Promotion of learning: Students should acquire new knowledge or skills that will lead to long-term behavior changes. This learning is not limited to the development of physical skills and should also facilitate the social, personal and psychological development of each student.
- (b) Citizenship: Students should acquire knowledge, attitudes, experience and skills that will prepare them to be a productive and responsible member of society.
- (c) Sportsmanship: Students should learn respect and concern for rules and officials, opponents, and the spirit and customs of sport.
- (d) Healthy lifestyle: Students should become committed to an addiction-free, physically active and long-term healthy lifestyle.
- (e) Life skills: Students should learn how to balance their life, emotional well-being, leadership, personal growth and decision-making skills.

Section 1.03 Garnet Valley School District – Athletic Program Goals

- (a) Increase the skill, fitness, and knowledge level of each student participating in a sport.
- (b) Create a positive environment that promotes team, responsibility, character, and leadership.
- (c) Develop a strong relationship with our community.
- (d) Promote our athletic program by encouraging student athletes to compete in multiple sports.
- (e) Develop a comprehensive strength-training plan that utilizes consistent core lifts, like terminology, and sport specific auxiliary lifts.

Section 1.04 Garnet Valley School District – Athletic Philosophy

The Board of School Directors believes that the purpose of an interscholastic athletics program is to provide learning experiences that will contribute to the personal, physical, and psychological development of the individual student athlete. These learning experiences will be consistent with the educational goals of the Garnet Valley School District. Participation in interscholastic athletics can serve an important role in meeting the needs of secondary-level students within the total educational process.

The Garnet Valley School District interscholastic athletics program is both voluntary and competitive and will be designed to meet the needs of student athletes. In order to participate, student athletes must be physically healthy, academically qualified, and willing to make a significant personal commitment to maximize the development of their knowledge, skills, and attitudes relative to their sport.

All athletic teams will operate under the leadership and supervision of an effective coaching staff committed to accomplishing the educational goals of the school system. Members of the coaching staff will employ safe and educationally sound techniques designed to actively promote the development of the student athlete as a whole person. Also, coaches will be expected to continually improve their coaching techniques through participation in appropriate professional development programs.

The school administration, especially the athletic director and secondary principals, will provide a supportive environment for the coaches and athletes at all levels. All district administrators will be committed to the philosophy stated herein.

The interscholastic athletic program will be increasingly competitive as students' progress through the middle school, the junior varsity, and varsity levels. The earlier levels will serve as developmental programs for the more advanced levels. Team goals will reflect these goals. Varsity coaches will work with junior varsity and middle school coaches to coordinate the developmental aspects of the program in each particular sport.

At the middle school level of interscholastic competition, coaches will place a strong emphasis on instruction and maintain sufficient levels of participation in that sport to allow the individual student athlete to develop his/her athletic potential while preparing them to participate at the high school level. Participation and development of skills in a sport will be valued above the winning of contests. The needs of the team should be balanced with the developmental needs of the individual team members. The number of participants accepted for membership on a team, however, must support this commitment to high levels of instruction and participation.

At the freshman and junior varsity levels, instruction and the development of individual skills for all athletes will continue to be emphasized. However, team success in inter-school competition will also be valued. Athletes will become increasingly aware of the importance of teamwork and a positive attitude toward team success. The number of athletes selected for the team will allow the coaches not only to instruct and assist the participants in their individual development but also to teach teamwork as an important factor in interscholastic competition.

At the varsity level of interscholastic competition, coaches will have the dual responsibility of fostering individual skill development and achieving team success. To achieve this end, the most effective student athletes judged by the coaching staff, regardless of grade level, will be given the opportunity to further develop their athletic abilities and to participate at the most advanced levels of interscholastic competition. Coaching emphasis will be placed on helping the

members of the team to work together and to develop a strong desire to attain the highest possible levels of team success.

The superintendent is directed by the Board of School Directors to develop, disseminate, maintain, and periodically revise administrative procedures, including but not limited to handbooks for coaches and student athletes, necessary to implement the intent of this policy as well as a seasonal evaluation process for coaches.

Section 1.05 Garnet Valley School District – Interscholastic Athletic Program

All secondary schools in the Garnet Valley School District are members of the Pennsylvania Interscholastic Athletic Association. The PIAA by-laws that pertain to age, awards, attendance, health, transfers and residence participation, representation, curriculum, and seasonal rules will be followed. The PIAA by-laws will be followed by any district sponsored interscholastic athletic program.

Section 1.06 Garnet Valley School District – Sportsmanship & Citizenship

Students in the Garnet Valley School District must keep in mind that they are always in the public eye and that their personal conduct will always be subject to the scrutiny of their fellow students, spectators, opponents, and the media. Therefore, they have an obligation to serve as positive role models by subscribing to the following code of conduct:

- (a) Show respect for authority and property.
- (b) Maintain academic eligibility.
- (c) Maintain training rules.
- (d) Emphasize the ideals of sportsmanship, citizenship, loyalty, ethical conduct, and fair play.
- (e) Denounce and not participate in actions meant to demean opposing players, teams, spectators and officials.

Any display of unsportsmanlike behavior toward an opponent, official, or spectator during the season will result in counseling by the coach/advisor and possible suspension from the team or activity.

Section 1.07 Garnet Valley School District – Athlete Code of Behavior

The rules and regulations in this code shall apply to any violation that may occur during **the period of the extra-curricular activity participation on and off school premises**. Period of activity begins with the first competition, meeting or practice and ends with the last contest, meeting or practice, whichever is the later date. For athletes, this applies during their in-season sport as defined by the P.I.A.A.

- (a) Students who participate in the athletic program act as representatives for the school and are expected to behave in an appropriate manner. Behavior during the school day or away from school that is of such a nature to bring discredit or embarrassment to Garnet Valley may be cause for a joint

administrative/coach decision that would deny a student the privilege of participation in school activities.

- (b) Violation of the GVSD's Procedural Manual, which requires administrative action, will be handled in accordance with the provisions of the specific sections as, outlined in the policies. For example, if a violation involves a suspension from school, the student will also be suspended from participating in practices/contests/activities of that team/organization during the length of the suspension.
 - i) Please note that the student suspension **will not** be adjusted to meet their practice, competition, or activity schedule.
 - ii) If an athlete is levied out-of-school suspensions for a Friday and a Monday, they are not eligible to participate in activities for the weekend between the two days out of school.
 - iii) The coach will determine when an athlete may return to play following any discipline.

Section 1.08 Garnet Valley School District – Spectator Code of Conduct

The Garnet Valley School District recognizes the role of interscholastic athletics as an essential component of the educational experience. Therefore, we ask that all spectators:

- (a) Demonstrate a high degree of Sportsmanship.
- (b) Show team support by making only positive comments. Verbal or physical abuse of an official, opposing coach, or player will not be tolerated.
- (c) Show respect for the judgment of coaches, officials and referees.
- (d) Acknowledge that fields, courts and equipment are the player's domain during contests.
- (e) Understand that they may not parade in front of the opposing spectators.
- (f) Monitor the safety of children in bleachers and stands.
- (g) Respect GVSD rules: all GVSD schools are smoke-free, substance free environments.
- (h) Understand that Athletic contests on/off campus are an extension of the classroom; therefore, all school rules are in effect.
- (i) Understand that they may not leave and re-enter an athletic contest.
- (j) Enjoy watching the game by sitting in the designated area.

Exceptions to this behavior will lead to ejection from the event.

Section 2 Duties and Responsibilities

Section 2.01 ATHLETIC DIRECTOR

The Athletic Director shall have the responsibility to organize, maintain, and lead the interscholastic program in the school district. In cooperation with all coaches, the Athletic Director is responsible for the following:

- (a) Establishing schedules and arranging all related contractual obligations
- (b) Ordering and maintaining inventories of all equipment and facilities
- (c) Preparing the athletic budget
- (d) Recruiting and evaluating coaching personnel
- (e) Insuring that the athletic program conforms to all appropriate district, state, and federal regulations
- (f) Scheduling transportation for all athletic events
- (g) Attending all league and related meetings
- (h) Arranging medical examinations for athletes prior to the beginning of the school year
- (i) Securing necessary personnel to conduct a scheduled contest
- (j) Determining and reporting students' eligibility to participate each week based on teachers' reports of the athletes' academic achievement

In addition, the Athletic Director will complete the following:

- (k) Prepare and send contracts for all contests to appointed officials and maintain a file of contractual obligations
- (l) Have schedules printed for distribution
- (m) Prepare necessary vouchers for payment of officials
- (n) Remind opponents and officials of the details of an impending game a day or two before the contest
- (o) Notify Directors of Maintenance and Operations to prepare facilities for contests
- (p) Assign responsible personnel as gate attendants, timers, and scorers
- (q) Provide cash boxes, tickets, and change for the gate attendants
- (r) Arrange for the attendance of custodial personnel, police, security, and a physician as needed
- (s) Arrange for proper facilities for the visiting teams
- (t) Prepare necessary vouchers for game personnel
- (u) Attend and manage all home games
- (v) Forward athletic schedule to the transportation department to make transportation arrangements for games played off campus
- (w) Notify opponents, game officials, game personnel, and transportation on decisions to cancel or postpone contests.

Section 2.02 COACHES

(a) Code of Conduct for all Coaches

All Garnet Valley School District coaches shall conduct themselves in the following manner:

- 1) Have a fair and unprejudiced relationship with their players and have the physical and emotional welfare of the players' utmost in their minds.
- 2) Teach athletes to be successful through legitimate and safe means.
- 3) Provide a positive example of character; model the ideals of the Garnet Valley School District, and dedication to mentoring the student athlete.
- 4) Create an atmosphere of respect toward all opponents.
- 5) Control his/her temper and restrain from overt displays of anger
- 6) Discourage profanity and obscene language and actions at all times
- 7) Maintain a professional manner with students, parents, opponents, and officials
- 8) Be knowledgeable of all District, PIAA, and federal regulations and report any infractions to the proper authorities

All coaches of the Garnet Valley School District should first and foremost be leaders of young men/women constantly providing a positive model for what it means to be an athlete and representative of the Garnet Valley School District. It is expected that all coaches will be fair and consistent in all rules and regulations as they apply to the athletes they coach.

One of the most important positions in education is that of a coach. Coaches are constantly placed under public scrutiny and subject to criticism and praise. A coach must conduct and present him/herself as a person of high moral character, integrity and dignity. A coach's primary concern must be the welfare of the student athlete.

(b) Expectations for all Coaches

- 1) The best coaches know that to be the best, they must continue to develop professionally. With this in mind, coaches shall seek out and participate in programs to improve coaching skills.
- 2) All coaches, because of his/her position, have the opportunity and responsibility to serve as a model not only for those participating in the program but also for those assuming the spectator role. His/her actions, comments, speech, and general behavior will have a profound impact on the lives of the athletes with whom he/she is working, on those who aspire to be athletes, and on those who support the program as spectators.
- 3) All coaches must have a cell phone with them while performing their coaching duties to contact the athletic trainer and/or athletic director in case of emergency.

- 4) Coaches shall NEVER leave any athlete unsupervised during scheduled team activities. All workouts and practices shall be canceled if no coach is physically present to supervise.
- 5) Coaches are responsible for their own personal conduct, as well as the conduct of their athletes. Coaches must model the behaviors outlined in the [National Federation's Coaches' Code of Ethics](#) and [PIAA Philosophy](#). Coaches ejected from a contest by an official may be suspended from coaching in a future contest.

(c) **Required Clearances for all Coaches**

- 1) All coaches, paid or volunteer, must file forms with the athletic department for Act 24 Clearance, Child Abuse History Clearance (Act 151), FBI Criminal History/Fingerprint Report (Act 114), PA. Criminal Record Check (Act 34) and School Employee Disclosure (Act 168) to receive clearance **BEFORE** they may work with the team.
- 2) Clearances for Child Abuse History Clearance (Act 151), FBI Criminal History/ Fingerprint Report (Act 114) and PA Criminal Record Check (Act 34) **must be updated every five years.**
- 3) Any coach/assistant coach/volunteer who is arrested or convicted of any offense that listed in the **ACT 24 REPORTABLE OFFENSES** must report this information to the GVSD within 72 hours of the arrest or conviction.
- 4) Coaches who move from “Volunteer” to “Paid” status must update their clearances for Child Abuse History Clearance (Act 151), FBI Criminal History/Fingerprint Report (Act 114) and PA Criminal Record Check (Act 34),

The Garnet Valley School District periodically has openings for Temporary, Coaching and Supplemental Contract Positions. If you are interested in these positions these vacancies are now posted on our [Talent Ed Recruit & Hire](#) application system. We no longer accept paper applications.

You will need to provide originals of the following as part of the application process for these positions:

- Your **Child Abuse Clearance** (must be within the past year)
- Your **PA Criminal Clearance** (must be within the past year)
- Your **FBI Clearance** (must be within the past year)

(d) **Required Certifications for all Coaches**

- 1) Pennsylvania passed a law, “PA Safety in Youth Sports Act” which requires all coaches (paid & volunteers) to take the following online courses after July 1st of **every year**.

Concussion Course - Required
Sudden Cardiac Arrest Course - Required
Heat Acclimatization Course – Optional

A coach shall not participate in an athletic activity until he/she completes the training course required under this subsection. Once you have finished the course please submit your Certificate of Completion to the athletic office before the 1st day of practice.

All three of these courses can be taken for free on the following website: <http://www.sportsafetyinternational.org/cardiacwise-pats/>

The concussion and heat Acclimatization course can also be taken at the following link:

<http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>

- 2) All coaches must complete Mandated Reporter Training as required by PA Act 126 **every five years**. Once you have finished the course please submit your Certificate of Completion to the athletic office before the 1st day of practice. This course may be taken free of charge online at:

<http://www.reportabusepa.pitt.edu>.

- 3) All coaches engaged at a PIAA Member School must complete a Coaching Education course and a First Aid course. A Certificate of Completion for each course must be uploaded to the PIAA, **within two years of being hired and are good indefinitely**. All coaches employed or engaged by a PIAA member school on, or before, July 1, 2016 must complete the two courses no later than June 30, 2018.

These courses can be taken at the following sites:

NFHS (access info <http://www.nfhslearn.com/>)

[Fundamentals of Coaching \(\\$50\)](#)

[First Aid, Health and Safety for Coaches \(\\$45\)](#)

ASEP (access info @ [Human Kinetics](#))

Coaching Principals (fee depends on instructor)

Sport First Aid (fee depends on instructor)

Uploading Instructions: The PIAA has created a coaching database in which you can create a profile and associate yourself with a specific school. The Garnet Valley School District will use this database to track the coaching education requirement. In order to set up your profile you must go to the PIAA website at <http://www.piaa.org/>. Once there you will see Login in the top right-hand corner. Click on Login and it will take you to the account sign in page. Click on “coaches” and then register. Once you have created a profile you will be able to upload your coaching education certificates. Please be sure to associate yourself with Garnet Valley High School and/or Garnet Valley Middle School. You may associate yourself with multiple schools. If you have already submitted your certificates to the athletic department, you are still required to create a profile and upload your certificates of completion. This requirement is for all coaches including volunteers.

DO NOT UPLOAD YOUR CARDIAC AND CONCUSSION CERTIFICATES!

Thank you for your cooperation in the safety of our student-athletes.

(e) HEAD COACHES – Specific Duties & Responsibilities

- 1) The head coach of each listed sport must attend or send a representative (Assistant coach) to the mandatory PIAA Rules Interpretation for their sport. If the head coach or his/her representative misses the meeting, he/she must attend a make-up meeting. Head coaches will be responsible for paying the fine assessed by the PIAA for failure to attend this meeting.
- 2) The head coach in each sport is responsible for planning a continuous program of instruction. This planned program should include written goals and objectives for each developmental level. In sports spanning more than one level (i.e. 9th grade or JVB, junior varsity, and varsity) the head coach is responsible for the coordination and evaluation of the total program. The head coach is responsible for developing consistency between the middle school and high school programs and must develop relationships with middle school coaches.
- 3) The head coach must meet with the interested students at the beginning of the season to provide information relative to the following:
 - a. Practice schedules
 - b. Policies governing absences
 - c. Selection of team members
 - d. General expectations (grooming, conduct, commitment, attitude, training rules, etc.)
 - e. Health and nutrition
 - f. Conditioning
 - g. Game philosophy and rules
 - h. Eligibility and grading policy
 - i. Other items deemed necessary by the coach.

In addition to reviewing this material orally, each coach should prepare an information sheet or booklet for each participant. A copy of this information should be filed with the Athletic Director. The head coach, at this time, must review the Garnet Valley School District's Student and Parent Athletic Handbook. This document must be reviewed so that the student/athlete and his/her parents or guardians can read the handbook and sign an acknowledgment of their understanding of the handbook. The handbook can be provided in a hard copy or by providing information to the location of the handbook on the website. The last page of the policy, which requires the signatures of the student-athlete as well as his/her parent/guardian, and the athlete's physical and emergency cards must be returned to the coach before the athlete can participate. All three documents must be filed in the Athletic Director's office.

- 4) The head coach is required to hold a meeting for parents prior to the beginning of the season. The meeting should serve two purposes: (1) to provide the parents an opportunity to receive, first-hand, information about the program and the expectations of the coaches; and (2) to provide an opportunity for parents to become acquainted with members of the coaching staff.
- 5) The head coach will inform the Athletic Director of any volunteer coaches and game personnel and will ensure they are approved per the policies of the Garnet Valley School District prior to their start.
- 6) The head coach must obtain all coaching certifications and clearances as required by the PIAA and Garnet Valley School District. Refer to Sections 2.02(c) and 2.02(d).
- 7) The head coach will enter their roster into Leagueminder by the date set by the Athletic Director.
- 8) The head coach will notify the athletic director of any home-schooled, charter-schooled, cyber-schooled, foreign exchange or international students participating in their sport. The head coach will also inform the athletic director of any participants who have transferred in from another school.
- 9) The head coach, at the end of the season, shall supervise the collection and storage of all equipment and update the inventory list. The coach will report any lost or stolen equipment to the Athletic Director.
- 10) The head coach shall inspect all equipment and fields before and after each practice and immediately report any dangerous equipment or situation to the Athletic Director or maintenance personnel, if the Athletic Director cannot be reached.
- 11) The head coach shall update their roster in Leagueminder at the end of the season with the athlete's awarded level of participation.
- 12) The head coach shall fill out an end of season summary listing each level's record and separately the names of athletes who received League, County, State or All-American recognition. This sheet shall be given to the Athletic Director (see Section 3.02(a)).
- 13) The head coach shall inform the Athletic Director, in writing, of all special practices and requests.

- 14) The head coach should be familiar with emergency phone numbers and procedures and have athlete emergency information cards filed with the Athletic Trainer.
- 15) The head coach shall not allow any student to take any school equipment home without the Athletic Director's knowledge and approval.
- 16) Head coaches will direct any concerns dealing with general operating policies, scheduling, transportation, or interpretation of policies to the Athletic Director. The building Principal is ultimately responsible for all activities in his/her building; therefore, the Athletic Director will apprise the Principal of all unusual situations.
- 17) A head coach should not expel an athlete from the team without first consulting with the Athletic Director. The coach may temporarily suspend a student pending a review with the appropriate administrative personnel.
- 18) The head coach is responsible for proper supervision of all students participating in the program before and after all practices and contests. Supervision of student-athletes will begin ½ hour prior to the scheduled practice, time unless notified otherwise by the coach or the trainer, until ½ hour after practice.
- 19) The head coach is responsible for the development of an appropriate conditioning program.
- 20) The head coach must continually evaluate the program for which he/she is responsible. He/She should be willing and able to discuss the program evaluations with the Athletic Director and other appropriate school personnel. The evaluation should be informative and thus result in positive prescriptions that will lead to improvement.
- 21) Each head coach is responsible for evaluating the other members of his/her staff. The effective utilization of staff is ultimately the responsibility of the head coach. The Athletic Director will take all applications for all vacancies and review and interview all individuals with the head coach.
- 22) The head coach will not allow any athlete to participate until he/she has had a physical examination and handed in his PIAA form, signed Garnet Valley School District Student and Parent Athletic Handbook, and emergency card.
- 23) The head coach shall submit budget requests to the Athletic Director by the deadline established (usually early December).
- 24) The head coach will indicate to the Athletic Director when assistant coaches have completed their responsibilities.
- 25) The head coach of each varsity sport shall be responsible for the coordination of the athletic program for his/her sport and the organization of staff, grades 7-12 including middle school, 9th grade and junior varsity program.
- 26) The head coach is responsible for locker/team room security. The doors must be locked during the day, while practice is in session, and after every player leaves the locker/team room after practice/game.
- 27) The head coach is responsible for meeting with the visiting team upon their arrival. At this time, a review of the facilities and places of importance should be discussed.

- 28) The head coach must monitor weekly the academic eligibility status of their athletes.
- 29) The head coach must monitor daily the attendance eligibility status of their athletes.
- 30) The head coach should, when requested, fill out/write college and employment recommendations for their athletes. If you cannot write a letter of recommendation please inform the athlete, and their parent, of the reason.
- 31) The head coach should meet with college coaches interested in any of their athletes. The head coach must represent the school at all league, district, and state functions.
- 32) The head coaches should help in the planning of a senior recognition program near the last home contest of the season.
- 33) The head coach is in charge of any end of season banquet.

(f) **ASSISTANT COACHES – Specific Duties & Responsibilities:** The assistant coaches are directly responsible to the head coach and must follow his/her program.

- 1) The assistant coach shall report any major incidents to the head coach and be familiar with emergency phone numbers and procedures.
- 2) The assistant coach shall be familiar with and follow all rules and guidelines in the athletic policy.
- 3) The assistant coach is required to participate in all pre-season and out of season training as required by the head coach.
- 4) The assistant coach must obtain all coaching certifications and clearances as required by the PIAA and Garnet Valley School District. Refer to Sections 2.02(c) and 2.02(d).

(g) **MIDDLE SCHOOL COACHES – Specific Duties & Responsibilities:** Middle School coaches are directly responsible to the athletic director and are required to support the Garnet Valley School District's philosophy on middle school athletics.

- 1) The middle school athletic program is an extension of the high school athletic program and as a result middle school coaches must establish relationships with high school coaches to develop consistency within the program and ease the transition to high school athletics.
- 2) Middle school coaches shall report any major incidents to the athletic director and be familiar with emergency phone numbers and procedures.
- 3) Middle school coaches must obtain all coaching certifications and clearances as required by the PIAA and Garnet Valley School District. Refer to Sections 2.02(c) and 2.02(d).
- 4) Middle school coaches should not expel an athlete from the team without first consulting with the Athletic Director. The coach may temporarily suspend a student pending a review with the appropriate administrative personnel.

- 5) Middle school coaches must meet with interested students at least two weeks prior to the start of the season when permissible to provide information relative to the following:
 - a. Practice schedules
 - b. Selection of team members
 - c. Policies concerning absences and commitment
 - d. Necessary equipment
 - e. Other items deemed necessary by the coach
- 6) Middle school coaches are required to participate in all pre-season and out of season training as required by the athletic director.
- 7) Middle school coaches must establish appropriate communication networks with parents and establish rituals and routines for the pickup of student athletes.
- 8) Middle school coaches responsible for proper supervision of all students participating in the program before and after all practices and contests. Supervision of student-athletes will begin ½ hour prior to the scheduled practice, time unless notified otherwise by the coach or the trainer. At least one coach must stay with members of the team after practices and games until every player is picked up.
- 9) Middle school coaches will inform the Athletic Director of any volunteer coaches and game personnel and will ensure they are approved per the policies of the Garnet Valley School District prior to their start.
- 10) Middle school coaches are responsible for meeting with the visiting team upon their arrival. At this time, a review of the facilities and places of importance should be discussed.
- 11) Middle school coaches must monitor weekly the academic eligibility status of their athletes.
- 12) Middle school coaches must monitor daily the attendance eligibility status of their athletes.
- 13) Middle school coaches, at the end of the season, shall supervise the collection and storage of all equipment and update the inventory list. The coaches will report any lost or stolen equipment to the Athletic Director.
- 14) Middle school coaches shall inspect all equipment and fields before and after each practice and immediately report any dangerous equipment or situation to the Athletic Director or maintenance personnel, if the Athletic Director cannot be reached.
- 15) Middle school coaches will not allow any athlete to participate until he/she has had a physical examination and handed in his PIAA form, signed Garnet Valley School District Student and Parent Athletic Handbook, and emergency card.

(h) **VOLUNTEER COACHES – Specific Duties & Responsibilities:**
Volunteer athletic coaches are subject to all regulations and procedures set down in this document. “Volunteer” is defined as “A person from the community who contributes his/her service.” The Athletic Director shall approve volunteer coaches in the system.

- 1) The volunteer coach shall:
 - a. Help coaches provide better instructional services to students.
 - b. Be under the direct supervision of a designated certified employee who will be responsible for their direction.
- 2) The volunteer coach shall NOT:
 - a. Relieve coaches of their coaching responsibilities or to change the overall student-coach ratio.
 - b. Prescribe courses of study to the student-athlete, i.e. weight training, nutrition, etc.
 - c. Evaluate and/or report a pupil’s academic or athletic growth and development other than through informal communication with the supervising certified individual.
 - d. Make reports to parents, guardians, or school administrators with respect to any teacher or other certified employee’s competency, level of preparation, classroom discipline, working environment or any aspect related to evaluation of certified personnel, except as requested by the Athletic Director.
 - e. Prescribe disciplinary action relating to student-athletes
 - f. Excuse any student-athlete from attendance or participation in any classroom or school-related activity
 - g. Act in any other capacity relating to instruction, which has been delegated to the certified personnel without the direct supervision of the supervising coach/teacher.
 - h. Treat any injury sustained by students, through appropriate first aid may be applied until the Athletic Trainer arrives.
 - i. Assume the sole responsibility for a student or group of students.
- 3) A volunteer must obtain all coaching certifications and clearances as required by the PIAA and Garnet Valley School District. Refer to Sections 2.02© and 2.02(d).
- 4) A volunteer is liable for his/her actions as any citizen in conjunction with injuries, transportation of athletes, etc.
- 5) A volunteer is not covered for any personal injuries by the school district insurance.
- 6) A volunteer may not receive compensation for their services from the school district, the contracted coach or by any booster group.
- 7) A volunteer may be asked to discontinue his/her services for not abiding by the above guidelines.
- 8) A volunteer must attend coaching professional development programs as provided.

Section 2.03 ATHLETIC TRAINER: The Athletic Trainer is an integral part of the Athletic Program and, as such, is entitled to all rights and responsibilities of any coach. The Athletic Trainer will be responsible for the following:

- (a) Providing high quality medical care through prevention, evaluation and rehabilitation of athletic injuries and referring when necessary.
- (b) Attending all regularly scheduled athletic physicals held on Garnet Valley School Campus.
- (c) Making sure a current BOC certification, PA AT License and CPR/AED certification is on file in the Athletic Director's Office
- (d) Operating the Athletic Training Room during ALL practices and home events, and communicating Athletic Training Room schedule with coaching staff.
- (e) Implementing proper Away game/event procedures and preparing First Aid supplies for all away contests (Team Medical Kits).
- (f) Contacting parents in the event of an injury requiring removal from participation of sport and the need for additional medical care.
- (g) In cooperation with Team Physician, determining the participation of any injured athlete.
- (h) Maintaining his/her required Athletic Training certifications to practice in PA through continuing education of current developments in the Athletic Training field of study.
- (i) Following Standing Orders approved by Team Physician, functioning as an Athletic Trainer, NOT a medical physician, and not at any time be placed in the capacity of a medical physician.
- (j) Preparing a quarterly inventory of AT supplies and yearly budget to adequately meet the needs of the Athletic Training Facility.
- (k) Supervise supplementary and Athletic Training Students.
- (l) Obtaining all certifications and clearances as required by the PIAA and Garnet Valley School District.

Section 3 Evaluations

Section 3.01 Coach Evaluation Process

Positions Covered:

This Performance Evaluation Process for School District supplemental contracts for High School Head Athletic Coaches, High School Assistant Athletic Coaches, and Middle School Athletic Coaches.

Purpose of Performance Evaluation:

The purpose of the performance evaluation tool is to evaluate coaches and to help coaches improve themselves and the quality of coaching that they provide to student-athletes. The tool is based on the factors that are essential to their positions in the district based on their job descriptions and attributes necessary for the coaching position. These factors are:

- 1. Knowledge of Athletics**
- 2. Management**
- 3. Administrative Duties**
- 4. Leadership/Professionalism**
- 5. Communication**

Performance Evaluation Process:

Evaluation Cycle

- Any Coach or Assistant Coach will receive their overall rating within 3 weeks of completion of their coaching assignment.

- The District expects all coaches to “Meet Expectations” in their job. Please note that the District has no obligation to renew any supplemental contract based on the score.

Completion of Form

The Athletic Director and/or Head Coach should rate each employee based on the following scale.

- 4 -> Exceptional** - Significantly exceeds performance standard
- 3 -> Above Average** - Exceeds performance standards
- 2 -> Meets Expectations** - Meets expected performance standards of position
- 1 -> Needs Improvement** - Does not perform standard consistently
- 0 -> Unsatisfactory** – Fails to meet performance standard
- N/A -> Not Applicable** – This factor is not applicable for this coach

- The evaluator will rate the coach on each item within the five factors listed above.
- The evaluator may use ½ points in scoring each item.
- The evaluator will average the applicable items in order to calculate the “Total” for each factor.
- The supervisor must meet with each employee individually to review the evaluation prior to being signed by the employee.

Section 3.02 End of Season Forms

(a) Season Summary

SEASON SUMMARY

SPORT: _____

COACH: _____

ASSISTANTS: _____

VARSITY OVERALL RECORD WINS _____ LOSSES _____ TIES _____

LEAGUE RECORD WINS _____ LOSSES _____ TIES _____

PLAYOFF RECORD WINS _____ LOSSES _____

JV RECORD WINS _____ LOSSES _____ TIES _____

JVB/FRESHMAN RECORD WINS _____ LOSSES _____ TIES _____

TEAM HONORS:

INDIVIDUAL PLAYER HONORS:

COACHING HONORS:

DATE OF BANQUET: _____

PLEASE ATTACH ANY ADDITIONAL DOCUMENTS/ARTIFACTS FOR THE ARCHIVES I.E ROSTERS, TOURNAMENT BRACKETS, PLAYER HONORS.

(b) Coach's Reflection

Coach's Reflection

Program Strengths	Program Needs
Suggestions for Improvement	Team and Individual Honors

Section 4 Policies

Section 4.01 Practices

- (a) Starting dates and out-of-season practices are regulated by the PIAA and/or the Department of Education.
- (b) Student athletes may participate in two (2) or more sports during the same season provided there is consent from the parents, coaches, Athletic Director and building administration.
- (c) The Athletic Director establishes the allocation of practice facilities.
- (d) If school is canceled due to weather conditions, **no** practice session may be held without the approval of the school administration.
- (e) If school is dismissed early due to weather conditions **no** practice sessions may be held.
- (f) Coaches must communicate any cancellation of practices to all athletes.
- (g) The Head coach and middle school coaches are responsible for supplying practice information to the Athletic Trainers and letting the Athletic Trainers know of any change in practice plans.
- (h) The head coach or assistant coach or middle school coach shall be present at all practice sessions.
- (i) No practice sessions during the regular school year may be held prior to class dismissal. It is recommended that 3:00 PM be the starting time for practices when facilities scheduling permits.
- (j) When more than one sports team shares facilities during a season, the Athletic Director, with input from the coaches, will develop a practice schedule for the entire season. This will be distributed to all coaches and teams involved prior to the starting date for that season.
- (k) Coaches shall see that players do not enter other parts of the building or use any facility other than those designated for that team.
- (l) Athletes are responsible to notify coaches, in advance, of any requests for tardiness or absence from practice due to necessary appointments.
- (m) Following a practice session, coaches shall instruct team members as to what equipment shall be stored or what is to remain on the playing facility.
- (n) Supervision of student-athletes will begin ½ hour prior to the scheduled practice, time unless notified otherwise by the coach or the trainer, until ½ hour after practice. For middle school teams, at least one coach must stay with members of the team after practices and games until every player is picked up.
- (o) Outside participation shall not conflict with a practice or contest schedule of the school including district, regional, or state play. The student-athlete's primary responsibility is to the school-sponsored team on which he has chosen to participate.
- (p) All out-of-season practices/workouts that use school facilities must be cleared/approved by the Athletic Director.

Section 4.02 Alumni Practicing or Playing Rule

The PIAA and the GVSD policy does not allow Alumni to engage in live competitions or demonstrations with athletes of the Garnet Valley School District.

Section 4.03 Awards

In order for the student to be eligible for a letter, team and/or individual awards, it is required that he/she complete the activity including any post-season playoffs, tournaments, and exhibitions where applicable. The only exception will be illness and/or injury that limit participation. No awards will be given to any student suspended and/or dismissed for the remainder of the season for “Extra-Curricular Code of Conduct” violations.

The criteria for awarding an athletic letter will be an evaluation by the coach and his/her assistants using the following guidelines:

1. Playing time during contests
2. Attendance
3. Attitude
4. Character
5. Leadership qualities
6. Loyalty
7. Self-discipline
8. Skill development

Seniors who have been team members for three (3) or more years may be awarded athletic letters on the recommendation of the coaches.

A student-athlete shall finish the season, including any potential post-season play, and be in good standing to earn an athletic award. Student-athletes may earn only one athletic letter per academic career. Succeeding athletic awards during that academic career will consist of a certificate and sport pin for their letters.

Section 4.04 Equipment

- (a) The Athletic Director will distribute all equipment to the head coach who will be responsible for its distribution to players and for collection following the season.
 - 1) Coaches are responsible for the daily care and storage of equipment used either inside or outside of the building following each practice and game.
 - 2) Coaches are responsible for accurate inventories and storage of uniforms and equipment at the conclusion of each season.
- (b) No student-athlete will enter the equipment room area without the supervision of a coach.
- (c) Any student who does not return school issued equipment and uniforms will be put on the obligation list. Until the obligation is resolved, the student will not be eligible for athletic/activity awards and will not be permitted to participate in any future extra-curricular activity.

Section 4.05 Locker Room Policy

- (a) All books and other materials needed for the evening should be brought to the locker room before a game or practice.

- (b) Students should place all items in their lockers and lock them. Coaches are responsible to remind athletes that all items left in locker rooms during any activity must be locked up to be considered safe.
- (c) When visiting another school, coaches should always accompany the team to the locker room and supervise them to assure the proper respect is shown to the property.
- (d) Team rooms are to be used during practice/games only. They are not to be used for physical education classes.
- (e) Team room should be kept in an orderly fashion for the duration of the season.
- (f) Team rooms will be locked at all times during the day.
- (g) Coaches must monitor the locker room to prevent/stop hazing/bullying/harassment of athletes. Incidents of such behavior must be reported in writing to the athletic director and administration
- (h) At the conclusion of the season all team members have 48 hours to remove all items from the locker room.

Section 4.06 Insurance Policy

- (a) Players shall report any and all injuries to the coach or trainer immediately in order for school insurance to cover the injury. Failure to notify the coach so he can notify the trainer so that he/she can file an accident report shall be cause for the insurance carrier to deny coverage.
- (b) The GVSD Board of Directors will maintain insurance coverage by a qualified insurer over and above the first responsibility of family coverage and at no cost to the student for injury resulting from accidents sustained in the course of participation in the interscholastic athletic program. It is the responsibility of the student's guardian to obtain insurance forms from the athletic department when filing a claim.
- (c) Any athlete requiring medical attention may not return to practice without written release from his/her physician. This release should explain return dates and any activity limits.

Section 4.07 Budget Process

- (a) The Athletic Director will provide Budget request forms for the following school year. Completed forms are normally due in the Athletic Director's office in early January. These forms include all anticipated items and expenses.
- (b) Failure to request funds may result in the unavailability of those items.

Section 4.08 Reporting Scores

- (a) **Varsity** coaches must contact the local papers, Delco Times & Philadelphia Inquirer (Score Service), to report the outcomes of all home athletic contests. Check with host coaches at away contests to see if they report to these papers as well. If they do not, then you must call in the results.

Delco Times – 610-622-8880 or sports@delcotimes.com

Philadelphia Inquirer - 1-800-756-4570 or <mailto:highschoolscores@philly.com>

- (b) **Varsity** coaches must report scores for the determination of District 1 playoff ranking when required. Check with the athletic director at the start of the season for specific information.
- (c) **All** coaches are encouraged to use the morning announcements to publicize the results of their games.

Section 4.09 Fundraising

Athletic fund raising shall follow the policy of the GVSD Board of Directors.

- (a) The Athletic Director shall approve and maintain a schedule of all fundraising activities involving all sports teams.
- (b) Booster clubs must notify the Athletic Director/School Administration in charge of activities of all planned fund-raisers in order to avoid the duplication, not only of fundraising products but also of their time span.
- (c) Coaches directly in charge of a fundraiser must maintain accurate written records of all transactions.

Section 4.10 Post Season Policy

The primary function of any coach attending post-season competition is for the supervising of Garnet Valley School District athletes. All varsity staff members are required to attend post-season competition.

Section 4.11 Meal Policy

When a student-athlete has advanced to the state championship level of competition approved by the building Principal in which the student-athlete and his/her coaches will require meals, the following allotment for meals will be provided:

Breakfast	\$8.00
Lunch	\$10.00
Dinner	\$12.00

- (a) The Athletic Director will complete the GVSD pre-approval form and submitted to the Business Office approval.
- (b) Coaches are responsible for the money and collecting the itemized receipts.
- (c) Coaches will submit all receipts using a GVSD expense report to the Athletic Director within three school days following the event.

Section 4.12 Rules Interpretation Meeting – Mandatory

The head coach of each listed sport must attend or send a representative (Assistant coach) to the mandatory PIAA Rules Interpretation for their sport at the beginning of the season. (Athletic Office will provide you with the dates or go to: <http://www.piaa.org/resources/rules/default.aspx>). Please make sure you sign your name next to your high school -District 1 when you attend. If the head coach or no one from their coaching staff attends this meeting, the school will be fined by the PIAA and the head coach will be held responsible to pay the fine.

Section 4.13 Drug & Alcohol Policy

This applies to all students while attending school, or involved in a school activity. The policy is in effect for all home and away athletic contests. In addition to the stated policy, athletic participants who violate the policy while under the supervision of a coach will be removed from that activity for the remainder of the season.

Section 4.14 Tobacco Use Policy

Garnet Valley School District prohibits the use of tobacco in any form by students during the school day, while on school property, participating in school activities including athletics, or while on school-sponsored trips. Students who violate this policy are subject to suspension from school. In addition, athletes who violate this policy while under the supervision of a coach will be removed from that activity for the remainder of the season.

Section 4.15 Statement on the Pennsylvania Crimes Code

Violations of the Pennsylvania crimes code that occur “in season”, outside of school, shall be subject to administrative investigation with the possibility of student being suspended or dismissed from the extra-curricular activity.

Section 4.16 Hazing & Bullying Policy

Coaches must make it clear to all members of the team that they are not to engage in hazing and/or bullying of teammates or other members of the student body. This negative behavior will result in immediate removal of the participants involved. Coaches who observe, have knowledge of, or are the subject of hazing and/or bullying must file a written report ASAP with the Athletic Director and Principal. To encourage the reporting of incidents and to protect the reputation of any student or employee wrongfully charged, no information concerning the complaint will be released by the GVSD to anyone not involved with the investigation. Links to GVSD Policies on Hazing ([Policy #247](#)) and Bullying ([Policy #249](#)) are in this document.

Section 4.17 Harassment Policy

Neither coaches nor athletes shall engage in conduct that constitutes unlawful harassment of any individual. Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when submission to, or objection to, such conduct: is used as a basis for making a team or participating in team activities; interferes with an individual’s performance; creates a hostile environment. Sexual harassment may include, but is not limited to, the following: verbal harassment or abuse of a sexual nature; demeaning sexual remarks directed to an individual; sexually explicit or offensive jokes or anecdotes; unwelcome sexual flirtations; advances, propositions, or requests for sexual activities; suggestions or demands for sexual activities accompanied by implied or expressed threats concerning an individual’s involvement with the team; visual harassment by sexually offensive photographs, cartoons, drawing, posters, pictures, or objects; and physical harassment including assault and battery, unwelcome touching, and interference with movement or work. Coaches who

observe, have knowledge of, or are the subject of sexual harassment must file a written report ASAP with the Athletic Director and Principal. To encourage the reporting of incidents and to protect the reputation of any student or employee wrongfully charged, no information concerning the complaint will be released by the GVSD to anyone not involved with the investigation. A link to GVSD Policy on Unlawful Harassment ([Policy #248](#)) is included in this document.

Section 4.18 Athletic Safety Standards

Coaches are responsible for maintaining safety standards as they apply to athletes, fields, facilities, equipment, and training.

- (a) Coaches must understand and conform to the athletic department medical emergency procedures. Coaches must work cooperatively with the athletic trainer and notify him of any injuries that occurred during activities at which he was not present.
 - 1) Athletes must be given necessary first aid. Every injury should be treated seriously no matter what you may feel about it.
 - 2) For a serious injury, **or any potential head injury**, the athlete's parents are to be contacted. Follow up to be sure medical help is secured. As soon as possible following a serious injury, the coach should notify the Trainer and Athletic Director.
 - 3) Injured athletes should be encouraged to be evaluated by the Certified Athletic Trainer before visiting a physician. If an athlete visits a physician they must produce written documentation, on letterhead, explaining return dates and activity limits.
 - 4) Coaches must always be in possession of a cell phone to call the trainer.
 - 5) Coaches should designate athletes on the team to get water for their team's practices and games. Water bottles are recommended for the hydration of the athletes. At no time should the lids of the coolers be lifted and water scooped out. All water should be poured from the spout of the cooler. Coaches may decide to take ice to practice for minor injuries. It is recommended that the Certified Athletic Trainer be called for all injuries requiring ice.
 - 6) Every team is assigned a medical kit. Each kit contains supplies for basic first aid. Medical kits must be taken to all practices and contests in case an athletic trainer is not quickly available.
 - 7) Athletes should be in the athletic training room before practice with enough time to complete the necessary needs of the visit and to get to practice on time.
 - 8) All emergency forms must be carried to every home and away contest in case a parent must be contacted because of an injury. It is recommended to keep these forms in the medical kit.
 - 9) No athletes are permitted in the athletic training room without the direct supervision the trainer. If the certified athletic trainer is not present during a practice the room should be locked. Athletes are permitted in the athletic training room only while the trainer is present.
 - 10) Coaches should communicate with the athletic trainer their schedule for practices at the beginning of each season and before any subsequent change thereafter. In extremely hot conditions coaches should confer with the athletic

trainer and athletic director about any restrictions that may have to be implemented in the interest of safety for the athletes.

- 11) Injured athletes will return to play at the discretion of the athletic trainer. The coach and athletic trainer should work together on a progressive plan of return that is in the athlete's best interest.
 - 12) Coaches should review the GVHS Athletics Emergency Plan document to know their role and the steps to take in case of emergencies due to injury or weather.
-
- (b) Coaches must provide for adequate warm-up and cool down time on a daily basis, and athletes must be allowed frequent opportunities to hydrate throughout sessions.
 - (c) Coaches must not allow unsupervised activity to take place at any time.
 - (d) Coaches must be diligent in securing areas and equipment after use.
 - (e) Coaches must communicate information on informed consent to all constituencies.
 - (f) Unsafe conditions for play - The officials should be aware of unsafe conditions and suspend play for the safety of all persons outside. However, in the event the officials neglect to assume this decision to stop play, the Athletic Director shall make it. In the event the Athletic Director is not present, the coach must assume this responsibility. The PIAA and Central league require that any outdoor game will be suspended/halted due to visible lightning. The coach must assume this responsibility during practice sessions. If there is visible lightning, the practice session will be moved inside if possible or canceled if there is no inside space available.
 - (g) A coach must supervise fitness room usage by athletes at all times. Coaches should consult with the Certified Athletic Trainer for information on proper weight training techniques and programs and make sure athletes receive proper instruction in these areas.
 - (h) Coaches must make sure all equipment and uniforms used by their athletes is in good shape and properly worn. If there are questions about the condition or fit of equipment please see the trainer and Athletic Director.
 - (i) Coaches must check with the Athletic Director to see if their athletes need to participate in a concussion-testing program. Arrangements need to be made for those athletes who need to be tested.
 - (j) Any coach/assistant coach/volunteer must have, on a yearly basis, a completed Concussion Program certificate before they can work with the team.
 - (k) Any coach/assistant coach/volunteer must have, on a yearly basis, a completed Sudden Cardiac Arrest Program certificate before they can work with the team.
 - (l) Coaches must monitor players and other coaches to prevent/stop hazing/bullying/harassment of athletes. Incidents of such behavior must be reported in writing to the athletic director and administration.
 - (m) Coaches must make sure their athletes are properly dressed for the weather conditions.

- 1) During extreme heat and humidity outdoor activities may be limited or suspended. Refer to the [Heat & Humidity Index Chart](#) and the [Heat & Humidity Practice Guidelines](#).
- 2) During extreme cold outdoor activities may be limited or suspended. Refer to the [Cold Weather Practice Guidelines](#).

Section 4.19 Eligibility Rules

- (a) **Age Eligibility** - Generally speaking - an athlete has 4 years of playing eligibility to age 18. This is assuming an athlete progresses through school without grade failures. A student shall be ineligible for interscholastic competition upon attaining the age of nineteen (19) years, with the following exception: if the age of nineteen (19) is attained on or after July 1, the student shall be eligible to compete through that school year.
- 1) **Attendance Eligibility** - All students must be in attendance for a full day in order to participate in an athletic or extra-curricular practice or event, including proms and other dances, taking place that day or evening (lateness past 8 a.m. (GVMS) or 8:05 a.m. (GVHS) is not a full day of attendance). The only exceptions to this regulation are excused lateness with a note from the doctor or dentist or prior approval of an absence or lateness by the administration. To get prior approval, athletes must provide a written note from the parent/guardian explaining the reason for the absence.
 - 2) **Late to School** - A student must be in school by 8:00a.m. (GVMS) or 8:05 a.m. (GVHS) in order to participate in an athletic contest/practice/activity that day. An exception will be made if the student has an approved medical appointment, in which case, the student must present to the attendance office a signed statement from the doctor regarding the absence. A note from the parent/guardian for illness will not be acceptable.
 - 3) **Early Dismissal** – The GVSD policy is that in order for a student to participate in any extra-curricular activity, he or she must be present in school the day of the activity. If a student does have an early dismissal for any reason, he or she is expected to return at a reasonable time. If the student does not expect to return, he or she must receive prior permission from the administration or the athletic office.
 - 4) **Went Home III** – A student who leaves school because of illness may not participate in their athletic activity later that day without administrative approval.
- (b) **Academic Eligibility** - All athletes must be enrolled in, and passing, a minimum of four full-credit subjects, or the equivalent, each marking period. The Athletic Office will monitor academic eligibility on a weekly basis. PIAA regulations permit the GVSD to establish more stringent academic requirements for athletic eligibility. GVHS and GVMS have the following individual policies to determine eligibility.
- GVHS** - Any student failing one (1) course with a grade of "X" (0% to 50%) will be declared ineligible. Any student failing more than one (1) course with a grade of "F" (51% to 64%) will also be declared ineligible.
- GVMS** - Students must maintain above a 65% in all classes.

- 1) **Start of the School Year Eligibility** - Any athlete who did not pass the equivalent of four (4) full-credit subjects, or did not meet the GVSD academic eligibility requirements from the previous year, is ineligible for the first fifteen (15) days of school unless the failure(s) is removed as a result of summer school. Athletes may practice up to the first student day even if they are ineligible for the first fifteen (15) days of school.
- 2) **End of the Marking Period Eligibility** - Any athlete who did not pass the equivalent of four (4) full-credit subjects, or did not meet the GVSD academic eligibility requirements for the marking period, that athlete will be ineligible for athletic participation for fifteen (15) school days beginning on the day report cards are issued or made available electronically.
- 3) **Weekly Eligibility** – Any athlete who did not pass the equivalent of four (4) full-credit subjects, or did not meet the GVSD academic eligibility requirements from the previous week, is ineligible for the next week (defined as Sunday through Saturday). For GVMS athletes, if the student has below a 65% in 1 or more classes, he/she will be considered “Near Ineligible” and put on probation for 1 week. If the student does not bring his/her grade up to above a 65% average during the probation week, he/she will be deemed “Ineligible” and will be unable to participate in any after school team activities (practice/games).
- (d) If, at the end of any ineligibility period the athlete is academically eligible, they may participate in the athletic activity immediately, at the discretion of the supervising adult.

Section 4.20 Travel

- (a) Students must travel to and from away contests/activities, in district provided transportation. The only exceptions to this policy follow:
 - 1) Injury to participant which would require alternate transportation.
 - 2) Prior arrangement made in writing between the participant’s parent/guardian and the Athletic Director/ Coach/Advisor for the student to ride with the parent/guardian due to special situations which may arise.
 - 3) If transportation is not provided by the school district.
- (b) Coaches must ride the bus to and from away events and stay, upon return to the school, until the last athlete is picked up.
- (c) Coaches are responsible to make sure transportation rules are maintained.
 - 1) Coaches should have a list of everyone riding on the bus in case of emergency. Notes from parents should be obtained for athletes not returning on the bus.
 - 2) Coaches must maintain acceptable athlete behavior and noise level during bus trips.
 - 3) Coaches must correct any situation brought to their attention by the driver.
 - 4) Coaches should make sure of the bus is clear of trash upon arrival back to school.

Section 4.21 Team Rules

Athletes who participate in an athletic event are under the direct supervision of a coach and are expected to follow the rules and regulations for that activity as specified

by the coach. An athlete may be removed from an activity by the coach consistent with team rules.

Head coaches/advisors may establish additional guidelines through their training/meeting rules with the approval of the athletic director/administrator.

- (a) The Athletic Director/Administrator prior to the start of the program must approve any additional rules and regulations developed by the head coach/advisor of any extra-curricular activity. These additional rules and regulations must be in writing and on file in the Athletic Office/Main Office.
- (b) These rules cannot be inconsistent with any provisions of GVSD Policies and Procedures.

Section 4.22 Senior Recognition Nights

- (a) The varsity coach should have some knowledge and input into setting up this event. Athletic Office must be notified of the date in advance.
- (b) Parent volunteers/ booster group may run this event. One or two people are needed to coordinate.
- (c) This event is typically done before the varsity game at one of the last regular season night contests.
- (d) Announce the time and date 2 to 3 weeks in advance of the event using invitations. Hand out invitations to team members and mail home invitations to the parents of the seniors. Double check lists with the coaches to make sure no one is left out.
- (e) Arrange to have a photographer, or parents who are good with a camera, to take pictures of the event.
- (f) Arrange to have flowers for players to give to their parents. Perhaps have corsages for the mothers of the senior players.
- (g) Prepare a program for the event. Copies may be run off through the GVHS copy room. Possible things to include in the program: pictures of the senior players, biographical information about senior players, team roster, and team schedule or season summary to date. **Review all information submitted by players to ensure it is appropriate and edit if not.**
- (h) Prepare an alphabetical list of the senior's names and their parent's names. Double check lists with the coaches to make sure no one is left out. Have a copy for the announcer to read during the event. **Review all information submitted by players to ensure it is appropriate and edit if not.**
- (i) Organize the Varsity underclassman, JV players, and freshman players to form a pathway for the senior and their parents to walk through when their name is read. Coaches and any administrators should be waiting at the end of this pathway to congratulate the senior and their parents.

Section 4.23 Banquets

- (a) Coaches are in charge of team banquets. Coaches may give some banquet responsibilities to parent volunteers or the booster group. Coaches should make sure all parties understand their function at this event.

- (b) Select a date early. Check with all coaches to make sure it is a good date for them. **Check with the Athletic Office and other sports teams for possible conflict of date and/or time.**
- (c) Send invitations through the mail since players do not always remember to give things to their parents. Double check lists with the coaches to make sure no one is left out.
- (d) Since this event is considered a school function **no alcohol or smoking** is permitted at any time surrounding, or during, this event.
- (e) This event can be held either at the school, or off school grounds. Make sure pricing is affordable for all players and their families. Make sure the venue is large enough to have everyone able to be in one room. **All athletes must be allowed to attend regardless of their parents' involvement or financial commitment to the organization.**
- (f) Decide on any trophies, jackets, or awards to be presented to individual players or teams and decide who will give these out. Talk with the Athletic Director and members of other booster groups for places to purchase such items. Seniors usually receive a "senior award". All of these things must be ordered well in advance so collect the necessary information and/or pictures as soon as possible. **All athletes must receive items/awards given to other team members regardless of their parents' involvement or financial commitment to the organization.**
- (g) Decide the order of events for the banquet. Select a Master of Ceremonies and someone to give and invocation, if desired.
- (h) Prepare a program for the event. Copies may be run off through the GVHS copy room. Possible things to include in the program: pictures of the players (especially senior players), team photographs, team rosters, team schedules or season summary. **Review all information submitted by players to ensure it is appropriate and edit if not.**

Section 4.24 Parent Communication Tips for Coaches

- (a) **Always have emergency contact information available in order to contact the parents.** Parents have to be notified whenever their son or daughter suffers an injury and they are not at the game or practice. This means that Emergency Cards for every player have to be up-to-date, and a copy has to be kept in the team's medical kit.
- (b) **Always provide parents with any time and schedule changes, including the start and ending time for practice sessions.** Parents need this information in order to plan transportation. If a change has to be made, parents need to be notified as quickly as possible—days ahead of time if possible.
- (c) **Inform parents of the anticipated return time from away contests.** Also, if there is a bus problem on the way back, you should have a method to communicate this development with parents. Communication options include a "Phone Tree," Twitter, a text message system that alerts all parents (there is software to do this), or an e-mail distribution list.

- (d) **Always provide parents the best time and how they should contact you with a question or concern.** You might include a request that phone calls should not be later than 10 PM, for example, so that your family is not inconvenienced.
- (e) **Return the phone call or answer the e-mail message as soon as you can when parents have a question or concern.** You don't have to agree with the parent, but you do have a responsibility to respond, listen, and always be a professional.

Section 4.25 Social Media & Electronic Communications with Students

Garnet Valley School District Social Media Guidelines

The Garnet Valley School District recognizes the importance of using social media as a communication and learning tool. The purpose of these guidelines is to assist District employees, coaches, parents, and students in navigating the appropriate use of social media tools in their professional and personal lives. Social media includes any form of online publication where end users post or engage in conversation and include blogs, wikis, podcasts, virtual worlds and social networks.

To this aim, the Garnet Valley School District has developed the following guideline to provide direction for instructional employees, coaches, students and the school district community when participating in online social media activities. The Garnet Valley School District social media guidelines encourage employees to participate in online social activities. But it is important to create an atmosphere of trust and individual accountability, keeping in mind that information produced by the Garnet Valley School District teachers and students is a reflection on the entire district and is subject to the district's Acceptable Use Policy.

Definition

Social Media includes websites that incorporate one or more of the following:

- **Blogs** – are web logs or journals where authors and users can post textual, audio, or video content, and where some permit others to post comments on their blogs. Some websites enable individuals to create free standing blogs, other special interest websites use blog tools and message forums to engage users.
- **Microblogs** – are websites and spaces that allow users to post short blog entries. Twitter is an example, as well as other sites that invite users to post short status and location updates such as Facebook and Foursquare.
- **Social networks** – are websites where users can create customized profiles and form connections with other users based on shared characteristics and interests. Websites such as Facebook and Instagram tend to foster personal social contact among “friends”, while websites such as LinkedIn are oriented toward professional networking.
- **Media sharing** – are websites where users post and share videos, audio files and/or photos as well as tag them to enable searchability. Examples include YouTube, Flickr, Picasa, and Google Video. **Wikis** – are resources or documents edited

collaboratively by a community of users with varying levels of editorial control by the website publisher. Wikipedia is an example.

- Virtual worlds – Web or software-based platforms that allow users to create avatars or representations of themselves, and through these avatars to meet, socialize and transact with other users. Second Life and other virtual worlds are used for social purposes and e-commerce, non-profit fundraising, and videoconferencing. Social media includes communication, collaborative sharing, and reaching students, employees and guests for educational purposes using School District provided websites, platforms, resources, or documents. Examples include but are not limited to Google Apps, Ning, Teacher Tube, Moodle, and other Learning Management Systems.

Social Media Guidelines for Faculty & Staff

Personal Responsibility

Garnet Valley School District employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy. Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face.

- When posting to any social media account be sure you say that the information is representative of your views and opinions and not necessarily the views and opinions of the Garnet Valley School District.
- Remember that blogs, wikis, social media sites, and podcasts are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a Garnet Valley School District employee online, you are now connected to colleagues, students, parents and the school community.
- When contributing online **do not** post confidential student information.

Profiles and Identity

Remember your association and responsibility with the Garnet Valley School District in online social environments. If you identify yourself as a Garnet Valley District employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents, and students. How you represent yourself online should be comparable to how you represent yourself in person. Be cautious how you setup your profile, bio, avatar, etc. When uploading digital pictures or avatars that represent yourself, make sure you select a school appropriate image.

Friending District Students

Employees should not have online interactions with students on social networking sites outside of those forums dedicated to academic use. District employees' social networking profiles and personal blogs should not be linked to district students' online profiles. Additionally, District employees should use appropriate discretion when using social networks for personal communications and should limit this activity to off-duty hours and the use of their own electronic communication devices. School District staff should never send or receive emails to students on to or from their personal email accounts.

Text Messaging

The content of all text messages must directly involve a school-related subject matter. Cell phone texting should never be used to conduct a personal conversation with a student.

If an employee receives an inappropriate text message, either an initial contact or a response to a contact, from a student, it is the responsibility of that employee to contact school administration immediately to report the behavior.

Social Media Guidelines for Students

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students in the Garnet Valley School District should adhere to when using social media or technology tools.

- Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.

- Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Section 4.26 Study Trips & Excursions

<http://www.boarddocs.com/pa/garn/Board.nsf/goto?open&id=9NXVVZ8291B0>

Section 4.27 Field Use Policy

<http://www.garnetvalleyschools.com/Page/591>

Section 4.28 Telecommunications/Internet Policy

<http://www.boarddocs.com/pa/garn/Board.nsf/goto?open&id=9NY29X0110B4>

Appendix A - Athletic Training Procedures

Athletic Training Emergency Action Plan:

The EAP will be reviewed with the Head Coach or his designee prior to each season. The head high school coach and middle school coaches should be familiar with all aspects of the EAP.

Purpose of the Emergency Action Plan:

The purpose of the Emergency Action Plan (EAP) is to provide the best quality of care in a timely manner, by guiding athletic personnel and emergency medical services to emergency situation when they occur. It is essential to have a developed EAP that identifies each member of the emergency team, those who need to be contacted, the emergency equipment available, and directions to where EMS needs to go.

What is a Medical Emergency:

A medical emergency is a serious injury or illness that an individual's life may be in danger or risks permanent impairment. These injuries/illnesses include but are not limited to: Cervical Spine Injuries, Head Injuries, Loss of Limb, Serious Bleeding, Shock, Compound Fracture, Deformity or Dislocation, Heat Stress, and Cardiovascular Arrest, Severe Asthma Attack, Severe Allergic Reaction.

When to Call 911:

- If an athlete loses consciousness
- If an athlete with a head injury appears to be worsening
- If an athlete reports pain down his/her neck, arms and/or legs following trauma
- Intense pain that does not decrease
- Complaints of severe abdominal pain

Emergency Personnel:

NATA Certified and Pennsylvania Licensed Athletic Trainer(s) (ATC) is on Garnet Valley High School's campus for practice and competition. Team Physician is on site for Home Football games or on call all other times. EMS is available by calling 911. The athletic Training staff is also certified to perform CPR/AED and First Aid if deemed necessary. The Athletic Trainer must be aware of any emergency that occurs within the athletic department and its members.

If the ATC is not available, or gone for the day, and a life-threatening injury occurs (head injury, loss of consciousness, vitals are abnormal and to error on side of caution) call 911, go to nearest hospital and notify the Athletic Trainer and Athletic Director ASAP.

If the ATC is not available, or gone for the day, and the injury is not a life-threatening call the Athletic Trainer's cell phone to develop a *Plan of Action* which may include:

- Following up with ATC next day
- Scheduling free injury screen at closest ATI Physical Therapy clinic
- Scheduling appointment with Team Physician

Chain of Command for an Emergency Situation:

- 1) Team Physician (if present)
- 2) Emergency Medical Technician
- 3) Certified Athletic Trainer
- 4) Coaching Staff
- 5) AD, Facility Coordinator

If there are many events going on, an ATC will not always be able to be the first one to respond to a scene, so the Chain of Command is to be followed until a higher person on the Chain is able to step in.

Emergency Communication:

Via cell phone(s). Coaches and trainers should always have their cell phone with them. Phones will be on site with ATC during games and practices. Local EMS is 911.

Coaches Preparation for Emergencies:

- Have a First Aid Kit and emergency information for all athletes readily accessible at all times
- Know the location of the nearest phone, or have a cell phone available
- Have a plan to have gates opened for ambulance access
- Designate specific coaches to help Athletic Trainer, if needed with care and transport of athlete.
- Prepare assistant coaches or “Team Parents” the job of making phones calls, opening gates, notifying parents and school officials and keeping bystanders away. Remember in the event of a catastrophic injury, you must remain with the injured athlete at all times.
- Be familiar with the medical histories of the athletes on your team. Athletes with asthma should have an extra inhaler in the medical kit. Athletes who are allergic to insects should have medication with them, as should diabetics.
- Instruct your athletes to stay away from injured athletes; they should not try to help them until they have been properly evaluated.
- Discuss this with your coaching staff and team.

Emergency Communication:

Via cell phone(s). Coaches and trainers should always have their cell phone with them. Phones will be on site with ATC during games and practices. Local EMS is 911.

Coaches Role in Life-Threatening Injuries:

- Check whether athlete is responsive by gently calling his/her name
- **IF UNRESPONSIVE CALL EMS**
- Notify Athletic Trainer immediately via cell phone
- Assuming that the athlete may have sustained a serious neck injury, maintain alignment of the athlete’s head and body.
- Check CAB’s (Circulation, Airway, Breathing), severe bleeding and levels of consciousness

- Begin necessary CPR/Rescue breathing or first-aid care or Attach AED and following provided verbal instructions. If CPR/AED or rescue breathing were indicated, they should be continued until EMS arrives or until athlete responds. Breathing and circulation should be continuously assessed.
- Stabilize and comfort athlete until Athletic Trainer/EMS arrives.
- If spinal injury is suspected and individual is breathing and/or conscious, instruct athlete to remain motionless until more qualified personnel arrive.
- If an athlete is transported by EMS, a coach or parent/guardian will accompany the athlete to the hospital.
- All events must be documented concerning the emergency situation

Handling Injuries at Away Contests/Events:

- **Emergency – Life Threatening** (breathing, loss of consciousness, concussion with loss of consciousness, suspected neck or spinal injury, weak pulse, signs of shock, poor vital signs, eye or face injury, severe bleeding)
 - Follow the First Aid/CPR/AED principles
 - Contact the GV ATC if not already present
 - If the GV ATC not at event, continue down EAP and provide First Aid until EMS arrives.
 - Ask for the Host Team’s Athletic Training Staff and carry out their EAP
 - If the athlete is transferred, make sure it is arranged for a COACH or PARENT/GUARDIAN of athlete to accompany them.
 - If parents not present, contact them to let them know of the situation.
 - It is the responsibility of the hospital to notify the athlete’s parents or guardian with the latest and most accurate information concerning the athletes’ condition.
 - Complete an injury/illness report
 - If the GV ATC was not present, contact the GV ATC upon return to school to notify them of the incident and the extent of injury/illness

- **Emergency – Non-Life Threatening** (fracture, dislocation)
 - Follow the First Aid principles
 - Contact the GV ATC if not present
 - If the GV ATC not at the event, continue down EAP and provide First Aid.
 - Ask the host ATC for help if needed.
 - If the athlete is transferred, make sure it is arranged for a COACH or PARENT/GUARDIAN of athlete to accompany them.
 - If parents not present, contact them to let them know of the situation.
 - It is the responsibility of the hospital to notify the athlete’s parents/guardians with the latest and most accurate information concerning the athletes’ condition.

- Complete an injury/illness report
 - If the GV ATC was not present, contact the GV ATC upon return to school to notify them of the incident and the extent of injury/illness
- **Non-Emergencies** (Concussion with no loss of consciousness, injury, illness, abrasion, minor cuts, contusion)
 - Follow the First Aid principles
 - Contact the GV ATC if more than minor cut or abrasion. If the GV ATC is not present, coach will provide basic First Aid.
 - Ask the host ATC for help if needed.
 - Complete an injury/illness report
 - If the GV ATC was not present, contact the GV ATC upon return to school to notify them of the incident and the extent of injury/illness

Asthma Attack Protocol:

Emergency asthma medication prescribed to asthmatic athletes should be available at all times and is advised to be carried either with coach or in the medical kit and must be kept with the team at all times.

Athletes requiring emergency asthma medication must also have a note to accompany the medication with their name, what the medicine should be used for and how to administer it if they are not able to do so.

Call EMS when athlete loses consciousness, if condition worsens, or if treatment with medication has no effect within 15 – 20 minutes of initial dosage.

Severe Allergic Reaction and Diabetic Protocol:

Athlete who are severely allergic to an agent that they have the potential of coming in contact with during a sporting event, or an athlete with diabetes, must provide the medication needed to their coach prior to every game and/or practice. They must also have a note to accompany the medication with their name, what the medicine should be used for and how to administer it if they are not able to do so.

ATI Guidelines for Management of Concussions: ATI has implemented the following guidelines for management of concussions as adopted by the National Federation of High School Sports.

- If an athlete exhibits any signs, symptoms, or behaviors consistent with a concussion, the athlete shall immediately be removed from all physical activity, including sports and recreation. Continued participation in physical activity post-concussion can lead to increased concussion symptoms, an increased risk for further injury, and even death.
- Follow the “Heads Up” 4-step Action Plan if you suspect a player has a concussion.

- STEP 1:** Immediately remove the athlete from play.
- STEP 2:** Ensure that the athlete is evaluated by an appropriate health-care professional as soon as practical.
- STEP 3:** Inform and educate the athlete's parents or guardians about the possible concussion and provide them information on concussion management.
- STEP 4:** Keep the athlete out of play the day of the injury until they are symptom free and an appropriate health-care professional has determined the athlete is healthy enough to return to activity.

- After suffering a concussion, **no athlete should return to play or practice on the day of injury**. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Newer studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such short time.
- Once an athlete no longer exhibits signs, symptoms, or behaviors of a concussion **and has been cleared to return to activity by a health-care professional** (a licensed physician of medicine or osteopathic medicine (MD or DO) comfortable with current concussion management principles), he or she should proceed in a step-wise fashion to allow the brain to re-adjust to exercise. In most cases, the athlete will progress one step each day. The return to activity program schedule **may** proceed as below **following medical clearance**:
 - ***Progressive Rehabilitation Protocol***
The 3rd International Conference on Concussion in Sport (Zurich 2008)
 - Day 1 post clearance:** No activity.
Complete physical and cognitive rest
 - Day 2 post clearance:** Light aerobic exercise.
Walking, swimming or stationary cycling keeping intensity <70% MPR. No resistance training. Increase HR
 - Day 3 post clearance:** Sport-specific exercise
Skating drills in ice hockey, running drills in soccer. No head impact activities. Add movement
 - Day 4 post clearance:** Non-contact training drills
Progression to more complex training drills (e.g. passing drills in football and ice hockey). May start progressive resistance training).
Exercise, coordination, cognitive load
 - Day 5 post clearance:** Full contact practice
Following medical clearance, participate in normal training activities Restore confidence, assessment of functional skills by coaching staff
 - Day 6 post clearance:** Return to play

Inclement Weather Procedures:

In the case of inclement weather (i.e. Thunderstorms/Lightning, Hail, Tornado), it will be under the direct discretion of the on-site ATC and Referees to determine if the practice/game fields should be evacuated.

Lightning:

Lightning is a dangerous phenomenon. The Athletic Training Staff has developed a lightning policy to minimize the risk of injury from lightning strike to athletes, coaches, support staff and fans. To monitor lightning the Athletic Training Staff will utilize both the Flash-to-Bang Method and the CoachSmart phone application. Athletic teams that practice and compete outdoors are at risk when the weather is inclement. For this reason, the following guidelines, adopted from the NATA, must be observed if it appears that lightning is possible for the area.

- If inclement weather is forecasted for the area or sighted in the area, a certified Athletic Trainer will get a weather update via cellphone through use of apps and Internet weather radars.
- If lightning is detected via Flash to Bang method (within 30 seconds) or a lightning-strike is recorded on the weather alert at an 8 mile range or closer regardless of the presence of visible lightning, all athletes, personnel, and spectators must evacuate the fields and tennis courts and seek safe shelter. The nearest safe shelter are the locker rooms, the Gymnasium, school building, or snack shack. (Applied to football, track and field, cross country, soccer, field hockey, tennis, lacrosse, baseball and softball).
- To use the “Flash-to-Bang” method for your own practices/events, if an Athletic Trainer is not present, count the seconds from the time lightning/flash is sighted to when the clap/bang of thunder is heard. Divide this number by 5 and equals how far away (in miles) the lightning is occurring. For example, 20 second count = 4 miles. As a minimum, the National Severe Storms Laboratory (NSSL), strongly recommends that all individuals have left the athletic sites and reach a safe location by the Flash-to-Bang count of 30 seconds (6 miles). However, lightning can strike as far as 10 miles and it does not have to rain for lightning to strike. Activities will be terminated at the 40-second mark or 8 miles.
- If lightning is in the immediate area, the ATC will notify the Head Coach as to the status of the inclement weather and the need to take shelter. Teams may return to the field once the lightning strike has not occurred within an 8 mile range for 30 minutes from the last sight of lightning.
- If no safe structure is within a reasonable distance, then other **Safe shelter areas** include: enclosed buildings, fully enclosed metal vehicles with windows up (no convertibles or golf carts).
- **Unsafe shelter areas** include: water, open fields, dugouts, golf carts, metal objects (bleachers, fences, etc.), individual tall trees, and light poles. **AVOID BEING THE HIGHEST OBJECT IN AN OPEN FIELD.** Coaches, athletes, parents, etc. should not stand in groups or near a single

tree. Sports with metal equipment: Baseball/Softball drop bats and remove cleats; Tennis drop rackets.

- If unable to reach safe shelter, assume a crouched position on the ground with only the balls of the balls of your feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground, because lightning current often enters the victim through the ground rather than by a direct overhead strike. **DO NOT LIE FLAT.** If safe shelter is only a short distance away, it is suggested to run for shelter, rather than stay in middle of field.
- If a person feels that his/her hair is standing on end, they should immediately crouch as described above. If someone is struck by lightning, activate the EAP. A person struck by lightning does not carry and electrical charge; immediately initiate the EAP and begin the primary survey. If possible move victim to a safer location.

Event Procedures:

Prior to and During Competition: A member of the Athletic Training Staff will greet the officials, explain that we have means to monitor lightning and offer to notify the officials during the game if there is imminent danger from the lightning. The officials are primarily in charge for calling the game due to inclement weather. They will also announce the Suspension of Activity and notify the coaches and athletes to stop play (via whistle or horn).

Evacuation of the Playing Field: Immediately following the announcement of suspension of activity all athletes, coaches, officials and support personnel are to evacuate to an enclosed ground structure (Gymnasium/Locker Rooms).

Evacuation of the Stands: During competition once the officials signal to suspend activity, a member of the Sports Information staff will announce via the PA system something like: “May I have your attention. We have been notified of approaching inclement weather. Activity will cease until we have determined it is safe and the risk of lightning is diminished. We advise you to seek appropriate shelter at the following areas: Lobby/cafeteria. Though protection from lightning is not guaranteed, you may seek shelter in an automobile. Thank you for your cooperation.”

Resumption of Activity: Activity may resume once the officials deem it is safe. Thirty (30) minutes AFTER the last lightning strike or activity using the Flash-to-Bang Method and/or the CoachSmart app.

Away Events: apply the home/facility EAP or modify the Garnet Valley High School guidelines to apply accordingly.

Lightning Dections Procedures for Non-Supervised Activities: Example:
Athletes using facilities in the off-season or outside of regualr practice hours.

No method of lighning detection can detect every strike nor is prevention from lightning a guarantee. However, we encourage you to follow the Flash-to-Bang Method to monitor the approximation of lightning distance.

Tornados:

For tornados, all athletes should evacuate to the lowest level of Garnet Valley High School or to the interior hallways. Stay away from windows and hanging objects. Spectators should also be evacuated to the lowest level of the high school and/or inner hallways.

School Closure due to Weather:

In the event of school being closed for weather reasons there will be no athletic activities unless permission is granted by the administration.

Heat Index/High Humidity:

During summer, early fall, and late spring, high temperatures and high humidity are present. It is important that we make ourselves aware of the dangers of this situation to prevent heat exhaustion and heat illness. Daily measurements via thermometer/sling psychrometer are taken before each practice and during periods of extreme heat and humidity. Weather application on applications on cell phones or a computer using accurate geographic location will also be used to determine temperature and relative humidity.

- If temperature range from 80-90 degrees, fatigue is possible with prolonged exposure. Practice is not required to change, nevertheless, watch how athletes respond to heat give rest and water breaks as needed.
- Between 90 and 105 degrees, Heat cramps, Heat exhaustion and even Heat Stoke are possible. Required water breaks every 10 – 15 minutes max. Water break must last 2- 5 minutes in length and take place in shade.
- When heat index climbs from 105 to 130 degrees, Heat stroke, Heat cramps, and Heat exhaustion are likely. With Heat stroke increasing possibility with prolonged exposure. Practice will take place only on grass fields, indoors or postponed to a cooler part of the day (6-10am or 5-8pm).

Athletes suffering from heat illness will have their body temperature monitored by oral thermometers. They will be cooled-off in a makeshift tub or an actual cold tub until EMS arrives.