

**Forest Lake Academy Athletic Department Ministry**  
**Handbook and Guidelines**

*“Victory is in Christ” 1 Corinthians 15:57*

**Our Vision**

“To impact the world as Christian student-athletes, parents and coaches with the message of Jesus while becoming fit for eternity”.

**Our Mission**

“To nurture Christian student athletes to develop the critical thinking skills needed to be successful spiritually, academically, physically and socially as a result of learning respect, time management and determination through sports”.

**I. Administration**

Strategic, proactive leadership is the key to achieving the mission, goals, and objectives of our athletic program. Such effective leadership must be displayed by all entities involved in the athletic program.

**Administrative structure**

- The athletic director administers the program actively and enthusiastically promoting the philosophy of this document.
- **An athletic council**, with representation from all Varsity and Junior Varsity teams will provide guidance for our program.

**Eligibility**

- Student-athletes must meet eligibility standards of state or national governing bodies of athletic programs. However, individual institutions may establish more stringent criteria.

**Gender equality**

- The institution must provide equal opportunities for female and male student-athletes.

**Competitive level of play**

- Those who develop schedules should consider competitive equality.

**Sabbath travel and game policy**

- The institution should schedule games so as not to infringe upon the hours of the Sabbath.

**Medical coverage**

Forest Lake Academy will provide appropriate medical coverage at athletic events to ensure that it is prepared for medical emergencies.

### **Websites**

- Forest Lake will continue to develop a website for the athletic program and may include in it such items as the philosophy of the program, personnel, schedule, spectator code of conduct, and scores of games. (flpanthers.org)

## **II. Coaches**

The success of the entire athletic program hinges on the proper selection of qualified, dedicated, and committed coaches. Above all else, the teacher-coach must be a person who values and supports the philosophy of the organization that will mold young athletes into players who emulate Christ on and off the court or field. Coaches must teach players by both word and example and must convince them that the philosophy of winning at all cost or by sacrificing principle is not honorable or desirable.

### **Qualifications**

The coach will:

- Meet the state or provincial requirements for coaching.
- **Be certified in first aid and CPR.**
- Be given additional growth and development opportunities paid for by the institution.

### **Compensation**

ALL coaches at Forest Lake Academy Athletic Program will receive a small stipend for coaching purposes, and the program will supply for coaches expenses during trips, tournaments, food and transportation cost and other needs. Clinics, summer camps and other training sessions will be financially arranged separately.

### **Qualities of a Christian coach**

A coach should:

- Model Christian ethics at all times.
- Provide opportunities for spiritual growth.
- Not allow unsportsmanlike, cheating, or any other form of dishonorable conduct.
- Not engage in or permit trash talking, taunting, boastful celebrations, or other actions that demean individuals.

- Not engage in or permit profanity or obscene gestures during practices, games, or any team activity.
- Not permit student-athletes to engage in unhealthy techniques to gain, lose, or maintain weight.
- Forbid the use of unhealthy substances or dietary supplements and illegal performance-enhancing drugs.
- Discourage selfishness and encourage student-athletes to think and play as a team
- Avoid the use of verbal abuse, physical and psychological intimidation, or conduct demeaning to student-athletes.
- Treat all people with respect and require the same of student-athletes.
- Promote loyalty to team and school.
- Place the academic, emotional, physical, and moral well being of student-athletes above the desire to win.
- Make the game fun and enjoyable.
- Be a good communicator and let student-athletes know their role on the team.
- Encourage student-athletes to work on improving their individual and team skills.
- Educate student-athletes to assist fallen opponents, compliment extraordinary performance, and show respect in pre and post-game activities.
- Treat game officials with respect, not complaining about or arguing with their decisions.
- Use positive coaching methods to increase self-esteem of student-athletes and make their experience enjoyable.
- Promote personal physical fitness and health.
- Insist that student-athletes observe the letter and spirit of the rules.
- Incorporate positive messages about sportsmanship, character, and ethics into practices and games.
- Be gracious in victory and dignified in defeat.
- Distribute, explain, and enforce codes of conduct.
- Discuss the Christian values that can be used to govern behavior in practices and games.

### **III. Student-athletes**

Athletic participation should not only be enjoyable but should also be a significant part of the total educational program, exemplifying high standards of moral behavior and sportsmanship while developing Christian character and other important life skills. Student-athletes will strive to give their best as they pursue victory with honor. Athletics can help build school spirit and can be a positive experience for the entire student body (e.g., spirit week, pep rallies, etc.). Athletics can provide a constructive channel for physical expression and opportunities for students, parents, faculty, staff, and community members to share experiences.

#### **Expectations for behavior on the court or field**

Student-athletes should:

- Model good sportsmanship by assisting fallen opponents and showing respect in pre and post-game events.
- Not participate in unwholesome gamesmanship or any other dishonorable conduct.
- Not use profanity, obscene gestures, sexual remarks, trash talking, taunting, boastful celebrations, or any other actions that demean individuals.
- Live and compete honorably.
- Treat the teacher-coach with respect.
- Treat officials with respect by not complaining about or arguing with their calls or decisions during or after a game.
- Exercise self-control by, for example, not fighting or showing excessive displays of anger or frustration.
- Meet time commitments for practices and games.
- Have concern for others and never intentionally injure another player or engage in reckless behavior that may harm themselves or others.
- Help promote the well being of teammates.
- Honor, observe, and enforce the spirit and the letter of rules by avoiding temptations to gain competitive advantage through improper gamesmanship techniques that violate the traditions of sportsmanship or by engaging in any conduct designed to evade the rules that govern fair competition.
- Display humility in victory and graciousness in defeat.
- Demonstrate Christian behavior in all aspects of the game

## **Expectations for behavior off the court or field**

Student-athletes should:

- Make academics a priority.
- Represent the school, teacher-coach, and teammates with honor.
- Be loyal to the school and team by subjugating personal advancement for the good of the team.
- Avoid using any illegal or harmful substances including alcohol, tobacco, drugs, and performance-enhancing agents or employing any unhealthful techniques to gain, lose, or maintain body weight.
- Demonstrate Christian values in all they do.

### **Spiritual growth opportunities**

Our athletic program will provide numerous opportunities for the spiritual development of both individuals and small groups. Such activities, planned by the coaches, team parents and/or the athletic director, will include:

- Team worships at practices or other times.
- Prayer partnerships where athletes pray for the specific needs of each other and share the things for which they are thankful.
- Team sessions for sharing prayer requests and praying together.
- Team-led spiritual programs such as vespers, Sabbath School, or worship service at the home campus or church or at some other location.
- **Outreach activities such as clinics and games at NBA arenas (Orlando Magic Night)**
- Pre-season projects that provide opportunities to serve others, to appreciate one's own blessings, and to bond as a team
- One-day or weekend team-building activities including challenge initiatives such as Project Adventure activities, camping trips, etc.

## **Athletic Eligibility Requirements**

The following are the eligibility rules for Forest lake Academy students to participate in the varsity and junior varsity athletic programs of the school – basketball, golf, soccer, tennis and

volleyball. This would include any other varsity athletic programs, which may be added to the school program.

- Must be an undergraduate, bona fide student, beginning of the school year living with his/her parent(s) or other with whom he/she has resided continuously for a full calendar year in the school community...OR... be a student from out of the Greater Orlando area living in the residence hall, or approved housing [FHSAA 19.9.1 and FHSAA 19.3.1]
- May be eligible for varsity athletics through the age of 19 year, 9 months and junior varsity through the age of 16 years, 9 months. [FHSAA 11.6]
- Must have a Valid Physical Examination and be certified as being fit for participation in interscholastic athletics. The Physical Evaluation is valid for one year from the date it was administered. [FHSAA 11.8]
- Must have a signed consent which bears the date and the current school year signed by his/her parent or guardian on file in the Athletic Director Office. [FHSAA 11.7]
- Must have a cumulative grade point average of 2.00 or greater based on the previous semester. May not have an *F*-grade or *D*-grade or Incomplete from the previous quarter or semester grading period for the current year. [FLA requirement] [FHSAA 11.2]

#### **IV. Spectators**

Athletic competition is an important part of school life. Spectators participating in the sports experience in a positive manner, promote school spirit, and help to demonstrate the philosophy and dignity of their school. Spectators may optimistically contribute by helping to build the character of student-athletes and uphold the reputation of the school. Spectators must reflect Christ-centered behavior in their conduct at all times.

##### **Education**

Because the Seventh-day Adventist philosophy of sport differs from that of the general public, the education of spectators must occur continually. Activities may include:

- Presenting the philosophy of the athletic program and proper spectator behavior at an appropriate time (e.g., chapel) by the drama department, the student council, the athletic department, or the chief administrator of the institution.
- Reading a brief, positive statement of appropriate spectator behavior **prior to each home event.**

- Distributing the **code of conduct** for spectators to the parents of all students **prior to the season.**
- Having an **administrator or faculty members present at all events** to supervise spectators.
- Posting the code of conduct in the athletic facility, around spectator seating areas, in the printed program for the athletic event, and on the **athletics website of the institution.**

### **Hospitality for spectators**

So that spectators may have a safe and enjoyable experience, arrangements will include:

- Making available appropriate visitor seating.
- Providing a safe environment in and around the facility including parking areas with appropriate, visible security.
- Designating a clearly identifiable person to whom visitors may take their needs or concerns.

### **Code of conduct**

The spectator code of conduct includes the following:

- Support the team in a positive way.
- Do not encourage dishonest or unsportsmanlike conduct.
- Do not engage in negative or demeaning cheers.
- Do not engage in any kind of disrespectful conduct including the use of profanity, obscene gestures, offensive sexual remarks, trash talking, taunting, boastful celebrations, or any other demeaning actions.
- Do not show excessive displays of anger or frustration.
- Do not use noisemakers during a contest.
- Treat officials with respect at all times by not complaining or arguing about their calls or decisions during or after an athletic event.
- Cheer appropriately, but do not attempt to distract opposing players when, for example, they are shooting free throws in basketball or serving in volleyball.
- Compliment extraordinary performance.
- Treat all participants and spectators with respect.

- Do what is right, even if it is unpopular.
- Represent the school with dignity.
- Be gracious in victory and dignified in defeat. □
- Act in ways that are compatible with being a representative of a school that has high spiritual standards.
- Exhibit Christian behavior at all times.

### **Hospitality for the Visiting Team**

Forest Lake Academy will treat visiting teams as guests. It has invited them to participate in a contest of physical activity and should show them courtesy and respect. In the pursuit of being a good host, there is no substitute for displaying Christian sportsmanship on the court or playing field. Student-athletes must demonstrate Christian behavior at all times as exemplified in the “fruit of the Spirit” (Galatians 5:22-23).

### **Ways hospitality can be demonstrated prior to the event**

- Send an information sheet that describes bus parking, ticket prices, halftime activities, pre-game protocol, etc.
- Post signs that welcome the visiting team.
- Ensure that the facilities are clean.
- Ensure that support personnel are on time and know their responsibilities.
- Post signs that identify seating areas, restrooms, concessions, video filming areas, etc.
- Provide printed programs that include team rosters.

### **Hospitality for the visiting team upon arrival**

- Identify a host to greet the visiting team, remind them of the order of events, and direct them to the appropriate locker room.
- Offer to supply equipment such as warm-up balls.
- Provide water coolers and cups.

### **Pre-game hospitality**

- Welcome the visiting team and their fans.
- Ensure that the public address announcer knows how to properly pronounce the name of each player. □ □ Read an appropriate sportsmanship announcement.
- □ Have a suitable prayer that is not offensive to the faith tradition of the visiting team.



### **Post-game activities**

- Thank teams and their fans for their attendance.
- Provide refreshments for the visiting team.
- Provide a short, informal post-game reception for the players and coaches of both teams to mingle and get better acquainted and include refreshments and possibly a small gift for the visitors.

### **Booster Clubs/Athletics-Sports Council**

The role of our booster club is to support the efforts of the athletic program toward maintaining a high quality experience for athletes and to represent the school. Booster clubs/Athletics-Sports Councils should never exert any operational control over the administration of the school or over the athletic department. The club should provide financial and other support for the entire program without regard to season, sport, gender, etc. It should limit its activities to those that comply with amateur status requirements and the ethical guidelines of the church, school, league, state, and association, with particular regard to matters of recruiting, gifts, and scholarships.

### **Administration**

- Booster organizations will operate under the guidance of a constitution endorsed by the school.
- The constitution should contain provisions and procedures for such things as the chain of command, voting, selection of leaders, and protocols for requesting and distributing funds.
- The constitution should address financial issues such as tax-exempt status, the matter of handling finances inside vs. outside the school, bookkeeping and financial records, financial reports to the membership, membership dues, and contributions.
- The booster organization should publish a handbook for its members explaining its philosophy and rules of conduct.

### **Activities of the booster club**

Regular booster meetings and activities are essential. Socializing will encourage members to remain involved. Boosters can provide support in various ways. For example, they may:

- Provide financial support through individual gifts and fundraising activities.

- Serve as game support staff to take tickets, distribute game programs, work with concessions and the welcome wagon, help at the scorer's table, etc.
- Assist with award dinners and other special events.
- Assist with public relations such as newspaper submissions and the distribution of season schedules.

## **VII. Assessment of the Athletic Program**

Forest Lake Academy will have an assessment process for the athletic program that is based on the Vision and Mission statement of the program. The assessment process should include both formal and informal evaluations. Forest Lake Academy will develop written instruments to use in the formal evaluations. One of the important outcomes of the assessment process will be data on the degree to which the institution is maintaining the balance among academics, athletics, intramurals, recreational opportunities, and the wellness of the student body.

### **Levels of assessment**

- The primary administrator responsible for the athletic program should conduct an annual formal evaluation of the program. The evaluation should include a thorough report by the athletic director summarizing the strengths and weaknesses of each aspect of the program such as the coaching staff, hospitality teams, booster club, and budget.
- The administrator to whom the athletic director reports should conduct an annual formal evaluation and periodic informal evaluations of the director.
- The athletic director and players, using written instruments identified prior to the season, should evaluate head coaches.
- The head coach and players, using written instruments identified prior to the season, should evaluate assistant coaches.
- Coaches should periodically evaluate players throughout the season and provide them with an individual, post-season interview that may include their contributions to the team, their strengths, and their weaknesses.
- The athletic department should have some of the following regularly evaluate spectators: the athletic director, faculty and students of the institution, randomly selected spectators, visiting team coaches, and officials.

The athletic council should evaluate the whole institution to ensure that it is maintaining a healthy balance among academics, intramurals, recreation, and athletics.

### **VIII. Resources**

Institutions should be aware of the numerous resources that are available for athletic programs. Governing bodies, such as the National Federation of State High Schools, state high school associations, the National Collegiate Athletic Association, the National Association of Intercollegiate Athletics, and the National Christian College Athletic Association, provide an array of resources for their member institutions. The Seventh-day Adventist Health, Physical Education, Recreation Association (SDA-HPERA) hosts a web site ([www.lasierra.edu/sdahpera](http://www.lasierra.edu/sdahpera)) that also has resources available. Athletic directors should submit information to the SDA-HPERA to enlarge the database.

### **CONSEQUENCES FOR COACHES**

- ❖ Adhere to FLA athletic sportsmanship guidelines.
- ❖ Any unsportsmanlike behavior exhibited by a coach will be subject to a verbal warning to a one-game suspension.
- ❖ Any coach who receives an unsportsmanlike ejection at an athletic contest will be suspended a minimum of one to a maximum of two athletic contests at the level of competition.
- ❖ Any subsequent ejections will be reviewed by the Athletic Council and may result in more game suspensions and/or dismissal from the program.

### **RECOMMENDED GOALS FOR THE SCHOOL YEAR IN THE ATHLETIC DEPARTMENT**

- ❖ To promote the philosophy of the FLA Athletic Program into the athletic department.
- ❖ To increase student athlete participation within the scope of the athletic program.
- ❖ To promote sportsmanship within the spectator crowd as well as the athletic teams.
- ❖ To promote drug awareness activities for both parents and athletes.
- ❖ To provide ongoing coaching effectiveness training for coaches of all levels and sports.
- ❖ To provide ongoing liability information for coaches of all levels and sports.

- ❖ To address the needs of gender equity and assure that each sport is in compliance.

### **FUNDAMENTALS OF SPORTSMANSHIP**

- ❖ Show respect for self and others at all times.
- ❖ Show respect for the officials. Have the willingness to accept and abide by the decisions of the officials.
- ❖ Know, understand and appreciate the rules of the contest.
- ❖ Maintain self-control at all times.
- ❖ Recognize and appreciate skill in performance regardless of team affiliation.

### **EXPECTATIONS FOR STUDENT ATHLETES**

- ❖ Treat teammates/opponents with respect.
- ❖ Respect the judgment of contest officials.
- ❖ Abide by all rules and do not display behavior that could incite fans.
- ❖ Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
- ❖ Accept the responsibility and privilege of representing the school and community.
- ❖ Display positive behavior at all times.
- ❖ Live up to the high standards of sportsmanship established by the FLA Athletic Program.

**PLAYERS** – There are four actions taken to assure control of players. They are as follows (with accompanying guidelines for each action):

- ❖ **PULLING PLAYER FOR COOL-OFF PERIOD:**

- Overly aggressive towards opponent
- Negative reaction referee's call or non-call
- Negative reaction to crowd
- Displaying an attitude or behavior the coach deems detrimental to the overall program

- ❖ **PULLING PLAYER FOR REST OF GAME:**

- Second offense to any in category one
- Foul language

- c. Fighting, taunting, or verbally attempting to incite physical or verbal confrontation
- d. Displaying an attitude or behavior the coach deems detrimental to the overall program.

❖ **SUSPENDING PLAYER FROM THE NEXT GAME:**

- a. Pre-or post-game gestures or verbal abuse towards opponent
- b. Anything in category one or two that is flagrant enough to need additional discipline
- c. Displaying an attitude or behavior the coach deems detrimental to the overall program.
- d. If referees or officials suspend an athlete from a tournament or game, that athlete will be barred from participation in the next scheduled game of that particular sport.
- e. If an athlete is suspended from more than one game in a season, he/she will no longer be allowed to participate in games or tournaments for the remainder of the school year during which the violations have occurred.

**SCHOOL ADMINISTRATOR**

- ❖ Administrator observation
  - a. A minimum of two practice sessions per sport
  - b. A minimum of one game per sport
- ❖ The host school administrator or designated representative (exclusive of home team coach) must be present at every game.
- ❖ An FLA Athletic Program **Incident Report Form** shall be **submitted by either coach, referee, or administrator within 48 hours of game**. **Copies will be submitted to the administrator of both schools.**

**SPECTATORS**

- ❖ The home team will provide adequate parking and seating for visitors.
- ❖ The home team will be responsible for appropriate security and supervision of spectators.
- ❖ The visiting team is responsible for the supervision of its own team members, students, and fans.

- ❖ Violation of Commission guidelines or altercations which involve spectators must be reported in writing on a **FLA Athletic Incident Report Form to the FLA Athletic Director within 48 hours of the occurrence. It is the responsibility of the home team principal to file this report.**
- ❖ Violations or altercations involving members of the visiting teams' students or fans must be reported on a FLA Athletic Incident Report Form **from the principal of the visiting school.**
- ❖ Spectator behavior should be consistent with the goals and philosophy of the FLA Athletic Program, as stated in the Handbook. **The following actions are prohibited before, during and after all games:**
  - a. Noisemakers
  - b. Profane language
  - c. Heckling/Harassment
  - d. Disruption
  - e. Fighting
  - f. Cheerleading squads

**Spectator's Code (Adapted from the YMCA Code)**

- a. Remember that young people play organized sports for their own fun. They are not there to entertain you, and they are not miniature pro athletes.
- b. Be on your best behavior. Don't use profane language or harass players, coaches, officials, and spectators.
- c. Applaud good plays by your own team and the visiting team.
- d. Show respect for your team's opponents. Without them there would be no games.
- e. Never ridicule or scold a young person for making a mistake during practice or a game situation.
- f. Respect the officials' decisions.
- g. Encourage players to always play according to the rules.

## CONSEQUENCES FOR SPECTATORS

Because the actions of spectators, parents and/or fans may warrant sanctions placed by the FLA athletic programs, the following are consequences for unsportsmanlike behavior(s) at FLA athletic events.

- ❖ Verbal warning
- ❖ Removal from a competition site by administration or law enforcement
- ❖ Warning letter
- ❖ Suspension from attending future contests (for parents and student/athlete too)
- ❖ Charges filed with law enforcement
- ❖ Exclusion from all extra-curricular events

The level of intervention is dependent upon the severity of the unsportsmanlike behavior exhibited.

## PLAYER ELIGIBILITY CLARIFICATION STATEMENT

A student-athlete who is eligible under the terms of the FLA Athletic Program is permitted to participate on either a senior varsity or junior varsity team during the current season.

**The athletic directors will not take unfair advantage of this situation and make sure to match athletes with other schools during single games and/or tournaments.**

## PROCEDURE FOR SCHEDULING FLA ATHLETIC GAMES

- ❖ Arrangements for scheduling FLA athletic games are to be officially made by the school Vice Principal and/or Athletic Director.
- ❖ The Vice Principal is to receive, at the end of each quarter, a list of athletic games participated in by the school. This must be submitted one week after the close of the quarter.
- ❖ If any games involve an overnight trip, then the regular conference filed trip policies shall apply.

## ATHLETIC SUPERVISION CHECKLIST

By reducing liability and unnecessary exposure to our students and spectators we create a safer place for our student-athletes and families to participate. It takes effort by everyone involved, from the principal to the coach. Listed below is a checklist of supervision and legal issues that schools could use to begin a self-audit of their athletic supervision. This list is NOT

all encompassing, as each individual school has its own unique set of circumstances, procedures and responsibilities, but it should be viewed as a good beginning.

### **SCHOOL**

- ❖ All participants have on file a current physical examination form that approves the athlete to participate.
- ❖ All participants have on file a current “informed consent” form signed by BOTH the parent/guardian and the student that gives the student permission to participate.
- ❖ All coaches have valid CPR/First Aid cards on file, and background checks.
- ❖ Ensure that all coaches meet the FLA Athletic Program for ‘who can coach’ and Education Policies.

### **ATHLETIC ADMINISTRATOR**

- ❖ Ensure that all coaches meet the FLA Athletic Council for “who can coach.”
- ❖ Coaches have “emergency” information on all participants with them at all practices/contests. **(FROM NURSE?)**
- ❖ Check the facility regularly to maintain a safe and proper playing environment.
- ❖ Emergency phone numbers and emergency care guidelines are posted near an easily accessible telephone.
- ❖ **Provide coaches with an emergency action plan (what to do in case . . . )**
- ❖ Ensure the school is providing proper, safe and effective equipment.
- ❖ Create policies and procedures for the athletic department (Coaches’ Handbook).
- ❖ Follow up and enforce such policies and procedures.
- ❖ Inform all participants of the risk of participation and inherent dangers (Informed Consent).
- ❖ Ensure that coaches have been instructed on proper actions and behavior.
- ❖ Keep written inventory of when equipment was purchased, repaired, or reconditioned.
- ❖ Ensure that proper skills are taught.
- ❖ **Contact the FLA Athletic Council to ensure all coaches have background check clearance.**



## COACHES

- ❖ Coaches have “emergency” information on all participants with them at all practices and/or contests.
- ❖ Properly plan the activity.
- ❖ Provide adequate and proper equipment.
- ❖ Match your athletes by maturity, skill and experience.
- ❖ Evaluate and treat the injured athlete.
- ❖ Supervise your activity, both specific and general supervision.
- ❖ Check the facility daily to maintain a safe and proper playing environment.
- ❖ Ensure emergency phone numbers and emergency care guidelines are posted near an easily accessible telephone.
- ❖ Coaches ensure that proper skills are being taught by documenting and keeping all practice plans and instructions.
- ❖ Inform all participants of the risk of participation, both in writing and verbally. Along with teaching the proper techniques, remind students daily of the risks of injury when they fail to follow proper technique. (warm up routine)

-Adapted from the Coalition of Americans to Protect Sports

## **EMERGENCY MANAGEMENT CHECKLIST**

**Each school shall adopt a policy concerning an Emergency Management Policy. This need to be done prior to the new school year and ratified by the local school board.**

**-Adapted from the Coalition of Americans to Protect Sports**

It is very important that you clearly understand how to deal with emergencies at your school and indeed, wherever you and your students are involved in a school activity.

We need to do all we can to protect the active youth from serious injury while participating in sports. **BE PREPARED.** The time to think about emergency care is long before the emergency happens.

You should always be in direct contact with your athletic director on all emergency matters. **Additionally, remember that you are expected to fill out an accident report form after an emergency occurs and turn it in to the athletic director or school administrator.**

The following Emergency Management Checklist lists the consideration coaches need to be aware of for both practice and games.

### **EMERGENCY MANAGEMENT CHECKLIST**

1. Is there a licensed physician or licensed medical personnel on site?
2. Are all personnel currently certified in CPR and First Aid?
3. Do you know how to contact paramedics, ambulance, fire department, etc.? (Dial 911)
4. Is there a working phone on-site with access to outside lines? If not, where is the nearest phone? Make sure it works.
5. Is there unobstructed emergency vehicle access to your location? Are all gates unlocked?
6. Do you have accurate insurance information and emergency release forms for each student?
7. Do you have necessary **First Aid supplies**?
8. Is there fresh water available? **(FIX WATER FOUNTAIN IN GYM!!)**
9. Do you know the address and nearest crossroad to your practice or game site?
10. **Who will travel with the injured student to the hospital?** (Parent, assistance coach, school administrator?)
11. Has responsibility been assigned as to who will notify the parent or guardian?

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### **STUDENT EMERGENCY PROCEDURES**

The following procedures are presented for all school personnel as guidelines for preparing for and handling student emergencies. It is recognized that good judgment is the key factor in any crisis. When in doubt, all efforts should be extended to protect the health and welfare of the student.

#### **EXTREME EMERGENCY**

- ✓ Activate Emergency Management Procedures – **Call 911.** Each administrator shall appoint one person responsible to authorize these calls in her/her absence.
- ✓ Call parent; advise him/her of the accident and of all measures that have been taken.
- ✓ If parent/guardian cannot be located, contact local law enforcement.
- ✓ Be sure to submit a student accident report form to the appropriate administrator or athletic director within 24 hours.

**ILLNESS OR INJURY**

- ✓ **Notify parents; advise them of the injury of illness.**
- ✓ If parents cannot be reached, contact another responsible adult who is listed on the emergency card (18 years of age or older).
- ✓ Submit Student Accident Report Form to the appropriate administrator or athletic director.
- ✓ **Do not allow the injured athlete to participate until a medical clearance letter is received by the athletic director.**

**SENDING A STUDENT HOME**

- ✓ A student is to be released only to a responsible adult who is listed on the emergency card and is eighteen years of age or older.
- ✓ It is the responsibility of the parent or other authorized adult to provide transportation.
- ✓ Only in RARE situations should school personnel provide transportation.

**SEASONAL SPORTS SCHEDULE**

Golf .....	August - October
Volleyball .....	August - October
Basketball .....	November - February
Soccer .....	November-February
Tennis.....	Year round

**TENTATIVE TOURNAMENTS**

**(dates and locations)**

**Boys Soccer and Girls Volleyball:**

- NACA, Dayton, TN October

**Girls and Boys Varsity Basketball:**

- "HOOPS CLASSIC" TX, January

**Golf team:**

- RBC Heritage  
*Harbour Town Golf Links, Hilton Head, SC, April 2017*

**RECOMMENDED PRE-GAME ACTIVITIES CHECKLIST**

**VISITING TEAM**

- ✓ Arrive one (1) hour before game time
- ✓ Equipment
  - a. Appropriate uniform
  - b. Practice equipment
- ✓ Adequate supervision of visiting party
- ✓ Bring own first aid supplies
- ✓ Responsible for own meals
- ✓ Begin warm-ups 30 minutes before game

**HOME TEAM**

- ✓ SUPPLY ADEQUATE/COMPETENT OFFICIALS
- ✓ Physical comforts
  - a. Changing rooms
  - b. Meeting room
  - c. Water
  - d. Safety check
- ✓ Well defined court/field
- ✓ Begin warm-ups 30 minutes before game
- ✓ Start pre-game activities 15 minutes before game
  - a. Welcome
  - b. Introductions
  - c. Devotional
  - d. Review home rules

- ✓ Official's instructions to players
- ✓ Game equipment
- ✓ Provide qualified medical personnel\*
- ✓ Supervision of spectators
- ✓ Administrator or designated representative must be present

**\*EVERY HOST SCHOOL SHALL HAVE QUALIFIED MEDICAL PERSONNEL AT THE GAME.** In the event of a medical emergency, the on-duty physician certified athletic trainer, nurse, or paramedic will administer immediate emergency aid to the injured athlete. If none of the above are present, then the head coach or designated first aid provider will assume responsibility.

The designated person will immediately initiate the Emergency Medical System (EMS). Please follow these procedures for a prompt and efficient response.

- The designated care provider will remain with the injured athlete at all times.
- Designated person goes to phone location and dials 911 or other predetermined number.
  - A. Identify self and exact location.
  - B. State nature and seriousness of injury.
  - C. Advise how emergency vehicle is to reach the activity area.
    - 1. Street access
    - 2. Entry gate
    - 3. Activity area
    - 4. Building location
    - 5. Building entry point
  - D. Stay on line until operator disconnects
  - E. Return to injury scene in case needed for other assistance
- Designated person meets vehicle at the gate entrance. This person must have all necessary keys in his/her possession at the start of the activity session.
- Designated person contacts security for crowd control and other needs.
- Designated person immediately calls parents and advises them of circumstances; then calls designated administrator and advises of circumstances.
- Designated person documents all information relating to injury and emergency response.

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- Designated person accompanies the injured athlete to the hospital and remains until parents or designated administrator arrives.
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