

Pattonville High School Activities

Coaches and Sponsors Handbook



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Mission Statement

The mission of the Pattonville High activities program is to empower student-athletes that are well prepared and equipped with tools to guide them on their journey to the next level in their education and extra-curriculars, as well as their lives.

Vision Statement

The Pattonville High activities program will be recognized as a premier activities program in the state, distinguished by achievements on the field, in the classroom, and in the community.

Philosophy

The opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experience. These experiences contribute to the development of learning skills and emotional patterns that enable students to make maximum use of their education. Participation in activities is a privilege which carries with it responsibility to the school, to the activity/organization, to the student body, to the community and to the individual student.

Pattonville's student activities are considered an integral part of the educational program providing experience that will help to develop young people physically, mentally, socially, and emotionally.

Priorities and Values Guiding Principles

Academic Excellence and Personal Development

The activities department will be committed to helping shape the 'total' student. We want to prepare them for the next level of education as much as possible. It is our priority that student athletes and activity participants demonstrate academic excellence in the classroom with visible leadership skills, while acting as role models in the school and community.

Competitive Success

Pattonville High School will strive to be at the top of the Suburban Conference in all athletic competitions and activities. We will provide support, resources, and guidance to all areas with the objective of achieving a winning activities program. Partnering with middle school programs to promote early interest will be essential as we move along.

Program Integrity

Integrity will be paramount as we look to build our programs. The department will stress diversity through our coaching hires and planned PD, financial security through transparency and cooperation with the admin team, compliance with MSHSAA rules and regulations, and district expectations and guidelines.

Community Reputation

The athletic/ activities department will work with community members, higher learning institutions, local businesses, alumni and the like to help market all sports programs, activities, and clubs. We will promote the high school and district, and help obtain additional needed financing through the partnerships we seek and create. These relationships that will be built will be used to help further achieve our goals.

MSHSAA/Conference

MSHSAA

Pattonville is a member in good standing of the Missouri State High School Activities Association (MSHSAA). It is important for all coaches to be familiar with the by-laws of the MSHSAA. Intentional violation of any by-laws or other policies of the MSHSAA is a very serious offense. While it is not possible to agree with every rule and regulation it is important for all coaches to comply with them.

Head Coaches in those sports that have required rules meetings must attend or send an assistant coach.

In the spring, or whenever amendments to the MSHSAA by-laws are proposed, coaches will be given input into the official Pattonville position. However, the Principal and the Activities Director will determine the final vote.

Conference

Pattonville is a member of the St. Louis Suburban Public High School Athletic Conference. The Conference consists of all Public High Schools in St. Louis County. It is further divided into smaller conferences to promote competitions and to attempt to

equalize competition. The by-laws call for realignment to be discussed every two years. Coaches will have input into potential realignment. The athletic administrators from all member schools meet monthly. Rules and regulations for each sport for the conference are included as part of this handbook or are in the Activities Directors office.

Each individual sport is placed in a pool by competitive balance as agreed upon by the activity directors with approval by the superintendents. Coaches and ADs discuss their school and sport's place in each pool prior to the AD meetings. These pools will be revisited every two years.

The head coaches from each sport meet once a year to make recommendations to the athletic administrators. Pattonville coaches are expected to attend these meetings. It is also expected that all head coaches will attend the All-Conference meetings in those sports in which they are held. A copy of the Conference by-laws is available to all coaches. It is important for all coaches to be aware of Conference, policies, guidelines, and rules.

Staff/Duties

The chain of responsibility is as follows: assistant coach to the head coach, the head coach to the Activities Director, the Activities Director to the Principal, the Principal to the Superintendent, and the Superintendent to the Board of Education. This procedure ensures an effective working chain of command.

Activities Director Job Description

- Organizes and administers the overall program of extracurricular athletics.
- Responsibility for the safe operation, supervision, and evaluation of the program according to the policies and guidelines set forth by the Pattonville Board of Education, the St. Louis Suburban Public High School Athletic Conference, and the MSHSAA
- Evaluates head coaches during the season of the sport.
- Recommends assignments, in cooperation with the Principal, for the placement of coaches, officials, and other persons necessary to the proper administration of the program.
- Monitors the performance of coaches.
- Assists coaches in the development of their programs.
- Assumes responsibility for the organization and scheduling of all interscholastic contests after consultation with coaches.
- Promotes good school community relations by keeping the community aware of and responsive to the athletic program through partnership with the School/Business office.

- Contract for all game officials.
- Oversees the administration of all home events and gate fees.
- Arranged summer camp calendar.
- Orders buses for away contests through the transportation office.
- Develops and places into operation appropriate rules and regulations governing the conduct of athletics/activities.
- Prepares a master calendar of all athletic competitions.
- Establishes the academic requirements of eligibility for participation and prepares master eligibility rosters.
- Recommends to the Principal and administers the budget for interscholastic sports/activities, including equipment/uniform purchases..
- Keeps and maintains an adequate inventory of all athletic equipment (with coaches).
- Checks the game fields for game readiness.
- Keeps records of the results of all athletic contests & maintains record of all award winners.
- Attends the St. Louis Suburban Athletic Directors meetings.
- Coordinates the use/ rental of the gymnasium, pool and other facilities with coaches, sponsors and outside groups.
- Develops and maintains a plan for effective communication to all coaches, parents, and administrators.
- Establishes measurable performance targets for the athletic department each year.
- Ensures that MSHSAA and PSD guidelines for sportsmanship are followed.
- Webpage/Handbook updating throughout the school year.
- Work with ATC to ensure proper supervision occurs at home events and Healthy Roster is maintained.
- Provides oversight for clubs and activities (STUCO, Renaissance, Class Officers, etc).
- Approves fundraising activities requested by staff.

Coaches

Coaches are hired first and foremost as good teachers. Coaches are selected on the basis of rapport with students, knowledge of the sport/activity, ability to teach lifelong sports skills, and enthusiasm. They should at all times, conduct themselves as teachers in an important and unique area of the total educational program of the school district and continue to strive to improve in teaching as well as in coaching. This athletic/activity program is conducted for the benefit of our students and the total program must be the concern of each coach.

The general duties of all coaches are to communicate with, organize, instruct, and supervise teams of students who participate in the interscholastic athletic/activity program. The primary goal of all coaches should be to have a meaningful learning experience for as many students as possible.

Good sportsmanship/citizenship must be taught and practiced continuously, for this concept is far more valuable than winning an event. A win-at-all costs attitude is inappropriate. Although every team should be coached to win, as that is the primary objective of competition, winning should always be accomplished through spirited, yet fair play.

In addition, coaches must insist on the highest possible scholarship, eligibility, citizenship, and sportsmanship. The coach must enforce the rules as they are written or implied. They must develop relationships with the athletes/students, which are fair and unprejudiced, but always caring.

Assistant coaches must meet the same certification standards as head coaches and are assigned to work under their direction. They are accountable directly to the head coach. Assistant coaches have the same responsibilities for the safety of the team as does the head coach, and in the absence of the head coach, act in his/her place. If more than one assistant coach is assigned to the staff of a sport activity, the head coach will appoint one assistant to act in his/her place when practical, otherwise, the decision will rest with the Activities Director. All coaches are responsible for being familiar with the content of this set of policies and following them. Coaches should make themselves knowledgeable regarding the rules and regulations of the Pattonville School District, St. Louis Suburban Public High School Athletic Conference and the MSHSAA for interscholastic athletics since he/she is responsible for complying with them. Staff is reminded that they have the responsibility of keeping their squads acquainted with the eligibility rules of the school, conference, and the MSHSAA. It is strongly recommended that coaches check the academic progress of their squads.

NO SURPRISES

If there is a change in any plan, let us know so that the Activities Office can answer the barrage of phone calls that we will receive. As an example, if you change practice times, practice during holidays, have a problem with an injury, official, student, fan, bus...do not surprise us...PLEASE LET THE ACTIVITIES OFFICE KNOW FIRST!

Coaches' Job Description

*The expectations of all coaches can be summarized into these main categories:
INSTRUCT, ORGANIZE, COMMUNICATE, AND SUPERVISE. All of the items below fall into one of these categories.*

- Sets up and informs the Activities Office of the planned practice schedule.
- All coaches are expected to report for the start of the season and to attend those meetings necessary for organization of the program.*
- Checks transportation requests for away games and non-school day practices. *
- Is responsible for checking to see that players have all proper athletic forms and physicals examination forms turned in before the first practice. A team roster listing this information should be turned into the Activities Office a minimum of 10

days before the first contest. Daily attendance of your team is required for participation, per MSHSAA.*

- Takes care of facilities and communicates to Activities Director safety concerns regarding facilities.
- Is responsible for informing players of the eligibility requirements of the MSHSAA. It is the responsibility of both the coach and the Activities Director to guarantee that athletes are eligible in all respects before they participate in an athletic contest.*
- Is responsible for knowing and abiding by the rules and regulations of MSHSAA, the Conference and the Pattonville School District and for communicating them to all participants.*
- Complete rules exams prior to the first contest.*
- Ensures that team members are supervised at all times, including up until transportation home has arrived.
- Is responsible for the security of all areas used by the team.*
- Provide a Parent Meeting to distribute information
- Is responsible for players, managers, and coaches for following all MSHSAA guidelines regarding sportsmanship.*
- Is responsible for promoting the program in a positive manner.*
- Maintains an open line of communication with parents.*
- Keeps the Activities Director and other coaches on that staff informed about all levels*
- Supervises and evaluates assistant coaches.
- Is responsible for the security, cleanliness and general good order of equipment storage and locker room areas.*
- Is responsible for the ordering, inventory, and care of all equipment.*
- Scheduling team pictures
- To prepare end of season reports, coaches' evals, etc in a timely fashion.
- Reporting scores to media, social media, and yearbook staff
- Turns in required MSHSAA officials' evaluations, scores, district entries ON TIME.
- Recommends to the Activities Director teams to schedule.
- Attend postseason All Conference meetings. Submit postseason awards by deadline.
- Recommends a budget for equipment and supplies to the Activities Director.

Fourteen Legal Duties of a Coach

Several obligations or duties have been identified as absolute requirements for coaches and athletic administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts. It is important that all coaches, including assistants and volunteers, know and understand the following duties. This summary is not all-inclusive but is generally accepted as the "Legal Duties of Coaches" by the NFHS (National Federation of High Schools) and NIAAA (National Interscholastic Athletic Administrator Association).

1. Duty to Plan – A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.
2. Duty to Supervise – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to make sure facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibility also pertains to athletic administrators who are expected to be able to supervise coaches competently.
3. Duty to Assess Athletes Readiness for Practice and Competition – Coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition.
4. Duty to Maintain Safe Playing Conditions – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments.
5. Duty to Provide Safe Equipment – Courts have held athletic supervisors responsible to improve unsafe environments, repair or remove defective equipment or disallow athlete access.
6. Duty to Instruct Properly – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.

7. Duty to Match Athletes – Athletes should be matched with consideration for maturity, skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.
8. Duty to Condition Properly – Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.
9. Duty to Warn – Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.
10. Duty to Ensure Athletes are Covered by Injury Insurance – Athletics administrators and coaches must screen athletes to ensure that family and/or school insurance provides basic level of medical coverage. Athletes should not be allowed to participate without injury insurance.
11. Duty to Provide Emergency Care – Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries.
12. Duty to Design a Proper Emergency Response Plan – Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.
13. Duty to Provide Proper Transportation – In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. (Follow Pattonville School District guidelines)
14. Duty to Select, Train, and Supervise Coaches – Administrators have responsibility to ensure that appropriate skill and knowledge levels exist among members of the coaching staff to ensure appropriate levels of safety and well-being among athletes.

ADMINISTRATIVE POLICIES TO GUIDE COACHES AND ASSISTANT COACHES OF ATHLETIC TEAMS

The coach is responsible for everything his squad does or fails to do-

1. Be at practice promptly at the scheduled time for the activity to begin.
2. Assume moral obligations in the care and prevention of injuries. Recommend doctor's care when you are in doubt. Refer to written plan for handling emergencies.
3. Let squad know well in advance of team picture schedule.
4. Keep students informed as to time and place for practice, games, and other pertinent data. Other "pertinent data" includes instructing teams/squads as to MSHSAA standards of eligibility and conduct.
5. Arrange all practice sessions so as to assure that all players are well grounded in fundamentals and that all can have a maximum amount of enjoyment.
6. All assistant coaches; freshman, sophomore, and junior varsity coaches are to follow the program desired by the varsity coach in that sport if so desired by the varsity coach.
7. Make survey of squad members who will return next season as to sizes, jerseys, pants, etc., for more efficiency in ordering equipment.
8. Take medicine kit on all trips to be able to render first aid effectively. Keep lids on ointments, balms, and other training room supplies. Keep gauze and cotton covered so as to keep as sterile as possible.
9. Officials shall be treated with all possible courtesy. **NOTE: Probably a good policy for the coach to follow is to see as little of the officials before the game, at half time and after the game as possible. If an official fails to get the job done properly, we can serve our purpose by not hiring him for future games rather than quarreling with him.**
10. Make a strong effort to promote good relations with other schools through high type of morale, good sportsmanship, and courtesy on your own part. Instill that type of thinking within your team. Shake the hand of the opponent's coach before and after every contest. Remember, that visiting teams are our guests and should be treated as such.
11. When selecting your team, and/or making cuts, it's always best to have face to face conversations with kids. Posting something on a wall or online will only lead to issues.

RECOMMENDATIONS FOR COACHES

1. All coaches' dress appropriately for teaching of the activity under your supervision.
2. Have a written plan for daily workouts before practice begins. Record and file all daily practice plans. Note: Date and explain what was covered in drills relating to contact and safety issues.
3. Hold meetings before activity events whenever possible for coordination of efforts and psychological values.
4. Give squad members suggestions on diets, training, and sleep habits.
5. Point out handicaps of smoking, drinking, and drug addiction.
6. Build school spirit by your own example.
7. Whenever your squad is dismissed from school early, caution about maintaining quiet in the halls.
8. Take full responsibility for your own squad—caring for injuries, taping, conduct, etc.
9. Encouragements to all members of teams will pay untold dividends.
10. Cooperate to the fullest extent with all publicity agents so as to maintain friendly relationship with press and others.

11. Give team members complete information in relation to claims for injuries—insurance play, etc.
12. Invite teachers to inform you of difficulty any squad member is having in his or her class.
13. A friendly atmosphere between staff will contribute a great deal to our overall program. Let us all do everything we can to build an outstanding activity program.
14. All coaches and instructors should make a strong effort to see that NO ONE engages in activity on the basketball floor or on the wrestling mats in street shoes, including you.
15. Create an open line of communication with parents. **It is an expectation that each program will hold a preseason meeting with parents to explain the program's philosophy, introduction of the coaching staff, and expectations of athletes, sportsmanship, and the communication guidelines between coach, athlete and parent. A suggestion would be to have parents sign in at the meeting and possibly ask for an email address so you may create a mailing list.**
16. Check your email and phone messages often. Respond to messages within 24 hours.
17. Prepare athletes for future successes physically, emotionally and morally.
18. Protect and contribute to each person's feelings of self worth.
19. Allow individual athletes to have fun.
20. Communicate with those who you lead as you would want to be communicated with by those who lead you.

Other Points of Emphasis

- Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards.
- Practicing good citizenship is practicing good sportsmanship!
- Respect the integrity and personality of the individual participant.
- Abide by and teach the rules of the game in letter and in spirit.
- Describe and define respectful and disrespectful behavior.
- Stress that disrespectful behavior (i.e. taunting, trash talking, intimidation and excessive individual celebrations) will not be tolerated.
- Set a good example for players and spectators to follow – please refrain from arguments in front of participants and spectators; no gestures which indicate disrespect to an official, judge or opposing coach; no throwing of any object in disgust. Shake hands with officials, judges and the opposing coaches before and after the contest in full view of the public.
- Demand the same of your players/team.
- Respect the integrity and judgment of officials, judges doing their best to help promote interscholastic activities and the student/participant. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team.
- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. Please limit your comments to game statistics and to the performance of your team without disrespecting the performance of the opponent.

- Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards

Pattonville Coaching “To-Do” Checklist

PRE-SEASON/TRYOUTS

- ___ Calendars (update with game schedules/practices/events)
- ___ Define roles of staff members
- ___ Create program expectations
- ___ Set Short Term/Long Term goals for program
- ___ Set practice schedule (Google Calendar) post on-line if desired
- ___ Send Rosters using ROSTER TEMPLATE to Jackie Perales
- ___ Check equipment and facilities
- ___ Prioritize program purchases (PO# is required before making ANY purchase)
- ___ Review budget and plan for needs
- ___ Check game schedule for accuracy/verify (arrange) team transportation
- ___ View and take MSHSAA Online rules review.... Deadlines:
 - Fall 8/23
 - Winter: 11/15
 - Spring: 3/14
- ___ View Concussion Video and Provide certificate to Activities Office
- ___ Turn in First Aid, AED, CPR Certificate (IF NECESSARY)
- ___ Read Student/Athlete Handbook. Review high school eligibility pamphlet.
- ___ Review Healthy Roster Procedure. Questions- ask Alex Hubbs.
- ___ Notify A.D. of transfer students (Tell students that if they have not attended PHS for the past 365 they need to see Jason Sellers immediately)
- ___ Notify athletes of injury potential in your sport; review return to play protocol with athletes.
- ___ Prepare for Team Pictures
- ___ Complete/Turn in Eligibility List to AD Office (Alpha list of all athletes in your program).
- ___ Verify Eligibility list is correct once printed
- ___ Attend Pre-Season Coaches Meeting
- ___ Complete Pattonville Mandatory trainings
- ___ KISS SIGNIFICANT OTHER GOODBYE

IN SEASON/ONGOING

- ___ Verify all paperwork for season is complete
- ___ Parent Meeting (Virtual)
- ___ Athlete Screenings (Daily)
- ___ Player/Parent/Coach Expectations
- ___ Home/Away Game responsibilities
- ___ Parent Help? (banquet/senior night, etc)
- ___ Captains
- ___ Roles/Responsibilities/Managers
 - Secure managers for all levels (establish schedule)
- ___ Check Tournament Schedules. Order buses and verify with Jackie Perales
- ___ Arrange Transportation for Tournaments (reminder all transportation needs must be submitted a minimum of 5 working days prior.)
- ___ Check (and double check) all bus times for away matches
- ___ Maintain accurate results for your program/team
- ___ Verify Pattonville game day programs- respond to emails and make corrections if needed promptly
- ___ Keep up with social media requirements

- Provide game results (all levels) to Athletic office/PHSToday by 8am the following day.
- Varsity- Send scores and stats to The Post immediately following game.
- Prioritize program purchases (PO# is required before making purchase)
- Complete official ratings (if applicable)
- Grade Checks- check on your athletes to make sure they are maintaining academic eligibility
- Plan fundraising activities / submit form in AD office
- Nominate Athlete of the Month and Sportsmanship Athlete of the Month every month you are in season.
- Vote for athletes nominated as requested

POST-SEASON

- Provide athletes end of season survey. Have them return completed surveys to the AD office
- Submit 'End of Season" information to AD Office upon completion of season.
- Arrange end of season meeting with AD
- Complete sport summary report/ Program Playbook
- Collect equipment / Issue fines for lost/damaged items. Submit copy of fine sheet to AD
- Plan/ Inform AD office of end of season banquet- request space if needed
- Provide copy of end of season booklet/packet to AD office
- Report off season maintenance needs
- Update historical data to be used for Pattonville for next season

Season Coaches Information

FALL SPORT PROGRAMS

(AUGUST - SEPTEMBER - OCTOBER - NOVEMBER)

The earliest possible practice date for fall sports is **Monday, August 12, 2024**. The first practice date may vary depending upon the sport and level of competition. Detailed information can be found on the website.

Sport	Varsity Coach	Ext
Football	Steve Smith sasmith@psdr3.org	8805
Boys Soccer	Marc Christian mchristian@psdr3.org	8708
Boys Swimming	Tom Crockett tcrockett@psdr3.org	8711
Girls Tennis	Shaun Patrick spatrick@psdr3.org	8709
Girls Volleyball	Jenell Franken jfranken@psdr3.org	8403
Boys Cross Country	Matt McClellan mmcclellan@psdr3.org	8715
Girls Cross Country	Margaret Hall mhall@psdr3.org	8412
Girls Softball	Danelle Emerick demerick@psdr3.org	8710
Girls Golf	David Gross dgross@psdr3.org	8102
Field Hockey	Jessica Hale jhale@psdr3.org	8703
Cheerleading	Samantha Wandersee	8058

	sshyken@psdr3.org	
Drill Team	Anise Glenn	8058
	aglenn@psdr3.org	

WINTER SPORT PROGRAMS

(NOVEMBER, DECEMBER, JANUARY, FEBRUARY, MARCH)

The earliest possible practice dates for this season are as follows: **Girls Wrestling and Basketball: November 4th, 2024 and Girls Swimming and Boys Wrestling: November 11th, 2024.** The first practice date may vary. Detailed information can be found in the Activities Office.

Sport	Varsity Coach	EXT
Boys Basketball	Travis Harris tharris@psdr3.org	8045
Girls Basketball	Dr. Raghib Muhammad muhammar02@psdr3.org	8612
Girls Swimming	Anna Braswell abraswell@psdr3.org	8047
Boys Wrestling	Brent Mueller bmueller@psdr3.org	8044
Girls Wrestling	Paige Mueller pmueller@psdr3.org	8046

SPRING SPORT PROGRAMS

(MARCH - APRIL - MAY)

March 3rd, 2025 is the earliest possible practice date for all spring sports. The first practice date may vary depending upon the sport and level of competition. Detailed information can be found in the Activities Office.

Sport	Varsity Coach	EXT
Boys Baseball	Vic Fink vfink@psdr3.org	8707
Boys Volleyball	Jenell Franken jfanken@psdr3.org	8403
Water Polo	Thomas Crockett tcrockett@psdr3.org	8711
Boys Tennis	Shaun Patrick spatrick@psdr3.org	8709
Boys Track & Field	Chaun Tate ctate@psdr3.org	8074
Girls Track & Field	Chaun Tate ctate@psdr3.org	8074

Girls Soccer	MaryClare Stoker	8706
	mstoker@psdr3.org	
Boys Golf	Scott Hutson	6311
	shutson@psdr3.org	
Girls Lacrosse	Hannah Cooper	8058
	hcooper@psdr3.org	

MSHSAA Coaching Requirements

3.1 ATHLETIC COACHING REQUIREMENTS

3.1.1 School Requirement to Contract an Athletic Coach: For each sport in which a school registers with MSHSAA, a school must contract at least one head coach who meets the requirements for the head coach level, and the school must have the coach approved by MSHSAA. This requirement must be met prior to any interscholastic competition in that sport. This By-Law shall apply to both junior high and high schools.

3.1.2 Definition of Athletic Coach: An athletic coach is an individual who provides any type of instruction specific to a sport, and/or has instructional sports contact with enrolled students of the school. An individual who is unpaid, but provides sports instruction as described above, is an athletic coach and must meet the same requirements as a coach that is compensated, and be approved, prior to contact with students. For the purposes of the by-laws (coaching contact, etc.), an athletic coach is considered to be a school coach for the entire academic school year, despite the duration specified in the contract.

3.1.3 Athletic Coach - Requirements and Approval: Prior to coaching, any athletic coach must meet the requirements for the applicable —levelll of coaching that is intended, be contracted by the school for the role, and must be approved by the MSHSAA office. [Editor's note: The MSHSAA approval process takes place on the membership side of the MSHSAA website. When completed, approval status for each athletic coach will appear on the school's —Coaches and Directorsll page.]

3.1.4 Athletic Coaching Levels and Minimum Requirements:

- a. **Head Coach – Minimum Requirements:** As per By-Law 3.1.1, each interscholastic team must have a head coach who meets the following requirements and who, then, may fill the duties and obligations of a head coach for the team, both under the sport rule code and in regard to the by-laws.
 - 1. A Four-Year College Degree OR Serving as an Approved Assistant Coach (3.1.4.b) (non-Hardship Coach) for a minimum of TWO school years.
 - 2. A Professional Teacher's Certificate OR NFHS Fundamentals of Coaching Course (online) passed prior to coaching. This course is not sport-specific. This is a one-time requirement.
 - 3. Successful completion of a Sports First Aid course prior to coaching and renewed every two years. (See options in Diagram 3.1)

4. Successful completion of CPR/AED training prior to coaching and renewed every two years. (See options in Diagram 3.1)
5. Background Check including Sex-Offender's Registry Clearance prior to coaching.
6. Board of Education or Board of Governance Approval prior to coaching.
7. Successful completion of a Concussion in Sports Course, and review of current concussion information yearly.
8. Successful completion of the MSHSAA Sport-Specific Online Rules Review each season.

b. **Assistant Coach – Minimum Requirements:**

1. Completion of 60 or more college credit hours prior to coaching.
2. A Professional Teacher's Certificate OR NFHS Fundamentals of Coaching Course (online) passed prior to second year of coaching. This course is not sport-specific. This is a one-time requirement.
3. Successful completion of a Sports First Aid course prior to second year of coaching and renewed every two years. (See options in Diagram 3.1)
4. Successful completion of CPR/AED training prior to second year of coaching and renewed every two years. (See options in Diagram 3.1)
5. Background Check including Sex-Offender's Registry Clearance prior to coaching.
6. Board of Education or Board of Governance Approval prior to coaching.
7. Successful completion of a Concussion in Sports Course, and review of current concussion information yearly.
8. Successful completion of the MSHSAA Sport-Specific Online Rules Review each season.

c. **Student Teacher – Minimum Requirements:** A student teacher serving in an approved teacher preparation program through a college or university and who is teaching at a school may serve as an assistant coach if the following minimum requirements are met.

1. Completion of 60 or more college credit hours prior to coaching.
2. Successful completion of a Concussion in Sports Course, and review of current concussion information.
3. Successful completion of the MSHSAA Sport-Specific Online Rules Review.

Course	Options	Location/Contact
NFHS Fundamentals of Coaching	There are no other options when this course is needed.	www.nfhslearn.com

Sports First Aid	<ol style="list-style-type: none"> 1. NFHS First Aid for Coaches 2. American Heart Association 3. American Red Cross First Aid 4. ProCPR.org First Aid 5. School district may bring in an instructor and provide a group course 6. Contact MSHSAA to review another course for approval 	www.nfhslearn.com www.heart.org Contact your local Red Cross www.procpr.org Local Ambulance District, Hospital, or Red Cross, etc. Contact MSHSAA Office
CPR/AED	<ol style="list-style-type: none"> 1. American Heart Association CPR/ AED 2. American Red Cross CPR/AED 3. ProCPR.org CPR/AED 	www.heart.org www.procpr.org
Concussion in Sports	<ol style="list-style-type: none"> 1. NFHS Concussions in Sports What You Need To Know 2. District presentation by qualified individual in Sport Concussions 	www.nfhslearn.com Brain Injury Association of MO www.biamo.org

d. **Hardship Coach (may only serve as an Assistant Coach; May not serve as a Head Coach):** A school may request hardship approval for an individual who does not meet the minimum requirements to be approved as an Assistant Coach if evidence of need is verified by the school to affirm that the position is required to maintain the existence of the program and/or is necessary to maintain an adequate safety level. The Board of Directors may approve a Hardship Coaches Application to waive the minimum requirements and allow the individual to serve as an assistant coach due to unforeseen, unavoidable, or unusual circumstances. An approved hardship application will be kept on file at the MSHSAA office for subsequent year review for a coaching position with the same member school.

1. Board of Directors Approval of a Hardship Coaches Application.
2. An in-service training program which includes, but is not limited to, specific discussion of school policies, equipment responsibility, behavior expectations, procedures to follow in case of an emergency, etc. is satisfactorily completed.
3. Assistant Coach – Minimum Requirements (By-Law 3.1.4.b – 2 through 8) must be met.

3.1.5 Sport-Specific Online Rules Review Requirement: Each school shall be responsible for requiring all athletic coaches to complete a MSHSAA Online Rules Review in their respective sport. A coach who has not completed the applicable online rules review is not eligible to coach in the state series. When a coach fails to complete the online rules review, the school shall justify the deficiency in writing to the MSHSAA office.

3.1.6 Concussion Course Requirement: State law requires that all coaches review the concussion information yearly. [Editor's Note: This information can be found on the MSHSAA website under the Sports Medicine Tab, and the NFHS offers a free course (Concussions in Sports—What You Need To Know) through their website (see Diagram 3.1).]

3.1.7 Violations: An egregious or intentional violation of the MSHSAA By-Laws or the rules/regulations of the sport may cause the Board of Directors to withhold approved status.

Student Eligibility Standards

Eligibility to participate in athletic contests between schools is a privilege, which is attained by meeting the standards cooperatively set for the purpose by vote of the schools, which are members of the MSHSAA. If any student is new to your program, do not assume they have been residents of our school district for 365 days prior to participate in your sport. New students, transfer students and foreign exchange students must see the Activities Director and fill out the appropriate MSHSAA forms to attain eligibility.

ELIGIBILITY STANDARDS

1. Students must be creditable high school citizens.
2. Students must be enrolled in courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned and must have earned 3.0 units of credit the preceding semester or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester.
3. Students who wish to meet the eligibility requirements for athletics and activities set by MSHSAA may now enroll in summer school to meet eligibility standards for the fall. Summer school classes must meet graduation requirements. Elective classes and correspondence courses do NOT satisfy this requirement. Be aware that enrolling in summer school does not automatically make one eligible because of Pattonville School District Policies IGD, IGDJ, and IGDJ-R. The student's eligibility for the fall semester will be determined by calculating the total number of credits earned the 2nd semester and during summer school.
4. Students cannot compete in any sport for more than four seasons or in any but the first eight semesters they are enrolled in high school, including special education.
5. Students must enter school within the first eleven days of the semester to be eligible to play that semester.
6. Students must not accept an award for competing in any high school sport except the award given by your school.
7. High school students who reach their 19th birthday prior to July 1 will be ineligible for further competition the succeeding year.
8. During the sport season a student represents his or her school by competing in an interscholastic athletic contest, he or she cannot compete as a member of a non-school team

or as an individual participant in organized non-school competition in that same sport. (Exception to this rule is the sport of swimming.)

9. Students may participate on a school team and a non-school team in different sports during the same season; however, you may not practice for the non-school team or participate in organized non-school athletic competition on the same day that you practice with or participate for the school team without approval of your school administrator.
10. If a student transfers schools, he/she is ineligible for 365 days from the date of transfer unless there is a corresponding change of residence of the parents or unless he/she meets other exceptions to this rule. Transferring from one school to another because of the influence by any person will make the student ineligible for one full year.
11. A student who transfers schools under conditions, which do not meet the terms of the transfer standards, may be eligible to participate on a lower level of competition.
12. Students may attend a specialized summer athletic camp(s)/clinic(s) where you receive instruction or coaching from a member of your school's coaching staff for a maximum of two calendar weeks in any one sport. A calendar week is defined as any seven consecutive days regardless of which actual day of the week the sports camp begins.
13. Students may attend a non-school summer specialized sports camp(s) for as long as you wish where you do not receive instruction or coaching from a member of your school's coaching staff.
14. A student will remain eligible so long as he/she does not commit an act that might be interpreted as unsportsmanlike conduct while playing or attending a high school activity.

This is only a partial list of standards, but these are the ones that generate the most questions. The Activities Director or Principal will interpret the standards for special cases.

ELIGIBILITY FORMS (Athletes-Cheerleaders-Drill Team-Speech-Music)

Coaches must provide the Activities Office with information about each team member **10 days** before the first contest. A standard eligibility form must be used. The student's name, date of birth, date of enrollment, number of semesters, and number of semesters in the sport must be provided by the coach. The Activities Office will check the credits earned the previous semester of attendance and the number of credits carried to date that semester to verify all of the above information.

Introduction To MSHSAA Eligibility Standards

The Missouri State High School Activities Association (MSHSAA) is comprised of approximately 750 member schools, both public and private, across the state of Missouri. MSHSAA's eligibility requirements have been voted on by the member schools and were adopted by your school when it became a MSHSAA member. Your school will also have local school requirements that you must comply with in order to be eligible. Information contained on this page will acquaint you with the essential rules and regulations students and schools must follow in order to maintain and protect high school eligibility. No one requirement is more important than another. Any questions

you have concerning these essential requirements or eligibility should be discussed with the school principal or athletic director. These administrators have copies of all MSHSAA eligibility requirements.

Summary of the Eligibility Requirements

1. Bona Fide Student

- In order to represent your school, you must be a bona fide student and meet all eligibility requirements. You must be regularly attending classes and you must meet the academic requirements in MSHSAA By-Law 2.3 and those of your school.

2. Citizenship

- You must be a creditable citizen. Creditable citizens are those students whose conduct - both in school and out of school - will not reflect discredit upon themselves or their school.
- NOTE: Conduct involving law enforcement must be reported to your principal or athletic director immediately as your conduct may affect eligibility or contest outcomes.

3. Sportsmanship

- If you commit an unsportsmanlike act while participating in an event, you could become ineligible.
- If your conduct as a spectator is found to be unsportsmanlike, you could be barred from attending any further high school contests.
- The unsportsmanlike conduct of any spectator, regardless of age, could cause that spectator to be barred from attending school contests.

4. Academics

Grades 9-12

- You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is GREATER, at your school.
- For your current semester, you must be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned at your school, whichever is GREATER.
- Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for FALL academic eligibility may count

provided the course is necessary for graduation or promotion or is a core subject course, and credit is placed on the school transcript. No more than one unit of credit in summer school shall be counted toward fall eligibility.

- Students promoted for the first time into 9th grade are considered academically eligible for the first semester after promotion.
- Do not drop courses without first consulting with your school principal, athletic director or counselor to determine whether doing so will affect your eligibility.

5. Semesters of Participation

Grades 9-12

- You are eligible to participate in any sport for a maximum of four seasons (an exception is in place for schools sponsoring baseball or softball in both the fall and spring). Any part of a contest played during a season counts as a season of participation.
- Your eligibility to participate in high school activities begins when you first enter the 9th grade and lasts for the next eight consecutive semesters (four consecutive years).

6. Age Limits

Grades 9-12

- If you reach 19 years of age prior to July 1, you will be ineligible the next school year.
- Over-aged 8th graders should be moved up to the senior high team to have eight semesters of eligibility.
- Over-aged 6th graders should be moved up to the 7th grade team to participate, because they will be ineligible as seniors.

7. Entering School

- You must enter school within the first 11 days of the semester in order to be eligible that semester.

8. Recruiting of Athletes

- You will be ineligible for your career at a school if you are influenced by a person to attend that school for athletic or activities purposes. You may, however, return to your original school and be ineligible for no more than 365 days.

9. Playing Under A False Name

- If you compete under an assumed or false name, you immediately become ineligible for up to 365 days.

10. Amateur and Awards Standards

- An athlete must maintain “amateur standing” 365 days a year in the sport concerned in order to participate in interscholastic athletics – the following restrictions govern the receipt of awards in both interscholastic play AND non-school competition/participation.
- After entering a member school, you will become ineligible in the sport concerned if you receive any of the following PROHIBITED awards for participating in an athletic contest or being an athlete:
- An award of cash, a gift-certificate/gift-card or an award that is the equivalent of cash is PROHIBITED for amateurs.
- Merchandise which exceeds a manufacturer's suggested retail price (MSRP) of \$250 is PROHIBITED for amateurs. However, there is no value limit in regard to awards which are symbolic in nature, such as medals, ribbons, trophies, plaques, etc.
- Awards should be approved in advance by your school.
- Commemorative jewelry may be presented by the school (i.e. championship ring or necklace) (no value limit).

11. Non-School Competition

- You may not practice for, or participate with, a non-school team or in any organized non-school athletic competition and for your school team in the same sport during the school sport season. Contact your school's athletic director for specific details in regard to individual sports (swimming & diving, tennis, golf, cross country, track & field, wrestling).
- You may participate on a school team and a non-school team in different sports during the same season; however, you may not practice for the non-school team or participate in organized non-school athletic competition on the same day that you practice with or participate for the school team without prior approval of your school administrator.
- You must receive approval in advance from your school principal or athletic director in order to miss school time to practice for, travel to or compete in organized non-school athletic competition.
- You will become ineligible in any sport in which you play as a member of a junior college, college or university team.
- Before you join a non-school team or enter any non-school competitive athletic event, your school principal or athletic director should be consulted to make certain these standards are met.

12. Contact with Coaches

No-Contact Periods

- All Sports: The seven days prior to the first allowable practice date each season is a no-contact period in which no "contact" takes place between school coaches and students enrolled in the member school, or who will be enrolled in the member school during the upcoming school year.

Camps and Clinics and Group Instruction

- During the school year outside of the school sport season, you may attend a non-school sponsored specialized sports camp(s) or group instruction, provided: it does not result in any loss of school time, it is not a team camp, no competition occurs other than limited scrimmaging, and no member of the coaching staff of the school you attend (or will attend) is involved in any way.
- During the school sport season, you may attend a school or non-school sponsored specialized sports camp(s) or group instruction under certain conditions. You may attend only ONE without being accompanied by a school coach; attendance may not result in any loss of school time, there may be NO competition other than limited scrimmaging, and a school administrator must approve your participation.
- You or your parents must pay all camp/clinic fees, tuition and other related expenses. A scholarship or waiver of fees shall result in the loss of your eligibility. The school may provide transportation at no cost during the summertime or during the school sport season.
- NOTE: Before attending any specialized athletic camp(s)/clinic(s) or group sport instruction, you should consult with your school principal or athletic director to make sure it meets the criteria published in the MSHSAA Official Handbook.

13. College Auditions and Tryouts

- You may participate in an event conducted by a college or university during the school year under certain conditions. Consult your athletic director.
- You may participate in a college tryout, audition or evaluation event conducted by a private organizer for a specific sport outside the school season of the sport concerned.
- You may not miss school time to travel to or participate in the event unless your absence is approved in advance by the school administrator.

NOTE: See your administrator before signing up and agreeing to attend any such events.

14. All-Star Games

- An all-star event is one in which an individual is invited to participate due to his or her high school achievements.
- You may not compete in an all-star game or contest before you complete your eligibility in the sport concerned. Participation in an all-star game or contest before ending your high school eligibility will result in you becoming ineligible to participate in any high school sport.
- A senior with no high school eligibility remaining for a specific sport may participate in no more than two All-Star games for that sport prior to summer. Discuss the event with your administrator before agreeing to play.

15. Residence Requirements

- A student may be eligible at the public or nonpublic school located in the district in which the student's parents reside. In the case of a public multiple-school district, a student may be eligible at the school designated for the student to attend, based on parents' residence, by the board of education.

16. Transferring Schools

- If you transfer schools, you will be ineligible for 365 days, unless your circumstances meet one of the exceptions listed in the MSHSAA Residence and Transfer Rules (By-Law 3.10). Make an appointment with the school's athletic director to review these exceptions. Several, but not all, are described below.
- Exception 1: If you move with your entire family across a boundary line into your new school district, you will be eligible at your new school provided you were eligible in all other respects at your former school and provided there are no other issues with the transfer. You and your entire family must move to the new residence at the same time prior to attending classes.
- Always check with your school principal or athletic director before you transfer to determine whether it will affect your eligibility.
- Discipline follows a student to a new school. Being expelled from a school also causes 365 days of ineligibility for a student.
- Exception 2: A student may be eligible immediately at the school of his or her choice upon first being promoted from the 8th grade into the 9th grade, provided the student is eligible in all other respects.
- Exception 10: Foreign Exchange Students are eligible for varsity competition for one year only and only if they are seniors (semester 7 or 8), provided they are participating in an exchange program listed by CSIET. However, no member of the school's coaching

staff for the sport concerned may serve as a host family, or eligibility of the student will be affected

- You shall become ineligible for 365 days if you transfer to another school for athletic reasons.

17. Graduated Students

- You will be ineligible to participate after graduation from a senior high school or its equivalent. Students who are granted an early release after their junior year are ineligible for further participation. (NOTE: You are eligible to participate in state-series events which extend beyond the date of your school's graduation at the end of the spring semester of your senior year.)

Participation

If a student misses classes on the date of a contest without being excused by the principal, he/she shall not be considered eligible on that date. Coaches are responsible for keeping up with their student athletes' attendance. Contact the Activities Director with any questions that may arise. Students who are excused from PE or have a medical excuse may not practice or play in a game on that day.

Students are excluded from any school activities until the first calendar day after their assigned ISS or OSS time is successfully completed.

	Start Date	Eligibility	MSHSAA	Arbiter	1 st	Season Limits	Official Ratings Due Date	Coach
Fall								
Football (3)	8/11				8/28	10	11/15	Smith
Boys Soccer (3)	8/11				8/28	25	11/15	Christian
G. Cross Country (3)	8/11				8/28	10		Hall
B. Cross Country (3)	8/11				8/28	10		McClellen
Boys Swimming(1)	8/11				8/28	16	11/15	Crockett
Golf (1)	8/11				8/28	14		Gross
Field Hockey (2)	8/11				8/28			Hale
Volleyball (3)	8/11				8/28	36	11/15	Franken
Softball (2)	8/11				8/28	36	11/15	Emerick
Girls Tennis (2)	8/11				8/28	20		Patrick
Winter								

Boys Wrestling (1)	11/10				11/27	20	3/15	B.Mueller
Girls Wrestling (1)	11/3				11/20	20	3/15	P. Mueller
Girls Basketball (3)	11/3				11/20	26	3/15	Muhammad
Boys Basketball (3)	11/3				11/20	26	3/15	Harris
Girls Swimming (1)	11/10				11/27	16	3/15	Brawswell
Spring								
Baseball (3)	3/2				3/19	36	5/15	Fink
Water Polo (2)					3/19			Crockett
Girls Soccer (2)	3/2				3/19	25	5/15	Stoker
Golf (1)	3/2				3/19	14		Hutson
Lacrosse (2)	3/2				3/19			Cooper
Girls Track (2)	3/2				3/19	13		Tate
Boys Track (2)	3/2				3/19	13		Tate
Boys Tennis (2)	3/2				3/19	20		Patrick
Boys Volleyball (3)	3/2				3/19		5/15	Franken

Pattonville Athletics Checklist by Team 2024-25 (for use by Act. Office)

	First Aid	Concussion	Online Rules	Roster	District Entries	Pictures	Coach
Fall							
Football							Smith
Boys Soccer							Christian
G. Cross Country (3)							Hall
B. Cross Country (3)							McClellen
Boys Swimming(1)							Crockett
Golf (1)							Gross
Field Hockey (2)							Hale
Volleyball (3)							Franken
Softball (2)							Emerick
Girls Tennis (2)							Patrick
Winter							
Girls Wrestling (1)							Mueller
Boys Wrestling (1)							P. Mueller
Girls Basketball (3)							R. Muhammad
Boys Basketball (3)							Harris
Girls Swimming (1)							Brawswell
Spring							
Baseball (3)	.						Fink
Water Polo (2)							Crockett
Girls Soccer (2)							Stoker
Golf (1)							Gross
Lacrosse (2)							Cooper
Girls Track (2)							Tate
Boys Track (2)							Tate
Boys Tennis							Patrick
Boys Volleyball							Franken

Calendar and Important Dates

**subject to change

August

8 New student/Freshman Transition day
11 1st Day Fall Sports
14 Coaches Meeting
18 1st day of Class
21 Open House
29 HS College Planning Night
28 1st possible day of Fall Sports

September

1 Labor Day

October

6 Hoco Assembly
10 Homecoming Assembly
11 Homecoming Parade/Dance
14-15 Parent Teacher Conferences
16-18 Fall Play
16-17 Fall Break

November

3 1st Day of Winter Sports (BBALL& GIRLS WRESTLING)
10 1st Day of Boys Wrestling and Swim
20 1st Possible Game BBALL & WRESTLING
26-28 NO SCHOOL

December

18 Finals Begin
22 WINTER BREAK STARTS



January

16 Staff Development
26 8th Grade Curriculum Night

February

12-15 Musical
13 Staff Development
18 Orchestra Concert
19 Band Concert

March

2 First day of Spring Sports
11-12 Parent Teacher Conferences
13 NO SCHOOL
16-20 SPRING BREAK
19 1st possible contest

April

2 Taste of Pattonville
3 Spring Holiday
6 Staff Development Day

May

1 PROM
20 9-11 Awards
27 Senior Awards
27 Last Day of school
28 Graduation

Emerging Sports Guidelines

- Emerging sports will continue to follow all MSHSAA by-laws and guidelines with the following exceptions:
- All fan/spectator guidelines will be followed the same as any other indoor/outdoor sport. See MSHSAA Handbook "Board Policy on Fan/Spectator Support Items".
 - Water Polo (same guidelines as swimming)
 - Lacrosse and Field Hockey (same guidelines as soccer)
 - Boys Volleyball (same guidelines as girls volleyball)
- Emerging sport programs are allowed to play non-registered teams: club teams, non-registered & non-sanctioned high school teams.
- MSHSAA transfer rules are not enforced for Emerging Sports. If no behavioral issues exist full transfer is approved.
-
- The maximum allowable number of "regular season" contests for emerging sports will mirror what is listed in the MSHSAA handbook. Post-season, or championship tournament series, will not count toward the total number of allowable contests.

Field Hockey:

20 games & 1 tournament, 18 games & 2 tournaments or 16 games & 3 tournaments,
+ 1 post-season tournament/championship series

Girls' Lacrosse:

20 games & 1 tournament, 18 games & 2 tournaments or 16 games & 3 tournaments,
+ 1 post-season tournament/championship series

Water Polo:

14 games & 3 tournaments, 12 games & 4 tournaments or 10 games & 5 tournaments,
+ 1 post-season tournament/championship series

- Enforcement of these guidelines is the responsibility of each respective league or conference.
- Violations are to be reported to the governing body of each league/conference. Upon report of a violation, the presiding officer of the league will convene an investigative committee consisting of the league officers and an appointee whose school does not sponsor the sport involved.
 - 1st violation will result in probation for 1 year.
 - A letter will be addressed to the Principal/Superintendent of the offending school declaring such action.
 - 2nd violation will result in a 1 year ban from post-season/championship tournament participation.

- A letter will be addressed to the Principal/Superintendent of the offending school declaring such action.
- Pre-Season Scrimmages are allowed, under the following guidelines:
 - Each school is limited to 1 “jamboree” per season
- Participation in a pre-season jamboree is limited for each school, as follows:
 - Field Hockey – Follows soccer rules except length is 25 minutes
 - Girls’ Lacrosse – Follows soccer rules except length is 25 minutes
 - Water Polo - 2 - 14 minute games

Awards Info

Programs/Banquets

Most schools have a tradition or practice of awards programs, banquets, or some sort of gathering. These gatherings should be designed to celebrate the season. Celebration is the true goal of these gatherings. This can happen if teaching, learning, nurturing and growing take place.

There is no place in these programs for negatives. Parents tend to be there, siblings are often present, and this is not the time to speak of weaknesses, deficiencies, or any other negatives. In the event that there are awards to be earned through participation or accomplishment, student-athletes should know if they have achieved their goals.

Organization is important for these events. Prior to the event a coach/parent/facilitator should:

- Discuss with team members any expectations you have for them at the event, such as attire, special senior recognition/customs, etc...
- Make arrangements to secure a facility as early as possible through the athletic office. Communicate the date, the time and the facility you select to the athletic department.
- Work with the Activities Office to gather awards. Be aware- it takes time and effort to create the awards. Please allow time for these to be created.
- Plan the menu/snack if a food will be shared. Make certain to check for food allergies.
- Check records as to which players the team have yet to return all school issued equipment. This is perhaps your last “easy” retrieval opportunity.
- Plan an agenda and prepare your presentation.
- It is nearly always best to attempt to conduct an awards assembly/banquet before the following season begins or school ends for the summer. This enables a much higher turnout of your student-athletes.
- An awards assembly is to be a positive experience for all in attendance. Coaches should be able to say something positive about each athlete on the team.

- Make an effort to balance the presentation amongst the players in a somewhat consistent basis.
- Provide a season summary to the team members. This could include statistics, game by game scores, a narrative, or some other treasure.
- Communicate with the athletic department as to the event and if there were team members that were unable to attend.

Transportation

Transportation for interscholastic activities is arranged through the Activities Office. The staff must notify the Activities Director if there are problems encountered with the bus service, such as being late for departure or return. Inform the Activities Office the next school day. Team/squad members travel as a unit in school district vehicles. Attendance is taken prior to leaving campus and again upon leaving the destination. It is a good idea to exchange numbers with your driver, especially on weekends or for drop and go's. Any exception to the rule must be approved in writing by a parent and the Activities Director. (Only in an emergency may students drive to a sponsored activity.)

Procedure- Bus requests and special needs of services are due two weeks prior to the season. All requests are routed through the Activities Office. The Activities Office will create a Google Sheet with the trips established prior to the season start. You will be asked to fill in the appropriate columns. Once complete, we will notify the Transportation office to arrange trips and acquire the trip number. If there are cancellations or new contests added as the season progresses, communication between all parties will be essential. You will receive notification on the opening of the Google Sheet via email. Please attend promptly to this task. With many involved, we need to eliminate issues ASAP.

Activity buses will run at 4:30pm. (and 5:30 on Tues-Thurs). Students should not be released for this bus until 4:15. Coaches should supervise students at all times, including for Activity Bus.

Out Town of Events

If you elect to take your team to an out of town event, you are responsible to make arrangements for transportation and lodging. Central Office can assist in making reservations for lodging. Your activity account is responsible for costs to attend this event. The use of a permission or field trip form is required. Contact the Attendance Office if students will miss any school time. Give the Activities Office a copy of your itinerary; if possible, 48 hours before travel departure. The Activities Office will guide you through any additions to this process as they come. When submitting an ON or OFF campus event to Attendance Office, enter in the format of google sheet or excel spreadsheet containing the following:

- Accurate spelling of student name(s) in powerschool
- Accurate student number(s)
- Accurate Attendance, including the date, time, and/or hours students will miss. This will be of great help keeping accurate & efficient attendance records.

State And National Championships

Pattonville supports attendance at state and national events. Prior to the competition, coaches/faculty monitors are responsible for completing the State and National Championships Approval Form through the Activities Office with estimated costs. Advanced planning with the Activities Director for anticipated lodging and related expenses is required. This includes completion of the form **PRIOR** to the state-qualifying event. When lodging is required, coaches/faculty monitors will be provided rooms separate from students. When meals are required, it is expected that coaches/faculty monitors will select appropriate "family-oriented" eating establishments. Mileage reimbursement is calculated from the high school to the championship event site up to the number of round trips required for the event.

Coaching Clinics and Professional Development

The Pattonville School District encourages coaches to maintain their interest and knowledge in their coaching area by active participation at clinics and conventions. At this time, we have a cycle established for every 3 years. Requests for permission to attend and for financial assistance should be filed with the Activities Director. Requests from assistant coaches should be channeled through the head coach.

The procedure for attending a clinic or convention will be as follows:

1. Secure the Pattonville School District Teacher and Support Staff Professional Development Request for Leave Form from through WisdomWhere after you identify a possible PD.
2. Calculate costs and fill in the proper amounts in the correct columns.
3. Provide a hard copy of registration form, clinic agenda and hotel information if attending out of town clinic to AD office.
4. When calculating mileage, remember the starting point is the High School and you must submit a copy of Map Quest search to verify the mileage.
5. Out of town hotel accommodations should be made through the Purchasing Agent's Office unless you are paying out of pocket for this expense.
6. Calculate meal expenses at the current rate of \$35.00 a day and keep all receipts for verification.
7. If you go over the allotted expense please note that this extra expense is coming out of pocket on the form.
8. These forms should be submitted at least three weeks in advance before making any accommodations or sending any registration.
9. Upon return fill out the Claim for Reimbursement Form for Travel and Conference Expenses and attach all receipts in WisdomWhere.
10. Keep in mind that reimbursement for expenses must be accurate. Tips are included in the daily meal allowance and the number of meals must match the number of coaches and participants. The meal allowance should be used on the actual days of competition.

Scheduling Contests (Athletics)

Scheduling is normally done on a biannual cycle with league schedules taking precedence over non-league opponents. The head coach will be consulted prior to establishing the final schedule. Non-league opponents will be selected from a list suggested by the head coach of the sport involved. Once schedules are established and contracted, they must be honored. No games or practice sessions should be scheduled on school holidays. Generally, we will meet to discuss scheduling plans PRIOR to the next cycle. It is helpful if you have contacted other coaches/schools to discuss any plans ahead of this meeting. MSHSAA sets the limits on contests. Please refer to these.

Postponement Or Cancellation

Since the staff has the responsibility for the safety of the student, the decision to postpone a contest in which student's safety may be jeopardized rests with the coach. The Activities Director or Principal may overrule the coach only by accepting the responsibility for the safety of the team. Examples of such situations include inclement weather or dangerous field conditions. Working with our ATC is a must in these situations.

St. Louis High School Suburban Athletic Conference and Pattonville School District guidelines should be followed when dealing with hot weather conditions. There shall be no outside activities if the heat index reaches 105 degrees. Follow heat and humidity guidelines set for by MSHSAA. If the outside temperature is between 80 and 90 degrees and humidity is below 70% watch those athletes who tend toward obesity. If the outside temperature is between 80 and 90 degrees but the humidity is over 70% athletes should take a 10-minute water break every hour. All athletes should be under constant and careful supervision. If the outside temperature is between 90 and 100 degrees and the humidity is over 70% a shortened program conducted in shorts and tee shirts could be established.

Practice Schedules

The staff must supervise all practices. Published practice schedules are helpful to parents, participants and to the Activities Office. Start on time and end on time. Late practices do not improve your relationship with the students, parents, or administrators. Careful attention must be given to special religious holidays.

Practice shall consist of no more than three hours on any school day. No more than one practice session shall occur per school day. Exception to this guideline is Fall pre season sports, e.g. football double sessions. Special attention must be given to those students who must use bus transportation. Practice schedules must accommodate the demands of time.

Budgets And Purchases

All requests for purchases must be in writing on the proper forms. Each head coach is responsible for making out a projected budget for submission to the Activities Director to cover the operation of each sport for which he/she is responsible. The projection should be organized with the understanding of wants/needs. When the budget for interscholastic athletics has been established by the B.O.E. and the information relayed by the Principal, the Activities Director will communicate with the coaches so that they will be informed by the end of the school year.

Purchases are initiated by the head coach and submitted in writing on the proper forms to the Activities Director. The request should indicate the quantity of the items to be ordered, article description, including the company or manufacturer, stock number, if available, the unit price; sizes; and the name of vendors. The more detail we can provide the company who is our supplier, the more assured we will be of getting the correct material. Board policy requires bids on certain items and our bidding procedure must be followed. PURCHASES ARE TO BE MADE IN NO OTHER WAY. DELIVERY OF GOODS ORDERED DIRECTLY BY THE COACH WILL BE REFUSED, AND THE PATTONVILLE SCHOOL DISTRICT WILL NOT BE RESPONSIBLE FOR PAYMENT IN SUCH CASES. STAFF WILL NOT BE REIMBURSED FOR ITEMS PURCHASED WITHOUT PROPER AUTHORIZATION.

Purchasing Basics

There are two primary methods for making a purchase within the Athletic Department. One is through the purchase order system and the other is by a purchasing card.

Important Things to Know...

Follow ordering instructions completely when filling out orders for supplies or equipment

- A *purchase requisition* **does not authorize** a purchase.
- A *purchase order* **must** be approved and issued before an order is placed. The athletic department must sanction all athletic purchases.
- Unauthorized purchases become the responsibility of the purchaser.
- Purchases over \$3500.00 are subject to competitive bidding. Purchasing will solicit three bids after a requisition has been submitted.
- Purchases must not be divided in an attempt to circumvent the bid laws and rules (see district policies on purchasing)
- All receipts, packing slips and invoices must be submitted to the business office for proper payments to be made.
- Members of the coaching staff must make requests for equipment through the athletic director.
- BSN is our preferred vendor. Other vendors may be used with approval from the AD.
- When purchasing athletic equipment and other, BSN shall be considered and given the opportunity to bid on equipment that they can provide. In purchasing equipment, cost, service, and the time items can be provided shall be considered.

Athletic Apparel and Other Equipment Purchasing Guidelines

All athletic team apparel and equipment (Including Poms, Cheer, Band) (Uniforms, Spirit Wear, Coaches wear, Player packs, etc...) orders must have approval of the **Activities Office** before placing an order. Orders are not to be placed without completed paperwork.

Below are the steps to follow for purchasing.

1. Coach/sponsor determines purchasing needs for their program
2. Coach/sponsor gets quote from BSN or Equipment vendor.
3. Coach/sponsor obtains Activities Office approval (Signature).
 - a. **Purchase Order Worksheet.**
4. Paperwork turned in to budget secretary.
5. Purchase order completed by budget secretary
6. Budget secretary places order OR returns PO # to coach for order placement
 - a. **If coach wants to place the order themselves rather than the budget secretary the coach would simply write “For Payment Only” on the Purchase Order Worksheet.**
7. Merchandise received and budget secretary is informed to pay the invoice.

Note: step 5 can take more than two weeks for turn-around. I will work with you to expedite your purchase if the PO Process becomes a concern.

Equipment/ Inventory

The staff is responsible for the safe storage and inventory of his/her equipment. An inventory form listing all equipment available must be submitted to the Activities Director 10 days after the season is completed as part of the post-season annual report of the sport. It is the responsibility of the head coach to recover either lost supplies or the replacement cost of any lost or destroyed equipment. Careful planning before issuing equipment is the key to a successful rate of return.

The coach should demonstrate the manner in which equipment is to be worn, how to take care of it and how it is to be hung in lockers. Instructing team members that equipment is to be worn only for the purpose for which it was purchased, namely for practice sessions and game competition for interscholastic athletics, will help to preserve the equipment. If an athlete quits or is dismissed from the team, their equipment should be returned within **one school day**.

All equipment must be collected within **FIVE DAYS** of the end of the season. If the normal procedure of recovering equipment does not work, the following procedures must be followed and documented:

1. Personally contact students
2. Telephone the home and talk to the parents

3. Send letter home to parents
4. Turn list of names and copies of the above action to the Activities Director and the Financial Secretary.
5. The Activities Director will follow the same procedure with documentation, personal contact, a telephone call, and a letter.
6. If this does not produce results, this file of information will be turned over to the Principal.
7. The Principal will contact the students and the parents.

No student will receive an award until the issuing coach has checked all of his/her equipment in. The coach shall inform both the student and the parent via email one week prior to the award presentation that the student will not receive an award until the equipment is turned in. Lost equipment fines should be turned in to the Activities Office and Financial Secretary within two weeks at the conclusion of your season.

EQUIPMENT (ATHLETICS)

1. All equipment issued to a student is to be recorded.
2. School equipment is not to be used by the athletes except in official practices and games. It may be worn to and from school on game days only.
3. Athletic equipment is **NOT** to be checked out during the summer.
4. Athletic equipment is **NOT** to be worn for Physical Education.
5. **Athletic equipment must be numbered or printed (school name or mascot before issuing).**
6. The purchase of new uniforms is on a cycle. This cycle is fluid. It is the head coach's responsibility to secure bids for this purchase and submit the bids to the Activities Office. Invoices should be given to the Activities Office to pay for these uniforms from District funds.

End Of Season Reports/ Program Playbooks

The head coach of each sport is responsible for filing with the Activities Director an EOS report **WITHIN TEN DAYS** after the close of the season. The report shall contain a review of the season, including the list of squad members by level. The report shall also contain the head coach's evaluation of the contributions of his staff towards achieving a successful season, recommendation for improving his/her program, and any other information the coach wishes to include. The coach shall include as an appendix to his/her report an inventory of supplies and equipment under his/her control at the end of the season (if needed), and finally, a list of the win-loss record of each level of competition. The head coach is also responsible for the prompt submission of reports (five days after the season ends – required by the MSHSAA). This EOS is used in a presentation for the Board. It's your chance to show off what you have accomplished. The Program Playbook is used as a plan to guide you towards program success, detailing steps you will take to get there.

Fundraising Guidelines

Fundraisers may be conducted through recognized school organizations. Each organization would receive credit in its treasury for all sales made through the respective club salespersons. The use of fundraising with outside companies and/or agencies is limited to a total of two weeks per activity, club

or sport. Clubs or organizations must sign up for the weeks to sell items to avoid conflicts with other clubs selling.

In-house fundraisers not promoting a vendor product may be conducted with the approval of the Activities Director. Such fundraisers might include: car washes, bake sales, concession stands, auctions, etc.

All groups (Booster Organizations and Other Parent Groups) wishing to participate in fundraising must be approved by the Principal and/or designee (Activities Director). The Booster Organization or other parent group may support additional fundraising for special events, contests, and trips. The coach or faculty monitor with approval of the Activities Director coordinates all activities.

Guidelines for Fundraisers:

1. The Principal or Activities Director must approve all fundraisers before fundraising can occur.
2. The Director of Facilities, prior to purchase, must approve projects requiring installation on school sites or in school buildings.
3. Students and parents should be informed of the goal the organization is trying to achieve through the fund- raising activities.
4. Students cannot be compelled to participate, and absolute quotas cannot be set.
5. No fundraising campaign shall last longer than fourteen (14) calendar days, unless the Principal grants permission.
6. Receipts collected should be deposited each day through normal depository procedures outlined by the Pattonville School District Business Office or in parent organization's bank account. All organizations are encouraged to accept checks as payment for items. Urge the acceptance of checks rather than cash donations when possible. Do not keep cash in classrooms overnight. Deposit with AD or Business Office asap.
7. Sales, collection of funds, and distribution of products must occur during non-instructional time.
8. Fill out the Fundraising Report at the completion of sales and turn in to the Activities Office.
9. No games of chance, lotteries, raffles allowed.
10. No solicitation of corporate sponsorship or advertising of any form is allowed without prior approval.
11. Fundraising should never be a requirement for participation on a team nor a factor in playing time. All fundraising opportunities are just that, opportunities for families to help raise funds but not requirements.

Voluntary

- Participation in fundraising activities is strictly voluntary. No individuals should feel compelled to participate in any fundraising activity, nor should they be subject to penalties, or be denied any benefits, if they choose not to participate.
- The school community is welcome to participate in fundraising activities. These activities should reflect the diversity, values and priorities of the local school community.

- Privacy must be respected. The personal information of staff, students or other individuals is not shared for the purposes of fundraising without prior consent. (The use of personal information by school boards is governed by the Municipal Freedom of Information and Protection of Privacy Act).

Safety

- The safety of students is a primary consideration in all fundraising activities.
- Student fundraising activities require supervision and should be age-appropriate.
- Appropriate safeguards are in place regarding collection, deposit, recording, and use of public funds.

Accountable & Transparent

- Fundraising activities are developed and organized with advice and assistance from the school community, including students, staff, parents, and community organizations.
- A fundraising activity does not result in any person, including school board staff or volunteers, benefiting materially or financially from the activity.
- Fundraising has a designated purpose and the proceeds are used for that purpose.

Facilities Usage

Schools may offer open facilities for free play without being in violation of MSHSAA By-Laws pertaining to school sport seasons and non-school competition. All open gyms are to be open to any officially enrolled students of the school. Open gyms shall be posted or announced publicly at least two days prior to the activity. Attendance cannot be mandatory for any student. Organized scrimmages are not considered free play.

Time in our facilities here at PHS is highly sought after. With so many programs offered, we will do our best to give priority to IN SCHOOL groups. Unfortunately, this may not always be possible. We do have contracts with outside groups that we are required to honor.

Inclement weather is another issue. On days where weather is a factor, please be patient as we work together to create a daily plan. These days are unique, and in being so, require unique plans. It's just not possible to have a set plan in place ahead of time.

Anyone needing to use the concession stand, please fill out this form so we make sure everything is cleared out in time and ready to be used for non PTO events.

https://docs.google.com/forms/d/10pypyOXZnb4e33AGsU-44yl_mjTi2DiopWWQ-7a_dOI/edit?usp=drive_web

A monthly calendar/schedule will be created and shared at the earliest convenience so you're all aware of available facility usage times. Please also be aware of building closure dates. Scheduling practices- especially over holidays- is tricky given our alarm system and available custodial support. As a coach/sponsor, you must:

Schedule/Request practice facilities with the Athletic Director.

Recognize the environmental and safety hazards likely to affect athletes in practice and competition. Report any unsafe areas immediately to the athletic director, custodians or principal. Follow-up with written documentation within 24 hours.

Establish and follow procedures for identifying and correcting unsafe conditions.

Require the use of appropriate and adequate safety equipment by all athletes in the sport being coached during all practices and competitions.

Be responsible for the cleanliness of the facility. At the conclusion of practice, make sure that the area is clean and all doors secured. Turn off all lights if appropriate.

Report any safety issues or concerns to the athletic director within 24 hours.

Locker Rooms (Athletes)

This is an area that needs supervision and constant checking. Definite rules regarding locker room conduct should be posted and enforced. Participants should be instructed that personal belongings (watch, money, rings) should be locked up. Dressing rooms should be locked when athletes are practicing or playing. **A coach or a student manager should accompany any athlete who needs access to the dressing room during this time. IT IS YOUR RESPONSIBILITY TO REMAIN UNTIL ALL ATHLETES HAVE DRESSED AND LEFT.** Practice schedules during holiday seasons must also be cleared through the Activities Office. Sometimes, this is the only time for cleaning, remodeling, or repair.

The head coaches who are involved should work out practice schedules for use of the facilities during the regular season. All work orders for work to be done on athletic fields should be sent through the Activities Director.

- Please observe measures intended to protect the privacy rights of individuals using school locker rooms. The coach is expected to provide locker room supervision. If the coach is a different gender, the coach should make arrangements for another same gender staff to assist with supervision.
- Locker rooms are provided for the use of physical education student's, athletes and other activity groups and individuals authorized by the building athletic director or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
- No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.

- Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons, violating the policy may be subject to penalties outlined in state law. The building athletic director shall be responsible for enforcing this policy.

Hazing/Bullying/Intimidation/ Threatening Behavior/Harassment

The intentional threatening, intimidating, or harassing of another person by word, act, or deed will not be tolerated. The Pattonville School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with board policy and the high school discipline guide. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to a building administrator. The principal or his/her designee shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff that violates this policy may be disciplined or terminated. The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or faculty monitor at the start of the season or program.

Definitions

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school recognized activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to: sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Bullying - Bullying is defined as repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to; physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property.

DUE PROCESS

The line of communication for students who may have a problem is first with the coach, then the Activities Director and finally the Principal.

1. If a student is cut due to lack of talent/ability, inform the student and communicate with the parent when possible.
2. If a student breaks our athletic/activities code and the penalty is removal from the team, the Activities Director is to be informed and then the student.
3. If in your own published rules there is a penalty of removal from the team, procedure above is followed.
4. **Remember, no student can be removed from the team for breaking the code or your own rules until the code and rules have been sent home and the student's parents have signed that they have read and understood the rules.**
5. If a student has not broken an athletic/activities code rule (or your own), but is becoming a discipline problem or has an attitude problem, etc., then you talk to the student and call the parents. Inform them of the problem, with the understanding that he/she will be dropped from the team/squad if improvement is not made within a reasonable amount of time.

Media

The key to getting your athletic program's message to the public is building and maintaining a good relationship with all of the local media servicing your school area. Here are some steps to follow:

- Begin with the premise that the media has a job to do with specific timetables and guidelines to follow. Their job requires filling the pages of the newspaper or specific time slots on the radio/TV.
- Before speaking to the media...ALWAYS get permission from the Athletic Director and Pattonville Public Relations department. When media covers athletic contests they typically want an interview at the conclusion of the event making it impossible to seek permission and that is always understood.
- Prepare for each season the same way teachers prepare to teach their classes. Good teachers, which includes good coaches, create lesson plans to make sure everything will be covered effectively and efficiently. Begin by setting a timetable for your complete season, beginning with the pre-season report. Special events

such as inter squad scrimmages, fundraisers, homecoming game, and banquets are some, but not all, of the items that may be in your lesson plan. Remember that your school is not the only school the media has to cover. Your school is more likely to receive adequate coverage, if the media has adequate time to plan for your specific events.

- Create a format to follow when making these reports. A simple sheet with items to follow such as the score, statistics, highlights, and specific people to recognize is helpful. It is helpful to write these items down before making the phone call. Doing this will help coaches anticipate any difficult or controversial questions from the media. Don't forget to include the non-starters who may have made a special contribution to the success of the contest. Get names in whenever possible.
- Speak positively regarding their inquiry of a game and/or the summary of a game. Nobody wants to hear a "complainier" on why they lost or blame others for the outcome. A slip of the tongue at this point may cause a major misunderstanding when seen in print. Too many times you hear of coaches saying "I was misquoted" and in some cases they are. But the damage has been done.
- Fill out any special nomination forms in a timely fashion. Some of the forms that need prompt attention are: Athlete of the Week, All Conference, All Metro, All District, All State, All Regional and All Academic. Remember how important this award may be to one or more of your players. Do not miss selection meetings.
- A general rule of thumb would be to "say only what you want the people to read or hear." Be courteous but be sure you do not give out "personal" information regarding players, coaches, and officials. This is where the pre-made form can help you.
- Do not allow yourself to be drawn into a conversation regarding a controversial topic. When there is a possibility of a sensitive issue being brought up, refer the media to the building or district AD. who are charged with dealing with these issues.
- Do not make statements about players who have been disciplined or cut from the squad. It is usually not good practice. Remember, as a coach you are hired as much to develop character as you are teaching the "X's" and "O's" of your sport. Putting out negative responses to the media only makes matters worse in the eyes of your athletes and their parents. They deserve your trust. Also it violates confidentiality laws.
- Be honest and truthful. Don't ever lie to mislead reporters. If the topic is sensitive or you don't have knowledge of a particular issue, it is appropriate to say "I don't know" or "At this time, I am unable to answer without additional information.." or "I don't know, but I can get back to you or someone who may know about that
- Don't ever assume anything is "off the record" even if you or the reporter indicates that's the case.
- You are your own PR engine...Use social media wisely and appropriately.
- Streaming of contests will be a coach's responsibility. We have the technology to stream most- NOT ALL- events. You will be in charge of that moving forward.

Social Media

Please remember to share your scores and team info/highlights with @phstoday. We are attempting to gather a central list of social media accounts associated with our athletics and our activities. We will share when complete. Any awards (all conf, all state, etc) that you wish to make the LC aware of, please @PattonvilleSD and @Pattonville_HS. Be sure your staff is on the same page. I will use our activities account to promote what I can, when I can at @PattonvilleAD. You are free -and encouraged- to use other social media forms to promote your activity. Remember that what you put out in the world of social media should be representative of the district. Below is a link to our district Social Media Guidelines PDF.

https://drive.google.com/file/d/1VQGhUIPDDFOllb8yGmPRc20XJVihyByh/view?usp=share_link

Communication

Expectations of Staff/Athletes

Parents should expect 3 main concepts from the coaching staff

1. Respect- to other coaches, players, managers, and parents
2. Positive attitude- you want to be here
3. Work ethic- designed practices, time outside of practice (scouting, workshops & meetings)

From our athletes, we- as coaches- expect the same three things.

1. Respect- to other coaches, officials, players, and staff
2. Positive attitude- come ready to play and support your team
3. Work ethic- in practice and games- let this define us

Sportsmanship

1. Gain an understanding and appreciation for the rules of the contest.

Being well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on decisions made by officials, coaches and administrators.

2. Exercise representative behavior at all times.

The true value of interscholastic competition relies upon everyone exhibiting behavior which is representative of a sound value base. Your behavior influences others whether you are aware of it or not.

3. Exhibit respect for the officials.

The officials of any contest are trained, impartial arbitrators who perform to the best of their ability. Mistakes by all those involved are a part of every contest. We should not rationalize our own poor or unsuccessful behavior by placing responsibility on an official. A rule of good sportsmanship is to accept and abide by the decision made.

4. Openly display respect for the opponent at all times.

Opponents are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Be a positive representative of your school, team or family.

5. Display pride in your actions at every opportunity.

Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, player, coach or official this value is paramount since it suggests that you care about yourself and how others perceive you and us.

Spectator Guidelines for Pattonville High School

Pattonville High School welcomes fans, families and friends in our schools and communities to enjoy our Pirate events. Pattonville High School is a proud institution, rich in traditions, academics and athletics. There are a wide variety of athletic and activity programs available to our students. We feel that the values of participation help each student in their primary objective, which is to obtain a quality education. As a spectator, please support our students through respect, integrity and good sportsmanship.

Parents of Athletes/Participants:

- If you have a concern, take time to talk with the coaches/sponsors in an appropriate manner at an appropriate time and place (in a private setting, not immediately before, during, or after a contest).
- Be a positive role model through your own actions to make sure your child has the best experience possible.
- Refrain from instructing your child during contests, because it may conflict with the coach's/sponsor's instructions or strategies.
- Reinforce team and school rules.

Youth Attendance (grade 8 and below):

- Students and children in grade eight and younger must be accompanied by an adult to be admitted to the stadium for an event. Students and children must remain under the supervision of that adult and be seated in the stands to remain at the event.

- Students and children in grade eight and younger without a designated adult will be held outside the stadium until a parent arrives for pick up or to attend the game with the student.
- Please maintain active supervision of students and children in grade eight and younger during the event. Youth spectators found without adult supervision will be escorted from the stadium until a responsible adult arrives for pick up or to attend the game with the student.
- There is no re-entry once a spectator leaves an event.

Bag policy:

- Bookbags and backpacks of any style are not permitted in the game venue.
- All items are subject to search.

Sportsmanship Guidelines:

- Know and demonstrate the fundamentals of good sportsmanship.
- Show respect for opponents and opposing coaches and fans.
- Refrain from using cheers that taunt or ridicule opposing players, coaches, cheerleaders or spectators.
- Avoid profane language.
- Refrain from booing or showing displeasure with game officials or game activities.
- Cheer for our team and not against the other team.

Pre-Game Activities:

- Must be approved by the Activities Director
- No coolers allowed
- PHS is a tobacco and alcohol free campus. Accordingly, electronic smoking devices, alcohol, THC products and controlled substances are prohibited.
- Gates open 1 hour prior to game time.

School officials reserve the right to remove spectators not observing these expectations. Significant or repeated violations may result in prohibition from future contests/events.

Pattonville High School Parent, Coach, and Student/Athlete Communication

As the parent(s) of a student athlete at Pattonville High School, there may be a time when you will need to visit with a coach about your child. By establishing an understanding of how to handle these occurrences, we will be able to manage the flow of communication and provide greater benefit to the students. There are sometimes situations that may require a conference between coach and parent. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue or concern:

- A. If You Have A Concern To Discuss With A Coach/Sponsor, Please Do The Following:
 1. Contact coach/sponsor to set up an appointment.
 2. The Pattonville High School phone number is 213-8051.
 3. If the coach cannot be reached, call the activities coordinator and a meeting will be set up for you.
 4. **Please do not attempt to confront a coach before, during or after a game or practice. Make arrangements for the meeting the following day.** These can be emotional times for both the parent and the coach. Meetings of this nature do not promote effective communication and resolution.
- B. What To Do If The Meeting With The Coach Did Not Provide A Satisfactory Resolution:
 1. Call athletic office to set up an appointment with the activities coordinator and associate principal to discuss the situation.

As your child(ren) become involved in the interscholastic programs in the Pattonville School District, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things may not go the way you or your child wishes. At these times, discussion between the student and coach is encouraged. If a satisfactory resolution cannot be reached, please make arrangements to meet with the head coach as noted above.

- C. Appropriate Concerns To Discuss With Coaches/Sponsors:
 1. The treatment of your child.
 2. Strategies to help your child improve.
 3. Concerns about your child's behavior
- D. Issues Not Appropriate To Discuss With Coaches:
 1. Team strategy.
 2. Play calling.

3. Other student-athletes.

In the event you have a question regarding your child's playing time, encourage your child to contact the coach to discuss their concerns.

It is important to accept that your child may not play as much as they hope to. Coaches need to make judgments and decisions based on what they believe to be **best for the team and all of the students involved**. As noted above, certain issues can be and should be discussed with your child's coach. Other things must be left to the discretion of the coaching staff.

- E. Communication You Should Expect From Your Child's Coach/Sponsor:
 - 1. Philosophy of the coach.
 - 2. Expectations the coach has for your child as well as all of the players on the team.
 - 3. Locations and times of practices and contests.
 - 4. Team requirements, i.e., practices, special equipment, out-of-season conditioning.
 - 5. Procedure followed should your child be injured during participation.
 - 6. Utilization of Remind 101 to keep parents informed throughout season and regarding off season.
- F. Communication Coaches/Sponsors Expect From Parents:
 - 1. Concerns expressed directly to the coach.
 - 2. Notification of any schedule conflicts well in advance.
 - 3. Specific concerns with regard to a coach's expectations.

Expected Behavior of Athletes & Parents:

Coaches will explain to the athletes on their respective teams the importance of their responsibilities as Pirates, members of a team, and as representatives of their school and community. As a part of their responsibility, athletes and parents representing Pattonville should do the following at all times:

- Show good sportsmanship and appropriate conduct on and off the field.
- Obey all training rules.
- Show courtesy to officials, coaches, school officials and opponents.
- Athletes: Give maximum effort in practice and in all competitive situations.
 - It will be an expectation for athletes to be at practice unless ill or injured and be at the designated practice site on time. Students should notify coaches in advance, if possible, when they are going to miss or be late to practice.
 - Develop a team-first attitude.

Meet all eligibility standards as established by the Missouri State High School Activities Association and the Pattonville Board of Education.

Students will not be allowed to participate in the teams' first contest until this form has been signed and return to the head coach

Student Signature _____ Date _____ Parent/Guardian
Signature _____ Date _____

Topics to discuss with parents: (Include the following in meetings with parents)

- Parent Student/Athlete & Coach Communication - form is attached
- Remind.com sign up procedures - Parents and students
- Academic & Behavioral expectations - classroom, practice, games, bus and lockerroom
- Team rules and expectations - Sportsmanship
- Transportation procedures - after games
- Injury report protocol and trainer
- Drug Card (Voluntary Drug Program) - Information posted online at our athletic website, pamphlets and sign up cards available in athletic office
- NEW website for parents that provides access to all team schedules and receive email notifications on Pattonville teams, register at:
- www.arbiterlive.com
- FREE Core Course GPA calculator information available online, sign up forms available in the counseling center. Link to NCAA clearing house information is available on our school athletic website.
- Other suggested topics
- Game and practice calendar
- All levels practice times and expectations
- General information on equipment needs outside what is provided by school
- Fundraising information
- Spirit Wear

Parent Leader (utilize to coordinate team dinners and concession stand)

Athletic Training and Safety

Healthy Rosters

Pattonville High School will be going online with all forms needed to compete in MSHSAA sponsored sports and Marching Band. If your son/daughter will be participating in any athletic team tryouts or marching band, where a physical is necessary, you will need to register on Healthy Rosters. [**Healthy Rosters**](#) will be our online site for all forms that were previously included in our participation packet. Physicals, emergency contact, concussion information, insurance information, and all necessary signatures will now be done through Healthy Rosters. The Activities Department. will no longer accept participation packets or paper copies of any information.

SAFETY OF SQUAD MEMBERS

In the event an injury occurs at practice/game that requires the student to seek medical attention or be picked up from the practice/game by the parent(s). Please follow these guidelines:

1. Contact medical personnel, trainer, and nurse or call 911 if necessary.
2. Contact an administrator on duty if applicable.
3. Contact Activities Director
4. An adult (coach/trainer/administrator) makes parental contact.
5. An adult (coach/trainer/administrator) stays with the injured student until the parent arrives (this may require practice to be suspended or cancelled).
6. Staff member should escort student to the hospital if ambulance is called and stay until parent(s) arrive.
7. Follow up contact should be made to parents to check on student in a timely manner (that evening or following morning.)
8. Fill out accident report and write incident report.

Staff must check with the family to see if the school can help in any way. In a compelling emergency, ALL RULES ARE OFF...THE PATIENT SHOULD BE TAKEN CARE OF FIRST!

Emergency Plans for Outside Field Events

Immediate Care of the Injured or Ill Athlete

The ATC, if present, will provide care to the athlete. If not, the coach will administer first aid/CPR.

Activation of Emergency Medical System (EMS):

Head coach, Athletic trainer or Administrator on scene.

Important Information Needed:

Name: Name of caller
Address: Pattonville High School
2497 Creve Coeur Mill Rd
Maryland Heights, MO 63043
Phone: Phone # of cell phone you are calling from # of
Individuals Injured: 1, 2, 3...etc.
Condition of Injured: Conscious or unconscious, breathing,
heartbeat, etc.
First Aid Treatment Given: CPR, splinting of extremity, etc.

Emergency Medical Retrieval: Student manager or uninjured player

Directing EMS to the Scene:

Coach, Athletic Trainer, or Administrator designate individuals to help you “flag down” EMS and direct them to the scene. Place one person at the driveway entrance to the school, the second person by the field entrance. These people can also limit the scene to first aid providers and move bystanders away from the area.

Emergency Plans for Gym/Pool Events

Immediate Care of the Injured or Ill Athlete:

The ATC, if present, will provide care to the athlete. If not, the coach will administer first aid/CPR.

Activation of Emergency Medical System (EMS):

Coach, Athletic Trainer, or Administrator

Important Information Needed:

Name: Name of caller
Address: Pattonville High School
2497 Creve Coeur Mill Rd
Maryland Heights, MO 63043
Phone: Phone # of cell phone you are calling from # of
Individuals Injured: 1, 2, 3...etc.
Condition of Injured: Conscious or unconscious, breathing,
heartbeat, etc.

First Aid Treatment Given: CPR, splinting of extremity, etc.

Emergency Equipment Retrieval: Student Manager or uninjured player

Directing EMS to the Scene: Coach, Administrator, or Manager

Designate individuals to help you “flag down” EMS and direct them to the scene. Place one person at the driveway entrance to school and the second at the gym/pool entrance of school to bring EMS to the scene. These people can also help limit the scene to first aid providers

Heat Acclimatization

Exertional heat stroke is on the rise and is a threat to the lives of athletes. Exertional heat stroke is currently among the top three reasons athletes die during sport and in the summer months it is the number one reason. What makes these tragedies worse is that exertional heat stroke risks can be minimized through proper heat acclimatization. Sports medicine researchers and advocates indicate that periods of rest and a progressive system of early practices can reduce the instances of exertional heat stroke in athletes. Heat acclimatization in humans is a biological adaptation that controls physiological activities like heart rate and body temperature. The most vital change that occurs is an increase in sweating. Humans who have adapted to hot climates begin sweating earlier and more profusely, controlling their body temperature more efficiently. Another result of this acclimatization is the reduction of body heat production, as it is no longer as important as it is in colder environments. The goal of the acclimatization period is to increase exercise heat tolerance and enhance the ability to exercise safely and effectively in warm and hot conditions. This period should begin on the first day of practice or conditioning.

Diagram 1.7 (1)

SUMMARY OF THE 16-DAY ACCLIMATIZATION PERIOD

(Days 1-5)

1. Days 1 through 5 of the acclimatization period consist of the first 5 days of formal practice. During this time, athletes are not allowed to participate in more than 1 practice per day.
2. If a practice is interrupted by inclement weather or heat restrictions, the practice may recommence once conditions are deemed safe. Total practice time should not exceed 3 hours in any 1 day.
3. A 1-hour maximum walk-through is permitted during days 1–5 of the acclimatization period. A 1-hour recovery period is required between the practice and walk-through (or vice versa).
4. During days 1–2 of the acclimatization period, in sports requiring helmets or shoulder pads, a helmet is the only protective equipment permitted (goalies, as in the case of field hockey and related sports, may not wear full protective gear or perform activities that would require protective equipment).

- a. Football only: On days 3–5, contact with blocking sleds and tackling dummies may be initiated.
- b. Field Hockey: On days 3-5 goalie can wear protective equipment with extended breaks.
- c. Full-contact sports: 100% live contact drills may begin no earlier than day

5. Beginning on day 6, all protective equipment may be worn and full contact may begin.

(Days 6-16)

- 1. Beginning no earlier than day 6 and continuing through day 14, double-practice days must be followed by a single-practice day. On single-practice days, 1 walk-through is permitted, separated from the practice by at least 1 hour of continuous rest. When a double practice day is followed by a rest day, another double practice day is permitted after the rest day.
- 2. On a double-practice day neither practice may exceed 3 hours in duration nor may student-athletes participate in more than 5 total hours of practice. Warm-up, stretching, cool-down, walk-through, conditioning, and weight-room activities must be included as part of the total practice time. The 2 practices must be separated by at least 3 continuous hours in a cool environment.
- 3. Because the risk of exertional heat illnesses during the preseason heat-acclimatization period is high, it is recommended that an athletic trainer be on site before, during, and after all practices, but it is not required.

Day	Heat Acclimatization Practice Plan	Sports Equipment/Helmet/Pads
1	One practice per day (3 hours total) 1 hour walkthrough after 1 hour rest.	FB-Helmet only; SB and BB catches equipment allowed*
2	One practice per day (3 hours total) 1 hour walkthrough after 1 hour rest.	FB-Helmet only; SB and BB catches equipment allowed*
3	One practice per day (3 hours total) 1 hour walkthrough after 1 hour rest.	FB- Helmet/shoulder pads/blocking sleds/tackling dummies only
4	One practice per day (3 hours total) 1 hour walkthrough after 1 hour rest.	FB- Helmet/shoulder pads/blocking sleds/tackling dummies only

5	One practice per day (3 hours total) 1 hour walkthrough after 1 hour rest.	FB- Helmet/shoulder pads/blocking sleds/tackling dummies only
6-16	One practice per day (3 hours total) 1 hour walkthrough after 1 hour rest. Alternate double practice days w/ a single practice day or a rest day. ■ Double Practice Day: 3 hour max per practice; 5 hour max total w/ 3 hour minimum rest between the two. ■ Single Practice Day: 3 hour max; 1 hour walkthrough after 1 hour rest. ■ During the preseason heat acclimatization period, if practice occurs on six consecutive days, participants should have one day of complete rest (no conditioning, walk-throughs, practices, etc.). Therefore, 16 days are needed to complete the 14-practice requirement. ■ On-site Athletic Trainer for the heat acclimatization period (days 1-16) if possible, but not required.	FB- All equipment/ full contact

- Baseball and Softball catchers may wear protective gear for their safety and by rule, but must be allowed extra rest and water breaks during the practice.
- Field Hockey: On days 3-5 goalie can wear protective equipment with extended breaks.
- Golf is excluded from the heat acclimatization schedule but must have 14 days of practice completed before competition

The preseason scrimmage is a practice and the time spent for this scrimmage counts towards the total hours of practice in a day.

MSHSAA Recommends: If a heat index between **95** and **105** degrees is stated, plans should be implemented to alter practiced conditions (longer water breaks, more shade, move to later in the day). If a head index over **105** degrees is stated, plans to postpone or reschedule practice should be put in place.

Know the Heat Index Before You Start Practice

The Heat Index is the opposite of "wind chill." It combines the effects of heat and relative humidity. Fortunately, many radio stations provide the heat index during hot weather. If not, use the accompanying chart to determine the daily heat index. Keep these guidelines in mind and adjust your practice to the weather.

What to do When Heat Waves Strike

- Increase intake of non-carbonated, caffeine free beverages such as water and juice.
- Encourage players to drink more water than they are thirsty for.
- Wear uniforms that are light in color and loose fitting. Mesh jerseys are ideal.
- Strip off pads for conditioning parts of practice.
- Give special attention to the bigger players and light-skinned players who haven't been out in the sun.
- Use the heat index to make the proper adjustments to practice.

Heat Safety Tips

Prevention of these heat-caused conditions is much easier than the treatment. The Red Cross advises that people be careful so that enjoyable summertime activities do not become dangerous and life-threatening.

The American Red Cross offers these tips to help prevent illness due to heat:

- Slow down and avoid strenuous outdoor activity.
- Stay indoors as much as possible.
- Wear lightweight, light-colored clothing.
- Drink plenty of water regularly and often.
- Eat small meals and eat more often. Avoid foods high in protein, which increase metabolic heat.
- Avoid using salt tablets unless directed by a physician.

Heat-related illness in early stages can usually be reversed. Follow these procedures for care:

- Get the victim out of the heat.
- Loosen any tight clothing.
- Remove perspiration-soaked clothing.
- Apply cool, wet cloths, such as towels or sheets to the skin.
- Fan the victim.
- If victim is conscious, give cool water to drink.
- Ice packs or cold packs can be applied to the victim's wrists, ankles, groin, armpits and neck to cool the large blood vessels.
- Let the victim rest in a comfortable position, and watch for changes in condition.
- Call for an ambulance if victim refuses water, vomits or starts to lose consciousness

National Federation of State
High School Associations



Heat Acclimatization and Heat Illness Prevention Position Statement

**National Federation of State High School Associations (NFHS)
Sports Medicine Advisory Committee (SMAC)**

Exertional Heatstroke (EHS) is the leading cause of preventable death in high school athletics. Students participating in high-intensity, long-duration or repeated same-day sports practices and training activities during the summer months or other hot-weather days are at greatest risk. Football has received the most attention because of the number and severity of exertional heat illnesses. Notably, the National Center for Catastrophic Sport Injury Research (NCCSIR) reports that **42 high school football players died of EHS between 1995 and 2014**. EHS also results in thousands of emergency room visits and hospitalizations throughout the nation each year.

This NFHS Sports Medicine Advisory Committee (SMAC) position statement is the companion piece to the NFHSLearn.com online course “Heat Illness Prevention.” **This position statement provides an outline of “Fundamentals” and should be used as a guiding document by member state associations.** Further and more detailed information can be found within the NFHSLearn.com online course, the NFHS Sports Medicine Handbook, the NFHS SMAC “Position Statement and Recommendations for Maintaining Hydration to Optimize Performance and Minimize the Risk for Exertional Heat Illness” and the resources listed below.

Following the recommended guidelines in this position statement and “Heat Illness Prevention” can reduce the risk and incidence of EHS and the resulting deaths and injuries in high school athletics. The NFHS recognizes that various states and regions of the country have unique climates and variable resources, and that there is no “one-size-fits-all” optimal acclimatization plan. However, the NFHS and the NFHS SMAC strongly encourage member state associations to incorporate all of the “Fundamentals” into any heat acclimatization plan to improve athlete safety. In addition, the online course **“Heat Illness Prevention” should be required viewing for all coaches.**

Heat Acclimatization and Safety Priorities:

- Recognize that EHS is the leading preventable cause of death among high school athletes.
- Know the importance of a formal pre-season heat acclimatization plan.
- Know the importance of having and implementing a specific hydration plan, keeping your athletes well-hydrated, and encouraging and providing ample opportunities for regular fluid replacement.
- Know the importance of appropriately modifying activities in relation to the environmental heat stress and contributing individual risk factors (e.g., illness, obesity) to keep your athletes safe and performing well.

- Know the importance for all members of the coaching staff to closely monitor all athletes during practice and training in the heat, and recognize the signs and symptoms of developing heat illnesses.
- Know the importance of, and resources for, establishing an emergency action plan and promptly implementing it in case of suspected EHS or other medical emergency.
- Energy drinks are NOT appropriate hydration fluids. Refer to NFHS SMAC “Position Statement and Recommendations for the Use of Energy Drinks by Young Athletes”.

Fundamentals of a Heat Acclimatization Program:

1. *Physical exertion and training activities should begin slowly and continue progressively. An athlete cannot be “conditioned” in a period of only two to three weeks.*
 - A. Begin with shorter, less intense practices and training activities, with longer recovery intervals between bouts of activity.
 - B. Minimize protective gear (such as helmets and pads) during first several practices, and introduce additional uniform and protective gear progressively over successive days.
 - C. Emphasize instruction over conditioning during the first several practices.

Rationale: The majority of heat-related deaths happen during the first few days of practice, usually prompted by doing too much, too soon, and in some cases with too much protective gear on too early in the season (wearing helmet, shoulder pads, pants and other protective gear). Players must be allowed the time to adapt safely to the environment, intensity, duration, and uniform/equipment.

2. *Keep each athlete’s individual level of conditioning and medical status in mind and adjust activity accordingly. These factors directly affect exertional heat illness risk.*

Rationale: Athletes begin each season’s practices and training activities at varying levels of physical fitness and varying levels of risk for exertional heat illness. For example, there is an increased risk if the athlete is obese, unfit, has been recently ill, has a previous history of exertional heat illness, or has Sickle Cell Trait.

3. *Adjust intensity (lower) and rest breaks (increase frequency/duration), and consider reducing uniform and protective equipment, while being sure to monitor all players more closely as conditions are increasingly warm/humid, especially if there is a change in weather from the previous few days.*

Rationale: Coaches must be prepared to immediately adjust for changing weather conditions, while recognizing that tolerance to physical activity decreases and exertional heat illness risk increases, as the heat and/or humidity rise. Accordingly, it is imperative to adjust practices and/or competitions to maintain safety and performance. Coaches can monitor the athletes’ weights pre and post practice to ensure adequate fluid replacement, and can follow guidelines for hot and humid weather including using Wet Bulb Globe Temperature (WBGT) readings.

4. Athletes must begin practices and training activities adequately hydrated.

Rationale: While proper hydration alone will not necessarily prevent exertional heat illness, it will decrease risk. Athletes can observe the color of their urine, which should be straw yellow or the color of lemonade, when adequately hydrated.

5. Recognize early signs of distress and developing exertional heat illness, and promptly adjust activity and treat appropriately. First aid should not be delayed!

Rationale: An athlete will often show early signs and/or symptoms of developing exertional heat illness. If these signs and symptoms are promptly recognized and the athlete is appropriately treated, serious injury can be averted and the athlete can often be treated, rested and returned to activity when the signs and symptoms have resolved.

6. Recognize more serious signs of exertional heat illness (clumsiness, stumbling, collapse, obvious behavioral changes and/or other central nervous system problems), immediately stop activity and promptly seek medical attention by activating the Emergency Medical System. On-site rapid cooling should begin immediately.

Rationale: Immediate medical treatment and prompt rapid cooling can prevent death or minimize further injury in the athlete with EHS. Ideally, pools or tubs of ice water to be used for rapid cooling of athletes should be available on-site and personnel should be trained and practiced in using these facilities for rapid cooling. Ice water baths are the preferred method for rapid cooling, however, if ice water pools or tubs are not available, then applying ice packs to the neck, axillae, and groin and rotating ice-water soaked towels to all other areas of the body can be effective in cooling an affected athlete.

Remember, cool first, transport later.

7. An Emergency Action Plan (EAP) with clearly defined written and practiced protocols should be developed and in place ahead of time.

Rationale: An EAP should be in place in case of any emergency, as a prompt and appropriate response in any emergency situation can save a life. The EAP should be designed and practiced to address all teams (freshman, junior varsity, and varsity) and all practice and game sites.

References:

American Academy of Pediatrics. Policy Statement—Climatic Heat Stress and Exercising Children and Adolescents. *Pediatrics*. 2011;128(3):e741-7.

Andersen JC, Courson RW, Kleiner DM, McLoda TA. National Athletic Trainers' Association Position Statement: Emergency Planning in Athletics. *Journal of Athletic Training*. 2002;37:99-104.

Casa DJ, et al. National Athletic Trainers' Association Position Statement: Preventing Sudden Death in Sports. *Journal of Athletic Training* 2012;47(1):96-118.

Casa DJ, Csillan D. Inter-Association Task Force for Preseason Secondary School Athletics. Preseason Heat-acclimatization Guidelines for Secondary School Athletics. *Journal of Athletic Training*. 2009;44:332-3.

Revised and Approved April 2015 2012

DISCLAIMER – NFHS Position Statements and Guidelines

The NFHS regularly distributes position statements and guidelines to promote public awareness of certain health and safety-related issues. Such information is neither exhaustive nor necessarily applicable to all circumstances or individuals, and is no substitute for consultation with appropriate health-care professionals. Statutes, codes or environmental conditions may be relevant. NFHS position statements or guidelines should be considered in conjunction with other pertinent materials when taking action or planning care. The NFHS reserves the right to rescind or modify any such document at any time.

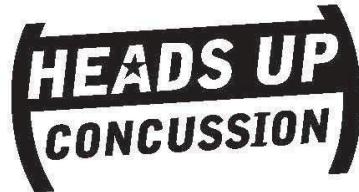
LIGHTNING AND HEAT SAFETY INFORMATION

LIGHTNING SAFETY National Athletic Trainers' Association Guidelines



1. Formalize and implement a comprehensive, proactive lightning-safety policy or emergency action plan specific to lightning safety. The components of this policy should include the following:
 - An established chain of command that identifies who is to make the call to remove individuals from the field or an activity.
 - A designated weather watcher (i.e., a person who actively looks for the signs of threatening weather and notifies the chain of command if severe weather becomes dangerous).
 - A means of monitoring local weather forecasts and warnings.
 - A listing of specific safe locations (for each field or site) from the lightning hazard.
 - The use of specific criteria for suspension and resumption of activities (refer to recommendations 4, 5, and 6).
 - The use of the recommended lightning-safety strategies (refer to recommendations 7, 8, and 9).
2. The primary choice for a safe location from the lightning hazard is any substantial, frequently inhabited building. The electrical and telephone wiring and plumbing pathways aid in grounding a building. This is the reason it is safer to remain indoors during thunderstorms. It is important not to be connected to these pathways while inside the structure during ongoing thunderstorms.
3. The secondary choice for a safer location from the lightning hazard is a fully enclosed vehicle with a metal roof and the windows closed. Convertible cars and golf carts do not provide protection from lightning danger. It is important not to touch any part of the metal framework of the vehicle while inside it during ongoing thunderstorms.
4. Seeking a safe structure or location at the first sign of lightning or thunder activity is highly recommended. By the time the flash-to-bang count approaches 30 seconds (or is less than 30 seconds), all individuals should already be inside or should immediately seek a safe structure or location. To use the flash-to-bang method, the observer begins counting when a lightning flash is sighted. Counting is stopped when the associated bang (thunder) is heard. Divide this count by 5 to determine the distance to the lightning flash (in miles). For example, a flash-to-bang count of 30 seconds equates to a distance of 6 miles (9.66 km).
5. Postpone or suspend activity if a thunderstorm appears imminent before or during an activity or contest (regardless of whether lightning is seen or thunder heard) until the hazard has passed. Signs of imminent thunderstorm activity are darkening clouds, high winds, and thunder or lightning activity.
6. Once activities have been suspended, wait at least 30 minutes after the last sound of thunder or lightning flash before resuming an activity or returning outdoors. A message should be read over the public address system and lightning-safety tips should be placed in game programs alerting spectators and competitors about what to do and where to go to find a safer location during thunderstorm activity.

A Fact Sheet for YOUTH SPORTS COACHES



One of the main jobs of a youth sports coach is keeping athletes safe. This sheet has information to help you protect athletes from concussion or other serious brain injury, learn how to spot a concussion, and know what to do if a concussion occurs.

What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep Athletes Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. As a youth sports coach, your actions create the culture for safety and can help lower an athlete's chance of getting a concussion or other serious injury. Aggressive and/or unsportsmanlike behavior among athletes can increase their chances of getting a concussion or other serious injury. Here are some ways you can help keep your athletes safe:

Talk with athletes about the importance of reporting a concussion:

- Talk with athletes about any concerns they might have about reporting their concussion symptoms. Make sure to tell them that safety comes first and you expect them to tell you and their parent(s) if they think they have a concussion.

Create a culture of safety at games and practices:

- Teach athletes ways to lower the chances of getting a concussion.
- Enforce the rules of the sport for fair play, safety, and sportsmanship.
- Ensure athletes avoid unsafe actions such as:
 - Striking another athlete in the head;
 - Using their head or helmet to contact another athlete;

To learn more, go to www.cdc.gov/HEADSUP



Plan ahead. How can you help encourage concussion reporting among your athletes?

► Athletes May Try to Hide Concussion Symptoms

Among a group of almost 800 high school athletes:

69% reported playing with concussion symptoms.
40% of these athletes said that their coach was not aware that they had a possible concussion.¹

Athletes may be less likely to tell their coach or athletic trainer about a possible concussion during a championship game or other important event.²

- Making illegal contacts or checking, tackling, or colliding with an unprotected opponent; and/or
- Trying to injure or put another athlete at risk for injury.
- Tell athletes that you expect good sportsmanship at all times, both on and off the playing field.

Keep up-to-date on concussion information:

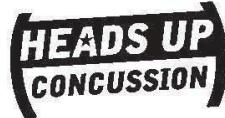
- Review your state, league, and/or organization's concussion guidelines and protocols.
- Take a training course on concussion. CDC offers concussion training at no cost at www.cdc.gov/HEADSUP.
- Download CDC's *HEADS UP* app or a list of concussion signs and symptoms that you can keep on hand.



Centers for Disease
Control and Prevention
National Center for Injury
Prevention and Control

Enforce Safe Play. You Set the Tone for Safety.

As many as 25 percent of the concussions reported among high school athletes result from aggressive or illegal play.⁶



What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or ensure an athlete is taken to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other.
- Drowsiness or inability to wake up.
- A headache that gets worse and does not go away.
- Slurred speech, weakness, numbness, or decreased coordination.
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching).
- Unusual behavior, increased confusion, restlessness, or agitation.
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously.

What Should I Do If I Think an Athlete Has a Possible Concussion?

As a coach, if you think an athlete may have a concussion, you should:

Remove the athlete from play.

When in doubt, sit them out!

Keep an athlete with a possible concussion out of play on the same day of the injury and until cleared by a health care provider.

Do not try to judge the severity of the injury yourself. Only a health care provider should assess an athlete for a possible concussion. After you remove an athlete with a possible concussion from practice or play, the decision about return to practice or play is a medical decision that should be made by a health care provider. As a coach, recording the following



Plan ahead. What should you do if you think an athlete has a concussion?

Concussions Affect Each Athlete Differently.

While most athletes with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with an athlete's parents if you notice their concussion symptoms come back after they return to play.

information can help a health care provider in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body.
- Any loss of consciousness (passed out/knocked out) and if so, for how long.
- Any memory loss right after the injury.
- Any seizures right after the injury.
- Number of previous concussions (if any).

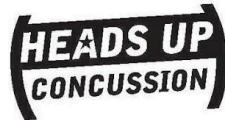
Inform the athlete's parent(s) about the possible concussion.

Let them know about the possible concussion and give them the HEADS UP fact sheet for parents. This fact sheet can help parents watch the athlete for concussion signs or symptoms that may show up or get worse once the athlete is at home or returns to school.

Ask for written instructions from the athlete's health care provider on return to play.

These instructions should include information about when they can return to play and what steps you should take to help them safely return to play.

Work with the athlete's health care provider and follow the five gradual steps for return to play. An athlete's return to school and sports should be a gradual process that is carefully managed and monitored by a health care provider.



Plan ahead. How can you help an athlete safely return to play after a concussion?

Why Should I Remove an Athlete With a Possible Concussion from Play?

The brain needs time to heal after a concussion. An athlete who continues to play with concussion has a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious and can affect an athlete for a lifetime. It can even be fatal.

What Steps Can I Take to Help an Athlete Return to Play?

An athlete's return to school and sports should be a gradual process that is approved and carefully managed and monitored by a health care provider. When available, be sure to also work closely with your team's certified athletic trainer.

Below are five gradual steps that you, along with a health care provider, should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.

BASELINE: Athlete is back to their regular school activities, is no longer experiencing symptoms from the injury when doing normal activities, and has a green light from their health care provider to begin the return to play process.

An athlete should only move to the next step if they do not have any new symptoms at the current step.

STEP 1: Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weightlifting at this point.

STEP 2: Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (less time and/or less weight than a typical routine).

STEP 3: Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

STEP 4: An athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

STEP 5: An athlete may return to competition.

REMEMBER: It is important for you and the athlete's parent(s) to watch for concussion symptoms after each day's return to play progression activity. If an athlete's concussion symptoms come back, or he or she gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him- or herself too hard. The athlete should stop these activities, and the athlete's health care provider should be contacted. After the okay from the athlete's health care provider, the athlete can begin at the previous step.



To learn more, go to www.cdc.gov/HEADSUP

You can also download the CDC **HEADS UP** app to get concussion information at your fingertips. Just scan the QR code pictured at left with your smartphone.

- ¹ Rivara FP, Schiff MA, Chrisman SP, Chung SK, Ellenbogen RG, Herring SA. (2014). The effect of coach education on reporting of concussions among high school athletes after passage of a concussion law. *Amer J Sports Med*, May, 2014, 42(5):1197-1203.
- ² Bramley H, Patrick K, Lehman E, Silvis M. (2012). High school soccer players with concussion education are more likely to notify their coach of a suspected concussion. *Clin Pediatr (Phila)*, 2012 April, 51(4):332-336.
- ³ Kerr ZY, Register-Mihalik JK, Marshall SW, Evenson KR, Mihalik JP, Guskiewicz KM (2014). Disclosure and non-disclosure of concussion and concussion symptoms in athletes: Review and application of the socio-ecological framework. *Brain Inj*. 2014;28(8):1009-21.
- ⁴ Register-Mihalik JK, Guskiewicz KM, McLeod TC, Linnan LA, Mueller FO, Marshall SW. (2013a). Knowledge, attitude, and concussion-reporting behaviors among high school athletes: A preliminary study. *J Athl Train*, July 12, 2013.
- ⁵ Chrisman, S. P., Quitiquit, C., Rivara, F. P. (2013). Qualitative Study of Barriers to Concussive Symptom Reporting in High School Athletics. *J Adolesc Health*, March, 2013, 52(3): 330-335.
- ⁶ Collins CL, Fields SK, Comstock RD. (2008). When the rules of the game are broken: What proportion of high school sports-related injuries are related to illegal activity? *Inj Prev*, 14(1):34-38.

The information provided in this fact sheet or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to your physician or other healthcare provider.

Concussion Return to Play Form (MSHSAA)

This form is adapted from the Acute Concussion Evaluation (ACE) care plan on the CDC website (www.cdc.gov/injury). All medical providers are encouraged to review this site if they have questions regarding the latest information on the evaluation and care of the scholastic athlete following a concussion injury. **Please initial any recommendations that you select below.**

Athlete's Name:

Date of Birth:

Date of Injury:

THIS RETURN TO PLAY IS BASED ON TODAY'S EVALUATION

Date of Evaluation: _____ Care Plan Completed By: _____

Return to This Office (Date/Time): _____ Return to School On (Date): _____

RETURN TO SPORTS

PLEASE NOTE:

- Athletes should not return to practice or play for at least 24 hours after their head injury has occurred.
- Athletes should never return to play or practice if they still have ANY symptoms.
- Athletes: Be sure that your coach and/or athletic trainer are aware of your injury and symptoms, and that they have the contact information for the treating physician.

The following are the return to sports recommendations at the present time:

Physical Education: Do NOT return to PE class at this time.
 May return to PE class at this time.

Sports: Do NOT return to sports practice or competition at this time.
 May gradually return to sports practices under the supervision of the health-care provider for your school or team.
 May be advanced back to competition after phone conversation with attending physician (MD/DO/PAC/LAT/ARNP/Neurophysiologist)
 Must return to physician (MD/DO/PAC/LAT/ARNP/Neurophysiologist) for final clearance to return to competition.
- OR - Cleared for full participation in all activities and restrictions. Return of symptoms should result in re-evaluation by physician (MD/DO/PAC/LAT/ARNP/Neurophysiologist) for assessment.

Medical Office Information (Please Print/Stamp):

Evaluator's Name: _____

Office Phone: _____

Evaluator's Signature: _____

Evaluator's Address: _____

Return to Play (RTP) Procedures after a Concussion

1. Return to activity and play is a medical decision. The athlete must meet all of the following criteria in order to progress to activity:

Asymptomatic at rest and with exertion (including mental exertion in school) AND have written clearance from their primary care provider or concussion specialist (athlete must be cleared for progression to activity by a physician other than an Emergency Room physician, if diagnosed with a concussion).

2. Once the above criteria are met, the athlete will be progressed back to full activity following the step-wise process detailed below. (This progression must be closely supervised by a Certified Athletic Trainer. If your school does not have an athletic trainer, then the coach must have a very specific plan to follow as directed by the athlete's physician).
3. Progression is individualized, and will be determined on a case by case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates. An athlete with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.
4. Stepwise progression as described below:

Step 1: Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.

Step 2: Return to school full-time.

Step 3: Light exercise. This step cannot begin until the athlete is no longer having concussion symptoms and is cleared by a physician for further activity. At this point the athlete may begin walking or riding an exercise bike. No weight-lifting.

Step 4: Running in the gym or on the field. No helmet or other equipment.

Step 5: Non-contact training drills in full equipment. Weight-training can begin.

Step 6: Full contact practice or training.

Step 7: Play in game. Must be cleared by physician before returning to play.

- The athlete should spend 1 to 2 days at each step before advancing to the next. If post-concussion symptoms occur at any step, the athlete must stop the activity and the treating physician must be contacted. Depending upon the specific type and severity of the symptoms, the athlete may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred.