**Fowler Junior/Senior High School**

Handbook for Coaches and Sponsors

**2015-2016**

**A Mission of Unprecedented Excellence**

*A Mission of Unprecedented Excellence*

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**responSibility**

FOWLER JR/SR HIGH SCHOOL

100 W. 8th

Fowler, KS 67844

(620) 646-5221

[www.usd225.org](http://www.usd225.org)

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**MASCOT:** Goldbugs

**SCHOOL COLORS:** Black & Gold

**Tom Dolenz, Principal/Activities Director**

**USD 225 – FOWLER**

**BOARD MEMBERS 2015-2016**

Tom Dolenz, Superintendent

Mark Bergkamp – President

??? – Vice-President

Erica Littlewood

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Courtney Wilson

**FOWLER JR/SR HIGH SCHOOL**

**Coaches and Sponsors**

**2015-2016**

|  |  |  |
| --- | --- | --- |
| JH VOLLEYBALL  Kim Copenhaver Head | JH BOYS BASKETBALL  Steve Smith Head  Nikea Thompson | JH BOYS TRACK  Mickey Stout, Head |
| JH FOOTBALL  Kraig Westhoff, Head  Danny Zarzutzki | JH GIRLS BASKETBALL  Steve Smith Head  Nikea Thompson | JH GIRLS TRACK  Kraig Westhoff, Head |
| HS VOLLEYBALL  Leann Krier, Head  Mickey Stout | HS BOYS BASKETBALL  Marcus Shaw, Head  Mickey Stout | HS BOYS & GIRLS TRACK  Mickey Stout, Head  Heather Shaw |
| HS FOOTBALL  Kraig Westhoff Head  Danny Zarzutzki | HS GIRLS BASKETBALL  Danny Zarzutzki Head  Kraig Westhoff |  |
| HS CROSS COUNTRY  Alex Granados, Head | FORENSICS  Katherine Fox | STUDENT COUNCIL  Nikea Thompson |
|  | HS Cheer Sponsor  Erin Bergkamp/Michelle Dewell | Instrumental/Vocal Music  Nikea Thompson |
| All School Play  Katherine Fox | HS Quiz Bowl  Julie Jones, Head  Debbie Wise | JH Quiz Bowl  Julie Jones, Head |

PURPOSE OF HANDBOOK

Coaching or sponsoring student athletic and academic events requires commitment and dedication. Fowler Junior/Senior High School is very appreciative of the time and energy coaches and sponsors invest in our students. The purpose of this handbook is to support coaches and sponsors by outlining activity policies and procedures.

This handbook will be a *ready reference* which will facilitate the process of seeking information about administrative rules and regulations. Furthermore, it provides a framework within the district which allows for consistency and efficiency. It is not meant to cover every set of circumstances, but to be a broad outline for all to follow.

The handbook will be updated periodically. Interpretation of the handbook will be the responsibility of the activities director, building principal, and superintendent. The handbook should be returned to the activities director at the end of each school year. Each coach is accountable for the contents of the handbook. The word *coach* will be used in reference to all persons who work with Fowler Jr/Sr High School students in the areas sanctioned by the Kansas State High School Activities Association.

**OBJECTIVES OF PARTICIPATION**

**I. Statement of Objectives**

1. To provide a positive image of school athletics at Fowler Junior/Senior High School
2. To strive always for playing excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student participants
3. To encourage growth and development that will raise the number of individual participants in various programs and that will give impetus to increasing attendance at each event.
4. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
5. Physical, mental, and emotional growth and development.
6. Acquisition and development of special skills in activities of each student's choice
7. Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
8. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence and the ideals of good sportsmanship that make for winning and losing graciously.
9. A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity.
10. Achievement of initial goals as set by the school in general and the student as an individual.
11. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
12. Individuals to expand possibilities for future vocational pursuits.
13. To provide a superior program of student activities that includes appropriate activities for every boy and girl
14. To provide opportunity for a student to experience success with in their range of ability in an activity he or she selects.
15. To provide sufficient activities to have an outlet for wide variety of student interests and abilities.
16. To provide those student activities which offer the greatest benefits for the greatest number of students.
17. To create a desire to succeed and excel.
18. To develop high ideals of teamwork in all human relationships.
19. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
20. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
21. To develop an understanding of the value of activities in a balanced educational process.

**AFFILIATIONS & GOVERNANCE**

**I. State Athletic Association**

1. Fowler Jr/Sr High School is a member in good standing of the Kansas State High School Activities Association, which serves as the authorized representative of the Kansas State Department of Education in the supervision and control of the interscholastic athletic and activities of all schools in the state.
2. The purpose of this organization is to promote, develop, direct, protect and regulate amateur interscholastic athletic relationships between member schools and to stimulate fair play, friendly rivalry and good sportsmanship among contestants, schools and communities throughout the state.
3. As a member of the KSHSAA, Fowler Jr/Sr High School agrees to abide by all of the state by-laws, rules and regulations with special emphasis placed on those governing eligibility, age limitation, enrollment and attendance, scholarship, residence, transfers, recruiting, amateurism, and the conduct, character and discipline of participants. The official publication of the KSHSAA shall be the document, which shall serve as the instrument for periodic communication between the state association and its member schools.

**II. Southern Plains-Iroquois Activities Association**

The purpose of this association shall be:

1. To provide an origination of administering inter-school affairs sponsored by the association.
2. To use the spirit of competition in raising the standard of citizenship, scholarship, and sportsmanship among its members.
3. To promote higher professional standard among the faculties of association schools and to use objectives of education in the communities represented in the association.

**COACHING EXPECTATIONS AND RESPONSIBILITIES**

**I. Coaches' Professional and Personal Relationships and Expectations**

**A. Rapport**

A coach must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, the media and the parents of his/her players. Good rapport and an image of competency are invaluable for the coach.

**B. Cooperation**

The district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with the activities director, principal and other members of the staff.

**C. Leadership**

Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition-all should be exemplary. Dressing appropriately for practice, following practice schedules and building positive attitudes are very important.

**D. Discipline**

Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents-observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season-at home and away, and the conduct of the crowd-especially where the student body is concerned. The desire to play, win and lose with class should be emphasized. Staff, players and spectators should be motivated toward established goals.

**E. Improvement**

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops, and clinics in specific fields and similar in-service training programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.

**II. Coaching Techniques**

**A.** Use sound and acceptable teaching practices.

**B**. Run well-organized and documented practice sessions

**C.** Complete pre-season planning well in advance of starting date.

**D.** Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor, and parents.

**E.** Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning, and replacement. All purchasing should be accomplished through the allocated budget

**F.** Keep assistant coaches well informed as to what is expected. Cooperate fully with maintenance staff, transportation people, and others similarly involved in the overall program.

**III. Coach's Responsibilities**

**A. To the participants on the team**

The main reason for having athletic teams and activities within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example. The coach should strive to be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes and environments. Players have a right to expect coaches to have a genuine and up-to-date knowledge of that which they propose to teach. The safety and welfare of participants should always be uppermost in the coach’s mind. The coach's primary responsibility is to the individual boy or girl. The participant's family must not be ignored; some consideration should be given to the family and to their requests. But they must be weighed against the good of the team and of the program.

**B. To the school district**

Coaches and sponsors are a frequent topic of conversation at various community locations, such as at home, in the workplace and at the meetings of many civic organizations. Your profession as well as your reputation is constantly under scrutiny. Your actions and statements should always reflect confidence and respect for Fowler Jr/Sr High School. Coaches can do a lot in building public contacts and maintaining a high level of confidence in the athletic program and the school district.

**C. To the school**

A coach owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school. To be effective, a coach must be respected. To be respected, good personal habits and neat appearance is important; but most important is the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown you. Private, firm, fair and consistent discipline must be maintained. The work of the coach must be an integral part of the educational program of the school. The coach should show mastery of the principles of education and consequent improvement in teaching and coaching. The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team.

**D. To the profession**

A coach at Fowler Jr/Sr High School should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should belong to the various coaching associations open to the profession.

**E. To fellow coaches**

The makeup of a coaching staff is basically a quasi-autocratic society. The head coach must always be in command. Despite this position of authority, the wise head coach will encourage independent thought on the part of the staff. An important factor is human relation skills. A wise head coach will praise the assistants and award recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and other people not concerned with the program. The head coach expects all staff to contribute a full measure of effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill their responsibilities to the head coach, the boys and girls, and the activity itself. It is most difficult to be a good assistant coach: however, the success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

**F. To other coaches in your school**

One must always keep in mind that his or her activity is not the only activity; only part of the total educational program and of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well being of the total program. A coach should support and serve fellow coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

**G. To faculty members**

A coach is responsible for cooperating with every faculty member on the staff. If the coach cooperates with the teachers of academic subjects by allowing an athlete to make up a test on practice time, he/she can be certain that cooperation and help will be returned twofold in efforts by other faculty members to keep the athletes eligible and to get that extra helping hand when the going gets tough.

**H. Physical plant**

Each coach is responsible for the following:

1. Keeping practice areas and locker rooms in order.

2. Storing equipment neatly and using equipment properly. Taking pride in the equipment and facilities is of primary importance to all athletes and coaches.

3. Keeping storage areas locked.

**COACHES AREA OF LIABILITY**

**I. Failure to Teach**

*(Coaches can be sued for failure to teach fundamentals in their particular sports and protective skills.)*

A. Teach athletes to protect themselves.

B. Teach proper fundamentals.

C. If an athlete is praised or encouraged for performing an improper skill, it will come back to haunt you.

D. Negligent entrustment (entrusting authority/activity to one who is not

qualified to carry out that particular authority/activity).

1. assistant coaches

2. volunteer coaches

**II. Failure to Properly Supervise**

A. If you are not there, you will be liable.

B. The more hazardous or the more contact, all the more closely the activity must be supervised. (Captains must never supervise any drill)

C. You must be at least immediately accessible.

1. Accessible to all aspects of practice or activity.

2. Systematic overseeing of the practice or activity, (Head Coach moves around)

a. Systematic supervision

b. Written itinerary

c. Emergency policies

d. Locker room rules/regulations posted

##### III. School Policy

A. Coaches must know school policy in every situation.

1. If no school policy, go to the Athletic Director/Principal.

2. If you fulfill school policy, you automatically fulfill your duties as a reasonably prudent administrator or coach.

3. Know if you have school policy and do not deviate from it.

4. Adopt the policy rules of the superior administrative agencies.

##### IV. Equipment

A. Once injury does take place;

1. Keep the equipment and label it. Get evidence of purchase and sequester it.

2. If on film, study the film and keep it.

3. Get witnesses immediately.

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##### V. Reasons For Coach and Administrator Liability

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

##### VI. Duties of a Coach

A. Provide safe environments.

B. Properly plan an activity.

C. Evaluate athletes or students for injury.

D. Match or equate athletes.

E. Provide or maintain proper effective equipment.

F. Warn of inherent risks of a sport.

G. Supervise closely.

H. Know and use emergency procedures and first-aid.

L. Keep adequate records.

J. Know, document, post and operate school policies.

**COMMUNICATION WITH PARENTS AND STUDENTS**

Communication is a cornerstone to relationships. This is especially true in the coach-participant relationship. Within this relationship difficult issues must be dealt with at times, including discipline, participant performance and student dissatisfaction. Proper communication results in the positive resolution of such issues, stronger coach-student relations and other benefits such as the student learning how to solve problems.

To strengthen communication, coaches will:

1. host an informational meeting at the beginning of the season for participants and parents.

2. provide to participants and parents written rules and expectations for participation

3. provide written guidelines for lettering or other awards given through participation in the activity.

Parents also have a relationship with their child's coach, and communication is equally important to this relationship. Parents may feel the need to step in on their child's behalf. Whatever the motive, proper communication will enhance coach-parent and coach-player relations.

The following is a guide for coaches, parents and student-participants. This guide provides a chain of communication that will maintain and build positive relationships.

**Step One: Coach-Participant Session**

If a player or his/her parent has any issue or problem with the activity experience, the student/participant is expected to address the coach. Students are also encouraged to talk with a coach about any issue in their personal or academic life. The district's expectations of coaches include open communication and positive relations.

**Step Two: Coach-Parent-Participant Session**

If an issue has not been resolved in step one, the next step in the communication process is a meeting with parents. The guideline here is to set an appointment at the coach's discretion. If the issue is emotional, the appointment should be scheduled at a later time so parties are calm and problem solving can occur. Also, the parent or participant should define the purpose of the session when the appointment is set. In this step, there may be rare cases when it may be best if the student does not participate in the session. If either the parent or coach feels this is the case, this decision should be discussed when setting the appointment and purpose of the meeting.

**Step Three: Administrator-Coach-Parent-Athlete Session**

If an issue is not resolved in Step Two, the next step may be initiated by any party. Using the same process as above, an appointment is set and all parties define the purpose of the meeting.

**KSHSAA ELIGIBILITY RULES**

In order for any athlete to be eligible to participate in interscholastic competition in the state of Kansas, the following requirements must be fulfilled.

**Scholarship Requirements**

* A student **MUST** pass at least five new classes the previous semester in order to be eligible to participate (Note: Summer school and night school do NOT count towards meeting eligibility requirements). Additionally, the student **MUST** be currently enrolled in 5 classes during the current semester of the participation.
* Students dually enrolled in college courses who have their college hours recorded on their high school transcripts may count a maximum of five hours of college credit as two subjects of unit weight or three hours of college credit as one subject of unit weight.
* A student cannot have more than eight semesters of possible eligibility in grades nine through twelve, and semesters are consecutively counted upon the first day of enrollment.

**Age Requirements**

A student who reaches nineteen on or before September 1 will be ineligible for athletics. Any student who reaches nineteen after September 1 will be eligible for the remainder of the school year.

**Transfers**

If a student transfers to this school this academic year, please contact the athletic director for a full understanding of the transfer rule and all required paperwork that has to be completed. Please note that the following are only the highlights of the rule. A discussion with the athletic director is strongly recommended to ensure that you have a full understanding of the application of the transfer rule in specific situations.

* The purpose of the Transfer Rule, according to the KSHSAA Handbook, is to protect, not inhibit students. It is devised to eliminate “school shopping” after a student has initially chosen the school of his/her choice. This avoids transfers when the motivation is for activity purposes and prohibits recruitment.
* A student who makes a bona fide move with his/her parents to a new permanent residence within the boundary of Fowler Jr/Sr High School is then immediately eligible as it relates to the transfer rule.
* A student changing schools without an accompanying move on the part of his/her parents will be ineligible for eighteen weeks, beginning with the first day of attendance at Fowler Jr/Sr High School.
* A transfer student becomes eligible when they attend classes on Monday (or the first day of school) in the 19th week.
* A partial week (due to teacher conferences, holidays, etc.) with at least three days of school can count as a full week. Two or three partial weeks of school with a total accumulation of three days may be counted as one week’s attendance.
* Incoming freshman transferring to Fowler Jr/Sr High School from another school are not considered a transfer student if he or she starts the 9th grade year at Fowler Jr/Sr High School as long as he or she entered high school for the first time at the beginning of the school year.

Violation of the aforementioned rule could make a student ineligible for the remainder of that season unless he or she is reinstated by the KSHSAA Executive Board.

**Outside Competition**

An athlete who is a member of an athletic squad cannot participate as a member of an outside team or as an independent competitor in the same sport during the school season. A student becomes a member of a school athletic squad when he or she participates in a practice session. They cease to be a member of that squad upon completion of their final contest or when the membership on the squad is terminated.

**Private Instruction**

An athlete may receive private instruction (not group instruction) in the same sport from non-school employees during the athletic season. A group is defined as two or more individuals.

**Awards and Amateur Rule**

There are strict guidelines regarding what an athlete can and cannot accept from the school and outside agencies. A violation of this rule could result in the suspension of the athlete from participation in athletics by the KSHSAA.

* A student who uses his or her athletic skill or knowledge for gain, or who plays with a professional team, or who competes for a cash prize, shall be ineligible for that activity.
* Any student who signs a professional contract will be declared ineligible in that activity.
* A student may receive pay for teaching activities such as swimming, golf, tennis, wrestling, basketball, dancing, baseball, etc. provided he or she confines the work to teaching skills.
* A student may not receive pay for coaching teams or individuals involved in competition.
* A student may receive pay for serving as an official of a contest.

**Undue Influence and Recruitment Rules**

The enrollment in a school, the transfer from one school to another or the failure to transfer from one school to another because of undue influence by anyone connected, directly or indirectly with the school, shall cause the student to forfeit eligibility for a period not to exceed 365 days. Such conduct could jeopardize the school’s standing in the KSHSAA. This rule applies not only to school personnel but also to alumni, booster groups and similar organizations.

**Rules Governing Individual Sports**

From the first Tuesday following Labor Day through the last Friday preceding Memorial Day, there are limitations on the number of athletes from the same school squad that may practice or participate together on the same outside team. Furthermore, there are other rules regarding the number of contests that an athlete may participate in during the season, and there are some stipulations on summer activities in some sports. Contact the coach or activities director as to these regulations. Please note that each individual activity has its own specific rules and guidelines. To gain familiarity with these regulations, refer to KSHSAA or activities director. However, please make note of the following:

**During the Summer Months**

Kansas high school coaches can coach their athletes in the same sport during the summer from the Saturday preceding Memorial Day through Saturday of the KSHSAA’s standardized calendar week (SCW) #2. Beginning with the Sunday of SCW #3, coaches in basketball, football, and volleyball can give their athletes individual instruction (in a non-competitive situation) during the summer only at the request of the athlete. KSHSAA rules **do** allow (from Sunday of SCW #3 to Saturday of SCW #4) for football, volleyball and basketball coaches/coaches’ aides to work during the summer with a single group of players (no more than **3 students in basketball, 4 students in volleyball and 6 students in football**), provided instruction is on a voluntary basis and requested by the students.

**During the School Year**

From the first Tuesday following Labor Day through the last Friday preceding Memorial Day, there are limitations on the number of athletes from the same school squad that may practice or participate together on the same outside team in many sports. The limits are no more than **3 players in basketball, 6 players in football, 6 players in soccer, 5 players in softball, 5 players in baseball and 4 players in volleyball**. A player is considered to be a part of a certain school athletic team if he/she enters into a game for any length of time. It is entirely possible, and quite probable, for a player to be a member of two or more squads in the same sport. (i.e. If an athlete plays on the junior varsity basketball team but suits up for and enters the last 30 seconds of a varsity contest, they will be considered both a varsity and junior varsity basketball player in the eyes of the state association).

Until an incoming freshman actually practices with the high school athletic squad for the first time, he or she can participate with any number of Fowler High students. For example, in the fall, there are no limits on the number of freshman basketball players who can participate together in a fall basketball league. However, there are definite limits on sophomore, junior, and senior basketball players who played high school basketball last year. Violation of the aforementioned rule could make a student ineligible for the remainder of that athletic season unless he or she is reinstated by the KSHSAA Executive Board.

**ATTENDANCE AND ELIGIBILITY RULE ON**

**EXTRA-CURRICULAR ACTIVITY/ATHLETIC PARTICIPATION**

In order to compete in an athletic contest on a school day it is necessary that the athletes attend all of their classes on the day of the contest (unless administrative approval is granted). Students who are tardy first hour are considered not to be attending all of the classes. Being tardy to school will prevent students from participating in extra-curricular events. The activities director, or designee, will check each student’s attendance record to be sure they are eligible. The administrator may grant special permission for students to miss school and still participate in special circumstances. Permission should be requested in advance if at all possible.

Any student on Out of School Suspension (OSS) is not eligible to compete in practices or games while on suspension.

Fowler High School is under the semester eligibility rule related to the Kansas State High School Activities Association. This means that a student must have passed five subjects the previous semester and be enrolled in five subjects currently to be a participant in KSHSAA events. Fowler High has also implemented the following in-season eligibility and substance abuse policy as well:

**IN-SEASON ELIGIBILITY POLICY**

**KSHSAA ELIGIBILITY**

Rules of the Kansas State High School Activities Association governing eligibility of students for participation in interscholastic activities shall be minimum requirements for students at Topeka High School. Additional requirements adopted by Fowler High shall be as contained in these policies and shall not relieve any student of the requirements to comply with all rules, regulations, standards and decisions of the KSHSAA.

**FOWLER JR/SR HIGH SCHOOL IN-SEASON ELIGIBILITY**

**Academic Eligibility**

On Monday morning of each school week, every teacher will send to the office an academic report listing students failing their classes. These reports will be sent home by mail on Monday. Any student whose name appears on this list shall serve a 30 minute detention with the teacher whose class he/she is failing. In such a case, at least one day’s notice will be given to the student. Those students failing for a second consecutive week in any one class will be ineligible on Monday to participate in or attend any extracurricular or interscholastic event, performance, completion, field trip, game, program, or dance. The student may not practice for events or performances. The student will remain ineligible until the teacher reports to the office that the student is now passing the subject.

Parents will also be informed weekly if their child is earning a D.

An appeal may be made to the principal by the student regarding eligibility; however, no decision will be made until the principal has conferred with the teacher. If the event or performance is graded, the student may participate with permission from the teacher and principal.

The eligibility requirements of Fowler Jr/Sr High School are consistent with those established by the Kansas State High School Activities Association.

**Physical Examinations**

It is required that all students who participate in junior high sports programs have a physical exam form the current school year. The completed exam form must be in the hands of the coach/sponsor before the student may participate in any practices.

The physical exam for is available from the office upon request.

It is recommended that all students taking physical education also have a physical examination and completed form on file in the office.

**Insurance**

USD 225 does not provide student insurance. Parents/guardians must provide insurance to the school before a student can participate in activities.

**Activity Trips**

Members of all athletic teams and other school groups are to travel in school transportation provided for this purpose. Students who intend to ride home with their parents must have both written permission from the parent and prior written approval from a school administrator. Students who intend to ride home with the parents of another student must have written permission from their parent. In the event that a student request to ride home from an activity with his/her parents, but does not have prior approval from an administrator, the student’s parent must be present to provide the sponsor of the activity a written request to take his/her student home from the activity. In the event that a student request to ride home from an activity with the parent of another student but has not secured prior approval from a school administrator, a parent of each of the students must be present to provide written request to the sponsor of the activity.

Participants are not permitted to drive to or from school activities or ride with the parents of another student. These rules/standards apply to the sixth grade when appropriate.

Coaches and sponsors will send out a text or message stating their expected return time from activities/events. Once the bus has arrived in Fowler then coaches will send out a text or message stating the time they arrived back in Fowler. Parents and coaches/sponsors are encouraged to obtain each others cell numbers.

**Out-Of-Town Expenses**

**Same Day Events/Competitions**

Meals: Coaches/sponsors may order sack lunches from Food Service and students will be charged regular lunch price (orders must be placed at least five days prior to the activity). Any other meals/snacks will be paid by the students.

Planning: Trips which are not KSHSAA sponsored will be approved by the District Office and/or building principal before reservations are made. The sponsor/coach will submit a statement of need and a draft of the itinerary for approval.

Transportation: The transportation department should be notified at least ten days prior to the trip so that appropriate personnel and equipment may be scheduled. The activity sponsor should check with the building secretary, principal, or activity director to make sure a request has been made and not assume it is done. When a request is approved, a copy of the request is sent to the sponsor.

**Overnight Events/Competitions**

All overnight events trips will be approved by the superintendent and building principal.

Meals: Coaches/sponsors may order sack lunches from Food Service and students will be charged regular lunch price (orders must be placed at least ten days prior to the activity). Any other meals/snacks will be paid by the students. The only exception will be for State Finals sponsored events when $15 per day will be allotted per team member.

Lodging: Whenever possible, the administrator, secretary, or activities director will make reservations for the group in a hotel which provides breakfast as part of the room price. The formula for groups will be four same-sex students to each room or the most sensible grouping possible. One room will be made available for coaches unless the coaches are not of the same gender in which case two rooms will be provided. In some situations when both coaches are of the same gender, a sponsor of the opposite gender will also be asked to attend and an additional room will be provided.

Miscellaneous: The District does not pay for any extra-curricular entertainment. Additionally, no expenses will be paid for students who did not qualify for an event but want to attend. Transportation and/or lodging must be available without causing the District extra expense.

**Behavior Policy**

Any student who has been placed in ISS for behavior reasons will not be eligible to participate and/or attend any activity that day.

**Alcohol/Drug Policy**

It is expected that all student athletes will refrain from alcohol and drugs. If a student athlete is found not to be in good standing as per the Kansas State High School Activities Association’s good standing policy for student athletes, the head coach/sponsor and athletic director will determine the consequences. Consequences may be appealed to the principal.

1st Offense: Suspension of one (1) contest and/or activity.

2nd Offense: Suspension of three (3) contests and/or activities.

\*\*If the second offense occurs in the same season, the student will be suspended from that activity for the rest of the season.

3rd Offense: Student will not be involved in extracurricular activities of any kind.

**Code of Conduct**

During or at any school-sponsored activity, a student shall not use, consume, sell, buy, give away or have in possession: a. a beverage containing alcohol, b. tobacco, c. any other controlled substance defined by law as a drug other than that prescribed by a licensed physician or physician’s assistant for that individual.

Any student guilty of intentionally destroying, damaging, or stealing property of USD 225 or any other school district, teammate, opponent, or other individuals or groups while under a coach’s/sponsor’s supervision may be subject to dismissal from all activity teams. All consequences of violations must be satisfied prior to participation in any future activity for the remainder of his/her high school eligibility.

All students, including participants, are subject to the student handbook and its policies while attending school-sponsored activities. Such areas include: dress code, behavior, public displays of affection, language and gestures. It is important that all students who represent Fowler Jr./Sr. High School do so in the very best possible manner. Every person bears the responsibility for the reputation of the school.

**Dress Code**

Fowler coaches and student-Athletes have a high expectation of presenting themselves and representing the school, community, parents, and themselves in the utmost professional manner. Coaches and student-athletes appearance on game days reflects this high expectation as well. The dress for game days will be reflective of “Sunday Bests.” This includes nothing less than dress slacks/skirts/dresses for the student-athletes, along with no less than a clean collared shirt. Coaches are representatives as well, and their dress for game days is at the same level as players. It is expected that coaches should be in dress slacks, collared shirt and tie during the game, unless otherwise approved by administration.

**Injuries**

When a student is injured in athletics, the school will make every effort of assist the student and his/her parents/guardians. Every injury should be reported to the head coach/sponsor. In cases where treatment was given by a coach, trainer, physician, and/or physician’s assistant, an injury report form will be completed by the head coach and filed in the office. A copy will be maintained by the head coach and a copy will be sent home to the parents/guardians.

If a student was seen by a physician or physician’s assistant for an injury, a written release from the physician or physician’s assistant must be completed and on file in the office prior to participating in any athletic practice or activity.

**Sports Injury Trainer Procedure**

1. Students wishing to see the trainer must come in before school and sign the trainer registration.
2. Students who are not registered to see the trainer will not be released from class.
3. The trainer documents treatment protocol for each student.

**Insurance**

USD 225 provides insurance on all student-participants. This coverage is only a secondary insurance and is to be used as an extension to the parent/guardian’s primary health insurance. Information about the type of insurance coverage shall be available to parent/guardians and students in the office.

**Lockers**

A locker for athletes will be made available to each student prior to each season. Only one locker is assigned per student. Students are not to share lockers with other students, nor should they give their lock combination to other students. Locks are supplied by the school for a $5 deposit. This fee is refunded when the student returns the lock at the end of the school year. Students who bring locks from home for their lockers must supply the office with the combination or key. It is recommended that each student use a lock to secure possessions. The locker is in joint tenancy between the school and the student; therefore, the school maintains the right to inspect said locker at any time without student permission. The school cannot be responsible for personal possessions which are lost or stolen. Each student is responsible for the proper care of the locker. Students will be charged replacement/repair cost for vandalism or damage.

**News Items/Media**

Fowler students are actively involved in many functions. It is important to keep the community informed. Therefore, news articles from classes, organizations, and athletic contests regularly feature students. It is the parents’ responsibility to inform the school if they do not want their child included in school articles.

**Parental Notification in Emergencies**

It shall be the policy in the event of serious illness or accident to notify parents/guardians immediately for their direction in securing a doctor/hospital or caring for the pupil. If parents/guardians are not available when a child requires a doctor’s services, the school shall notify the doctor that has been noted on the emergency form. It is rare that serious conditions arise. When they do, the school will assist in every way possible. The medical expense in such cases is to be borne by the parent/guardian.

**Physical Examinations**

It is required that all students who participate in the sports program have a physical exam for the current school year. The completed exam form must be in the hands of the coach/sponsor before the student may participate in any practices. The physical exam form is available from the office.

It is recommended that all students taking physical education also have a physical examination and completed form on file in the office.

**Practices**

Students must be in attendance all day in order to practice. Students must be in attendance all day to participate in or attend an event if held on a day school is in session. First hour tardies constitute non-attendance for the day and make students ineligible to participate that day. Exceptions must be approved by the principal. Students may not participate or attend school-sponsored activities if their absence was unexcused. There are no Sunday practices.

Coaches are expected to hold practices on all days deemed legal by the KSHSAA, including holiday breaks. There are no Sunday practices, unless deemed necessary by the A.D. or administration. These possible Sunday circumstances include preparation for games, or tournament games that are played on a Monday, games of tournaments or KSHSAA sponsored activities that occur on Monday. There will be no practices when school/classes have been cancelled due to inclement weather conditions, or in the event that school is not in session.

**School Bus Rules & Regulations**

While all school rules concerning behavior, language, and dress apply on the bus, the following rules must also be observed on the bus. Any student who rides a school bus at any time is required to follow these rules:

1. The bus driver is in charge of the students and the bus. Students must obey the operator promptly and politely.

2. Students shall not talk in a loud voice or otherwise distract the driver’s attention. Vulgar language will not be tolerated.

3. Students shall not at any time extend anything out of the bus windows.

4. Students shall not try to get on or off the bus or move about within the bus while it is in motion.

5. The emergency door is not to be used for normal unloading. It is for emergency use only.

6. Students will keep hands, feet and objects to themselves.

7. Coaches/Sponsors will be in charge of the media equipment.

**Spectator Conduct**

Students are encouraged to attend student activities and to support those students who participate. This support is expected to reflect good sportsmanship and appropriate crowd behavior. Students are to respect the opposing squads, opposing fans, all sponsors, and game officials. Students do not have the right to intimidate, insult, or threaten in any manner guests or officials. Students should express support in a positive manner.

Fowler Jr./Sr. High School strives to abide by the Kansas State High School Activities Association rules, regulations, and suggestions. The principles of good sportsmanship, as outlined in the KSHSAA Rule 52, will be enforced.

**Team Awards/Recognition**

Banners will be purchased and displayed for State level team trophies (3rd place and above). Individual State awards will not be recognized with a separate display except for continuing lists for individual sports (For example: Cross Country may have a large plaque with small labels for individual champions. These will be displayed according to the discretion of the AD, Principal, and/or Superintendent).

**Performance Playbook: Heat Illness Prevention Tips**

The topic of heat illness has received a great deal of attention following the tragic experiences of athletes in hot climates. Heat illness can happen to anyone in a hot environment and is an issue that athletes especially need to be aware of – and know how to prevent.

Athletes increase their risk of heat illness as they become dehydrated. According to the National Athletic Trainers' Association, it is not uncommon to reach dehydration levels significant enough to place athletes at risk of developing exertional heat illness in as little as an hour of exercise. Athletes can reach this level even more rapidly if they begin the workout, practice or competition dehydrated. Many of the risk factors for heat illness can be eliminated to help prevent heat injury to the athlete.

#### 10 Tips to Beat the Heat

**Recognize the early warning signs of dehydration.** These can include: dark yellow urine, loss of energy, dizziness, loss of coordination, cramps, headaches, or unusual fatigue. If left untreated, more extreme symptoms can occur.

**Allow for acclimation.** Acclimation is the body's adaptation to a hot environment. Slowly increase practice intensity and duration over the first two weeks of training. Most cases of heat illness occur in the first 2 to 3 days of training.

**Drink up.** Once acclimated, fluid intake needs to be greater because sweat losses will be higher.

**Have fluids within arm's reach.** Fluids should be easily accessible during workouts, practices and games.

**Don't rely on thirst.** Drink during exercise to minimize losses in body weight but don't over drink.

**Favor sports drinks over water.** Research demonstrates that the carbohydrate in sports drinks fuels muscle and sodium encourages voluntary drinking and promotes hydration.

**Drink it. Don't pour it.** Pouring fluid over the head may feel great but won't help restore body fluids or lower body temperature.

**Exercise in the morning or evening.** This is when the weather is coolest. Also, avoid the direct sun to minimize radiant heat from the sun and hot playing surfaces.

**Dress for the weather.** Keeping cool in hot weather means wearing fewer clothes and frequently removing gear like helmets during breaks.

**Break it up.** Increase the frequency and duration of rest breaks to help stay hydrated and cool.

|  |  |
| --- | --- |
| **If Student Feels Like This** | **Do This** |
| **Dehydration**  Loss of Energy & Performance | Drinking sports drinks with small amounts of carbohydrate speeds absorption, prevents fatigue and provides energy. Avoid beverages containing caffeine or carbonation. |
| Muscle Cramps | Stop activity, gently stretch and massage cramped muscles. Consuming a sports drink that contains sodium (at least 110mg/8oz) may reduce the risk of muscle cramps. |
| **Heat Exhaustion**  Dizziness, Light-headedness, Chills or Loss of Coordination | Replace fluids. Rehydration is critical. Rest in a cool, shaded area until all symptoms pass. If dizziness continues, lie with the legs elevated to promote circulation to the head, then seek medical attention. |
| Nausea/Headaches | Rest in a cool place until nausea passes. Rehydration is critical; drink slowly as nausea passes. Lying down is often helpful in relieving headaches. Do not resume practice if any symptoms continue. |

|  |  |
| --- | --- |
| **Heat Stroke**  High Body Temperature | Immediately cool the athlete by immersion in a tub of ice water and seek immediate medical treatment. |
| Confusion or Unconsciousness | Confusion or unconsciousness can be indicators of heat stroke. **Heat stroke is a medical emergency that calls for immediate medical assistance.** |

The above symptoms of dehydration, heat exhaustion and heat stroke are not additive, which means an athlete could experience heat stroke in the absence of other indicators. These are a few symptoms, some athletes may experience others. **Seek immediate medical assistance at the first signs of serious or unusual symptoms.**

1. Casa, DJ. et al. J. Athl Train 35:212-224, 2000. 2. Below PR et al. Med. Sci. Sports Exerc. 27: 200-210, 1995. 3. Murray R et al. Med. Sci. Sports Exerc. 27: 1057-1062, 1995. 4. Fritzsche, R.G. et al. J. Appl. Physiol. 88: 730-737, 2000. 5. Davis, J.M. et al Int. J. Sport Nutr. Exerc: Metab. 10: 476-485, 2000. 6. Passe, D.H. et al. Appetite 35: 219-229, 2000. 7. Wilk, B. and O. Bar-Or. J. Appl. Physiol. 80:1112-1117, 1996.

**LIGHTNING SAFETY**

**Lightning Statistics**

The odds of being struck by lightning are extremely low. However, those odds increase significantly when safety pre-cautions are not followed when a thunderstorm is in the area.

There are more deaths in the United States caused by lightning than any other natural phenomenon.

More people are struck during outdoor recreational activities, such as sports, than while working outdoors.

While the probability of being struck is extremely low, the National Lightning Safety Institute states, “An individual is more likely to receive a lightning hit than win the lottery!”

The odds of being struck by lightning increase significantly when safety precautions are not followed when a thunderstorm is in the area.

**Myths Regarding Lightning**

*1) Lightning never strikes the same place twice.*

Where lightning strikes is completely random and unpredictable! The Empire State Building is hit about twenty-five times a year!

*2) “Heat lightning” poses no threat to one’s safety.*

Heat lightning is actually lightning occurring on the leading edge of a storm which is far enough away that the accompanying thunder cannot be heard! If the storm moves closer, the lightning poses the same threat as any other lightning.

*3) Rubber-soled shoes or rubber tires offer protection against lightning.*

The average lightning bolt reaches a temperature of 50,000 degrees Fahrenheit! Rubber-soled shoes or rubber tires offer absolutely no protection! However, the metal frame of a car offers some pro-tection from lightning. It is safer being inside a car than outside.

*4) People struck by lightning carry a dangerous electrical current.*

People who have been struck by lightning do not pose a risk to others who touch them. They need immediate first aid and/or CPR.

**Estimating the Risk of Lightning Strikes**

There is immediate risk of a lightning strike when the leading edge of a thunderstorm is within ten miles. Unfortunately, thunder can only be heard at a distance of three to four miles away. Estimating how far away the storm is, and how fast it is approaching, is critical to keeping everyone safe from lightning. This can be accomplished by using the “flash-to-bang” method.

To properly use the “flash-to-bang” method,count the number of seconds between the time you see the lightning and hear the accompanying thunder. Divide the number of seconds by five to determine how many miles away the lightning is occurring. (Example: If you count thirty seconds (one thousand one, one thousand two, etc.) from the time you see the lightning until you hear the thunder, the lightning is six miles away.)

The National Severe Storms Laboratory recommends when the “flash-to-bang” time interval reaches a minimum of thirty seconds (the storm is now six miles away) outdoor activity should be stopped and everyone should be directed to shelter. The more rapidly the time interval decreases, the more rapidly the storm is moving closer.

**Lightning Detection Device**

The district has a lightning detector available. While it cannot predict where lightning will strike,it assists coaches and administrators in making timely decisions regarding stoppage of practice or play as a storm approaches, and safe return to participation following a storm. To be effective in protecting people from lightning, the lightning detection device must be used in cooperation with the following safety precautions.

**Safety Precautions During Severe Weather**

* Have written lightning safety procedures.
* Designate someone as the primary person responsible for making decisions regarding lightning safety.
* Monitor weather reports when threatening weather is imminent.

A watch means conditions are favorable for severe weather to develop. A warning means severe weather has been reported and proper safety pre-cautions should be taken immediately.

* Utilize the flash-to-bang method of estimating how far away lightning is occurring & when to suspend all activities.
* Know the location of the nearest

safe structure(s) and how long it takes to get everyone to safety.

Safe is defined as: Any building normally occupied or frequently used by people. The building should have plumbing and electrical wiring to help ground it from lightning.

* Do not use showers or any plumbing facilities during a lightning storm!
* If a telephone must be used, a cellular phone is a much safer alternative than a land-linephoneas the electrical currentcan travel through the wires.
* Stay away from windows, open doors and fireplaces.
* Do not use electrical appliances, except televisions or radios to obtain weather information.

Know the location of the nearest safe structure and how long it takes to get everyone to safety.

* If there is no safe structure close by, any vehicle with a hard metal roof, not a convertible, and with the windows rolled up will offer some protection.The metal of the vehiclehelps dissipate the lightning aroundthe vehicle. Do not touch the sides of vehicle!
* Postpone all outdoor activities for approximately thirty minutes after seeing the last flash of lightning, or hearing the last sound of thunder.
* Have written severe weather announcements prepared so the public address announcer can direct competitors and spectators to safety.

**Emergency Safety Tips if there is NO SAFE Structure or vehicle Nearby**

* Find a low, dry spotaway from trees, fences, bodies of water, or metal objects. DO NOT be the highest object in the area and do not take shelter under a single tree.
* If a wooded area is nearby, crouch in a grove of small trees, preferably surrounded by taller trees.
* Crouch on the balls of feet to minimize contact with the ground. Never lieflat on the ground!Wrap your arms around your kneesand lower your head between yourknees to minimize your surfacearea.

If you are caught outdoors without shelter, find a low, dry spot away from trees or other tall objects. Crouch on the balls of feet to minimize contact with the ground.

**SOURCES:** Blackburn, Mike, CAA. “Athletic Administrators Need Plan for Dealing With

Dangers of Lightning”. *Interscholastic Athletic Administration*, Volume 25, Number 3,1999;

*NATA News, “How to Avoid the Dangers of Lightning*”, May 2001; *NCAA Sports Medicine*

*Handbook, “Lightning Safety”, 2001-2002; NFHS Sports Medicine Handbook, “Guidelines for Lightning Safety*”, July 2001; National Lightning Safety Institute web site, www.lightningsafety.com; National Severe Storms Laboratory web site, www.nssi.noaa.gov

**KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION**

**RECOMMENDATIONS FOR IMPLEMENTATION**

**OF THE NATIONAL FEDERATION SPORTS PLAYING RULES RELATED TO CONCUSSIONS**

*“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”*

The vast majority of concussions do not involve a loss of consciousness. Officials and coaches are to cognizant of participants who display signs, symptoms or behaviors of a concussion from the lists below, and remove the participant from play.

**Guidelines for Playing Rules Related to Concussions**

1. Unless it can be conclusively determined that the signs, symptoms or behaviors are not the result of a concussion, the rule applies and the student: (1) must be immediately removed from the contest or practice and (2) may not again participate in practice or competition until cleared by an appropriate health care professional. The student may not be cleared for practice or competition the same day that the concussion consistent sign, symptom or behavior was observed.

2. *What are the “signs, symptoms, or behaviors consistent with a concussion”?* The National Federation rule lists some of the signs, symptoms and behaviors consistent with a concussion. The U.S. Department of Human Services, Centers for Disease Control and Prevention has published the following lists of signs, symptoms and behaviors that are consistent with a concussion:

|  |  |
| --- | --- |
| **SIGNS OBSERVED BY OTHERS SYMPTOMS REPORTED BY PARTICIPANT** | |
|  Appears dazed or stunned   Is confused about assignment   Forgets plays   Is unsure of game, score, or opponent   Moves clumsily   Answers questions slowly   Loses consciousness   Shows behavior or personality  changes   Cannot recall events prior to hit   Cannot recall events after hit |  Headache   Nausea   Balance problems or dizziness   Double or fuzzy vision   Sensitivity to light or noise   Feeling sluggish   Feeling foggy or groggy   Concentration or memory problems   Confusion |

**Reducing Head and Neck Injuries in Football**

**by Frederick O. Mueller, Ph.D.**

Head and neck injuries in football have been dramatically reduced since the late 1960s. Several suggestions for continued reduction are as follow:

1. Preseason physical exams for all participants. Identify during the physical exam those athletes with a history of previous head or neck injuries. If the physician has any questions about the athlete's readiness to participate, the athlete should not be allowed to play.

2. A medical attendant should be present at all games. Emergency measures must be provided at all practices and games. The total staff should be organized in that

each person will know what to do in case of head or neck injury in game or practice. Have a plan ready and have your staff prepared to implement that plan. Prevention of further injury is the main objective.

3. Athletes must be given proper conditioning exercises which will strengthen their necks so that participants will be able to hold their head firmly erect when making contact. Strong neck muscles may help prevent neck injuries.

4. Coaches should drill the athletes in the proper execution of the fundamentals of football skills, particularly blocking and tackling. KEEP THE HEAD OUT OF FOOTBALL.

5. Coaches and officials should discourage the players from using their heads as battering rams. The rules prohibiting spearing should be enforced in practice and in games. The players should be taught to respect the helmet as a protective device and that the helmet should not be used as a weapon.

6. All coaches, physicians and trainers should take special care to see that the player's equipment is properly fitted, particularly the helmet.

7. Strict enforcement of the rules of the game by both coaches and officials will help reduce serious injuries.

8. When a player has experienced or shown signs of head trauma (loss of consciousness, visual disturbances, headache, inability to walk correctly, obvious disorientation, memory loss) he should receive immediate medical attention and should not be allowed to return to practice or game without permission from proper medical authorities.

**BLOOD BORNE PATHOGENS**

Proper handling of situations in which blood is present will greatly reduce the possibility of any transmission of a blood-borne pathogen. Teachers, coaches, trainers, and students must observe the following precautions any time there is blood present and treat it with respect regarding its ability to transmit infectious disease.

1. Before competing, a student must cover any open body wound. This will reduce the risk of transmission of a blood-borne pathogen from the open wound to an open wound or mucous membrane of another person or vice versa.

2. A student should render personal first aid and cover open wounds themselves whenever possible. This reduces the risk of transmission of a blood-borne pathogen from one person to another.

3. When rendering first aid to others, an individual will wear protective gloves (such as rubber surgical gloves) whenever blood, open wounds, or mucous membranes are involved. The individual will wear clean gloves for each student athlete treated or when treating the same student athlete more than one time.

4. If an individual gets someone else’s blood on his/her skin, protective gloves will be worn to wipe the blood off with a disposable towel using a disinfectant such as isopropyl alcohol (rubbing alcohol).

5. During a game or practice, if uniforms or other clothing become contaminated with blood or other body fluids containing visible blood, to the extent the blood could be transferred from one person to another by touch, this clothing should be wiped off with soap and water or an antiseptic.

6. If a student athlete begins to bleed during practice or competition, play must be stopped, the student athlete who is injured must be removed, and any potentially contaminated surfaces should be cleaned using a disinfectant solution of household bleach and water. The recommended mixture is 100 parts water to one part bleach (Example: 1/4 cup bleach to one gallon of water). The surfaces will then be rinsed

with clean water to avoid participants getting the disinfectant in their eyes. The individual doing the cleanup must wear protective gloves.

7. A student who is removed from a practice or contest due to bleeding must have the bleeding stopped and any wound covered before the individual is allowed to return to the activity. If the bleeding resumes, the practice or contest must be stopped again and any potentially contaminated surfaces cleaned. The official in charge of the competition determines how many times the competition should be stopped due to a student’s bleeding before the student is disqualified from further participation in that contest.

8. An individual who has treated an injury where blood is present or has cleaned a potentially contaminated surface will wash hands with soap and hot water even though protective gloves are worn.

9. Disposable towels should be used in all cleanup. Towels, protective gloves, and other materials used in cleanup, as well as cotton used to stem bleeding, will be placed in a sealed container lined with a plastic bag. Disposal must be in compliance with OSHA Standards.

10. All soiled linen such as uniforms and towels will be washed in hot, soapy water. Any detergent which contains bleach is appropriate.

11. The procedure outlined for students will also apply to officials and coaches--use a disinfectant such as isopropyl alcohol (rubbing alcohol) to wipe the blood from the area.

12. Towels, cups, and water bottles should not be shared.

**MRSA Among Athletes – Methicillin-Resistant Staphylococcus Aureus (MRSA)**

*Information taken from the Centers for Disease Control website: www.cdc.gov*

*What is Staphylococcus Aureus and MRSA?*

*Staphylococcus aureus*, often called “staph”, is a type of bacteria commonly found on the skin or in the nose of healthy people. Approximately 30% of people have staph in their noses and do not have any symptoms. MRSA which stands or ***M****ethicillin****-R****esistant* ***S****taphylococcus* ***A****ureus* is staph that is resistant to commonly used antibiotics such as penicillins and currently available cephalosporins. In the past, MRSA was found only in healthcare facilities and caused infection in people who were sick. More recently, MRSA has emerged in the community and can cause infections in otherwise healthy people.

*What types of infections does MRSA cause?*

In the community, most MRSA infections are minor skin infections that may appear as sores or boils that often are red, swollen, painful, or have pus or other drainage. These skin infections commonly occur either at sites of breaks in the skin such as cuts and abrasions, and areas of the body covered by hair (for example, the back of the neck, groin, buttock, armpit, or beard area of men). Almost all MRSA skin infections can be effectively treated by drainage of the pus by a healthcare provider with or without antibiotics. More serious infections such as pneumonia, blood or bone infections are rare in healthy people who get MRSA skin infections.

*How is MRSA spread?*

Like other causes of skin infections in athletes, MRSA is usually spread from person to person through direct skin contact or contact with shared items or surfaces (e.g., towels, used bandages, weight training equipment surface, etc.) that have touched a person’s infection. MRSA might spread more easily among athletes because during participation athletes have repeated skin-to-skin contact, get breaks in the skin such as cuts and abrasions that if left uncovered allow staph and MRSA to enter and cause infection, share items and surfaces that come into direct skin contact, and have difficulty staying clean.

*Which athletes are more at-risk for MRSA skin infections?*

Skin infections including MRSA have been reported mostly in high physical-contact sports. However, MRSA infections have been reported among athletes in other sports such as basketball and volleyball. Even though little physical contact occurs in some sports during participation, skin contact or activities that may lead to spread of MRSA skin infections may take play before or after participation such as in the locker room. Therefore, anyone participating in organized or recreational sports should be aware of the signs of possible skin infections and follow prevention measures.

**Advice for Coaches, Participants, and Parents**

*What is the best protection against MRSA and other skin infections?*

Practice good personal hygiene

● Keep hands clean by washing frequently with soap and water or using an

alcohol-based hand rub.

● At a minimum, hands should be cleaned before and after playing sports and

activities such as using shared weight-training equipment, when caring for

wounds including changing bandages, and after using the toilet.

● Both plain and antimicrobial soap are effective for hand washing, but liquid soap is preferred over bar soap in these setting to limit sharing.

● If hands are not visibly dirty and sinks are not available, while on the field of play or in the weight room, alcohol-based hand rubs and sanitizers can be used. Alcohol-based rubs with at least 60% alcohol content are preferred.

● Shower immediately after exercise. Do not share bar soap and towels.

● Wash uniforms and clothing after each use. Follow the clothing label’s

instructions forwashing and drying. Drying clothes completely in a dryer is

preferred.

Take care of skin

● Wear protective clothing or gear designed to prevent skin abrasions or cuts.

**●** Cover skin abrasions and cuts with clean dry bandage until healed.

*Do not share items that come into contact with skin*

● Avoid sharing personal items such as towels and razors that contact bare skin.

● Do not share ointments that are applied by placing hands into an open container.

● Use a barrier like clothing or a towel between skin and shared equipment as in weight training.

*What if there is a suspected MRSA infection?*

● The coach, parent, athletic trainer, and administrator need to be informed if there is a suspected infection so it can be treated quickly. Finding infections early and getting care will reduce the amount of playing time lost and decrease the chance that the infection will become severe.

● Pay attention for signs of infections such as redness, warmth, swelling, pus, and pain at sites where your skin has sores, abrasions, or cuts. Sometimes these infections can be confused as spider bites.

● Infections can also occur at sites covered by body hair or where uniforms or equipment cause skin Irritation or increased rubbing.

● Do not try to treat the infection by picking or popping the sore.

● Cover possible infections with clean dry bandages until it can be treated by a healthcare provider (e.g., doctor, athletic trainer).

*How is a MRSA skin infection prevented from spreading to others?*

● Get medical care for the infection. Do not try to treat it without a doctor’s care.

● Cover the wounds. Keep wounds covered with clean, dry bandages until healed. Follow healthcare provider’s instructions on proper care of the wound.

Pus from infected wounds can contain staph and MRSA, so keeping the

infection covered will help prevent the spread to others. Bandages and tape

can be thrown away with the regular trash.

● Clean hands often. Those in close contact should wash hands often with soap

and water or use an alcohol-based hand rub, especially after changing the

bandage or touching the infected wound.

● Do not share personal items. Personal items include towels, washcloths,

razors, clothing, and uniforms. Wash used sheets, towels, and clothes with

water and laundry detergent. Use a dryer to dry clothes completely.

*How should school facilities be managed when a MRSA infection occurs?*

● Facilities such as locker rooms should always be kept clean whether or not MRSA infections have occurred among the athletes.

● Review cleaning procedures and schedules with the janitorial/environmental

service staff.

● Cleaning procedures should focus on commonly touched surfaces and surfaces

that come into direct contact with people’s bare skin each day.

● Cleaning with detergent-based cleaners or Environmental Protection Agency

(EPA)-registered detergents/disinfectants will remove MRSA from surfaces.

● Cleaners and disinfectants, including household chlorine bleach, can be irritating and exposure to these chemicals has been associated with health problems such as asthma and skin and eye irritation.

● Take appropriate precautions described on the product’s label instructions to reduce exposure. Wearing personal protective equipment such as gloves and eye protection may be indicated.

● Follow the instruction labels on all cleaners and disinfectants, including household chlorine bleach to make sure they are used safely and correctly.

● Some key questions that should be answered by reading the label include:

How should the cleaner or disinfectant be applied?

Does the surface need cleaned before using the disinfectant?

Is it safe for the surface?

How long does the cleaner need to be left on the surface to be effective?

Does the surface need rinsed with water after using the disinfectant?

● If using household chlorine bleach, check the label to see if the product has specific instructions for disinfection. If no disinfection instructions exist, then use ¼ cup of regular household bleach in a gallon of water.

● Environmental cleaners and disinfectants should not be put onto skin or wounds and should never be used to treat infections.

● The EPA provides a list of registered products that work against MRSA

(List H):http://epa.gov/oppad001/chemregindex.htm

● There is a lack of evidence that large-scale use (e.g., spraying or fogging rooms or surfaces) of disinfectants will prevent MRSA infections.

● Repair or dispose of equipment and furniture with damaged surfaces that do not allow surfaces to be adequately cleaned.

● Covering infections will greatly reduce the risks of surfaces becoming contaminated with MRSA.

*How should sports equipment be cleaned?*

● Equipment, such as helmets and protective gear, should be cleaned according to the equipment manufacturers’ instructions to make sure the cleaner will not harm the item.

● Shared equipment should be cleaned after each use and allowed to dry.

*Should students with MRSA skin infections be excluded from participation?*

● If activity specific rules do not exist, in general, athletes should be excluded if wounds cannot be properly covered during participation.

●The term “properly covered” means that the skin infection is covered by a

securely attached bandage that will contain all drainage and will remain intact throughout the activity. If wounds can be properly covered, good hygiene measures should be stressed to the athletes such as performing hand hygiene before and after changing bandages and throwing used bandages in the trash.

● A healthcare provider might exclude an athlete if the activity poses a risk to the health of the infected athlete (such as injury to the infected area), even though the infection can be properly covered.

● Student participants with active infections or open wounds should not use whirlpools or therapy pools not cleaned between athletes and other common- use water facilities like swimming pools until infections and wounds are healed.

*What should the coach do if he or she notices an athlete with a possible infection?*

● Refer students with possible infections to a physician. Notify the parents, athletic trainer and administrator.

● Educate students on ways to prevent spreading the infection.

● Using the criteria above, consider excluding the athlete from participation until evaluated by a healthcare provider.

*How can coaches improve hygiene among athletes?*

● Make sure supplies are available to comply with prevention measures (e.g., soap in shower and at sinks, bandages for covering wounds, hand hygiene such as alcohol-based hand rubs).

● Enforce policies and encourage practices designed to prevent disease spread.

● Make sure athletes:

Keep wounds covered and contained

Shower immediately after participation

Shower before using whirlpools

Wash and dry uniforms after each use

Report possible infections to coach, athletic trainer, and parents.

*Who should be contacted if an outbreak occurs?*

● Contact the administrator who will then contact local public health authorities

*What other precautions should be observed?*

● Use standard precautions, including hand hygiene before and after contact and after removing gloves when caring for non-intact skin or possible infections.

● Use barriers such as gowns, masks, and eye protection if splashing of body fluids is possible

● If hands are not visibly dirty and no sinks are available for hand washing, for example, while on the field of play, alcohol-based hand rubs and sanitizers can be used to improve hand hygiene.