

Guidelines for the Supervision of Athletes

It is the responsibility of coaches and staff members to supervise athletes at all times. The following are guidelines for the supervision of athletes in areas frequently by athletes.

Supervision in the Locker Rooms

1. Students shall not have unsupervised access to locker room spaces
2. Coaches and staff members will not give keys to students to access locker rooms unsupervised.
3. Coaches will be the last people out of the locker room, ensuring that all athletes have left the room and valuables are secure.

Supervision on Buses

1. Students shall be expected to act in a school-like manner on the bus.
2. Coaches will directly monitor the bus to ensure students are acting appropriately. This means assigning coaches to the back and middle of the bus and moving about frequently.
3. Students should not be permitted to enter a bus without adult supervision.

Supervision in Game and Practice Venues

1. A coach will be present when students enter a practice or game venue.
2. Students will not engage in physical activity until a coach is present
3. Students should enter and leave venues as a single group.

Supervision of Athletes While Away from Campus

1. All athletes participating in off campus trips shall be under the supervision of a staff member or athletic coach employed by the District during the entire trip. On overnight trips, responsibility for the athletes shall be 24 hours per day throughout the duration of the trip.
2. The staff member in charge shall be available to students at all times while away from school.
3. The staff member in charge shall be responsible for training and assigning specific duties and responsibilities to adult volunteers on the trip, per District policy.
4. Adult volunteers shall complete the District's volunteer information packet and be cleared to supervise students prior to departure to the event.
5. Adult volunteers will only supervise students in groups of two or more.

A written report from the staff member in charge will be submitted to the principal as requested or whenever any unique situation occurs such as an accident, injury, major incident, etc.

Overview of HIPAA

Congress enacted HIPAA in 1966 to, among other things, improve the efficiency and effectiveness of the health care system through the establishment of national standards and requirements for electronic health care transactions and to protect the privacy and security of individually identifiable health information. Collectively, these are known as HIPAA's Administrative Simplification provisions, and the U.S. Department of Health and Human Services has issued a suite of rules, including a privacy rule, to implement these provisions. Entities subject to the HIPAA Administrative Simplification Rules (see 45 CFR Parts 160, 162 and 164) known as "covered entities," are health plans, health care clearinghouses and health care providers that transmit health information in electronic form in connection with covered transactions. See 45 CFR §160.103. "Health care providers" include institutional providers of health or medical services, such as hospitals, as well as non-institutional providers, such as physicians, dentists, and other practitioners, along with any other person or organization that furnishes, bills or is paid for health care in the normal course of business. Covered transactions are those for which the U.S. Department of Health and Human Services has adopted a standard, such as health care claims submitted to a health plan. See 45 CFR § 160.103 (definitions of "health care provider" and "transaction") and 45 CFR § Part 162, Subparts K-R.

The HIPAA Privacy Rule requires covered entities to protect individuals' health records and other identifiable health information by requiring appropriate safeguards to protect privacy, and setting limits and conditions on the uses and disclosures that may be made of such information without patient authorization. The rule also gives patients rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections.

Information on the HIPAA Privacy Rule is available at <http://www.hhs.gov/ocr/hipaa>. Information on the other HIPAA Administrative Simplification Rules is available at <http://www.cms.hhs.gov/HIPAAGenInfo/>.

Overview of FERPA

Volunteers are expected and required to keep all "student information" that they obtain while working as a volunteer for the district confidential. In fact, Federal Law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission. Student information includes all academic, medical and personal information. Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and may subject the volunteer and the district to civil liability. It is very important that you keep information about students confidential. It is important that you do not discuss students or their progress with others - even their parents. Do not make reference to student's abilities in front of other students. The only person who should be told about a student's work is their teacher. If parents ask about their student's progress, suggest in a friendly way that they contact their teacher.