

Trenton Public School District

Athletics

STANDARD OPERATING PROCEDURES

High School • Middle School • Interscholastic Sports

TRENTON ATHLETICS

2022

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PHILOSOPHY STATEMENT

The Trenton Public School District believes that participation in competitive athletics is a vital part of the student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, the sport, the student body, the community and to the student themselves. These experiences enrich learning opportunities, teaches cooperation and teamwork, and fosters school spirit as well as community pride.

The Trenton Athletics Program is considered a supplement to the school's program of education which strives to provide experiences that will help develop boys and girls physically, mentally, socially, and emotionally.

Trenton Athletics programs are organized and coordinated in order to recognize and accommodate differing age related stages of skill development and participation while at the same time promoting excellence at the highest levels of competition.

The Trenton Athletics Program requires careful planning, supervision and periodic evaluation. Within the framework of the district philosophy and in conjunction with school district administration, each athletic program will meet standards that ensure the health, safety and general welfare of all participants. All interscholastic activities and events shall be in compliance with State Law and the rules and regulations of their appropriate governing organizations.

General Policies and Standards

BOARD POLICY STATEMENT

It is the policy of the Trenton School Board that the District's Statement of Philosophy Regarding Athletics and Activities will be recognized as the philosophical foundation for the District's athletics and activities program. Furthermore, the athletics and activities program will align with the emerging efforts by the district to ensure that all programs and activities are student-centered and are an integral part of the total school experience.

ADMINISTRATIVE STRUCTURE

The Athletics and Activities Committee is established by the superintendent and committee membership is appointed thereof. The committee will fall under Central Office facilitation and will consist of:

- a Central Office administrator as coordinator/facilitator;
- school principals; and,
- the District's Athletic Director.

The committee will meet regularly on an on-going basis to: ensure that all athletics and activities align with the district's overall mission of learning; ensure that all activities (interscholastic and co-curricular) complement one another across grade levels; coordinate facilities and other resources; problem-solve as issues arise; evaluate programs for effectiveness and conformity to statute; and, develop plans for communicating information related to athletics and activities to students, parents, and the community. An annual presentation will be made to the board for its consideration of an athletics and activities program for the school year. The superintendent shall establish detailed guidelines for the function of the committee.

NON-DISCRIMINATION

The Trenton School District shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, gender and/or non-program-related physical, sensory or mental disabilities.

The Superintendent shall provide for the annual evaluation, periodic surveys, annual notice and complaint procedures as required by law to ensure that there is equal opportunity for all students in the District.

The Board shall designate a staff member to serve as Affirmative Action/Title IX compliance officer.

CODE OF ETHICS

It is the duty of all concerned with school athletics and activities to:

- 1) emphasize the ideals of good sportsmanship, ethical conduct, and fair play;
- 2) teach and exhibit the values of athletic competition and activities;
- 3) show courtesy to visiting teams, officials and clubs;
- 4) respect the integrity and judgment of sports officials and others in authority;
- 5) achieve a thorough understanding and acceptance of the current rules of the game, the standards of eligibility, and activity by-laws;
- 6) encourage leadership, use of initiative, and good judgment of all participants

HARASSMENT, INTIMIDATION AND BULLYING POLICY

The Trenton School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the

climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

LEGAL DUTIES

A summary of legal duties identified by our court system is as follows:

- 1) *Duty to properly instruct*: includes knowledge and instruction of proper and correct techniques. Also includes proper methods and progression of skills in athletics.
- 2) *Duty to warn of the inherent dangers in a sport or activity*: both participant and parents must be warned of the inherent dangers in a sport or activity as well as the dangers when using improper techniques in a specific sport.
- 3) *Duty to provide proper supervision*: includes inadequate or poor supervision as well as lack of supervision.
- 4) *Duty to provide a safe environment*: includes the provision of safe facilities and equipment that need to be properly designated, constructed, maintained, and used.
- 5) *Duty to make health care available*: includes pre-injury care, emergency care and post-injury care. Pre-injury care includes a physical exam as well as proper training prior to turning out. Emergency care requires coaches to have first aid/CPR training. A written outline of an emergency care system is required. Immediate treatment and medical assistance must be provided. Post-injury care involves the return of the player/student to the activity including rehabilitation.
- 6) *Duty to instruct and enforce rules and regulations*: district, state, and national rules must be taught and enforced.
- 7) *Duty to classify and group participants for competition*: skill level, age, maturity, sex, size, and experience may be factors to be considered.
- 8) *Duty to safely transport students*: includes the right of the student to be safely transported to and from contests, practices, and activities.
- 9) *Duty to follow due process*: athletes/students have the fundamental rights guaranteed to all U.S. Citizens under the 14th Amendment of the U.S. Constitution.

ELIGIBILITY STANDARDS for INTERSCHOLASTIC ACTIVITIES

To participate in interscholastic activities in the Trenton School District, a student:

- 1) must file a current Trenton School District Athletic Registration form each sport season;
- 2) an athlete becomes ineligible for high school athletics if he/she attains the age of nineteen (19) prior to September 1, regardless of the birthday being August 31.;
- 3) must be in regular attendance the preceding semester, or trimester, and enrolled in school and in regular attendance during the first 15 days of the current semester (10 days for a trimester) in which the student intends to participate;
- 4) except for freshman, 30 credits are needed at the end of the previous school year to be eligible for the fall and winter sport seasons. Once a student is eligible for a season (winter season), he/she is eligible for the entire season. 15 credits are needed by the end of the 1st semester (@ January 31);
- 5) no student shall be eligible for high school athletics after the expiration of eight (8) consecutive semesters following his/her entrance into the 9th grade. A student becomes ineligible for high school athletics when the class in which he/she was originally enrolled has graduated. (See exception for classified students);
- 6) cannot accept awards of intrinsic value other than those provided to the student's high school or its affiliates;
- 7) any donation monetary or otherwise must be approved by the Athletic Director and the Trenton Board of Education;
- 8) must be declared eligible by the Athletic Director or designee and provide evidence of eligibility registration to the coach or advisor of each activity.

(These standards are a part of the njsiaa constitution, bylaws, rules and regulations. For more details visit www.njsiaa.org)

DISCIPLINE PHILOSOPHY and PROCEDURES

Philosophy: The athletic code is the guide for making it clear what rules and attitudes will be. The Trenton Board of Education recognizes this and is assuming that coaches are enforcing this in spirit as well as in practice.

The head coach is usually the judge of what shall be done where rules are violated, but the Building Principal and Athletic Director will be informed when any serious violation occurs (i.e., athletic code infractions).

Procedures: Refer to the Trenton School District Athletic Code for violation procedures.

Operating Procedures

ATHLETIC ELIGIBILITY CONFIRMATION

Coaches' Duties: It is the responsibility of the coach/advisor to ensure the following are on file in the Activities Office prior to allowing participation in an interscholastic activity:

1. Current athletic registration form for each sport season, with the following attached:
 - a. eligibility information (school, age, etc.);
 - b. current proof of physical (valid for 1 year);
 - c. proof of insurance or a waiver;
 - e. parental consent.
2. Emergency contact information. Information cards should be kept on file in the Activities Office as well as be kept on file by the head coach and available at practices and games.

Athletic Director's Duties: It is the responsibility of the Athletic Director to notify coaches/advisors when a student becomes ineligible for participation in an interscholastic activity.

PRACTICE GUIDELINES

- 1) A practice is defined as the period of time a participant engages in a coach-supervised, school-approved, sport- or conditioning-related physical activity. Each individual practice should last no more than 3 hours. Warm-up, stretching, and cool-down activities are included as part of the 3-hour practice time. Regardless of ambient temperature conditions, all conditioning and weight-room activities should be considered part of practice. (NJSIAA Handbook; pg.34)
- 2) Coaches may not instruct their Student-Athletes during the out-of-season period; neither may they hold meetings nor any other way be involved with the Student-Athlete, including Open-Gym Programs. (NJSIAA CL2)
- 3) Coaches should distribute practice schedules (approved by the Athletic Director) to all team members and their parents at the beginning of the sport season. A note to students and parents should be made that unforeseen circumstances may preempt a schedule.
- 4) Coaches are responsible for ensuring that athletes fulfill the NJSIAA-required number of regular team practices before being eligible to compete in a contest. One day is equal to one practice for the purpose of meeting the minimum practice requirements. Practice on a game day shall not count as a required practice.
- 5) Coaches are expected to meet with parents and players prior to the opening day of practice to issue equipment, review rules and regulations, review plans, and discuss any other necessary information.
- 6) Coaches are to approve with the Athletic Director the use of transportation for practices in the case of practices being held away from the school.

OFF-SEASON ACTIVITIES AND CONDITIONING

“Off –season” or “Out-of-Season” is defined as that time before or after a particular sport during the school year. The school year, for athletic purposes, begins with the first day of the fall sports season and ends with the first day following the spring sports tournaments.

1. Off-season conditioning and activities are permissible only when the activity is available to all interested students. A staff member of the Trenton School District may organize and supervise a year-round conditioning program to include weight training, running, and exercising provided it does not include instruction in specific sport skills. Such a program does not count toward the practice requirement for in-season sports.
2. Open gyms: coaches or school personnel may conduct an open athletic program (gym, pools, field, track) in the off-season if the program is advertised and open to all members of the student body, and no specific coaching of drills occurs. Such activities do not count toward the practice requirement for in-season sports.
3. In-season sports have first priority for facility usage, including locker rooms.
4. Athletes cut from the in-season sport may immediately turn out for off-season conditioning.

SUMMER ACTIVITIES

1. The District may choose to sponsor, promote, and direct activities during the summer (after the spring sports tournament and before August 1st).
2. Coaches wishing to conduct summer activities independent of the District must adhere to all facility use regulations as any other private user, including, but not limited to, proof of liability insurance, scheduling, supervision, fees, etc. Coaches may conduct summer activities only after the spring state tournaments and before August 1st – regardless of whether the coach is coaching through a private endeavor or sponsored by the District.
3. Coaches directing a program in an independent, private capacity may not use Trenton Athletics funds to support their summer activities. In addition, any funds collected through the private program are to be kept separate from any school funds and cannot be accounted for through the District.
4. Coaches may not require students to participate in any summer activity as a condition for participation during the sport season. Furthermore, coaches shall make every effort to inform students of available sports camps and activities available during the summer, including private activities and district-sponsored activities.

PURCHASING EQUIPMENT

1. At the end of each season, each coach must submit an end-of-season report which includes information pertaining to the condition of the equipment and/or uniforms used during the ending season as well as a recommendation of items needing replacement.
2. The Athletic Director submits requisitions and quotes from approved vendors for equipment for each sport.

TRANSPORTATION RULES AND SCHEDULING

RULES FOR ATHLETES:

The following rules will be enforced whenever it is necessary to travel to other schools for interscholastic contests:

- 1) All participants must travel to and from interscholastic contests in transportation provided by the school district. Except that a participant may return:
 - a. with their own parents if the parent meets the coach in person after the contest and requests to take his/her athlete (only) home in their own car;
 - b. in a private car, if the parent sends a written request to the principal or designee prior to departure and the principal gives approval to the coach in charge.
- 2) Participants will remain with their squad and under the supervision of their coach when attending away contests.

DISTRICT PROCEDURES: Athletes will be transported by school bus and driver whenever possible. Where exceptions become necessary, coaches will use the parent "Travel Permission Form" (see forms) procedure. Coaches are responsible for the conduct of all squad members authorized to make a team trip.

The head coach is responsible for making certain that at least one coach rides the bus with the team to the contest and back to the school except when:

- 1) an adult substitute (approved by the principal) has been arranged; or
- 2) emergency situations make it necessary for the coach to take special measures after a bus has departed from the school.

SCHEDULING TRANSPORTATION:

- 1) Scheduling for all athletic transportation is arranged at least a month prior to an event.
- 2) The Athletic Director submits a schedule of athletic events (competitions and practices) to the transportation department.
- 3) The transportation department organizes district and outside company buses accordingly.

**In the event appropriate notice is not possible, the Transportation department will attempt to accommodate.*

COACHES CLINICS

Requests by coaches to attend clinics, tournaments, visitation, etc. must be cleared by the principal if they involve release from school. Transportation requests must be cleared by the Athletic Director. Trenton Athletics funds are available for clinics upon approval by the Athletic Director.

TOURNAMENTS, STATE PLAYOFFS, AND CAMPUS VISITATIONS

- 1) Head coaches will be released from school to attend tournaments when their team, or members of their team, are participating in a NJSIAA-recognized tournament.
- 2) Assistant coaches will be released on a need-to-attend basis to attend tournaments. Each request will be treated individually by the building principal and athletic director. The decision will depend on the number of participants attending and other extenuating circumstances.
- 3) The coaches to be released to supervise students during state playoffs will be addressed as follows: the head coach will be released first and additional coaches will be released dependent on the distance to travel, number of students, over-night stay, or other unique criteria. If the number of participants does not warrant assistant coaches, an assistant may apply to use their professional leave to attend a state playoff.
- 4) High school head coaches and assistant coaches may apply for professional leave to visit college campuses, or attend state tournaments related to their coaching assignment.

COLLEGE RECRUITERS AND/OR PROFESSIONAL SCOUTS

1. When visiting any of the Trenton Public Schools campuses, all recruiters or scouts are to register their presence with the Athletic Director. If a coach receives a request and/or notification a college recruiter or scout will be visiting the school, the coach must notify the Athletic Director.
2. A recruiter or scout (at the time of a visit) is NOT to contact an athlete who is involved in an in-season sport without the consent of the head coach of that sport.
3. Students are not to be dismissed from a class for the purpose of conferring with recruiters or scouts without consent of the teacher whose class is missed.

AWARDS

- 1) At the secondary level, each coach will distribute the written criteria for earning a varsity letter to each member of each varsity team
 - ✓ Coaches will award appropriate certificates to junior varsity participants, managers, etc.
 - ✓ The head coach will notify the athletic director for the correct number of certificates and letter award recipients (that is: first year, second year, third year, and fourth year recipients).
- 2) Appropriate recognition for participation should be presented to all members of programs at the elementary and middle levels.
- 3) Head coaches should schedule the time and date of a team's sports awards presentation program with the athletic director. This date should be scheduled as far in advance as possible to avoid conflicts with other activities or community use of facilities.
- 4) Cafeteria arrangements should be made with the District's Food Service department.

ACTIVITY CONFLICTS

School: If a student athlete has an athletic/activity conflict (example: track meet/music concert; basketball game/play rehearsal) and is forced to make a decision, neither the coach nor the teacher/advisor shall penalize that individual for his/her decision. Grades cannot be lowered nor can points toward a letter be subtracted.

Community: The schools will arrange athletic and activity schedules to have as few conflicts as possible with community activities.

Personnel

PERSONNEL

Employee of the District: No school team or individual contestant shall be eligible to represent a school in a contest unless the coach is an employee of the school district in which they coach and has been employed to coach in compliance with N.J.A.C. 6A:9-5.18(b). This requirement also applies to paid or volunteer assistant coaches who serve at all times under the supervision and direction of a regularly certificated person. Volunteer coaches may serve as assistants only upon approval and authorization of the school district Board of Directors.

Supervision: A school appointed coach, or another appointed member of the school faculty, must accompany any school team (or individual) at any time in connection with school sponsored interscholastic competition.

Coach Accreditation Rule:

- 1) The person's appointment as coach must be approved by the local educational agency responsible for the member school at which the person coaches.
- 2) All new coaches will have 120 days after being hired to register for the NFHS Fundamentals of Coaching (Blended Version) course. Upon completion of the classroom components, coaches will have sixty (60) days to complete the remaining four (4) components. A certificate of course completion must be submitted to respective athletic supervisors by June 30th to be eligible to coach at an NJSIAA member school for the subsequent school year. **UNDER NO CIRCUMSTANCES MAY A COACH TAKE THE NFHS FUNDAMENTALS of COACHING COURSE COMPLETELY ON-LINE**
- 3) All coaches must hold a current certificate in CPR, AED and Basic First Aid. Online CPR/AED training courses do not satisfy this requirement.
- 4) Beginning with the 2016-2017 school year all coaches must successfully complete a basic first aid course when renewing or completing CPR/AED certification.
- 5) All coaches must have Concussion Awareness training through an on-line course or an in-service program, renewed annually.
- 6) All coaches must obtain a "Heat Acclimatization Awareness and Wellness" certificate or its equivalent, renewed annually.
- 7) Coaches currently in place, and/or who have experience coaching in an NJSIAA high school prior to the 2006-2007 school year, will be exempt from provisions B above. (While experienced coaches will not be required to adhere to all of the provisions listed above, it is recommended that all coaches complete the NFHS Fundamentals of Coaching.) NJSIAA pg.10

Coach Standards

Coaches are primarily responsible for imparting valuable educational experiences to student participants. Therefore, coaches should have training in at least the essential areas of study required for a physical education teacher's endorsement in New Jersey secondary schools. (See Trenton Athletics Coaches' Handbook)

Evaluations

Coaches: Evaluations will be conducted for every coach and volunteer at the end of each sport season. The Athletic Director and/or an evaluation committee directed by the Athletic Director will evaluate coaches.

Athletic Director: Evaluation will be based on the duties outlined in the Athletic Director job description. Input from the high school and junior high school principals, as well as a formal feedback process from coaches, parents and students will be considered in the evaluation process. A mid-year evaluation will take place in February, followed by the yearly evaluation in May. Evaluations will be kept on file in the Human Resource Office.

Coaching Expectations

Coaching Skills:

- 1) Teaches fundamentals
- 2) Promotes physical conditioning with specific plan
- 3) Has valid First Aid and CPR card, or equivalent
- 4) Teaches specific safety procedures for activity
- 5) Prepares team for contest
- 6) Maintains discipline
- 7) Knows and abides by rules of activity
- 8) Develops quality program
- 9) Encourages appropriate traits of citizenship by being a positive role model
- 10) Provides positive leadership for students/staff

Organization Skills:

- 1) Care of equipment and facilities
- 2) Team supervision - home and away
- 3) Appropriate time committed during season
- 4) Delegates responsibility to assistants when appropriate
- 5) Organizes effective practice sessions
- 6) Practice plans
- 7) Ability to develop and manage budget
- 8) Effectively supervises managers
- 9) Responsibility for such details as: student eligibility, transportation, inventories, and awards
- 10) Follows district (coaching handbook), league, and NJSIAA policies
- 11) Goes over Student Athletic Handbook with team
- 12) Promotes participation of all team members

Professional Relations:

- 1) Communicates with fellow coaches
- 2) Cooperates with building administration
- 3) Cooperates with district athletic director
- 4) Supports and cooperates with other sports programs
- 5) Attends clinics and other professional meetings
- 6) Cooperates with media and responds to reasonable requests
- 7) Holds meeting when appropriate with parents and athletes prior to first contest to establish positive communication
- 8) Maintain good relations with players
- 9) Maintains professional relationships with officials

Personal Characteristics:

- 1) Is enthusiastic and self-motivated
- 2) Exercises fairness in dealing with players
- 3) Is punctual
- 4) Maintains sense of humor
- 5) Maintains poise and composure during practice
- 6) Maintains poise and composure during games
- 7) Appropriate appearance/dress

Injury, Health and Safety

Medical Procedures

Minor Injury:

Apply basic first aid as necessary.

Medical Emergency:

When an obvious injury of a serious nature arises the following procedures shall be adhered to in providing medical attention:

- 1) If the injury is serious, yet NOT life threatening:
 - a. Call 911.
 - b. Give first aid.
 - c. Get parent's home number from Athletic Registration form
 - d. Get the name of the student's doctor from Athletic Registration form.
 - 2) With the above information (c,d) make every effort to contact parent(s). Permission to take the athlete to the doctor's office or hospital is found on registration physical form. Ask the parent to call the doctor's office or hospital to give the release for treatment.
 - 3) If the injury IS serious and/or life endangering:
 - (a) Call for ambulance immediately - 911.
 - (b) Give emergency first aid.
 - (c) Call parent and have them meet with the doctor at the hospital. Information regarding doctors and emergency numbers must be on a Medical Emergency Card, prepared by each head coach.
3. If number 1 or 2 should occur, or the athlete sees a doctor for any other type of injury the coach shall:
- (a) Report the injury on an Accident Report Form, have the principal sign, and send it to the District's Risk Manager. Obtain an insurance claim form from the Athletic Trainer if the athlete is using school insurance.
 - (b) Details are recorded on the insurance claim form and sent to the parents.
 - (c) Instructions from the doctor must be obtained and carried out before permitting the student to return to active participation. Use the Return to Play Form in the back of this manual.

Head Injuries:

In the event that a head injury occurs, the procedures regarding aid are as follows:

- 1) Call 911.
- 2) Cover the patient and let him/her lie on his/her side with the face slightly downward.
- 3) Secure an adequate air passage by allowing the tongue to fall forward.
- 4) Call the parents and have them meet with the physician at the hospital. Information regarding the parent's emergency number, physician, etc., should always be in the coach's kit on the field.

When a head injury has occurred, the general guidelines are as follows:

- 1) If the athlete is temporarily dazed or shaken up, keep him/her out of the game until assured that he/she is rested and clear; continue to observe his/her behavior in the game when he/she has returned.
- 2) If brain concussion has occurred and there has been a period of unconsciousness, even though brief, remove the athlete from the game and do not permit him/her to return. Do not allow participation in further games until written clearance has been secured from the athlete's physician.

The Unconscious Athlete

There are a number of conditions that may cause unconsciousness. Some of these conditions are listed below:

Heat stroke - Collapsed with dry, warm skin indicates sweating mechanism failure and rising body temperature. This is an emergency; delay could be fatal! Immediately cool the athlete by the most expedient means (immersion in cool water is the best method). Obtain medical care at once. The player should not return to participation without consent of physician.

Heat exhaustion - Weakness with profuse sweating indicates state of shock due to depletion of salt and water. Place in the shade with the head level lower than body. Give sips of diluted salt water. Obtain medical care at once. The player should not return to participation without the consent of a physician. (See "Return to Play" form.)

Impact blow to solar plexus - Rest the athlete on his/her back and moisten the face with water. Loosen clothing around the waist and chest. Do nothing else except obtain medical care if needed. The player may return to participation if further medical care is not indicated.

Impact blow to head - Head injuries in sports are usually subtle in nature. That is, the player may be briefly dazed or slow to get up. He/she may feel groggy or dizzy for only a few moments. Such a player should be benched for a minimum of a half hour, preferably the day, and not returned to play until alert, fully in command mentally, and free of headache or mental confusion.

Beyond the complaints of the athlete such as headache or dizziness, the following simple observations can be conducted to determine if there is an expanding **intracranial lesion**:

- 1) State of consciousness - How impaired are movements?
- 2) Pupils - Inequality of size.
- 3) Heart - Unusual slowing.
- 4) Eye Movements - Nystagmus (dancing eyes).
- 5) Outstretched arms - Drift unilaterally.
- 6) Finger to nose test (eyes closed) - Asymmetry.
- 7) Heel to knee test (eyes closed) - Asymmetry.
- 8) Romberg test (standing with eyes closed) - Falling.
- 9) Tandem walk (heel to toe walking in a straight line) - Inability to perform.

Moving the Injured Athlete

STOP (stop play immediately at the indication of an injury).

LOOK (look for obvious deformity or other deviation from normal).

LISTEN (listen to the athlete's complaint).

ACT (move the athlete only after serious injury is ruled out).

Serious injuries can occur:

- 1) in practice when a physician may not be immediately at hand, and
- 2) in sports that are not so hazardous as to require the regular attendance of a physician. In such instances it may be necessary to move the injured player in accordance with sound principles, although it would be preferable to do so only on a physician's instructions.

Principle One - Avoid being hurried into moving an athlete who has been hurt. Meriting reemphasis is the admonition that to protect the athlete at the time of the injury, move him only after serious injury is ruled out. Few injuries in sports require breakneck speed in removal of the players; the game officials will respect the judgment and caution of responsible personnel.

Principle Two - Obtain medical supervision before moving an athlete with a suspected neck or spinal injury. An athlete's inability to move or feel an extremity, even if momentary, is sufficient cause for the first aid provider to be determined in his conservatism. Moving a player with such an injury can cause further damage and result in permanent disability, if not death. The game can wait.

Principle Three - Have near at hand for ready use at the site of participation:

- 1) a stretcher
- 2) a telephone and
- 3) safe means of transportation to the nearest hospital.

The stretcher may be in conflict with the heroic stoicism an injured player mistakenly wants to display. But with any serious injury, attempting to walk or run off the field may be sufficiently aggravating to delay unnecessarily the effective return of that athlete to competition. In the case of a concussive head injury, the lying down position is a wise precaution against aggravation of possible internal bleeding before medical care can be reached. The immediate availability of a vehicle for rapid transit can be a lifesaver. Rapid communication with an assigned physician is frequently necessary.

Principle Four - If the player can be moved, support the injured joint or limb. If in the **lower extremity**, avoid weight bearing. An assistant of 140 pounds is little help in this regard when helping a limping 220-pound player away from the zone of action. If the **upper extremity** is involved, giving support against gravity will bring the player to medical care with the least pain and risk.

Principle Five - If the player is to be moved, move him away from the proximity of the crowd. An emergency medical station near but not at the site of action will minimize the natural tendencies of the athlete to attempt unauthorized return to play. Equally important, it will give the physician the opportunity to make a quiet, unrushed initial evaluation of the severity of the injury.

Principle Six - Post conspicuously and have understood by all supervisory personnel, the step-by-step directions for emergency first aid procedures. The physician closest to the school's sports program can help develop the best practical plan for fitting the community's resources to the supervisory coverage of games and practices.

Hot Weather Hints

Early fall football practice frequently is conducted in very warm and highly humid weather in many parts of the United States. Under such conditions, special precautions should be observed. Otherwise, the athlete is subject to:

Heat Cramps - depletion of electrolytes:

Heat cramps are only temporarily disabling, but the moment of occurrence may be significant.

Heat Fatigue - depletion of salt and water due to sweating:

Heat fatigue dulls the athlete's skillful alertness and makes him more vulnerable to injury.

These two heat illnesses can result in serious physical harm and even death; both are preventable.

Heat Exhaustion - excessive depletion of salt and water. (Weakness) with profuse sweating and rapid pulse - indicates state of shock due to depletion of salt and water. Place the person flat on his/her back in the shade with head on the ground, level or lower than body. Give sips of diluted salt water if conscious. Obtain medical care at once!

Heat Stroke - overheating from breakdown of the sweating mechanism. (Collapse) with dry warm skin and rapid weak pulse - indicates sweating mechanism failure and rising body temperature. This is an emergency; delay could be fatal! Immediately cool athlete by the most expedient means (spraying or sponging with cool water is a good method). Obtain medical care at once!

Heat exhaustion and heat stroke are preventable only by careful control of various factors in the conditioning program of the athlete. An athlete health history examination prior to participation in practice is a basic. With the start of fall practice, it is essential to provide for gradual acclimation to hot weather activity. Equally important is the need to adjust salt and water intake to weather conditions.

As the athlete becomes accustomed to hot weather activity, he perspires more freely (thus dissipating body heat) and excretes less salt (thus conserving sodium and potassium). With a graduated training regimen, such acclimation can be expected to take place over a period of about one week.

The old idea that water should be withheld from athletes during workouts has no scientific foundation. In fact, such restriction, by depleting water in the body, can lead to heat fatigue and serious heat illness. During exercise in the heat, it is essential to replace - at least hourly - the water lost by perspiration.

Salt also needs to be replaced daily, particularly during the acclimation period. Extra salting of the athlete's food within bounds of taste will accomplish this purpose. Salt tablets, particularly on an empty stomach, can be irritating and may be poorly absorbed.

Even after acclimation, it is advisable to alternate periods of strenuous exercise with periods of rest during hot weather. Also, it is important for the coach to observe his athletes carefully for signs of lethargy, inattention, stupor, awkwardness or unusual fatigue. Symptoms of water and salt depletion may include sluggishness, headache, nausea, hallucinations, and/or weak and rapid pulse. If heat illness is suspected, prompt attention to these recommended emergency procedures might have vital importance.

Diet Hints for the Athlete

A well balanced diet of carbohydrates, proteins, fats, minerals, roughage and vitamins is essential to attaining and maintaining peak athletic performance.

Types of Foods:

- 1) Whole grain foods at most meals
- 2) fruit: 2-3 servings daily
- 3) Vegetables in abundance
- 4) Nuts/legumes: 1-2 servings daily
- 5) Fish, poultry, eggs: 0-2 servings daily
- 6) Dairy or calcium supplements: 1-2 servings daily
- 7) Red meat and butter: sparingly
- 8) White rice, white bread, potatoes, pasta, and sweets: sparingly

Recent studies in nutrition have proven without a doubt that a fair number of our high school students do not eat an adequate diet. Likewise, a fair number of high school athletes are deficient in one or more aspects of the well-balanced diet. The popularity of the "drive-in" has taken nutrition out of the home and put it in the hamburger and milkshake stand - a woefully deplorable situation. Coaches and team physicians would do well to spend a session early in the season instructing the squad in the fundamentals of an adequate diet.

Caloric Requirement for the Athlete:

Varies with age, rate of growth, size, and physical activity. A 15 to 18-year-old male student requires 25 cal./pound, plus 10% more for his physical output. The 150-pound boy requires about 4,000 to 5,000 calories.

Pre-Game Feeding:

(a) On Thursday and especially on Friday preceding a Friday or Saturday game, instruct the squad to eat a diet higher in carbohydrates and lower in protein. Protein is not the best fuel for working cells - carbohydrates are - consumption of a carbohydrate-rich diet will improve capacity for prolonged exercise.

(b) A meal before game time should be given three or more hours before the event, and feed mainly carbohydrates, i.e., toast with honey or jelly, cereals, fruits in heavy syrup, Jell-O with fruit. Avoid steak, bacon, eggs, etc.

(c) Liquid feedings are of some value for athletes with nervous stomachs who habitually vomit just prior to game time. Instant Carnation is as good as any and the cheapest.

Half-Time Liquids:

Plenty of cold water is usually sufficient.

Real hot weather - special formula liquids may be helpful. Sweetened liquids sometimes are indicated - orange juice, tea with sugar, soft drinks, etc.

Contagious Disease and Contact Sports

With proper care and precautions, transmissions of contagious diseases can be reduced or eliminated.

In the area of interscholastic activities, specifically contact sports such as wrestling and football, some alarm has been expressed regarding the presence contagious diseases in sweat, saliva and bleeding from minor injuries.

Precautions - the same as those taken in health care institutions - should be taken to insure that no transmission could occur.

- 1) ***Wear gloves, wear gloves, wear gloves!*** All equipment, with which a contestant will come in contact, should be wiped down with a weak solution of Clorox (at least 10%) or other acceptable disease fighting solutions.
- 2) If a wrestler sustains a minor bleeding injury, the match should be stopped and the bleeding stemmed using a fresh disposable towel, gauze, or similar equipment. By using a spray bottle, any blood on the mat, the opponent, the official(s), or other people should be wiped off on a paper disposable towel after being sprayed with a 1:10 solution of laundry bleach in water (1 part of laundry bleach to 10 parts water).
- 3) Blood spots on the opponent's uniform should be sprayed with the same solution, and then sprayed again with plain water to minimize the bleaching action on the uniform. The spray bottles, disposable paper towels, spray solution, plain water and other supplies shall be immediately available for these purposes.
- 4) Contaminated disposable paper towels should be sealed in plastic bags for disposal. Incineration is preferable if available, however, it is not required. Cloth towels, if used at all, should be immediately immersed in the Clorox (or other) solution described above.
- 5) Anyone treating bleeding athletes should wear disposable gloves. Contaminated gloves should be disposed of in the same manner as the disposable towels.
- 6) If any of the blood has gotten on the opponent's uniform, unless the opponent has an open cut or unskinned area on his body, it is not necessary to clean the uniform at this point. If there is an open cut or an unskinned area, then the uniform also should be wiped with Clorox solution. If an official gets blood on his/her person, he/she should do the same as competitors: use the Clorox solution to wipe the area of the blood.

These precautions applicable to wrestling can also be utilized in other interscholastic activities any time there is a bleeding problem. Of course, no matter what the activity, if the bleeding problem is severe enough, then the competitor should not be permitted to continue.

Athletes known to be infected with a communicable disease should not be allowed to participate in contact sports where risk of transmission to the other is present.

Supplies to be on Hand at Field or Courtside

- ✓ Basic First Aid Kits
- ✓ Clipboard with emergency information
- ✓ Gate keys (if gate is locked)
- ✓ Coins for pay telephone
- ✓ Identification cards
- ✓ First aid cards
- ✓ Ice chest
- ✓ Crushed ice
- ✓ Plastic bags with ties
- ✓ 2" ace bandages in ice
- ✓ 4" ace bandages in ice
- ✓ 6" ace bandages in ice
- ✓ Drinking cups and drinking water
- ✓ Towels
- ✓ Kleenex
- ✓ Crutches
- ✓ Sling
- ✓ Neck Collars
- ✓ Knee Splints
- ✓ Stretcher
- ✓ Air Splints (assorted for extremities)
- ✓ Spine board (only if properly trained personnel use it)
- ✓ +Trainer's Angel
- ✓ +PVC Pipe Cutter
- ✓ +Screwdrivers (1 regular, 1 Phillips)
- ✓ +Sharp Box Knife 30
- ✓ +items for football only - for use in removing facemask from helmet

Inspection and Maintenance of Sports Facilities and Equipment

The district's Athletic Director shall ensure that all athletic facilities and equipment are inspected by the Buildings and Grounds department and should include the conditions of the athletic fields, gymnasiums, pools and tennis court. In addition, coaches should immediately report any damaged or malfunctioning equipment or faulty facilities to the Athletic Director.

Forms and Checklists

Inspected by: _____

Date: _____

AQUATIC

AREA

CONDITION

COMMENTS

1) SIGNAGE

Water Depths Noted

OK NEED ATTENTION

Pool Configuration Noted

OK NEED ATTENTION

Warning against running,
horseplay

OK NEED ATTENTION

(no use unless staff present)

2) WATER CONDITION

Chemical Balance

OK NEED ATTENTION

Free of debris

OK NEED ATTENTION

3) EMERGENCY EQUIPMENT

(if applicable)

20in diameter approved ring
buoys

OK NEED ATTENTION

50ft rope length

OK NEED ATTENTION

12ft rescue poles

OK NEED ATTENTION

First aid kit

OK NEED ATTENTION

Bright colored float line

OK NEED ATTENTION

Emergency phone access
with 911 posted

OK NEED ATTENTION

Spine board

OK NEED ATTENTION

Emergency procedure sign

OK NEED ATTENTION

4) LIFEGUARD STANDS

(if applicable)

Moveable vs permanent

OK NEED ATTENTION

(So every inch of pool can be observed)

Off deck storage area for lap
counters, float boards

OK NEED ATTENTION

Other Concerns

Inspected by: _____

Date: _____

BASEBALL/SOFTBALL

AREA	CONDITION	COMMENTS
1) Protective Equipment		
Pads, helmets, masks	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Warning label on helmets	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Backdrop netting	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Sliding Pads	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
2) Bats		
Dents/crack (aluminum bats)	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Ends securely attached (aluminum bats)	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Cracks/splinters (wood bats)	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
3) Shoes		
Proper cleat length	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
4) Pitching Machine		
Proper grounded cords	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Safety screen for operator	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Rules for use	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Visible warning label	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
5) Bat Rack Location	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
6) Backstops and Fences (Checked for Protrusions and Holes in Screens)	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Other Concerns		List on separate sheet of paper

Inspected by: _____

Date: _____

BASKETBALL

AREA	CONDITION	COMMENTS
1) Backboard and Rims		
Rectangular boards padded	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Suspension cables	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Ceiling attachments	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Backboard support structure integrity	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Flex rims	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
2) Posted Safety Rules		
Illustrations showing common injuries and how to avoid	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
General safety conduct rules	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
3) Foreign Objects		
10ft clearance around court of any portable equipment	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Padding for permanent hazards (such as fire extinguishers, close bleachers, etc.)	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____

Other Concerns

Inspected by: _____

Date: _____

FOOTBALL

AREA	CONDITION	COMMENTS
1) Player Equipment		
Helmets	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Helmet warning label	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Protective pads	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Four point chin straps	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Uniforms adequate ventilation	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Shoes/cleats	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Mouth guards	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
2) Field Equipment		
Corner flags soft, pliable, bright color	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Goal posts padded	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Sideline markers soft and pliable	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Fields lined with non-caustic chalk/marble	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Player benches safe distance from playing field	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
3) Blocking Sleds		
Padding	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Leaf springs	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Attaching hardware	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Welds	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Rust free	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
4) Safety zones outside of playing field established	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____

Other Concerns

Inspected by: _____

Date: _____

SOCCKER

AREA	CONDITION	COMMENTS
Non-caustic chalk for lines	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Protective equipment (shin and elbow)	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Pad conditions	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Goal cage welding/connections secure	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Goal netting condition	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Goals secured to ground	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Safety zones (outside the playing field) identified	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____

Other Concerns

Inspected by: _____

Date: _____

STRENGTH TRAINING

AREA	CONDITION	COMMENTS
Adequate space between stations	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Weight machine cable condition	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Weight machine cable connector	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Weight machine securely anchored to floor and wall	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Weight machines have limiters to prevent extreme range of motion	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Weight machine pulleys properly lubricated	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Weight machines free from structural cracks, breaks, dents or bends	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Weight machine foot pedals and hand grips non-slip	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Free weight collars and threads condition	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Free weights properly stored in racks	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Extra plates, bars, and collars stored in cabinets	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Preset weight barbells and dumbbells welded to bar	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Bench structure condition	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Bench cover material easy to clean	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Bench connector condition	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
High density shock absorbing floor in free weight area	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Signs illustrating proper use (posted near stations)	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Warning labels in conspicuous location on the apparatus	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____

Other Concerns

List on separate sheet of paper

Inspected by: _____

Date: _____

TENNIS

AREA	CONDITION	COMMENTS
1) Bleachers and Benches		
Trash (under and around)	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Protruding hardware	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
All hardware is tight	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
2) Fencing		
Holes in the fabric	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Deformed fabric	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Gates not secured or need adjustment	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
All hardware is tight	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Exposed metal wire ends	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Damaged gate locks	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
3) Signs		
Damaged	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Missing	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Graffiti	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
4) Surface		
Seams open and not flush	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Excessive cracking	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Slippery	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Water puddles	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
5) Netting		
Holes in the fabric	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Sagging	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Corroded cables	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Missing hardware	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
All hardware is tight	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____

Other Concerns

List on separate sheet of paper

Inspected by: _____

Date: _____

TRACK AND FIELD

AREA	CONDITION	COMMENTS
Track is free of debris	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Track is free from wear "depressions"	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Hurdles stored off track when not in use	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Hurdles locked at specific height	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Hurdle counterweights properly located	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
High jump landing pit meets rule specifications	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Long jump landing pit meets rule specifications	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Pole vault landing pit meets rule specifications	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Foam landing pits protected from weather and vandalism	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Long and triple jump landing are free of glass, rocks and other debris	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Throwing events landing areas roped off	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Throwing event release are protected from excess unwarranted "traffic"	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Shoe cleat length appropriate for surfaces	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____

Other Concerns

Inspected by: _____

Date: _____

Wrestling

AREA	CONDITION	COMMENTS
All walls, thermostats, fire extinguishers, switches, etc. covered w/protective pads	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Mats securely anchored	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Mat sections securely taped	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Loose furniture, timers and other objects kept away from mats	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____
Protective equipment condition: Knee pads, helmets, ear protectors	OK <input type="checkbox"/> NEED ATTENTION <input type="checkbox"/>	_____

Other Concerns

RETURN TO PLAY FORM

Student Name: _____ School: _____
Address: _____
Phone Number: _____

INJURY/ILLNESS INFORMATION

Date of Injury: _____
Location: _____

Name of Activity: _____
Practice Competition Other _____

Sport: _____ Position Played: _____
Coach: _____ Phone#: _____

Description of Injury:

Medical Treatment or Procedure:

Recommendations:
 No restrictions as of _____
 No practice or play until _____
 Expected return to activity _____
 Light running only (no contact) _____
 Regular practice but no contact _____

Athlete needs to return to me for additional care YES NO

Additional Comments

Physician (please print) Physician Signature Phone # Date

COACHES' PRE-SEASON CHECKLIST

TO: Head Coaches

FROM: Sharron Grady, Athletic Director

Please complete these items and review them with the Athletic Director, prior to your first turnout:

- Check for valid First Aid and CPR certifications. Head coaches are responsible for turning in copies of valid First Aid/CPR cards - for their entire staff - to the Athletic Director.
- Attend available NJSIAA sponsored rules clinics.
- Notify the Athletic Director in writing of any unsafe playing conditions in your area.
- Establish procedures for filling out student accident reports for appropriate injuries. (Refer to the Standard Operating Procedures [SOP] manual).
- Establish emergency procedures per the S.O.P.
- Notify all volunteer coaches on your staff to complete the Volunteer Registration form, available at the Athletic Director's office or on the District website.
- Notify paid coaches on your staff that do not teach in the Trenton School District that they must fill out a complete hiring packet – including fingerprinting - available at the District's Human Resources Office.
- Make certain that all of your athletes are cleared by the Athletic Director prior to their first practice.

Please complete these items and return this form to Athletic Director before your first contest:

- Review NJSIAA coaching regulations (in and out of season) with all coaches.
- Review the athletic code with your entire team and warn players and parents of the potential risk of injury inherent to your sport. Have all athletes and parents sign and submit a "Cautions, Considerations, and Responsibilities" Form.
- Review with your team and turn in updated lettering criteria to the Athletic Director.
- Review with your team and place on file with the Athletic Director a list of team rules other than those covered in the Athletic Code that could lead to suspension of team members. These rules must be signed by parents and athletes and placed on file with the head coach.
- Discuss hazing/harassment with your team, covering definition, examples, and District policy.
- Notify appropriate Junior Highs of ninth grade participants and dates of contests.

Your signature below indicates that all of the above items have been completed.

Name (please print)

Signature

Phone #

Date

Date _____

Name of Coach Completing Report _____ Sport _____

Head Coach _____ Team Level _____

If applicable:

Assistant Coach _____ JV Coach _____

Freshman Coach _____

Volunteers

SEASON RECORD

Wins Losses Ties

TROPHIES/AWARDS

MVP _____

MI _____

SCHOLAR _____

PROGRAM EVALUATION

Strengths

Weaknesses

Recommendations

COACH SELF-EVALUATION

Provide information about your coaching performance during the above season, include any extraordinary obstacles or achievements.

Name _____ Date _____

Season/Sport _____ Level _____ Boys Girls

Your position on the coaching staff:

Head Assistant Junior Varsity Freshman

Your Strengths

Areas that Need Improvement

~TEAM AWARDS LIST~

GRADE	ATHLETE	FRESHMAN	JUNIOR	1 ST YEAR	2 ND YEAR	3 RD YEAR	4 TH YR
			VARSITY	VARSITY	VARSITY	VARSITY	VARSITY
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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