

# **Southmoreland School District**

## **Athletic Manual**



# Table of Contents

Information.....	3
Mission.....	4
NFHS Coaches Code of Ethics.....	5
Head Coach Responsibilities.....	6
Support Personnel.....	6
Student Athlete Responsibilities.....	7
PIAA Student Athlete Eligibility.....	8
Athletic Awards.....	12
Hazing.....	12
School Closings.....	13
Sportsmanship.....	13
Parent/Coach Communication.....	15
Sports Coverage.....	17
Concussion Management Plan for All Athletes.....	17
Southmoreland High School Concussion Management Protocol.....	18
Emergency Action Plan.....	21
Quick Guide for Emergency Action Plan.....	29

## Information

### Southmoreland School District

Superintendent of Schools	Dr. John Molnar	724 887 2005
Assistant Superintendent	Dr. Timothy Scott	724 887 2047
Director of Student Support Services	Mr. Dan Clara	724 887 2027

### Southmoreland High School

2351 Route 981  
Alverton, PA 15612  
724-887-2010

Principal	Mr. Dan Krofcheck	724 887 2010
Assistant Principal	Mrs. Tawnia StAmant	724 887 2010
Athletic Director	Mr. Charles Swink	724 887 2037
Athletic Trainer	Mr. Paul Cervola	724 309 3060
School Nurse	Mrs. Linda Yonkey	724 887 2012

### Southmoreland Middle School

200 Scottie Way  
Scottdale, PA 15683  
724 887 2029

Principal	Mr. Vince Mascia	724 887 2029
School Nurse	Mrs. Cathy Pallygus	724 887 2023

## **Mission:**

The board recognizes the value of inter-scholastic athletics as an integral part of the total school experience for students in the district and for the community.

Therefore, the board establishes the following goal and objectives of the athletic program:

### **GOAL:**

We will build winning programs and promote positive sportsmanship.

### **OBJECTIVES:**

We will:

- increase athletic participation in order to develop winning programs.
- expand feeder systems to allow more students at younger ages to participate in the athletic programs.
- provide appropriate access to athletic facilities that adequately addresses the districts ever expanding sports programs.



## Coaches Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- The coach shall not exert pressure on faculty members to give student special consideration.
- The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

## **Head Coach Responsibilities**

The head coach shall be responsible in the following areas:

1. The selection and placement of students for participation in his/her program.
2. The conduct of athletes while participating in activities related to his/her program.
3. Proper issue, usage, collection, inventory and storage of all supplies/equipment in cooperation with the Athletic Director.
4. Accurate record keeping and submission of forms as requested in all areas related to his/her program.
5. Notifying the media of contest results.
6. Presenting to the athletic director, at least one day in advance of each event, a roster of team members, managers, coaches, etc. to be dismissed early to participate in an athletic activity.
7. Overseeing the cleanliness of all athletic facilities.
8. The head coach or a designated assistant coach must remain in the building until all athletes have departed and all athletic buses leave.
9. Making certain that he/she or an assistant coach attends the annual PIAA rule interpretation mandated meeting. If this meeting is not attended, the head coach will assume the responsibility for paying the fine.
10. Carrying out to the best of their ability, and in an acceptable manner, all reasonable responsibilities and duties assigned by the Athletic Director.
11. Selection and/or approval of all supplies/equipment to be used in the athletic program. However, the Athletic Director has sole responsibility for athletic orders.
12. Fostering relationships with college and university athletic programs.
13. Promoting and assisting athletes who wish to attend colleges and universities and continue in their athletic careers.
14. Head coaches will collaborate to ensure that athletes have equitable access to all programs.
15. Head coaches will promote the development of multi-sport athletes in the Southmoreland School District.
16. It is the head coach's responsibility to ensure that his/her staff dresses professionally at all times.

## **Support Personnel**

Support personnel works under the direction of the head coach and will perform duties as assigned by the same.

## **Student Athlete Responsibilities**

**1. The student athletes of Southmoreland High School will be committed to the school athletic program on and off season by:**

- Following the rules set by the coaches and the school.
- Participating enthusiastically.
- Making appropriate personal sacrifices for the good of the team.
- Recognizing that student participation in athletics is a privilege.
- Setting challenging and realistic goals.
- Developing a winning attitude.
- Maintaining high academic standards.
- Being committed to skill development in their sport.

**2. The student athletes of Southmoreland High School will communicate openly and honestly with respect for coaches, teammates, parents, officials, and opponents by:**

- Developing a team attitude.
- Being coachable and open to constructive feedback.
- Sharing appropriate individual and team concerns with the coaching staff.

**3. The student athletes of Southmoreland High School will demonstrate good citizenship and sportsmanship by:**

- Behaving with integrity.
- Exhibiting pride in their team and school.
- Playing by the rules.
- Accepting responsibility as a role model for others.
- Supporting other sports and under-level teams.
- Playing with dignity and grace, regardless of winning or losing.

**4. The student athletes of Southmoreland High School will develop and maintain mental and physical (health) behaviors by:**

- Being alcohol and drug free.
- Practicing self-discipline.
- Demonstrating good personal health habits.
- Dealing with challenges in a positive manner



## Student Athlete Eligibility

### **Know Your Eligibility Rules**

A student who participates in interscholastic athletics at a school which is a member of the Pennsylvania Interscholastic Athletic Association, Inc. ("PIAA") must comply with PIAA eligibility rules. If you fail to comply with these rules, you will lose your eligibility to participate in interscholastic athletics. If you participate while ineligible, you, your school, and/or your Team will be penalized. It is, therefore, important for you to be aware of applicable eligibility provisions.

The information set forth below highlights and summarizes the major requirements you must meet to be eligible. It does not identify every rule or every detail. Unless otherwise indicated, each requirement applies to students in grades 7 through 12.

The Principal of your school is responsible for certifying as to your athletic eligibility. If you have any questions concerning your athletic eligibility, either now or in the future, you should discuss the matter with your school Principal or Athletic Director. If they are uncertain about a matter, they can request guidance and even a formal ruling from PIAA as to your athletic eligibility. A complete copy of the PIAA eligibility rules may be viewed on the PIAA Website at [www.piaa.org/resources/handbook](http://www.piaa.org/resources/handbook), or may be obtained from your Principal or Athletic Director.

### **Age**

To be eligible to participate in grades 10 through 12, you must not have reached your 19th birthday by June 30 immediately preceding the school year. Where you will participate only in grades 7 and 8, you may not have reached your 15th birthday by June 30 immediately preceding the school year; where you will participate only in grades 7 through 9, you may not have reached your 16th birthday by June 30 immediately preceding the school year.

### **Amateur Status and Awards**

To be eligible to participate in a sport, you must be an amateur in that sport. Amateur status, and eligibility, is lost if you, or your parent(s) or guardian(s), receive money or property for or related to your athletic ability, participation, performance, services, or training in a sport.

You may receive be recognized and receive awards for your participation only from your school or school-affiliated booster club, the sponsor of an athletic event, a non-profit service organization approved by your school Principal, or the news media. Permissible awards include items of apparel, a blanket, watch, ring, scroll, carry-on or warm-up bag, photograph, medal, plaque, or similar award, which must bear appropriate institutional insignia or comparable identification. The fair market value of all of the items provided to you may not exceed \$200. If they do, you must return the items in excess of \$200.

## **Attendance**

You must be enrolled in and in full-time attendance at a PIAA member school or a Charter or Cyber-Charter School, or be home-schooled.

Generally, you are eligible only at the school at which you are enrolled or, if a home-schooled student, at a public school in the public school district in which you reside. If you are a student enrolled in either a Charter School or Cyber Charter School, you should consult with your Principal to determine the school at which you are eligible.

If you are absent from school during a semester for a total of 20 or more school days, you will lose your eligibility until you attend school for a total of 45 school days following your 20th day of absence.

## **Consent of Parent or Guardian**

You are eligible only if there is on file with the Principal of your school a certificate signed by your parent(s) or guardian(s) consenting to your participation in the particular sport(s) involved.

## **Comprehensive Initial Pre-Participation Physical Evaluation**

You are eligible only if you have completed a comprehensive initial pre-participation physical evaluation ("CIPPE"), performed by an Authorized Medical Examiner (as that term is defined in the GLOSSARY of the PIAA By-Laws) before your first sport season's first Practice of that school year. If you want to participate in subsequent sport(s) in the same school year, you may be required to be re-evaluated and re-certified that your physical condition is satisfactory. Check with your Principal or Athletic Director to determine whether re-evaluation and re-certification is needed.

Wrestlers must also obtain a certification of the minimum wrestling weight at which they may wrestle during that season.

In all cases, an Authorized Medical Examiner must certify, on the PIAA CIPPE form, as to your physical fitness to participate in the particular sport(s) involved. A CIPPE may be performed no earlier than June 1st; and, regardless of when performed during the school year, remains effective only until the next May 31st.

## **Transfers**

You are treated as having transferred whenever you seek eligibility to participate in interscholastic athletics at a school other than the one at which you were previously either enrolled or otherwise eligible. You are considered to have transferred even if you are promoted to a higher level school or are out-of-school for a period of time before entering the new school. If your Transfer from one school to another is materially motivated in some way by an athletic purpose, you will lose your athletic eligibility in each sport in which you participate within a period of one year immediately following the date on which you transferred. This requirement applies even if you would be otherwise eligible at the school to which you transferred. If your school eliminates a sport for budgetary reasons, you may be permitted to Transfer to another school to participate in that sport. You must enroll and attend the other school. If you desire to participate in any other sports at that school, your PIAA District Committee will assess whether

the Transfer was materially motivated in some way by an athletic purpose relating to those sports.

### **Period of Time After Eighth Grade, Participation, and Grade Repetition**

Your athletic eligibility extends only until you have reached the end of your fourth consecutive year (8th consecutive semester or the equivalent) beyond the eighth grade. Therefore, if you repeat a grade after eighth, you will be ineligible as a senior.

Additionally, you may participate in (1) a maximum of six seasons in each sport during grades seven through twelve, (2) a maximum of four seasons in each sport during grades nine through twelve, and (3) a maximum of three seasons in each sport during grades seven through nine.

You may participate in only one season in each sport during each school year.

### **Outside Participation**

If you participate in a non-school athletic program during the PIAA Season for that sport, while enrolled at a school which has a Team in that sport, you will not be eligible for District and Inter-District Championship Contests in that sport unless you are in uniform and available to participate as a member of your school Team for at least 75% of its Regular Season Contests.

### **Academic and Curricular Requirements**

You must pursue a full-time curriculum defined and approved by your Principal.

You must be passing at least four full-credit subjects, or the equivalent, as of each Friday during a grading period. If you fail to meet this requirement, you will lose your eligibility from the immediately following Sunday through the Saturday immediately following the next Friday as of which you meet this requirement.

You must have passed at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on your final grades for the preceding school year. If you fail to meet this requirement, you will lose your eligibility for at least 15 or 10 school days of the next grading period, beginning on the first day that report cards are issued. If your school has four grading periods, you will be ineligible for at least 15 school days; if your school has six grading periods, you will be ineligible for at least 10 school days.

### **All-Star Contests**

You will lose your eligibility in a sport for one year if you participate in an all-star Contest in that sport. Your eligibility will not be affected if you participate in an event that (1) is not advertised or promoted as an all-star Contest; (2) is open to all participants on the basis of a tryout or a uniform standard of qualification; and (3) you do not represent your school and do not wear any school-affiliated uniform or apparel in the event.

### **Out-of-Season Participation**

All PIAA sports have a defined season. If your school Team conducts Practice and/or participates in Inter-School Practices, Scrimmages, and/or Contests outside that PIAA defined season, your school will be penalized.

If you desire to play interscholastic football for a PIAA member school, and you engage in Physical Contact (as that term is defined in ARTICLE XVI, SEASON AND OUT-OF-SEASON RULES AND REGULATIONS, Section 2, Rules and Regulations, subsection C, Football, subsection 1, of the PIAA By-Laws) outside the PIAA-defined football season, you will be ineligible to participate in interscholastic football for a period up to one year from the date of such participation.

### **Use of Anabolic Steroids**

By state law, all Pennsylvania school districts are required to adopt and enforce rules and regulations prohibiting the use of anabolic steroids, except for a valid medical purpose, by students involved in school-related athletics. School Boards are also required to establish penalties for students found in violation of the adopted rules and regulations. As penalties may vary from school district to school district, you should consult with your Principal or Athletic Director as to the penalties that your School Board has adopted.

### **Concussion Recognition and Management**

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. Athletes at your age are particularly vulnerable to the effects of concussions. Once considered little more than a minor "ding" on the head, it is now understood that a concussion has the potential to result in death or short- and/or long-term changes in brain function.

If a sports official removes you from a Contest because you have exhibited signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, and/or balance problems) you may not return to participating in Practices, Inter-School Practices, Scrimmages, and/or Contests until cleared by a licensed physician of medicine or osteopathic medicine who is sufficiently familiar with current concussion management.

## Athletic Awards

1. The following criteria apply for eligibility to receive a letter:
  - a. Football - Students must play one-half (1/2) of the varsity quarters.
  - b. Boys and Girls Basketball - Students must play one-half (1/2) of the varsity quarters.
  - c. Baseball - Students must play one-half (1/2) of the innings or be a starting or relief pitcher.
  - d. Softball - Students must play in one-half (1/2) of the innings or be a starting or relief pitcher.
  - e. Golf - Students must start one-half (1/2) of the matches.
  - f. Boys and Girls Tennis - Students who participate in one-half (1/2) of the matches.
  - g. Cross Country - To place first through fifth in three (3) varsity meets.
  - h. Track - Students must earn a total of seven (7) points in varsity competition.
  - i. Wrestling - Students must earn a total of nine (9) points or start six (6) matches.
  - j. Swimming - Students must earn a total of six (6) points per meet.
  - k. Soccer - Students must play one half (1/2) of the varsity quarters.

All awards, except jackets, will be presented to the recipients at an appropriate ceremony at the conclusion of the season.

2. When an athlete letters for the first time, s/he will receive a letter, pin, and a bar. (See restrictions below.)
3. When an athlete earns two (2) letters in the same sport, or three (3) total letters, s/he will receive a jacket.
4. Subsequent year awardees will receive a bar.
5. Any athlete who participates for three (3) complete seasons in the same sport, and does not letter, will automatically receive a jacket and a letter in their senior year.
6. Any participant who would have lettered in the coach's estimation, but is injured, will receive an award.
7. Any athlete who serves as a manager for three (3) years in one (1) or more sports, will receive a jacket and a letter.
8. The Athletic Department will honor all athletic awards accrued by transfer of students.
9. The Athletic Director will provide each head coach a copy of the athletic awards policy to inform all participants and explain the criteria for awards in his/her respective sport.
10. Additions or deletions to the above may be recommended by the head coaches, building principal, or Athletic Director and approved by the Board of Education.

## Hazing Policy:

Please refer to policy 247

## School Closings:

A school which is closed may participate during the period the school is closed at the discretion of the athletic director and the district administration.

## Sportsmanship

The ideals of sportsmanship apply equally to all disciplines. Individuals, regardless of their roles in interscholastic athletics, are expected to be aware of their influence on the behavior of others and act in a responsible manner at all times.

### **Spectators-parents:**

Unlike most areas of education, athletics are played before spectators. Young people put their self-esteem on the line with every play. They look, not only to their coaches and teammates but to the people in the stands-their parents, fellow students, and citizens of the community for positive reinforcement. They need to know that they have made the right choice in wanting to compete for Southmoreland. The message that the spectator gives these young people is crucial. When you cheer, cheer for good plays by both teams. Show respect for the officials' decisions, even the tough ones. Take satisfaction in being a fan and not the coach, and forgive the human mistakes that all competitors are subject to. You should let the athlete know that he/she is involved in an educational activity. Remember the game for the pure joy of the competition, rather than for the outcome on the scoreboard where one team will win and one team will lose.

### **Student Body:**

A good sport is a true leader within the school and the community. As a member of our school, your sportsmanship goals should include:

1. Realizing that athletics are part of the educational experience and the benefits of involvement go beyond the final score of a contest.
2. Participating in positive cheers that encourage our athletes and discouraging any cheer that would redirect that focus.
3. Learning, understanding, and respecting the rules of the contest, the official who administers them and his/her decision
4. Respecting our opponents as fellow students and acknowledging them for striving to do their best.
5. Developing a sense of dignity under all circumstances.

**Athletes:**

As an athlete at Southmoreland High School, your goals should include:

1. Developing a sense of dignity under all circumstances.
2. Respecting the rules of the game, the officials who administer the rules and their decisions.
3. Respecting opponents as fellow students and acknowledging them for striving to do their best, while you seek to do your best at the same time.
4. Looking at athletic participation as a beneficial learning experience, whether you win or lose.
5. Educating the other students and fans to understand the rules of the contest and the value of sportsmanship.

**Coaches:**

A coach who is a good sportsman teaches and believes that athletic competition is an ethical pursuit, one which builds character and shapes lifetime attitudes. As a coach at Southmoreland, your sportsmanship goals should include:

1. Helping your athletes develop a positive self-image.
2. Promoting respect for the rules, official and their decisions, and opponents.
3. Encouraging a constructive attitude toward competition.
4. Providing an opportunity for all to learn skills.

A coach is one of the most influential people in an athlete's life. A coach's job is not only to teach the skills of the game, but also to teach how to win and lose graciously. You must also remind athletes that sports are meant to be fun. The athletic skills these young people learn from you may only be used for a few years, but other teachings and attitudes may be remembered for the rest of their lives.

# Parent/Coach Communication

## Parent/Coach Relationship

Parenting and coaching are similar vocations. By establishing a means for greater mutual understanding, we are better able to work together toward a positive athletic experience for children. When your child becomes involved in school sponsored athletics, you will naturally have questions. These should be answered through clear and appropriate communication with the coach.

### Communication Parents should expect from Coaches:

1. Expectations of the coach for each player and the team.
2. Locations and times of all practices and contests.
3. Requirements for participation: fees, special equipment, off-season conditioning.
4. Procedures for medical treatment of injuries during practices or in contests
5. Discipline Policies

### Communication Coaches should expect from Parents:

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts in advance

As your children become involved in the programs at Southmoreland High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there are also may be some times when things do not go on the way you or your child wishes. At these times, discussion with the coach is encouraged.

### Appropriate Concerns to Discuss with Coaches

1. The treatment of your child
2. Ways to help your child improve
3. Concerns about your child's behavior

It is difficult to accept if your child is not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, should be left to the discretion of the coach.

### Issues Not Appropriate to Discuss with Coaches

1. Playing time
2. Team Strategy
3. Play Calling
4. Other Student Athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following steps should be used to help promote a resolution to the issue.

If you have a concern to discuss with a coach, there is a procedure you should follow:

1. Call the coach to set up an appointment.
2. If the coach cannot be contacted, call the Athletic Director, Charlie Swink at (724) 887-2037. He will set up a meeting for you.
3. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

**What can a parent do if the meeting with the coach did not provide a satisfactory resolution?**

Call and set up an appointment with the Athletic Director to discuss the situation.

Research indicates that students involved in co-curricular activities have a greater chance for success during adulthood. Many of the character traits required to be successful participants are exactly those that will promote a successful life after high school.

## Sports Coverage

The athletic training program is responsible to set up for all home contests and practices. Set up includes providing water and ice for home and visiting teams, as well as bringing medical supplies such as medical kit, crutches, splint bag, and an AED.

The athletic trainer responsible for the coverage will open the athletic training room two hours prior to the event for treatment of both home and visiting teams. The athletic training room will remain open up until game time. The room will be closed during competition. If the event has an intermission or halftime, the athletic training room will re-open. The athletic training room will open up again for one hour following the completion of the event.

The athletic trainer will also set up one hour prior to the end of the school day and remain open one half hour past the last scheduled practice of the day. Times may vary depending on season and situations but will be posted on the athletic trainer door.

## Concussion Management Plan for All Athletics

### **Administrative Actions:**

- 1) All Southmoreland Student Athletes and their parents/gaurdian must read and sign the Understanding of Risk Of Concussion And Traumatic Brain Injury Section III in the PIAA CIPPE and sign the athlete statement acknowledging that:
  - a. They have acknowledged that they are familiar with the nature and risk of concussion and traumatic brain injury while participating in interscholastic athletics.
- 2) All Southmoreland coaches shall complete the concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health. A coach shall not coach an athletic activity until the coach completes the training course required under this subsection.
- 3) The Southmoreland Athletic Department and the athletic trainers will coordinate the signing and training course of the aforementioned documents on an annual basis for the athletes and coaching staff. This should take place at a meeting prior to the start of preseason practice. The Athletic Training Services Staff and athletic department will

keep the signed documents, along with the concussion policy in the Athletic Training Room. A copy of the Concussion Management Policy will be given to each coaching staff.

- 4) At the end of each academic year the Southmoreland Head Athletic Trainer will coordinate a meeting with the Excela Health Team Physician , and review and update the Concussion Management Policy. Any changes to the policy will become effective August 1<sup>st</sup> of that year.
- 5) The Southmoreland medical staff will be comprised of the Excela Health Team Physician's and Excela Health Athletic Trainers assigned to Southmoreland High School.
- 6) **The Southmoreland Athletic Training staff will make all final return play decisions, even if the athlete chooses to be evaluated by his/her own independent physician.**

## **Southmoreland High School Concussion Management Protocol**

Concussion and other brain injuries can be serious and potentially life threatening injuries in sports. Research indicates that these injuries can also have serious consequences late in life if not managed properly. In an effort to combat this injury the following concussion management protocol will be used for all Southmoreland athletes suspected of having a concussion.

A concussion occurs when there is either direct or indirect contact insult to the brain. As a result, transient impairment of mental functions such as memory, balance/equilibrium and vision may occur. It is important to recognize that most sport-related concussions do not result in a loss of consciousness and all suspected head injuries should be taken seriously. Coaches and fellow teammates can be helpful in identifying those who may potentially have a concussion, because a concussed athlete may not be aware of their condition or potentially try to hide the injury to stay in the game or practice.

### **The Plan**

- 1) Physical exam includes questions: regarding prior concussion history, learning disabilities requiring stimulant medications, migraines, seizure history.
- 2) Computer neuropsychological baseline testing (ImPact) performed for all 9<sup>th</sup> and 11<sup>th</sup> grade athletes prior to season. If an athlete has significant history of prior

concussion(s), the team physician may request additional testing, and/or consultation.

- 3) An athlete suspected of sustaining a concussion will be evaluated by the Southmoreland Athletic Training Services Staff (ATC) member using the modified Maddocks questions, verbal cognitive assessment and balance testing. Should the Excelsa Team Physician not be present, the athletic trainer will notify the team physician to develop the evaluation and treatment plan. If able, an assessment of symptoms will be performed at the time of injury and then serially thereafter (i.e., 2-3 hours post-injury, 24 hours, 48 hours ect). The presence or absence of symptoms will dictate additional testing.
- 4) An athlete whose symptoms worsen, especially headache, nausea or vomiting, increased confusion, slurred speech, lethargy, or extreme sleepiness, trouble using arms and legs, convulsions or seizure. Should be transported by ambulance to the emergency room. Any athlete with neck pain should be treated as if a cervical spine injury is present, and the required emergency procedures (cervical spine immobilization, transport to emergency room) initiated.
- 5) If ATC or MD is not available and the athlete has minimal symptoms, coach will contact the ATC or MD to determine an evaluation plan.
- 6) Away contest when the ATC is not present, the host medical staff should be utilized to determine course of action.

### **Concussion Assessment**

**NO ATHLETE SUSPECTED OF HAVING A CONCUSSION IS PERMITTED TO RETURN TO PLAY THE SAME DAY AND NO ATHLETE IS PERMITTED TO RETURN TO PLAY WHILE SYMPTOMATIC FOLLOWING A SUSPECTED CONCUSSION.**

- 1) **Time of Injury:** Clinical evaluation utilizing the modified Maddocks Questions verbal cognitive assessment and balance testing and appropriate transfer if needed; each athlete will take a head injury information card that they can take with them.
- 2) **1-3 hrs post-injury:** Re-evaluate serially and appropriate transfer if needed
- 3) **Next Day:** Re-evaluate with verbal or written cognitive and balance testing
- 4) **Follow-up evaluations:** Daily to track symptoms and refer if needed
- 5) **Administer ImPACT Testing:** When the ATC and Excelsa Team Physician deems necessary. This will always be necessary when it is determined that an athlete has sustained a concussion.
- 6) **Once the athlete becomes asymptomatic:**
  - a. Athlete must be asymptomatic for 24 hours before any exertional activity will take place. This must be documented in the athlete's medical file and ImPACT Test results must also be in the athlete's medical file. On occasion low level

non-contact activity may be resumed as recommended by Excelsa Health Team Physician prior to complete symptom resolution

### **Five Step Graduated Return to Play Protocol:**

The protocol allows for a gradual increase in volume and intensity during the return to play process. The Athlete will be monitored for any concussion-like symptoms during and after each exertional activity. The athlete will be reassessed prior to starting the next step of the protocol.

The following steps **will not be performed on the same day**. In some cases, step 1,2 or 3 may be completed on the same day, but usually will take place over a 3-4 days . The step progression will be determined by the Excelsa Health Team Physician and or the ATC. The activities in each step maybe sport specific as determined by the ATC and with consultation with Excelsa Health Team Physician.

**Step 1:** 10-20 minute low intensity stationary bike or elliptical workout, signs and will be monitored.

**Step 2:** Interval bike, elliptical, or sprint work out supervised by ATC, other activities (squats, pushup, sit-ups, ect.) may be added at the discretion of the ATC, signs and will be monitored.

**Step 3:** Running activities (short sprints); plyometrics, and some specific activities as determined by ATC signs and will be monitored.

**Step 4:** Limited, controlled return to full contact, signs and will be monitored.

**Step 5:** Return to full participation.

**If at any step symptoms return, athlete will begin progression at the last passed step, and Excelsa Health Team Physician will be notified.**

# Emergency Action Plan (EAP)

## Introduction

**The risk of injury, catastrophic injury, and sudden death are inherent in athletics and must be considered in the overall participation risk and medical coverage. Expedient action must be taken in order to provide the best possible care to the athletes of emergency and/or life-threatening conditions.**

The purpose of the Emergency Action Plan (EAP) is to guide athletic personnel, emergency medical services, school medical staff and Police in responding to emergency situations when they occur. It is essential that the Athletic Department have a developed emergency plan that identifies the role of each member of the emergency response team, emergency communications, the necessary emergency equipment and the emergency protocol for each sporting event. This plan is provided to allow for a quick and efficient response to an emergency situation.

## Emergency Personnel

The team physician is responsible for providing leadership in the health care of the athletes and supervising the sports medicine team.

The Certified athletic trainer (ATC) is employed to provide health care of the student, student-athlete, and staff at Southmoreland School District, including the management of injuries and illnesses during athletic participation, under the direction of the team physician. The ATC will always have a two-way radio or cellular phone with them. The ATC is required to be trained and maintain certification in first aid, CPR and the prevention of disease transmission such as blood borne pathogens. These requirements are in keeping with OSHA standards.

The Athletic Director is responsible for overseeing the department of athletics, which includes the Certified Athletic Trainer, Coaches, Student-Athletes, and Staff Members. The Athletic Director must be trained and maintain certification in first aid, CPR and the prevention of disease transmission such as blood borne pathogens. These requirements

are in keeping with OSHA standards. The athletic director (AD) is responsible for making sure that the certifications are up-to-date for the Athletic Department.

Coaches are required to be trained and maintain certification in first aid, CPR and the prevention of disease transmission such as blood borne pathogens. These requirements are in keeping with OSHA standards. This training should be completed prior to being assigned to the sports medicine team. Their role is to provide assistance to the ATC as part of the emergency sports medicine team in the event of an emergency and the ATC's role is to provide care to the athlete. Annual review and update of the EAP is conducted with all athletic personnel so that each member of the sports medicine team is aware of their respective role in the event of an emergency. The following roles are:

1. Immediate care of the injured/ill athlete(s)
2. Retrieval of emergency equipment
3. Activation of Emergency Medical System (EMS)
4. Directing EMS to the scene

Other key personnel includes the Superintendent, Principal, Vice Principal, staff members, custodians, and security guards. The custodian or security guards need to be at the school until all events are done for the evening, so they can clean up any messes as well as be on site with site keys in case of an emergency. The Superintendent, Principal, Vice Principal, and staff members are in charge of annual evaluation of the AD, coaches, Team physician, and ATC. The Emergency Medical Technicians, fire department and the local law enforcement are also essential and will be discussed later in this EAP.

### **Immediate care of the injured/ill athlete**

The Certified Athletic Trainer shall be at all practices, competitive events, conditioning, and skill sessions. However, if there is a conflict with schedule, there shall be at least one first aid and CPR trained individual at all practices, competitive events, conditioning, and skill sessions. This individual must also be trained in the prevention of disease transmission. These individuals include the ATC, coaches, and trained members of the sports medicine team. Appropriate emergency first aid steps must be taken in accordance with the level of certification that each trained member of the sports medicine team has. The immediate care of the injured or ill athlete emergency protocols are discussed later in this EAP.

### **Activation of EMS**

The ATC will direct a member of the sports medicine team to activate EMS. This individual shall be trained in activating EMS. They must be calm, have a full understanding of the emergency, communicate well, and be able to identify the location of the emergency. This person must also be familiar where emergency phones are located, if not on their person.

### **Directing EMS to the Scene**

The ATC will direct a member of the sports medicine team to activate EMS and give directions to the location of the emergency. The ATC will direct another member of the sports medicine team to go to the appropriate location to assist in directing the EMS to the scene.

### **Emergency Communications**

A cellular phone is on-site at each athletic practice and competitive event. The ATC on site will activate EMS if needed by delegating responsibilities to members of the sports medicine team. In the event that the ATC is not on-site for an athletic practice or competitive event, the head coach or qualified designee shall have a cell phone for emergency use. When activating EMS, dial 911.

### **Retrieval of Emergency Equipment**

Appropriate emergency equipment must be retrieved from the designated area at the athletic venue and brought to the scene by a member of the sports medicine team.

### **Emergency Equipment**

Appropriate emergency equipment must be on-hand at all athletic practices and competitive events. All assigned sports medicine members should be aware of the location and function of all emergency equipment. Emergency supplies and equipment include; first aid supplies, such as dressings, bandages, tape, slings, elastic wraps, etc., body substance isolation materials, which include protective gloves, gauze, gown, face shield, bleach, neutralizing solution, and spill kit. Other equipment include, vacuum splints, spine board, and crutches. Training on the proper use of the above equipment is conducted annually prior to the beginning of the fall academic year for all assigned sports medicine members. The equipment is checked prior to practices and competitive events for proper function and availability. All of this equipment should be in the athletic training room. The equipment should also be made available to be transported to off-campus events.

### **Transportation**

Emergency transportation of an injured or ill athlete is provided via the EMS system by activating EMS. A member of the sports medicine team may provide transportation to the emergency room with a non-life threatening injury or illness only if adequate emergency care coverage is maintained at the athletic event.

### **Sports Medicine Team Responsibility**

#### **Lightning**

The ATC, AD, coaches, and officials are designated to monitor threatening weather conditions and make the decision to remove a team or individuals from an athletic event. Monitoring should include obtaining a weather report prior to a

practice or competitive event, be aware of potential thunderstorms that may form, be aware of National Weather Service-issued (NWS) thunderstorm "watches" and "warnings" as well as the signs of thunderstorms developing nearby. "Watch" means conditions are favorable for severe weather to develop in an area. A "warning" means that severe weather has been reported in an area and for everyone to take proper precautions. The athletic trainer must be aware of how close lightning is occurring. To calculate the distance of the storm, count the seconds using the flash-to-bang method. Count the seconds and divide by five, which gives you the distance, in miles, that the lightning strike occurred. By the time the flash-to-bang count is 30 seconds, all individuals should have moved to safety. Be alert at the first sign of lightning or thunder and judge the time necessary to evacuate all individuals from the athletic event. Ideally 30 minutes should pass following the last flash of lightning or clap of thunder before resuming athletic activity.

### **Safe Event Temperatures**

The ATC, coaches, and athletic director are responsible for monitoring the temperature and relative humidity. They should use the guidelines set by the PIAA.

### **Blood Borne Pathogens**

Athletes who start to bleed during an event must leave the event, stop the bleeding, and cover the area before returning to the event. The ATC or sports medicine member covering the event should assess the situation using the PIAA guidelines under blood borne pathogens of the sports medicine section

### **Hydration Requirements**

The sports medicine members must use the NATA recommended procedure in testing hydration levels of athletes.

### **Concussions**

The sports medicine members must use the grading and guideline system the PIAA guidelines have set.

### **Weight Loss**

The sports medicine members should try to educate the athletes about the correct way of losing weight by using the NATA guidelines and safe dietary and exercise practices.

### **Sports Equipment**

Sports equipment should be properly fitted and evaluated for every athlete to ensure a safe environment according to PIAA guidelines.

### **Immediate care of the Injured or Ill athlete Emergency Protocol**

The following procedures are to be carried out by an appropriately trained ATC in the event of injury or illness to an athlete. In the event that an ATC is not available on-site at a specific practice or event, the head coach and/or designee shall perform the duties covered in the next section.

### **Contests hosted by Southmoreland School District:**

#### **Medical Emergencies:**

A medical emergency is determined when one of the following occurs:

Breathing cessation, severe bleeding, concussion with loss of consciousness, suspected neck or spinal injury, fracture, dislocation, eye or face injury, heat related illness, any other injury or illness resulting in poor vital signs such as decreased blood pressure, weak pulse, or signs of shock.

When a medical emergency has been determined, the member of the sports medicine team in charge at the site should follow the first aid principles, according to the National Safety Council or the American Red Cross, and provide appropriate care. Activate the EMS.

The assigned member of the sports medicine team should provide EMS with the following information:

Identify yourself and your role in the emergency, specify your location and telephone number, give the name of the injured or ill athlete, condition of the injured or ill athlete, time of accident, care being provided, specific directions to the scene of the emergency and state there will be someone waiting at a designated location to assist them to the scene, and do not hang up until directed to do so by the EMS dispatcher.

The sports medicine member giving care to the injured or ill athlete should make sure they monitor vital signs, and calm and reassure the athlete. AED, if applicable, should be made available if the situation presents itself. The ATC or qualified members of the Sports Medicine Team are the only people permitted to access the AED for emergency medical situations. Make sure the ATC is notified as soon as possible if the ATC is not there. The ATC should fill out a report of

the injury or illness and complete a medical referral form, as well as provide follow-up care as necessary.

**Non Emergencies:**

A non-emergency is defined when one of the following occurs:

Sprains, strains, concussion with no loss of consciousness, illness, abrasions, minor cuts, contusions, etc.

A non-emergency does not require a call to activate EMS. When providing care to an athlete for a non emergency, the member of the sports medicine team providing the care to the athlete should provide appropriate first aid care, notify the ATC if not present, and send the athlete to the appropriate medical care facility if unable to contact an ATC and/or unsure of the severity of the injury. After providing the appropriate first aid and CPR skills, the athlete can be taken to the appropriate medical care facility via normal transportation (i.e. ATC, coach, teammate, parents, or guardians). The ATC should fill out a report of the injury or illness and complete a medical referral form, as well as provide follow-up care as necessary.

**Contests away from Southmoreland School District:**

The ATC is only required to travel with Varsity Football and any athletics team that travels during playoffs. The ATC will follow same guidelines as set for contests hosted by Southmoreland School District. If emergency personnel are needed, the ATC will coordinate with the host site ATC and activate EMS following their EAP.

In the event the ATC will not be traveling with a team, and an athlete becomes ill or injured while participating in a school event away from Southmoreland School District, the ATC should be notified of the athlete's name and a brief description of the injury or illness. It is the responsibility of the coach to document any injury or illness and give it to the ATC, Nurse, and Athletic Director as soon as possible. The ATC should fill out a report of the injury or illness based off of the coach's report and a full evaluation upon athlete's return to campus. The ATC should also provide follow-up care as necessary.

**Athletes Referred or hospitalized:**

If an athlete needs to be referred or is hospitalized, the ATC will notify the athlete's parents or guardians as necessary. Medical confidentiality will and must be maintained in all cases. Any athlete who has been referred or hospitalized will not be allowed to return to activity until he or she is given appropriate clearance by the overseeing physician or team physician and the ATC.

### **Athletic Training Room Hours:**

The Certified Athletic Trainer will be available one hour prior to practices for treatment of athletes and setup of practice site unless otherwise discussed with athletes, coaches, and athletic director. The Certified Athletic Trainer will remain roughly one half hour after practice or until the last athlete leaves the practice site. These times will stay standard. However, the Athletic Training Staff reserves the rights to change their hours as they see fit for themselves, as well as for the athletic program.

The Certified Athletic Trainer will be available two hours prior to games for treatment of both athletic teams and setup of event site unless otherwise discussed with athletes, coaches, and athletic director. The Certified Athletic Trainer will remain roughly one hour after event or until the last athlete leaves the competition site. These times will stay standard. However, the Athletic Training Staff reserves the rights to change their hours as they see fit for themselves, as well as for the athletic program.

Athletes WILL NOT be allowed to start practice or an event without the supervision of the Coach, Certified Athletic Trainer, or Athletic Director. Athletes must be supervised at all times during a scheduled athletic practice or event.

The Athletic Training Room will have posted hours of operation at the sole discretion of the athletic training staff. Athletes WILL NOT be allowed in the training room during non-training room hours. Athletes also WILL NOT be allowed to be in the training room without the supervision of an athletic trainer.

### **Chain of Command for Medical Situations**

The Chain of Command for Medical Situations is necessary to ensure that the most effective and quickest treatment and action is taken place. If roles are not understood, confusion takes over and as a Sports Medicine Team, we lose valuable time over the situation at hand. The chain begins with the Team Physician and continues down the chain to the ATC, Coaches, and Athletic Director.

The team physician is in charge of any medical emergency or non-emergency situation when he or she is on the premises. If he or she is not there, then the ATC is in charge of the situation. If for some reason the ATC is not available, the coach is now in charge. For some reason that the coach is not there, then the Athletic Director becomes in charge of the situation. If all of these individuals are unavailable at the scene, then anyone with first aid and CPR certification becomes in charge of the medical situation.

## **Duties of the Sports Medicine Team Members**

### **Team Physician**

He or she will be responsible for giving an annual evaluation of the ATC. The physician will be available for evaluations and pre-participation physicals. He or she will be responsible for the athletes that were referred to him by the ATC. If it is an orthopedic problem, the physician will evaluate the athlete. If the ATC refers an athlete to the physician and it is not an orthopedic problem, the physician may then refer the athlete to the appropriate doctor or location, based on the physician's own qualifications.

### **Head Certified Athletic Trainer (ATC)**

Under supervision of the Team Physician, the Head ATC is responsible for the immediate care of the student-athletes attending Southmoreland School District, as well as visiting athletes from away schools that do not travel with a certified athletic trainer. He or she will be responsible for evaluation of the athlete and treatment of the athlete with the correct and appropriate medical modalities and rehabilitation program. Other responsibilities of the ATC include; record keeping, referrals, and to keep communications open between themselves and the team physician, as well as the coaches and athletic director. The Head Certified Athletic Trainer is also responsible for rehabilitation, conditioning programs, protection, and on-site coverage for athletic practices and games. The Head ATC should be on site when sports equipment is being fitted for an athlete to make sure everything meets PIAA guidelines. The Head ATC is also responsible for maintenance of athletic training supplies and equipment to make sure they are in good working order. He or she will be responsible to report to the Athletic Director with any issues relating to the athletic training program.

### **Coaches**

The coaches are responsible to keep open communications with the ATC and athletic director. He or she is also responsible to make sure his or her athletes see the ATC if they have any problems before practice starts. If the coach is the only sports medicine member at the event, they can only use the first aid and CPR skills they learned. They cannot make impressions or diagnoses. He or she must report the injury or ill athlete to the ATC, as well as complete an injury report. The coaches will be responsible for making sure athletes turn in their medical history forms, insurance forms, and pre-participation examination forms into the ATC before the start of the season. Coaches are responsible for making sure athletes get the appropriate equipment needed for their event.

### **Athletic Director**

The athletic Director's responsibility is to oversee the department of athletics. They must keep open communication between themselves and the coaches, as well as the ATC. He or she must be on the school grounds at the beginning of the first event, at the school, and remain on the premise till the last event, at the

school, is done for the day, unless otherwise stated prior to that day's events. The athletic director will also be responsible for making sure athletes get their medical history forms, insurance forms, and pre-participation examination forms before the start of the season. He or she is responsible for keeping up-to-date sports equipment to ensure a safe environment.

### **First Aid and CPR Certification**

The Certified Athletic Trainer, coaches, and Athletic Director all need to keep an annual certification of first aid and CPR. If the ATC, Coach, Athletic Director, or Team Physician is unable for coverage, then anyone who is first aid and CPR certified may proceed in using their skills learned to help the athlete.

### **Custodian/Security Guards**

The custodian or security guard needs to be on school property, with a cellular phone or two-way portable radio, from the beginning of the day until the last event at the school is complete. The custodian or security guard must keep the master set of keys with him or her, for the school, during the whole time at the school. The custodian or security guard must keep open communication between the coaches, athletic director, and ATC. He or she must make sure that all doors and gates are opened before the start of the events and must make sure that all doors and gates are locked at the end of the night before going home.

## **Quick Guide for Emergency Action Plan**

1. Survey scene
2. Determine scene is safe and approachable
3. Determine if injury/illness is emergency or non-emergency status
4. If emergency:
  - a. Call 911 and activate EMS
  - b. Stay with Athlete
  - c. Facilitate responsibilities to others:
    - i. Direct EMS to scene
    - ii. Call ATC, if not on scene
    - iii. Call Parents
5. If non-emergency:
  - a. Call ATC, if not on scene
  - b. Remove Athlete from activity
  - c. Apply First-Aid Treatment until ATC arrives
  - d. Call Parents
6. Document injury and give to ATC for filing and Insurance purposes