

Bracken County High School Athletic Handbook



Revised November 16, 2022

MISSION STATEMENT

Our mission at Bracken County High School in athletics is to extend and enhance the total education experience for students. We believe that participation in our competitive programs will prepare students physically, mentally, and emotionally to become positive, contributing members of society.

OBJECTIVE OF THE ATHLETIC PROGRAM

1. To provide, promote, extend, manage and administer a program of athletic activities for students in high school.
2. To promote participation in athletic activities.
3. To team sportsmanship and encourage responsible citizenship among the students.
4. To recognize that the purpose of athletics is to promote the physical, mental, moral, and social and emotional wellbeing of the individual players.

CODE OF CONDUCT/SPORTSMANSHIP

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship. It is the responsibility of all those involved in sport contests, including players, coaches, fans, parents, administrators, and officials to emulate this value. Good sportsmen demonstrate this by taking a loss without complaint, handle victory without gloating, and treat his/her teammates/opponents with fairness, courtesy, and respect.

POSITIVE MOTIVATION AND CHARACTER FIRST

Coaches should always use positive motivational strategies in dealing with student-athletes. Moreover, using negative reinforcement, name-calling, threatening or other tactics that are demeaning to students should be avoided and may result in disciplinary tactics. High School athletics are an educational experience and should always be treated as such.

EXPECTATIONS: PLAYERS/PARTICIPANTS

We expect players to serve as positive examples for spectators by exercising self-control and good sportsmanship and by accepting both victory and defeat with praise and compassion.

BCHS ATHLETIC PROGRAM

The following athletic programs are offered at BCBS:

Female Athletic Teams

Volleyball
Cross County
Golf
Basketball
Softball
Track
Tennis

Male Athletic Teams

Football
Cross County
Golf
Basketball
Baseball
Track
Tennis

Sport Activities

Cheerleading
Archery

ATHLETIC DIRECTOR:

Administrative Responsibilities

1. Oversee the care and inventory of all uniforms, equipment, and supplies
2. Coordinate and administer budget of athletic activity funds at BCBS
3. Compile school schedule of games during all seasons and send out contracts

4. Have knowledge and follow all basic KHSAA Policies and By-laws.
5. Coordinate with principal and assistant principal in supervision of all home contests
6. Collect and coordinate all required forms for participation in athletics at BCHS according to KHSAA rules and BCHS SBDM policies
7. Ensure that all coaches are aware of all regulations concerning the safe and legal participation of all student athletes
8. Attend all meetings and complete all requirements to remain certified according to KHSAA standards
9. Perform all duties or responsibilities related to the position as needed or directed by the superintendent and/or principal
10. Coordinate equitable use and security of facilities
11. Responsible for the financial reports and all accounting from all revenue for the athletic program at BCHS

Interpersonal Relationships

1. Aide coaching staff as they need to prepare for competition
2. Work cooperatively with staff to build support for the program
3. Demonstrate knowledge of college entrance exams
4. Promote BCHS athletics to all students
5. Develop a chemistry/moral that supports coaches in all sports
6. Meet individually with coaches to discuss needs
7. Deal with athletes and parents in a fair, positive, frank and tactful manner especially in conflict situations

Professional Relationships

1. Notify all coaches of all policies, rules procedures and requirements
2. Take responsibilities for the conduct of all coaches
3. Maintain a cooperative, workable relationship with all administrators and coaches
4. Maintain professional, workable relationships with the news media by reporting all accomplishments and special events
5. Promote school and community interest in BCHS Athletics
6. Coordinate with coaches ideas on increasing fan/community support
7. Develop and promote sportsmanship
8. Show respect for all persons involved in both athletic contests and the entire athletic program
9. Promote athletes and coaches for local, state and national awards
10. Work effectively with medical personnel
11. Use appropriate language, behavior and manners with athletes, parents and officials
12. Attend clinics/conferences to acquire new strategies to improve the athletic program
13. Insure safe playing conditions/facilities for all participants and fans
14. Maintain professional supervision of all coaching staffs

HEAD COACH:

Administrative Responsibilities

Pre-Season

- **Paper Work;** Collect all physicals and parent consent forms before allowing athletes to participate. Turn forms in to athletic director

- **Schedules & Rosters:** Complete scheduling of games in a timely manner and notify athletic director of contracts to be sent. Turn in completed schedule for all levels and roster to the athletic director. Enter schedule and team picture on the KHSAA website before state mandated deadline
- **Hiring of Coaches:** Head coach may make recommendations for hiring assistant coaches. Paraprofessional coaches must complete necessary paperwork (Volunteer Application Form), which will include driver's license, social security number, finger printing/background check and college transcript (if appropriate). Paraprofessional coaches must complete a contract with Athletic Director. This must be completed and approved before any pay will be issued.
- **Informational Meeting:** Each head coach is responsible for advertising and announcing to the high school and middle school, if applicable, concerning try-outs, informational meetings or other activities that involve your sport.
- **Inventory:** Coordinate and distribute the proper equipment and supplies.
- **Purchase Requests:** It is the responsibility of the head coach to submit to the Athletic Director any and all equipment and supply needs. Luxury items for each team must be financed through fundraising. The BCHS Athletic Department will not pay for any items that have been ordered without completing a purchase order request first.
- **Required Meetings:** All head coaches must attend the following meetings. You will be responsible for paying any late fees if you miss the designated dates and times.
 - KHSAA required Rules Clinic (yearly); Check KHSAA website for dates that your clinic will be available online
 - Complete, if applicable, Coaches Education Program Classes – check KHSAA website for online class. Coach must pay the cost upfront and then school will reimburse you when you have completed the course.
 - Complete the KHSAA SPORTS SAFETY COURSE (online once every 2 yrs.)
 - CPR/AED Training (every other years); provided by BCHS
 - Clinics (optional): Attend instructional clinics to learn more about your sport and improve as a coach
- **Parent Meeting:** All head coaches must hold an annual parent meeting to discuss rules and policies so that these are clear before problems arise. (see parent meeting policy)

In-Season

- **Facilities/Game Set-up:** Ensure that field/facility is prepared for competitive events, assist with set-up and clean-up of your facility for athletic events. Secure facility after games and practices; make sure lights are turned off and doors locked.
- **Bus Requests:** All transportation requests must be submitted to the athletic director prior to the start of your season. If you need to cancel a bus or change the time please inform the athletic director and/or transportation director. Under no circumstances, may a student transport another student.
- **Media:** It is the responsibility of the head coach to accommodate the media with statistical and score information. Our goal is to promote our student athletes and our school. After each contest report scores to the appropriate media, including the KHSAA – Rihards Scoreboard.
- **Academic Progress/Eligibility:** It is recommended that the head coach track each athlete in regards to grades. The athletic director will do a weekly grade check of all athletes during the season. If you have an athlete that is ineligible for one week, he/she is not permitted to play in any contest during the week that he/she is ineligible. (KHSAA Bylaw 5; Section 3; Page 8)
- **Inclement Weather:** All outdoor activities must stop practicing or playing when thunder or lightening is notices (must have a 30 minute wait period). Also play must stopped if heat index reaches 104. Snow Days: Game decision will be made by noon by athletic director, principal and superintendent.

- **Locker Rooms:** Ensure the locker rooms remain clean. You are encouraged to provide the best possible locker room for our student-athletes (Home and Away)

Post-Season

- **Inventory:** Secure all inventory, equipment and supplies within one week of your final contest. Record inventory, record any lost equipment and lock equipment in a secure location.
- **Schedule for next Season:** Begin working on the season's schedule and securing contracts.
- **Banquet:** Head coach is responsible for coordinating banquet/awards program with athletic director. All awards will be purchased with booster club funds.
- **Summer Dead Period:** Students may not receive coaching or training from school personnel and school facilities, uniforms, transportation or equipment shall not be used during the dead period, which begins on June 25th and ends on July 9th. School funds may not be used during this time period. This also includes going to events to watch students play or having any communication with the athlete's including texting, Facebook, Twitter or any other type of social media.

Interpersonal Relationships

1. Involve the entire coaching staff in the team's preparation for completion.
2. Work cooperatively and effectively with teachers in order to maintain eligibility.
3. Demonstrate knowledge of college entrance requirements to aid athletes and actively seek post-secondary opportunities for qualified athletes.
4. Encourage representation on the team from the entire student body and provide an opportunity for athletes in all stages of development.
5. Develop team chemistry/morale that supports team members and provides a positive environment.
6. Provides clear and consistent direction to all team members to set and achieve goals
7. Meet individually with athletes to discuss strengths and weaknesses, and provide instruction to effectively overcome weaknesses.
8. Deal with athletes and parents a fair, positive, frank and tactful manner, especially in conflict situations.
9. Involve athletes in developing and maintaining reasonable standards of conduct.
10. Understand individual sport and its relationship to the total school program and work with all school staff for the benefit of the total school program.

Professional Relationships

1. Notify all members of the team and parents of all policies, rules, procedures and requirements as they pertain to the team.
2. Take responsibility for the conduct of athletes, assistant coaches, and other team members at all times-practices, games bus, etc.
3. Promote school and community interest in the sport by appearing at school pep rallies, attending booster club meetings, visiting feeder schools/programs and appearing at community league events.
4. Coordinate with athletic director ideas on increasing fan/community support for your program.
5. Develop and promote sportsmanship among all athletes and assistant coaches.
6. Show respect for officials, press, opposing coaches, visiting teams, parents, fans, students, teachers and administrators.
7. Promote athletes for local, state and national awards
8. Work effectively with medical personnel
9. Maintain a professional sideline conduct, especially towards officials, visiting athletes and opposing coaches.

10. Notify athletic director and or maintenance department of facility concerns or problems in a timely manner to insure safe playing conditions.
11. Maintain professional supervision of assistant coaches.
12. Have knowledge and follow all basic KHSAA Policies and By-laws.

ASSISTANT COACH:

Requirements

- Complete, if applicable, Coaches Education Program classes- check KHSAA website for online class. Coach will be reimbursed for fee after completing the course.
- Complete the KHSAA Safety Course (online) (every two years)
- KHSAA required Rules Clinic (yearly); check KHSAA website for dates that you clinic will be available online
- CPR/AED Training (every other year); provided by BCHS

Responsibilities

1. Demonstrate loyalty to the head coach, the program, and the school system. Attend all meetings, trainings, etc. to remain certified to KHSAA standards
2. Assist head coach in the proper distribution, care, and collection of equipment
3. Demonstrate knowledge of the sport and a willingness to continue to learn
4. Demonstrate a teaching ability and passion for teaching the sport
5. Work cooperatively with the head coach to motivate the student athlete
6. Maintain appropriate rapport between coaches, players, and parents
7. Maintain a controlled intensity in coaching your sport, remember your actions and reactions represent your head coach, team, administration and school
8. Assist in the supervision of players in locker rooms and other areas
9. Develop and maintain a good working relationship with the head coach and the rest of the coaching staff in your sport, as well as all the coaches in the schools system
10. Accept duties assigned by head coach

GENERAL POLICIES AND PROCEDURES:

Athlete Check-Out (Away Contests)

It is the expectation that all students utilize school sponsored transportation to and from all athletic events and activities. Please use the Bracken County Schools Transportation Release when traveling. Students should only be released to their parents. It is a good idea to have your team's roster already typed on the release form so that you have an accurate list of students on the bus. Parent notes are accepted in advance of the athletic Event. Electronic forms of communication are not accepted on the day of the event.

Athletic Specialization

Coaches shall promote the entire interscholastic program of the school. Coach forced or encouraged athletic specialization is not acceptable and has no place within the Bracken County School District and will not be tolerated.

Awards and Recognition Policy

- 1) ***Banquet Awards*** -Banquet awards are defined as those specific awards given by a specific sport for individual accomplishments through a specific season. Banquet Awards/Trophies and meal shall be

funded by your booster club. Amount set for individual plaques/trophies shall not exceed \$15 per award. *Athletic Director will set date of banquet in collaboration with Varsity Coaches.*

- 2) **Senior Awards**-Senior gifts shall be funded equally from booster club and athletic department. Those sports that have both a boys and girls program these awards should be equitable. They do not necessarily have to be the same award, but should be of equal value.
- 3) **Special Individual and Team Recognition Policy (approved 11/16/2022)**
 - a) An individual who achieves special recognition for specific achievements may be displayed in a picture or plaque in their respective sport facility. Example: All – Time scorer basketball for the school (Boy and Girl) will be in picture in frame as you enter the gymnasium. Any individual that wins an All “A” state championship or KHSAA state championship may have their banner displayed.
 - b) Only those teams who have achieved All “A” State champion/runner-up or KHSAA District Runner – up, District Champion, Regional runner-up, Regional Champion or State runner-up, or State champion may be represented by a banner or posting of this achievement in the respective athletic facility. Any other type of team recognition to be honored should first be approved through the BCHS Gender Equity Committee.
 - c) Any individual/team recognition that will be honored with a banner or picture to be displayed in any athletic facility must first be cleared through the BCHS Gender Equity Committee.

Booster Club Policy

Booster clubs are necessary in many cases to help with funding of a particular sport. It must be clearly understood that all involved that the booster club is an entity of BCHS and the school can exercise ultimate control. The head coach is ultimately responsible for all booster club activity regardless of his/her involvement in that organization. Each booster club must submit Booster Club Agreement Form, officers for the current year and also submit a monthly budget report along with a yearly report to the central office.

Dead Period

The KHSAA has enacted a “dead period” from June 25-July 9. During this time, no school related sports activities can take place nor can any school facility be used. The following dead period restrictions are in place:

- a. Students shall not receive coaching or training from school personnel, whether salaried or non-salaried
- b. School facilities, uniforms, nicknames, transportation, or equipment shall not be used.
- c. School funds shall not be expended in support of interscholastic athletes.

ELIGIBILITY

For a student-athlete to be eligible to participate in athletics at BCHS, they must adhere to the academic as well as physical requirements as outlined in the school policy. This includes the following:

- a) **Academics:** Athletes must pass 5 out of 7 classes each week to be eligible the following week. Athletic director will send out grade reports each Friday. Every week, a student shall be making continual progress during the school year to be eligible to participate in athletics during the subsequent week (Monday through Sunday) and through the next opportunity to examine grades in this manner. These grades are cumulative for the year. Ineligible student athletes will not attend practice or competitions.

- b) **Attendance:** Athletes must maintain a 96% attendance rate to be eligible to participate. A student must be present for three hours of the school instructional day to participate in practice/preparation for games and competitions. If the event is on the weekend, the student must be present on the school day preceding the event, or have a Principal Excused Absence for that day to participate.
- c) **Physical and Proof of Insurance:** Students must have on file a current physical form and proof of insurance before they can participate (this includes practices). Head coach should make a copy of physical and proof of insurance for his/her files and turn in original copy to the athletic director.

Emergency Procedures

All head coaches and staff will complete an emergency action plan and have a copy filed in the athletic director's office. Each Head Coach will receive a copy of the school's Emergency Action Plan Manual. Coaches should follow the following guidelines:

- Always have a cell phone close or access to a phone
- Use first response training
- Don't let others treat a child even if you feel uncomfortable in the situation unless you know of their qualification.
- If any doubt call 911 and don't try to move the athlete unless he or she is in danger. Contact parents
- Never leave the child unattended
- Always keep copies of physicals and parent consent with you at all practices and games.
- Complete accident-injury report; make a copy for your records;; turn in original to the athletic director

Fundraisers

Principal must approve all fundraisers. Submit fundraiser request forms in a timely manner. All monies generated through raffles, 50-50 pots, etc. will be run through our BCHS Gaming Account. Turn in all deposits and raffle forms to bookkeeper. After raffle is complete we will transfer money for profit back to your sport account. Fundraisers will not be approved that compete with another fundraiser already established.

Health Insurance

All students participating in interscholastic athletics must present evidence of accident insurance. Insurance must meet minimum criteria established by the Superintendent.

Student athletes who are covered by private health insurance are not required to purchase school accident insurance. However, parents of those students shall provide the school with a signed statement indicating that insurance coverage has been arranged by other means.

Middle School Students

Bracken County Middle School students in grades 7-8 may be afforded the opportunity to try out and participate on high schools teams. Consultation should take place with middle school and high administration before students are allowed to be pulled up. Consideration should be given to social and physical maturity, number of participants on MS and HS teams, and overall development and playing time.

Open Activities (Gym, Field, etc.)

Open gym, field, etc. is a time for ALL students to have the opportunity to participate. It must be made available to ALL students. It must be supervised, but there can be no instruction and cannot be limited to just players on the team. Attendance cannot be taken and it cannot be made mandatory by the coach. These activities should not interfere or conflict with in season sports and students should not be required

to choose a sport. If the open activities become an issue with pulling students from in season sports then the open activities will not happen.

Parent Meeting Policy

We appreciate the time and efforts that parents put into the involvement of their student-athlete. It is important to have guidelines concerning the communication between parents and coaches. All head coaches should review this policy with their parents during the pre-season meeting.

1. A parent has the right to request a meeting with a coach or coaches to discuss their child, but they must make an appointment with the coach, athletic director or principal.
2. Do not ask to see or meet with a coach before or after a game
3. The following items will not be discussed: Your child's playing time; strategy, other student-athletes
4. Stay with the facts and when the meeting is complete we may agree to disagree
5. Say what you mean without being mean
6. Profanity of any kind will not be tolerated

Para-Professionals/Volunteer Coaches

All para-professional and volunteer coaches (paid or unpaid) must follow the guidelines for a Level II Coach, which includes: Age 21; CPR/First Aid Training; high school diploma; coaching certification class and complete requirements set by the Bracken County Schools BOE. Any para-professional coach must complete a contract before receiving any stipend. These requirements must be met before a coach can work and instruct athletes

Participation Termination Policy

If any athlete quits a sport or is terminated from a sport because of violation of rules or some other circumstances that athlete may not begin working out with another sport until the completion of the season of the sport in which he/she quit or was terminated. The timeline begins with the first game of the season.

Purchasing

All purchase orders must be approved by athletic director or principal before purchasing any items. You must have a PO number before ordering.

Physical Examination

All students wishing to participate in athletics must have a sports physical. This includes any student participating in open gym, open field, etc. The physical expires one year from the date of the physical and must be on the KHSAA approved physical form. Proof of health insurance must accompany the physical form.

Social Media Policy

Students must have on file a signed social media policy. Each team will have their own social media policy.

Spectator Behavior

As a spectator representing Bracken County High School, if you are ejected from an athletic event (home or away) by a referee, umpire, school administration, etc. you will not be allowed to attend another home or away event during the entire season of that sport. This also includes post season.

Sunday and Holiday Practice and Events

Teams may practice on Sundays and on Holidays with prior administrative permission. Practice should take place between 1:00-6:00 PM. Sunday and Holiday practices cannot be considered mandatory.

Supervision Policy

The entire coaching staff is responsible for his/her athletes anytime they are on campus for an event or practice. Make sure that you are not leaving students unattended. Coaches must remain with their student-athletes until all have left school grounds. No Exceptions! Be responsible for all of your students.

Transfers

If any student or family approaches you about transferring to BCHS you must inform the student and or parents to contact the athletic director or principal. Do not discuss this with the student or family. Athletic Director will complete the necessary transfer forms and start the process with the sending school and KHSAA.

Transportation

- **School Vans:** The School district has vans that are available to transport teams if this is the most economical way to transport their team to an athletic event. Each van will have a maximum capacity of six (6) student-athletes plus the driver.
- **School Buses:** The school district will provide bus transportation for all teams for athletic events.
- **Charter Buses:** BCHS Athletic Teams may charter a bus to an athletic event if the contest is over 200 mile round trip. Athletic teams will be responsible for paying the extra cost over using the school bus(es) for the charter bus thru their booster club account.
- **Policies:** Turn in all bus departure times to the athletic director for approval and send a copy of requested times to Transportation Director. Also check with Transportation Director to see which mode of transportation is the most cost effective for the trip (vans or buses). Due to rising cost of fuel and travel please limit travel to less than 120 miles per round trip (exception: required district opponents, designated sport due to competition, or state playoffs). Any travel over 120 miles the expense will be charged to your account or booster club. Any travel for contests, camps, etc. out of season will have to be paid by individual booster clubs. As of 5/16/2022 the mileage rate per mile is \$2.00.
- **Bracken Co. BOE Overnight Trip Policy for Drivers:** Drivers will be paid the Extra-Curricular Trip Rate for over-night trips. Two Day Trip: Drivers will be paid from the time the bus leaves on the day of departure until driver checks into the hotel that night. The driver will be paid on the second day from the time the bus leaves the hotel until the driver returns to school that day. Three Day Trip: Drivers will be paid from the time the bus leaves on the day of departure until driver checks into the hotel that night. The driver will be paid a minimum of 12 hours for the second day, or actual hours worked if greater than 12 hours. The Athletic Director or Superintendent needs to be notified if the hours are expected to be more than 12 hours. The driver would get paid from the time they leave the hotel until they return to school on the third day. *The organization that requests the driver for overnight trips is responsible for paying for the hotel room and meals of the driver.* As of 5/16/2022 the hourly rate for a driver is \$12.26 plus benefits.

Travel/Food/Hotel Policy

The Gender Equity Committee determined in order to insure equity in spending when traveling that all sports have a limit in what is spent per athlete per meal. The amount was set at \$10.00. The only exception to this cap is in the event that a team has advanced to a regional or state tournament. Hotel

Policy – amount set for hotels is set at a minimum of \$75.00 and a maximum of \$150.00 per night. The hotel must have inside access to all rooms. Each sport will be responsible for hotel/motel rooms through their booster club accounts

Bracken County High School Transportation Liability Release

Date of Activity: _____ Type/Location of Activity: _____

I understand that Bracken County High School requires that students utilize school sponsored transportation to and from all athletic events and activities. I agree that departure from this requirement will release the Bracken County Schools for all liability for any adverse results that may occur due to parentally approved alternate transportation. I agree to release Bracken Co. Schools and its employees for all liability with reference to the above stated transportation.

#	<u>LNAME</u>	<u>FNAME</u>	<u>Grade</u>	<u>Signature of Parent/Guardian</u>
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Bracken County High School Emergency Action Plan

EMERGENCY ACTION PLAN

Bracken County High School has a written emergency plan that should be followed in the event of a medical emergency. All coaches should be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the Principal or their designee. An emergency is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the coaches, administrators and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. Situations when 911 should be called automatically are:

- an athlete is not breathing
- an athlete has lost consciousness
- it is suspected that an athlete may have a neck or back injury
- an athlete has an open fracture (bone has punctured through the skin) - severe heat exhaustion or suspected heat stroke
- severe bleeding that cannot be stopped

Chain of Command:

School Resource Officer
Athletic Director
Administrator
Head Coach
Assistant Coach
Other Athletes

The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives.

Once it has been decided that EMS should be called, the following protocol should be followed:

1. The highest person on the chain of command will be deemed the leader, and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The front office or an administrator should be notified that there is an emergency situation on campus.
2. The highest person on the chain of command will make the call to EMS or will designate another person to make the call. (911 from a cell phone or pay phone, EMS should be told what the emergency is, the condition of the athlete and how to get to where the athlete is. Also, tell EMS that someone will meet them at the closest meeting point to aid in directing the ambulance. **DO NOT HANG UP UNTIL EMS HANGS UP FIRST.**
3. Phones at Bracken County High School are located in the main office, classrooms, and coach's offices.
4. The leader will send runners to all meeting points between where the athlete is located and Bracken County High School's venue-specific location to direct the ambulance to the athlete. The

runners should stay in their positions and wave the ambulance through the proper turns to get to the athlete.

5. The leader will designate another person to attempt contact with the athlete's parents.

Emergency contact information can be found in Infinite Campus, Main Office, and with head coach at all times. If a parent is not present, the form should accompany the athlete to the hospital.

6. If transport is deemed necessary by EMS, the athlete will be taken to Meadowview Regional Hospital Maysville, KY, unless the parent requests otherwise.

School Address:

Bracken County High School
350 West Miami Street
Brooksville, KY 41004

AED Locations:

- Gymnasium
- Softball Concession during softball season
- Baseball Concession during baseball and track season
- Football Concession during football and XC
- Tennis Coach during tennis season

*Coaches should take note of the closest AED to their practice and game locations if they are available