

# CHIMACUM SCHOOL DISTRICT

## HANDBOOK FOR ATHLETIC COACHES

The opportunity to participate in the athletic program is a privilege available to all students. Students choosing to participate are expected to conduct themselves at all times during and between seasons in a manner that will reflect the high standards and ideals of their program, school and community. Involvement requires a commitment on the athletes' part with respect to academic standing, citizenship, physical conditioning and obligations, goals and philosophies of the school and athletic department. The high personal standards for conduct promote maximum achievement and fulfill responsibilities as student leaders by setting a positive example for other students. Lessons of sportsmanship, teamwork, competition and winning and losing gracefully are an integral part of each team in our athletic program.

Chimacum School District (District) plays in the Nisqually League comprised of small schools. As a member of the Washington Interscholastic Activities Association (WIAA), we operate under the rules and guidelines established by the WIAA.

The athletic programs fall under the guidelines of the (WIAA). The expectations for being a participant in a school's athletic program, including specific eligibility requirements, training rules and team guidelines, shall be communicated to team members at the beginning of the season. All program expectations and team rules shall be in writing.

**Student Privacy:** All student information must be kept confidential per federal law. Disclosing any information about a student including academic, medical and personal information is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA).

**NO Firearms and Dangerous Weapons:** It is a violation of district policy (4210) and state law for any person to carry a firearm or dangerous weapon on school premises, school provided transportation or areas of other facilities being used exclusively for school activities.

**NO Tobacco/Drugs/Alcohol:** Use of tobacco products, drugs and alcohol by staff, students, visitors and community members shall be prohibited on school district property which includes all district buildings, grounds and district-owned vehicles.

# INDEX

## ELIGIBILITY

Athletic Registration Forms .....	Pg 4
WIAA Eligibility Rules and Regulations .....	Pg 4-5

## POLICIES, PROCEDURES AND COACHING GUIDELINES

Attendance .....	Pg 5
Accidents and Emergencies .....	Pg 5-6
Athletic Awards .....	Pg 6
Athletic Award Eligibility.....	Pg 6-7
Blowout Policy.....	Pg 7
Clinics .....	Pg 7
Early Dismissal .....	Pg 7
Equipment Care and Inventory .....	Pg 7
Harassment/Discriminatory Behavior.....	Pg 7
Health Care Plans for Athletes.....	Pg 7-8
Managers.....	Pg 8
Negative Commentary/by Coaches and/or Officials .....	Pg 8
Player's Bench .....	Pg 8
Playing Time/Starting Time.....	Pg 9
Practices .....	Pg 9
Pranks Against Other Schools .....	Pg 9
Security .....	Pg 9
School Closures Affecting Events .....	Pg 9
Sports Rules and Regulations .....	Pg 10
Sportsmanship.....	Pg 10
Spring and Summer Activity Guidelines .....	Pg 10
Supervision .....	Pg 11
Tobacco, Drugs and Alcohol .....	Pg 11
Travel Regulations for Athletics.....	Pg 11-12
WIAA and League Rules and Regulations .....	Pg 12

## HEALTH AND SAFETY

Safeguarding the Health of an Athlete.....	Pg 12-13
Preventing Injuries .....	Pg 13
Duty to Properly Match and Evaluate Competitors.....	Pg 13-14
Facilities and Maintenance .....	Pg 14

## ACCIDENT PROCEDURES FOR COACHES

In Case of an Injury.....	Pg 14-15
Duty to Keep Records.....	Pg 15
Head Injuries and Concussions.....	Pg 15-16
Prevention and Preparation.....	Pg 17
The Unconscious Athlete.....	Pg 18

Hot Weather Hints .....	Pg 18-20
Moving the Injured Athlete.....	Pg 20-21
Contagious Diseases (Including AIDS) and Contact Sports .....	Pg 21-22
Drugs and the High School Athlete .....	Pg 22-23

## **APPENDICES**

First Aid Kit Supplies Travel Kit / Supplies for Courtside or Field .....	Pg 24
Head Coach Job Description.....	Pg 25-26
Assistant Coach Job Description .....	Pg 27
Volunteer Coach Job Description .....	Pg 28
Head Coach Pre-Season Check List .....	Pg 29
Head Coach Post-Season Check List.....	Pg 30
Coach Eligibility Check List.....	Pg 31
Head Coach Pre-Season Self Evaluation .....	Pg 32
Head Coach Evaluation.....	Pg 33
Assistant Coach Evaluation .....	Pg 34
Guidelines for the Supervision of Athletes .....	Pg 35
Responsibilities of Coaches, Athletes, Parents .....	Pg 36
Outdoor Facility Safety Inspection Checklist.....	Pg 37
Indoor Facility Safety Inspection Checklist.....	Pg 38
Nurse Review of Student Roster Form .....	Pg 39
Return to Play .....	Pg 40
Student Incident Report .....	Pg 41

## ELIGIBILITY

### **ATHLETIC REGISTRATION FORMS**

An athlete and his/her parent/guardian(s) must complete all required athletic registration forms prior to participation.

Athletic registration forms include:

1. Athletic Contract and Eligibility Form
2. Medical Emergency Authorization Form.
3. All participants in athletics must have a current physical on file in the athletic office.
  - A physical exam is good for a twenty-four (24) month period and must be signed by a physician.
  - If an athlete's physical expires during the course of the season they plan to participate in then before they turn out at the start of the season they must obtain a new physical.
  - All incoming 9<sup>th</sup> graders must have an updated physical.
4. Sport Specific Safety Form.
5. Concussion Information Sheet signed by student athlete and parent/legal guardian of student.
6. Participation Fee Contract.

In addition to the above forms the following are also required:

1. Student must have paid all fines previously incurred.
2. Any student participating in an Associated Student Body Activity supported by ASB funds must purchase an ASB card.
3. Student must have paid the participation fee.

### **WIAA ELIGIBILITY RULES AND REGULATIONS**

- Age Limits (High School) 18.4.0: Students must be under 20 years of age on: September 1 for Fall Sports; December 1 for Winter Sports; March 1 for Spring Sports
- Age Limits (Middle School): Students shall not have reached their 15<sup>th</sup> birthday prior to June 1 of the previous school year.
- Residence Rule 18.10.0: Students must reside within the boundaries of the District with either one or both parents or with a legal guardian. There are exceptions to this rule, and any questionable situation must be brought to the attention of the Athletic Director.
- Physical Examination 17.11.0 : Prior to the first practice in interscholastic athletics in a middle level school, and prior to the first practice in a high school, a student shall undergo a thorough medical examination and be approved for middle level and/or high school interscholastic athletic competition by a medical authority licensed to perform a physical examination. A student wishing to participate at the high school level for the first time is required to have a new physical regardless of when that student had their last physical. Written evidence of having passed the physical examination must be on file in the Athletic Director's office before the student will be permitted to turn out for the first practice. It is

emphasized that this exam is only valid for 24 months and it must be updated at the end of this period, even though it might occur in the middle of a sport season. To resume participation following an illness and/or injury serious enough to require medical care, a participating student must present, to his/her coach, a “Return to Play” form signed by a physician.

Listed below are several of the WIAA eligibility rules, which are commonly troublesome ones for some students. (WIAA Handbook: <http://www.wiaa.com> )

- Students must be members of their school (18.5.0)
- Students must meet special requirements if they have transferred between schools (18.11.0)
- Students must meet the season limitation standard (18.14.0)
- Students must get special permission if they are a foreign exchange Student (18.11.4)
- Students must meet amateur standings (18.23.0), criteria, etc

## **POLICIES, PROCEDURES AND COACHING GUIDELINES**

### **ATTENDANCE**

Any student participating in school-sponsored events must attend all classes and class activities in order to participate that day. Exceptions to this requirement must be approved in advance by the school administration in accordance with the guidelines below.

- You may miss class and still participate **only if** your absence is excused by a parent that confirms you were at a doctor, dental or legal appointment, funeral or a personal emergency, or for a school field or activity trip. A note from the physician may also be required if applicable.
- A student may be excused for family matters such as death, severe illness, or some other emergency. The final decision resides with the school administration.
- You will not be allowed to participate in practice, game or performance if you:
  - Are truant from class.
  - Are absent from any period of the day.
  - Are tardy more than ten (10) minutes from any class.
  - Leave class without your teacher’s permission.
  - Sleep in and come to school late.
  - Go home because you are sick.
  - Stay home because you are ill and come to school later because you are feeling better.
- Coaches/advisors will receive a list of students who cannot participate.

### **ACCIDENTS AND EMERGENCIES**

All coaches must carry the medical emergency authorization form for each student and the first aid kit with them at all times. The forms can be stored inside the first aid kit. The office closes at 3:30 PM each day, therefore the coach must refer to the phone numbers listed on those forms in the event of an emergency, as well as referring to the emergency notification procedure form.

Coaches may encounter a variety of injuries as well as problem situations. Your decisions and actions will vary according to the particular situation. In case of injury during practice or game, assess for seriousness and determine whether athlete needs medical attention.

- The Athletic Director will supply a first aid kit to every team, but it is up to the coach to replace any depleted items. First aid supplies are stored in office.
- All coaches must have current first aid and CPR.
- A school Accident Report Form must be filled out by the coach immediately following any student injuries. Forms may be obtained through the high school office.

### **EMERGENCY NOTIFICATION PROCEDURES**

In the event of accident or emergency, follow this procedure:

1. In case of injury during practice or game, assess for seriousness and determine whether athlete needs medical attention.
2. Check the immediate scene of the accident or emergency to be sure that no further injury occurs to the student, to any other member of the group or to you.
3. Call for emergency assistance (911) if appropriate.
4. Perform appropriate first aid.
5. If student is transported to medical facility **call the Athletic Director (Dave Porter)** at the office (360)732-4090 Ext 353, Cell Phone (360)643-1190 or at home (360)732-4251.
6. **If you are unable to reach Athletic Director call the Principal (Whitney Meissner)** at the office (360)732-4090 Ext 265 or at home (360)437-0198.
7. **Call student's parents.**
8. **Athletic Director will call superintendent if serious injury occurs.**

### **ATHLETIC AWARDS**

- Letter awards shall be 6" chenille.
- Letters are awarded for varsity players only.
- The head coach will establish the requirements for earning a letter at the beginning of the season.
- Requirements for earning a letter shall be the same for everyone; except for the following:
  - An injured player who would have earned a letter providing he/she were able to complete the season; and
  - A senior who has completed three (3) full seasons but did not fulfill the requirements with regard to participation time.
- Coaches shall present awards as soon as possible following the completion of the season at either a school assembly or team banquet.
- Team members dismissed from the squad or dropped prior to the end of the season shall not receive an award of any kind.
- A student athlete may only receive one letter award for varsity competition during his/her tenure. All other letter awards indicating achievement in the sports program shall be in the form of a certificate.
- Trophies, plaques, etc. should be limited to a reasonable number to avoid embarrassment to those receiving numerous awards, as well as those few who may receive nothing.

### **ATHLETIC AWARD ELIGIBILITY**

Athletic awards are symbolic of athletic accomplishment, good conduct, and observance of high athletic ideals.

- To be eligible for an athletic award, an athlete must successfully complete the sports season.
- The athlete must be recommended by his/her coach or advisor.
- The athlete must meet the criteria for lettering set forth by the coach or advisor.

If athletes meet all requirements, they will receive a letter. However, there may be circumstances where a player falls short of the requirements, but would qualify for a letter at the coach's discretion.

### **BLOWOUT POLICY**

Coaches are expected to utilize game strategies which will limit the winning margin when it is evident by the score and the relative caliber of play that their opponent may be excessively dominated and humiliated.

### **CLINICS**

The head coach and his/her staff are encouraged to keep current with regard to new development concerning that sport. Therefore coaches should attend one sport clinic or seminar each year and one sport medicine clinic or seminar per year.

### **EARLY DISMISSAL**

Attending academic classes is a priority, however, early dismissals due to travelling distances for away games sometimes can't be avoided. We realize that it is difficult for teachers and athletes when students miss all or part of a class.

Students will be held accountable for any missed work. It is up to the student to communicate to the teacher in advance the need for an early dismissal. **The coach must remind players to do this on a weekly basis.** It is particularly important for athletes to be on top of their academic responsibilities. If a student slacks off in class, he or she could jeopardize their playing on a team.

### **EQUIPMENT CARE AND INVENTORY**

Athletic Equipment purchased by the District or building ASB's is the property of the District.

- Equipment issued to individual athletes shall be collected at the end of the season. The athlete will sign for equipment issued and be held responsible for all individual equipment not returned.
- Head Coaches are to arrange for cleaning, storing, and inventory of all equipment.
- Head Coaches shall identify equipment needing to be purchased or repaired.
- The loaning and personal use of school equipment for non-school sponsored events is **not allowed**. This is due to the legalities of public funds (or equipment) being utilized for personal gain or use, the unsupervised and additional wear and tear on the equipment, the re-certification needs (helmets), and the liability District assumes for "implied protection" of the equipment.

### **HARASSMENT/DISCRIMINATORY BEHAVIOR**

Coaches are responsible to view the Preventing Sexual Misconduct in Athletes video with their team at the beginning of the season. A completed sign-in sheet stating who viewed the video with the coach's signature must be turned in to the Athletic Director to be kept on file.

Students or staff members who believe that they have been the subject of harassment and/or discriminatory behavior will report the incident immediately to the principal or Athletic Director. Complaints regarding harassment/ discriminatory behavior will be investigated immediately. Inquiries or complaints may be addressed to the EEO Office at (360)732-4090 ext. 222 or:

**Title IX/RCW 28A.640 Officer:**

Mike Raymond  
PO Box 220, Chimacum WA 98325-0278  
(360)385-3922 ext. 237

**Section 504 Coordinator:**

LaVonne Grimes  
PO Box 10, Chimacum WA 98325-0010  
(360)385-3922 ext. 254

**Title VII Officer:**

Superintendent  
PO Box 278, Chimacum WA 98325  
(360)385-3922 Ext 222

**HEALTH CARE PLANS FOR ATHLETES**

- Prior to the first practice, the Athletic Director will submit a roster to the school health consultant to review.
- The coach will be notified and trained on proper procedure for any athlete on their team that has a serious health or life threatening condition.
- The school health consultant will sign-off on the form stating that it has been reviewed.
- The signed form will be on file in the office.

**MANAGERS**

The head coach shall select students to serve as team managers, statisticians, etc. Students serving in such roles are obligated to comply with the same rules and regulations as any student participating in a competitive sports program and are considered a part of that sport program. The coach will establish and provide written copies of duties and responsibilities for all student help.

**NEGATIVE COMMENTARY/BY COACHES AND/OR OFFICIALS**

The WIAA discourages and prohibits any negative commentary or statements to the media or general public relative to officiating prior to, during, or following any interscholastic activity or athletic event. This rule applies equally to members of the Washington Officials Association relative to coaching tactics or administrative responsibilities.

Constructive criticism or comments are always welcomed and should be made available, through the proper channels (verbally or in writing) directly to the person(s) involved and/or their immediate supervisors.

Schools and their employees found in violation of this policy shall be subject to penalties of the WIAA.

Members of the Washington Officials Association found to be in violation of this policy shall be subject to penalty by the WOA Board of Directors.

### **PLAYER'S BENCH**

The player's bench shall be limited to the coaching staff, principal and/or faculty representative and players. The head coach is responsible for these persons during the contest.

### **PLAYING TIME/STARTING TIME**

Playing time, whether an athlete starts a game or match, team strategy and calling plays must be left to the discretion of the coach. Coaches need to **BE VERY CLEAR WITH EXPECTATIONS** regarding these issues. If parents have questions or concerns about this process, they should be addressed directly to the coach.

### **PRACTICES**

- Unless arranged ahead of time, practices are routinely held from approximately 2:30-4:30 pm Monday through Friday; not to exceed two and one half hours.
- All practices are to be supervised by a member of the coaching staff.
- Coaches are expected to practice every day unless there are no facilities available, you are giving your players a break day after a hard competition or the weather is extremely bad.
- Coaches, as well as players, are expected to be on time to practices and games.
- Cancellation of a practice should be made at least by noon the day of practice, if not sooner. If coaches cancel practice at the last minute or are going to be late to practice, please call the Athletic Director and school office so a sign can be posted to alert kids. Parents often call the office so it is a good idea to inform office staff.
- Saturday practices are discouraged except in cases where the number of practice days, as required by WIAA prior to the first game must include Saturday.
- Sunday practices are not permitted unless an extraordinary situation exists and then only authorized by the Athletic Director.
- Under no circumstances is a coach to conduct a turnout immediately following a contest.

### **PRANKS AGAINST OTHER SCHOOLS**

At no time during the school year may student athletes play mischievous pranks of any kind against other schools. Athletes may not travel to rival schools' campuses (unless they have been invited for a school sanctioned event) with the intention of committing a mischievous act. They may not enter into any buildings/private offices, remove any piece of school property or interfere with members of other schools' student body/faculty for the purposes of a prank. Specifically, athletes may not travel to rival schools to steal school mascot before an athletic event.

If any student athlete does not abide by these rules, he or she will be dismissed from the team for the remainder of the season, the team will suffer a penalty and any further consequence will be decided at the administrative level.

### **SECURITY**

- Coaches must stay with athletes after practice or a game until he or she has been picked-up.
- No athlete should ever be left alone at a practice facility or game site.

### **SCHOOL CLOSURES AFFECTING EVENTS**

In the event that schools close because of weather (snow, flood, earthquake) **ALL** district activities on that day are **ALSO** canceled, i.e., plays, concerts, athletics, etc.

## **SPORT RULES AND REGULATIONS**

Please refer to the WIAA web site regarding out of season coaching, open gym and practice regulations. [www.wiaa.com](http://www.wiaa.com)

## **SPORTSMANSHIP**

There are certain standards of behavior that must be upheld by the student athlete, parent and coach. The athlete's actions both in and out of school reflect the character of the athlete as well as the values of the school. It is a privilege to be a member of a team and all athletes will be held accountable by their coaches for their behavior. All athletes will be expected to exercise fair play and good sportsmanship during practices and games regardless of whether they win or lose. They will also be expected to respect the judgment and calls made by the officials.

## **SPRING AND SUMMER ACTIVITY GUIDELINES**

Includes practices, weight room and general conditioning activities.

- High schools are allowed to organize and conduct practice dates.
- Middle school practices are not allowed.
- A written plan including dates and times of practices must be authorized by the Athletic Director or administration.
- All athletes must be properly registered with the athletic department which includes current registration and physical authorization form.
- Coaches must possess, at all time, an emergency medical authorization form for every athlete.
- Middle school students are not allowed to participate until the conclusion of the last season contest.
- Practices are optional.
- Proper supervision must be present at all times.

## **SPRING FOOTBALL**

- A maximum of ten (10) days of spring football practices are allowed.
- Helmets may be issued and used for athlete's protection.
- Shoulder pads may be issued and used for athlete's protection.
- Shorts or sweat pants only. No knee or thigh pads.
- No full scale or full speed scrimmage that includes full tackling.
- "Bump off" and "tag off" drills only.

## **HELMETS**

- Helmets used in spring practice must be resubmitted for reconditioning and NOCAE recertification unless respective helmet is issued to same athlete for fall turnouts. Helmets must be collected and stored during the summer.
- Students are not allowed to take helmets home or to use helmets at camps attended on an individual non-team basis.
- At the conclusion of each fall season, all helmets used during the season must be submitted for recertification unless helmet is to be discarded from inventory.
- Head coaches are required to keep an accurate and complete inventory list of every helmet. Such list shall minimally include the respective manufacturing dates and dates of recertification.

## **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.

## **TOBACCO, DRUGS AND ALCOHOL**

As a school we believe that no student should be involved in pursuits such as tobacco, alcohol legend drugs, controlled substances and paraphernalia and we have policies in place that deal with substance use during school and at school sponsored events. Team membership requires an additional commitment and we expect our athletes to refrain from the use of any of these substances in or out of school and in or out of season.

## **TRAVEL REGULATIONS FOR ATHLETICS**

Coaches have a legal duty to see that all athletes are safely transported to and from contests and to and from practices if they are held at sites other than the immediate school grounds. **The coach must submit a list of all athletes and personnel traveling on the bus to an event.**

The following rules will be enforced whenever travel is involved to other schools for athletic or activity events.

- All athletes must travel to and from activities or athletic events in transportation provided or arranged by the school district.
- Athletes and students will remain with their team and under the supervision of their coach or advisor when attending away events.
- Athletes and students will follow all school and district rules when attending away events and riding district transportation.
- Athletes and students will represent their school and the District in a prideful and appropriate way showing good sportsmanship at away events.
- Students may only be released to their legal guardian(s) after a road event. The guardian must sign out with the driver. Students will not be released to anyone else, even if the legal guardian signs a note or talks to the coach.

## **NOTE TO COACHES AND CHAPERONES**

- Please provide one (1) adult supervisor per 30 students.
- If a student is to be let off the bus at a location other than the school; a note from the parent and signed by the program director is required prior to the start of the trip. Drop offs will only be at approved bus stops. A parent must be at the stop, if not the student cannot get off the bus. **NO PHONE CALLS MADE BY STUDENTS WILL BE ACCEPTED AFTER THE TRIP HAS STARTED.**
- Be prepared to participate in an Emergency Exit Drill once each season.
- The driver's primary responsibility on a trip is driving the bus. The coach and/or chaperones are responsible for maintaining safe and appropriate behavior to assure that the driver is not distracted.
- Please seat adult supervisors in the best location for supervising students.
- The driver is ultimately in charge of the bus.
- **NO** students on the bus unless accompanied by an adult. If it is necessary for the driver to be responsible for students the driver will be compensated at the driving wage.

**Please emphasize these rules with your students.**

- Stay seated; do not change seats while the bus is moving.
- The aisle is to be kept clear at all times.
- Keep noise to a minimum. (No yelling, chanting, singing, etc.)
- Quiet behavior is especially important to avoid distracting the driver in the city, freeway and at rail road crossings.
- All trash goes into trash container. The bus must be cleaned at the end of the trip to driver's satisfaction. The coach needs to check the bus with the driver and sign off that it is clean.
- No cleats can be worn on the bus. No shoes allowed on seats. Equipment must be stowed safely. Nothing can be stored on the back shelf.
- Windows may be put down to 3<sup>rd</sup> notch only. All parts of the body must stay inside bus and nothing is to be put in or out of windows.
- There will be **NO** glass containers brought on the bus. Water is allowed but must have a screw type lid or cup lid that will not leak.
- **NO** eating allowed on the bus unless prior arrangements are made with driver.
- All changing of clothing will be done before the students get on the bus or when they arrive at their destination. **NO EXCEPTIONS.**
- When letting students off the bus to eat remind them they are to stay in groups of two or more. They are not to cross the street unless it is at a crosswalk or accompanied by an adult.
- A sign out sheet will be with the driver or coach/teacher for parents to sign out students to ride home with them. It **MUST** be a parent or guardian who signs for the student.

**WIAA AND LEAGUE RULES AND REGULATIONS**

The head coach is responsible for being knowledgeable about all rules and regulations set forth by the WIAA and the league is expected to comply fully. The head coach will inform assistant coaches of such rules and regulations. The head coach will inform participants of such rules and regulations as might apply to their playing status, eligibility and game procedures.

**SAFEGUARDING THE HEALTH OF AN ATHLETE**

Periodic evaluation of each of these factors will help to assure a safe and healthful experience for players. The checklist below contains the kind of questions to be answered in such an appraisal.

**PROPER CONDITIONING** helps prevent injuries by hardening the body and increasing resistance to fatigue.

- Are prospective players given directions and activities for pre-season conditioning?
- Is there a minimum of two weeks of practice before the first game or contest?
- Is each player required to warm-up thoroughly prior to participation?
- Are substitutions made without hesitation when players evidence disability?

**CAREFUL COACHING** leads to skillful performance, which lowers the incidence of injuries.

- Is emphasis give to safety in teaching techniques and elements of play?
- Are injuries carefully analyzed to determine causes and to suggest preventive programs?
- Are tactics discouraged that may increase the hazards and thus the incidence of injuries?
- Are practice periods carefully planned and of responsible duration?

**GOOD OFFICIATING** promotes enjoyment of the game as well as the protection of players.

- Are players as well as coaches thoroughly schooled in the rules of the game?
- Are rules and regulations strictly enforced in practice periods as well as in games?
- Are officials employed who are qualified both emotionally and technically for their responsibilities?

**RIGHT EQUIPMENT** and facilities serve a unique purpose in protection of players.

- Is the best protective equipment provided for contact sports?
- Is careful attention given to proper fitting and adjustment of equipment?
- Is equipment properly maintained and worn and outdated items discarded?
- Are proper areas for play provided and carefully maintained?

**ADEQUATE MEDICAL CARE** is a necessity in the prevention and control of athletic injuries.

- Is there a thorough pre-season health history and medical exam?
- Is a trainer present at contest and readily available during practice sessions?
- Does the trainer make the decision as to whether an athlete should return to play following injury during games?
- Is authority from a physician required before an athlete can return to practice after being out of play due to injury?
- Is the care given an athlete by coach or trainer limited to first aid and medically prescribed services?

### **PREVENTING INJURIES**

Students with inadequate skills are more liable to injury. Other important factors are fatigue and inadequate conditioning.

Coaches should adopt the following rules as your personal code for preventing injuries:

- Never send in an injured player back into a game.
- Never let a boy or girl attempt a stunt or any other activity unless he/she has been properly taught to execute the maneuver.
- Teach proper skills and make sure your students and players have mastered techniques before you require them to use these techniques in games or class situations.
- Remove overly fatigued players from all athletic contests.
- Introduce activities to develop physical fitness.

Make sure that all your equipment is in good condition. A most frequent cause of injuries is defective equipment. Conduct a periodic inspection of your facilities. After each inspection, complete the Facilities Inspection Check List Form and turn it in to the Athletic Director.

### **DUTY TO PROPERLY MATCH AND EVALUATE COMPETITORS**

As a coach, it is your duty to:

- Group participants for activity in a manner in which they may participate safely.
- Place an athlete into a situation which they have progressed enough to handle.

- Observe any incapacitating conditions such as exhaustion or fatigue and deal with these conditions appropriately.
- **Coaches should never scrimmage against their own players!**

### **FACILITIES AND MAINTENANCE**

The District has a goal of having well-maintained and safe facilities and fields. The Athletic Director acknowledges that the Maintenance Department has worked with its members to meet this goal and to address problems as they have been identified. It is the desire of the parties to continue to work together to meet the interests of the parties within the limits of existing financial resources.

#### **Facility maintenance:**

- Prior to the start of each sports season, coaches will report any facility or field concerns to the Athletic Director who will inform the appropriate building administrator or Director of Maintenance of the concerns. (Facility Inspection Check List).
- If the condition is not an emergency, a work order will be submitted by the building administrator or Director of Maintenance using established building procedures. For winter and spring sports, work needs will be identified as soon as possible prior to the start of those seasons and work orders submitted.
- To the extent possible, the Facilities Department will perform regular routine inspections of the facilities and fields.
- It is the responsibility of all district staff including custodians, other maintenance department employees, and coaches to report health, welfare, safety and security issues as they are identified to a building administrator and/or the Director of Maintenance. A work order will be created if appropriate.
- If a coach determines that a condition poses an immediate danger to the health, welfare and safety of students, staff and community, the coach shall notify the Athletic Director and/or a building administrator who will determine whether the facility or field should be closed. Contact the Maintenance Department if needed.
- The District will provide written materials to the building athletic coordinators and coaches informing them of the procedures for processing work orders.

## **ACCIDENT PROCEDURES FOR COACHES**

### **IN CASE OF INJURY**

**Minor Injuries:** Coaches are expected to be able to handle minor first aid and normal training injuries. Medicines, such as aspirin, shall not be prescribed.

**Doctor Referral:** When an obvious injury of a serious nature arises the following procedures shall be adhered to in getting the athlete to a doctor:

#### **If the injury is serious, yet not life threatening:**

- In case of injury during practice or game, assess for seriousness and determine whether athlete needs medical attention. Give first aid.
- Get parent's home number from the Medical Emergency Authorization Form.

- Get the name of the student’s doctor from Medical Emergency Authorization Form. Make every effort to contact parent(s). Permission to take the athlete to the doctor’s office or hospital is found on Medical Emergency Authorization Form. Ask the parent to call the doctor’s office or hospital to give the release for treatment.
- Call 911.

**If the injury is serious and/or life endangering:**

- Give emergency first aid.
- Call for ambulance immediately - 911.
- Call parent and have them meet at the hospital.

**If an injury occurs or the athlete sees a doctor for any other type of injury the coach shall:**

- Report the injury on an Accident Report Form, have the Administrator sign, and send it to the District Office. Obtain an insurance claim form from the main office if the athlete is using school insurance.
- Details are recorded on the insurance claim form and sent to the parents.
- The doctor must complete the Return to Play form before permitting student to return to active participation. Use the Return to Play Form in the back of this manual.

**KEEP STUDENT MEDICAL EMERGENCY FORMS WITH YOU AT ALL TIMES.**

**DUTY TO KEEP RECORDS**

Today, with our courts backed up a great deal with case loads, there can be a delay from 3 to 5 years, after the suit is filed, until the trial date is set. Paramount to a good defense is a good record of what happened during the time the accident or incident occurred. The coach should document witnesses, save statements, take photos if possible and save game films. Most people cannot remember what they did on a given day four years ago. If good records are kept in a central file, a coach has fulfilled his duty.

**HEAD INJURIES AND CONCUSSIONS**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

**Symptoms may include one or more of the following:**

<ul style="list-style-type: none"> <li>• Headaches</li> <li>• “Pressure in head”</li> <li>• Nausea or vomiting</li> <li>• Neck pain</li> <li>• Balance problems or dizziness</li> <li>• Blurred, double, or fuzzy vision</li> </ul>	<ul style="list-style-type: none"> <li>• Amnesia</li> <li>• “Don’t feel right”</li> <li>• Fatigue or low energy</li> <li>• Sadness</li> <li>• Nervousness or anxiety</li> <li>• Irritability</li> </ul>
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<ul style="list-style-type: none"> <li>• Sensitivity to light or noise</li> <li>• Feeling sluggish or slowed down</li> <li>• Feeling foggy or groggy</li> <li>• Drowsiness</li> <li>• Change in sleep patterns</li> </ul>	<ul style="list-style-type: none"> <li>• More emotional</li> <li>• Confusion</li> <li>• Concentration or memory problems (forgetting game plays)</li> <li>• Repeating the same question/comment</li> </ul>
<b>Signs observed by teammates, parents and coaches include:</b>	
<ul style="list-style-type: none"> <li>• Appears dazed</li> <li>• Vacant facial expression</li> <li>• Confused about assignment</li> <li>• Forgets plays</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily or displays incoordination</li> <li>• Answers questions slowly</li> </ul>	<ul style="list-style-type: none"> <li>• Slurred speech</li> <li>• Shows behavior or personality changes</li> <li>• Can't recall events prior to hit</li> <li>• Can't recall events after hit</li> <li>• Seizures or convulsions</li> <li>• Any change in typical behavior or personality</li> <li>• Loses consciousness</li> </ul>

**What can happen if an athlete keeps on playing with a concussion or return too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, Coaches, parents and students is the key for student-athlete's safety.

**If you think a student has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new "Zackery Lystedt Law" in Washington now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

“a youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time”

**and**

“...may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider”.

You should also inform your child's coach if you think that your child may have a concussion Remember its better to miss one game than miss the whole season. And when in doubt, the athlete sits out. For current and up-to-date information on concussions you can go to: <http://www.cdc.gov/ConcussionInYouthSports/>

## **PREVENTION AND PREPARATION**

As a coach, you can play a key role in preventing concussions and responding to them properly when they occur. Here are some steps you can take to ensure the best outcome for your athletes and the team:

### **Educate athletes and parents about concussion.**

- Talk with athletes and their parents about the dangers and potential long-term consequences of concussion.
- Explain your concerns about concussion and your expectations of safe play to athletes, parents, and assistant coaches.
- Pass out the concussion fact sheets for athletes and for parents to review and sign at the beginning of the season and again if a concussion occurs.

### **Insist that safety comes first.**

- Teach athletes safe playing techniques and encourage them to follow the rules of play.
- Encourage athletes to practice good sportsmanship at all times.
- Make sure athletes wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Review the athlete fact sheet with your team to help them recognize the signs and symptoms of a concussion.

## **WHAT SHOULD A COACH DO WHEN A CONCUSSION IS SUSPECTED?**

1. Remove the athlete from play. Look for the signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head. Athletes who experience signs or symptoms of concussion should not be allowed to return to play. When in doubt, keep the athlete out of play.
2. Ensure that the athlete is evaluated right away by an appropriate health care professional. Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:
  - Cause of the injury and force of the hit or blow to the head
  - Any loss of consciousness (passed out/knocked out) and if so, for how long
  - Any memory loss immediately following the injury
  - Any seizures immediately following the injury
  - Number of previous concussions (if any)
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion. Make sure they know that the athlete should be seen by a health care professional experienced in evaluating for concussion.
4. Allow the athlete to return to play only with permission from a health care professional with experience in evaluating for concussion. A repeat concussion that occurs before the brain recovers from the first can slow recovery or increase the likelihood of having long-term problems. Prevent common long-term problems and the rare second impact syndrome by delaying the athlete's return to the activity until the player receives appropriate medical evaluation and approval for return to play.

## **THE UNCONSCIOUS ATHLETE**

The unconscious player can pose a serious problem, the physician and the coach must realize the importance of prompt and proper care. There are a number of conditions that may cause unconsciousness. Some of these conditions are heat stroke, heat exhaustion, impact blow to the solar plexus and impact blow to the head.

With a definite loss of consciousness, the athlete should be evaluated by a physician and observed hourly for a twenty-four hour period at a hospital or at home for any evidence of intracranial bleeding (e.g., headache, dilation of one pupil, nausea, dizziness, confusion). The athlete should not be returned to sports in the interim, and subsequently only if he/she is completely free of symptoms such as headache or dizziness or mental confusion. Any suspicion of intracranial bleeding must be followed by immediate medical attention.

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.

**The three cardinal points to be stressed for successful emergency treatment are:**

1. **COMMUNICATION:** A “non-pay” telephone close to the sports arena for quick calls for help.
2. **TRANSPORTATION:** A vehicle must be readily available at the site to move the patient to the hospital when warranted.
3. **NOTIFICATION:** The hospital must be informed of the patient’s status so that medical and nursing in the proper facilities will be available upon arrival.

## **HOT WEATHER HINTS**

A comment by the Committee on the Medical Aspects of Sports of the American Medical Association and the National Federation.

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 Fatigue - depletion of salt and water due to sweating
- Heat Exhaustion - excessive depletion of salt and water
- Heat Stroke - overheating from breakdown of the sweating mechanism

Each of these symptoms is a separate clinical entity. But the development of heat stroke is progressive and definite symptoms and signs will be manifested before it occurs. If these early warning signs are ignored, the failure of the body to dispose of excess internal heat could progress from heat fatigue to heat exhaustion to heat stroke.

- **Heat cramps** are only temporarily disabling, but the moment of occurrence may be significant.
- **Heat fatigue** dulls the athlete's skillful alertness and makes him more vulnerable to injury. The two heat illnesses can result in serious physical harm and even death; both are preventable.
- **Heat exhaustion and heat stroke** are preventable only by careful control of various factors in the conditioning program of the athlete. Basic, of course, is an athlete health history examination prior to participation in practice.

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.

- 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.
- 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.

**HEAT STROKE:** 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:** 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.**

The following suggestions are offered to help coaches prevent heat exhaustion and heat stroke during hot weather athletic activity:

- Schedule workouts during cooler morning and early evening hours in hot weather.

- Acclimate athletes to hot weather activity by carefully graduated practice schedules.
- Provide rest periods of 15 to 30 minutes during workouts of an hour or more in hot weather.
- Supply clothing that is white to reflect heat, comfortable to permit heat escape, and permeable to moisture to allow heat loss via sweat evaporation.
- Furnish extra salt water in recommended amounts during hot weather.
- Watch athletes carefully for signs of trouble, particularly athletes who lose much weight, heavy athletes (e.g. interior lineman), and the determined athlete who may not report discomfort.
- Remember that temperature and humidity are the crucial factors and that heat exhaustion and heat stroke can occur in the shade.
- Alert the hospital emergency room medical and nursing staff of the possibility of heat illness among athletes before an emergency occurs so that they are prepared to care for a stricken athlete.
- Know what to do in case of such emergency. Be familiar with immediate first aid practices and pre-arranged procedures for obtaining immediate medical, including ambulance service.

Some teams encounter hot weather during the season either through intersectional travel or following an unseasonably cool period. By that time the athlete should be physically fit; nevertheless, they will not be environmentally fit. Coaches who face this situation are advised to schedule practices preceding the game at the warmest time of day, to diligently subscribe to the other recommendations above, and to use substitutes during the game more frequently than normal. The result will benefit the team's performance as well as the health of athletes.

### **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)

The First Aid Chart for Athletic Injuries thus places "action" last among the four final steps of first aid to protect the athlete at the time of injury.

Serious injuries occur in sports as in other activities of life. Coaches, trainers, and other faculty members connected with sports, should be well grounded in correct first aid procedures, especially proper methods of moving the injured player. Improper or careless methods can increase the severity of the injury and may even cause disability or death.

A physician hopefully is present at athletic contests such as football where the risk of injury is obvious. One of the responsibilities of the attending physician is to supervise the transportation of an injured athlete when this is necessary. However, such a provision is no assurance against problems, because 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 re-emphasis 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 recumbent 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.

### **CONTAGIOUS DISEASE (INCLUDING AIDS) AND CONTACT SPORTS**

As we all know, HIV virus infection and the resulting AIDS (Acquired Immune Deficiency Syndrome) is a very serious world health threat. With proper care and precautions, transmissions of this virus 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 of HIV virus in sweat, saliva and bleeding from minor injuries.

There is no evidence that the AIDS virus is transmitted by either saliva or sweat. Therefore, efforts need to be concentrated in the area of the minor injuries that result in bleeding.

Proper handling of these situations by coaches, officials and competitors will greatly reduce the possibility of any transmission of AIDS, if indeed the wrestler who is bleeding is infected by the disease.

The possibility of transmitting AIDS in this manner is much less than the possibility of transmitting other very dangerous blood borne viral infections such as Hepatitis B. However, the chance of transmitting the AIDS virus is not zero. Therefore, precautions - the same as those taken in health care institutions - should be taken to insure that no transmission could occur.

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.

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.

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.

Anyone treating bleeding athletes should wear disposable gloves. Contaminated gloves should be disposed of in the same manner as the disposable towels.

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 also can be utilized in other interscholastic activities any time there is a bleeding problem.

It is important that any time there is blood present that it be treated with respect regarding its ability to transmit infectious disease. Of course, no matter what the activity, if the bleeding problem is severe enough, then the competitor should not be permitted to continue - not only from the standpoint of possible disease transmission but also for the health and safety of the injured competitor.

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.

### **DRUGS AND THE HIGH SCHOOL ATHLETE**

The use of performance enhancing drugs should neither be tolerated nor encouraged by coaches, trainers or physicians. All national and international organizations associated with athletics have taken a definite and firm stand against the use of any such drug.

1. Amphetamines or “Pep Pills”: Impair the individual’s ability to think clearly. There is a real hazard of addiction and habituation, plus toxicity in excessive doses.
2. Androgenic - Anabolic Steroids: Contrary to the beliefs of some athletes, they do not help in building super muscles and are of no value to the healthy athlete. On the contrary, their use may produce serious but subtle side effects that can be harmful to the health and body, growth, sexual development and liver function.
3. Oral Enzymes: Hasten healing and absorption of bloods. Their use is not particularly harmful and, if used, should be under the guidance of a physician.
4. Tranquilizers and Sedatives: Use may result in ineffective performance and slowing up of both physical and mental activity.
5. Analgesics (pain killers): Their use to “get the star back into the game” is strongly condemned. If the injury is severe enough to require a strong analgesic, the player should not be returned to the game until full evaluation of injury is made. They dull reflexes and the mind, and make the player vulnerable to further injury.
6. Novocain Injections: Never allow it for your high school athletes. Local anesthetic will dull and/or relieve pain, but it also can easily mask serious injuries, including fractures.
7. Performance Enhancing Drugs & Substances: Performance-enhancing drugs and supplements are at best an inordinate expense to the athlete, and at worst they can be fatal. The medical dangers associated with the use of these substances far outweigh the advantages of gain in strength and muscle mass.

## SUPPLIES TO HAVE ON HAND AT FIELD OR COURTSIDE

ITEM	QUANTITY
Medical Emergency Authorization Forms	1 per player
First aid cards	1
Crushed ice	1 bucket
Plastic bags	20
2" ace bandages in ice	2
4" ace bandages in ice	2
6" ace bandages in ice	2
Drinking cups and drinking water	Variable
Towels	12
Kleenex	1 box
Sling	2
<b>Other:</b>	

## SUPPLY LIST FOR FIRST AID TRAVEL KIT

Adhesive Tape (1-1/2" rolls)	4
Band-Aids 1"	25
Bandage scissors and/or tape cutters	1
Butterfly bandages or steri-strips	25
Cotton balls	25
Cotton tip applicators ("Q" tips)	25
Elastic tape (3" rolls)	2
"Ace" or Elastic Wrap (4", 6" or double 6")	2 of each
Foam Rubber	1 piece
First aid cream or ointment (antiseptic)	1 tube
Flashlight or penlight	1
Guaze pads (3x3" sterile)	12
Moleskin (6x10")	1
Pencil and paper	1
Plastic bags for ice or chemical ice	6 bags
Powder (talcum and/or foot powder)	3 oz
Skin lubricant (Vaseline)	6 oz
Tape adherent (spray or tincture of benzoin)	6 oz
Tongue depressors	12
Triangular bandage or sling	2
Underwrap (Prewrap or Prowrap) optional	2 rolls
Medical Emergency Authorization Forms	1 per athlete

## ***JOB DESCRIPTION***

### **HEAD COACH**

**Reports to:** Building Principal and Athletic Director

**Supervises:** Assistant coaches and his/her athletic team

**Basic Function:** To carry out the goals and objectives of the athletic program.

#### **PRIMARY RESPONSIBILITIES:**

##### **Year Around Responsibilities:**

1. Attend rules clinics, workshops, classes, etc. that are required to maintain district and WIAA coaching certification standards.
2. Keep abreast of new knowledge and innovative ideas and techniques by attendance at clinics, workshops and reading in his/her field. Encourage assistant coaches to do the same.
3. Understand WIAA rules and regulations.
4. Keep abreast of the rules and rule changes.
5. Be a member of a professional organization such as the Washington State Coaches Association.
6. Be responsible for promoting his/her sport throughout the school district and community; work closely with high school and middle school coaches and take an active interest in their program while working within district parameters.

##### **Seasonal Responsibilities:**

1. Assume responsibilities for proper clearance of all athletes and adhere to all clearance procedures.
2. Arrange for the payment of necessary fees.
3. Augment the accident reporting and insurance procedures as outlined in the Coaches' Handbook.
4. Provide accurate information needed to compile eligibility lists, risk management forms, and other reports.
5. Explain to his/her team all team, school, district, league and state regulations.
6. Clarify to athletes the letter award policy.
7. Arrange for a systematic check out of school equipment.

##### **During Season:**

1. Provide information for transportation, officials and game management
2. Assume responsibility for constant care of equipment
3. Carefully follow the procedures for initiating work purchase orders.
4. Assume supervisory control over all phases of teams in his/her program.
5. Organize and schedule practice sessions on a regular basis with the idea of developing the athlete's greatest potential.
6. Apply discipline in a fair, firm, and positive manner.
7. Emphasize safety precautions and be aware of the best training and injury procedures.
8. Conduct himself/herself in an ethical manner during practice and contests.

9. Provide any publicity information that would aid his/her program and athletes.
10. Instruct players concerning rules and rule changes, new knowledge, and innovative ideas and techniques.
11. See that building regulations are understood and enforced.
12. Develop a line of communication with athletes' parents, i.e., clinics, social hour, parent nights, etc.

**End of Season:**

1. Arrange for systematic return of all school equipment and hold the athlete responsible for all equipment not returned.
2. Arrange for cleaning, storing, and inventorying all equipment needed to be purchased or repaired.
3. Maintain an inventory of equipment needed to be purchased or repaired.
4. Be concerned with the care and maintenance of facilities by making recommendations concerning additions and improvements.
5. Arrange for issuing letters and special awards earned.
6. Maintain records of team and individual accomplishments.

## ***JOB DESCRIPTION***

### **ASSISTANT COACH**

**Reports to:** Head Coach  
**Supervises:** Athletes  
**Basic Function:** To carry out the goals and objectives of the athletic program.

#### **PRIMARY RESPONSIBILITIES:**

##### **Year Around:**

1. Understand the WIAA rules and regulations.
2. Keep abreast of rules and rule changes.
3. Maintain proper district and state coaching certification standards.
4. Keep abreast of new knowledge, innovative ideas and techniques by attendance at clinics, workshops and reading.
5. Assist the head coach in carrying out his/her responsibilities.
6. Be a member of a professional organization such as the Washington State Coaches Association.

##### **Before the Season:**

1. Assist the head coach in proper registration of all athletes.
2. Assist the head coach in making systematic issuance of school equipment.
3. Assist the head coach in providing accurate information needed to compile eligibility lists and other reports.

##### **During the Season:**

1. Assume responsibility for constant care of equipment and facilities being used.
2. Assume supervisory control over athletes and teams assigned.
3. Assume supervisory control over all athletes in the program when such control is needed.
4. Be in regular attendance at practice sessions.
5. Apply discipline in a fair, firm, and positive manner.
6. Emphasize safety precautions and be aware of the best training and injury procedures.
7. Conduct self in an ethical manner during practice and contests.
8. Provide the head coach with information needed in making game reports.
9. Instruct players concerning rules and rule changes, new knowledge and innovative ideas and techniques.

##### **End of Season:**

1. Assist in the return and inventory of school equipment.
2. Recommend facility maintenance and improvements.
3. Recommend equipment to be purchased.
4. Recommend athletes for and assist with the presentation of letter awards.
5. Recommend school improvements.

## ***JOB DESCRIPTION***

### **VOLUNTEER COACH**

- Reports to:** Head Coach
- Supervises:** Athletes, under the direction of a Head Coach or an Assistant Coach. Volunteer Coaches may not conduct practice at any time without District contracted personnel present.
- Basic Function:** To carry out the goals and objectives of the athletic program.

### **PRIMARY RESPONSIBILITIES**

#### **General**

1. Understand the rules and regulations regarding the sport and expectations for coaches as presented in the WIAA Handbook.
2. Keep abreast of rules and rule changes of the sport.
3. Keep abreast of new knowledge, innovative ideas and related techniques by attendance at clinics, workshops and reading related materials.
4. Fulfill WIAA Coaches Standards requirements.

#### **During the Season**

1. Assist in implementing “Athletic Standards” as outlined in Coaches’ Handbook and District Policy.
2. Assume responsibility for constant care of equipment and facilities being used.
3. Assume supervisory control over athletes and teams as assigned by the regular coaching staff.
4. Be in regular attendance at practice sessions and contests. This may be adjusted for this position, but definite understanding should be established.
5. Apply discipline in a fair, firm and positive manner, as designated by the regular coaching staff.
6. Emphasize safety precautions and be aware of best training and injury procedures.
7. Assume any other coaching responsibilities delegated by Head Coach.

#### **Assignment and Procedure**

Volunteer coaches must obtain Principal and Athletic Director approval to assume this position.

## ***HEAD COACH PRE-SEASON CHECK LIST***

Head coaches should complete the following tasks prior to the first practice and/or first contest.

	Ensure that assistant and volunteer coaches have a valid First Aid/CPR card.
	Ensure that volunteer coaches have completed required paperwork and have been cleared to work with children by Human Resources.
	Attend mandatory WIAA sponsored rules clinics.
	Complete the Facility Safety Inspection Form.
	Know established procedures for filling out student accident reports for the appropriate injuries.
	Understand established emergency procedures.
	Develop and practice an emergency plan specific to your coaching situation with your coaches.
	Establish a plan for reporting information to the press for all contests.
	Make certain that all of your athletes are cleared by the athletic department prior to the first practice.
	Review the athletic code with your entire team and identify the potential risk of injury inherent to your sport to all players and their parents/guardian.
	Review with your team and submit to the athletic director a list of team rules other than those covered in the Guide for Student Athletes. Rules should be signed by parents and athletes and kept on file by the coach.
	Review, understand and implement all policies and procedures outlined in the coaches' handbook.
	Provide athletes and the athletic director with a schedule of contests and practices.
	Schedule a parent meeting prior to the first contest.
	At least one week prior to first contest, submit complete roster to high school office.
	I have reviewed the <u>Preventing Sexual Misconduct in Athletes</u> with the team prior to the first practice. (Linked to the district's website under Inappropriate Conduct.) Have a student sign-off sheet and turn in to athletic director

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Sport

\_\_\_\_\_  
Year

## ***HEAD COACH POST-SEASON CHECK LIST***

Head coaches should complete the following tasks at the end of the season. Return this form to the athletic director at your post-season meeting.

	Make certain all school equipment/uniforms are returned.
	Turn in fines for students responsible for missing equipment.
	Clean and store all equipment.
	Complete inventories with copies to the building athletic director.
	Issue letters and awards.
	Make recommendations regarding program and facilities.
	Make recommendations regarding equipment needs and repairs.
	Submit recommendations for next year's budget.
	Update records with team and individual achievements.
	Submit self-evaluation to building athletic director.
	Assist athletic director with the evaluation of assistant coaching staff.
	Other:

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Sport

\_\_\_\_\_  
Year

## **COACH ELIGIBILITY CHECK LIST**

Name:	Sport:
<b>TO BE COMPLETED WITH THE DISTRICT OFFICE HUMAN RESOURCES DEPARTMENT</b>	
	Washington State Patrol Criminal History Form Completed.
	Fingerprints are on file.
	I have received, reviewed, signed and returned a copy of the district's Sexual Harassment, Bullying and Hazing Policies. I understand appropriate and inappropriate behavior and what constitutes sexual harassment, the reporting procedures and consequences.
	I have reviewed the Bloodborne Pathogen Training and returned the signature page.
	I have reviewed, signed and returned recommended policies signature page.
	I have reviewed and understand the district's HIPAA/FERPA Privacy requirements and confidentiality guidelines.
	I have reviewed, signed and returned the School Employee Duty to Report Form.
	Complete the OSPI Moral Character Supplemental Form 4020B.
	First Aid and CPR card on file.
	Attend concussion training annually. (Date: _____)
	Attend WIAA Rules Clinic annually per sport. (Date: _____)
<b>TO BE COMPLETED WITH THE ATHLETIC DIRECTOR</b>	
	I have received and reviewed a copy of the Handbook for Athletic Coaches
	I have received and reviewed a copy of the Guide for Student Athletes
	I have reviewed the WSRMP Athletic Liability Manual
	I have reviewed the Activity Matrix located in the Athletic Liability Manual and in the Handbook for Athletic Coaches with the athletic director and understand when I am and I am not working as a district employee while participating in sport club activities
	I have developed and reviewed a written plan defining the progression of skills to be taught, the hazards for each activity and specific safety skills and equipment required prior to the start of the first practice
	I understand the procedure for documenting injuries and incidents during games and practices.
	I know who my student athletes are that have an Emergency Health Care Plan. I have received and reviewed a copy of the plan from the school health consultant. (If additional information or training is needed, please have athletic director contact the school's health consultant.)
	I have received the appropriate set of school keys.
	I have reviewed the budget and understand purchasing procedures.
	I have developed a list of volunteers to help with clocks, score book, ticket selling or taking and supervision.
	I have directed any volunteer coaches to complete the required paperwork including background check prior to attending a practice.
	Other:

## ***HEAD COACH PRE-SEASON SELF EVALUATION***

Name	Date
School	Sport
<b>PRE SEASON</b>	
List the objectives you hope to achieve this season:	
List the techniques or methods you plan to use to obtain your objectives:	
List professional growth plans such as clinics, workshops, seminars, or related areas:	
<b>POST SEASON</b>	
Appraise your success in achieving the pre-season objections:	
Outline your plans for program improvement prior to next season:	

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date

**Bring the copies of the following to your evaluation session:** practice plan; organized game plan; inventory; list of athletes who did not return all equipment issued to them; names of awards and award winners. Keys must be returned to the athletic director at the end of the season.

## **HEAD COACH EVALUATION**

Name	Date
School	Sport
<b>RATING STANDARDS</b>	
<b>(1) Above expectations:</b> results show achievement which exceeds what is reasonably expected of an individual trained in this area.	
<b>(2) Meets expectations:</b> results who attainment of goals in a manner reasonably expected of an individual trained in this area.	
<b>(3) Below expectations:</b> results generally show a need for improvement or change in approach.	
<b>Professional Relationships</b>	
	Complies with school and district policies.
	Cooperates with school administration.
	Cooperates with school staff.
	Maintains rapport with coaching staff.
	Attends professional and inservice meetings and clinics.
	Maintains good public relations with news media, parents and community.
	Supports and aids sports programs other than own.
	Supports non-athletic activity programs.
	Support and is involved with local, league and state coaches' organizations.
<b>Organization and Administrative Responsibility</b>	
	Delegates responsibility to assistants.
	Establishes functional procedures for issuance, use, care and storage of equipment.
	Completes annual equipment inventory.
	Follows established purchasing procedures.
	Functions within established budget.
	Completes reports and forms. (rosters, participation, accident insurance etc.)
	Holds regular staff meetings.
	Evaluates assistants annually.
	Evaluates program annually.
<b>Coaching Performance</b>	
	States and maintains a consistent philosophy.
	Establishes team and player guidelines.
	Has good knowledge of the sport and the skills involved.
	Develops sound, organized practice schedule.
	Develops sound, organized game plans.
	Maintains good rapport with the players.
	Helps players develop their full potential.
	Has good knowledge of and procedures for handling injuries.
	Maintains good rapport with the players.

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

## **ASSISTANT COACH EVALUATION**

Name	Date
School	Sport
<b>RATING STANDARDS</b>	
<b>(1) Above expectations:</b> results show achievement which exceeds what is reasonably expected of an individual trained in this area.	
<b>(2) Meets expectations:</b> results who attainment of goals in a manner reasonably expected of an individual trained in this area.	
<b>(3) Below expectations:</b> results generally show a need for improvement or change in approach.	
<b>Professional Relationships</b>	
	Complies with school and district policies.
	Cooperates with school administration.
	Cooperates with school staff.
	Maintains rapport with coaching staff.
	Attends professional and inservice meetings and clinics.
	Maintains good public relations with news media, parents and community.
	Supports and aids sports programs other than own.
	Supports non-athletic activity programs.
	Support and is involved with local, league and state coaches' organizations.
<b>Coaching Performance</b>	
	Assists head coach in carrying out his responsibilities.
	Has good knowledge of the sport and the skills involved.
	Commits to goals developed by head coach.
	Assists head coach with athletic registration, equipment issue and inventory.
	Maintains good rapport with the players.
	Demonstrates loyalty to the head coach and the program.
	Contributes to establishment of program goals and objectives.
	Accepts and completes assigned tasks at direction of head coach.
	Displays good sportsmanship and mature behavior.
	Maintains good rapport with the players.
	Helps players develop their full potential.
	Has good knowledge of and procedures for handling injuries.

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

## ***Guidelines for the Supervision of Athletes***

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

### **Supervision in Locker Rooms**

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

### **Supervision on Buses**

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

### **Supervision in Game and Practice Venues**

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

### **Supervision of Athletes While Away From Campus**

- All athletes participating in off campus trips shall be under the supervision of a staff member or athletic coach employed by the district during the entire trip. On overnight trips, responsibility for the athletes shall be twenty-four hours per day throughout the duration of the trip.
- The staff member in charge shall be responsible for training and assigning specific duties and responsibilities to adult volunteers on the trip, per District policy.
- Adult volunteers shall complete the district's volunteer information packet and be cleared to supervise students prior to departure to the event.
- Adult volunteers will only supervise students in groups of two or more.

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

## RESPONSIBILITIES OF COACHES, ATHLETES, PARENTS

- A successful experience is the goal of all participants within an athletic program. It is the responsibility of many groups of people that will make this goal possible. The individual responsibilities are listed in the chart below. The Chimacum School District is committed to providing a successful experience for all participants; the following responsibilities will make these successful experiences a reality.
- Participation in athletics is a privilege. Participation is voluntary but requires that all student athletes meet certain expectations. Those expectations include meeting all academic, conduct and citizenship requirements explained in this pamphlet, with a focus on displaying an attitude of good sportsmanship.

	STUDENT-ATHLETE	COACHES	PARENT-GUARDIANS
<b>H O M E</b>	<ul style="list-style-type: none"> <li>• Get adequate rest</li> <li>• Eat a nutritious diet</li> <li>• Follow all training rules</li> <li>• Complete all homework</li> <li>• Maintain conditioning during off-season</li> </ul>	<ul style="list-style-type: none"> <li>• Set team goals</li> <li>• Organize and use good time management</li> <li>• Keep current all program rules</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a nutritious diet</li> <li>• Allow homework time</li> <li>• Encourage and support</li> <li>• Recognize the positive experience of participating, whether the student is a starter or reserve</li> </ul>
<b>S C H O O L</b>	<ul style="list-style-type: none"> <li>• Practice good citizenship</li> <li>• Maintain high academic standards.</li> <li>• Promote team accomplishments and those of teammates</li> <li>• Take pride in dress and appearance</li> <li>• Set academic goals</li> </ul>	<ul style="list-style-type: none"> <li>• May have a preseason parent meeting</li> <li>• Communicate openly with parents</li> <li>• Be a positive role model</li> <li>• Push to increase your program participation</li> <li>• Participate in workshops and clinics</li> </ul>	<ul style="list-style-type: none"> <li>• Follow established procedures when communicating with school or coach</li> <li>• Be an active volunteer/ join a support organization</li> <li>• Support all academic efforts</li> </ul>
<b>P R A C T I C E</b>	<ul style="list-style-type: none"> <li>• Meet all eligibility requirements</li> <li>• Be there, make the time commitment</li> <li>• Set goals and work to improve.</li> <li>• Be prepared to practice, play, listen, and take directions</li> <li>• Push self and other to reach full potential.</li> <li>• Support team goals</li> <li>• Be a positive team member</li> <li>• Follow all practice guidelines</li> <li>• Know when to focus and when to have fun</li> <li>• Accept accountability for results</li> </ul>	<ul style="list-style-type: none"> <li>• Display a positive attitude</li> <li>• Organize and plan practices</li> <li>• Have informal meetings with parents</li> <li>• Supervise athletes at all times</li> <li>• Enforce rules about attendance for school and practice</li> <li>• Model good work ethics through leadership, punctuality, and team goals</li> <li>• Teach Skills</li> <li>• Explore avenues to help take athletes to the next level</li> <li>• Promote “team” building</li> <li>• Discipline in an appropriate and consistent manner</li> <li>• Recognize contributions by all</li> <li>• Make decisions based on what is best for the athlete</li> </ul>	<ul style="list-style-type: none"> <li>• Have transportation when needed in a punctual manner</li> <li>• Volunteer</li> <li>• Accept team discipline, support team rules</li> <li>• Work cooperatively with coach to encourage work ethics</li> </ul>
<b>G A M E S</b>	<ul style="list-style-type: none"> <li>• Be a good representative of CSD</li> <li>• Play hard and play to win</li> <li>• Play fairly and safely</li> <li>• Accept your role within the team</li> <li>• Demonstrate good sportsmanship towards opponents/team mates</li> <li>• Be positive on the court and on the bench</li> <li>• Accept game results graciously</li> <li>• Respect decisions made by coaches and officials</li> <li>• Keep winning and losing in perspective.</li> </ul>	<ul style="list-style-type: none"> <li>• Have good control of team activities</li> <li>• Display good sportsmanship.</li> <li>• Respect the decision of Officials</li> <li>• Allow players to perform their best without fear of failure</li> <li>• Coach in a positive manner</li> <li>• Accept accountability for results</li> <li>• Teach winning as an objective, but not the only measure of individual and team success</li> </ul>	<ul style="list-style-type: none"> <li>• Model good sportsmanship</li> <li>• Respect the decision made by officials and coaches</li> <li>• Recognize outstanding performances by all competitors</li> <li>• Keep winning and losing in perspective</li> <li>• Support all athletics</li> <li>• Respect coaching decisions involving playing time</li> <li>• Don’t coach from the stands</li> <li>• Value the contributions of all players</li> </ul>



**OUTDOOR FACILITY SAFETY INSPECTION CHECKLIST**

Campus	Date
Building	Room

*Instructions: Note each item below as "S" atisfactory or "U"nsatisfactory. Add any pertinent comments and the location of hazards for each item checked "U"nsatisfactory.*

**BASEBALL FIELDS/SOFTBALL FIELDS**

Field is level, free of holes and foreign objects
Area free of debris & broken glass
Fencing in good condition
Storage buildings in good condition
Dugouts & seating in good condition
Backstop in good condition
Base anchors secure
Shrubs and trees maintained– no branches hanging over or through fence
Bleachers are in good condition (no loose nuts, bolts, broken braces or sharp edges)

**FOOTBALL FIELDS/ SOCCER FIELDS**

Field is level, free of holes and foreign objects
Area free of debris & broken glass
Fencing in good condition
Concrete anchors for fence posts not exposed
Storage buildings in good condition
Shrubs and trees maintained– no branches hanging over or through fence
Bleachers are in good condition (no loose nuts, bolts, broken braces or sharp edges)
Area properly drained

**JOGGING TRAIL/TRACK**

Trail/track is level, free of holes and foreign objects
Area free of debris & broken glass
Grassy areas maintained

**TENNIS COURTS**

Court surface in safe condition
Area free of debris and broken glass
Cracks filled/repaired
Leaves removed

**CORRECTIVE ACTION TAKEN** *(indicate if work order has been initiated)*

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\_\_\_\_\_  
Inspector's Signature Print Name

\_\_\_\_\_  
Date



**INDOOR FACILITY SAFETY INSPECTION CHECKLIST**

Campus	Date
Building	Room

*Instructions: Note each item below as "S" atisfactory or "U"nsatisfactory. Add any pertinent comments and the location of hazards for each item checked "U"nsatisfactory.*

<b>GENERAL FACILITY AREA FLOORS</b>	
	No wet/slip, fall hazard
	No trip hazard
	No cords across walkway
<b>GYMNASIUM</b>	
	Area clean and free of debris
	Area free of tripping hazards
	Court surface in safe condition
	Bleachers free of splinters
	Bleachers are in good condition (no loose nuts, bolts, broken braces, sharp edges)
	Hoops, nets, backboards in good condition
	Lighting adequate
<b>WEIGHT ROOM</b>	
	Area is supervised
	Area is free of debris and broken glass
	Weights and equipment properly racked and stored
	Machine cables are secured and in good condition
	Aisles free from tripping hazards
	Floor matting available where applicable
<b>LOCKER ROOM AREAS</b>	
	Clean and free from tripping/slipping hazards
	Metal lockers maintained, free of sharp edges
	Benches/chairs in safe condition
	Electrical systems in safe condition
	Lighting adequate
<b>CORRECTIVE ACTION TAKEN</b> <i>(indicate if work order has been initiated)</i>	

Inspector's Signature Print Name \_\_\_\_\_

Date \_\_\_\_\_





## RETURN TO PLAY

### Form to be completed by a Licensed Health Care Provider

Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Registered Nurse Practitioner (ARNP), Physicians Assistant (PA), or Licensed Certified Athletic Trainer (ATC)

Student:	School:
Home Address:	Phone Number:
<b>INJURY / ILLNESS INFORMATION</b>	
Date of Injury:	
Location:	
Nature of Activity (practice, competition, other)	
Sport:	Position Played:
Coach:	Contact Number:
Description of Injury:	
Medical Treatment or Procedure:	
<b>RECOMMENDATIONS</b>	
No restrictions as of:	
No practice or play until:	
Expected return to activity date:	
Light running only – no contact:	
Regular practice but no contact:	
Athlete needs to return to me for additional care:	YES                  NO
Additional Comments:	

\_\_\_\_\_  
Licensed Health Care Provider's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Licensed Health Care Provider's Phone Number

\_\_\_\_\_  
Licensed Health Care Provider's Address