

# Quakertown Community High School



## Coaches Acknowledgement Form

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**COACHES FULL NAME**

(Please Print)

Please check each sport (s) the coach plans to work, within the appropriate **sport season**.

**FALL**

- Cheerleading
- Cross Country
- Field Hockey
- Football
- Golf
- Soccer (Boys)
- Soccer (Girls)
- Tennis (Girls)
- Volleyball (Girls)

**WINTER**

- Cheerleading
- Basketball (Boys)
- Basketball (Girls)
- Indoor Track
- Swimming
- Wrestling

**SPRING**

- Lacrosse (Boys)
- Baseball
- Softball
- Track and Field
- Tennis (Boys)
- Volleyball (Boys)
- Lacrosse (Girls)

**I have read the Quakertown Community School District Coaches Handbook. I understand and agree to follow the policies, procedures, and programs therein.**

\_\_\_\_\_  
Coaches Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

***PLEASE REMOVE, SIGN AND RETURN THIS SHEET TO THE ATHLETIC OFFICE.***

# Quakertown Community High School Athletics

## Key Facts to Remember

- All Coaches and Athletes must understand No Hazing of any kind will be tolerated.
- All coaches must have clearances and certificates to attend practice/games.
- All volunteer coaches also must be approved by the Athletic Director and submit clearances/certificates.
- A member of the coaching staff should be present with his/her team at all times.
- All fundraising activities must be approved by the Athletic Director.
- All coaches are responsible for reporting results to the media.
- Coaches should be familiar with the Emergency Action Plan.
- Athletic Trainer should be notified of all athletic injuries.
- Coaches must have athletes Emergency contact information at all away contests.
- Athletes must have a PIAA physical completed and turned in to the Athletic Trainer to practice/compete.
- If an athlete is unexcused late after 8:40 AM they may not compete.
- Athletes must be passing 4.0 full credits or its equivalent to be eligible.
- Athletes must have a “C” or better in their classes or submit to grade checks.
- Any athlete that is seen by a physician for any reason is required to have documentation stating medical clearance/limitations.
- All athletes must abide by the Athlete Code of Conduct.
- All athletes must travel to and from off campus contests in transportation provided by the school district unless approved by the Athletic Director
- Senior High dismissal time for away contests is 15 minutes before bus departure time. Freshman will be picked up at the FC.
- Athletes are responsible for returning ALL issued uniforms/equipment.
- All Athletes will be ImPACT tested and follow QCHS Concussion Protocol (page 18-21).

A more detailed description of the previously listed points can be found in the Quakertown Community School District Coaches Handbook along with other important information.

# Quakertown Community School District **COACHES HANDBOOK**



Last Revised: 8/14/2015

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## SECTION 1

### **SCHOOL DISTRICT REGULATIONS ON INTERSCHOLASTIC ATHLETICS**

#### **A. COACH EVALUATIONS**

After each athletic season evaluations of all head coaches shall be performed by the Coordinator of Student Activities and Athletics in order to assist coaches in employing the best possible coaching techniques. After each athletic season evaluations of all assistant coaches shall be performed by the head coach in order to assist the assistant coaches in employing the best possible coaching techniques. All coaches will reapply for their positions on a yearly basis.

#### **B. COACH RESPONSIBILITIES**

The Athlete/Coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. Coaches must understand and respect the inherent power and imbalance that exists in this relationship and must be extremely careful not to abuse it. Thus, how an athlete regards his/her sport is often dependent on the behavior of the coach. The following obligations shall be imposed upon all coaches:

1. Coaches have the responsibility to:

- (a) Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status;
- (b) Direct comments or criticism at the performance rather than the athlete;
- (c) Consistently display high personal standards and project a favorable image of their sport and of coaching;
  - i. Refrain from public criticism of fellow coaches, especially when speaking to the media, or recruiting athletes;
  - ii. Abstain from the use of tobacco products ([see board policy](#)) while in the presence of his/her athletes and discourage their use by athletes;
  - iii. Abstain from drinking alcoholic beverages when working with athletes;
  - iv. Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site;
  - v. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties;
- (d) Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment;
- (e) Coaches are not permitted to release medical/personal information to the public;
- (f) Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own;

- (g) Regularly seek ways of increasing professional development and self-awareness;
- (h) Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport, and the spirit of such rules;
- (i) In the case of minors, communicate and cooperate with the athlete's parents or legal guardians, involving them in management decisions pertaining to their children's development;
- (j) In an educational institution, be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner so as to allow academic success;

2. Coaches must:

- (a) Ensure the safety of the athletes with whom they work;
- (b) At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favors or threat reprisal for the rejection of such requests;
- (c) Respect their athletes dignity ... verbal or physical behaviors that constitute harassment or abuse are unacceptable;

Harassment may include:

- i. Written or verbal abuse or threats;
- ii. Sexually oriented comments;
- iii. Racial or ethnic comments;
- iv. Unwelcome remarks;
- v. Jokes, innuendos, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion, etc.
- vi. Displaying of sexually explicit, racist or other offensive or derogatory material, sexual, racial, ethnic or religious graffiti;
- vii. Practical jokes which cause awkwardness or embarrassment;
- viii. Endanger a person's safety, or negatively affect performance;
- ix. Unwelcome sexual remarks, invitations or requests whether indirect or explicit or intimidation;
- x. Condescension paternalism or patronizing behavior which undermines self-respect or adversely affects performance or working conditions;
- xi. Physical conduct such as touching, kissing, patting, pinching, etc.
- xii. Vandalism;
- xiii. Physical assault; and
- xiv. Any kind of hazing.

(d) Never advocate or condone the use of drugs or other banned performance-enhancing substances or methods; and

(e) Never provide underage athletes with alcohol.

The Board recognizes that a coaching position carries a significant number of responsibilities. Since the success of the athletic program depends on good coaching, the administration shall develop a comprehensive regulation enumerating the responsibilities of the coaches. All athletes and coaches are governed by the rules and regulations established by the National Federation of State High School Associations and adopted by the Pennsylvania Interscholastic Athletic

Association. Coaches should encourage high moral, academic and attitudinal standards for their athletes. All coaches should set a positive example for their athletes. Each coach should develop a set of specific team rules. These rules should be consistent with established school rules and regulations. The Coordinator of Student Activities and Athletics and each team member must be provided with a written copy of the rules. All correspondence (i.e. letters, publications, guidelines, news releases, etc.) must be reviewed by the Building Principal prior to publication and/or distribution.

### **C. COACHES SUPERVISION**

A member of the coaching staff should be present with his/her team at all times. No athletes should be left unsupervised at any time. No practice at any time can occur without coach supervision. In case of an emergency the coach needs to inform the Coordinator of Student Activities and Athletics of a practice being canceled. Coaches are responsible for the behavior of their athletes, both on the field and during those periods of time that the athlete spends on school property before and after practices, meetings or events. Supervision of the locker room, training room, coach's office, physical education office and weight room is the coach's responsibility. The physical education office and coach's office are off limits to students without invitation. The coach whose group is the last one out of a supervised area should make sure the area is in proper condition and secured. Students are not to be issued or loaned keys by coaches at any time.

### **D. ELIGIBILITY**

In order to participate in interscholastic athletic events, all students must meet the eligibility requirements of the P.I.A.A. and such additional requirements as are established by the district. All athletes are governed by the regulations outlined in the Student Rights and Responsibilities Handbook and the Extracurricular Handbook. Eligibility should be closely checked by the coaches, as well as the office.

### **E. VOLUNTEER COACHES**

All volunteer coaches must be approved by the Athletic Director and submit clearances and certifications before working with the athletes on your team.

### **F. EMERGENCY PLAN FOR COACHES**

#### **Emergency Action Plan**

Emergency situations may arise at any time during any athletic event. Immediate and responsible action must be taken in order to provide the best possible care to the athletes involved in the emergency and/or life threatening conditions. The integration of an emergency action plan amongst the sports medicine staff, coaches, players and fans will help to ensure that the necessary care will be provided to Quakertown Community High School Athletes and other institutions' athletes visiting Quakertown Community High School events during pre-season, in-season, and post-season competitions.

#### **Roles within the Emergency Team**

1. Establish scene safety and immediate care of the athlete
2. Activation of the Emergency Medical System
3. Emergency equipment retrieval
4. Direction of EMS to scene

## **Activating the EMS System**

### **Making the Call:**

- **9-911**(if calling from inside the school), **911**( if calling from a cell phone)

### **Providing Information:**

- Name, address, telephone number of caller
- Nature of emergency
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene
- Other information requested by dispatcher

### **Communications: Important phone Numbers**

#### Title/Name

Athletic Trainer: Jerry Dancho  
Athletic Director: Sylvia Kalazs  
Emergency Medical Services (EMS)  
Quakertown Borough Police  
Poison Control Center

#### Phone numbers

(267) 227-8921 (cell)  
(267) 718-4958 (cell)  
9-911 in school or 911 from cell  
(215) 536-5002  
1-800-222-1222

### **Role of First Responders**

1. Immediate Care of the injured or ill student-athlete
2. Coaches should have first aid kit, emergency information, phone numbers of ambulance, athletic trainer and parents, aware of any medical conditions and knowledge of the Emergency Action Plan.
3. Activation of emergency medical system (EMS) if necessary
  - a. Call 911 (provide name, address, telephone #, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
4. Emergency equipment retrieval
5. Direction of EMS to scene
  - a. Open appropriate gates
  - b. Designate individual to “flag down” EMS and direct to scene
  - c. Scene Control: limit scene to first aid providers and move bystanders away from area



## **Emergency Action Plan A**

### **A. Certified Athletic Trainer (ATC) on site**

- a. The ATC will be responsible for the evaluation of an injury and will provide initial management procedures
- b. If ATC requires additional equipment and it is available the Coach, Athletic Director, or team member will get the supplies
- c. If Emergency Medical Services (EMS) is required, the ATC will stay with the athlete and designate a person to call 911
- d. The Coach, Athletic Director, or Security will control the situation with other athletes or the crowd while the injured athlete is being attended to
- e. Notify the athlete's parents as soon as possible using the emergency sheet that each athlete hands in prior to participation

## **Emergency Action Plan B**

### **B. No Certified Athletic Trainer (ATC) on site**

- a. Call for the Certified Athletic Trainer
- b. EMS should be called immediately before the ATC if any of the following situations exist:
  - i. Loss of consciousness for any amount of time
  - ii. Athlete with a head injury and reports pain down the center of his/her neck following trauma
  - iii. Any time an athlete reports pain down the center of his/her neck with possible paralysis following trauma
  - iv. Any time a fracture or dislocation is suspected
- c. Do not attempt to move an unconscious athlete or an athlete with a deformity of a joint or long bone
- d. The Coach, Athletic Director, or Security will control the situation with other athletes or the crowd while the injured athlete is being attended to
- e. The Coach will notify the athlete's parents as soon as possible using the emergency sheets that each athlete hands in prior to participation

## **Emergency Action Plan C**

### **C. Away Event**

- a. At an away event, the coach will become the primary first responder to their injured athlete. The coach should signal for the home team's ATC if the injury is beyond their scope of knowledge
- b. If EMS is assessed, a coach or faculty member should accompany the athlete to the hospital and remain with him or her until a parent/guardian arrives. Be sure to keep the athletes' emergency card with the athlete
- c. The coach should contact the parent/guardian and inform them about the status of the athlete
- d. The coach should then contact the Quakertown Community High School Athletic Trainer. All available information should be passed to the ATC that night or the next day.
- e. ATC will evaluate the athlete for the injury, if they have not already.
- f. The ATC will educate the athlete and parent about the injury, if they have not already been informed by the host schools' ATC or emergency personnel.

### **Emergency Plan: High School (Competition Gym, Upper Gym, Wrestling Room, Weight Room/Cardio Room and Indoor Track**

Emergency Personnel: Certified Athletic Trainer on site for practice and competition; Head Coach, Assistant Coaches, Local EMS

Emergency Communication: Certified Athletic Trainer carries cellular phone. Fixed telephone line in Athletic Training office located in the competition gym.

Emergency Equipment: Supplies are with Certified Athletic Trainer, additional supplies can be found in the Athletic Training office located in the school/competition gym. AED will be with athletic trainer, in athletic training office or in the school above athletic training room in hallway (outside of indoor track).

#### Venue Directions:

Traveling from 309 South: Make left onto Park Avenue. Turn Left onto South 5<sup>th</sup> Street. Turn Right into parking lot approximately a half a block and entrance to athletic facilities are on right.

Traveling from 309 North: Make right onto Park Avenue Turn Left onto South 5<sup>th</sup> Street. Turn Right into parking lot approximately a half a block and entrance to athletic facilities are on right.

### **Emergency Plan: Freshman Center Gym**

Emergency Personnel: Certified Athletic Trainer on site for practice and competition; Head Coach, Assistant Coaches, Local EMS.

Emergency Communication: Certified Athletic Trainer carries cellular phone. Fixed telephone line in Athletic Training office located in the competition gym.

Emergency Equipment: Supplies are with Certified Athletic Trainer, additional supplies can be found in the Athletic Training office located in the school/competition gym. AED will be with athletic trainer, in athletic training office or in the school above athletic training room in hallway (outside of indoor track).

Venue Directions:

Traveling from 309 South: Turn left onto Park Avenue. Turn right onto South 9<sup>th</sup> Street. Turn left into parking lot, gym entrance is located by bus loading/unloading circle.

Traveling from 309 North: Turn right onto Park Avenue Turn right onto South 9<sup>th</sup> Street. Turn left into parking lot, gym entrance is located by bus loading/unloading circle.

### **Emergency Plan: Alumni Field**

Emergency Personnel: Certified Athletic Trainer on site for practice and competition; Head Coach, Assistant Coaches, Local EMS.

Emergency Communication: Certified Athletic Trainer carries cellular phone. Fixed telephone line in Athletic Training office located in the competition gym.

Emergency Equipment: Supplies are with Certified Athletic Trainer, additional supplies can be found in the Athletic Training office located in the school/competition gym. AED will be with athletic trainer, in athletic training office or in the school above athletic training room in hallway (outside of indoor track).

Venue directions:

Traveling from 309 South: Turn left onto Park Avenue. Alumni Field will be on left, entrances at 8<sup>th</sup> and Park Avenue and at 7<sup>th</sup> and Park Avenue.

Traveling from 309 North: Turn right onto Park Avenue. Alumni Field will be on left, entrances at 8<sup>th</sup> and Park Avenue and at 7<sup>th</sup> and Park Avenue.

### **Emergency Plan: Tennis Courts**

Emergency Personnel: Certified Athletic Trainer on site for practice and competition; Head Coach, Assistant Coaches, Local EMS.

Emergency Communication: Certified Athletic Trainer carries cellular phone. Fixed telephone line in Athletic Training office located in the competition gym.

Emergency Equipment: Supplies are with Certified Athletic Trainer, additional supplies can be found in the Athletic Training office located in the school/competition gym. AED will be with athletic trainer, in athletic training office or in the school above athletic training room in hallway (outside of indoor track).

Venue Directions:

Traveling from 309 South: Turn left onto Park Avenue. Turn right onto South 5<sup>th</sup> Street, Tennis courts will be on right.

Traveling from 309 North: Turn right onto Park Avenue. Turn right onto South 5<sup>th</sup> Street, Tennis courts will be on right.

### **Emergency Plan: Football Practice Field/Varsity & JV Baseball Field**

Emergency Personnel: Certified Athletic Trainer on site for practice and competition; Head Coach, Assistant Coaches, Local EMS.

Emergency Communication: Certified Athletic Trainer carries cellular phone. Fixed telephone line in Athletic Training office located in the competition gym.

Emergency Equipment: Supplies are with Certified Athletic Trainer, additional supplies can be found in the Athletic Training office located in the school/competition gym. AED will be with athletic trainer, in athletic training office or in the school above athletic training room in hallway (outside of indoor track).

Venue Directions:

Traveling from 309 South: Turn left onto Park Avenue.

Option 1: Turn Right onto South 7<sup>th</sup> Street, Field will be on left.

Option 2: Turn Right onto South 5<sup>th</sup> Street, Turn right into school parking lot Field will be on left.

Traveling from 309 North: Turn right onto Park Avenue.

Option 1: Turn Right onto South 7<sup>th</sup> Street, Field will be on left.

Option 2: Turn Right onto South 5<sup>th</sup> Street, Turn right into school parking lot Field will be on left.

### **Emergency plan: Field Hockey Field/ Freshman Field Hockey Field**

Emergency Personnel: Certified Athletic Trainer on site for practice and competition; Head Coach, Assistant Coaches, Local EMS.

Emergency Communication: Certified Athletic Trainer carries cellular phone. Fixed telephone line in Athletic Training office located in the competition gym.

Emergency Equipment: Supplies are with Certified Athletic Trainer, additional supplies can be found in the Athletic Training office located in the school/competition gym. AED will be with athletic trainer, in athletic training office or in the school above athletic training room in hallway (outside of indoor track).

Venue Directions:

Traveling from 309 South: Turn left onto Park Avenue. Turn right onto South 5<sup>th</sup> Street, fields will be on right at end of 5<sup>th</sup> Street.

Traveling from 309 North: Turn right onto Park Avenue. Turn right onto South 5<sup>th</sup> Street, fields will be on right at end of 5<sup>th</sup> Street.

### **Emergency Plan: Outdoor Track/Girls Soccer Practice Field**

Emergency Personnel: Certified Athletic Trainer on site for practice and competition; Head Coach, Assistant Coaches, Local EMS.

Emergency Communication: Certified Athletic Trainer carries cellular phone. Fixed telephone line in Athletic Training office located in the competition gym.

Emergency Equipment: Supplies are with Certified Athletic Trainer, additional supplies can be found in the Athletic Training office located in the school/competition gym. AED will be with athletic trainer, in athletic training office or in the school above athletic training room in hallway (outside of indoor track).

Venue Directions:

Traveling from 309 South: Turn left onto Park Avenue. Turn right onto South 9<sup>th</sup> Street. Turn left into Freshman Center Parking Lot, Field will be behind school through parking lot.

Traveling from 309 North: Turn right onto Park Avenue. Turn right onto South 9<sup>th</sup> Street. Turn left into Freshman Center Parking Lot, Field will be behind school through parking lot.

### **Emergency Plan: Varsity & JV Softball Fields/ Boys Soccer Practice Field**

Emergency Personnel: Certified Athletic Trainer on site for practice and competition; Head Coach, Assistant Coaches, Local EMS.

Emergency Communication: Certified Athletic Trainer carries cellular phone. Fixed telephone line in Athletic Training office located in the competition gym.

Emergency Equipment: Supplies are with Certified Athletic Trainer, additional supplies can be found in the Athletic Training office located in the school/competition gym. AED will be with athletic trainer, in athletic training office or in the school above athletic training room in hallway (outside of indoor track).

Venue Directions:

Traveling from 309 South: Turn left onto Park Avenue. Turn Right onto South Main Street. Turn left into Parking Lot Fields will be directly behind parking lot.

Traveling from 309 North: Turn right onto Park Avenue. Turn Right onto South Main Street. Turn left into Parking Lot Fields will be directly behind parking lot.

### **Lightning Protocol**

The athletic director, certified athletic trainer (ATC), coaches and referees will be responsible for determining the threat of lightning during athletic participation. Local weather forecast, National Weather Service and flash-to-bang method will be used in determining practice and/or game status. Teams will not be permitted to return to an open field for practice or competition until at least 30 minutes have elapsed since the last evidence of lightning in the area.

- Practices- the athletic director, ATC and coaches will determine the threat of lightning. At such a time that lightning is detected in the area of 3-8 miles, the decision will be made to remove the team from the playing field to a secure and safe location. Decisions about initiating a practice that has not begun or continuation of practice will be made with input and consultation of the athletic director, ATC and coaches.
- Competition- the athletic director, ATC, coaches and referees are responsible for determining the imminent presence of lightning. Teams, referees and game staff will be moved to a secure and safe location. Decisions about initiating a contest that has not begun or continuation of a contest that has started will be made by the athletic director, ATC, game officials and coaches.

## **G. CONCUSSION PROTOCOL & POLICY**

### **Baseline Concussion Testing**

All athletes will undergo baseline neuropsychological testing. We perform pre-season baseline and post-concussion neuropsychological testing using the ImPACT<sup>®</sup> (Immediate Post Concussion Assessment and Cognitive Testing) software program to aid in the management of head injuries. The exam takes about 30 minutes and is non-invasive. The program is basically set up as a “video-game” type format. It tracks neuro-cognitive information such as memory, reaction time, brain processing speed and concentration. For example, in the word memory section, twelve words appear one at a time on the screen for about one second each. The athlete is then later asked what words were displayed.

If a concussion is suspected, the athlete will be required to re -take the test. Both the baseline and post-injury test data is available for the athletes’ physician, to aid in the diagnosing of concussion, as well as making the return to play decision.

**Recognizing a concussion**

A concussion is caused by a bump or blow to the head or body that causes the head to move back and forth violently resulting in changes the way your brain normally works. Any blow to the head or body that results in the following symptoms should be treated as a concussion:

<b><u>Physical</u></b>	<b><u>Cognitive</u></b>	<b><u>Emotional</u></b>	<b><u>Sleep</u></b>
Headache	Difficulty remembering	Behavioral changes	Sleep more than usual
Fatigue	Difficulty concentrating	Irritability	Sleep less than usual
Dizziness	Feeling slowed down	Sadness	Drowsiness
Photophobia	Feeling in a fog	Feeling emotional	Trouble falling asleep
Sensitivity to noise	Slowed reaction times	Nervousness	
Nausea	Altered attention	Anxiety	
Balance problems	Amnesia		
Unconscious			
Vision difficulty			

**Resources:**

<http://www.cdc.gov/concussion/index.html>                      [www.impacttest.com](http://www.impacttest.com)

[www.sportsconcussion.com](http://www.sportsconcussion.com)                                              [www.nata.org](http://www.nata.org)

**Concussion Policy**

There will be no return to sports on the same day an athlete is suspected of sustaining a concussion. The athletes' parents will be notified of any suspected concussion by school personnel. Athletes will be referred to a physician for any head injury to include but is not limited to; loss of consciousness, loss of memory, concussion symptoms that linger into the next day, or any athlete whose post-injury ImPact test scores fall outside of the Reliability Change Index.

**Any athlete who is *suspected* of sustaining a concussion will be immediately removed from activity and not be permitted to return to sports the same day. Furthermore, any athlete that *has sustained a concussion* will not be permitted to return to sports until they have written medical release with no limitations from the athlete's physician. Additionally, any athlete who has sustained a concussion **MUST follow the below stepwise progression.** The athlete should be symptom free before beginning this progression. The athlete should complete each level and progress to the next if they remain asymptomatic both at rest and with provocative exercise.**

Rehabilitation Stage	Functional Exercise
1. No activity	Complete physical and cognitive rest
2. Light aerobic activity	Walking, swimming, stationary cycling at 70% maximum heart rate; no resistance exercises
3. Sport-specific exercise	Specific sport-related drills but no head impact
4. Noncontact training drills	More complex drills, may start light resistance training
5. Full-contact practice	After medical clearance, participate in normal training
6. Return to play	Normal game play

Each stage in concussion rehabilitation should last no less than 24 hours with a minimum of 5 days required to consider a full return to competition. If symptoms recur during the rehabilitation program, the athlete should stop immediately. Once asymptomatic after at least another 24 hours, the athlete should resume at the previous asymptomatic level and try to progress again. Athletes should contact their health care provider if symptoms recur. Any athlete with multiple concussions or prolonged symptoms may require a longer concussion-rehabilitation program, which is ideally created by a physician who is experienced in concussion management.

## H. INSURANCE



The Board recognizes the need for insurance coverage for unforeseen accidents which may occur to students in the course of attendance at school or student participation in the athletic and extracurricular programs of the schools. The district makes available through a commercial company the opportunity for all students to purchase student accident insurance. When purchased the policy is an agreement between the parent/guardian and the insurance company. Students who participate in school-sponsored interscholastic athletics shall not be required to purchase student accident insurance. The district has purchased a rider to the student accident insurance policy to provide coverage to all student athletes including the Marching Band and Cheerleaders. However, this rider is in effect only during the terms of each activity. No coverage is available before a season starts or after the particular season ends. Interscholastic athletes shall be clearly alerted to the fact that the insurance provided by the Board for interscholastic activities will not provide coverage for injuries received while engaged in any activity except interscholastic sports.

## **I. PHYSICAL EXAMS & SPORTS MEDICINE REQUIREMENTS**

All secondary pupils electing to participate in an interscholastic athletic program must present a PIAA form, signed by parents and physician. An athlete may not practice unless the physical exam form has been approved by the Athletic Trainer and on file. **It is the responsibility of the coach to insure that no student without an approved physical exam form on file is permitted to attend tryouts and/or practices.** The athletic trainer should be notified of all athletic injuries. Coaches must have emergency contact information for each student at all away events. Any athlete seen by a physician for any reason is required to have documentation stating the athletes' limitations or release from medical care.

## **J. SCHOOL TRANSPORTATION**

The Board believes that students should have an opportunity to participate in an athletic program along with other co-curricular activities. The Board will attempt to provide transportation for participants to all away contests. Coaches of athletic teams shall, with the approval of administration, determine the number of players to be transported to away games. School transportation must be used to and from athletic contests. Any exception to this policy must be approved by the Athletic Director.

## **K. CASH HANDLING**

All fundraising activities must be approved by Coordinator of Student Athletics and Activities. Fundraising activities should have a specific goal or purchase i.e. Warm-ups, post-season banquet, etc. Cash handling is a priority in a school office or district department whenever money is collected. This applies to all funds. All cash received from school sanctioned activities must be receipted, (by ticket sales, cash register tapes, point of sale register, receipt money collection form, or district approved receipts) secured in the school safe, or deposited to the depository of the school district's banking institution. This is done immediately following the activity. **Under no circumstances should money be taken home for safekeeping either by students or staff, nor stored in a classroom or car trunk, nor deposited to an individual's personal bank account.**

SECTION 2

## **COACH RESPONSIBILITIES and EXPECTATIONS**

### **A. EQUIPMENT**

The Board is also concerned with the safety of participants while actively engaged in athletic contests and requires all players to wear proper protective clothing and equipment. The Board is constantly looking for ways to keep the cost of education at a minimum for its supporting communities. In order to ease the cost of maintaining the athletic programs, admission may be charged for certain athletic events. Athletic equipment issued by the school should be used only in the sport for which it is issued. It should not be used in gym classes, clubs, etc. A uniform system of equipment record-keeping, distribution and collection must be employed. Athletes who owe equipment at the conclusion of the season should be notified of the fact by the respective coach. Parental contact should be made by the coach concerning the equipment. The Building Principal must be informed of all delinquent equipment problems at the end of each season. Equipment will adhere to PIAA standards.

### **B. COMMUNICATION**

Please communicate to the athletic office any concerns, incidents or issues that arise. All coaches are required to have a meeting with athletes and parents once your team is chosen. A copy of rules, expectations, consequences and guidelines should be distributed at this meeting. The Parent/Coach Communication Plan must be given to each parent at all levels of your sport at your parent meeting once your team is picked. Each head coach must carry the Emergency Action Plan Contacts with him/her to all events. This is important because of the contact numbers and information that are provided. It is the head coach's responsibility to report scores to the media after each competition. Remember when talking with the media, you are representing the School District. Do not criticize referees, district one policies, school district policies, other teams or other coaches. Please instruct the members of your team on how to conduct themselves when being interviewed by members of the press. Remember when talking about a player to the media and there is an injury involved, do not give specifics of the injury. You may mention that a player is injured and being evaluated but cannot give the specifics of the injury. Medical information about any student may violate FERPA and HIPAA laws and subject the coach to disciplinary action. It is the head coach's responsibility to notify the athletic office of any athletes signing scholarships. There will be press conferences that will recognize these athletes for their outstanding achievements.

### **C. DISMISSAL FOR AWAY CONTESTS**

Dismissal times for student athletes departing for any daytime sporting event will be 15 minutes before the scheduled bus time. Freshman on V/JV will be picked up at the FC. The dismissal time will be announced on the morning announcements. In general, teachers have a copy of your roster and access to the games scheduled for each week and they know when athletes are going to miss class. Coaches should still tell all athletes to talk to their teachers regarding these absences and the school work that they need to do. Coaches that are teachers need to contact their school office to get coverage for their classes. Coaches are responsible for supervising their team in the locker room before departing. Athletes must not disrupt P.E. classes while departing for games.

#### **D. FACILITIES**

A custodian must be on duty during any practice. Any recommendations for repair or improvement of practice area shall be submitted to the Coordinator of Student Activities and Athletics who in turn will submit the request to the Facilities Department.

#### **E. LOCKER ROOMS**

Teams may use the lower gym locker room after school. The sport in season will have preference for use of the locker rooms. Coaches are responsible for the conduct in the locker room. In season coaches may assign each athlete a locker. Coaches must insist that all valuables must be locked up.

#### **F. PRACTICES**

Coaches must provide a practice schedule to the Athletic Office and Trainer prior to the beginning of the season. A coach must be present during the entire practice. A coach must be present when the first athlete reports for practice, and not leave until the last athlete is off the practice area and out of the building. Each coach is responsible for his/her team. It is the coach's responsibility to see that all equipment is put away after every practice. No equipment shall be left on the field or in the gymnasium. Only approved coaches may be on the practice field during practice. The coach must notify the Athletic Office prior to canceling practice (inclement weather expected). Announcements must be made on the school PA system so that the athletes are excused to go to their bus. Practice and/or game activities are limited to 6 days a week. Remember that players need to be dressed accordingly for participation either in practice or games. Boys should not be practicing without shirts and girls should not be practicing in their sports bras. Also, please remind your athletes from getting dressed or changed on the field, court or parking lot.

## **G. TRYOUTS**

There will be a minimum 3 day tryout period for your athletes. The Coordinator of Activities must be informed prior to any cuts being made. You must inform the athletes of the criteria for evaluation before tryouts begin. Please keep a written review of these evaluations, not only from the head coach but also assistant coaches who are involved in the selection process. These would be used in the event a parent challenging their son's/daughter's exclusion from the team. Please do not post a list of selected athletes. Please meet with the athletes that were not selected individually. They are entitled to know where the areas of weakness were and how they can improve. Do not meet with the athletes without your assistant coaches present. In the event a parent challenges a decision, even after meeting with the athlete, the Coordinator of Student Athletics and Activities may request the above information from you to support your decision or you may be requested to partake in a meeting with the parent to review the decision.

## **H. SENIOR NIGHT GUIDELINES**

Senior night activities must be approved through the athletic office. Senior activities will take place before the scheduled contest. The only information to be read is the student's name, parent names, accomplishment in the sport and college plans. The information will be read by the event announcer. Per Suburban One League Policy, no extensive acknowledgements are to take place at this time. They will be reserved for either after the event or at the banquet.

## **I. RECRUITING**

Coaches who are teachers should work to limit all college recruiting visits to before or after the school day. Visits that have to take place during the school day should be facilitated by coordinator of student activities and athletics. If a college coach is only able to attend at a time that the coordinator of student activities and athletics is unavailable, please check with an administrator or the student athlete's counselor to facilitate this meeting.

## **J. MEDIA**

### **Results to Media**

After each game/meet (home or away), please contact the following media with your results. The sports minded people in our community really want to see how your athletes and team did in competition. Delegate the responsibility of reporting to a scorekeeper, manager, assistant coach or reliable parent but **please** have someone do it. Choose the method that works best for your person reporting. [This may be updated by email from the Athletic Office.](#)

### **Intelligencer**

<http://www.theintell.com/coaches> - then follow prompts for Intelligencer  
email [sports@calkins.com](mailto:sports@calkins.com)

### **Suburban One Sports**

[www.suburbanonesports.com](http://www.suburbanonesports.com)

Log in (top right)

Username – Quakertown

Password – qua123

Click on wrench (upper left)

Game Results

Email [suburbanonesports@comcast.com](mailto:suburbanonesports@comcast.com)

Text 215 527-9645

### **Morning Call**

Email [sports@mcall.com](mailto:sports@mcall.com)

Call 610 820-8654

### **Bucks County Herald**

Email [sports@buckscountyherald.com](mailto:sports@buckscountyherald.com)