

TABLE OF CONTENTS

Mission	2
Coaching Philosophy	3
General Guidelines	4
Employment of Coaches	5
Coaching Regulations & Responsibilities	6
Legal Duties For Coaches	8
Supervision of Athletes	11
Athletic Discipline Regulations	12
Eligibility	13
Equipment Care & Purchases	16
Media	17
Transportation	18
Finances & Fundraisers	19
Awards & Banquets	22
Officials	23
Miscellaneous	24
Sports Medicine	25

Mission

The mission of the Spartanburg County School District Five Athletic Department is to provide safe, equitable, and high quality sports opportunities and experiences for all students through student-centered coaches, competitive sports programs and diverse community partnerships, while functioning as an integral part of the total curriculum.

Vision

Students in Spartanburg County School District Five will be given the opportunity to meet the requirements for athletic participation, which will promote good citizenship, teamwork, sportsmanship, character development, maximum individual achievement, and practices for a lifetime of healthy living.

Objectives

1. To provide opportunities for participation in a wide variety of sports and life-long recreational activities.
2. To provide opportunities for high levels of skill development and competitive success.
3. To provide facilities and equipment that meets the health and safety codes and standards for all participants.
4. To provide quality coaches who are excellent role models and who have positive influence on students.
5. To foster a spirit of sportsmanship, teamwork, and fair play among all participants and spectators.
6. To operate an athletic program that is based on sound educational principles and is an integral part of the total curriculum.
7. To develop collaborative efforts which are mutually beneficial to the school and the community.

Coaching Philosophy

1. We are accountable!
We are responsible for our own success as well as our failure.
What we put on the field is ours."
2. We have a great attitude!
We will be positive, energetic, winning, people concerned coaches.
3. We are indivisible as a staff!
We are loyal and trust each other.
4. We are great innovators and teachers.
We are constantly evaluating techniques and searching for new methods.
5. We have excellent player-coach relationships!
We are here for our players on and off the field.
6. We want to be the best in all we do!
We will strive to have the best school, students, best team, players, best stadium, best uniforms, best weight room, best coaching attire and the best equipment in the state of South Carolina.
7. We want our players to be good students and citizens!
8. We will coach our athletes to work harder and play harder than our opponents.
9. We will be ethical in all that we do to be the best!
10. Our team will be prepared for every game we play!
We will prepare relentlessly; we will be very thorough.

General Guidelines

Because of its educational potential, interscholastic competition is recognized as an important part of the total school program. Interscholastic activities afford opportunities for the emotional, social, and physical growth of students and the development of wholesome school-community relations.

The program will be conducted in such a manner as to further the educational goals of Spartanburg County School District Five, to provide opportunities for positive learning experiences for students, and to be responsive to the interest and abilities of the participants.

The following guidelines and principles will govern all Spartanburg County School District Five interscholastic athletic competition:

1. Coaches who have the prerequisite qualifications necessary to carry out the program's mission and objectives will supervise athletic programs.
2. The safety and welfare of participants will be of paramount importance.
3. Participation is a privilege and not a right. Whereas participation will be encouraged and maximized to the extent resources and safety will allow, the interscholastic athletic program is designed to provide opportunities for high levels of skill development and competitive success.
4. The program will be conducted in accordance with the letter and intent of the rules and regulations of the South Carolina High School League and the National Federation of State High School Association.

Employment of Coaches

The Spartanburg County School District Five establishes rules for making coaching assignments and supplements. District Five also believes that each athletic coaching assignment normally should be under the supervision of a qualified, duly appointed or certified faculty member. However, there may be situations in which certified and qualified faculty members are not available to supervise/coach the activity. All head coaches of varsity sports must be a certified employee.

Coaching Qualifications: To qualify for and/or to maintain employment as a head coach at all levels in District Five, the applicant is expected to:

1. Establish and/or maintain certification in First Aid.
2. Establish and/or maintain a certificate of completion of a class in CPR.
3. Establish and/or maintain evidence of annual attendance at clinics, workshops, conferences, or courses in the specific sport.
4. Completion of a SLED background check, reference checks, DSS Child Abuse and Neglect Registry and the SC Attorney General's Sex Offender Registry.
5. Completion of the NFHS Coaching Principles courses, when applicable.
6. Have a completed application on file at the District Office, and a W-4 form.

Terms of Coaching Agreement: All coaching assignments will be for one school year. A supplemental agreement will be executed according to the adopted salary schedule and established pay dates. **Each head coach will schedule a conference with the athletic director no later than one month after the final contest of the season to evaluate the program.**

The head coach will evaluate assistant coaches in writing and submit the evaluation to the athletic director. If the performance is less than satisfactory, the athletic director and principal will have the option of recommending non-renewal of the coaching assignment for the next year. The principal has the authority and discretion to recommend non-renewal of coaching assignments due to other factors such as staffing or as the principal deems appropriate.

Guidelines for Non-District Coaches: The non-district coach will adhere to the philosophy, goals, and objectives of the Spartanburg County School District Five by:

1. Working to meet the coaching qualifications required of all coaches.
2. Meeting with the athletic director prior to the start of the season for orientation in the athletic policies and regulations contained in the athletic handbook.
3. Attending all program staff meetings or holding periodic conferences with the head coach and /or athletic director.
4. Following all procedures specified in the coach's job description.
5. Setting aside time before or after practice to meet individually team members.
6. Conferring with athletic director immediately after the last week of the season to discuss the awards banquet, end of season reports, returning keys, and the collection, cleaning, repair, and storage of equipment.
7. Being loyal to the school, its traditions, and by supporting all of the programs by attending as many athletic contests as possible.
8. Establishing and maintaining communication with parents and athletes.

Coaching Regulations & Responsibilities

1. All policies pertain to all coaches in Spartanburg County School District Five.
2. Members of the athletic staff will come to the Athletic Director with problems and equipment request before going to the principal, assistant superintendent, superintendent, or school board members. This will help establish and maintain a chain of command and communications.
3. All athletic purchases will be approved by the athletic director. Do not order athletic equipment or supplies without approval... Make your needs, information, and request to the athletic director. The coaches and the athletic director will work together in ordering process.
4. A student must not practice without a physical and a signed parent permission form.
5. Coaches should encourage their team members to participate in a year round conditioning/training/weight program.
6. Coaches must follow the South Carolina High School League policy concerning dates for "in" and "out" of season for their sports.
7. Clean up of game and practice area is the responsibility of the head coach.

Coaching Responsibilities: All coaches are expected to:

1. Conduct themselves in a manner that displays professionalism.
2. Serve as role models to the young men and women in their care.
3. Retrain from the use of crude or abusive language with players, opponents, officials or spectators.
4. Avoid behavior that will incite players, opponents or spectators.
5. Avoid the use and/or misuse of drugs, including alcohol and tobacco, in the presence of players and spectators.
6. Instruct players in the elements of good sportsmanship and remove players from practice or competition who demonstrate unsportsmanlike behavior.
7. Conduct themselves in an ethical manner.
8. Respect the integrity and judgment of sports officials.
9. Approach competition as healthy and constructive.
10. Refrain from conducting full practices on Sunday. Varsity exceptions to this requirement would be permitted for special or extenuating circumstances and must be coordinated with the school principal. Sunday participation by all athletes will not be required.
11. Develop good rapport and lines of communication with individuals and groups to include but not limited to players, parents, school personnel, officials, media, representatives, etc.
12. Take advantage of opportunities for self-improvement by attending rules clinics and workshops and joining professional organizations, coaches associations, etc. Coaches should also keep abreast of current literature in professional journals, newspapers, magazines and other resources.
13. Support all of the programs in District Five by attending as many extra curricula events as possible, especially in athletics.

Coaching Responsibilities Continued

Remember the following:

1. **PRACTICES** - plan your practices, be professional, be prepared, and be organized. Adhere to SCHSL policies concerning in season and out of season. **KNOW THE RULES!** - www.schsl.org
2. Never leave your team or players unsupervised!
3. After practice do not leave until all of your players' rides have picked them up!
4. Dress professionally when attending faculty meetings and meetings at the district office.
5. Have a plan in place to deal with injuries.
6. Have an **AFTER GAME PROCEDURE PLAN**. Coaches should be strategically placed when the contest ends, and your team should know in advance where to go after the game, when to return to the bench, and how to line up to shake hands with the opponents.
7. Follow proper channels of authority in all matters, which pertain to athletics.
8. Keep up-to-date in your sport and attend the rules meeting for your specific sport.
9. Do all classroom and office assigned duties on time and fully. **YOU ARE A TEACHER FIRST AND A COACH SECOND.**
10. Attend all faculty meetings.
11. Coaches will pay any fines that you incur from the SC High School League.
12. Explain our insurance policy coverage to your team.
13. Keep all office areas, dressing areas, restrooms, practice areas, equipment rooms, laundry room, and playing areas clean.
14. Coaches are encouraged to help keep athletes from congregating in the hallways between classes and after school. Athletes should report to their designated areas after school, avoiding unauthorized areas.
15. Do not send players or students to the office to make copies for you.

Legal Duties of Coaches

The need for an understanding of the legal implication in athletics is more evident each day. Current legal issues which the athletic administrator and coaches should be familiar with include, but are not limited to:

1. Responsibility for spectators
2. Responsibility to warn athletes and parents of the inherent risk in participation
3. Assumption of risk for negligent supervision
4. Requirement to inspect all facilities for safety concerns
5. Title IX concerns
6. Responsibilities concerning the Americans With Disabilities Act

A summary of the legal duties of athletic administrators and coaches as identified by our Court system is as follows:

1. Duty to properly plan the activity
2. Duty to provide proper instruction
3. Duty to provide a hazard-free physical environment (safe environment)
4. Duty to provide adequate and proper equipment (safe equipment)
5. Duty to match and equate participants
6. Duty to evaluate players for injury
7. Duty to adequately supervise the activity
8. Duty to give sports specific warnings of inherent risk
9. Duty to provide proper medical and emergency assistance
10. Duty to develop an emergency response plan

All interscholastic experiences, interactions, and decisions (meetings, practices, contests, staff development, purchasing, facility management, etc.) should target the legal duties.

Liability: Since the legal system assumes that the coach attached to the educational system is a trained professional, the following questions will be asked in a court of law should litigation arise:

1. What is your expertise? Includes areas such as physical plant and field maintenance, educational/coaching background, athletics training/CPR/ first aid clinics, workshops, and experiences
2. What are your team or squad safety rules?
3. Have you issued and collected sport specific warning statements?
4. What is your plan for progressive conditioning and skill development?
5. What are your emergency procedures for inclement weather, fire, and injury?
6. Have you maintained records of practice plans and accident reports?

Coaches Areas of Liability:

1. Failure to properly supervise an activity.
2. Failure to teach fundamental and protective skills.
3. Negligently entrusting duty to an unqualified individual.
4. Failure to provide and maintain a safe coaching environment.
5. Failure to inspect, repair, or recondition equipment properly.
6. Failure to provide proper and effective equipment.

Coaches Areas of Liability: (Continued)

7. Failure to know, document, post, and follow school policies.
8. Failure to properly administer first aid.
9. Failure to warn athletes and parents of inherent risk and/or injuries.
10. Failure to assess an injury of an athlete.
11. Failure to keep adequate-and accurate-records.

Legal Responsibilities: With legal liability in mind, it stands to reason that coaches have the following duties to:

1. Provide a safe environment(s)
2. Properly plan an activity
3. Evaluate athletes for injury
4. Match or equate athletes according to height, weight, maturity, and experience for drills and competition
5. Provide for appropriate equipment that is properly maintained
6. Warn of inherent dangers and risks of activity
7. Supervise closely
8. Know and use emergency procedures and first-aid
9. Keep adequate records

As such, Coaches MUST:

- A. Do everything possible to provide a safe place and eliminate risks (i.e., daily inspect practice/playing areas; establish rules for crossing or running along roads for cross country and track).
- B. Properly instruct the athlete in appropriate and progressive skills.
- C. Warn of potential medical dangers resulting from improper technique this includes actually showing how not to do something which may cause injury to oneself or another individual (i.e., making contact in football with the neck flexed or making physical contact with your doubles partner in tennis).
Cautionary Statements for all sports are shown in Forms Section in the back of this book. They must be annually issued to all participants, signed and dated by athlete and parent, and kept on file in your possession.
- D. Regularly inspect and request repair of all faulty apparatus and equipment and prohibit use of defective items.
- E. While there are no total answers or guarantee, avoidance of the following situations can decrease the chances of becoming involved in litigation as well as lower the chances of someone getting hurt:
 1. Not supervising all aspects and areas of an activity including weight rooms and locker rooms.
 2. Permitting a player to officiate a game because an official doesn't show.
 3. Leaving activity and storeroom doors open.
 4. Giving keys to students.
 5. Having students move equipment beyond their capabilities.
 6. Permitting horseplay or hazing.
 7. Placing a student in the role of supervisor.
 8. Not establishing specific roles of safety prior to an activity.

As such, Coaches MUST: (Continued)

9. Emphasizing the outcome of the game over the experience.
10. Not properly conditioning a team so that all team members are physically prepared.
11. Permitting unequal competition.
12. Physically overextending a student.
13. Not requiring medical examinations prior to participation.
14. Not preparing players for the specific activity at hand.
15. Bypassing fundamental skills.
16. Progressing too quickly.
17. Failing to warn people about the potential danger of an activity through cautionary statements.
18. Not teaching protective skills and the safety requirements of an activity.
19. Not teaching how to spot in gymnastics or cheerleading.
20. Not having a safety checklist and not continually reviewing/ updating it.
21. Failing to be familiar with and implementing the policies, procedures, and expectations delineated in your Coaches Handbook
22. Not having an emergency plan.
23. Not supplying appropriately sized mats for the activity.
24. Permitting activity on a wet, slippery floor.
25. Lack of special attention to the atypical child (i.e., what to do with the overweight athlete.)
26. Leaving balls or equipment on the gym floor during practice and games.
27. Permitting people to participate in inappropriate attire.
28. Using equipment in an improper manner.
29. Not taping wrestling mats.
30. Participating in improper areas (like hallways, locker rooms, parking lots).
31. Leaving equipment out on the field.
32. Inadequate lighting in the gymnasium.
33. Not attempting to correct an unsafe situation immediately.
34. Teaching or coaching an activity not at all familiar with.
35. Not administering proper first aid.
36. Lack of special training for personnel in high risk sports.
37. Not maintaining adequate and accurate written records.
38. Not posting safety rules in conspicuous places.
39. Permitting uncontrolled behavior.
40. Failing to inspect and repair field or equipment on a regular basis.
41. Testing the ability of a student before teaching him/her the necessary skills. (Are there coaches who evaluate a player's tackling ability before teaching one how to tackle?)
42. Permitting players to "stay around for some extra practice" after coaching staff leaves.
43. Not providing proper effective equipment and having equipment reconditioned by uncertified or unethical companies.
44. Complacency ("no one will ever sue me") Attitude.

Supervision of Athletes

1. Supervision shall be provided for the health and safety of the student athlete, as well as behavior consistent with Spartanburg County School District Five.
2. Athletes, while at practice or games, shall be supervised by a coach or designated adult. Team captains are not to be placed in charge of students without the presence of an experienced or responsible adult.
3. Athletes shall be supervised by a coach or designated adult while in transit to and from games.
4. Supervision does not end with the athletes being dropped off in the school parking lot.
5. Supervision continues until all athletes have gone.
6. An athlete shall NEVER be left unsupervised after dark. This means that the coach or designated adult in charge does NOT leave until the last athlete has been picked up.

Athletic Discipline Regulations

The topics addressed in this section will include, but may not be limited to observations and or detection by Coaches, Administrators, Law Enforcement Officers and Faculty/Staff members of our School District.

1. **Use or possession of illegal drugs or alcohol** - any player discovered possessing or using any type of illegal drug will be dismissed from the team, until a conference can be held between player, coach and parents. Based upon the conference, appropriate action will be taken. The student will be dismissed for 90 days.
2. **Use or possession of tobacco** - 1st offense: coach/player conference; 2nd offense: 90 days dismissal; 3rd offense: dismissal from athletics.
3. **In-school suspension** – Participation in practice or games on the day of ISS will be at the discretion of the coach for the first offense. The coach may add additional discipline as necessary. A second offense of ISS, the student is dismissed from the team.
4. **Out of school suspension** - Students may not participate in any school activity (practice or games) while on OSS. The coach may add additional discipline as necessary. A second offense of OSS will result in dismissal.
5. **School attendance** - Players must attend 2 periods (block schedule) on the day of the practice or the day of the game. Exceptions are family funerals, doctor's appointments, school business or approval by Athletic Director or Principal.
6. **Sign-outs** - if a player must sign out of school early, he is expected to inform the head coach of that sport before leaving. Failure to do so may result in communication problems and result in an unexcused absence from practice.
7. **Game behavior** - (flagrant fouls, fighting, and/or unsportsmanlike conduct) Disciplinary action and or suspensions will be handled by the coach. Players can be suspended by the SC High School League.
8. **Quitting** - An athlete that quits one sport in our program will not be allowed to practice with another team until the team that he/she quit completes its season, including playoffs. The athlete must turn in all equipment issued and pay any fees owed before starting another sport.
9. **Habitual violations of school or athletic policy** - May result in a student being barred from the athletic program.
10. Coaches should discourage and discipline:
 - a) Flagrant fouls in all sports
 - b) Technical fouls
 - c) Talking back to game official and/or school officials
 - d) Fighting
 - e) Verbal abuse aimed at opposing teams
11. Coaches should read and explain all policies to team members including attendance, discipline, lettering, etc. Demand adherence to all policies and always be quick to discipline those who disregard the policy. The athlete could be subject to school discipline as well as athletic policy depending on the severity of the infraction.

Eligibility

Procedures for Eligibility:

1. Students must have a physical on file before participating in pre-season conditioning, tryouts, practice or any sporting event. Athletes should be encouraged to have physicals done at the end of each year when offered through Orthopaedic Associates and Dr. Lucarelli. This can avoid delays in participation and eligibility once the new seasons start. If athletes do not get their physicals at this time, have them bring their physical form to one of the athletic trainers. Do not turn them in to the Athletic Director or the Athletic Secretary.
2. The Athletic Trainers will maintain a data base that coaches may access through the Byrnes network to see if each athlete has a physical on file. If an athlete plays on a junior varsity or varsity team and attends Florence Chapel or DR Hill, it is the responsibility of the athlete to bring his/her physical and birth certificate to the athletic department.
3. Advise your athletes to have their parents or guardian sign the back side of the physical form granting their permission for the student to participate in sports at Byrnes.
4. Students and their parents must also complete an Emergency Contact Information Form. Turn this form in to the athletic trainers.
5. Initial eligibility for your sport must be in the league office at least 7 days before your first contest. To initiate this process coaches must complete the Roster Request for Eligibility form. Before placing the name of an athlete on this form, coaches need to verify that a current physical is on file. Complete columns A through E for each athlete and submit this form to Kristen.
6. Eighth graders and above are considered transfers if they have not been in District Five for a full school year. When completing the Roster Request for Eligibility, **make sure you ask each athlete where he/she attended school last year.** The Athletic Director will meet with each transfer athlete attending the Freshman Academy or Byrnes High School and complete Special Form A for the SCHSL. Middle School Athletic Directors will be responsible for transfer paperwork for middle school athletes.
7. The Athletic Director will check with the guidance department at Byrnes and the Freshman Academy to obtain a copy of birth certificate. Birth certificates must be from a state issued agency; we can not accept hospital birth certificates. If an athlete does not have a legal birth certificate on file, the coach will be responsible for contacting the parents to obtain one.

Eligibility – Continued:

8. The Athletic Director will print transcripts for athletes attending Byrnes and will contact the Freshman Academy or Middle School Athletic Directors for grades.
9. Grades must meet academic standards according to the SCHSL. Students in grades 7-12 must achieve an over all passing average for the previous year. Sophomore, Juniors and Seniors must meet the following:
 - a. First semester eligibility - a student must pass a minimum of five units applicable toward a high school diploma during the previous school year. At least two units must have been passed during the second semester.
 - b. Second semester eligibility - if the student met first semester eligibility requirements then he or she must have the equivalent of four ½ units during the first semester. If the student did not meet first semester eligibility requirements then he or she must pass the equivalent of five ½ units during the first semester.
 - c. In a 4 x 4 block where units are granted at the end of the first semester the following will apply:
 - d. If eligible first semester, must earn 2 units
 - e. If not eligible first semester, must earn 2 1/2 units.
10. Once all required documents are verified, the Athletic Director will complete the Certificate of Eligibility, obtain necessary signatures and fax to the High School League.
11. These procedures will hopefully provide us with an efficient and thorough system to establish eligibility and maintain current records on all athletes. We need a minimum of two weeks to process students for eligibility, so start early!

NCAA Eligibility Clearing House Regulations

The NCAA **requires** that all prospective college freshmen student athletes at NCAA Division I and Division II in schools be registered with the NCAA Clearing House in Iowa City.

The Clearing House, in turn, deals with high school courses and GPA and simply determines if a student is eligible to participate in interscholastic athletics as a freshman. It is not an admission agency and it has no scholarship implications, but it is **REQUIRED**.

This **REQUIREMENT** is true for scholarship and walk-on athletes alike in ALL Division I & Division II in interscholastic athletic college activities (i.e. basketball, football, baseball, softball, swimming, etc.) regardless of their previous high school participation.

Following is the procedure:

- 1) Meet with guidance counselor and sign NCAA Clearing House Student Release Form.
- 2) Pay one-time \$18 registration fee.
- 3) Counselor- sends current transcript to Clearing House which is distributed to as many Division I or institutions as necessary.
- 4) Guidance follows up with formal transcript to Clearing House upon graduation.

It is the responsibility of each coach to assist their athletes in calculating core GPAs utilizing the NCAA Core Data Entry Program available on the Bynres Nework.

Equipment Care & Purchases

1. At the end of your season (within 2 weeks) each head coach must turn in an equipment inventory to the athletic director.
2. It is the responsibility of each head coach to keep up with all uniforms and equipment that is issued to players. Items must not be left in the locker room or the laundry room where they may be taken or abused.
3. **When wishing to make a purchase or place an order, please follow the proper steps, which include:**
 - If you are making a purchase which exceeds \$2500, the District requires that you obtain three quotes.
 - When you are ready to make a purchase, fill out requisition form.
 - Have it signed by the Athletic Director.
 - Give the requisition form to the bookkeeper in the main office and she will process your order.
 - **Any questions regarding budgets, payments, receipts or accounts should be directed to the bookkeeper.**
4. When you receive the order, turn in all any necessary forms to the bookkeeper.
5. You cannot order anything until you have the purchase order number. If you order anything without following the above steps, you will be responsible for payment.

Media

Head Coaches are responsible for reporting results of all home contests, regardless of the outcome. **Report information every time and promptly.**

Please report your scores to the following:

The Spartanburg Herald Journal: 562-7247 Jason Gilmer - 680-0645

The Greenville News - (864) 298-4306

The Greer Citizen - 877-2076

WSPATV -Spartanburg-(864)587-5452

Middle Tyger Times – Jed Blackwell - 542-6178

WHEN YOU ARE TALKING WITH THE MEDIA PLEASE KEEP THE FOLLOWING IN MIND:

1. Cooperate fully with the media, be honest, open, and promote your team.
2. State every time what is for print and what is not for print. Be careful in all that you do and say.
4. Give the media plenty of notice when you are asking them to do a courtesy for you.
5. Be professional and show class at all times.
6. The SCHSL can fine a coach for criticizing an official in print.
7. LESS IS BEST.

Transportation

1. Please turn in your schedule to Jim Hawkins, Transportation Director as soon as possible. If you have changes in your schedule, it is your responsibility to let Mr. Hawkins know.
2. If an away game is cancelled, please notify Mr. Hawkins so he can contact the bus driver. Before agreeing to a make-up date for an away game, check with Mr. Hawkins to make sure a bus is available.
3. If you have your CDL and are driving the bus, you can pick up the keys from Rhonda Lindsey in the Transportation Department on the middle floor of the 900 Building.
4. When you return, leave the bus in the bus lot and put the keys in the drop box on the fence. The keys will be re-issued the following day.
5. A coach must always be on the bus during travel.
6. The coach is responsible for the care and the cleaning of the bus used. All vehicles should be returned in proper condition. Please make sure that the bus is cleaned in a manner that ensures it being ready to go out when the next group gets in. Instill pride in your team and in the players keeping all of our vehicles in the best and cleanest possible shape. If the bus is not cleaned, a \$200 fee will be charged to your sport.
7. Coaches are to make an emergency list with the player's name, parent's names, addresses, and phone numbers. The Athletic Director and trainers should be given a copy.
8. All players and squad members are to travel to and from games with the team. EXCEPTION: A player may travel with his/her parents if the coach has verified this with the parents personally and in writing.
9. It is the responsibility of the coaches to check opposing school's locker rooms when on the road. Go into the locker room with your players before and after games. Make certain that all facilities are left as they were found.
10. When driving a bus please make sure that you fill out all information on the clip boarded sheets and check the accuracy of the mileage numbers. If you do not fill in the numbers, transportation will go back and write down the last number recorded and you may be charged for additional mileage.
11. All coaches in District Five are asked to get their CDL.

Finances & Fundraisers

I. Finances

Each Team has two accounts - a General Account and a Fundraising Account. It is the responsibility of each Head Coach to keep track of the balance in these accounts. See below for a description of each. If you have any questions about receipts or expenses, please contact Carolyn Greene.

A. General Account

1. This account is used to pay for all *required* expenses for your team, such as uniforms, officials, travel expenses, entry fees, team awards, gate keepers and necessary supplies and equipment.
2. Money from the General Account may not be used for any item that athletes keep, such as t-shirts, warm-ups, sports bags, etc. No food items should come from the General Account.
3. Each team will receive from Athletics \$60 per athlete if the sport collects a gate and \$72 per athlete if the sport does not collect a gate. The number used is based on the number of eligible athletes approved and registered with the SCHSL. This money will be transferred to your account once your roster is finalized.
4. Profit from the vending machines in the athletic area will be divided among all athletic teams. This usually is about \$3 per athlete. This money is added in the spring of each year.

If your team collects a gate, that money will be added to your General Account as received. In the case of boys and girls basketball played back-to-back, the gate will be split 50/50. **Any team collecting a gate will be required to use gate keepers assigned by the Ticket Manager.**

B. Fundraising Account

1. For accounting purposes, fundraisers are kept in separate accounts and transferred to the main team account only if needed to cover a negative balance. This account may be used to cover expenses deemed necessary by the coach including t-shirts, team meals, or expenses that do not fall under the General Account.
2. Approved Booster Clubs may use their own accounts instead of the fundraiser account offered by the school. Booster Clubs must be approved by Administration and obtain a federal tax ID number. Booster clubs will be asked to submit financial statements for review at the end of each year or upon requests.

Finances – Continued

C. Athletics Account

1. District Five provides approximately \$2000 for athletic travel. This amount is divided as equally *as possible* between all sports. Of course, this amount does not cover all travel, and the remainder will come from your team's General Account. Travel (mileage and driver) to State Championship games will be paid by Athletics.
2. Team meals are provided through the Athletic Account for the following:
 - a) Out-of-town play-off games: Teams are allowed \$7 per athlete & coach for a meal while traveling to out-of-town play-off games.
 - b) State Competition: Teams are allowed \$7 per athlete & coach for a meal while traveling to a State Championship game. Contact Carolyn Greene for a check in advance or turn in receipts for reimbursement.

II. Fundraisers

All fundraisers must be approved by Administration. A form can be obtained from Carolyn Greene. Tournaments and camps are considered fundraisers and will follow the guidelines below:

A. Tournaments

- 1) Coaches must obtain approval for tournaments from the Athletic Director as well as reserve the facilities in advance.
- 2) Coaches are responsible for submitting appropriate forms to the SCHSL for approval for tournaments at least 30 days prior to the tournament. Forms are available at the www.SCHSL.org under AD Notebook. If needed, you may give the Athletic Secretary a handwritten, completed form, and she will type it and fax to the SCHSL.
- 3) Tournament income and expenses are kept separate from revenue generated at regular season contests. You may manage the funds through your Fundraiser Account or through your Booster Club with prior approval from the Athletic Director.
- 4) If your team has a Booster Club that will manage a tournament the following applies:
 - a) All income will go directly to the Booster Club including entry fees from participating schools, monies from gate receipts, concessions, sell of t-shirts, programs, ads, etc.
 - b) All invoices for expenses for the tournament should go directly to the Booster Club including cost of concessions, t-shirts, materials, etc. related to tournament events.
 - c) The Booster Club will pay for all officials used during the tournament including booking fees. If needed the Athletic Secretary can print vouchers from the Arbiter or provide blank vouchers.

Fundraisers -Continued

- d) If your tournament is on a Saturday, during the Holidays, or on a day that our athletic trainers are not scheduled to work for a regular season contest, the Booster Club will need to pay them to cover the tournament.
- 5) If you do not have a Booster Club, and your tournament is on a Saturday, during the Holidays, or on a day that our athletic trainers are not scheduled to work for a regular season contest, pay for athletic trainers will be charged to your Fundraiser Account.

A. Camps

- 1) The Athletic Camp Approval Form Must be completed and submitted to the High School Principal.
- 2) If approved, the Principal will forward the form to the Athletic Director.
- 3) The cost for the camp should not be excessive and should be approved by the Principal and the Athletic Director.
- 4) Salaries for camp workers should be based on the number of camp participants and should not be excessive. The salaries should be listed on the Athletic Camp Approval Form under anticipated expenditures. Salaries should be provided in the following categories: Athletic Director, District Five Coaches, College Players, High School Athletics
- 5) All checks for fees will be made payable to the school and will not be paid to the individual conducting the camp. Camp participants will be issued receipts.
- 6) The camp sponsor will be responsible for acquiring sufficient accidental insurance coverage for all camp participants.
- 7) The school will send a check for the entire amount collected to the district office minus any expenses incurred at the school.
- 8) The employees conducting the camp will be issued a payroll check from the district office. All payments will be subject to the employee's regular withholdings.
- 9) District Five employees will not be paid by any booster club for services rendered.
- 10) District Five employees will not receive pay for conducting a camp while also being paid for fulfilling District Five obligations.
- 11) All unused revenues raised from camps will be credited to the local account of the director's sport.
- 12) Any camp worker who is a relative of any District Five employee must be approved by the administration and the Athletic Director.

Player Awards & Banquets

Each Head Coach will be responsible for planning an end-of-the-season banquet. Banquets may be held on-site at Byrnes or at a location decided by the coach. To schedule a banquet for the cafeteria, contact Jeff Rogers for availability.

1. Players will be recognized with participation or letter certificate awards. Roxann Owens, Technology Coordinator at Byrnes, will print these certificates at your request. Email her the names for certificates using the format on the provided on under the “Forms” section.
2. Junior varsity and non-letter winners will receive a certificate of participation.
3. Athletes receiving a certificate for lettering in a sport may take the certificate to Jostens and obtain the letter insert at no charge. The athlete may purchase a letter jacket at his/her own expense.
4. A letter bar will be awarded to an athlete each time he/she letters after he/she receives their initial letter. Contact the Athletic Director for these.
5. All Region plaques are given to any athlete named All Region. Send the names of these players to Marie Meyers, Athletic Secretary. She will order name plates for the plaques. You may pick them up in the athletic department.
6. Athletes named All-State will be given an All-State plaque which will need to be custom ordered. Send the names of any player named All-State to Marie Meyers.
7. Any team that wins a region championship will be awarded a T-Shirt denoting the accomplishment.
8. Awards for state championships will be paid by Athletic Concession Account (as approved by Athletic Director). \$20 per athlete can be used for plaques, pictures, etc. and paid from the athletic concession account. This account will also be used to pay for 1/3 of the cost of a state championship ring for each athlete and each coach.
9. End of Season Banquet: \$7 per athlete & coach for meal. (Contact BHS bookkeeper for check prior to banquet.) This will be paid from Athletic Concession account.

All athletes must sign a Release of Information Form and have it on file in the guidance department before their names may be given to the media for All Area or All Academic recognition or to college recruiters.

Officials

Assignments: Officials are assigned as follows;

Sport	Assigner	Method
Fall Sport:		
Varsity Football	Wynne Dee Cockfield/ SCHSL	The Arbiter
JV Football	Eric Wells	The Arbiter
C Team Football	Eric Wells	The Arbiter
Varsity Volleyball	Chuck Eaton	The Arbiter
JV Volleyball	Chuck Eaton	The Arbiter
Winter Sports:		
Wrestling	Wynne Dee Cockfield/ SCHSL	The Arbiter
Varsity Basketball	Wynne Dee Cockfield/ SCHSL	The Arbiter
JV Basketball	Danny Rhodes	Manual
C Team Basketball	Danny Rhodes	Manual
Spring Sports:		
Varsity Soccer	Jack Koveleski	The Arbiter
JV Soccer	Jack Koveleski	The Arbiter
Varsity Baseball	Danny Rhodes	Manual
JV Baseball	Danny Rhodes	Manual
Varsity Softball	Danny Rhodes	Manual
JV Softball	Danny Rhodes	Manual
7 th & 8th Softball	Danny Rhodes	Manual

Payment to Officials: Vouchers for each game are printed the week of the contest and are located in the money box for the gate. Coaches are asked to work with the gate keepers in order to obtain signatures from the officials. Substitutions may be written in and initialed by the gate keeper as well as the new official.

The vouchers should be turned in with the money from the game the following day. Each voucher is then signed by the Athletic Director and sent to the District Office for payment. Checks are mailed Thursdays of every week for all vouchers. Varsity Football Vouchers are processed the beginning of each week and are given to the officials at the end of each game.

Cancellations: Games must be cancelled two weeks prior to the contest to avoid being charged for game officials unless the cause is weather related.

To cancel games due to weather, coordinate with the opposing coach and then call the officials and the Athletic Director, Billy Young. Billy will contact Barry Reese with the District Office who will post it on the district website.

Ejections: If a player is ejected from a game, coaches are to call Athletic Director, Billy Young following the game. Billy will complete the ejection form and submit to the SCHSL.

Blocks: Coaches may block officials from games prior to the season beginning. Once an official has been assigned, coaches may buy the official out of the game and a replacement will be assigned.

Miscellaneous Information

Announcements

Announcements at Byrnes are broadcast in each classroom every morning on the TV show "Byrnes Today." To have your announcements included email them to David Kalk at Byrnes at least two days prior to the broadcast, since the show is taped the day before.

Announcements are made over the intercom system each afternoon at the end of school. Email these announcements to Becky Williams and Rita Jackson.

If you need announcements made at the Freshman Academy or one of the middle schools please contact the following:

Freshman Academy: Lynn Sellars and Misty Fogel

DR Hill: Rita Owens and Brenda Brooks

Florence Chapel: Steve Gambrell and Tammy White

Banner Program

The banner program is a joint fundraiser available to all sports teams. Banners are purchased by sponsors and are hung during all home football and basketball games, and at the sponsor's request for either baseball or softball in the spring. Sponsors designate the team to receive profits from the banner purchased.

The cost of the banner for the first year is \$350 and the team receives \$215. Each year the sponsor pays \$300 to renew, of which \$255 goes directly to the teams fundraising account. Proban, Inc., charges \$45 each year, for cleaning which is done during the summer.

See Athletic Secretary for forms and additional information.

Team Pictures

Coaches are responsible for scheduling team pictures and getting names of athletes to the yearbook staff.

Most photographers will take pictures of the team at no charge to the school. They sell individual packages to the athletes. Possible photographers include:

Carolina Sports in Camden, SC (803) 432-3515

Linda Conner (864) 809-5865

Robert Howell (864) 415-1425

Bem Rivers (803) 237-3671



James F. Byrnes High School Sports Medicine

Emergency Action Plans

Athletic Injuries & Sports Medicine

Emergency Care Plan for Athletic Injuries

Introduction

Even with the best pre-season preparation, utilization of the most up-to-date coaching methods, and the most effective protective equipment available athletic injuries and illnesses may still occur. These emergency care procedures have been developed to outline a plan of action to be followed by the James F. Byrnes High School and athletic personnel in the event of injury or illness.

It is expected that all certified athletic trainers, athletic administrators, and coaches be familiar with these procedures and be able to implement them in the event of an emergency.

Scope of Coverage

The James F. Byrnes High School Sports Medicine team's primary responsibility during athletic events is to the athletes participating in that event. In the event of injury to officials, support staff, fans, etc., the Sports Medicine staff will assist in providing first aid care and in referring the individual for emergency care.

Chain of Command

The James F. Byrnes High School Sports Medicine team is composed of the following individuals, listed in order of descending authority: the team physician, the certified athletic trainer on campus or covering the event, and the team's coach(es). In the event of an athletic emergency, the member of the Sports Medicine team with the most authority present will be responsible for implementing emergency procedures with the assistance of the other members and/or athletes on that team.

In the event that a physician who is not associated with James F. Byrnes High School is present and offers assistance, the physician must validate that he or she is a licensed professional and state his/her name, location of practice, and area of specialty before he or she is allowed to assist with the emergency.

Once an ambulance is called and Emergency Medical Technicians arrive, the EMT's assume all authority for the appropriate care of the emergency with the assistance of the James F. Byrnes High School Sports Medicine team.

Procedures

Emergency care procedures have been designed for all James F. Byrnes High School athletic fields, courts, auxiliary gym and weight-room. The procedures for each location include the location of phones to be used in an emergency and directions to each site and/or how to enter the facility. Emergency phone numbers, information to be given over the

phone, and directions to all fields and courts are also posted by each emergency phone. For sports that practice off-campus, such as cross-country, softball, and tennis the coach should

know the location of the nearest telephone or have a cell phone and be familiar with the address he or she is calling from in the event of an emergency.

These procedures have been designed with the assumption that a certified athletic trainer will be present when an emergency occurs. If the certified athletic trainer is not present, the first step should be to determine the seriousness of the emergency. If the athlete is not breathing and/or has no pulse, the first step would be to call 911 and begin CPR. If the injury/illness is in no way life threatening, and it occurs during normal athletic training room hours, the certified athletic trainer may be reached via Nextel phone. In the absence of the certified athletic trainer, the person most qualified in emergency care present should assist the injured athlete. This means that coaches and athletes are substituted during implementation of the plan.

When a team travels to another school for a competition, it is the responsibility of the athletic trainer or the coach in the absence of the athletic trainer to become familiar with the host's emergency care procedures so that injuries can also be handled appropriately away from home.

Reminders:

- If there is a change in your schedule, it is your responsibility to notify your staff athletic trainer. If there is no notification, your event will not be covered.
- All athletes must be cleared by the sports medicine staff prior to involvement in team events. (Practice, conditioning, games etc.)
- Always have insurance forms on your person during a team event.
- If you have any suggestions or questions do not hesitate to talk to us
- Please be aware of the new HIPAA regulations. This is a Federal Government instituted policy and will be adhered to.
- Limitations prescribed to you by your staff athletic trainer regarding your athletes are not debatable and are to be strictly adhered to.
- If you are off campus, have a cell phone with you.
- IF you have an injury that occurs while you are on the road, notify the athletic trainers.

Contact Numbers:

Brad Sain: (864) 809-6828

Kristen Henderson: (864) 809-6828

Athletic Training Room: (864) 949-2360 ext. 135

Fieldhouse Training Room: (864) 949-2360 ext. 199

ATHLETIC TRAINING ROOM RULES

The athletic training room is a *medical facility* and should be treated with respect.

All Individuals are required to sign-in prior to **any** treatment.

Athletes are not allowed to treat themselves. **Only** certified athletic trainers may set up modality equipment and supervise treatment sessions.

Athletes should not leave class to come to the athletic training room.

No food or drink in the athletic training room.

No cleats allowed!

Appropriate clothing should be worn for treatments - shirt, shorts/pants, and shoes required.

There will be no horseplay, swearing, loitering, or boisterous activity allowed.

No shoes on the treatment tables.

Do not remove any items from the athletic training room without permission of a staff athletic trainer.

The athletic training room is to be kept neat and clean at all times.

Emergency Calling Procedures

1. **Dial - 911** to contact the EMS
2. Be prepared to tell the dispatcher:
 - **Your name**
 - **The telephone number you are calling from**
 - **What happened**
 - **How many people are involved**
 - **The condition of the victims**
 - **The help being provided**
 - **Directions to the scene**
3. **Do not hang up** until the dispatcher does so first.
4. **Report back to the scene** and state that the ambulance has been called and is on the way.
5. Go to the designated area, **wait for the ambulance** to arrive and then **direct the EMT's** to the injured athlete.

Emergency Action Steps

- **Check** the scene and the victim.
- **Call** EMS for help.
- **Care** for the victim.

Checking the Victim

- **Tap and shout** to see if the person responds.
- If no response, **look, listen and feel for breathing** for about 5 seconds.
- If the person is not breathing or you can't tell, position the victim on back, while supporting head and neck.
- **Tilt head back and lift chin.**
- **Look, listen and feel for breathing** for about 5 seconds.
- If not breathing, **give 2 slow breaths.**
- **Look for signs of circulation** for 5 to 10 seconds.
- **Check for severe bleeding.**
- **If no pulse, begin CPR.**
- **If pulse is present, but not breathing, begin rescue breathing.**
- If the certified athletic trainer covering the sport is not at the event, notify them as soon as possible.
- Make sure all access gates are open/ unlocked to allow ambulance to access the field if necessary.
- If the athlete is transported by EMS a designated coach will accompany the athlete to the hospital.

Directions to Athletic Fields/ Venues:

R. Nelson Schofield Gymnasium:

Take Main St. / (290). Go past high school on right. Enter Parking Lot for gymnasium.

If you are in the lower level:

Athletic training room- Have EMS park at end of the parking lot. Send someone to usher them to back doors.

If you are in the upper level:

Have EMS park in front of main entrance. Enter through glass doors.

Old Gymnasium/:

Take Main St. / (290). Pass the school on your right. Take right into parking lot. Take immediate right into main drive in front of building. Instruct EMS to park in front of cafeteria. **Send someone to meet EMS at entrance beside cafeteria.**

Wrestling Room:

Take Main St. / (290). Go past high school on right. Enter Parking Lot for gymnasium.

Have EMS park in front of main entrance. Enter through glass doors. Enter doors on far left of the lobby. Take first left into the wrestling room. **Send someone to direct them to the room.**

Weight Room:

Take Main St. / (290). Go past high school on right. Enter Parking Lot for gymnasium.

Have EMS park at end of parking lot. **Send someone to usher them to weight room back door.**

Soccer Field/ Football Practice Field/ Track:

Take Main St./290 to intersection of Danzler Rd. Take North Danzler Rd. Enter the Sporting Event Parking Lot. **Send someone to usher EMS to field.**

Nixon Field/ Football Stadium:

Take Main St./290 to intersection of Danzler Rd. Take North Danzler Rd. Enter the Sporting Event Parking Lot. **Send someone to usher EMS to field.**

Bullard Field:

Take Main St. / (290). Go past high school on right. Enter Parking Lot for gymnasium. Take access road at far Left of parking lot. Follow to Bullard Field on Left.

Make sure gate is unlocked.

Baseball:

Take Main St. / (290) to intersection of Danzler Rd. Take North Danzler Rd. Enter Sporting Event Parking Lot. **Send someone to back gate to usher EMS to field.**

Make sure gate is unlocked.

Softball:

Take Main St. / (290) to intersection of Danzler Rd. Take South Danzler Rd. Enter Beech Spring Intermediate School parking lot on Right. Follow road to fields behind the school. Field access is on far right. **Send someone to usher EMS to field.**

Make sure gate is unlocked.

Tennis Courts:

Take Main St. / (290) to intersection of Danzler Rd. Take South Danzler Rd. Enter Beech Springs Intermediate School Tennis courts on right. **Send someone to usher EMS to courts.**

Automatic External Defibrillator Protocol

An AED is a small, portable device that analyzes the heart's rhythm and prompts the user to deliver a defibrillation shock if it determines one is needed. Once turned on, the AED guides the user through each step of the defibrillation process by providing voice and/or visual prompts. AEDs are currently widely used by trained emergency personnel and have become an essential link in the “chain of survival” as defined by the American Heart Association.

Time to defibrillation, the most critical factor in sudden cardiac arrest (SCA) survival, can be reduced if an AED is "on-site" and can be brought to the victim quickly. This is one of the reasons that survival rates improve in communities with active AED programs.

Remember, every minute that passes before defibrillation reduces survival rates by 7-10 percent.

The goal is to improve SCA survival rates. An AED on site can make the difference.

Training Requirements

Any trained rescuer, who is expected to provide emergency care to a patient of sudden cardiac arrest, and or other medical emergencies, will be trained in basic first aid, CPR, and use of the AED. This training will conform to the standards of the American Heart Association, American Red Cross or any other nationally recognized training organization. CPR and AED training courses will be provided each year to keep certifications current.

Location of the AED

The athletic department AED will be stored in the athletic training room during school hours. During events the AED will be with the certified athletic training covering the highest risk home event. Example: If there is a baseball game and a soccer match on the same night, the certified athletic trainer and AED will be at the soccer match.

Using the AED

The AED is to only be used on an athlete/ victim in cardiopulmonary arrest. Before the AED may be used it must be determined that the athlete/ victim is:

- Pulse less,
- Unconscious, and
- Not breathing spontaneously.

The device is not intended for use on those under eight years of age or those weighing less than 90 pounds

REMEMBER:

Check the scene for safety

Call EMS

Care for the Victim

- **Tap and shout** to see if the person responds.
- If no response, **look, listen and feel for breathing** for about 5 seconds.
- If the person is not breathing or you can't tell, position the victim on back, while supporting head and neck.
- **Tilt head back and lift chin.**
- **Look, listen and feel for breathing** for about 5 seconds.
- If not breathing, **give 2 slow breaths.**
- **Look for signs of circulation** for 5 to 10 seconds.
- **Check for severe bleeding.**
- **If no pulse, administer AED**

Note: If the AED is not immediately available, perform CPR until the AED arrives.

- Push the button to release the lid and turn on the AED.
- Pull the handle to get the electrode pads and place them on the victim's chest as indicated.
- Follow the voice prompts. Do not touch the athlete unless instructed to do so.
- If the athlete/victim has excessive chest hair that prevents a good seal between the electrodes and the skin, quickly shave the areas for placement.
- If the victim's chest is dirty or wet, wipe the chest clean and dry.
- Stand clear of the athlete/ victim while the machine evaluates heart rhythm.

YOU WILL HEAR ONE OF TWO PROMPTS:

Shock Advised

Make sure no one is touching the victim. The device will indicate it is preparing to shock and begin charging. You will hear:

EVERYONE CLEAR/ DO NOT TOUCH PATIENT-DELIVERING SHOCK/ SHOCK DELIVERED

Continue to follow voice prompts. The AED will evaluate the athlete/ victim's heart rhythm and shock up to three times. After three shocks you will hear:

CHECK PULSE

If there is no pulse, breathing, or signs of circulation begin CPR for one minute. The AED will re-evaluate the athlete/ victim's heart rhythm after one minute.

No Shock Advised

The AED will prompt you to check pulse. If there is no pulse, breathing, or signs of circulation begin CPR for one minute. The AED will re-evaluate the athlete/ victim's heart rhythm after one minute.

If there is no pulse after one minute, continue CPR until EMS arrives.

Incident Reports

An incident report must be filled out by the first responder that administered the AED.

Heat Illness Management

Practice or competition in hot and/or humid environmental conditions poses special problems for student-athletes. Heat stress and resulting heat illness is a primary concern in these conditions. Constant surveillance and education are necessary to prevent heat-related problems. The following practices should be observed:

1. An initial and complete medical history and physical examination that includes any history of previous heat illness and the type and duration of training activities for the previous month.
2. Athletes should not just jump right into practice. They should acclimate themselves to the heat. They should slowly work themselves into intensive exercise in the heat by training a little more every day. Help the athletes adjust to the rigors of the heat by slowly increasing the duration and intensity of practices.
3. Dark-colored clothing increases the body's absorption of solar radiation. Frequent rest periods should be scheduled so that the gear and clothing can be loosened to allow heat loss. During the acclimatization process, it is advisable to use a minimum of protective gear and clothing.
4. To identify heat stress conditions, regular measurements of environmental conditions should be used. **A wet-bulb globe temperature (WBGT) higher than 82 degrees Fahrenheit suggests that careful control of all activity be undertaken.**
5. Record the body weight of each athlete before and after workout or practice to detect loss of body fluids and avoid dehydration.

SIGNS OF HEAT ILLNESS

- Cessation of sweating
- Cramping
- Rapid and weak pulse
- Pale, clammy skin
- Red, Dry Skin

- Excessive fatigue
- Nausea
- Blurry vision
- Irritability

Fluid Replacement

The following is adapted from the NATA Position Statement for Fluid Replacement for Athletes.

Dehydration of 1% to 2% of body weight can begin to compromise the physiologic function and negatively influence performance. A loss of over 3% of the athlete's body weight greatly increases the risk of developing heat illness. (i.e. Heat cramps, Heat Exhaustion, and Heat Stroke)

To Prevent Dehydration:

Before Exercise:

- Drink 20 oz of water/ sports drink (Powerade) 2 hours before practice
- Drink 10 oz of water/ sports drink (Powerade) 10-20 minutes before practice

During Exercise:

- Drink early because minimal dehydration compromises performance
- Every 10-20 minutes drink at least 7-10 ounces of water. To maintain hydration, drink beyond your thirst.

After Exercise:

- Within 2 hours drink enough water to replace any weight loss from exercise. Drink approximately 20-24 ounces of water or sports drink per pound of weight loss

Spinal Injury Protocol

The James F. Byrnes Sports Medicine Staff will act in accordance with the guidelines regarding transport and equipment removal established by the Inter-Association Spine Task Force (NATA.1998)

General Guidelines:

- Call EMS
- Any athlete suspected of having a spinal injury should not be moved and should be managed as though a spinal injury exists.
- The athlete' airway, breathing, and circulation (ABC's), neurological status and level of consciousness should be assessed.
- The athlete should not be moved unless essential to maintain ABC's
- If the athlete must be moved to maintain ABC's, the athlete should be placed in a supine position while maintaining spinal immobilization.
- When moving a suspected spine-injured athlete, the head and trunk should be moved as a unit.

Face Mask Removal:

- The facemask should be removed prior to transportation, regardless of current respiratory status.
- Face mask removal tools should be readily available

Football Helmet Removal:

THE HELMET WILL BE REMOVED:

- **IF** the helmet and chin strap do not hold the head securely, such that the immobilization of the helmet does not also immobilize the head.
- **IF** the design of the helmet and chin strap is such that even after face mask removal the air way cannot be controlled or ventilation provided.
- **IF** the face mask cannot be removed after a reasonable period of time.
- **IF** the helmet prevents immobilization for transportation in an appropriate position.

Guidelines for Helmet Removal

- Maintain spinal immobilization
- Remove check pads and /or deflate padding prior to removal
- If helmet removal is required, the shoulder pads must be removed as well.

Lightning Policy

The policy of the James F. Byrnes High School Athletic Training Department is adapted from the NATA's *Position Statement on Lightning Safety for Athletics and Recreation (2000)* and will be as follows:

During the pre-game warm up period, the James F. Byrnes High School staff Certified Athletic Trainer will inform the visiting team's Athletic Trainer and/or Head Coach and the Event Official of the policy with regard to lightning.

The Certified Athletic Trainer covering the event will monitor weather by one or all of the following methods:

- Lightning Detector
- Weather Monitoring via The Weather Channel on-line
- Weather Monitoring via Television (Weather Channel or Local Forecast)
- "Flash/Bang" Method-the Certified Athletic Trainer will watch for lightning and listen for thunder and will be responsible for keeping track of the "Flash/Bang" count

When "Flash/Bang" count of 40 seconds or less is obtained or a lightning detector alarm of 8 to 20 mile range is obtained the Certified Athletic Trainer on site will notify the following persons:

- Head Coach or his/her designee
- The visiting team Athletic Trainer and/or Head Coach
- The game/event official (at a break in action)

When a "Flash/Bang" count of 30 seconds or less is obtained or a lightning indicator alarm of 3 to 8 mile range is obtained, the Certified Athletic Trainer on site will take the following action:

- Notify the Head Coach
- Notify visiting team's Athletic Trainer or Head Coach
- The game/event official (at a break in action)

At this point, all game/practice activities are to cease immediately and all personnel are to evacuate to a safe structure or location:

- **Football Field House**

- **Fully enclosed vehicles with metal roof**
- **Gymnasium**

Dugouts for softball/baseball are UNSAFE!

Return to Activity

The 30 minute rule:

Events will be suspended for 30 minutes after the last observation of lig

FORMS