

WEBSTER PUBLIC SCHOOLS



COACHES HANDBOOK

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MISSION STATEMENT

Athletics are designed to provide an opportunity to develop, learn, and improve qualities so necessary in realizing a fulfilling and rewarding life.

1. To respect oneself and all others as people with, needs, wants and interest.
2. To develop a self-discipline which will then follow the pursuit of one's interest and goals.
3. To feel pride and self-worth which is gained from one's confidence in his/her ability to adjust to the stress of competition in an acceptable manner.

The Mission of the Webster Public Schools is to provide a quality education and a safe learning environment for all students and to empower all students to succeed as responsible, productive citizens in an ever-changing global society.

The Webster Public School does not restrict student participation on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness.

DIRECTOR OF ATHLETICS

Tony Paranto

ATHLETICS

- All coaches have keys to BHS.
- In case of an emergency, the coach contacts emergency medical services by calling 911 and then calls the athletic director.
- An AED machine is located in the building and there are portable AED machines at all games.
- A player or the assistant coach meets emergency medical responders.
- All coaches complete the MIAA concussion and health injury courses.
- All coaches are certified in approved CPR/AED and First aid.
- Athletic trainers with two-way radios are present for games.
- Any coach may make a referral for a player to a school adjustment counselor.

COACHES' CODE OF ETHICS

Webster Public Schools adheres to the National Federation of High Schools (NFHS) educational philosophy concerning school athletics. A coach is a "teacher" first and a "coach" second. A student-athlete is a "student" first and an "athlete" second. Regardless of whether the coach is a member of the high school faculty or not, he/she is often the most influential and important person to a student-athlete. The student-athlete is participating within the school's activity program because that young person desires to do so. Consequently, such a student is often more attentive to a coach's lessons than to those offered by teachers in required courses. Coaches must constantly be aware of this opportunity and responsibility.

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Every young person should be treated as though they were the coach's own and their welfare must be uppermost at all times.

The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

The coach must constantly uphold the honor and dignity of the profession. In all personal contact with student athletes, 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 promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

Coaches shall actively use their influence to enhance sportsmanship by their spectators.

Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct, which will incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members to give student-athletes special consideration. It is unethical for coaches to scout opponents by any means other than those adopted by the league and/or state high school athletic association.

COACHING QUALIFICATIONS

Certification in C.P.R., AED and Safety First Aid.

Knowledge and experience in the specific sport. These qualifications can be waived though if the candidate possesses other positive factors.

The coach must attend the pre-season coaches meeting which includes a Concussion Presentation by the Athletic Trainer.

In addition, take the annual online MIAA required concussion test and submit to the athletic director.

All coaches first serving as an interscholastic athletic coach after August 1, 2005 must complete an MIAA sponsored or approved coaches' education course within one year in order to coach for a second year. Those who began their coaching prior to August 1, 2005, are not bound by this requirement. Mandatory as of September 1, 2015, per MIAA.

TERMS OF COACHING CONTRACT

The Town of Webster's Public School System coaching contracts are year to year (one school year only). When the coach has completed the below end of season obligations, then his/her coaching season ends:

- Equipment/uniforms are returned to Athletic Director
- A list of student-athletes who have failed to submit uniforms/equipment has been submitted to the Athletic Director
- The end of season paperwork has been submitted the Athletic Director
- (final roster, award winners, contest results, season accomplishments/school records, recommendations, budget requests)

**** Building pass keys MUST be turned in to the Principal's secretary****

COACH STIPENDS

The coach shall receive his/her stipends in two equal installments:

- The first about halfway through the season 40%
- The second (60%) when **ALL** of the above end of season obligations have been met
- When all seasons have been concluded

COACH'S MEETING

Each coach shall schedule an end of the year conference with the Athletic Director as soon as all duties are completed and receive a non-binding evaluation.

COACH'S EVALUATION

If the coach's performance is deemed to be not meeting the required standards, the Athletic Director has the option of either:

- Instituting behaviors or goals for the following school year that will need to be met
- Not renewing the contract for the following school year

STUDENT ATHLETE SAFETY

The SAFETY of the student-athletes is a major priority. We require coaches to:

- Be certified as first responders (CPR + SFA Certification)
- Participate in a pre-season concussion training session
- **Have at all times on their possession at practices, contests, and meetings:**
 - A medicine kit with medical supplies, and student-athlete information print-outs, parental bus release forms
 - A cell phone for emergencies

The coach needs to be aware of and act accordingly in the following situations:

- Weather issues
 - Thunder and/or Lighting – Proceed to a safe area
 - Extreme heat or cold
 - Have water, appropriate clothing for the weather
 - monitor the student-athletes and adjust the practice time
- Playing conditions - Coaches are not to practice at a facility that is unsafe due to weather conditions. Officials will decide playing conditions for contests.

- Emergencies:
 - Review the emergency procedure policies with the student-athletes
 - Be prepared to react in an emergency. Time can be of the essence
 - Be on the lookout for potential hazards on your practice or game areas
 - Be aware of necessary emergency medicine that a particular student-athlete might require during an emergency and have knowledge of its location

LIABILITY

Coaches having an awareness of situations and behaviors that could lead to LIABILITY issues is a major priority. Please review the below items that have been considered National Standard situations that could lead to liability claims:

1. Failure to supervise an activity.
2. Negligently entrusting a duty to an under qualified or unqualified individual.
3. Failing to teach proper skills.
4. Failing to teach protective skills.
5. Failing to provide and maintain a safe coaching and playing environment.
6. Failing to inspect, repair, and recondition equipment properly.
7. Failing to teach athletes to inspect their own equipment.
8. Failing to provide proper effective equipment.
9. Failing to properly play an activity.
10. Failing to create and set policies and procedures for an activity.
11. Failing to follow and enforce such policies and procedures.
12. Failing to adopt safety standards set by school policy.
13. Failing to match or equate athletes.
14. Failing to properly administer first aid.
15. Failure to warn of inherent dangers of the activity.
16. Failing to assess injury or incapacity in an athlete.
17. Failing to keep adequate and accurate records.

LOCKER ROOM PROCEDURES

Coaches are responsible for their team's assigned locker room and are required to:

- Open and secure the locker room before and after practice, contests, and meetings
 - Coaches are to be present for supervision in the locker room prior to every practice, meeting, or contest
 - Coaches are to be present in the locker room at the completion of every practice, meeting, or contest. Coaches must be the last person to leave, and secure the locker room

Failure to follow the above may lead to an accident or incident that could bring about liability issues for the coach involved

- Issue each student-athlete a locker with a lock. Instruct them to maintain security
- Maintain a sanitary, clean locker room and instruct the student-athletes to help with the upkeep

BUS TRANSPORTATION

Coaches are responsible for the appropriate bus behavior of their student-athletes

- Student-athletes must:
 - Be seated at all times
 - Not place any part of their body out a window

- Maintain appropriate behavior
- Enter and exit the bus through the front door only. They cannot use the back door or ceiling emergency door to enter or exit the bus
- Water and first aid kits must be kept on the seats, not the floor
- Coaches are required to ride the bus to and from contests and/or practices
- When returning on a bus from a contest or practice, coaches are to make sure that all student-athletes have transportation home. The Coach is the last person to leave. No Coach shall give personal rides to student/athletes
- The bus driver will review any other regulations
- All students must ride the bus to and from all athletic events unless excused by the athletic director and/or the principal upon receiving written request by a parent/guardian prior to the contest

ATHLETIC TRAINER

Coaches are to work with the Athletic Trainer directly concerning:

- Coaches need to consult with and/or send to the Athletic Trainer any student-athlete who is injured or ill
- If a student-athlete requires hospitalization or a visit to the physician, please communicate with the Athletic Trainer so he/she:
 - Can be aware of and monitor the situation
 - Can assist the student-athlete with filling out insurance paperwork (www.cabotrisk.com/studentaccident)
- Injuries –A physician makes the decision concerning the availability of an injured student-athlete to practice or play. He/she can also impose restrictions in accordance with the extent of the injury/illness
- The coaches are responsible for picking up coolers, and other Athletic Trainer's room equipment before a practice or contest (they may assign student-athletes to this duty)
- The coaches are responsible for the return of coolers and other Athletic Trainer's room equipment to the **designated area of the Athletic Trainer's room** following practices and contests.
- Do not leave anything outside the Athletic Trainer's door. **IT IS NOT THE ATHLETIC TRAINER'S JOB TO PUT AWAY COOLERS**

EQUIPMENT

Coaches are responsible for the distribution, care, maintenance, storage, and collection of equipment. Coaches are asked to educate the student-athletes in proper care of uniforms.

When issuing equipment and/or uniforms to student-athletes, coaches are to fill out a spreadsheet that includes the following information to then pass in to the athletic director,

- The student-athlete's name
 - Level of team (Middle School, Varsity, JV, or Freshman),
 - Lock and locker #
 - Issued equipment
 - The numbers or letters/numbers found on uniforms or on tags inside the uniforms
- Coaches are to update the spreadsheet of changes, and are to denote changes of uniform numbers as soon as they occur throughout the season.

When collecting uniforms and equipment at the end of the season, coaches are to update the spreadsheet with the returned item or the number of the returned uniform piece. After making a sincere effort to collect everything, coaches are to notify the Athletic Director indicating those student-athletes still owing items.

TRYOUTS

Participation in Athletics is a privilege. Students try out voluntarily and, for some of our teams, risk not being selected. During the tryout period the coach will provide a verbal explanation and/or handout of his/her criteria. Students not selected for a team are encouraged to try out for another team if there is space on that team and the final selections have not been made. Students who are not selected for a team can ask the coach as to the reason(s). After tryouts begin no athlete may voluntarily leave one team and try out for another without the consent of both coaches and the Athletic Director.

PLAYING TIME - ESPECIALLY REFERRING TO VARSITY LEVEL

Perhaps the most emotional part of a student-athlete being involved in high school athletics centers around playing time. The student athlete becomes involved in interscholastic athletics for the first time and finds that practices and expectations are much more intense and demanding. Factors such as practice attendance, attitude, commitment, and of course athletic skill enter into the decision.

There are many decisions made on a regular basis by the Webster Public Schools coaching staff. It is their responsibility to decide which athletes should start a contest, which students should play what position, and how long each athlete should play. These coaching decisions, often difficult to make are made only by the coaching staff and are approached very seriously after having observed the student athletes in practice sessions, game like situations, scrimmages and at games.

It is strongly suggested that Varsity coaches meet with each student-athlete once tryouts are over to:

- Fully explain their role on the team
- Discuss playing time (especially for those student-athletes who are perceived as not seeing much action)

For teams where tryouts are not necessary – it is strongly suggested that Varsity coaches meet with each student-athlete sometime prior to the first contest to:

- Fully explain their role on the team
- Discuss their place on team ladder (Tennis, Cross-Country, etc.)

SUB-VARSITY TEAMS

At the sub varsity levels (Junior Varsity, Freshman, Middle School) coaches will make a strong effort to play all team members for as much time as practical. At this level the coaching staff is teaching the philosophy of the program along with the skills necessary to move along to the next level.

TRANSFERS

If you have a transfer (or any new student-athlete on your team who was not a student at Webster Public Schools the previous year), **you need to review the MIAA Eligibility Checklist provided in the Student Participation form and alert the Athletic Director immediately.**

PUBLICITY - NEWSPAPERS

Student-athletes look forward to publicity in the local newspapers and deserve it.

- Varsity coaches need to call or email in contest results on the day of the contest – home or away. Our league states that the home team and or winning team reports the results of all contest.
- JV, Freshman, and Middle School coaches – please report results to the Athletic Director the day of the event.

OFFICIALS SHEETS

For home contests, coaches are required to:

- Properly fill out the date, contest, level, opponent, and final score on the officials payment form
- Have the officials fill out their information prior to the contest.
- Then at the completion of the contest place it under the Athletic Office door or in the Athletic Director's Mailbox so that the officials can receive prompt payment

AWAY CONTEST RESULTS

For away contests, coaches need to report the results to the Athletic Director by e-mail, phone, or text on the day of the contest. Winning varsity teams should contact T&G.

STORAGE SHEDS/FACILITIES

Concerning the Storage Sheds/facilities, coaches need to:

- Place all equipment in an orderly fashion
- Keep storage areas clean
- Make sure they are locked upon leaving the area
- Make sure to lock all gates to fields

FACILITIES UPKEEP

Coaches need to take the lead with their student-athletes in helping to maintain clean facilities, whether they be the fields, gym, or any other Webster Public Schools Athletics area. Following practices or contests, equipment, cups, coolers, etc. must all be picked up and placed in their designated area.

In the light of promoting good citizenship, positive traits, and respect for the Webster Public Schools facilities, it is recommended that the coaches request the student-athletes to clean-up the practice and/or contest areas on a daily basis.

STUDENT-ATHLETE ELIGIBILITY TO TRYOUT OR PRACTICE

At the beginning of a Webster Public Schools Athletics season athletes may not tryout or practice until:

- A parental permission form has been submitted to the Webster Public Schools Athletic Dept.
- The Webster Public Schools Athletic Dept. has written evidence of a current physical on file in the nurses office
- Evidence of academic eligibility
- Evidence of no Social probation
- Penalty of Chemical Health Policy

ISSUING UNIFORMS

Student-athletes may not be issued uniforms until:

They have been declared academically eligible

Have been cleared by the school nurse as having an updated physical

Note—they may not practice until proof of physical

COACH'S NOTES

Coaches are never to give their keys to a student-athlete except in an extreme emergency situation.

NEVER leave athletes alone in any situation, especially:

- In the locker room, on the bus, to practice, or to warm-up.
- No coach should ever be isolated with a student whether in a locker room or office area. If a student needs to be spoken with confidentially, then the parent/guardian, an assistant coach, or school administrator should be present. If left alone with a student after a game or practice, then the coach must remain with the student in a public place until a parent arrives.
- Coaches should use group messaging for informational texts (i.e. time of practice, cancellations, and a change in schedule). Coaches should not use cell phone text as a means of having a conversation with a student. If a student initiates a conversation with a coach through cell phone text, the coach should request a phone call or a meeting for the conversation. Coaches should not attempt to text players during the school day.
- No coach may use a personal vehicle for transporting students.
- All coaches must complete a CORI and SAFIS(Fingerprints) background check by state law. All volunteer assistant coaches and overnight chaperones must also comply with CORI and SAFIS under district and state policy.
- Dress Code: Coaches must dress professionally; preferably in Webster Public Schools logo attire.

Coaches need to remember they are the adults and role models for their student-athletes, and should conduct themselves in a professional manner at all times.

USE OF PRIVATE VEHICLES FOR SCHOOL RELATED EVENTS POLICY

(Posted from the Webster Public Schools Employee Handbook)

“School buses will be used for the transportation of students participating in co-curricular or extracurricular activities. However, when buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. The activity has the approval of the Superintendent of Schools.
2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of Schools of personal liability insurance coverage on the vehicle in the amounts of \$100,000 - \$300,000 or more. Vehicle must have current inspection sticker and registration certificate.
3. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.
4. Driver must be at least 21, properly licensed and have permission from school principal or other designated administrator.”

EXTRACURRICULAR ACTIVITIES/ATHLETICS

(Posted in the Student Guidelines Handbook)

Students representing Bartlett High School must receive a passing average (60 or above) in at least 50% of their courses in each academic marking period. Students must also meet behavioral and attendance expectations to participate in extracurricular activities and/or interscholastic sports. Please see the attendance and behavior sections for specific information pertaining to participation. At the discretion of the administration, a student may forfeit a position of leadership or have their social privileges revoked, either temporarily or permanently, based on the nature of the infraction(s) that occur in school, at school events, or outside of school. The scholastic eligibility is determined each marking period on the day that report cards are issued.

This regulation affects athletics, clubs, student council, class officers, and all other school activities where students are representing Bartlett High School. This also includes all extra-curricular school activities such as dances, the prom, non-academic field trips, etc. Students involved in co-curricular and extracurricular activities are also held to a strict code of discipline set up by these organizations. These guidelines are on file and issued to students involved in these organizations. Any student who is placed under suspension cannot participate in any activities until the suspension is completed.

All students participating in extracurricular activities/athletics are to be present at school prior to 8:00am, or they will be ineligible to participate in any extracurricular activity, practice, or contest on that date. Any student who is dismissed for more than half of the school day or is absent is also ineligible to participate in an extracurricular activity or contest on that day unless excused by administration.

At Bartlett High School, students share the responsibility for selecting, organizing, and evaluating the activities and their outcomes. In all activities, the development of democratic leadership and cooperative attitudes is a major goal. The Administration and staff are working with students to find new opportunities to meet these goals.

A list of athletic teams that are offered to all students include, but are not limited to:

Baseball	Football	Tennis (Boys and Girls)
Basketball (Boys and Girls)	Golf	Track (Boys and Girls)
Cheerleading	Soccer (Boys and Girls)	Volleyball
Cross Country (Boys and Girls)	Softball	

A list of extracurricular activities that are offered to all students include, but are not limited to:

Acapella	Drama Club	Mock Trial
Active Minds	International Thespian Society	National Honor Society
Art Club	LGBTQ Club	Robotics Club
Class Officers	Marching Band Club	Student Council
DECA	Medical Careers Club	Yearbook

ATHLETIC PROGRAM

Bartlett High School athletics provide students with an opportunity to develop, learn, and improve the following qualities:

- To recognize the value and worth of all individuals
- To respect oneself and all others as people with needs, wants, and interests
- To develop self-discipline, which will then follow the pursuit of one's interests and goals
- To feel pride and a sense of self-worth which is gained from one's confidence in their ability to adjust to the stress of competition in an acceptable manner
- To maintain personal hygiene and a proper appearance while participating on an athletic team at Bartlett High School

Any student who is dismissed for more than half of the school day or is absent is also ineligible to participate in an extracurricular activity or contest on that day unless excused by administration.

TRAINING RULES AND REGULATIONS FOR ATHLETES

All student athletes, while participating on an athletic team, are to be present at school prior to 8:00 am, or they will be ineligible to participate in an athletic practice or contest on that date. Any student who is dismissed for more than half of the school day or is absent is also ineligible to participate in an extracurricular activity or contest on that day unless excused by administration.

Students that are ineligible due to tardiness may not participate but may attend practices/games on that day.

All student athletes are under the supervision of the coach for that sport, and must comply with any additional requirements or regulations put forth by that coach.

At the beginning of each season, coaches will provide to all team members and parents/guardians written documentation regarding expectations, team rules and regulations, practice schedules, game schedules, and any other pertinent information.

The athletic coach has the authority to suspend or dismiss any student athlete who fails to comply with the requirements or regulations put forth by the athletic department.

Any student athlete dismissed from a team by a coach may not participate on another sport team during that same season.

Any student athlete who quits a team after the final roster has been selected may not participate on another team during that same season.

A student at Bartlett High School is considered a student athlete from the date of enrollment at Bartlett until graduation. It is vitally important that they maintain a good example and abide by Bartlett High School Athletic Department guidelines on a continuing basis; both in season and out of season.

In order to participate on a team the day of an away event, each student athlete must accompany their team on the players' bus and must also return with their team on the players' bus. Student athletes will not be allowed to travel to or from an out of town event by private vehicle, even if accompanied by a parent/guardian without prior approval of the administration.

For absences due to school-related trips, the player will have a one game suspension. For absences due to vacations, the player will sit one game out for each game missed while away.

Student athletes must comply with all rules of the Massachusetts Interscholastic Athletic Association.

Chemical Health Rule: While a student athlete at Bartlett High School, in or out of season, a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, VAPE pens & all similar devices); marijuana (including synthetic); steroids; drug paraphernalia; or any controlled substance. This policy includes products such as “NA or near beer,” inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over-the-counter medications and substances used for the purposes of altering one’s mental state. It is not a violation for a student to be in possession of a defined drug specifically prescribed for the student’s own use by their doctor.

Minimum Penalties

First Violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. Any fractional part of an event will be dropped when calculating the 25% of the season.

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, penalties will be determined by the current or next season of participation. Any fractional part of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of their own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events, provided the student was fully engaged in the program throughout that penalty period. The high school principal, in collaboration with a Chemical Dependency Program or Treatment Program, must certify that the student is attending or issue a certificate of completion. If a student does not complete the program, the penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. A student plays only football: he violates the rule in winter and/or the spring of the same academic year: he would serve the penalty(ies) during the fall season of the next academic year.)

First Offense - 25% Second Offense - 60% Second Offense with Dependency Program - 40%

Number of Events/Season	Number of Events/Penalty	Number of Events/Season	Number of Events/Penalty	Number of Events/Season	Number of Events/Penalty
1-7	1	1-3	1	1-4	1
8-11	2	4	2	5-7	2
12-15	3	5-6	3	8-9	3
16-19	4	7-8	4	10-12	4
20 or over	5	9	5	13-14	5
		10-11	6	15-17	6
		12-13	7	18-19	7
		14	8	20 or over	8
		15-16	9		
		17-18	10		
		19	11		
		20 or over	12		

ACADEMIC ELIGIBILITY FOR ATHLETICS

A student must pass at least 50% of their courses in each academic marking period.

- Fall Season Sports:
 - To be eligible for the fall sports season, student athletes are required to have passed at least 50% of their courses in the previous school year. Quarter grades cannot be used to determine fall eligibility. A student cannot count, for eligibility, any subject taken during the summer, unless that subject was pursued and failed during the immediate preceding academic year.
 - To remain eligible during the fall sports season, student athletes must have passed at least 50% of their courses in the first quarter.
- Winter Season Sports:
 - To be eligible for the winter sports season, student athletes must have passed at least 50% of their courses in the first quarter.
 - To remain eligible during the winter sports season, student athletes must have passed at least 50% of their courses in the second quarter.

- Spring Season Sports:
 - To be eligible for the spring sports season, student athletes must have passed at least 50% of their courses in the second quarter.
 - To remain eligible during the spring sports season, student athletes must have passed at least 50% of their courses in the third quarter.

No student shall be eligible for interscholastic athletic competition (whether they compete or not) for more than six consecutive semesters beyond the ninth grade.

No student may participate if they turn 19 before September of their senior year.

The above athletic eligibility requirements conform to the Massachusetts Interscholastic Athletic Association (MIAA) standards. In addition to the above rules, all participants must adhere to any additional Bartlett High School athletic rules as formulated by their coaches and approved by the administration. The Principal reserves the right to waive requirements over and above any MIAA standards.

PROCEDURES OF SPORTS RELATED HEAD INJURY AND CONCUSSION

Webster Public School Athletic Sports Related Head Injury and Concussion Protocol

Purpose

The purpose of this procedure is to provide standardized procedures for persons involved in the prevention, training, management and return to activity decisions regarding students who incur head injuries while involved in extracurricular activities, including, but not limited to interscholastic sports, in order to protect their health and safety.

Athletic Activities

Defined as an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or band leader including, but not limited to; snowboarding, baseball, basketball, cheerleading, cross country, track football, golf, lacrosse, volleyball, marching band, rifle, softball, tennis track and field. All interscholastic athletics are deemed to be extracurricular athletic activities.

Signs of Concussion

At the discretion of the trainer or coach, an athlete should receive immediate medical attention for symptoms of concussion. These include any of the following:

- Loss of consciousness
- Vomiting
- Confusion
- Convulsions or seizures
- One pupil larger than the other
- Difficulty recognizing people or places
- Headache worsens, or does not go away after 24 hours

When a student athlete shows signs, symptoms or behavior consistent with the concussion, the athlete shall be removed from practice or competition and evaluated by the athletic trainer and/or the student's health care provider. It is recommended that the student be evaluated by a clinician with experience in the evaluation and management of concussions.

A student diagnosed with a concussion shall be withheld from a competition and not return to activity for the remainder of the day. The student should receive monitoring, and parents/guardians will be notified. In an acute (serious) event the student may be transported to the hospital. Instructions will be provided at the hospital setting or from the student's physician. The student should be evaluated by a concussion specialist as outlined within the concussion management plan.

Once cleared by the primary physician, an athlete must complete return-to-play scenarios in the supervised process:

- Day 1** No activity, complete rest. Once symptom free, proceed to Day 2
- Day 2** Light aerobic exercise such as walking, stationary cycling, no resistance training
- Day 3** Sport specific training, (i.e. running in most sports, skating) the important portion of this step is the addition of one of low resistance or simple resistance training.
Example: football QB's may resume sideline throwing.
- Day 4** No contact training skills, a set of higher intensity resistance training.
Example: football linemen walk through pass blocking
- Day 5** Full contact training after medical clearance
- Day 6** Game Play

If any post-concussion symptoms reoccur, drop back to previous level and try to progress again after 24 hours. No medications may be taken at any stop of the progression. The student athlete must check in with the athletic trainer every day prior to practice.

The most recent consensus of experts is that those athletes who have suffered multiple concussions should be held out of play for an extended period of time (1-2 weeks after symptoms have cleared). Any student who has suffered three mild/simple concussions or two moderate-severe concussions in the same season, experts advise that they not be permitted to return that season.

Prevention and Management of Sports Related Head Injury and Concussion

The Webster Public Schools understand that concussions are serious injuries and expect that all precautions will be used to minimize head injuries. The following policy is in place to ensure that students, parents/guardians, and all school employees involved in the sports program are adequately trained about the symptoms of a concussion, and all teachers, coaches, volunteers, and administrators implement the related procedures when dealing with a suspected head injury or concussion.

The school district will provide concussion training as a pre-participation requirement for all students and must be completed prior to practice or competition. The following persons annually shall complete one of the head injury safety training programs approved by the Webster public Schools:

- Coaches
- Volunteers
- School Athletic Trainers
- School Nurses
- Athletic Directors
- Parents/Guardians
- Students

This requirement will be met by: Completing an approved online program list on the Webster Public School website and pre-participation questionnaire and providing a certificate of completion to the athletic director. Signing an acknowledgement that they have read and understand written materials provided to them by the athletic director, or attend a Webster Public School sponsored training session and sign the attendance roster.

The Student and Parent/Guardian will be responsible for:

- Submitting evidence that they have taken an on-line course on concussions or have read approved written materials at least once a year. The student and parent/guardian shall complete and sign a pre-participation form which provides a comprehensive history of concussion, face, head, or spinal injuries.
- Submitting a Report of Head Injury Form if a student receives a concussion during a sports season, but not while participating in an extracurricular athletic activity.

The Athletic Director will be responsible for:

- Participating in a biannual review and revision of this policy.
- Completing annual training in concussion protocols.
- Ensuring the training for staff, parents/guardians, volunteers, coaches, and students are met, recorded, and the records maintained.
- Ensuring all students have a yearly physical exam prior to participating in any extracurricular athletic activities and that each student has completed pre-participation paperwork, including the reporting of prior head injuries before each athletic season.
- Ensuring pre-participation forms are reviewed in a timely manner.
- Ensuring that Report of Head Injury Forms are completed by the parent/guardian or coach and reviewed by the coach and school nurse.

- Ensuring athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of the athlete.
- Reporting annual statistics to the Department of Health the total number of head injuries reported from both coaches and parents/guardians.
- Keeping all certificates, signed acknowledgements and training session rosters for three years.

Members of the coaching staff will be responsible for:

- Completing annual training in concussion protocols and providing the athletic director with certification of completion.
- Reviewing pre-participation forms of all athletes provided by the parental permission forms regarding student's history and/or risk of head injury.
- Completing a Report of Head Injury Form, upon identification of a student with a head injury or suspected concussion that occurs during practice or competition and remove them from play.
- Teaching techniques aimed at minimizing sports-related head injuries and discouraging athletes from engaging in any unreasonable dangerous athletic technique that endangers the health or safety of the athlete.
- Promptly notifying (immediately after practice or competition) in person or by phone with the parent/guardian of any student removed from practice or competition for head injury or suspected concussion. The coach must then follow up in writing (paper or electronically) within 24 hours. The coach must also communicate this information to the Athletic Director and school nurse within 24 hours.
- Identifying athletes with head injuries or suspected concussions that occur in practice or competition; complete a Report of Head Injury Form, and remove them from play.
- Ensuring athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of themselves or their opponent.

The School Nurse will be responsible for:

- Participating in the development and biannual review of the Concussion Policy.
- Completing annual training in concussion protocols.
- Reviewing Report of Head Injury Forms, recording information in student's health record, and following up with the coach and parent/guardian as needed.
- Participating in the graduated reentry planning for students who have been diagnosed with a concussion to discuss both academic and athletic accommodations.
- Monitoring recuperating students with head injuries and collaborating with teachers to ensure the graduated reentry plan is being followed.
- Providing ongoing educational materials on head injury and concussion to teachers, staff and students.

Procedures developed under this policy will ensure that any student who sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion shall be removed from the practice or competition and may not return that day. These procedures will require that the student shall not return to athletic activity unless and until the student provides medical clearance and authorization. Each student who is removed from practice or competition and subsequently diagnosed with a concussion shall have a written graduated reentry plan for return to full academic and extracurricular athletic activities.

SCHOOL ISSUED EQUIPMENT/UNIFORMS

School-issued athletic equipment and game uniforms are not to be worn or used for practice or at any time other than at a school-sponsored athletic event.

The student-athlete is responsible for the clothing and equipment issued to him/her. All equipment not turned in at the end of the sport season will be billed at current replacement cost. The assessment must be paid before the end of the school year and before awards are given.

Student-athletes are to keep the locker room clean.

All team lockers will be empty following the completion of the season.

TRAVEL

Players must ride to and from out-of-town games on school-owned or chartered buses. Players may not travel to an away athletic contest in private transportation and participate in a game without the expressed permission of the athletic director.

All athletes are reminded that, when visiting other schools, Bartlett is the guest. The athletes will act in a reasonable and courteous way. This includes respecting the facilities and equipment of the host school. Any malicious destruction of property will result in an assessment of damages for the restitution and dismissal from the team.

Clothing (attire) will be neat and suitable, as advised by the coach and/or athletic director.

Please indicate which of the following certifications you have obtained:

- ☐ AED (every 2 yrs), Expires: _____
- ☐ First Aid/CPR (every 3 yrs), Expires: _____
- ☐ Concussion (every year), Expires: _____
- ☐ Coaches (once; valid forever)

BY SIGNING THIS DOCUMENT, I AM INDICATING THAT I HAVE READ THE BARTLETT HIGH SCHOOL ATHLETICS COACHES HANDBOOK, UNDERSTAND THE INFORMATION PRESENTED WITHIN IT, AND ARE AWARE OF MY RESPONSIBILITIES AS A COACH AND PROFESSIONAL INDIVIDUAL EMPLOYED BY THE TOWN OF WEBSTER SCHOOL DISTRICT.

PRINT NAME _____

SIGN NAME _____

DATE _____

Please return this completed sheet to Tony Paranto, Athletic Director.